



AGENDA
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
January 16, 2013
7:00 p.m.
94 Ashfield Road
Atherton, California
REGULAR MEETING

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

1. **PLEDGE OF ALLEGIANCE**

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

3. **PRESENTATIONS**

HERITAGE TREE REMOVAL PROCESS – Staff report included
Report: Town Arborist Kevin Kielty

4. **PUBLIC COMMENTS** *(This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the Agenda that is within the subject matter jurisdiction of the City Council. State law prohibits the Council from acting on items not listed on the Agenda except by special action of the City Council under specified circumstances. Speakers' time is limited to three minutes.)*

5. **REPORT OUT OF CLOSED SESSION**

6. **CITY MANAGER'S REPORT**

7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT** -

CONSENT CALENDAR (Items 8-13)

(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 DECEMBER 19 REGULAR MEETING MINUTES**
Recommendation: Approve meeting minutes

9. **APPROVAL OF BILLS AND CLAIMS FOR DECEMBER, 2012 IN THE AMOUNT OF \$844,409**

Recommendation: Approve Bills and Claims in the amount of \$844,409

10. **REVIEW AND APPROVAL OF RESOLUTION ACKNOWLEDGING PARTICIPATION IN THE SAN MATEO COUNTY SUB-REGION FOR THE REGIONAL HOUSING NEEDS ALLOCATION PROCESS (RHNA) AND ACCEPTANCE OF THE ASSIGNED HOUSING SHARE**
(2) AUTHORIZATION TO CONTRACT WITH C/CAG FOR DEVELOPMENT OF HOUSING ELEMENT DATA FOR 2014-22 HOUSING ELEMENT

Report: Town Planner Neal Martin

Recommendation: (1) Review and adopt the attached Resolution acknowledging participation in the San Mateo County Sub-region for the Regional Housing Needs Allocation (RHNA) Process and acceptance of the assigned housing share in accordance with the Sub-regional Technical Advisory Committee and Policy Advisory Committee recommendations.

(2) Authorize City Manager to enter into an agreement with C/CAG for development of Housing Element data for 2014-22 Housing Element

11. **PLACEMENT OF DONATED STATUES AT HOLBROOK-PALMER PARK**

Report: Public Works Director Mike Kashiwagi

Recommendation: Approve recommendation from the Atherton Park and Recreation Commission and the Atherton Arts Committee (AAC) to locations for placement of donated artwork in Holbrook-Palmer Park

12. **ADOPT A RESOLUTION FOR THE REVISION OF THE GRADING AND DRAINAGE CRITERIA**

Report: Public Works Director Mike Kashiwagi

Recommendation: Adopt a resolution for the revision of the Grading and Drainage Criteria per the adopted Ordinance no. 573

13. **WATKINS HOUSE RESIDENCY**

Report: City Manager Rodericks

Recommendation: Direct the Mayor and Vice Mayor to work with the City Manager to revise his contract to adjust for the housing benefit

PUBLIC HEARINGS - None

REGULAR AGENDA – (Items 14-22)

14. **APPOINTMENT TO FILL VACANCY ON TRANSPORTATION COMMITTEE**

Report: City Clerk Theresa DellaSanta

Recommendation: Appoint member to fill vacancy on Transportation Committee

15. **COMMISSION | COMMITTEE DISCUSSION AND DIRECTION**

Report: City Manager Rodericks

Recommendation: Review and Direct Staff Accordingly

16. **APPROVAL OF CITY COUNCIL COMMITTEE ASSIGNMENTS**

Report: City Clerk DellaSanta

Recommendation: Approve Committee Assignments

17. TOWN CENTER AND LIBRARY COMMITTEE SELECTION

Report: City Manager Rodericks

Recommendation: See Staff Report

18. SALARY AND BENEFITS RESOLUTION FOR UNREPRESENTED EMPLOYEES

Report: City Manager Rodericks

Recommendation: Adopt Resolution Approving Salary and Benefits for Unrepresented Employees

19. REVIEW OF PLANS AND ISSUES FOR MENLO-ATHERTON LITTLE LEAGUE TO MAKE IMPROVEMENTS TO LITTLE LEAGUE FIELD AT HOLBROOK-PALMER PARK

Report: Public Works Director Mike Kashiwagi

Recommendation: Approve the review process and issues for an amendment to the agreement with Menlo-Atherton Little League (M-ALL) to construct and maintain improvements to the baseball field at Holbrook-Palmer Park

20. RESUMPTION OF FULL EVENT BOOKINGS AT HOLBROOK-PALMER PARK

Report: Public Works Director Mike Kashiwagi

Recommendation: Provide direction to staff regarding Council's interest in the resumption of full event bookings at Holbrook-Palmer Park

21. RECOLOGY REPORT & RATE UPDATE

Report: City Manager George Rodericks

Recommendation: Receive and File

22. APPROVAL OF REQUEST FOR PROPOSAL FOR A NEW TOWN PHONE SYSTEM

Report: City Manager George Rodericks

Recommendation: Approve Request for Proposal (RFP) to replace the Town telephone system

23. COUNCIL REPORTS/COMMENTS

24. FUTURE AGENDA ITEMS

A. HIGH SPEED RAIL FUNDING FOR CITIZEN GROUP

-Vice Mayor Carlson and Council Member Widmer

B. LETTER TO CALTRAIN REGARDING REMOVAL OF HOLDOUT STATION

-Mayor Lewis and Vice Mayor Carlson

25. PUBLIC COMMENTS

26. ADJOURN

PLEASE NOTE THE FOLLOWING INFORMATION:

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

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

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

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

The order of items appearing on this agenda is not a guarantee of the order the items may be heard by the City Council. Items on this Agenda may be reordered at the discretion of the City Council at the meeting.

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



Item 3

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: KEVIN KIELTY, TOWN ARBORIST

DATE: JANUARY 16, 2013

SUBJECT: HERITAGE TREE REMOVAL PROCESS

RECOMMENDATION

Receive and File.

BACKGROUND

At the request of a member of the Council, staff prepared a report providing an overview of the Heritage Tree Removal process as well as data regarding the number of permits issued for Heritage Tree Removal over the last four years.

The purpose of the Town's Heritage Tree Removal Ordinance is to recognize the benefits that heritage trees provide to the Town and protect unwarranted removal of these trees. Per the Atherton Municipal Code, "The preservation of [heritage] trees is essential to the health, welfare and quality of life of the citizens of the town to: 1) Preserve the scenic beauty of the town and to ensure the privacy of its citizens; 2) Maintain ecological balance; 3) Prevent erosion of topsoil; 4) Protect against the hazards of floods and the risk of landslides; 5) Counteract air pollutants and oxygenate the air; 6) Absorb noise; 7) Maintain the climatic and microclimatic balance; and 8) Decrease high wind velocities."

ANALYSIS

Atherton Municipal Code defines a heritage tree as:

- a. Any tree, which has a trunk circumference of forty-eight inches or more, when measured forty-eight inches above the natural grade and is located outside of the main building area.
- b. Any native oak tree located within the main building area which has a trunk circumference of forty-eight inches or more, when measured forty-eight inches above the natural grade.
- c. A tree so designated by the city council, based upon findings that the particular tree is unique and of importance to the public due to its unusual age, appearance, location or other factors;

Atherton Municipal Code excludes the following trees from protection (these trees can be removed without a permit);

- a. Trees, other than native oaks with a trunk circumference of forty-eight inches or greater in circumference, located within the main building area.
- b. Trees located anywhere on the lot with a trunk circumference of forty-eight inches or less when measured forty-eight inches above the natural grade.
- c. The trees listed below shall not be classified as heritage trees:
 - Acacia baileyana—Bailey Acacia
 - Mimosa
 - Acacia decurrens—Green Wattle
 - Acacia melanoxylon—Black Acacia
 - Ailanthus altissima—Tree of Heaven

Tree Removal Process

In the past, the Town had not tracked denied tree removal permits. Past procedure included a preliminary visit by the Town Arborist as the request of the application. During this visit, if it were determined that staff could not support the removal of the tree(s), then the applicant would not apply for the permit. This process has recently changed as outlined below. Specifically, applicants will be required to apply for the tree removal permit and pay the fee, prior to the Town Arborist conducting an inspection. This will allow Staff to better track permits and ensure better cost recovery of actual time spent.

1. The applicant or homeowner applies for a Heritage Tree Removal Permit and pays the fee.
2. Upon receipt of an application, the Town Arborist conducts a formal site inspection and reviews all pertinent materials required for the project such as an arborist report submitted by the applicant.
3. At the Site Inspection the Town Arborist evaluates the tree(s) proposed for removal. The Arborist inspects the tree for the following;
 - a. Determination of the vitality of the tree (color and shoot growth),
 - b. Check the form of the tree (off balance canopy, lean and crotch formations)
 - c. Check for bleeding on the trunk and deadwood
 - d. Look for mushrooms (sign of oak root fungus)
 - e. Inspect for co-dominant leaders (leading cause of tree failure)
 - f. Reviews the roots and crown for decay or disease.
 - g. Review the site surroundings (e.g. an Oak Tree planted in the middle of a lawn or concrete patio).
 - h. Review the site for possible targets (structures that would be damaged if the tree were to fail, high active use area)
 - i. In some situations, the Town Arborist will drill into the trunk of a tree to determine the level of decay, or ask the applicant to provide additional information.
4. Based on the inspection and any additional information provided, the Town Arborist will determine if the Heritage Tree Removal Application can be reviewed at Staff level or should be referred to the Planning Commission. If the application remains at Staff level, the Arborist will determine if the tree meets the required findings for removal.

Staff Level vs. Planning Commission Review

The Town Arborist may permit the removal of Heritage Trees only in very limited circumstances. Specifically, the tree must be dead or dangerous. If the tree meets these standards, the Town Arborist may issue the Heritage Tree Removal Permit at Staff level. If the tree does not meet these standards, the Arborist must refer the application to the Planning Commission for review. Additional fees and materials are required for Planning Commission review and all property owners within 500' of the subject site are notified of the request. At the public hearing, the Planning Commission considers the item and determines whether the proposed removal is contrary to the purpose of the General Plan.

Environmental Review

Trees that are reviewed by Planning Commission are subject to environmental review thresholds. Dead and dangerous trees are considered to be exempt from further review under CEQA. Removal in excess of the number of trees listed below requires the preparation of an Initial Study and subsequent Mitigated Negative Declaration or Environmental Impact Report (additional fees and time).

- A. More than two heritage trees on parcels of land with an area less than one acre. The removal of two or fewer heritage trees is exempt from further environmental review.
- B. More than five heritage trees on parcels of land with an area of one acre, but less than two acres. The removal of five or fewer heritage trees is exempt from further environmental review.
- C. More than seven heritage trees on parcels of land with an area greater than two acres. The removal of seven or fewer heritage trees is exempt from further environmental review.
- D. More than three heritage trees within a grove, screen, stand or closely planted area. The removal of three or fewer heritage trees in such situation is exempt from further environmental review.

The environmental determination is valid for a period of five years. In compliance with the California Environmental Quality Act (CEQA), the City Council found that heritage trees located outside of the tree preservation area can be removed as a matter of right and that such removal is therefore considered to be a ministerial act, statutorily exempt from CEQA. The City Council further determined that dead or dangerous heritage trees may be considered categorically exempt from CEQA.

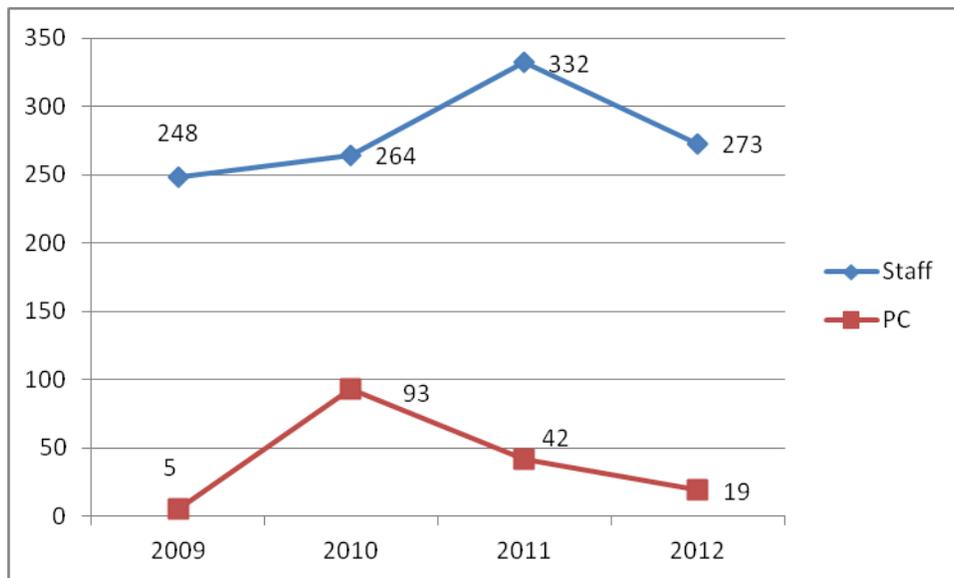
Analysis of Heritage Tree Removal Permit 2009-2012

Town Staff has reviewed the number of trees approved for removal over the last four years based on available data. The findings are listed below. It is important to note that historically, heritage tree removal requests that resulted in a staff level denial were never tracked. Therefore it is impossible to determine how many permits were denied or discouraged. As noted previously, Staff is in the process of changing this practice and will track both approved and denied Heritage Tree Removal Permits starting in 2013.

**Tree Removals and Applications by Year
 Issued by Staff and Planning Commission (PC)
 2009-Present**

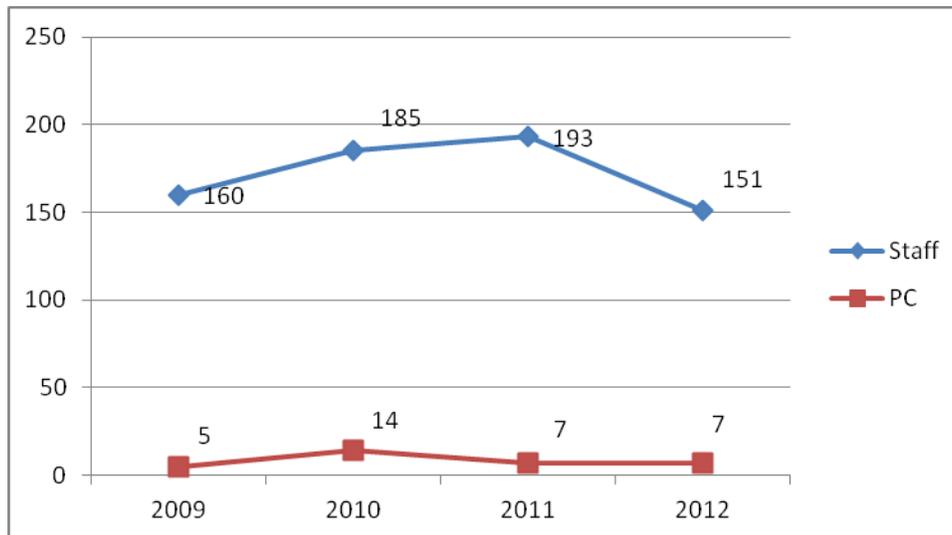
	2009	2010	2011	2012 YTD
Staff Level (Number of Trees)	248	264	332 total 171 Jan-June 161 June- Dec	273
Staff Level (Number of Applications)	160	185	193	151
PC (Number of Trees)	5	93	42	19
PC (Number of Applications)	5	14	7	7

Number of Trees Approved for Removal 2009-2012 (YTD)



As demonstrated in the chart above, Staff level tree approvals have remained consistent, with the exception of 2011. Towards the latter half of that year, two Arborists were working for the Town. In 2010, the Planning Commission saw an increase in the number of tree removals approved. This was due to several projects where a large number of eucalyptus trees were being removed as well as an increase in number of applications.

Number of Tree Applications 2009-2012 (YTD)



Although the number of replacement trees were not previously tracked, the Arborist estimates that a minimum of two, 24”-box trees, or one, 36”-box tree is required for each tree removed at either Staff or Planning Commission level. The Town Arborist and Planning Commission also require that removed heritage oak trees be replaced with oak trees. The new procedure that will be implemented by the Arborist will track the number of trees required for replacement

Additional Tree Information

Staff is in the process of creating a public viewing binder, which will allow members of the public to review which permits have been issued.

The Town Arborist will often conduct site visits to assist homeowners (and potential homeowners) in determining which trees are considered heritage trees as well as inform them of tree protection measures that would be required for site construction.

Tree protection plans are currently required for all building projects. Upon submittal, the Town Arborist reviews the plans and the plan must be approved prior to the issuance of any building permit. In addition, the Building Department is currently reviewing the process by which inspections are completed to ensure that tree protection remains in effect during the entire construction process. This will involve multiple site visits by the Town Arborist to ensure compliance with Town Ordinances.

The Planning Commission is currently working on updates to the Heritage Tree Ordinance. It is anticipated that the Planning Commission’s recommendations will be presented to the City Council in the next four months.

Attachments:

1. Atherton Municipal Code Chapter 8.08 Dead or Dangerous Trees
2. Atherton Municipal Code Chapter 8.10 Removal of and Damage to Heritage Trees



ITEM 6 Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: FOR THE REGULAR MEETING OF JANUARY 16, 2013
SUBJECT: CITY MANAGER WRITTEN REPORT

ADMINISTRATION:

Goals Workshop Facilitator

Staff is receiving proposals from four facilitators that can be used by the Council for a goals/team-building workshop in February. The proposals should be received by next week. Staff will work with the Mayor and Vice Mayor to select a facilitator and schedule the workshop.

Taping of Meetings

Staff meant to return a budget amendment and priority list to the Council for the taping of meetings in January. This item will be on the February agenda.

Knox Playschool

Staff is working with the operator of Knox Playschool to identify needed facility improvements and begin lease renewal discussions.

Elevator at the Main House

In the past few months there had been a lot of activity at the Main House attributed to kids playing with the elevator. Staff cut power to the elevator to address some of the issues caused. The elevator is now on and staff will monitor its usage.

Account Technician

Staff will begin recruitment to fill the currently vacant position of Account Technician. This is an authorized and budgeted position. We have been using the services of a part-time interim contractor to fill the role while we evaluate our exact needs.

League New Mayors and Councilmembers Academy

The League's New Mayors and Councilmembers Academy is set for January 16 through 18 in Sacramento. Two members of the City Council have been registered to attend.

Flooding Issues at Middlefield/Ravenswood

Staff met with Menlo Park staff on January 2 to discuss flooding issues at the Middlefield/Ravenswood area. A summary report will be presented to the Council in the coming week as staff evaluates the information gathered from the meeting and outlines next steps. There are engineering, maintenance, and other measures that may be identified for short-term remediation.

Speeding Issues and Street Parking

The Town received a complaint regarding speeding in excess of 35 miles per hour. Staff will be meeting with the resident who expressed the concern. This same resident expressed concern for rocks and tree stumps that are routinely placed in the right-of-way to discourage off-street parking along the adjacent residence frontage. This is an issue that has come up in the past and the Town's response has been to "not enforce" encroachments of this nature.

However, recently there has been a few complaints lodged that these encroachments are causing concern to bicyclists and pedestrians, as well as, limiting off-street parking options. The Town should develop a policy with respect to these encroachments. Presently, they are not allowed within the right-of-way and are in violation of the Town ordinances. The most recent Atherton Newsletter highlighted that such encroachments are in violation and need to be removed. Staff suggests that the Town conduct (and we have begun) an education campaign and then conduct enforcement via encroachment permits. If the Town desires to allow such items in the right-of-way, it should do so via an encroachment permit that will transfer all liability for incidents and accidents within that section of right-of-way back to the adjacent property owner.

Peninsula Division Cities Meeting

The Peninsula Division Cities are hosting their 11th Annual Reception for Newly and Re-elected Local Government Officials on January 24 from 6 pm to 8 pm at the San Mateo County History Museum. If you are interested in attending, please RSVP to Jessica Stanfill Mullin at 650-238-4111 or jstanfill@cacities.org.

Risk Management Practices

Staff is meeting to discuss risk management strategies within the organization as we evaluate position needs, workers' compensation issues, and practices.

CalPERS Pension Plan Revisions

Staff will be working with CalPERS to identify areas that our contract with CalPERS needs to be adjusted to accommodate the mandates of AB 340.

Goals/Projects List

Attached is the Goals/Projects List. This will be updated and provided to the City Council on a bi-weekly basis.

COMMUNITY SERVICES DEPARTMENT:

See attached community services report (Attachment 1).

PLANNING DEPARTMENT:

See attached Community Services Department update.

POLICE DEPARTMENT:

Police Activity

There were 96 criminal investigations for the month of December. 71 offenders were cited, arrested or referred to the District Attorney's Office for prosecution. 56 of those cases were for vehicle code violations that include driving without a license, driving on a suspended license, and driving under the influence of alcohol and possession of marijuana inside a vehicle. The other cases were warrant arrests, court order violations, drunk in public, possession of illegal narcotics (mushrooms) and providing false information to a peace officer.

Of the 1888 total police incidents for the month of December, 597 were officer initiated incidents, which resulted in 443 citations being issued for vehicle code violations. Officers also initiated 260 other types of incidents that included contacting suspicious people on the street or in cars, as well as security checks at schools and Holbrook Palmer Park.

Day shift arrested a Menlo-Atherton High School student for selling marijuana and mushrooms on campus. The case has been referred to the Juvenile District Attorney.

Night shift arrested the same subject for violation of the same restraining order on two separate occasions.

Holbrook Palmer Park had 25 incidents this reporting period, 18 of which were security checks by officers. Other police activity at the park included suspicious vehicles.

Officers responded to 2 ordinance violation calls this month. These calls were for leaving recycling cans out too long, and for soliciting.

APD performed a total of 1074 home security checks during December.

School Incidents:

Officers responded to 75 school incidents during this reporting period. The incidents involve "Traffic" related issues and "Other" calls for service, that include but are not limited to thefts, alarms, threats from a student to a teacher, a suicidal student, assault and battery, security checks, case follow-up, gang activity, possession of illegal narcotics for sale, disruptive student refusing to leave classroom, burglary (Menlo College dorms), and a Menlo Park School District meeting (at Encinal School). The following depicts the number of incidents per school:

SCHOOL	INCIDENTS		TOTAL
	TRAFFIC	OTHER	
ENCINAL SCHOOL	0	7	7
LAS LOMITAS SCHOOL	0	6	6
LAUREL SCHOOL	0	1	1
MENLO-ATHERTON HIGH SCHOOL	2	30	32
MENLO COLLEGE	1	6	7
MENLO SCHOOL	1	3	4
SACRED HEART PREP	1	3	4
ST. JOSEPH'S	0	0	0
SELBY LANE SCHOOL	10	4	14

Response Times

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

Disaster Preparedness

Sergeant Lopez and Ryan Zollicoffer from the Menlo Park Fire District conducted a tabletop exercise with the administrative staff from Menlo School on 12/10/12. The tabletop exercise scenario was based on an earthquake incident.

In response to the recent school shooting in Connecticut, Sergeant Lopez and Lieutenant Wade have scheduled several meetings with various schools to discuss their safety plans and future drills/exercises.

The semi-annual test of the Walsh siren has been scheduled for January 10, 2013 at 10:00 a.m.

Special Events and Community Activities

The police department conducted two days of oral panel interviews for the current opening of Police Officer.

Training

The police department sent the following officers to training in December for a total of 108 hours:

OFFICER	TRAINING	HOURS	DATES
A. Kockler	Supervisory Leadership Institute – Session #7	24	Dec. 3-5
E. Flint	Chiefs Retreat/Carmel Valley Lodge	20	Dec. 4 - 7
J. Yoakum	Mitigation and Explosives Training/Bay Area UASI	16	Dec. 6 - 7
H. Tam	Driver Training Update/SMCO S/O	16	Dec. 11-12
A. Barron	Radar/Lidar Operator/South Bay	32	Dec. 11 - 14

Investigations - Nothing to report.

PUBLIC WORKS PROJECT UPDATES:

- Sweep contracted monthly streets :
 - December 2012 Mileage: 185 Yards: 124 Tonnage: 129.96
- Service requests –
 - Tree down across road – Toyon
 - Flooding – Lilac & Green Oaks (plugged drain)
 - Trash bags – Odell at Atherton Ave.
 - Possible roof leak – Library (none)
 - Flooding – Snowden/Wilburn
 - Light out – PD report writing room
 - Lights inoperative - Library
 - Shoulder work – 210 Park Lane
 - Pothole – Oak Grove/Middlefield
 - Debris – BBQ on shoulder
 - Pothole – Valpariaso/Santiago
 - Low hanging limb – 33 Irving
 - HVAC inoperative- Knox playschool
 - Streetlight globe crooked – Flood Circle
 - Tree blocking Road – Camino al Lago
 - Sink plugged – Corp Yard office
 - Flooding – Middlefield at Ravenswood

City Manager's Written Report

January 16, 2013

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- Flooding – ECR and Tuscaloosa/Almendral/Stockbridge/Rittenhouse
 - Channel over capacity – Valley Road
 - Channel over capacity – Broadacres
 - Channel over capacity – Alameda
 - Channel over capacity – Marsh Road
-
- Weekly litter removal on ECR (Dec. 14 & 21 only).
 - Litter Marsh Road, Middlefield Road and Alameda.
 - General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp yard clean-up, vehicle/tool maintenance.
 - Park duties
 - MCE crews large effort to aid water drainage along El Camino Real. Eight working days were spent in December removing over 200 yards of debris from ditch lines to possibly alleviate some localized flooding issues at the ECR/Atherton street intersections.
 - Town staff spent considerable time assessing localized flooding at 88 Rittenhouse and 580 Middlefield.
 - Clean all drop inlets on Atherton right of way and along El Camino Real.
 - Clean gutters on all town facilities.
 - Follow up storms with response to prepare next event.
 - Sand bag area stocked up.
 - Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/re-charged), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs.
 - See attached spreadsheet of Events.
 - Storm response – Clear all drop inlets to allow for unabated flow of water, check all road crossings of Atherton Channel for blockages, inspect West Atherton drainage structures for unimpeded flows, respond to local flooding issues, remove debris (tree, mud and gravel) from travel way, make temporary repairs to damaged infrastructure, install short term traffic control devices (detours, flooding advisement signs).



12-1-12 – Toyon – Tree Blocking Road



12-23-12 Infrastructure damage Broadacres



S/B 082 S of Isabella



S/B 082 Stockbridge to Almendral

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

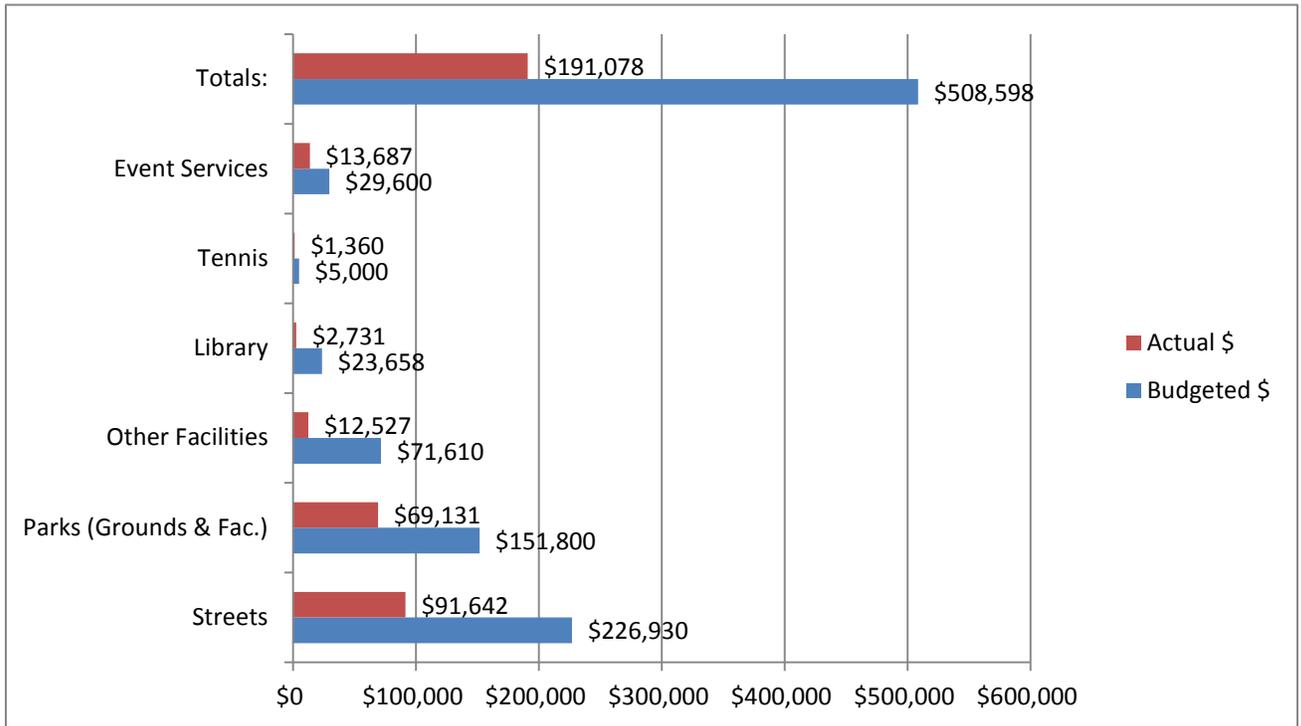
Town of Atherton
MCE Corporation Public Works Maintenance
Budget vs. Actual Expenditures for Fiscal Year 12-13
6 months (through December) through Fiscal Year

	Budget \$	Actual \$	Percent used
Streets	\$226,930	\$112,522	49.58%
Parks (Grounds & Fac.)	\$151,800	\$80,417	52.98%
Other Facilities	\$71,610	\$12,940	18.07%
Library	\$23,658	\$3,523	14.89%
Tennis	\$5,000	\$1,583	31.66%
Event Services	\$29,600	\$16,510	55.78%
Totals:	\$508,598	\$227,495	44.73%

City Manager's Written Report

January 16, 2013

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Town of Atherton

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

Community Services Monthly Report December 2012

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

Town of Atherton Building Safety & Inspection

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

	December	Fiscal Year 2012-13
Total Construction Valuation¹:	\$12,153,525	\$72,984,600

REVENUE

Plan Check Fees Collected:	\$9,274	\$189,662
Permit Fees Collected:	\$85,104	\$548,520
TOTAL:	\$94,378	\$738,182

PLAN CHECK

Applications Received:	42	319
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	4	17
New Accessory Structures Issued:	11	74
Addition / Alteration Permits Issued:	6	45
Reroof / Water Well Permits Issued:	5	56
Plumbing/Mechanical/Electrical Permits Issued:	11	81
<u>Non-Residential:</u>		
New Permits Issued:	2	22
TOTAL Permits Issued:	39	295

Total Open Permits as of 12/31	307	
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INSPECTIONS

Inspections Performed:	266	2,840
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Code Enforcement Activity Summary

December 1, 2012 to December 31, 2012

CE responded to the following types of cases:

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

c: Closed

o: Open

Planning Projects

December 1, 2012 to December 31, 2012

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	18	89
Planning Commission Items	2	13

18 IRB

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

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

Arborist Activity Summary

December 1, 2012 to December 31, 2012

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	14	9	23	26

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by

Month	2012	2011
January	2	-
February	0	-
March	2	-
April	2	-
May	4	-
June	3	-
July	3	3
August	2	4
September	3	6
October	4	5
November	1	1
December	4	1
Total New SFD Permits:	30	20

Plan Check Performance

December 1, 2012 to December 31, 2012

x

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	24	10	4	0
	Subsequent Rev.	18	5	2	0
Minor Plan Check	1st Review	0	3	-	-
	Subsequent Rev.	0	2	-	-
Total Number of Plan Checks		42			

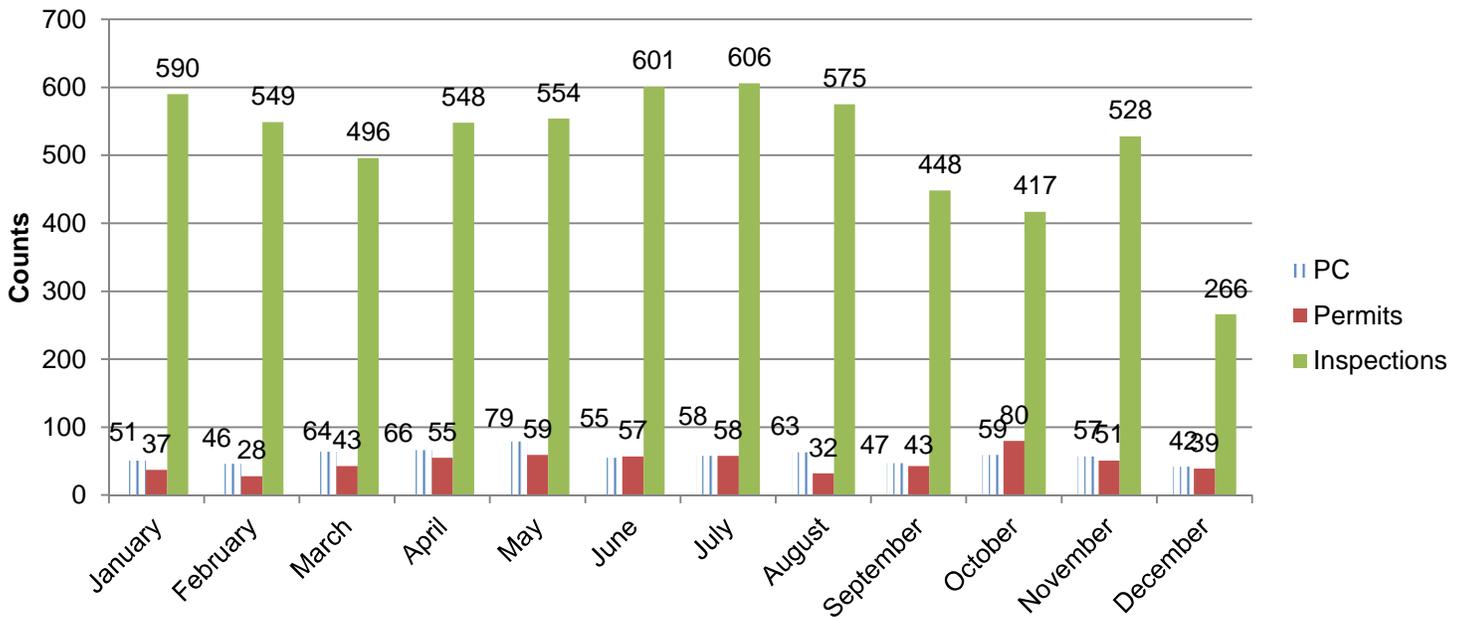
** Target: in working days

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

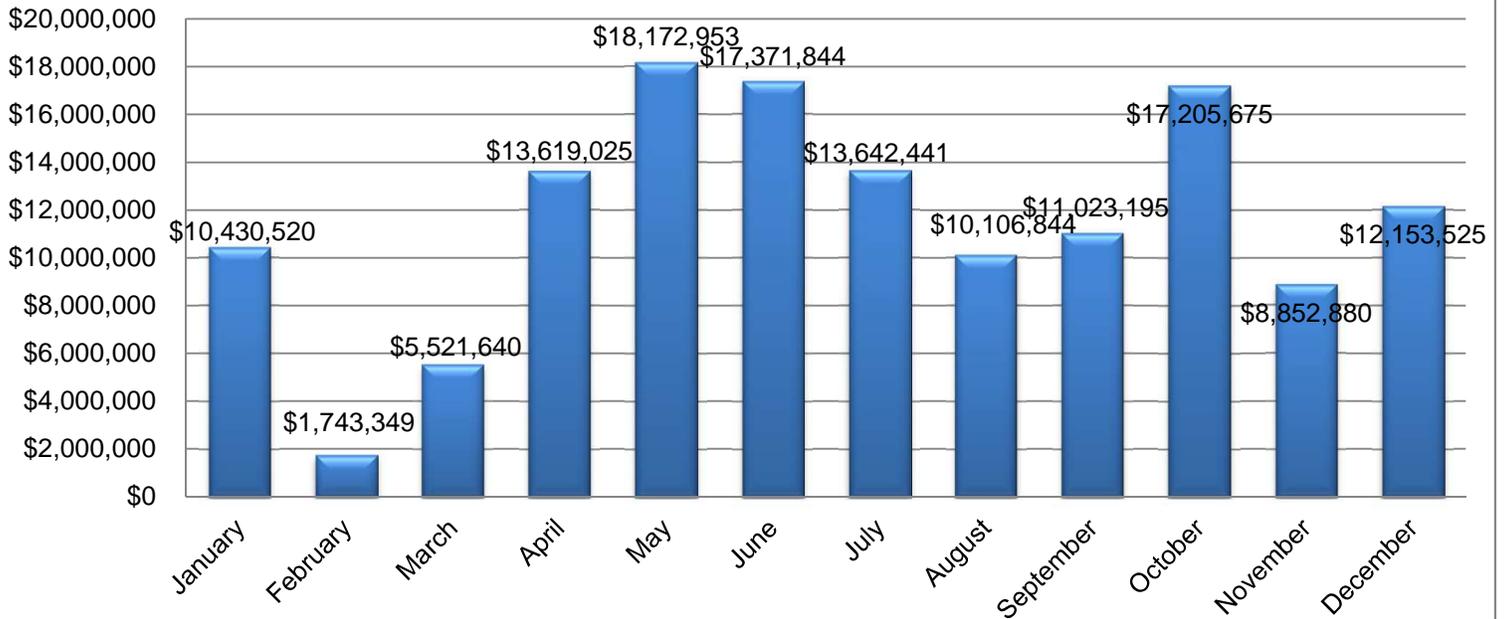
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs

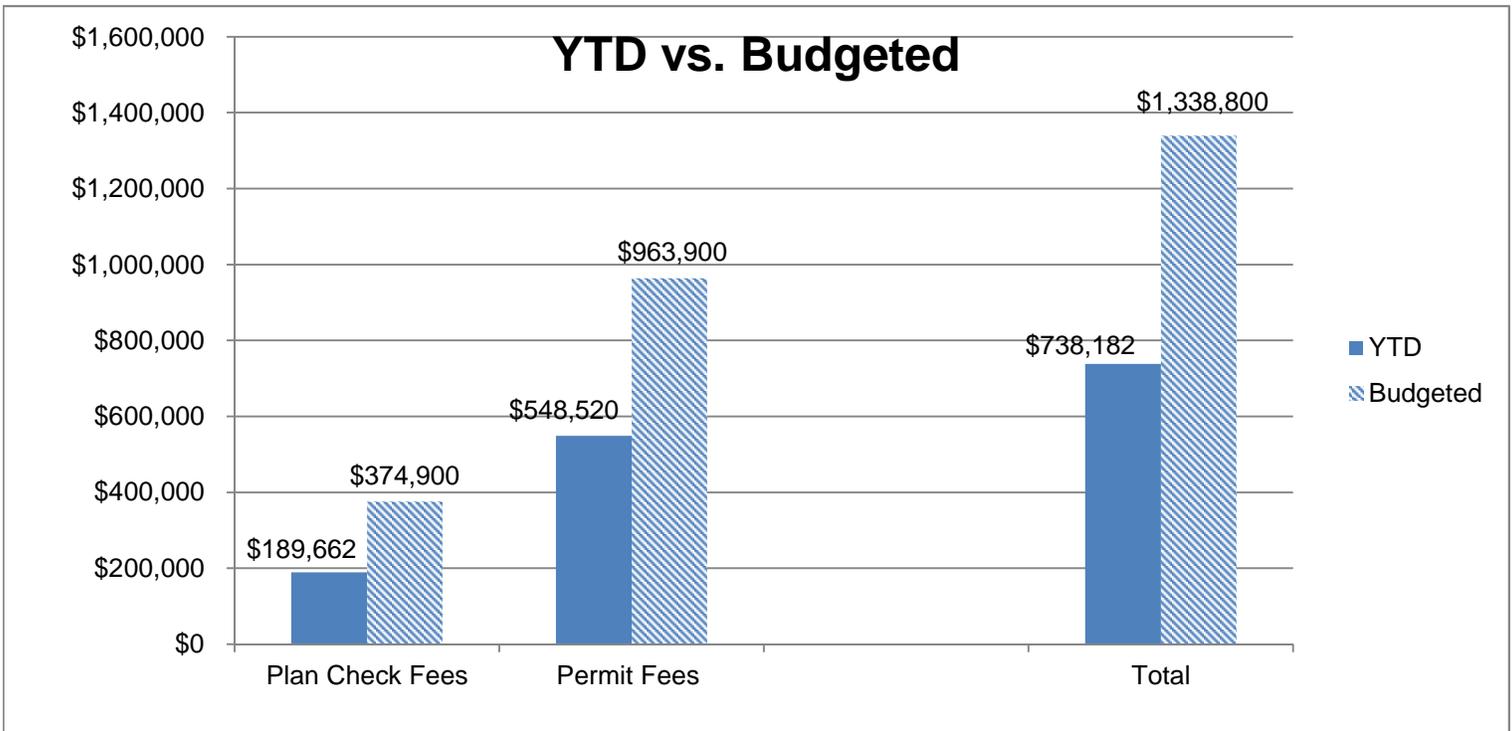
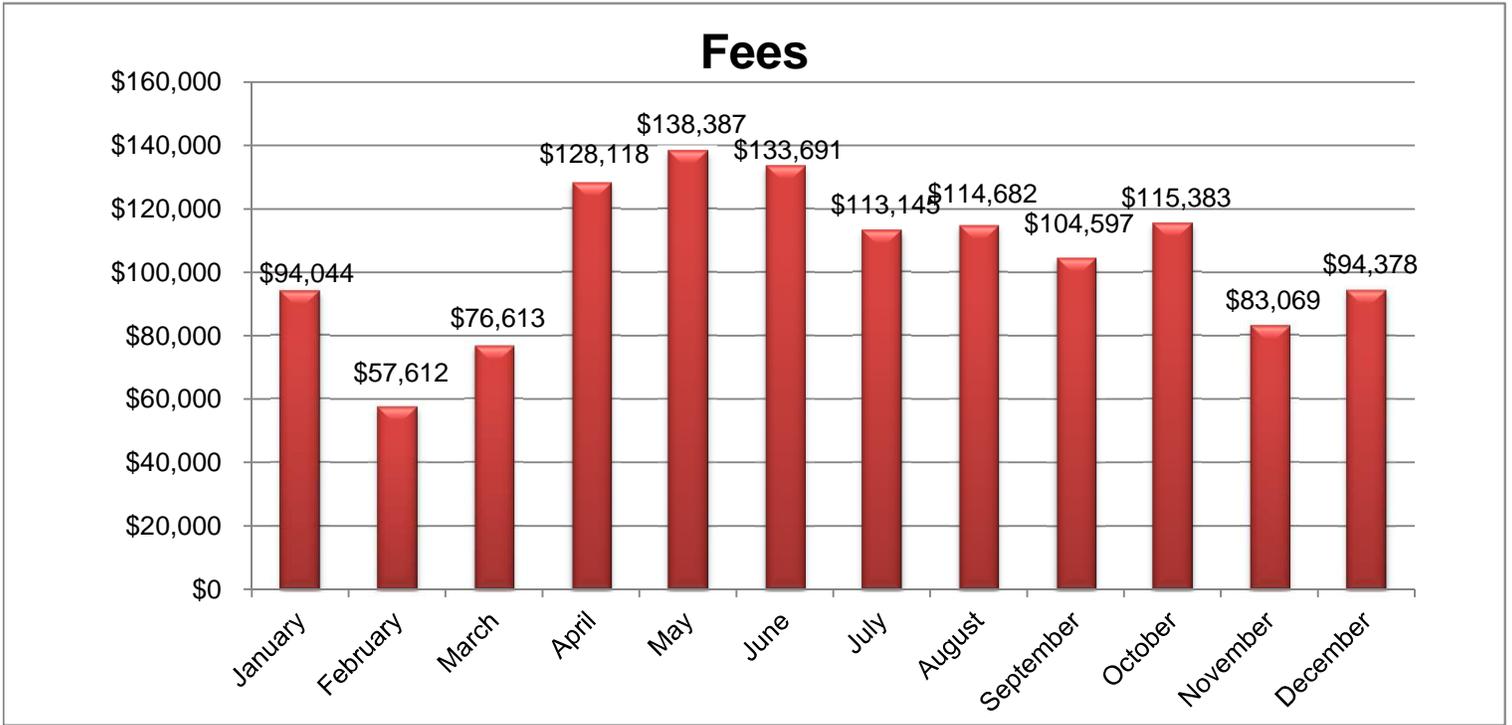
Plan Checks, Permits, Inspections



Valuation



Summary Graphs



Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Master Fee Schedule Cost Allocations	Robert		Mar-13
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Development of a Master Fee Schedule based on a cost allocation study.

Meet with staff & consultant to refine initial draft

Prepare final cost allocation study

Prepare staff report to City Council and Adopt Fee Resolution

Done

In Progress

Mar-13

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

Receive final mid-year property tax distributions

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

Review with City Manager

Review with Department Managers

Finalize data/report

Prepare Staff Report to City Council

Prepare PowerPoint Presentation to City Council

Present Mid-Year Report

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

Review current hourly support costs and needs

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

Prepare and Post Recruitment Ad

Conduct Recruitment

Review Applications and Screen (employment test)

Review Results and Conduct Initial Interviews

Select Final Round of Applicants

Conduct Final Interviews

Select Candidate | Offer | Pre-Employment Screening

December | January

January

January | February

Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Review with City Manager
Hire Candidate

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

Engage HDL Consultant to complete data analysis
Discuss initial report with consultant

Prepare forecast & incorporate LA v Alhambra Court Decision
Review Report and Findings with City Manager
Present draft summary findings to Finance Committee
Prepare a Report to the City Council

Done
Done
Claim to be filed mid-December | Working with City Attorney

Done
December

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

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

Plan for January Meeting
Estimated \$4,600
January
February
February
February

Development of 5-Year Financial Forecast	Robert	Start January 2013	Feb-13
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Develop a 5-Year Financial Forecast for the Town Budget

Review Revenue Histories and Develop Financial Model for Projections
Review Future Expenditures and Develop Funding Horizons for Projections

After Mid-Year

Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Assess infrastructure cost needs and incorporate major projects into projections
Review model and projections with City Manager
Prepare Report and Present Findings to Finance Committee
Prepare Report and Present Findings to City Council
Incorporate Financial Forecast into Town Budget

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

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

Development of Merit Bonus Program	George	On Hold	Mar-13
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Prepare Guidelines and Criteria for a Merit Bonus Pay Program

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

Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Refuse Rate Review	George		Jun-13
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Review current refuse rates and conduct an analysis of any proposed increase and rate subsidies.

Obtain Rate Histories and Summaries from the JPA

March 2013

Discuss Town Rate Analysis and Determine Rate Components

March - April 2013

Review and Discuss with Council Subcommittee

April 2013

Analyze Green Can and Rate Subsidies

April - May 2013

Prepare Report for City Council and Adopt/Ratify Rates

June 2013

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

Review current lease terms and conditions

January 2013

Review current condition assessment and determine needs analysis

January 2013

Review negotiation criteria and expectations with City Manager

January - February 2013

In Progress

Initiate discussions with Knox

February 2013

Review Requests/Negotiations with City Manager

Finalize Negotiations and Draft New Lease Agreement

Prepare Report for City Council and Adopt Lease Agreement

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

Conduct Site Inspections at Knox Pre-School

Done

Review Site Condition Report

Done

Determine Site Improvement Priorities

Done

Review the Findings with the City Manager

Done

Complete Emergent Repairs

Done

Finalize Report for Negotiations

Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
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<i>Grading & Drainage Standards Development</i>	David		Feb-13
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Review the Town's grading and drainage standards and prepare updates as needed.

Review the Town's grading and drainage standards

Prepare revisions to the standards

Prepare a Report for the City Council

Review the Grading and Drainage Standards Recommendations with the City Manager

Prepare a Report and Presentation for the City Council

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

Conduct site inspections and assess the Town's flooding issues

Review alternatives and conduct a cost-benefit analysis of each

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

Review the Findings and Recommendations with the City Manager

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

<i>Signal Repair Contract</i>	Steve		Feb-13
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Adopt a vendor contract for signal repair needs

Conduct an inventory of the Town's signalization needs

Review signal repair and maintenance contracts

Conduct an RFQ/P for Signal Repair Services

Review the findings/submittals with the City Manager

Prepare a Report and Contract for Adoption by the City Council

<i>Educate Community on Green Building Ordinance Requirements</i>	Richard		Feb-13
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Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Educate the community on green building

- Prepare educational materials for green building requirements and guidelines*
- Review the materials and their delivery with the City Manager*
- Initiate an education campaign on green building techniques in Atherton*

Expansion of Events at HPP	Steve		Feb-13
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Present a report to the City Council on expansion of events at Holbrook Palmer Park

- Assess current events at HPP*
- Review alternatives and opportunities for other events at HPP*
- Discuss alternatives with the City Manager*
- Investigate vendor services for event coordination*
- Review costs and cost impacts with the City Manager*
- Prepare a report and recommendation to the City Council*

Channel @ Marsh Road	David		Feb-13
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Review the channel at Marsh Road and Present Improvement Alternatives

- Review improvement alternatives*
- Present findings to the City Manager*
- Prepare Report to the City Council with alternatives and cost estimates*

Development of Tree Protection Standards	Richard		Feb-13
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Develop standards for Tree Protection during Construction Projects

- Develop standards for tree protection on construction sites*
- Review standards with the City Manager*
- Prepare report for the buildlers/stakeholders group*
- Review with buildlers/stakeholders*
- Prepare final standards for adoption*
- Review final standards with the City Manager*
- Prepare and present report to the City Council*

Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
Development of HR Manual <i>Develop a Human Resources Manual</i> <i>Engage consultant to assist with development of HR Manual</i> <i>Work with consultant to develop policies for consideration</i> <i>Review draft with the City Attorney/Chief of Police</i> <i>Revise as appropriate</i> <i>Review draft with the City Manager</i> <i>Revise as appropriate</i> <i>Prepare HR Manual for City Council adoption</i>	Theresa	Done Done In Progress In Progress Late December Early January January, 2013	Feb-13
Development of City Council & Commissioners Handbook <i>Develop a City Council & Commissioner Handbook</i> <i>Design and develop a Council and Commission Handbook</i> <i>Prepare draft for review with the City Attorney</i> <i>Review final draft with the City Manager</i> <i>Prepare Handbook for City Council adoption</i>	Theresa/Bill C.	In Progress January, 2013 January, 2013 February, 2013	Feb-13
Phone System Updates <i>Review the City's Phone System Needs and Make Improvements</i> <i>Obtain consultant to assist with current system analysis</i> <i>Review current system analysis and prepare recommendations</i> <i>Discuss recommendations with the City Manager</i> <i>Present RFP to City Council and Solicit Bids</i> <i>Select contractor and begin system installation</i> <i>Complete System Installation</i>	Theresa	Done Dec - January January, 2013 January, 2013 February, 2013 TBD	Feb-13
Development of Paperless Agenda Systems	Theresa		Feb-13

Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Develop a Paperless Agenda System

Setup Laptops and iPads for Paperless Agenda System

Develop guidelines for Agenda Distribution

Review guidelines with City Manager

Distribute Laptops and iPads as appropriate

Begin Paperless Agenda distribution

January, 2013

January, 2013

January, 2013

February, 2013

March, 2013

Revisions to Heritage Tree Ordinance	Lisa		Feb-13
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Adopt Revisions to the Town's Heritage Tree Ordinance

Review the Town's Heritage Tree Ordinance

Prepare a Report for Revisions/Updates to the Planning Commission

Review recommendations from Commission with City Manager

Prepare a report to the City Council for Ordinance Revisions

Research Quad Gates at Watkins	Mike		Feb-13
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Conduct an Analysis of the Need and Costs for Quad Gates at Watkins

Conduct an analysis of the cost and need for quad gates at Watkins

Review findings with the City Manager

Prepare a report to the City Council

Research Roundabout at Alameda de las Pulgas	Mike		Feb-13
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Conduct an Analysis of the Need and Costs for a Roundabout at Alameda de las Pulgas

Conduct an analysis fo the cost and need for a roundabout at Alameda de las Pulgas

Review findings with the City Manager

Prepare a report to the City Council

Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
Charter City Investigate the Pros and Cons of Developing a Town Charter <i>Meet w/City Council Investigative Committee</i> <i>Prepare a Draft Report</i> <i>Hold a City Council Study Session</i> <i>Present a final Report to the City Council</i>	Bill C.		Oct-13
Update the Disaster Advisory Council & Disaster Worker Requirements Update the Disaster Advisory Council Ordinance & Refine the Disaster Service Worker Requirements <i>Review the current ordinance establishing the Disaster Advisory Council</i> <i>Review State law requirements</i> <i>Review with City Manager</i> <i>Review with Department Managers</i> <i>Finalize data/report</i> <i>Prepare Staff Report to City Council</i>	Ed		Jul-13
Property and Evidence Audit Conduct an Audit of the Property and Evidence Room <i>Inventory property and evidence</i> <i>Prepare an Inventory Report</i> <i>Investigate Property Disbursement Alternatives</i> <i>Finalize Report and Review with the City Manager</i> <i>Release evidence and property as appropriate</i> <i>Develop and implement protocols for future</i>	Ed		Jul-13
Investigate Shared Services (Regionally)	George		Aug-13

Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
Investigate the use and opportunities for shared services in the region (Admin, Finance, Public Works, Public Safety, Recreation) <i>Meet w/San Mateo Managers Association to discuss shared service opportunities</i> <i>Discuss opportunities with Department Manager</i> <i>Prepare a Report to the City Council</i>		February 2013 March 2013 April 2013	
Review Organizational Structure Review the Town's Organizational Structure and Discuss Alternatives with the City Council <i>Review the Town's Current Organizational Structure</i> <i>Develop strengths, weaknesses, opportunities, and threats report</i> <i>Discuss any options for adjustment with Department Managers</i> <i>Prepare a Report to the City Council</i>	George		Aug-13
Risk Management Review Conduct a Risk Management Review through ABAG <i>Meet w/ABAG Representatives to review current risk management policies</i> <i>Develop and Assess Areas for Improvement/Change</i> <i>Assess infrastructure cost needs and incorporate major projects into projections</i> <i>Prepare a Report to the City Manager</i> <i>Prepare Report and Present Findings to City Council</i>	Theresa	Done In Progress In Progress July, 2013 August, 2013	Oct-13
Records Retention Schedule Review and update the Town's Records Retention Schedule <i>Review the Town's current records retention policies</i> <i>Identify areas for update</i> <i>Review and Prepare a Report to the City Manager</i> <i>Prepare a Report and Present Revisions to City Council for adoption</i>	Theresa		Jul-13

Master Goals and Project Priority List

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

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

Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
<i>Bike and Pedestrian Master Plan</i>	Gordon		Oct-13
Develop a Town Bicycle and Pedestrian Master Plan <i>Review the Town's current bicycle and pedestrian infrastructure</i> <i>Review regional connectivity</i> <i>Assess grant and funding opportunities</i> <i>Prepare draft recommendations and discuss with Department Managers</i> <i>Prepare a Report and Presentation for the City Council</i>			
<i>Crosswalks on El Camino Real</i>	Mike		Jun-13
Review crosswalks and intersections along El Camino Real Identify Areas for Improvement <i>Review current crosswalks and intersections along ECR</i> <i>Identify areas for improvement</i> <i>Assess grant and funding opportunities</i> <i>Review the Findings and Recommendations with the City Manager</i> <i>Prepare a Report and Presentation to the Transportation Committee</i> <i>Prepare a Report and Presentation for the City Council</i>			
<i>Tree Removal at Sacred Heart Menlo College</i>	Lisa		Jun-13
Review Request and Assess Tree Removal Mitigation for Sacred Heart & Menlo College <i>Review request from Sacred Heart Menlo College</i> <i>Review mitigation measures and impacts</i> <i>Prepare Report to Planning Commission</i> <i>Review the findings/submittals with the City Manager</i> <i>Prepare a Report for the City Council</i>			
<i>Update Springbrook Financial Software</i>	Robert		Jul-13
Identify update needs to Springbrook Financial Software			

Master Goals and Project Priority List

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

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Identify update needs in Springbrook Financial Software
Assess costs for upgrades
Prepare a Report to the City Manager

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

Review the PERS Side Funds and Prepare Recommendations	Robert		Jul-13
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Review the Town's PERS Side Fund Liability and Prepare Report
Review the Town's PERS Side Fund Liability

Present findings to the City Manager
Prepare Report to the City Council with alternatives and cost estimates

*** Paid Public Safety 7/12**
Misc. \$740k
Prepare for FY12/13
Payment

Master Goals and Project Priority List

Long-Term Projects/Priorities (12 plus months)

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

Solicit proposals from vendors

Identify Website Needs

Select Vendor

Work with Departments and Design Committee

Go Live

Dec - Jan 2013

January-Feb 2013

February, 2013

Feb-April 2013

May, 2013

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

Complete Update of Records Management Policy

Conduct a survey/inventory of current records

Utilize technology to create, store, and retrieve records

Destroy records that meet the retention requirements

Store inactive records in a cost-effective and secure location

Identify and preserve permanent records

Develop a disaster preparedness policy to protect and recover records

Implement System

April, 2013

August - Dec 2013

On Going

Oct - Dec 2013

December, 2013

On Going

January, 2014

2014-TBD

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

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

Meet w/County Assistant Controller

January 2013

Master Goals and Project Priority List

Long-Term Projects/Priorities (12 plus months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
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<i>Expansion of Video Surveillance Systems</i> Review existing video surveillance systems and recommendations additions	Ed		Dec-13
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<i>Town Center Project/Library Project</i> Work with Committee(s) to Develop and Bid the Town Center/Library Project	Mike		Dec-13
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<i>Short/Long-Term Facility Repair Plans</i> Review existing facility needs and develop a strategy for short and long term repairs	Gordon		Dec-13
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Master Goals and Project Priority List

Long-Term Projects/Priorities (12 plus months)

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

Long-Term Projects/Priorities (12 plus months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
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<i>Cartan Field Project</i> Work with the College on the Cartan Field Development Project	Lisa		Dec-13
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<i>Housing Element & RHNA Allocations</i> Work with ABAG and the Region on updates to the Housing Element	Lisa		Dec-13
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<i>Circulation Element</i> Work with the Town on updates to the Town's Circulation Element	Lisa		Dec-13
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ITEM 8
DRAFT MINUTES

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

The meeting was called to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL Lewis, Dobbie, Widmer, McKeithen, Carlson

Council Members McKeithen and Widmer were excused.

REGULAR AGENDA (Items 2-3)

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

Report: City Clerk Theresa DellaSanta

Recommendation: Adopt resolution declaring the results of the Election held on November 6, 2012

City Clerk DellaSanta read the official results of the election to fill two full-term council seats.

**Motion by Carlson, second by Dobbie to adopt resolution declaring the results of the Election.
The motion passed.**

Ayes: 3 Nays: 0 Abstain: 0 Absent: 2

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

Report: City Clerk Theresa DellaSanta

Recommendation: Adopt a Resolution declaring the results of the November 6, 2012
Election

City Clerk DellaSanta read the official results of the election for Measures “F”, “L”, and “M”.

Motion by Carlson, second by Dobbie to adopt resolution declaring the results of the Election. The motion passed.

Ayes: 3 Nays: 0 Abstain: 0 Absent: 2

4. PRESENTATIONS

OATH OF OFFICE – COUNCIL MEMBERS ELIZABETH LEWIS AND CARY WIEST –

The oath of office was administered to incumbent Council Member Elizabeth Lewis and new Council Member Cary Wiest by City Clerk DellaSanta.

MESSAGE FROM OUTGOING MAYOR

Mayor Widmer’s wife, Mary Beth, read a speech on behalf of Widmer who was not present. Below is a summary of comments. The entire speech can be accessed through the City Clerk’s office.

“To all members of our great community, I want to take this opportunity to thank you again for the support you gave me back in 2010 during my campaign. It has been and continues to be my honor to serve you. To my fellow Council members, thank you for the honor of serving as Mayor over this last year.”

“At the beginning of the year, almost all City Management positions were being filled by contractors. ... Over the last 12 months, the Town filled 3 key roles.”

“During the year, the Town renewed the outsourcing contracts it initiated the year before. The Town did gain some additional concessions and commitments from these contractors, who, based upon resident inputs, are all doing an excellent job.”

“The last major objective was to improve the use of standard technology to boost our efficiencies and openness to the public.”

“Additionally this year, the Council began to address some long term financial issues. Recognizing some of our off balance sheet issues, those being our pension liabilities and costs associated with our long term employee healthcare obligations, the Council took some bold steps to address not just our periodic expenses but to address some future ones as well. These included establishing and placing approximately \$1.5M in pre-allocated funds into an irrevocable trust which locks away these funds and which will help fund our anticipated long term financial obligations for retiree health. This fund will now grow as we place our annual contribution into it. The fund is now an off-balance sheet liability of approximately \$7.5M.

“Finally, the Council took steps to address the high employee overhead costs which many of our neighboring towns have begun addressing. Specifically, the Town established a second tier benefit level for new employees which, through its elimination of lifetime health care for the employee and spouse, and changes to the pension formulas will help to bring down, over time, the off-balance sheet liabilities which are in the tens of millions of dollars, as well as help manage our year-on-year budget.”

“I thank you all for your help and support over these past twelve months. I am proud to have had the opportunity and honor to have had your support to serve as Mayor during this period when, as a team, we have accomplished so much.”

SELECTION OF MAYOR AND VICE MAYOR –

DellaSanta opened nominations for the office of Mayor.

Motion by Carlson, second by Dobbie to elect Elizabeth Lewis to the office of Mayor. The motion passed unanimously.

DellaSanta opened nominations for the office of Vice Mayor.

Motion by Lewis, second by Wiest to elect Jerry Carlson to the office of Vice Mayor. The motion passed unanimously.

MESSAGE FROM INCOMING MAYOR-

Mayor Lewis gave her incoming Mayor speech. Below is a summary of comments. The entire speech can be accessed through the City Clerk’s office.

“Thank you fellow Council Members for this privilege to serve the Town of Atherton as Mayor for the coming year. I’d like to acknowledge the hard work done by Outgoing Mayor Widmer.”

“We are fortunate to have our own top-notch police force that our residents can fully depend upon. With the ten public, and private schools within our Town it is critical for us to coordinate with them in case of emergencies.”

Mayor Lewis recognized many of the Administrative employees of the Town.

“These individuals and many others now in place are a superb group of professionals who are dedicated and capable to manage the operations of running our Town.”

“This past year our residents’ voices were heard through social media and web technologies connecting with each other and us in ways that have never before been possible. It is up to our Town to keep pace with the new technology and provide the transparency in our government that is expected. I believe this will go a long way towards improving the ability of councilmembers to report to, engage with and make decisions that more accurately reflect the needs and concerns of the broadest cross-section of our community than ever before. I am looking forward to working with everyone to accomplish this.”

“In closing I want to reiterate that my Top Priority is to develop a more collaborative Council- to be able to put aside our personal agendas and keep our focus on the big picture of what is best for our Town as a whole and work together.”

INTRODUCTION OF NEW POLICE OFFICER – Chief Flint introduced new Police Officer Chris Vigil who came to the Town as a lateral from the City of Santa Cruz. Chief Flint administered the oath of office for Vigil. Vigil’s significant other, Felicia, pinned his badge.

2012 ATHERTON TREE AWARDS –

Town Arborist Kevin Kielty introduced the winners of the 2012 tree awards and presented them with certificates from the Mayor.

5. PUBLIC COMMENTS

Didi Fisher, Atherton resident, noted that the committee for *no against Measure F* donated the unused money they had raised to start a capital fund to begin fundraising for the new town center.

A representative from Senator Jerry Hill’s office introduced himself and expressed his thanks to outgoing and incoming council members.

A representative from PG&E introduced herself as the new liaison for the Town of Atherton.

6. REPORT OUT OF CLOSED SESSION - None.

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

Council Member Carlson moved reconsideration of the salary and benefits resolution approved at the December meeting. Council Member Wiest seconded.

Public Comment:

Malcolm Dudley, Atherton resident, felt that the issue of employee compensation is very important and it should be handled through the budget process. Dudley encouraged rescinding the motion made at the December meeting.

Council Member Dobbie noted that Council is the steward of the Town’s finances; Dobbie felt the present changes offered to the employees are generous. Dobbie felt that public sector employees are paid much better than private sector and it’s time to fix it.

Mayor Lewis called for a vote on the motion. Motion passed 3-1, with Dobbie opposed.

Mayor Lewis noted that the motion to reconsider has passed and therefore Council can discuss the content of the resolution.

Council Member Carlson questioned what the next steps are. City Attorney Connors said a new original motion is in order after discussion and debate. Connors concluded that Council can approve the current resolution, amend the resolution, or continue it to a future meeting.

Council Member Wiest was in favor of continuing the matter so he can get caught up to speed on how the current resolution was developed.

Council Member Carlson agreed.

Mayor Lewis reiterated that she agrees pension dollars need to be transferred from the Town to the employees, but how it is structured and rolled out should be a policy decision from Council.

Bob Polito, Atherton resident, said he reviewed the whole process in great length. He thinks it would be a bad decision to start over from scratch, but he felt that the roll out of cuts needs to be spread out over several more years than what is proposed.

MOTION by Carlson, second by Wiest to bring a revised resolution to Council in January that reconsiders implementation, bonus plans, provides fairness to employees and still achieves the goal of bringing the Town's compensation plan in line with the private sector. The motion passed.

Ayes: 4 Nays: 1 (Dobbie) Abstain: 0 Absent: 1 (Widmer)

8. CITY MANAGER'S REPORT

City Manager Rodericks highlighted sections within the Administration Department update.

Council member Carlson noted that the idea behind the revisions of the governance structure for the SBWMA stems from the desire to have closer communication with Council on policy issues.

Carlson added that he looks forward to receiving information on long-term liabilities with long-range financial plans. Carlson thanked staff for the list of projects and priorities.

Mayor Lewis commended Rodericks on his detailed report.

Council Member Dobbie noted that a resident on Stockbridge Avenue ran into major issues during the storms and he believes it is because the street is continually overlaid.

Mayor Lewis suggested a hotline that residents can call when they run into serious problems during a storm. City Manager Rodericks said residents can contact Public Works 24/7 and that the Department is on call at all times.

9. COMMUNITY ORGANIZATION ROUNDTABLE REPORT - None.

CONSENT CALENDAR (Items 10-15)

No items were removed.

10. APPROVAL OF NOVEMBER 28 REGULAR MEETING MINUTES

Recommendation: Approve meeting minutes

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

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

12. **FINANCIAL REPORT FOR FOUR MONTHS ENDED OCTOBER 31, 2012**
Report: Finance Director Robert Barron III
Recommendation: Receive the General Fund Financial Report for the four months ended October 31, 2012
13. **A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON REAFFIRMING THE TOWNS COMMITMENT TO THE RALPH M. BROWN ACT**
Recommendation: Approve Resolution
14. **ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION FOR THE 2012 CAPE/SLURRY PROJECT, PROJECT NUMBER 56052**
Report: Public Works Director Mike Kashiwagi
Recommendation: Accept work and authorize recording of a notice of completion for the 2012 Cape/Slurry Project, Project Number 56052
15. **ADOPTION OF A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR FEDERAL ONE BAY AREA GRANT PROGRAM (OBAG) SURFACE TRANSPORTATION PROGRAM (STP) FUNDING FOR THE ATHERTON AVENUE/FAIR OAKS LANE/MIDDLEFIELD ROAD MAINTENANCE PROJECT**
Report: Public Works Director Mike Kashiwagi
Recommendation: Adopt a resolution authorizing staff to submit an application for Surface Transportation Program (STP) grant funds for Atherton Avenue/Fair Oaks Lane/Middlefield Road Maintenance Project, committing the required 11.47% local match and stating the assurance of the Town to complete the project

MOTION by Dobbie, second by Carlson to approve consent items 10 through 15. The motion passed unanimously.

PUBLIC HEARINGS - None

REGULAR AGENDA, CONTINUED – (Items 16-20)

16. **APPOINTMENT TO FILL VACANCY ON TRANSPORTATION COMMITTEE**
Report: City Clerk Theresa DellaSanta
Recommendation: Appoint member to fill vacancy on Transportation Committee

City Clerk DellaSanta reported that a vacancy arose on the Transportation Committee. DellaSanta passed out ballots for voting. The ballots were returned and the result was a tie. Council continued the item to January when all five members are present.

17. **INFORMATIONAL UPDATE ON THE GRADING AND DRAINAGE CRITERIA UPDATE**
Report: Community Services Director Mike Kashiwagi
Recommendation: Receive information regarding proposed changes to the Town of Atherton's Grading and Drainage design criteria and standards

Kashiwagi reported that the Town's current grading and drainage standards were adopted in 2007 and due to new legislation needs to be updated. The update will also incorporate requirements for non-residential developments, which are not included in the Town of Atherton's current criteria.

Kashiwagi added that BKF Engineers and Town staff conducted a series of meetings with stakeholders as well as public meeting with the residents of Atherton. Town staff emailed and advertised in the local newspaper to notify the stakeholders of the meetings. Stakeholders/residents were given the opportunity to review and provide comments regarding changes that are required by the San Francisco Bay Region Municipal Regional Stormwater Permit (MRP) and changes to update the Town's requirements.

Kashiwagi recognized Assistant Engineer David Huyhn for his involvement in this project.

A representative from BKF Engineers gave a PowerPoint presentation on the background of the grading and drainage law and the criteria.

No Action was taken. The item will be returned for final approval in January.

18. INFORMATION REPORT - TOWN CENTER PROJECT REPORT

Report: City Manager George Rodericks

Recommendation: Review and Discuss

City Manager Rodericks reported that item 18 and 19 can be taken up together.

Rodericks noted that in an effort to confirm the desires of the electorate, the location of the library and funding sources for the Town Center Project, were placed on the November 2012 ballot. Rodericks said the Town Center Committee met and discussed that the Library expansion project could become a part of the Town Center Project. Therefore the Town Center Committee suggested that the City Council step back and evaluate the possibility of reconstituting the Town Center Committee into a hybrid committee to address the needs of both the Library Expansion Project and the Town Center Project. He added that the Library Committee met and felt the same way.

Rodericks concluded that a finalized report and recommendations will come before Council at their January meeting. At that meeting a formal decision will be made.

Council expressed support for thanking both the Town Center and ALBSC for their service, disbanding both committees, and proceeding with a master plan. There will be continuing discussion and thought given to reconstituting a coalition committee and what format, if any, that will take at the January meeting. There was also comments from the Council in consideration of a staff-led process for development of the project(s).

19. INFORMATION REPORT – ATHERTON LIBRARY BUILDING PROJECT

Report: Public Works Director Michael Kashiwagi

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

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

Report: Community Services Director Mike Kashiwagi

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

Kashiwagi noted that as a result of the vote Measure M passed and improvement to the existing little league field will take place.

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

Kashiwagi concluded that staff is seeking input from Council on next steps and a final action plan. Staff will bring back recommendations to the January meeting for formal approval.

Bob Hellman, Menlo-Atherton Little League representative, noted that he and others involved in this project have spent many years trying to get to this point. He noted his desire to get the project going as quickly as possible.

Marylue Timpson, Sandy Crittenden, Didi Fisher, Bob Roeser, Valerie Gardner, and Denise Kupperman spoke during public comment.

Council Member Dobbie felt the traffic will be increased and it along with any other impacts should be studied.

Council Member Wiest felt that staff needs to study and recommend a plan that works for all parties involved. Wiest requested a timeline to go with that plan.

Council Member Carlson asked Kashiwagi what his plans are for next steps.

Kashiwagi said staff will work with the little league on answering several of the details including who will construct the improvements and come back to Council with a detailed outline and plan.

The item will return to Council in January for formal action.

21. COUNCIL REPORTS/COMMENTS - Nothing further

22. FUTURE AGENDA ITEMS - None

23. PUBLIC COMMENTS - None

24. ADJOURN

MOTION by Dobbie, second by Carlson to adjourn the meeting. The motion passed and Mayor Lewis adjourned the meeting at 9:13 p.m.

Respectfully submitted,

**Theresa DellaSanta
City Clerk**

TOWN OF ATHERTON
CLAIMS LIST DECEMBER 2012

	<u>Amount</u>
A/P Checks (#14557-14674)	\$ 381,730
Payroll Checks (#363-364)	1,037
Direct Deposit - Payroll	203,209
Electronic Transfer - A/P & Payroll	258,434
DECEMBER 2012 Total	844,409

I, George Rodericks, City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers 363-364 (payroll), and 14557-14674 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$844,409 are true and correct based on the information provided to me and that there are sufficient funds for payment.

George Rodericks
City Manager

The above claims, check numbers 363-364 (payroll), and 14557-14674 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$844,409 are true and correct and are authorized for payment.

Elizabeth Lewis
Mayor, Town of Atherton

SOURCE OF FUNDS

101	General	\$ 791,270
105	Tennis	1,270
201	Special Tax	11,037
213	Library	1,741
615	General Liability	1,567
616	Employee Benefits	37,524
	TOTAL	844,409

Town of Atherton

Checks by Date - Detail by Check Number

For the Month of December 2012

Check#	Vendor Name	Check Date	Invoice#	Fund	Dept.	Description	Amount
14557	AFLAC	12/5/2012	501-11-2012	General Fund		PR Batch 501 11 2012 AFLAC Hospital Indemnity	25.52
14557	AFLAC	12/5/2012	501-11-2012	General Fund		PR Batch 501 11 2012 AFLAC Intensive Care	16.26
14557	AFLAC	12/5/2012	501-11-2012	General Fund		PR Batch 501 11 2012 AFLAC Specified Health	27.90
14557	AFLAC	12/5/2012	501-11-2012	General Fund		PR Batch 501 11 2012 AFLAC-STD After Tax	62.81
14557	AFLAC	12/5/2012	501-11-2012	General Fund		PR Batch 501 11 2012 AFLAC Accident Indemnity	135.72
14557	AFLAC	12/5/2012	501-11-2012	General Fund		PR Batch 501 11 2012 AFLAC Cancer Ins	117.61
14557	AFLAC	12/5/2012	501-11-2012	General Fund		PR Batch 501 11 2012 AFLAC Dental Ins PreTx	65.22
14557	AFLAC	12/5/2012	502-11-2012	General Fund		PR Batch 502 11 2012 AFLAC Accident Indemnity	135.72
14557	AFLAC	12/5/2012	502-11-2012	General Fund		PR Batch 502 11 2012 AFLAC Cancer Ins	117.61
14557	AFLAC	12/5/2012	502-11-2012	General Fund		PR Batch 502 11 2012 AFLAC Dental Ins PreTx	65.22
14557	AFLAC	12/5/2012	502-11-2012	General Fund		PR Batch 502 11 2012 AFLAC Hospital Indemnity	25.52
14557	AFLAC	12/5/2012	502-11-2012	General Fund		PR Batch 502 11 2012 AFLAC Intensive Care	16.26
14557	AFLAC	12/5/2012	502-11-2012	General Fund		PR Batch 502 11 2012 AFLAC Specified Health	27.90
14557	AFLAC	12/5/2012	502-11-2012	General Fund		PR Batch 502 11 2012 AFLAC-STD After Tax	62.81
14557	AFLAC	12/5/2012	503-112012	General Fund		PR Batch 503 11 2012 AFLAC Accident Indemnity	135.72
14557	AFLAC	12/5/2012	503-112012	General Fund		PR Batch 503 11 2012 AFLAC Cancer Ins	117.61
14557	AFLAC	12/5/2012	503-112012	General Fund		PR Batch 503 11 2012 AFLAC Dental Ins PreTx	65.22
14557	AFLAC	12/5/2012	503-112012	General Fund		PR Batch 503 11 2012 AFLAC Hospital Indemnity	25.52
14557	AFLAC	12/5/2012	503-112012	General Fund		PR Batch 503 11 2012 AFLAC Intensive Care	16.26
14557	AFLAC	12/5/2012	503-112012	General Fund		PR Batch 503 11 2012 AFLAC Specified Health	27.90

Town of Atherton						
Checks by Date - Detail by Check Number						
For the Month of December 2012						
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Amount
14557	AFLAC	12/5/2012	503-112012	General Fund		62.81
14557 Total						1,353.12
14558	AFLAC	12/5/2012	501-09-2012	General Fund		75.00
14558 Total						75.00
14559	AT&T CALNET 2	12/5/2012	000003873391	General Fund	Police	266.37
14559	AT&T CALNET 2	12/5/2012	000003873392	General Fund	Police	360.52
14559	AT&T CALNET 2	12/5/2012	000003873393	General Fund	Police	66.47
14559	AT&T CALNET 2	12/5/2012	000003873395	General Fund	Police	76.79
14559	AT&T CALNET 2	12/5/2012	000003873388	General Fund	Police	84.37
14559	AT&T CALNET 2	12/5/2012	000003873394	General Fund	Police	66.47
14559	AT&T CALNET 2	12/5/2012	000003873390	General Fund	Police	57.07
14559	AT&T CALNET 2	12/5/2012	000003873389	General Fund	Police	97.26
14559	AT&T CALNET 2	12/5/2012	000003843831	General Fund	Police	105.39
14559	AT&T CALNET 2	12/5/2012	000003846860	General Fund	DPW-Street Maint.	23.12
14559	AT&T CALNET 2	12/5/2012	000003844215	General Fund	DPW-Park Program	15.63
14559 Total						1,219.46
14560	AUKER DEBRA C.	12/5/2012	B-10	General Fund	Finance	1,624.00
14560	AUKER DEBRA C.	12/5/2012	B-11	General Fund	Finance	1,512.00
14560 Total						3,136.00
14561	BIGGS CARDOSA	12/5/2012	61638	Special Tax	DPW-Engineering	11,037.50
14561 Total						11,037.50
14562	BKF ENGINEERS	12/5/2012	12110429	General Fund	Building	16,449.47
14562	BKF ENGINEERS	12/5/2012	12110506	General Fund	DPW-Engineering	1,400.00
14562 Total						17,849.47
14563	CONNERS WILLIAM B.	12/5/2012	Nov 2012	General Fund	City Attorney	12,800.00
14563 Total						12,800.00

Town of Atherton

Checks by Date - Detail by Check Number

For the Month of December 2012

Check#	Vendor Name	Check Date	Invoice#	Fund	Dept.	Description	Amount
14565	MILLENNIUM ENTERPRISES, INC.	12/5/2012	BP11-00251	General Fund		Refund recycling dep BP11-00251, 38 Austin	2,190.00
14565	MILLENNIUM ENTERPRISES, INC.	12/5/2012	BP11-00316	General Fund		Refund recycling dep BP11-00316, 38 Austin	540.00
14565	MILLENNIUM ENTERPRISES, INC.	12/5/2012	BP10-00845 Rec	General Fund		Refund recycling dep BP10-00845, 38 Austin	1,000.00
14565	MILLENNIUM ENTERPRISES, INC.	12/5/2012	BP10-00845 Tem	General Fund		Refund Temp OCC dep BP10-00845, 38 Austin	5,000.00
14565	MILLENNIUM ENTERPRISES, INC.	12/5/2012	BP12-00018	General Fund		Refund grading dep BP12-00018, 38 Austin	500.00
14565 Total							9,230.00
14566	MUNISERVICES LLC	12/5/2012	BonanzaHeating	General Fund		Bus Lic. Bonanza Heating Air Cond	150.00
14566 Total							150.00
14567	PG & E	12/5/2012	745796933211012	General Fund	Police	83 Ashfield PD 9/23/12 - 10/22/12	2,016.30
14567	PG & E	12/5/2012	745796933211112	General Fund	Police	83 Ashfield PD 10/23/12 - 11/20/12	1,548.20
14567	PG & E	12/5/2012	953131294391112	General Fund	DPW-Street Maint.	93 Dinkelspiel station Ln 10/22/12 - 11/19/12	161.19
14567 Total							3,725.69
14568	POTTS BRUCE	12/5/2012	Dec 2012	General Fund	Police	DARE DVD/CD -From Drugs to Mugs	25.00
14568	POTTS BRUCE	12/5/2012	Dec 2012	General Fund	Police	DARE Face of Drugs Poster	9.73
14568	POTTS BRUCE	12/5/2012	Dec 2012	General Fund	Police	DARE Lobby picture	1.69
14568	POTTS BRUCE	12/5/2012	Dec 2012	General Fund	Police	DARE Chief picture	1.69
14568	POTTS BRUCE	12/5/2012	Dec 2012	General Fund	Police	DARE paper	8.43
14568	POTTS BRUCE	12/5/2012	Dec 2012	General Fund	Police	DARE card holders	34.64
14568	POTTS BRUCE	12/5/2012	Dec 2012	General Fund	Police	DARE soccer balls	166.39
14568	POTTS BRUCE	12/5/2012	Dec 2012	General Fund	Police	DARE prizes	60.00
14568	POTTS BRUCE	12/5/2012	Dec 2012	General Fund	Police	DARE Teaching credential	72.00
14568	POTTS BRUCE	12/5/2012	Dec 2012	General Fund	Police	DARE Kelly paper & red ribbon Posters	22.08
14568 Total							401.65
14569	PRINTN GRAPHIC	12/5/2012	145703	General Fund	Police	(500) ea 5150 Forms (4-part 2-sided) PD	288.19
14569	PRINTN GRAPHIC	12/5/2012	145703	General Fund	Police	(500) ea EPRO Forms (4-part 2-sided) PD	288.19
14569 Total							576.38
14570	RAPID NOTIFY INC	12/5/2012	RN1896	General Fund	Police	Emergency notification system annual renewal 1/1/13 - 12/31/13	1,650.00
14570 Total							1,650.00
14571	S.L. MITCHELL & CO.	12/5/2012	Nov 2012	General Fund	DPW-Building Maint.	Gutter replacement 150 Watkins (CM House)	4,000.00
14571 Total							4,000.00
14572	SAN MATEO CNTY FORENSIC LAB	12/5/2012	CL03451	General Fund	Police	(1) hrs Narcotic service case# 550	90.00

Town of Atherton

Checks by Date - Detail by Check Number

For the Month of December 2012

Check#	Vendor Name	Check Date	Invoice#	Fund	Dept.	Description	Amount
14572	SAN MATEO CNTY FORENSIC LAB	12/5/2012	CL03451	General Fund	Police	(2) hrs Narcotic service case# 550	180.00
14572	SAN MATEO CNTY FORENSIC LAB	12/5/2012	CL03451	General Fund	Police	(1) hrs Phlebotomy service case# 715	130.00
14572	SAN MATEO CNTY FORENSIC LAB	12/5/2012	CL03451	General Fund	Police	(1) hrs RCFL cost allocation case# 954	45.43
14572 Total							445.43
14573	SAN MATEO CNTY TRAINING MANAGERS ASSOC	12/5/2012	Dec 11, 2012	General Fund	Police	(3) SMC Training Manager Assoc luncheon 12/11/12	90.00
14573 Total							90.00
14574	SPRINT	12/5/2012	130538811-060	General Fund	Police	Mobile data communication PD 10/26/12 - 11/25/12	427.02
14574 Total							427.02
14575	TEAMSTERS LOCAL 856 H & W	12/5/2012	501-11-2012	General Fund		PR Batch 501 11 2012 Dental Insurance	4,464.00
14575 Total							4,464.00
14576	USPS	12/5/2012	Dec 2012	General Fund	Administration	Bulk mailing - Athertonian news letters	362.35
14576 Total							362.35
14577	VAN ACKER CONSTRUCTION	12/5/2012	BP12-00448	General Fund		Refund canceled re-roof permit fee 96 Isabella	145.00
14577	VAN ACKER CONSTRUCTION	12/5/2012	BP12-00447	General Fund		Refund canceled re-roof permit fee 96 Isabella	257.00
14577 Total							402.00
14578	VERIZON WIRELESS	12/5/2012	1139787145	General Fund	Building	Wireless services Bldg 10/22/12 - 11/21/12	0.34
14578	VERIZON WIRELESS	12/5/2012	1139787145	General Fund	Police	Wireless services PD 10/22/12 - 11/21/12	140.50
14578	VERIZON WIRELESS	12/5/2012	1139787145	General Fund	DPW-Engineering	Wireless services DPW Eng 10/22/12 - 11/21/12	1.54
14578	VERIZON WIRELESS	12/5/2012	1139787145	General Fund	DPW-Street Maint.	Wireless services DPW Street maint 10/22/12 - 11/21/12	5.69
14578	VERIZON WIRELESS	12/5/2012	1139787145	General Fund	DPW-Park Maint.	Wireless services DPW Park maint 10/22/12 - 11/21/12	0.17
14578	VERIZON WIRELESS	12/5/2012	1139787145	General Fund	DPW-Park Program	Wireless services DPW Park Prog 10/22/12 - 11/21/12	0.34
14578 Total							148.58
14579	VISION SERVICE PLAN	12/5/2012	501-11-2012	General Fund		PR Batch 501 11 2012 Vision Insurance	511.24
14579	VISION SERVICE PLAN	12/5/2012	Dec 2012	General Fund	DPW-Street Maint.	Vision cobra M. Rubalcava Dec 2012	10.88
14579 Total							522.12

Town of Atherton

Checks by Date - Detail by Check Number

For the Month of December 2012

Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14580	VOYAGER FLEET SYSTEMS INC.	12/5/2012	869016477247	General Fund	Police	Motorcycle fuel PD November 2012	85.69
14580 Total							85.69
14581	VPI INC	12/5/2012	2012M-4456M7	General Fund	Police	Voice print support & maint fee 12/31/12 - 12/31/13	993.00
14581	VPI INC	12/5/2012	2012M-4456M7	General Fund	Police	Voice print priority replacement Hdwr coverage 12/31/12 - 12/31/1	1,746.07
14581 Total							2,739.07
14582	ABAG	12/12/2012	9011121203	General Liability Fund	Non-Dept	GL Claim# 071703 11/25/12 - 12/1/12	1,567.55
14582 Total							1,567.55
14583	ABAG POWER PURCHASING POOL	12/12/2012	8005208	General Fund	Administration	91 Ashfield Admin 10/23/12 - 11/20/12	15.18
14583	ABAG POWER PURCHASING POOL	12/12/2012	8005208	General Fund	Planning	Station Lane Planning 10/23/12 - 11/20/12	7.45
14583	ABAG POWER PURCHASING POOL	12/12/2012	8005208	General Fund	Building	Station Lane Bldg 10/23/12 - 11/20/12	44.68
14583	ABAG POWER PURCHASING POOL	12/12/2012	8005208	General Fund	Police	91 Ashfield PD 10/23/12 - 11/20/12	25.85
14583	ABAG POWER PURCHASING POOL	12/12/2012	8005208	General Fund	DPW-Engineering	Station Lane DPW 10/23/12 - 11/20/12	22.33
14583	ABAG POWER PURCHASING POOL	12/12/2012	8005208	General Fund	DPW-Street Maint.	99 Dinkenspiel/Corp Office 10/23/12 - 11/20/12	51.85
14583	ABAG POWER PURCHASING POOL	12/12/2012	8005208	General Fund	DPW-Park Maint.	160 Watkins (CM House) 11/1/12 - 11/21/12	8.50
14583	ABAG POWER PURCHASING POOL	12/12/2012	8005208	General Fund	DPW-Park Program	150 Watkins HP Activity Bldg 10/24/12 - 11/21/12	22.78
14583	ABAG POWER PURCHASING POOL	12/12/2012	8005208	General Fund	DPW-Park Program	150 Watkins Town of Atherton 10/24/12 - 11/21/12	69.50
14583	ABAG POWER PURCHASING POOL	12/12/2012	8005208	Library Fund	Non-Dept	2 Dinkenspiel/Station Ln Library 10/23/12 - 11/20/12	44.60
14583 Total							312.72
14584	ACCOUNTEMPS	12/12/2012	36839100	General Fund	Finance	Temp Phonpradith, Noy 11/19/12 - 11/21/12	642.88
14584	ACCOUNTEMPS	12/12/2012	36839100	General Fund	Finance	Temp Phonpradith, Noy 11/19/12 - 11/21/12	321.44
14584	ACCOUNTEMPS	12/12/2012	36841926	General Fund	Finance	Temp Phonpradith, Noy 11/26/12 - 11/29/12	1,285.76
14584 Total							2,250.08
14585	APPLIED MICROFILM SYSTEMS INC	12/12/2012	Jan1-Dec31,2013	General Fund	Building	Canon NP680 Reader-Printer maintenance 1/1/13 - 12/31/13	975.00
14585 Total							975.00

Town of Atherton

Checks by Date - Detail by Check Number

For the Month of December 2012

Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14586	AT&T CALNET 2	12/12/2012	000003890134	General Fund	Non-Dept	8099 Town Hall main line 10/27/12 - 11/26/12	348.34
14586	AT&T CALNET 2	12/12/2012	000003890133	General Fund	Non-Dept	0600 PBX switch board line 10/27/12 - 11/26/12	113.61
14586	AT&T CALNET 2	12/12/2012	000003902421	General Fund	DPW-Park Program	4859 HP Main house 11/1/12 - 11/30/12	65.65
14586 Total						Refund recycling dep BP10-00658, 2 Placitas	527.60
14587	BC CONSTRUCTION	12/12/2012	BP10-00658	General Fund			1,000.00
14587 Total							1,000.00
14588	BOB MURRAY & ASSOCIATES	12/12/2012	4880	General Fund	Administration	Professional service for City Manager position	988.63
14588	BOB MURRAY & ASSOCIATES	12/12/2012	4880	General Fund	Administration	Professional service for City Manager position	1,679.59
14588 Total							2,668.22
14589	CAL WATER SERVICE	12/12/2012	47261666661112	General Fund	City Council	94 Ashfield Council 10/4/12 - 11/2/12	101.59
14589	CAL WATER SERVICE	12/12/2012	47261666661112	General Fund	Administration	91 Ashfield Admin 10/4/12 - 11/2/12	42.68
14589	CAL WATER SERVICE	12/12/2012	47261666661112	General Fund	Planning	Station Lane 10/4/12 - 11/2/12	4.27
14589	CAL WATER SERVICE	12/12/2012	47261666661112	General Fund	Building	Station Lane 10/4/12 - 11/2/12	25.61
14589	CAL WATER SERVICE	12/12/2012	47261666661112	General Fund	Police	83 Ashfield 10/4/12 - 11/2/12	113.38
14589	CAL WATER SERVICE	12/12/2012	47261666661112	General Fund	DPW-Engineering	Station Lane 10/4/12 - 11/2/12	12.80
14589	CAL WATER SERVICE	12/12/2012	92930926581112	General Fund	DPW-Street Maint.	99 Ashfield/Corp yard 11/3/12 - 12/5/12	53.72
14589	CAL WATER SERVICE	12/12/2012	47261666661112	General Fund	DPW-Street Maint.	Alameda/Atherton 10/4/12 - 11/2/12	114.16
14589	CAL WATER SERVICE	12/12/2012	47261666661112	General Fund	DPW-Street Maint.	El Camino Real (M#62051499) 10/4/12 - 11/2/12	72.92
14589	CAL WATER SERVICE	12/12/2012	47261666661112	General Fund	DPW-Street Maint.	El Camino Real (m#97947324) 10/25/12 - 11/28/12	149.76
14589	CAL WATER SERVICE	12/12/2012	900693211112	General Fund	DPW-Street Maint.	Station Lane/Amtrak 11/3/12 - 12/5/12	24.31
14589	CAL WATER SERVICE	12/12/2012	47261666661112	General Fund	DPW-Park Program	150 Watkins 10/25/12 - 11/28/12	161.57
14589	CAL WATER SERVICE	12/12/2012	47261666661112	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 11/1/12 - 11/30/12	28.35
14589	CAL WATER SERVICE	12/12/2012	47261666661112	Library Fund	Non-Dept	2 Station Lane Library 10/4/12 - 11/2/12	42.68
14589	CAL WATER SERVICE	12/12/2012	47261666661112	Library Fund	Non-Dept	Maple Library 10/4/12 - 11/2/12	185.28
14589 Total							1,133.08
14590	CAPITAL ACCOUNTING PARTNERS, LLC.	12/12/2012	80252	General Fund	Non-Dept	Update master fee schedule, cost allocation plan Sept 2012	7,037.93
14590	CAPITAL ACCOUNTING PARTNERS, LLC.	12/12/2012	80257	General Fund	Non-Dept	Update master fee schedule, cost allocation plan Oct 2012	2,102.50
14590 Total							9,140.43
14591	CENTRAL MAINTENANCE COMPANY	12/12/2012	3152-1212	General Fund	DPW-Park Maint.	Monthly Janitorial Services Park Dec 2012	560.00

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14591	CENTRAL MAINTENANCE COMPANY	12/12/2012	3152-1212	General Fund	DPW-Building Maint.	Monthly Janitorial Services Facilities Dec 2012	1,152.85
14591	CENTRAL MAINTENANCE COMPANY	12/12/2012	3152-1212	Library Fund	Non-Dept	Monthly Janitorial Services Library Dec 2012	342.00
14591 Total							2,054.85
14592	CITY OF REDWOOD CITY	12/12/2012	BR28295	General Fund	Non-Dept	(8.10) hrs IT support 9/21/12 & 11/4/12	1,163.73
14592 Total							1,163.73
14593	CLARK PEST CONTROL	12/12/2012	13470004	Library Fund	Non-Dept	Pest control service Library November 2012	95.00
14593 Total							95.00
	CONTRACT SWEEPING						
14594	SERVICES	12/12/2012	INV120001906	General Fund	DPW-Street Maint.	Sweeping service November 2012	992.70
14594 Total							992.70
	DAVID CROUCH CUSTOM HOMES						
14595	HOMES	12/12/2012	CUP12-00005	General Fund	Pass thru	Refund 2 cup dep CUP12-00005, 96 Howard Way	2,000.00
14595 Total							2,000.00
	DE LARGE FINANCIAL SERVICES,INC						
14596	SERVICES,INC	12/12/2012	15973257	General Fund	Planning	Lease sharp MXM453N copier Planning 11/15/12 - 12/14/12	50.50
14596	SERVICES,INC	12/12/2012	15973257	General Fund	Building	Lease sharp MXM453N copier Bldg 11/15/12 - 12/14/12	50.50
14596	SERVICES,INC	12/12/2012	15973257	General Fund	DPW-Engineering	Lease sharp MXM453N copier DPW Eng 11/15/12 - 12/14/12	50.50
14596 Total							151.50
	DLT SOLUTIONS LLC						
14597	DLT SOLUTIONS LLC	12/12/2012	4243374A	General Fund	DPW-Engineering	AutoCAD 2013 subscription renewal DPW Eng.	445.16
14597 Total							445.16
	GRAINGER INC						
14598	GRAINGER INC	12/12/2012	9003251122	General Fund	DPW-Building Maint.	(6) ea Black heavy-traffic rubber entrance mat	109.31
14598	GRAINGER INC	12/12/2012	9003251122	General Fund	DPW-Building Maint.	(8) ea Charcoal entrance mat	434.74
14598	GRAINGER INC	12/12/2012	9979110419	Library Fund	Non-Dept	(2) Baby changing station strap	69.09
14598 Total							613.14
	IMAGE SOURCE PRESENTATION SYSTEMS						
14599	PRESENTATION SYSTEMS	12/12/2012	272	General Fund	City Council	(2) Rental of loud speaker for Council meeting 11/28/12	90.00
14599	PRESENTATION SYSTEMS	12/12/2012	272	General Fund	City Council	(1) Rental of mixer/amplifier for Council meeting 11/28/12	100.00
14599	PRESENTATION SYSTEMS	12/12/2012	272	General Fund	City Council	(2) Rental of wireless microphone for Council meeting 11/28/12	130.00
14599 Total							200.00

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14599	IMAGE SOURCE PRESENTATION SYSTEMS	12/12/2012	272	General Fund	City Council	Set up & delivery fee for Council meeting 11/28/12	40.00
14599	Total						560.00
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund		Sale tax Repeaters- In-vehicle wireless dual-band mobile amp1	(37.70)
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	7481/11-23-12GR	General Fund	Administration	Business meal with Menlo School District City clerk new law & election seminar 11/28/12 - 11/30/12	35.51
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	4960/11-23-12TD	General Fund	Administration		250.00
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	4960/11-23-12TD	General Fund	Administration	Legislative briefing webinar 11/13/12	25.00
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	4960/11-23-12TD	General Fund	Administration	CCAC annual directory & membership	80.00
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	4960/11-23-12TD	General Fund	Administration	Awards for council K. McKeithen	65.15
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Non-Dept	Town cert. for domain web	69.99
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	Car wash PD Sept & Oct 2012	470.00
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	Lodging RIMS conference(Rec. Info Mgmt Ser) J. Mattes 10/23/12 - 10/25/12	429.27
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	2431/11-23-12JW	General Fund	Police	DeWalt mobile lock fee Nov 2012	19.95
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	Airfares SLI trng A. Kockler 1/6/13	240.60
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	Lodging SLI trng A. Kockler 11/4/12 - 11/6/12	291.21
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	Radar/Lidar training A. Barron 12/11/12 - 12/14/12	100.00
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	CA Property/Evidence membership due	45.00
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	(1) ea Cyan toner PD	73.60
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	(1) ea Magenta toner PD	73.60
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	(1) ea Toner PD	152.62
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	(1) ea Paper PD	24.35
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	Fedex radios to Long Beach BMW for new motorcycle	29.45

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14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	(1) Logo shirt Dispatcher	53.25
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	Credit exchange Logo shirt Dispatcher	(51.80)
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	Resident alarm sign	27.88
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5432/11-23-12JF	General Fund	Police	(2) Repeaters- In-vehicle wireless dual-band mobile amplifier	494.63
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	6914/11-23-12PD	General Fund	Police	Tire chains for Det. car PD	40.04
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5408/11-23-12ST	General Fund	DPW-Engineering	Professional Eng. & Land Surveyors license D. Huynh	115.00
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5408/11-23-12ST	General Fund	DPW-Engineering	Fee Professional Eng. & Land Surveyors license D. Huynh	1.00
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5408/11-23-12ST	General Fund	DPW-Street Maint.	Sandbag sand and class II base	463.44
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5408/11-23-12ST	General Fund	DPW-Park Maint.	(24) ea keys for HP Park	76.12
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5408/11-23-12ST	General Fund	DPW-Park Program	Internet fee HP Park Nov 2012	67.58
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5408/11-23-12ST	General Fund	DPW-Building Maint.	(100) ea 11/4" Brass key tags	68.48
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5408/11-23-12ST	General Fund	DPW-Building Maint.	(100) pk Nickel plated steel key rings	10.48
14600	IMPAC. GOVERNMENT SERVICES	12/12/2012	5408/11-23-12ST	Tennis Fund	DPW-Park Program	(4) ea Tennis nets	737.71
14600 Total							4,541.41
14601	J & N PRINTING	12/12/2012	10672	General Fund	Building	(100) Permit cards Bldg	193.77
14601 Total							193.77
14602	JASMIN EDWARD A.	12/12/2012	AT 12612	General Fund	Administration	Design & produce the Winter 2012 Athertonian news letters	1,830.00
14602 Total							1,830.00
14603	KIELTY KEVIN R.	12/12/2012	2491	General Fund	Planning	Contract Arborist Services 23% Planning Nov 2012	1,794.00
14603	KIELTY KEVIN R.	12/12/2012	2491	General Fund	Building	Contract Arborist Service 77% Bldg Nov 2012	6,006.00
14603 Total							7,800.00
14604	KOFF & ASSOCIATES, INC.	12/12/2012	1590	General Fund	Administration	Prof HR services 3rd draft of policies and procedures manual	2,162.04
14604 Total							2,162.04

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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept.	Description	Amount
14605	LIEBERT CASSIDY WHITMORE	12/12/2012	Nov 14, 2012	General Fund	Administration	SMC Empl Relations Consortium workshop T. DellaSanta 11/14/12	14.00
14605	LIEBERT CASSIDY WHITMORE	12/12/2012	Nov 14, 2012	General Fund	Police	SMC Empl Relations Consortium workshop J. Wade 11/14/12	14.00
14605	LIEBERT CASSIDY WHITMORE	12/12/2012	Nov 14, 2012	General Fund	Police	SMC Empl Relations Consortium workshop J. Frew 11/14/12	14.00
14605	LIEBERT CASSIDY WHITMORE	12/12/2012	Nov 14, 2012	General Fund	Police	SMC Empl Relations Consortium workshop K. Lopez 11/14/12	14.00
14605 Total							56.00
14606	MUNISERVICES LLC	12/12/2012	MenloAthtnPlumb	General Fund		Bus Lic. Menlo Atherton Plumbing, Inc.	100.00
14606 Total							100.00
14607	NEAL MARTIN & ASSOCIATES	12/12/2012	1257	General Fund	Pass thru	Cartan Field deposit October 2012	1,651.63
14607	NEAL MARTIN & ASSOCIATES	12/12/2012	1257	General Fund	Pass thru	Sacred Heart deposit October 2012	1,279.25
14607	NEAL MARTIN & ASSOCIATES	12/12/2012	1253	General Fund	Pass thru	Cartan field deposit Sept 2012	865.38
14607	NEAL MARTIN & ASSOCIATES	12/12/2012	1253	General Fund	Pass thru	Sacred Heart deposit Sept 2012	752.50
14607	NEAL MARTIN & ASSOCIATES	12/12/2012	1257	General Fund	Planning	Contract planning services October 2012	16,010.26
14607	NEAL MARTIN & ASSOCIATES	12/12/2012	1258	General Fund	Planning	Housing planning services October 2012	37.63
14607	NEAL MARTIN & ASSOCIATES	12/12/2012	1253	General Fund	Planning	Contract planning services Sept 2012	15,092.10
14607	NEAL MARTIN & ASSOCIATES	12/12/2012	1254	General Fund	Planning	Housing planning services Sept 2012	225.75
14607	NEAL MARTIN & ASSOCIATES	12/12/2012	1268	General Fund	Planning	Contract planning services Nov 2012	15,087.28
14607	NEAL MARTIN & ASSOCIATES	12/12/2012	1268	General Fund	Planning	Cartan field deposit Nov 2012	2,513.75
14607	NEAL MARTIN & ASSOCIATES	12/12/2012	1268	General Fund	Planning	Sacred Heart deposit Nov 2012	2,045.38
14607 Total							55,560.91
14608	O'NELSON & SON	12/12/2012	BP12-00560	General Fund		Refund recycling dep BP12-00560, 81 Faxon	5,190.00
14608	O'NELSON & SON	12/12/2012	BP12-00467	General Fund		Refund recycling dep BP12-00467, 97 Euclid	1,000.00
14608 Total							6,190.00
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	Administration	(1) ea Desktop Admin	8.23
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	Administration	(1) ea 2013 Calendar Admin	30.30

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14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	Administration	(1) ea 2013 Wall calendar Admin	8.43
14609	OFFICE DEPOT	12/12/2012	633419313001	General Fund	Administration	(1) pk Post-it notes Admin	12.98
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	Administration	(2) ea Copier paper Admin	85.19
14609	OFFICE DEPOT	12/12/2012	634449232001	General Fund	Finance	(1) ea 2013 Wall calendar Fin	8.13
14609	OFFICE DEPOT	12/12/2012	634449232001	General Fund	Finance	(1) ea Planner Fin	19.47
14609	OFFICE DEPOT	12/12/2012	634449232001	General Fund	Finance	(1) ea 2013 Wall calendar Fin	8.43
14609	OFFICE DEPOT	12/12/2012	634449232001	General Fund	Planning	(2) st Index tabs Planning	4.74
14609	OFFICE DEPOT	12/12/2012	634449232001	General Fund	Planning	(1) ea HP 15x black toner cartridge Planning	72.97
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	Planning	(1) ea 2013 Calendar Planning	9.76
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	Planning	(1) ea Planner Planning	21.64
14609	OFFICE DEPOT	12/12/2012	633419313001	General Fund	Building	(1) pk Post-it notes Bldg	12.98
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	Building	(2) dz Pens Bldg	4.18
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	Building	(1) ea Copier paper Bldg	42.60
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	Building	(4) bx Paper clips Bldg	0.22
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	DPW-Engineering	(1) ea 2013 Calendar DPW Eng	9.76
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	DPW-Engineering	(2) ea 2013 Calendar DPW Eng	30.37
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	DPW-Engineering	(1) ea HP black ink DPW Eng	20.15
14609	OFFICE DEPOT	12/12/2012	633419253001	General Fund	DPW-Engineering	(1) pk Ink DPW Eng	30.30
14609 Total							440.83
14610	PG & E	12/12/2012	567883119101112	General Fund	Administration	91 Ashfield/Town Hall 10/23/12 - 11/20/12	327.36
14610	PG & E	12/12/2012	567883119101112	General Fund	Planning	Station Lane Planning 10/29/12 - 11/28/12	14.77
14610	PG & E	12/12/2012	567883119101112	General Fund	Building	Station Lane Bldg 10/29/12 - 11/28/12	88.63
14610	PG & E	12/12/2012	567883119101112	General Fund	DPW-Engineering	Station Lane DPW 10/29/12 - 11/28/12	44.32
14610	PG & E	12/12/2012	929130254891112	General Fund	DPW-Street Maint.	Corp office/Storage 10/22/12 - 11/19/12	84.35
14610	PG & E	12/12/2012	867135558281112	General Fund	DPW-Street Maint.	Signal Middlefield/Encinal 10/24/12 - 11/21/12	37.82
14610	PG & E	12/12/2012	345796958821112	General Fund	DPW-Street Maint.	Signal El Camino/Atherton 10/23/12 - 11/20/12	77.12
14610	PG & E	12/12/2012	567883119101112	General Fund	DPW-Street Maint.	Signal Middlefield/Oak Grove 10/24/12 - 10/31/12	36.26
14610	PG & E	12/12/2012	567883119101112	General Fund	DPW-Street Maint.	Signal E/S Middlefield 10/24/12 - 11/21/12	51.66
14610	PG & E	12/12/2012	567883119101112	General Fund	DPW-Street Maint.	Signal Marsh/Middlefield 10/24/12 - 11/21/12	9.53
14610	PG & E	12/12/2012	567883119101112	General Fund	DPW-Street Maint.	Street lights 11/1/12 - 11/29/12	4,063.53
14610	PG & E	12/12/2012	089630236201112	General Fund	DPW-Park Maint.	160 Watkins (CM House) 10/23/12 - 11/21/12	34.80
14610	PG & E	12/12/2012	567883119101112	General Fund	DPW-Park Maint.	Pump-150 Watkins 10/29/12 - 11/28/12	109.94

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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14610	PG & E	12/12/2012	567883119101112	General Fund	DPW-Park Program	Activity Bldg -150 Watkins 10/29/12 - 11/28/12	257.66
14610	PG & E	12/12/2012	567883119101112	General Fund	DPW-Park Program	Modular Bldg -150 Watkins 10/29/12 - 11/28/12	277.48
14610	PG & E	12/12/2012	916630255661112	Library Fund	Non-Dept	Atherton library 10/22/12 - 11/19/12	396.89
14610 Total							5,912.12
14611	PURCHASE POWER	12/12/2012	38852315/1112	General Fund	Non-Dept	Postage meter refill 11/16/12	400.00
14611	PURCHASE POWER	12/12/2012	38852315/1112	General Fund	Non-Dept	Postage meter refill tran fee 11/16/12	19.99
14611	PURCHASE POWER	12/12/2012	38852315/1112	General Fund	Non-Dept	Postage meter refill 11/20/12	400.00
14611	PURCHASE POWER	12/12/2012	38852315/1112	General Fund	Non-Dept	Postage meter refill tran fee 11/20/12	19.99
14611	PURCHASE POWER	12/12/2012	38852315/1112	General Fund	Non-Dept	Postage meter refill 11/27/12	1,000.00
14611	PURCHASE POWER	12/12/2012	38852315/1112	General Fund	Non-Dept	Postage meter refill tran fee 11/27/12	19.99
14611	PURCHASE POWER	12/12/2012	38852315/1112	General Fund	Non-Dept	Postage meter refill 11/30/12	2,000.00
14611	PURCHASE POWER	12/12/2012	38852315/1112	General Fund	Non-Dept	Postage meter refill tran fee 11/30/12	19.99
14611 Total							3,879.96
	ROBLES, CASTLES & MEREDITH LLP						
14612		12/12/2012	Dec 2012	General Fund	City Attorney	Professional services: Mediation fee	1,250.00
14612 Total							1,250.00
	SAN MATEO CNTY ENVIRONMENTAL H						
14613		12/12/2012	226628	General Fund	DPW-Street Maint.	99 Station Ln- Public Works Corp inspection fee	602.00
14613 Total							602.00
	SHARP ELECTRONICS CORPORATION						
14614		12/12/2012	C762136-541	General Fund	Administration	Sharp MXM550N copier usage Admin 10/16/12 - 11/30/12	161.60
14614 Total							161.60
	TAPIA CONSTRUCTION AND RESTORATION						
14615		12/12/2012	BP11-00433Rec	General Fund		Refund recycling dep BP11-00433, 187 James	1,000.00
	TAPIA CONSTRUCTION AND RESTORATION						
14615		12/12/2012	BP11-00433Uti	General Fund		Refund 2nd utility dep BP11-00433, 187 James	5,000.00
	TAPIA CONSTRUCTION AND RESTORATION						
14615		12/12/2012	BP11-00435	General Fund		Refund grading & drainage dep BP11-00435, 187 James	1,000.00
14615 Total							7,000.00
	USPS						
14616		12/12/2012	StandardMail-13	General Fund	Administration	Standard mail Permit# 26 renewal fee 1/1/13 - 12/31/13	190.00
14616 Total							190.00
	WERSEN RENATO						
14617		12/12/2012	BP11-00934Uti	General Fund		Refund 2nd utility dep BP11-00934, 560 Middlefield	5,000.00
	WERSEN RENATO						
14617		12/12/2012	BP11-00934Rec	General Fund		Refund recycling dep BP11-00934, 560 Middlefield	1,000.00
14617 Total							6,000.00
	WEST COAST ARBORISTS, INC.						
14618		12/12/2012	84078	General Fund	DPW-Street Maint.	Tree maintenance services October 2012	10,692.00

Town of Atherton						
Checks by Date - Detail by Check Number						
For the Month of December 2012						
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Amount
14618 Total						10,692.00
14619	WOODSIDE LAURA	12/12/2012	BP11-00060	General Fund		
14619 Total						1,525.00
14620	AT&T CALNET 2	12/19/2012	000003905222	General Fund	Non-Dept	15.98
14620	AT&T CALNET 2	12/19/2012	000003890131	General Fund	Police	15.98
14620	AT&T CALNET 2	12/19/2012	000003890132	General Fund	Police	215.47
14620 Total						65.97
14621	BELL PLUMBING	12/19/2012	APW12-00169	General Fund		313.40
14621 Total						2,500.00
14622	CA DEPT JUSTICE	12/19/2012	943573	General Fund	Administration	32.00
14622	ACCOUNTING OFF	12/19/2012	943573	General Fund	Police	32.00
14622	ACCOUNTING OFF	12/19/2012	943573	General Fund	Police	15.00
14622	ACCOUNTING OFF	12/19/2012	943573	General Fund	Police	19.00
14622 Total						98.00
14623	CITY OF REDWOOD CITY	12/19/2012	BR28376	General Fund	Police	71.69
14623	CITY OF REDWOOD CITY	12/19/2012	BR28376	General Fund	Police	1,406.62
14623	CITY OF REDWOOD CITY	12/19/2012	BR28376	General Fund	Police	160.60
14623	CITY OF REDWOOD CITY	12/19/2012	BR28376	General Fund	Police	47.80
14623 Total						1,686.71
14624	CITY OF REDWOOD CITY	12/19/2012	BR28419	General Fund	Police	3,995.57
14624	CITY OF REDWOOD CITY	12/19/2012	BR28419	General Fund	DPW-Engineering	72.04
14624	CITY OF REDWOOD CITY	12/19/2012	BR28419	General Fund	DPW-Street Maint.	130.11
14624 Total						4,197.72
14625	CODE PUBLISHING COMPANY INC	12/19/2012	42324	General Fund	Administration	1,147.50

Town of Atherton

Checks by Date - Detail by Check Number

For the Month of December 2012

Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14625 Total							1,147.50
14626	COLMA POLICE DEPARTMENT	12/19/2012	Dec 2012	General Fund	Police	Inner Perspectives Leadership training K. Pronske 1/9/13	350.00
14626 Total							350.00
14627	COMPUCOM SYSTEMS INC	12/19/2012	61590118	General Fund	Building	SAP Crystal Reports 2011 Win NUL Gov/NP/Edu Bldg	363.62
14627 Total							363.62
14628	CONTRA COSTA COUNTY SHERIFF OF	12/19/2012	Jan. 16-18, 2013	General Fund	Police	Drug Influence- H&S 11550 training A. Barron 1/16/13 - 1/18/13	211.00
14628 Total							211.00
14629	CRITICAL REACH	12/19/2012	13-26	General Fund	Police	2013 Annual fee TRAK-CriticalReach	265.00
14629 Total							265.00
14630	DISCOUNT PLUMBING & ROOTER CO	12/19/2012	APW12-00174 Rd	General Fund		Refund withdrawn road dep APW12-00174, 98 Fredrick	2,500.00
14630 Total							2,500.00
14631	FOLGER GRAPHICS, INC	12/19/2012	APW12-00174 Fee	General Fund		Refund withdrawn permit fee APW12-00174, 98 Fredrick	1,063.00
14631 Total							3,563.00
14632	GOMEZ DAVID	12/19/2012	75487	General Fund	Administration	(2700) cp 2012 Winter Athertonian Newsletter	1,813.19
14632 Total							1,813.19
14633	GOMEZ DAVID	12/19/2012	EduReimb 2012	General Fund	Police	Education reimb- Public Relation course D. Gomez	450.00
14633 Total							450.00
14634	GOMEZ DAVID	12/19/2012	EduReimb 2012	General Fund	Police	Education reimb- Bus & Society course D. Gomez	450.00
14634 Total							900.00
14635	KEITH DICK CONSTRUCTION	12/19/2012	APW12-00131	General Fund		Refund road dep APW12-00131, 1 Sutherland	2,500.00
14635 Total							2,500.00
14636	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Rail ticket SL#7 training A. Kockler 12/3/12 - 12/5/12	2.00
14636 Total							2.00
14637	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Cab SL#7 training A. Kockler 12/3/12 - 12/5/12	45.30
14637 Total							45.30
14638	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Lunch SL#7 training A. Kockler 12/2/12	6.91
14638 Total							6.91
14639	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Dinner SL#7 training A. Kockler 12/2/12	26.94
14639 Total							26.94
14640	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Breakfast SL#7 training A. Kockler 12/3/12	11.29
14640 Total							11.29
14641	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Lunch SL#7 training A. Kockler 12/3/12	13.21
14641 Total							13.21

Town of Atherton

Checks by Date - Detail by Check Number

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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept.	Description	Amount
14634	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Dinner SLI#7 training A. Kockler 12/3/12	16.84
14634	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Breakfast SLI#7 training A. Kockler 12/4/12	11.26
14634	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Lunch SLI#7 training A. Kockler 12/4/12	12.66
14634	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Dinner SLI#7 training A. Kockler 12/4/12	20.41
14634	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Breakfast SLI#7 training A. Kockler 12/5/12	11.12
14634	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Lunch SLI#7 training A. Kockler 12/5/12	12.66
14634	KOCKLER ANTHONY	12/19/2012	Dec 3-5, 2012	General Fund	Police	Dinner SLI#7 training A. Kockler 12/5/12	14.50
14634 Total							205.10
14635	LAMB LISA	12/19/2012	APW12-00117	General Fund		Refund road dep APW12-00117, 138 Alimendral	2,500.00
14635 Total							2,500.00
14636	LEAGUE OF CALIFORNIA CITIES	12/19/2012	126065	General Fund	City Council	2013 Strategic Priorities membership due	3,953.00
14636 Total							3,953.00
14637	MUNISERVICES LLC	12/19/2012	R.C.Moreno	General Fund		Bus Lic. R.C. Moreno Heating & A/C	125.00
14637 Total							125.00
14638	OFFICE DEPOT	12/19/2012	634796191001	General Fund	Police	(2) ea Monthly deskpad PD	7.17
14638	OFFICE DEPOT	12/19/2012	634796191001	General Fund	Police	(1) ea 2013 Wall calendar PD	8.12
14638	OFFICE DEPOT	12/19/2012	634796191001	General Fund	Police	(1) ea Copier paper PD	42.60
14638	OFFICE DEPOT	12/19/2012	634796191001	General Fund	Police	(2) ea 2013 Wall calendar PD	16.26
14638	OFFICE DEPOT	12/19/2012	634796191001	General Fund	Police	(1) ea Monthly deskpad PD	4.58
14638	OFFICE DEPOT	12/19/2012	634796191001	General Fund	Police	(1) ea 2013 Wall calendar PD	14.53
14638	OFFICE DEPOT	12/19/2012	634796313001	General Fund	Police	(1) bd 8"x8"x9" Corrugated box PD	21.64
14638	OFFICE DEPOT	12/19/2012	634796313001	General Fund	Police	(1) bd 12"x6"x12" Corrugated box PD	25.43
14638	OFFICE DEPOT	12/19/2012	634796313001	General Fund	Police	(1) bd 11"x9"x6" Corrugated box PD	23.80
14638	OFFICE DEPOT	12/19/2012	634796313001	General Fund	Police	(1) bd 9"x5"x4" Corrugated box PD	15.14
14638	OFFICE DEPOT	12/19/2012	634796313001	General Fund	Police	(1) pk White boxes PD	31.93
14638 Total							211.20
14639	OFFICE PRODUCT SUPPLIERS	12/19/2012	314	General Fund		Refund park dep Inv#314, 12/11,12,&13, 2012	250.00
14639 Total							250.00
14640	OLSON GARY M.	12/19/2012	2 Nov 12	General Fund	Police	Psychology evaluation PD	300.00
14640 Total							300.00

Town of Atherton

Checks by Date - Detail by Check Number

For the Month of December 2012

Check#	Vendor Name	Check Date	Invoice#	Fund	Dept.	Description	Amount
14641	PENINSULA UNIFORMS & EQUIPMENT	12/19/2012	80666	General Fund	Police	(1) Body armor level IIIA A. Kookler	703.57
14641 Total							703.57
14642	PETTY CASH	12/19/2012	Dec 2012	General Fund	Police	Mileage Adv Dispatcher Update course J. Mattes 8/15/12	11.92
14642	PETTY CASH	12/19/2012	Dec 2012	General Fund	Police	Toll fee SWAT training D. Gordon 8/30/12	5.00
14642	PETTY CASH	12/19/2012	Dec 2012	General Fund	Police	Lunch Driver Training Update J. Yoakum 9/12/12	13.23
14642	PETTY CASH	12/19/2012	Dec 2012	General Fund	Police	Lunch Driver Training Update J. Yoakum 9/13/12	10.00
14642	PETTY CASH	12/19/2012	Dec 2012	General Fund	Police	Lunch Criminal Gypsies & Travelers training J. Yoakum 9/27/12	8.14
14642	PETTY CASH	12/19/2012	Dec 2012	General Fund	Police	Lunch Criminal Gypsies & Travelers training J. Yoakum 9/28/12	12.21
14642	PETTY CASH	12/19/2012	Dec 2012	General Fund	Police	Lunch Mitigation of Explosives training J. Yoakum 12/6/12	7.16
14642	PETTY CASH	12/19/2012	Dec 2012	General Fund	Police	Lunch Mitigation of Explosives training J. Yoakum 12/7/12	9.00
14642	PETTY CASH	12/19/2012	Dec 2012	General Fund	Police	Alarm parts -Dispatch	8.65
14642 Total							85.31
14643	POTTS BRUCE	12/19/2012	Dec 2012-DARE	General Fund	Police	DARE sheet for drug free is me	8.65
14643	POTTS BRUCE	12/19/2012	Dec 2012-DARE	General Fund	Police	Red Ribbon Cash DARE Prize	400.00
14643	POTTS BRUCE	12/19/2012	Dec 2012-DARE	General Fund	Police	(18) ea DARE Prize -Moody face stress ball	46.14
14643	POTTS BRUCE	12/19/2012	Dec 2012-DARE	General Fund	Police	(2) ea DARE Prize -Sticky brain stress toy	1.69
14643	POTTS BRUCE	12/19/2012	Dec 2012-DARE	General Fund	Police	(6) ea DARE Prize -Puffer ball	6.37
14643	POTTS BRUCE	12/19/2012	Dec 2012-DARE	General Fund	Police	(12) ea DARE Prize -Moody face stress ball	37.71
14643	POTTS BRUCE	12/19/2012	Dec 2012-DARE	General Fund	Police	(3) ea DARE Prize -Moody face mini stress ball	6.08
14643 Total							506.64
14644	RECALL SECURE DESTRUCTION SERV	12/19/2012	2303001773	General Fund	Police	Shred documents service PD 11/2/12	41.45
14644	RECALL SECURE DESTRUCTION SERV	12/19/2012	2303001773	General Fund	Police	Shred documents service PD 11/16/12	41.45
14644 Total							82.90
14645	RENNE SLOAN HOLTZMAN SAKAI LLP	12/19/2012	21907	General Fund	Administration	2012 Unrepresented employees-advise regarding PEMHCA issue	70.00
14645 Total							70.00

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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept.	Amount
14646	SAN MATEO CNTY CONTROLLERS OFFICE	12/19/2012	November 2012	General Fund		519.20
14646 Total						519.20
14647	SAN MATEO CNTY INFO SERV DEPT	12/19/2012	IYAT11211	General Fund	Police	152.00
14647	SAN MATEO CNTY INFO SERV DEPT	12/19/2012	IYAT11211	General Fund	Police	1,154.08
14647	SAN MATEO CNTY INFO SERV DEPT	12/19/2012	IYAT11211	General Fund	Police	137.60
14647 Total						1,443.68
14648	SAN MATEO REGIONAL NETWORK INC	12/19/2012	20440	General Fund	Police	385.00
14648 Total						385.00
14649	SERVICEMASTER OF SAN FRANCISCO/SAN MATEO	12/19/2012	8391	General Fund	Police	883.76
14649 Total						883.76
14650	SGT, INC.	12/19/2012	138	General Fund		250.00
14650 Total						250.00
14651	TELECOMMUNICATIONS ENGINEERING	12/19/2012	42190	General Fund	Police	934.00
14651	TELECOMMUNICATIONS ENGINEERING	12/19/2012	42190	General Fund	Police	292.00
14651 Total						1,226.00
14652	TLT, LLC	12/19/2012	APW12-00130	General Fund		2,500.00
14652 Total						2,500.00
14653	TURBO DATA SYSTEMS INC	12/19/2012	19637	General Fund	Police	149.53
14653 Total						149.53
14654	URS CORP	12/19/2012	5358034	General Fund	Pass thru	1,522.25
14654 Total						1,522.25
14655	US BANCORP EQUIPMENT FINANCE INC.	12/19/2012	217081736	General Fund	Police	239.24
14655 Total						239.24
14656	WILLIAMS SCOTSMAN, INC	12/19/2012	96729850	General Fund	Police	726.76
14656 Total						726.76
14657	ZL CONSTRUCTION	12/19/2012	BP12-00706	General Fund		1,000.00
14657 Total						1,000.00

Town of Atherton

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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14658	ACCOUNTEMPS	12/27/2012	36910430	General Fund	Finance	Temp Phonpradith, Noy 12/3/12 - 12/6/12	1,285.76
14658	ACCOUNTEMPS	12/27/2012	36936462	General Fund	Finance	Temp Phonpradith, Noy 12/10/12 - 12/13/12	1,285.76
14658 Total							2,571.52
14659	AT&T CALNET 2	12/27/2012	000003925775	General Fund	Police	6500 Main line PD 11/10/12 - 12/9/12	447.29
14659	AT&T CALNET 2	12/27/2012	000003925773	General Fund	Police	3220 Fax Admin PD 11/10/12 - 12/9/12	16.08
14659	AT&T CALNET 2	12/27/2012	000003925772	General Fund	Police	2801 Trailer PD 11/10/12 - 12/9/12	155.61
14659	AT&T CALNET 2	12/27/2012	000003925136	General Fund	Police	9297 Dinkelspiel alarm line PD 11/10/12 - 12/9/12	15.98
14659	AT&T CALNET 2	12/27/2012	000003925769	General Fund	Police	6131 Emergency line PD 11/10/12 - 12/9/12	105.11
14659	AT&T CALNET 2	12/27/2012	000003925770	General Fund	Police	6452 Voice print-911 PD 11/10/12 - 12/9/12	15.98
14659	AT&T CALNET 2	12/27/2012	000003925774	General Fund	Police	9743 Direct connect fax line PD 11/10/12 - 12/9/12	16.50
14659	AT&T CALNET 2	12/27/2012	000003925771	General Fund	Police	7653 Fax request service PD 11/10/12 - 12/9/12	14.73
14659	AT&T CALNET 2	12/27/2012	000003927301	General Fund	Police	1804 Dispatch fax PD 11/10/12 - 12/9/12	15.36
14659 Total							802.64
	CENTRO BUSINESS FORMS					2012 W-2 forms, 1099 forms & envelopes	
14660	INC	12/27/2012	198913	General Fund	Finance	Fin	129.76
14660 Total							129.76
14661	COMCAST	12/27/2012	0122498/1212	General Fund	Non-Dept	High speed internet 12/21/12 - 1/20/13	209.90
14661 Total							209.90
14662	CONNERS WILLIAM B.	12/27/2012	Dec 2012	General Fund	City Attorney	City Attorney Retainer December 2012	12,800.00
14662 Total							12,800.00
14663	COUNTY OF SAN MATEO	12/27/2012	AC1213-Atherton	General Fund	Police	Replace chk# 14564 (Reimb share for FY 12-13 Animal Control Cost)	46,902.00
14663 Total							46,902.00
14664	CUTWATER INVESTOR SERVICES CORP.	12/27/2012	17057A	General Fund	Finance	Investment advisory service Nov 2012	1,000.00
14664 Total							1,000.00
14665	DUNBAR ARMORED INC	12/27/2012	3163235	General Fund	Finance	Armored car monthly service fee Dec 2012	107.14
14665	DUNBAR ARMORED INC	12/27/2012	3163235	General Fund	Finance	Armored car monthly fuel surcharge fee Dec 2012	17.09
14665	DUNBAR ARMORED INC	12/27/2012	3163235	General Fund	Non-Dept	Armored car refund maintenance fee Dec 2012	(5.96)
14665 Total							118.27
14666	FAKKEMA BARBARA	12/27/2012	311	General Fund		Refund park dep Inv#311, 12/5/12	250.00

Town of Atherton

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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept.	Description	Amount
14666 Total							250.00
14667	GENOMIC HEALTH	12/27/2012	302	General Fund		Refund park dep Inv#302, 12/17&18, 2012	150.00
14667 Total							150.00
	INTERWEST CONSULTING						
14668	GROUP, INC	12/27/2012	13652	General Fund	DPW-Engineering	Interim Public Works Director Nov 2012	14,500.00
14668 Total							14,500.00
14669	J & N PRINTING	12/27/2012	10720	General Fund	Administration	(250) Business card J. Herren Admin	28.14
14669	J & N PRINTING	12/27/2012	10720	General Fund	Building	(250) Business card R. Graves Bldg	28.15
14669	J & N PRINTING	12/27/2012	10720	General Fund	DPW-Street Maint.	(250) Business card G. Siebert Public Works	28.15
14669 Total							84.44
14670	MCE CORPORATION	12/27/2012	1211058	General Fund	DPW-Street Maint.	Contract maintenance services Street Nov 2012	23,345.68
14670	MCE CORPORATION	12/27/2012	1211058	General Fund	DPW-Park Maint.	Contract maintenance services Park maint Nov 2012	11,039.49
14670	MCE CORPORATION	12/27/2012	1211058	General Fund	DPW-Park Program	Contract maintenance services Park Program Nov 2012	3,069.81
14670	MCE CORPORATION	12/27/2012	1211058	General Fund	DPW-Building Maint.	Contract maintenance services Facilities Nov 2012	2,109.75
14670	MCE CORPORATION	12/27/2012	1211058	Tennis Fund	DPW-Park Program	Contract maintenance services Tennis court Nov 2012	532.59
14670	MCE CORPORATION	12/27/2012	1211058	Library Fund	Non-Dept	Contract maintenance services Library Nov 2012	565.40
14670 Total							40,662.72
14671	MUNISERVICES LLC	12/27/2012	BenRuizTree	General Fund		Bus Lic. Ben Ruiz Tree & Landscaping	150.00
14671 Total							150.00
	NEC CORPORATION OF						
14672	AMERICA	12/27/2012	TM0000035749	General Fund	Non-Dept	Phone repair service -have no dial tone Admin	223.00
14672 Total							223.00
14673	PLUTYNSKI MARK A.	12/27/2012	009-Dec 2012	General Fund	City Council	Videotaping Finance committee meeting 12/11/12	350.00
14673	PLUTYNSKI MARK A.	12/27/2012	009-Dec 2012	General Fund	City Council	Videotaping Council meeting 12/19/12	350.00
14673 Total							700.00
14674	ZARO JOAN	12/27/2012	12-462	General Fund		Refund citation case#12-462 received 9/28/12	100.00
14674 Total							100.00
Grand Total							381,730.46



Item No. 10

DATE: FOR THE CITY COUNCIL MEETING OF JANUARY 16, 2013

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

FROM: NEAL J. MARTIN, TOWN PLANNER

**SUBJECT: (1) REVIEW AND APPROVAL OF RESOLUTION ACKNOWLEDGING
PARTICIPATION IN THE SAN MATEO COUNTY SUB-REGION FOR THE
REGIONAL HOUSING NEEDS ALLOCATION PROCESS (RHNA) AND
ACCEPTANCE OF THE ASSIGNED HOUSING SHARE
(2) AUTHORIZATION TO CONTRACT WITH C/CAG FOR
DEVELOPMENT OF HOUSING ELEMENT DATA FOR 2014-22 HOUSING
ELEMENT**

RECOMMENDATION:

(1) Review and adopt the attached Resolution acknowledging participation in the San Mateo County Sub-region for the Regional Housing Needs Allocation (RHNA) Process and acceptance of the assigned housing share in accordance with the Sub-regional Technical Advisory Committee and Policy Advisory Committee recommendations.

(2) Authorize City Manager to enter into an agreement with C/CAG for development of Housing Element data for 2014-22 Housing Element.

BACKGROUND:

Pursuant to Government Code Sections 65584-65584.05, the 20 cities of San Mateo County and the County of San Mateo have formed a countywide “sub-region,” an ad hoc joint powers authority designed specifically to locally administer ABAG’s Regional Housing Needs Allocation (RHNA) process. A Policy Advisory Committee comprised of one representative from each of the 21 jurisdictions acts as the governing board of the Sub-region. Mayor Lewis is the Atherton representative to the Policy Advisory Committee and Councilmember Carlson is the alternate. The Sub-region was formed in March 2011. The City/County Association of Governments (C/CAG) has been selected to represent the Sub-region.

The Final Methodology for Determining Housing Needs Shares was submitted to ABAG in May 2012. In accordance with this Methodology, a proposed Draft Allocation of Housing Shares for the jurisdictions in the San Mateo County Sub-region was developed. The proposed allocation was reviewed by the RHNA TAC and subsequently reviewed and approved by the RHNA PAC in late 2012. The submittal to ABAG began a 60 day “local appeal” period during which a local

jurisdiction or the Sub-region may appeal an allocation to ABAG. That appeal period ends early February 2013.

The Proposed Final Housing Allocation for the Town of Atherton during the planning period 2014 – 2022 is 93 units. The total allocation is divided into the affordability levels listed below.

Above Moderate	3	(3.23%)
Moderate	29	(31.18%)
Low	26	(27.96%)
Very Low	35	(37.63%)

The adopted methodology included an opportunity for the cities and the County to negotiate additional trades between willing partners. Town Staff has been exploring the possibility of trades with neighboring jurisdictions; however no concrete proposals have yet been developed.

Concurrently with the RHNA process, the Sub-region developed a proposal for sub-region wide data gathering and/or partial Housing Element section preparation. The proposal is for C/CAG to hire a consultant to prepare various data work products that individual cities can use in their Housing Element updates. The proposal is divided into three work products: a “Base Package”, a “Pre-Qual Option” and a “Full Package Option”. The Base Package option costs \$1,000 and consists of jurisdiction-specific and countywide data and charts as required by HCD for Housing Element certification. The Pre-Qual Option costs an additional \$4,000 (\$5,000 total) and provides additional information plus a community out-reach component. The Full Package Option costs an addition \$15,000 (\$20,000 total) with write-ups for housing sites inventory and potential governmental constraints.

DISCUSSION:

Consistent with the guidelines, methodology, and schedule established by the State and ABAG, the San Mateo County Sub-region adopted the Proposed Final Allocation of Housing Shares for the jurisdictions in the San Mateo County Sub-region. **See the attached Proposed Final Allocation.** The proposed Final Allocation was reviewed by the RHNA TAC and by the RHNA PAC in late 2012. Both committees unanimously approved the proposal. This was then submitted to ABAG.

In January 2013 the Sub-Region will adopt the Final Allocation, including a provision that the Sub-Region consents *a priori* to any subsequent zero-sum trades between consenting jurisdictions. The Sub-region requests that the option for trades between any agencies be allowed up to the date when ABAG formally adopts the Sub-regional Allocation for San Mateo County.

During the last Housing Element Update (2007-14) Atherton contracted with C/CAG to produce background data similar to that being currently proposed as the “Base Package”. Staff found that information useful and it helped reduce the cost of preparing the Housing Element Update. Staff recommends that the Town again contract with C/CAG for the “Base Package” data at a cost of \$1,000. It is anticipated that the Town will contract with a qualified Planning Consultant to prepare the majority of the Housing Element Update for 2014-22.

ALTERNATIVES:

1. Review and adopt the Resolution as recommended.
2. Review and adopt the Resolution with modifications.
3. Take no action.

FINANCIAL IMPACT:

Costs associated with this project are budgeted under account 3108, Contract Planner. This process is part of the Housing Element Update Process.

RECOMMENDATION:

C/CAG requests that each City and the County adopt a resolution acknowledging participation in the Sub-region and acceptance of the assigned housing share. Attached is a proposed Resolution based on a sample prepared by C/CAG. Town Planner Neal Martin was the representative on the Technical Advisory Committee. Mayor Lewis was the representative on the Policy Advisory Committee and Councilmember Carlson was the alternate. The process was inclusionary and allowed issues to be addressed that may not have been possible in the ABAG regional process. Therefore staff recommends the adoption of Resolution.

Staff further recommends that the City Council authorize the City Manager to enter into a memorandum of understanding with C/CAG for the preparation of the “Base Package” of Housing Element data at a cost of \$1,000.

FORMAL MOTION:

I move adoption of the Resolution entitled “A Resolution of the City Council of the Town of Atherton, State of California, Recognizing the Participation of the Town of Atherton in the San Mateo County Subregion for the Regional Housing Needs Allocation Process and Acceptance of the Assigned Housing Share for the Town of Atherton”.

I further move that the City Council authorize the City Manager to enter into a memorandum of understanding with C/CAG for the preparation of the “Base Package” of Housing Element data at a cost of \$1,000.

Prepared by:

Approved by:

Neal J. Martin, Town Planner

George Rodericks, City Manager

Attachments:

1. Draft Resolution
2. Proposed Final Allocation

Resolution No. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON,
STATE OF CALIFORNIA, RECOGNIZING THE PARTICIPATION OF THE
TOWN OF ATHERTON IN THE SAN MATEO COUNTY SUBREGION FOR
THE REGIONAL HOUSING NEEDS ALLOCATION PROCESS AND
ACCEPTANCE OF THE ALLOCATION ASSIGNED BY THE SUBREGION
FOR THE TOWN OF ATHERTON**

WHEREAS, the Association of Bay Areas Governments (ABAG) is required by State law to administer the Regional Housing Needs Allocation (RHNA) process in the Bay Area; and,

WHEREAS, under State law ABAG may delegate administration of the program to local jurisdictions within any county that form a sub-region for the purposes of distributing housing need allocations among the members of the sub-region; and,

WHEREAS, all the cities in San Mateo County and the County of San Mateo adopted resolutions to form a Sub-region that was approved subsequently by ABAG in March 2011; and,

WHEREAS, the Sub-region has completed the process to develop the proposed Final Allocation attached hereto;

NOW, THEREFORE, BE IT RESOLVED that the Town of Atherton acknowledges its participation in the San Mateo County Sub-regional Housing Needs Allocation process and hereby accepts of the proposed Final Allocation for the Town of Atherton for use in its Housing Element as the planning target for housing development for the planning period running from 2014 through 2022; and hereby agrees to the submittal of the Final Housing Allocation to the Association of Bay Area Governments by the Executive Director of the City/County Association of Governments of San Mateo County, or designated agent, as administrative agent for the Sub-region.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

The foregoing resolution was read, considered, and adopted at a regular meeting of the City Council of the Town of Atherton, State of California, on the 19th day of December, 2012, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

_____, Mayor

ATTEST:

By: _____
Theresa DellaSanta, City Clerk

Revised: 19NOV12	Draft Sub-Regional Allocation	Consensus Method: Use Regional Affordability Allocations with all Variance Concentrated in Above Moderate category, with some adjustments.				
San Mateo County RHNA Subregion Recommended Proposed Final Allocation	TOTAL	UNITS				
		Very Low	Low	Mod.	Above Mod.	
Atherton	93	35	26	29	3	
Belmont	468	116	63	67	222	
Brisbane	83	25	13	15	30	
Burlingame	863	276	144	155	288	
Colma	59	20	8	9	22	
Daly City	1,350	400	188	221	541	
East Palo Alto	467	64	54	83	266	
Foster City	430	148	87	76	119	
Half Moon Bay	240	52	31	36	121	
Hillsborough	91	32	17	21	21	
Menlo Park	655	233	129	143	150	
Millbrae	663	193	101	112	257	
Pacifica	413	121	68	70	154	
Portola Valley	64	21	15	15	13	
Redwood City	2,789	706	429	502	1152	
San Bruno	1,155	358	161	205	431	
San Carlos	596	195	107	111	183	
San Mateo	3,100	859	469	530	1242	
South San Francisco	1,864	565	281	313	705	
Woodside	62	23	13	15	11	
San Mateo Co. Uninc	914	153	103	103	555	
Total	16,419	4595	2507	2831	6486	
Countywide Requirement	16,418	4595	2507	2830	6486	



Town of Atherton

CITY COUNCIL STAFF REPORT

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

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

DATE: FOR THE MEETING OF JANUARY 16, 2013

**SUBJECT: PLACEMENT OF DONATED STATUES AT HOLBROOK-
PALMER PARK**

RECOMMENDATION:

Approve recommendation from the Atherton Park and Recreation Commission and the Atherton Arts Committee (AAC) to locations for placement of donated artwork in Holbrook-Palmer Park.

INTRODUCTION:

At the September 19, 2012 Atherton City Council meeting, Council approved the donation of two sculptures offered by Susan Blake of Hillsborough in memory of her late husband Dr. Bertram Rowland as recommended by both the Atherton Arts and Atherton Park and Recreation Commissions.

An ad hoc committee was formed to choose locations for these sculptures. These locations are where the sculptures will be installed following the move from their current locations in Hillsborough into the park. The locations are as follows and coincide with the attached park map;

- Location A – this is where “Prometea” the horse will be placed. It is located on the south side edge of the water tower lawn adjacent and across from the alley way between the Carriage House and Knox Playschool.
- Location B – this is where “la Guitarra” will be placed. It is located on the Jennings Pavilion patio area in the midst of the trio of Oak trees.

In early December, these locations were marked with barricades and cones, and a picture of the appropriate sculpture was attached at each site. These locations are the approximate (within a few feet) locations of the areas of installation; but some adjustments on the day of the installations will need to be done on site. Decisions such as the direction each statue will face will also be made on the day of the move when the actual effects of these adjustments can be seen and agreed upon. Members of both the Atherton Arts and Park and Recreation Commissions will be present on this day.

ANALYSIS:

While the sculptures will be installed into these locations with certain fortifications; these locations can be adjusted in the future should a future Council find a need to do so.

The tentative timeframe for the move and installation of the sculptures is between January 17 and January 31, 2013. A low bid vendor has been approved for the transportation, and a purchase order has been issued.

Some MCE time will be used deliver materials and pour a small concrete pad but their labor, equipment and materials used in entirety will be reimbursed from the Arts fund.

FISCAL IMPACT:

No cost to the Town.

Approximately \$9000 to move the pieces from Hillsborough to Atherton from the Rita Corbett Evans fund may need to be spent for transportation and placement of these pieces.

Prepared By:

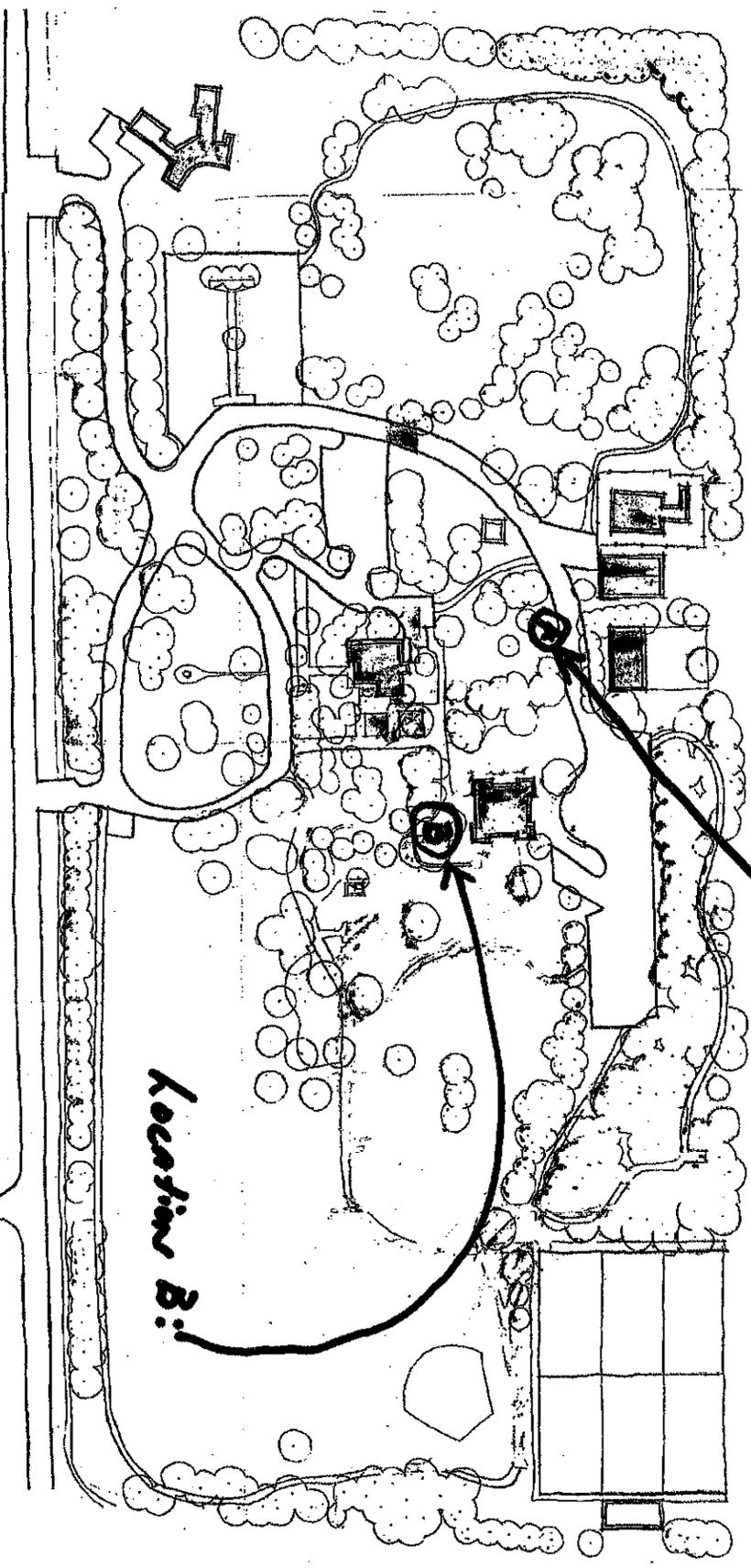
Approved:

Michael Kashiwagi, P.E.
Community Services Director

George Rodericks
City Manager

Attachments: 1

Location A:



Location B:

Location A = Placement of "Prometer"
 Location B = Placement of "1st bathroom"

Atherton
 Holbrook - Palmer Park
 SCULPTURE LOCATIONS MAP
 MARCH 2, 2004

NTS
 PENISE KUTTERHAN - JOAN K. POLALI



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: MICHAEL KASHIWAGI, COMMUNITY SERVICES DIRECTOR

DATE: JANUARY 16, 2013

**SUBJECT: ADOPT A RESOLUTION FOR THE REVISION OF THE
GRADING AND DRAINAGE CRITERIA**

RECOMMENDATION:

Adopt a resolution for the revision of the Grading and Drainage Criteria per the adopted Ordinance no. 573

INTRODUCTION:

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

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

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

In December 2012, BKF Engineers presented to Council the changes to the grading and drainage standards. Council had no objections or questions regarding the changes.

Per Ordinance No. 573 that was adopted in 2007, any revisions or amendments to the grading and drainage criteria may be adopted by a resolution.

DISCUSSION:

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

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

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

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

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

BKF Engineers and Town staff conducted a series of meetings with stakeholders as well as public meeting with the residents of Atherton. Town staff emailed and advertised in the local newspaper to notify the stakeholders of the meetings. Stakeholders/residents were given the opportunity to review and provide comments regarding changes that are required by the San Francisco Bay Region Municipal Regional Stormwater Permit (MRP) and changes to update the Town's requirements.

Staff will provide outreach to the development community and the effective date for implementing the new grading and drainage criteria will be March 1, 2013.

FISCAL IMPACT:

There will be no fiscal impact to the Town based on these Grading and Drainage Criteria. The grading and drainage permit fees recover the cost to administer the drainage criteria requirements.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Community Services Director

George Rodericks
City Manager

Attachments: Resolution for the revision of the Grading and Drainage Criteria
Ordinance No. 573
Grading and Drainage Checklist
Grading and Drainage Criteria
Grading and Drainage ERP

RESOLUTION 13-__

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON TO ADOPT THE REVISION OF THE GRADING AND DRAINAGE CRITERIA

WHEREAS, a revision to the Town of Atherton grading and drainage criteria is required to meet the requirements of the Municipal Regional Permit (MRP) with the Regional Water Quality Control Board (RWQCB); and

WHEREAS, the Town, the permit holder, has been delegated the responsibility to administer the requirements of the Municipal Regional Permit (MRP); and

WHEREAS, a report has been prepared by BKF Engineers which incorporates engineering judgment and expertise in its analysis of criteria, and

WHEREAS, public meetings have been conducted to inform interested parties and to solicit their input, and

WHEREAS, the City Council is authorized to amend the Municipal Code section 8.54.050 by Resolution to include the revision of the Grading and Drainage Criteria adopted January 16, 2013.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Atherton that the revisions to the Grading and Drainage Criteria has been adopted.

* * * * *

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 16th day of January, 2013, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

ATTEST:

Elizabeth Lewis, MAYOR
TOWN OF ATHERTON

Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

William B. Conners, City Attorney

ORDINANCE NO. 573

**AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
AMENDING CHAPTER 8.54 OF THE ATHERTON MUNICIPAL CODE BY ADDING A
NEW SECTION 8.54.050 ADOPTING DRAINAGE CRITERIA**

The City Council of the Town of Atherton does hereby ordain as follows:

Section 1: Amendment of Code. Chapter 8.54 of the Atherton Municipal Code is hereby amended by adding thereto a new Section 8.54.050 to read as follows:

“Section 8.54.050. Drainage Criteria are hereby adopted. A copy of the criteria is attached to the report of the Director of Public Works for the City Council meeting of September 19, 2007, and incorporated here by this reference as if fully set forth. Revisions and/or amendments to the criteria may be adopted by resolution.”

Section 2: CEQA Exemption. This ordinance is exempt from the provisions of Chapter 3 (commencing with Section 21100) of Division 13 of the public Resources Code (California Environmental Quality Act (CEQA)) pursuant to the State CEQA Guidelines Section 15308 as an action that assures the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

Section 3: That the City Council hereby declares that it would have passed this Ordinance word by word, sentence by sentence, paragraph by paragraph, and section by section, and does hereby declare that any provisions of this Ordinance are severable and, if for any reason any word, sentence, paragraph or section of this Ordinance shall be held invalid, such decision shall not affect the validity of the remaining parts of this Ordinance.

Section 4: This Ordinance shall be posted in at least three public places according to law and shall take effect and be in force from and after 30 days after its passage and adoption.

Introduced this 17th day of October, 2007.

Passed and adopted as an Ordinance of the Town of Atherton at a special meeting thereof held on the 14th day of November, 2007, by the following vote:

Ayes: Council Members Janz, J. Carlson, A. Carlson, McKeithen
Noes: Council Members
Abstain: Council Members
Absent: Council Members Marsala

/s/ Alan B. Carlson
Alan B. Carlson, MAYOR

ATTEST:

/s/ Kathi Hamilton
Kathi Hamilton, Acting City Clerk

APPROVED AS TO FORM:

/s/ Marc Hynes
Marc Hynes, City Attorney

BUILDING DEPARTMENT

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



GRADING AND DRAINAGE CHECKLIST

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

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

Applicant's
Initials

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

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

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

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

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

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

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

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

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

Clarifications:

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

Permit Type:

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

Minimum Grading and Drainage Submittal Requirements

___ Title Sheet

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

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

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

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

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

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

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

___ Topographic Survey

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

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

___ Boundary Information

For all projects, provide the following:

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

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

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

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

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

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

___ Impervious Surface Drainage Area and Disturbed Area Breakdown plan

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

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

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

___ Grading and Drainage Plan

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

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

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

___ Utility Plan

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

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

___ Erosion Control Plan

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

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

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

___ Details

Detail all project elements necessary to understand project construction

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

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

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

___ Drainage Area Master Plan

Including but not limited to:

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

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

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

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

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

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

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

7. Provide offsite calculations per the Town Drainage Criteria

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

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

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

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

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

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

___ Storm Water Management Plan

Including but not limited to:

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

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

Including but not limited to:

- Follow State and Federal mandated SWPPP requirements.

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

Your SWPPP should contain the following elements

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

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

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

Including but not limited to:

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

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

___ Geotechnical Investigation signed and stamped by a Geotechnical Engineer

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

___ Arborist Report

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

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

___ Operation, Maintenance and Monitoring Plan

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

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

___ Haul Route (Truck Routing) Plan

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

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

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

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

- Source Control
- Site Design Measures
- Treatment Measures

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

- Source Control
- Site Design Measures

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

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

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

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

Town of Atherton

Drainage Criteria 1/2/13

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

Tables

Tables 1A – 1D Precipitation Values

Table 2 Adjustment of Intensities with Mean Annual Precipitation

Appendix

Exhibit 1 Mean Annual Precipitation (MAP) Isohyetals

Exhibit 2 Groundwater Map

Attachment A NPDES Permit Requirements Checklist

Attachment B Operation and Maintenance Agreement

Town of Atherton Drainage Criteria

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

A. STANDARD SPECIFICATIONS

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

B. STORM DRAIN DESIGN STANDARDS

1. PROJECT DOCUMENTS

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

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

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

- 1) A scaled Engineering topographic map for the on-site drainage. The on-site drainage map shall document that either, (1) proposed improvements do not block subsurface or overland flow across the property, or, (2) appropriate drainage facilities are proposed to direct subsurface and overland flows around existing and proposed improvements.
- 2) A second map of appropriate scale, preferably 1"= 100' scale, as necessary to show large offsite drainage basins.
- 3) Delineated and labeled project site plan showing all existing and proposed drainage basins. The boundaries of the site plan shall extend a minimum of 10 feet outside the property line where accessible, to the centerline of all adjacent streets and to the opposite top of bank at channels. The survey requirements are described in more detail on the Town's Grading and Drainage Checklist.
- 4) The area in acres and the flow (Q) in cubic feet per second (cfs) of all drainage entering and leaving the site before and after development for the design storm event with associated calculations.
- 5) Drainage area and peak flow rates for all the drainage facilities for the design storm and 100-year storm. Hydrologic computations shall be provided that document flow rates.
- 6) Hydraulic computations for channel, structure and pipe sizing. Hydraulic gradients (for proposed structures or systems) shall be shown on a set of drainage plans or profiles.
- 7) A schedule for drainage improvements. For projects that construct greater than 5,000 square feet impervious area, stormwater detention facilities shall be in-place prior to construction of the impervious area. The schedule shall document that structures have required freeboard and that off-site flows are able

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

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

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

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

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

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

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

3) A listing of stormwater quality opportunities and constraints.

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

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

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

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

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

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

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

A combination of these measures may be used at a site. Measures must be reasonable and appropriate as directed by City Engineer for the size and addition of impervious area associated with the site.

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

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

2. HYDROLOGIC CRITERIA

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

1) Drainage Systems

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

2) Bridge Structures

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

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

3) Buildings on Property adjacent to Creeks and Channels

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

4) All Other Structures

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

provided flood proofing is included that accommodates water levels up to one foot above the 100-year water level.

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

- b) Documentation shall be provided to confirm that site improvements do not increase water levels on upstream properties during the 2, 10, and 100-year storm events. Documentation shall show that runoff to the property and site runoff both have positive drainage across the site, and that runoff is directed away from on-lot buildings.
- c) The Town requires stormwater detention for the purpose of reducing peak flows to downstream creeks and channels. Stormwater detention is required for projects that create or replace greater than 5,000 square feet impervious surface. For projects that create or replace more than 25,000 square feet of impervious area, no credit is given for existing impervious surface that is removed. For projects that create or replace less than 25,000 square feet of impervious surface and have less than 50 percent impervious coverage on the parcel, only the net increase in impervious area is subject to the requirements of this section. For projects that create or replace less than 25,000 square feet of impervious surface and have more than 50 percent impervious area, no credit is given for the existing impervious surface that is removed that is in excess of 50 percent of site impervious surface. Credit is given for impervious surface removed that is less than 50 percent of the site area.
- d) Once upgrades are completed to the Bayfront Canal such that a 25-year storm event is contained in the Canal, projects that create or replace greater than 25,000 square feet and will have a total site impervious area less than 50 percent of the total site area will receive credit for existing impervious surface and must only detain for the increase in impervious surface. For projects that create or replace greater than 25,000 square feet of impervious surface and have more than 50 percent impervious area, no credit is given for the existing impervious surface

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

- e) Three options are provided for detaining stormwater.

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

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

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

Historic release locations shall be maintained. If there are multiple historic release points, a separate outfall is needed for each release point. Storage is

required in all portions of the Town and within the Atherton Channel Drainage District. Detentions basins may discharge to either (1) groundwater, (2) the Town storm drain system as gravity flow, which includes gutter flow if no storm drain line is present, or (3) the Town storm drain system as pumped flow.

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

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

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

$$I_{2\text{-year}} = 3.67 * K_2 / \text{Time of Concentration}^{0.50}$$

$$I_{10\text{-year}} = 6.18 * K_2 / \text{Time of Concentration}^{0.50}$$

$$I_{25\text{-year}} = 7.39 * K_2 / \text{Time of Concentration}^{0.50}$$

$$I_{100\text{-year}} = 9.61 * K_2 / \text{Time of Concentration}^{0.51}$$

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

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

i) Runoff Coefficients shall be as follows:

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

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

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

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

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

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

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

k) Runoff to Adjoining Property

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

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

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

l) Calculation of Runoff within Atherton Channel

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

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

3. HYDRAULIC CRITERIA

a) Starting Water Level – Piped System

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

- b) The effect of debris, erosion, and channel bedload during flood flows shall be considered in the design of culverts and bridge structures.

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

C. Additional Permit and Notification Requirements

- 1. Prior to issuance of the Building Final, the Engineer of Record shall certify that the construction is in general conformance with the plans based on a visual inspection of underground structures prior to backfill and finished site conditions.**
2. All underground storm drain mains and Creek culverts constructed within the Town's right-of-way shall be located under the direct responsible charge of a California Licensed Land Surveyor (CA LLS) (for these regulations, a Civil Engineer that received a Professional Engineering license prior to the 1982 change in survey requirements may

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

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

D. Basement Construction Hydraulic Criteria

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

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

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

E. Construction Site Control

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

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

3. Best Management Practices Categories

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

a) Erosion and sediment control BMPs

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

b) Run-on and Run-off Control

c) Sediment Control

d) Active Treatment Systems (as necessary)

e) Good Site Management

- Manage Material handling and waste
- Manage Building materials stockpiles

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

f) Non Stormwater Management.

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

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

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

g) Plan Approval Process

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

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

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

h) Enforcement Response Plan (ERP)

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

Implementation Levels

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

F. Criteria References

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

DRAFT
Stormwater
Enforcement Response Plan

October 25, 2012

DRAFT
**Enforcement Response Plan for the Municipal Stormwater Program in the
Town of Atherton**

October 25, 2012

1. Description and Purpose of Enforcement Response Plan

This enforcement response plan (ERP) provides guidance to inspection staff to assist them to take consistent actions needed to achieve effective and timely compliance with the Town of Atherton's Storm Water Management and Discharge Control ordinance (Title 8 Section 8.50) and other enforcement authorities allowed by the municipal code. The ERP was developed to comply with the following sections of the Municipal Regional Stormwater Permit (MRP):

- Industrial and Commercial Site Controls – ERP (Provision C.4.c);
- Illicit Discharge Detection and Elimination – ERP (Provision C.5.b); and
- Construction Site Control – ERP (Provision C.6.b).

The selection of an appropriate enforcement action and the escalation of enforcement are based on the seriousness of the violation and the violator's response to the Town of Atherton's previous attempts to achieve compliance. The ERP includes suggested amounts of time to allow for the correction of violations based on the goal stated in the MRP¹. The nature of a specific violation may require tailoring of the timeframes for correction and/or the use of temporary measures to promptly address a violation before a permanent solution may be implemented. As required by the MRP, this ERP also describes when it may be appropriate to refer violations to another agency, such as the San Francisco Bay Regional Water Quality Control Board (Water Board), for additional enforcement.

Enforcement actions may be initiated for the following reasons:

- Failure to implement Best Management Practices (BMPs) to the Maximum Extent Practicable (MEP);
- Failure to submit required reports;
- Failure to comply with applicable discharge limits or performance standards;
- Falsification of information submitted to the City;
- Causing, wholly or in part, stormwater contamination or detrimental impact;
- Causing, wholly or in part, an illicit discharge to the stormwater collection system;
- Discharge without an appropriate permit or with an expired permit;
- Any other violation of the City's Regulations, Codes or Ordinances.

¹ The MRP states that violations must be corrected in a timely manner with a goal of correction before the next rain event, but not longer than 10 business days after discovery unless Town of Atherton staff document reasons why a longer period is needed in the Town of Atherton's database or equivalent

The Enforcement Response Plan is a procedure to identify stormwater management deficiencies, performance standard deficiencies, required corrective actions or violations; respond in a timely and uniform manner; and pursue contravention at escalated levels of enforcement until compliance is achieved. The Plan has three elements:

- Description of Town of Atherton's investigation procedures for instances of noncompliance;
- Enforcement response guidance for administering escalating enforcement actions in a methodical and timely manner in response to continuing violations;
- Town of Atherton's responsibility to enforce: applicable Federal limitations, performance standards and requirements; Regional Water Quality Control Board (RWQCB) orders and local ordinances

2. Definitions

Administrative Law Judge: The judge of the court of competent jurisdiction.

Administrative Orders: Enforcement documents that direct responsible parties to cease specified activities. Administrative Orders may be used for any violations and may incorporate compliance schedules, timeframes, administrative penalties, and stop work orders. Administrative Orders include:

- Finding of Non-compliance - a written notice instructing the responsible party to identify and correct causes of non-compliance.
- Consent Order - documents non-compliance and includes actions that must be accomplished by specific dates. Consent Orders are developed during Compliance Meetings and both parties agree to terms.
- Compliance Order - directs the responsible party to achieve or restore compliance by a date specified in the order. A Compliance Order is often a stipulated agreement that may include a compliance schedule, the payment of monetary penalties, or cost recovery for and the imposition of fines when milestones are not met.
- Cease and Desist Order - directs a responsible party to cease illicit or unauthorized discharges immediately or to terminate discharge altogether.

Civil Action: An order, hearing, or other action by the presiding court. Such orders may include penalties of up to \$1,000 per violation per day.

Compliance Inspection: An inspection to determine compliance status and to identify practices, which may lead to non-compliance. Compliance inspections are normally not scheduled.

Compliance Meeting: A meeting with a business or construction site owner/operator to discuss the causes of noncompliance, corrective actions to achieve compliance, and time frames for the implementation of corrective actions.

Compliance Schedule: A timetable for the implementation of corrective actions by a business or construction site owner/operator in order to achieve consistent compliance.

Compliance Plan: A Storm Water Pollution Prevention Plan (SWPPP) or an Erosion/Pollution Control Plan (EPCP), and a timetable for the implementation of corrective actions by a business of construction site owner/operator in order to achieve consistent compliance.

Fines: Monetary penalties imposed by the court or by the Town for a violation of discharge regulations.

Notice of Violation: Enforcement actions, which assess monetary penalties for noncompliance.

Stop Work Order (SWO): A written notice ordering the cessation of all activity on the site except for activities related to the correction of violation(s). SWOs are applicable only to construction sites.

Stormwater Pollution Prevention Plan (SWPPP): A plan submitted for the prevention of erosion and sedimentation from a construction site during construction, which complies with the Statewide NPDES General Permit for Construction Activity.

Verbal Warning: A documented warning communicated to the responsible party orally. This enforcement response is reserved for minor violations.

Violation:

Slight: A violation that has not caused perceptible harm to the environment.

Moderate: A violation that may or may not have caused significant environmental harm, or that is a first offense, or that the responsible party was not aware of the requirements.

Warning Notice: A written notice of a significant first offense in failure to apply BMP's, evidence of an illicit discharge, a stated practice that has the potential to pollute, discharge of non-stormwater to a storm drain, or illicit connection to the storm drain

3. Duties of City Staff

Duties of the City Engineer and Staff

The City Engineer is responsible for the enforcement of the Stormwater Management and Discharge Control Ordinance. The City Engineer may delegate City Engineer responsibilities to other Engineers on staff. For purposes of this document, references to City Engineer include Engineering staff working under direct supervision of the City Engineer. The City Engineer is responsible for observation of deficiencies and is expected to issue a verbal warning at the time a violation is observed. City Engineer may issue a written violation at the time the violation is observed. The City Engineer is responsible for follow up on reported verbal and written warnings. The City Engineer and Inspector should meet within one week following the issuance of a warning or violation and confirm a process for follow-up. A follow-up inspection should occur within 14 days of the violation and may be by the Inspector or City Engineer.

Duties of the Inspector

Building Inspectors are at construction sites most frequently of Town staff and have the responsibility to report violations to the City Engineer. Building inspectors are expected to issue verbal warnings at the time violations are observed. Following discussion with City Engineer, Building Inspectors or City Engineer will escalate enforcement based on mutual agreement. The primary role of the Inspector is to identify violations in a timely manner and to assist the City Engineer with tracking of compliance issues and schedules. To achieve this, the Inspector conducts the following duties:

- Conducts site inspections and reviews documentation to identify discharge violations.
- Issues Verbal Warnings, Administrative Orders, and Administrative Citations to responsible parties.
- Reviews compliance history reports.
- Enters all inspection reports and enforcement actions into the Enforcement Action Database.
- Assists in the preparation and running of compliance meetings. Reviews compliance meeting schedules and ensures that deadlines are being met.
- Verifies responsible party has responded, in a timely manner, to Verbal and Written Warnings, Compliance Meetings, and other enforcement actions.
- Prepares compliance reports.

The City Engineer and Inspector should meet within one week following the issuance of a warning or violation and confirm a process for follow-up. A follow-up inspection should occur within 14 days of the violation and may be by the inspector or City Engineer.

Duties of Town Maintenance Staff

Town Maintenance Staff observe storm drain conditions. If non-visible pollutants (indicated by discoloration of runoff, odor or sheen) or sediment laden waters are observed, maintenance staff members are responsible for locating the source and taking appropriate action. Town maintenance staff are expected to issue a verbal warning where warranted and to report the incidence to the City Engineer. Maintenance staff shall educate the responsible party of the harmful effects of the discharge, appropriate BMPs that may be used to abate the discharge, and potential penalties for non-compliance. This response shall be documented on the Stormwater Pollution Prevention Inspection Form and referred to the City Engineer for follow-up action.

Duties of Other Municipal Staff

Town staff may observe or receive knowledge of violations as a part of their daily work routine. Observations should be reported to the City Engineer by contacting David Huynh 650-752-0555 for follow up action.

4. Types of Enforcement Actions and Their Use

This ERP describes a range of enforcement options available for use to encourage prompt correction of violations and the prevention of conditions that pose a threat to cause future violations. There are administrative and judicial (civil and criminal) remedies in the stormwater

ordinance and other parts of the Town of Atherton's code that provide a range of discretionary options for responding appropriately to a given violation depending on the magnitude of the violation, the duration and history of non-compliance, the good faith efforts of the violator to achieve compliance, and whether the violation may interfere with the Town of Atherton's compliance with the MRP. The types of enforcement actions available to the Town can be categorized into four categories. The Inspector generally handles levels 1 enforcement actions whereas the City Engineer must approve Level 2 and 3 enforcement options. The District Attorney is responsible for initiating Level 4 enforcement actions.

The following enforcement options are available to the enforcement agency and its agents:

1. Verbal Warning (Level 1)
2. Administrative Warning (Level 1)
3. Compliance Meetings (Level 1)
4. Administrative Citation (Level 2)
5. Stop Work Order (Level 3)
6. Notice to Abate a Public Nuisance (Level 3)
7. Criminal Penalties (Level 4)
8. Civil Injunctions (Level 4)

Verbal Warning (Level 1)

A Verbal Warning is generally issued for slight violations. In this case, the Inspector, City Engineer or Maintenance staff shall notify the responsible party that a violation occurred and direct the responsible party to take corrective actions. This notification serves as the enforcement action. Written documentation of a Verbal Warning will be noted on the Stormwater Pollution Prevention Inspection Form. The Inspector may schedule additional inspections and/or sampling, or may elect to implement more stringent enforcement action. A more stringent enforcement action may be the issuance of an Administrative Warning (Notice of Violation letter) in place of a Verbal Warning in cases where there have been previous recent violations for the same violation.

Administrative Warning (Level 1)

A Warning Notice (Notice of Violation letter) is a written notice and is generally issued for a Slight or Moderate Violation depending on the criteria evaluation (See Enforcement Response Table). A Warning Notice documents the type of violation that occurred and directs the responsible party to identify and correct the cause of the violation. The Town Official may schedule additional inspections and/or sampling, or may elect to implement more stringent enforcement action. A more stringent enforcement action may be the issuance of an Administrative Citation in place of an Administrative Warning in cases where there have been previous recent violations for the same violation consistent with the guidelines in the Enforcement Response Table.

Compliance Meetings (Level 1)

A Compliance meeting is an enforcement option when compliance orders are not met, repeat violations occur, or violations result in significant harm to the environment in the opinion of the

Inspector. A compliance meeting is generally scheduled when the responsible party has demonstrated a pattern of non-compliance. A pattern of non-compliance would include;

- The responsible party has 2 or more Findings of Non-compliance or other enforcement actions in a 6-month period for any code violation, or
- A failure to respond to any enforcement action within 30 days of the due date. During a compliance meeting, a compliance schedule and timeline are established. The Inspector and the Enforcement Coordinator track progress on the compliance schedule. Compliance schedules are completed when all tasks are completed and consistent compliance is achieved.

A maximum of two compliance meetings, within a two-year period, may be held to address non-compliance before more stringent enforcement remedies are considered. In cases of severe non-compliance, or when the responsible party has already had two previous compliance meetings, the enforcement official may require the responsible party to develop a SWPPP or modify an existing SWPPP for construction sites, or develop a Stormwater Control Plan or modify an existing Stormwater Control Plan for a Commercial/Industrial site, satisfactory to the City Engineer to prevent future violations.

Violations that occur during the implementation of a compliance plan and that involve the parameter(s) addressed by the compliance plan may be documented through enforcement actions of a lesser degree than indicated in the Enforcement Response Plan, if short-term measures have been implemented to prevent violations. If a facility is under a compliance plan and receives an enforcement action less than what is called for in the procedures, the inspector must write the following on the Stormwater Pollution Prevention Inspection Form:

- 1) that the enforcement action is less severe than the procedural requirement because the facility is under a compliance plan, and
- 2) reference the specific compliance meeting. This process allows for the documentation of all violations without over penalizing the responsible party who is actively working to correct the violation.

Administrative Citations (Level 2)

The administrative citation process imposes an immediate financial penalty if violations are not corrected. The same violation by the same contractor, even if it involves a different employee or agent at a different site, qualifies as a repeat infraction if it occurs within the same 12-month period as the original infraction.

When issuing a citation, the City Engineer issues a Notice of Violation letter (administration citation) and includes the following based on the inspection and the infraction(s) observed:

1. The name and address of the responsible party. (The person is legally the “respondent” in the Notice of Violation letter).
2. The nature, time, and place of the violation(s).
3. The date of the hearing.
4. Citation of the law and/or rule allegedly violated.
5. Amount of the fine applicable to each violation and the total amount of fines.
6. Any other information required by the Stormwater Program Coordinator.

The Notice of Violation letter may be served either in person or by certified mail. If served in person, it may be served at the site to the owner/contractor or his or her agent or delivered to the last known home or business address of the owner/contractor and left with a person older than age 16 living or working there. If it is served by mail, the owner/contractor must answer the Notice of Violation letter within 15 days by submitting the answer form on the back of the Notice of Violation letter. There are three possible responses:

1. Admit the violation (and pay the fine within 15 days)
2. Admit the infraction with explanation (which means that the owner/contractor is requesting adjudication by mail)
3. Deny commission of infraction and confirm the prescheduled hearing. If the inspector observes a repeat infraction before the owner/contractor admits guilt and pays the fine or before an Administrative Law Judge issues a decision on the infraction, the inspector may issue and serve an additional citation. If the site owner/contractor admits, admits with explanation, or is found by an Administrative Law Judge to have committed civil infractions, both the responsible party and the inspector are responsible for verifying abatement.

The site owner/contractor must certify that they have abated each infraction listed on the Notice of Violation letter (administrative citation). The Inspector or City Engineer may request any information necessary to verify that the infraction has been abated and may ask the owner/contractor to sign a verification, which contains detailed information on the abatement actions taken.

The Inspector is responsible for monitoring and verifying the abatement of all infractions and must visit the site as necessary to verify abatement. If the responsible party fails to answer the Notice of Violation within 15 days of service, the Inspector must issue a second Notice of Violation letter (Second Administrative Citation), which includes notification that, in addition to payment of the original fine, the responsible party must pay a penalty equal to the amount of the previous Notice of Violation. If the responsible party fails to answer the second Administrative Citation within 15 days, the penalty is doubled. The responsible party's business license or grading or building permit also may be suspended or revoked.

Stop Work Order (Level 3)

Stop Work Orders are limited to construction sites and are generally considered the most extreme enforcement remedy available because it requires cessation of all site work, except what is necessary for public safety or to correct the violation(s), and therefore can impose significant inconvenience and/or cost. For this reason, a Stop Work Order should be used only in cases when there is an immediate environmental or health and safety threat, work is being conducted without an approved plan, or other remedies have failed to correct the violation(s).

The City Engineer may issue the SWO. The City Engineer completes the SWO, delivers it to the site owner/contractor, and posts a copy at the site. The SWO is to contain the following information:

- The name and address of the owner/contractor
- The project number or permit number for the site

- The nature, time, and place of the violation(s)
- Citation of the law or rule that the owner/contractor allegedly violated
- Corrective action required to return to compliance
- Clear notification that work at the site is to cease until compliance is achieved
- The City Engineer shall post one copy of the SWO in the most conspicuous location on the site, notifying all concerned (including the public and the police department) that the site has been closed.

The SWO should be presented to the site owner/contractor, in person if present, along with a verbal description of the violation(s), the fact that the operation is closed, the steps necessary to correct the violation(s), and the owner/contractor's right to appeal. The site operator is required to confirm receipt of the SWO. The City Engineer will document the details of the event including, when possible, the names and addresses of the persons present. If the owner/contractor is not present, if the City Engineer encounters or suspects a hostile interaction, or if there are other reasons that the SWO cannot be served personally, the City Engineer may either deliver the SWO to the last known home or business address of the owner/contractor, leaving it with a person older than age 16 living or working there, and obtaining the signature of the recipient to acknowledge delivery; or mail it to the owner/contractor's last known home or business address. After the posting of the site and delivery of the SWO, the City Engineer shall provide appropriate documentation to the file. The SWO is lifted when the City Engineer or other designated official determines that the documented violations have been corrected and the SWO is rescinded.

Notice to Abate a Public Nuisance (Level 3)

A Notice to Abate, as noted on the Stormwater Pollution Prevention Inspection Form, is used in cases of severe violations causing significant harm to the environment, posing a threat to human health and safety, or in cases where lower levels of enforcement have been unsuccessful. The City Engineer is responsible for issuing the Notice to Abate and referring it to the District Attorney if the compliance date is not met.

Town of Atherton Municipal Code Chapter 8.50 states the general penalty provisions for violating the Municipal code. The Notice to Abate the nuisance shall provide an amount of time for compliance. The City Engineer will determine the compliance schedule based upon the nature of the violation and its threat to human and environmental health. Compliance schedules are generally 10 days or prior to next rainfall, but shorter time frames may be provided if the violation poses an immediate threat to the environment or public health and safety.

If compliance is not achieved within the allotted time frame, the District Attorney may immediately file a misdemeanor action. This action can result in penalties against the violator (either a fine, jail time or both). The District Attorney also has the option of filing a civil injunction that carries penalties of up to \$2,000 per violation per day.

Civil Injunctions with or without Penalties (Level 4)

For serious violations the Court may issue a civil injunction. Civil injunctions may include a penalty of up to \$2,000 per violation per day. In addition, the Owner is responsible for paying any fine and associated clean-up/remediation costs that the Town incurs because of the action of the Owner, or any workers employed directly or indirectly by the Owner.

Referral to Other Agencies

The MRP states that where enforcement tools are inadequate, the violations should be referred to the Regional Water Board, district attorney, or other relevant agencies for additional enforcement (Provision C.4.c). The legal enforcement action may include referral to the San Mateo County District Attorney Environmental Crimes Unit. Referrals may also be made to the San Mateo County Department of Environmental Health, California Department of Fish and Game and possibly to the U.S. Environmental Protection Agency, if the Regional Water Board staff is unable to provide effective assistance. These Agencies have the ability to assess substantial fines in excess of any fines levied by the Town.

V. SELECTING THE APPROPRIATE ENFORCEMENT ACTION

The Enforcement Response Table lists the routine types of non-compliance and enforcement actions taken. These routine actions include Verbal Warnings, Administrative Warning, Administrative Citations, Compliance Meetings, Notice to Abate a Public Nuisance, Stop Work Orders, and Civil Injunctions. This guide is a matrix that describes violations and indicates minimum enforcement actions. When considering the type of enforcement action to be taken, the Enforcement Response Table serves as a minimum standard. In some cases, escalated enforcement over the minimum may be necessary.

When an enforcement action is increased over the minimum, written documentation will detail the reasons for the increased enforcement action. The six criteria for evaluating the degree of non-compliance are:

Magnitude of the Violation

Generally an isolated instance of noncompliance can be met with an enforcement response listed in the Enforcement Response Table. However, even an isolated violation may threaten public health and the environment, damage public and private property, or threaten the integrity of the Town's Storm Water Management and Discharge Control Program. The enforcement response to this type of violation may be escalated to: 1) mitigate the violation immediately, 2) prevent a reoccurrence of violation(s), 3) provide an appropriate level of follow-up and 4) provide for cost recovery as appropriate.

Duration of the violation

Violations (regardless of severity) that continue over prolonged periods of time will subject the responsible party to escalated enforcement actions. The Town's response will be to prevent extended periods of noncompliance from recurring.

Effect of the violation on the receiving water

One of the primary objectives of the Town's Storm Water Management and Discharge Control Program is to prevent pollutants from entering waters of the State. Consequently, any violation that results in significant environmental harm will be met with an escalated enforcement response. Significant environmental harm is presumed whenever an illicit discharge:

- Exceeds water quality standards
- Discharges a pollutant to a water body that is listed as impaired on the SWRCB 303(d) list of Water Quality Limited Segments
- Has a toxic effect on the receiving waters

A minimum response to these types of violations would be an Administrative Warning or an Administrative Citation. In addition, the Town may pursue civil action to recover from the responsible party any NPDES fines and penalties paid.

Compliance History

When evaluating the level of enforcement action to be taken for a violation, the last twelve months compliance history of the responsible party shall be reviewed. If a pattern of recurring violations is noted, then an escalated enforcement action may be warranted. As an example: if two verbal warnings have been issued in the past twelve months for minor discharge violations, and the responsible party has another violation at the same level, then the enforcement action should be appropriate to escalate to an Administrative Warning.

Good Faith Effort

The responsible party's "good faith" effort in correcting its non-compliance is a factor in determining which enforcement action to take. "Good faith" may be defined as the responsible party's honest intention to remedy its noncompliance, coupled with actions that give support to this intention. However, good faith does not eliminate the necessity of an enforcement action. The inspector shall use their best judgment in selecting the appropriate level of enforcement action in the event of "good faith efforts".

Follow-up Inspections

As a result of any discharge violation, there is a need to increase inspections to verify that the violation has been corrected. For enforcement actions that include a compliance date, the facility will be re-inspected on that date or shortly thereafter to confirm that compliance is achieved. Additional enforcement actions and inspections may be conducted until the violation is corrected. Any site that has experienced a discharge violation will be elevated to a priority site for future inspections for one year.

Where there is no date provided, a follow-up inspection will occur within two weeks of the violation.

Joint Compliance Inspections

In some situations it is appropriate to have joint compliance inspections with other agencies because the nature of the violation or because the violations are ongoing or repeated violations and may benefit from the enforcement options provided by other environmental statutes. Using the results of a joint compliance inspection, the regulatory agencies will be able to decide how to most efficiently achieve compliance.

Enforcement Actions² Overview

Enforcement Actions	Use	Examples			Suggested Time Schedule to Achieve Compliance
		Industrial/Commercial Business	Illicit Discharge	Construction Site	
Verbal Warning	For <u>threatened violations</u> due to inadequate housekeeping, lack of appropriate BMPs to prevent pollution, or threatened non-stormwater discharges disallowed by MRP.	Inappropriate storage of material out-of-doors that may contribute to pollutants in stormwater during rainfall, such as lids on dumpster being left open.	A wash area is present where wash waters may flow to MS4 based on the configuration, operational procedures, or evidence of a possible discharge.	Lack of an updated erosion control plan that reflects current conditions at a construction site.	Before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply ³ .
Notice of Violation	Issue for <u>minor violations</u> or if the response to a verbal warning is inadequate. A written warning may be in the form of a written inspection report, such as a completed Standard Stormwater Facility Inspection Report Form; letter; or checklist that describes violations, expected corrections, and schedule for correction.	Use of best management practices that are almost effective, but do not achieve the maximum extent practicable standard, for the pollutant generating activity they are intended to control.	A non-stormwater discharge that is not specifically allowed by the MRP, but might be if adequate documentation and procedures had been followed to verify the adequate control of pollutants and obtain necessary approvals.	Lack of having a copy of the Stormwater Pollution Prevention Plan at the construction site.	Before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply ² .

² Where allowed by municipal code, enforcement actions may include cost recovery for municipal staff time and associated expenses to initiate and track enforcement, conduct recordkeeping, collect and test samples, and verify a return to compliance.

³ The MRP states that violations must be corrected in a timely manner with a goal of correction before the next rain event, but not longer than 10 business days after discovery unless Town of Atherton staff document reasons why a longer period is needed.

Enforcement Actions	Use	Examples			Suggested Time Schedule to Achieve Compliance
		Industrial/Commercial Business	Illicit Discharge	Construction Site	
Stop Work Order	Issue for <u>major violations</u> or if the response to written warning is inadequate. A notice to comply may be in the form of a cease and desist order ⁴ , notice to clean ² , notice to abate ⁵ , or a letter that describes violations, expected corrections, and schedule for correction.	Use of best management practices that are ineffective for the pollutant generating activity they are intended to control.	Discharge of non-stormwater discharges to MS4 that contain soap or other pollutants.	Inadequate use of BMPs to control sediment runoff from a construction site.	Before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply ² If more time is needed than provided above, consider issuing a stop work order for construction sites, or requiring the immediate cessation of pollutant or illicit discharge generating activities until long-term remedies may be implemented.
Administrative Citation	Pursue for the most serious violations including where the response to the notice to comply is inadequate.	Lack of use of best management practices for pollutant generating activity, such as storing wastes in a way that allows pollutants to be mobilized by rainfall and stormwater runoff.	Discharge of hazardous wastes to MS4.	Violations that affect the Town of Atherton's ability to comply with the MRP's requirements.	The time schedule for compliance will need to be determined based on case-specific information. This information will be documented as required by the MRP.

⁴ The Town's stormwater ordinance provides that an authorized enforcement official may issue cease and desist orders and notices to clean.

⁵ The Town's stormwater ordinance provides that any condition caused or permitted to exist in violation of the stormwater ordinance is a nuisance and may be summarily abated and/or restored by any enforcement official.

Appendix A

Comparison of Municipal Regional Stormwater Permit's Enforcement Response Plan Requirements

Task Description	Provision C.4 Industrial/Commercial	Provision C.5 Illicit Discharge Detection/Elimination	Provision C.6 – Construction Site Control
Overall Description	Develop and implement ERP that serves as <u>inspection staff's</u> reference document to take <u>consistent actions to achieve timely and effective</u> compliance.	Develop and implement an ERP that will serve as guidance for <u>inspection staff</u> to take <u>consistent actions to achieve timely and effective</u> abatement of illicit discharges.	Develop and implement ERP that serves as <u>inspection staff's</u> reference document to take <u>consistent actions to achieve timely and effective</u> compliance. (identical to Prov. C.4)
Required Enforcement Actions/Recommended Responses	<u>Include timeframes for correction of various field violation</u> scenarios and <u>provide guidance</u> on appropriate use of various <u>enforcement tools</u> , such as verbal and written notices, <u>citations, cleanup</u> requirements, <u>administrative</u> and <u>criminal penalties</u> .	<u>Include timeframes for correction of various</u> types and degree of <u>violations</u> . ERP will <u>provide guidelines</u> on when to employ the range of <u>regulatory responses</u> from warnings, <u>citations and cleanup</u> and cost recovery, to <u>administrative</u> or <u>criminal penalties</u> .	<u>Include timeframes for correction of problems for various field violation</u> scenarios.
Timely Correction of Violations	States <u>violations</u> as a <u>goal</u> should be corrected <u>before the next rain event, but no longer than 10 business days after discovery unless reasons are recorded in Permittee's database or equivalent</u> . Include appropriate time periods for each level of corrective action. Describe permittee's procedures for follow up inspections, enforcement actions, and referral to another agency.	<u>Goal of correcting violations before the next rain event but not longer than 10 business days after discovery unless rationale is recorded in database or equivalent</u> . Immediate correction can be temporary and short-term if a long-term, permanent correction will involve significant resources and construction time. An example of replumbing a wash area is described.	All violations must be corrected in a timely manner with <u>goal of correcting them before the next rain event but no longer than 10 business days after the violations are discovered</u> . If more than 10 business days are required for compliance, a <u>rationale</u> shall be <u>recorded in database or equivalent</u> .
Escalation of Enforcement/Referrals	Enforce stormwater ordinances as necessary to achieve compliance. Where enforcement tools are inadequate, <u>refer</u> the case to the Water Board, district attorney or <u>other relevant agencies</u> for additional enforcement.	If corrective actions are not implemented promptly or if there are repeat violations, permittees shall <u>escalate responses</u> as needed to achieve compliance, including <u>referral to other agencies</u> where	Take <u>progressively stricter responses</u> to achieve compliance. ERP shall include structures for progressively stricter responses & various violation scenarios that evoke progressively stricter responses.

Task Description	Provision C.4 Industrial/Commercial	Provision C.5 Illicit Discharge Detection/Elimination	Provision C.6 – Construction Site Control
Recordkeeping	Maintain adequate records to demonstrate compliance and appropriate follow-up enforcement responses. Lists specific information that should be tracked regarding business inspections; list includes type of enforcement and problem resolution.	necessary. All incidents or discharges reported to the complaint/spill system that might pose a threat to water quality shall be logged to track follow up and response through problem resolution. Data collected shall be sufficient to demonstrate escalating responses to repeated problems, and inter/intra-Town of Atherton coordination, where appropriate. Specific spill and discharge complaint tracking information requirements are listed in Provision C.5.f.ii.	Specific information required for each inspection and problems found and resolved is listed in Provision C.6.e.ii.(4).
Reporting	Lists information for inclusion in the annual report including number and percent of violations resolved within 10 working days or otherwise resolved in a longer but still timely manner. Frequency and types/categories of violations observed. Frequency and type of enforcement. Summary of types of violations by business category.	Number of discharges reported; number of discharges reaching storm drains and/or receiving waters; number and percentage of discharges resolved in a timely manner; and summary of major types of discharges and complaints.	Reporting of inspection results is required in Provision C.6.e.iii. Agencies must report the number and percentage of each type of enforcement action listed in its ERP.
Time Frame for Development and Implementation of ERP	April 1, 2010	April 1, 2010	April 1, 2010



Item 13 Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: JANUARY 16, 2013
SUBJECT: WATKINS HOUSE RESIDENCY

RECOMMENDATION:

Direct the Mayor and Vice Mayor to work with the City Manager to revise his contract to adjust for the housing benefit.

BACKGROUND

Prior to the City Manager's hiring, the Police Chief used the Watkins House as his primary residence in the area. Upon the hiring of the City Manager, the Police Chief relocated to allow the City Manager to utilize the house, if needed. Upon vacating the residence, the Police Chief's contract was modified to include a housing subsistence.

In negotiations with the City Council, the City Manager and Council discussed the City Manager's use of the Watkins House as a primary residence. The City Manager expressed concern due to property owned in Marin County and familial ties to the region and expressed that commuting was a more realistic alternative. However, the City Manager advised that he would consider the home and decide upon its use by June 2013. This decision point was written into the City Manager's contract.

In negotiations, the City Manager's salary was set at \$160,000 per year as the home was valued at \$60,000 per year and was deducted from an overall compensable salary of \$220,000. The City Manager expressed that because he may or may not be using the home in the short-term, he would be open to "splitting the difference" with the Town with the provision of a housing offset of \$30,000 per year until such time as the decision was made to either use or not use the residence. This was agreed to in the City Manager's contract and a base salary of \$160,000 was set with a housing offset of \$30,000 per year.

FINDINGS

The City Manager was advised by a member of the Council that it may be in the best interest of the Town to have the someone reside in the Watkins House if the City Manager does not desire to use it as a primary residence. In discussions with this Council Member the City Manager expressed that indeed there were personal challenges to using the House as a primary residence.

The Council Member expressed that perhaps the City Manager's contract could be revised to accommodate that change as well as provide an opportunity for someone to relocate to the house. The City Manager agreed that this would be mutually agreeable.

To accommodate this the following actions need to be authorized by the Council:

- 1) Direct the Mayor and Vice Mayor to work with the City Manager to revise his contract to adjust for the housing benefit.

FISCAL IMPACT

The Town values the home as an asset with a value of \$60,000 per year and used this amount to offset the City Manager's salary as part of "total compensation" by setting a base salary of \$160,000 per year plus the "\$60,000" housing provision.



Item 14 Town of Atherton

Staff Report for City Council Meeting

DATE: January 16, 2013
TO: Mayor and Council Members
City Manager

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

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

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

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

Below is a list of the applicants:

Transportation Committee (1 vacancy)

Alex (Sandy) Kaye – 2012 annual recruitment applicant

Gary Lauder – New applicant

Options:

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

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

Prepared By:

Approved:

Theresa DellaSanta
City Clerk

George Rodericks
City Manager

ATTACHMENTS: Applications

TOWN OF ATHERTON

APPLICATION FOR APPOINTMENT TO COMMISSION OR COMMITTEE



Name: Alex R. (SANDY) Kaye

Address: [REDACTED]

Home Telephone: [REDACTED] Date: June 5, 2012

Work Telephone: [REDACTED] ² Between 10am - 7pm Mon - Friday

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

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

- Planning Commission
- Park and Recreation Commission
- General Plan Committee
- Arts Committee
- Other: Traffic

TO THE APPLICANT:

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

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

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

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

For more background information:

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

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

- Yes
- No

3. Have you reviewed the minutes of the past meetings of the body on which you wish to serve? (Minutes and past agendas of Town bodies are available for review at Town Hall during normal business hours.)

Yes No

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

Yes No

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

Possibly No

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

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

- Planning Commission
- Park and Recreation Commission
- General Plan Committee
- Arts Committee
- Other:

FOR YOUR INFORMATION:

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

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

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

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

TOWN OF ATHERTON

APPLICATION FOR APPOINTMENT TO COMMISSION OR COMMITTEE

Date: 11/19/12

Name: Gary Lauder

Address: [REDACTED], Atherton, CA 94027-4036

Home Telephone: [REDACTED] Work Telephone: [REDACTED]

E-mail address (optional): gary@lauderpartners.com

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

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

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

TO THE APPLICANT:

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

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

I have always had an interest in transportation issues, and have gotten involved in trying to improve Atherton's traffic. I think I could be more effective if I were to be on the committee.

Recent presentations: <http://www.youtube.com/watch?v=9tsLS89MhDk> , <http://bitly.com/GML-TEDx>

Older presentation: http://www.ted.com/talks/gary_lauder_s_new_traffic_sign_take_turns.html

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

Yes No

3. Have you reviewed the minutes of the past meetings of the body on which you wish to serve?
(Minutes and past agendas of Town bodies are available for review on the Town website at www.ci.atherton.ca.us and at Town Hall during normal business hours.)

Yes No



Item 15 Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: JANUARY 16, 2013
SUBJECT: COMMISSION | COMMITTEE DISCUSSION AND DIRECTION

RECOMMENDATION:

Review and Direct Staff Accordingly.

BACKGROUND

In August 2012 the Council adopted Resolution 12-16 establishing and governing Town Committees and Commissions. With the considered disbanding of the Town Center Task Force and the Library Building Steering Committee this Resolution requires modification. As the opportunity to revise this Resolution arises, staff has a number of other suggestions for Council's consideration.

FINDINGS

Resolution 12-16 establishes eight (8) formal Town Committees or Commissions. The Resolution also establishes guidelines for operation of the bodies and principles of operation.

Staff recommends several areas for modification as this Resolution is presented to the Council. These are:

1. Reports

The Resolution requires that an annual report be created and approved by the Committee and provided to the City Manager, City Clerk and City Council. The annual report chronicles the activities of the committee or commission over the past year.

Staff suggests that this language be strengthened to require that the Chairperson of the committee or commission formally present the report at a City Council meeting.

2. Websites

The Resolution allows the commission or committee to create a website. The website must be approved by the City Manager and monitored by staff.

Staff suggests that this language be strengthened to require that if a commission or committee desires a website that it be a part of the Town's formal website presence and that the information presented on the website be designed, developed, and monitored by town staff in concert with the Chairperson of the commission or committee.

3. Appointment

Staff suggests that a nepotism clause be added to the appointment section. The language should prevent the appointment of relatives to the same committee or commission and/or the appointment to any committee of relatives of Town employees or Council members.

For the purposes of defining "relative," it is defined as a spouse, child step-child, parent, step-parent, parent-in-law, legal guardian, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, grandchild, grandparent, or any other individual related by blood or marriage living within the same household as the Town employee or Council Member.

The appointment or employment of relatives of Town staff or Council Members creates a perception of a conflict of interest, whether real or imagined. It is in the public's best interest to maintain high professional relationships. One way to ensure that this occurs is to not put individuals in situations where, for reasons of their relationship, supervision, safety, security, moral, or perception their decision-making ability is questioned.

While it is not illegal to appoint relatives of Council Members to commissions or committee nor is it illegal to appoint relatives to the same commission or committee it does create a perceived conflict of interest, real or imagined. There are plenty of volunteers in the community ready and able to step up such that the Town does not need to put individuals in positions of potential conflict.

4. Arts Committee

Staff suggests that the activities of this Committee may be best served through a non-profit or local citizens group rather than as a formal Town committee. Should the Town desire to assist the group through funding efforts, formal contributions can be considered each year through the Town budget process.

Staff suggests that this Committee can be disbanded.

5. Audit/Finance Committee

Staff suggests that the Mayor and Vice Mayor positions serve as the City Council representatives to this Committee. Staff suggests that the language in the Resolution be modified to make this clear.

6. Environmental Programs Committee

Staff suggests that the activities of this Committee are best served through regional programmatic requirements and agencies. For example, the South Bay Waste Management Authority is responsible for educating the community about waste reduction measures and ABAG is responsible for educating the community about green energy practices, safe streets, and other matters. With refinements to the Town's website, more information can be disseminated to the community on a regular basis.

Staff suggests that this Committee can be disbanded.

7. Library Building Steering Committee

Consistent with the Council direction for the Town Center/Library Project, staff suggests that this Committee can be disbanded.

8. Town Center Task Force

Consistent with the Council direction for the Town Center/Library Project, staff suggests that this Committee can be disbanded.

9. Transportation Committee

Staff suggests that this Committee be renamed the Traffic Safety Committee and that its focus and composition be narrowed. A Traffic Safety Committee is particularly useful and common in many communities. The focus of such committees is on matters pertaining to local traffic issues – crosswalks, intersection visibility, stop signs, speeding, signage, speed bumps, school traffic, pedestrian safety, and other similar matters. These committees are typically staff heavy with the agency's police chief, traffic engineer, public works director, and city manager serving as the leads supported by 2-3 resident appointees. These committees meet on an as-needed basis led by the agency's staff.

Staff recommends redefining the Transportation Committee as the Traffic Safety Committee, clearly defining its role, focus, and membership.

10. City Council Representatives

Staff suggests that the Resolution include for clarity that City Council appointees to commissions or committees serve a liaison role (primary and alternate) and are not voting members nor are they to serve in chair or vice chair roles to lead such committees. Serving as

voting members or in roles as chair and vice chair put the Councilmembers in awkward positions with respect to their advisory capacity to the City Council.

For example, should a Councilmember serve as a voting member of a committee on an issue that they are providing advice to the City Council they may be accused of having “pre-judged” the issue when it arrives at the Council level given their vote one way or the other at the committee level. Further, should a Councilmember serve as a Chair or Vice Chair they may inadvertently “lead” the committee in a particular direction thereby influencing the committee’s recommendation. Both of these issues create a potential conflict of interest question. The Council appoints resident members to these committees to serve at the pleasure of the Council but also to provide an independent look and voice to issues of Council concern. Having Councilmembers influence the direction and decision of committees through their participation can be perceived as inappropriate.

Councilmembers serving in liaison roles can choose to attend or not attend a particular committee meeting but stand ready to assist the committee chair with questions on Council priorities or direction. The Council liaisons do not replace staff roles with respect to the committee or commission.

Staff will return Resolution 12-16 to the City Council in February for modification, assuming the Council’s direction to disband the Town Center Task Force and Library Building Steering Committee. Staff requests that the Council consider each of the above and provide staff with direction for inclusion in the Resolution’s modification.

FISCAL IMPACT

None.



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
CITY MANAGER**

FROM: THERESA N. DELLASANTA, CITY CLERK

DATE: FOR THE REGULAR MEETING OF JANUARY 16, 2013

SUBJECT: CITY COUNCIL COMMITTEE REORGANIZATION

RECOMMENDATION:

Approve City Council Committee Assignments.

BACKGROUND:

Each January the new Mayor reorganizes the City Council Standing Committees. Attached is the 2012 Council standing committee assignments selected by Mayor Lewis.

Attachment: Mayor Lewis' selections

Committee	Council Members	Alternate Council Members
AUDIT/FINANCE	Lewis, Carlson	Wiest
ENVIRONMENTAL PROGRAMS	Widmer, Dobbie	Wiest
RAIL	Carlson, Wiest	Lewis
TRANSPORTATION	Lewis, Wiest	Widmer

AGENCY	MEMBER	ALTERNATE
Association of Bay Area Governments (ABAG)	Widmer	Wiest
City/County Association of Governments (C/CAG)	Carlson	Widmer
Holbrook-Palmer Park Foundation	Wiest	Lewis
League of California Cities	Lewis	Wiest
Library JPA Governing Board (San Mateo County)	Lewis	Wiest
Peninsula Traffic Congestion Relief Alliance	Widmer	Dobbie
San Francisco Airport/Community Roundtable	Lewis	Widmer
San Mateo County Emergency Services Council	Dobbie	Widmer
San Mateo County Sub-Regional Housing Policy Advisory	Lewis	Carlson
Grand Blvd. Task Force	Lewis	Carlson
Menlo Park Fire Protection District	Wiest	Widmer
Peninsula Cities Consortium	Carlson	Lewis
SBWMA Blue Ribbon Task Force Liaison (NEW) to consider changes to Governance Structure	Carlson	Widmer
Cal/Mod Local Agency Policy Maker Group	Carlson	Lewis



Item 17 Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: JANUARY 16, 2013

SUBJECT: TOWN CENTER AND LIBRARY COMMITTEE SELECTION

RECOMMENDATION:

- 1) Direct staff to amend the Commission/Committee Resolution to Disband the Town Center and Library Committees;
- 2) Direct staff to provide “Thank You” letters and recognition to all Committee Members;
- 3) Direct staff on the formation of a Community Center Advisory Committee setting the maximum committee membership (recommended at seven (7)), the use of a “workshop” format, and/or some combination of both;
- 4) Appoint two (2) City Council members to serve as liaisons to the Committee, if established (in addition to its membership);
- 5) Direct staff to conduct a formal recruitment for Committee Membership, if established.

BACKGROUND

Following the November 2012 election, both the Library Building Committee and Town Center Task Force recognized that given the vote of the electorate, the library expansion project could become a part of the town center. Both groups suggested that the City Council step back and evaluate the possibility of reconstituting the committees into a hybrid committee to address the needs of both the library expansion and the town center. The Committees suggested that the City Council could consider a master plan approach to designing the town center inclusive of a library.

In December, staff presented the Council with a recommendation to consider disbanding both committees and consider the formation of a new committee to assist in an advisory capacity working with staff to bring the Town Center and Library projects to completion. Staff asked that the Council consider this recommendation over the December/January holiday and advised that we would return in January for formal direction from the Council.

FINDINGS

Moving forward with the Town Center and Library project, staff anticipates the following (not an exhaustive list):

- Staff to work with architect(s) involved with both the Library and Town Center projects to review/consider the space and use analysis based on current and projected needs.
- Staff to work with the architect(s) to create a “master plan” for the Town Center.
- Host a series of “Master Plan Workshop(s)” to solicit feedback on the Plan. Workshops would be neighborhood-based facilitated by the architect(s) and staff involving interested stakeholders.
- Return to the City Council for review/approval of the Master Plan.
- Provide the non-profit fundraising group with information to enhance fund solicitations for Town Center portion of project.
- Begin the design phase of the projects.
- Develop a list of short-term improvements needed for the Library.
- Develop a list of short-term improvements needed for the Town Center.
- Prioritize the short-term improvements and obtain City Council approval for the necessary improvements.
- Once initial designs are complete, host a series of “Design Workshops” to solicit feedback on the designs. Workshops would again be neighborhood-based facilitated by the architect(s) and staff involving interested stakeholders.
- Return to the City Council for review/approval of the design(s).
- Provide the non-profit fundraising group with information to enhance fund solicitations for Town Center portion of project.
- Complete the design process and create full plans and specifications for the project(s).
- Bid the project(s).
- Award the bid in phases (Library | Town Center).
- Begin Phase I – Library.
- Complete Funding for Town Center.
- Begin Phase II – Town Center.
- Complete Project.

All contracts would be awarded with City Council approval (architect(s), consultant, RFP approval, bid award, etc.) consistent with all applicable purchasing policies. Ultimate design approval would move through all required City approval processes (Planning Commission, City Council, Environmental, etc.). During the entire process staff anticipates that if the Council forms an Advisory Committee, it would be actively involved at the master plan and design phases and in discussions about the short-term improvements needed for the Library and Town Center.

Staff anticipates that the City Council members appointed to the Advisory Committee would serve as liaison (non-voting) members of the committee as issues connected to the project would

ultimately require City Council approval. In addition to the involvement of the Advisory Committee staff anticipates that there will be a significant public participation component.

The project would be staff led but community driven.

FISCAL IMPACT

None.



Item 18 Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: JANUARY 16, 2013
SUBJECT: SALARY & BENEFIT RESOLUTION

RECOMMENDATION

Adopt the attached Resolution as presented.

BACKGROUND/ANALYSIS

At the December 2012 City Council meeting the Council approved a reconsideration of the November approval of the Salary and Benefit Resolution. Staff was directed to return the Resolution to the City Council in January 2013 with the following policy objectives:

- Transfer liability for payment of the employee share of the pension cost to the employee directly;
- Pursuant to AB 340, create a lower, second tier retirement plan for both local miscellaneous and local safety employees covered by the Resolution;
- Eliminate the Town's liability for post-employment health insurance premium payments beyond the minimum required employee contribution (applicable prospectively to new hires retiring from Atherton)
- Create a CalPERS-approved cafeteria plan for medical, dental, and vision insurance for current employees and establish caps for the Town's cost;
- Establish caps on accumulated leave benefits (vacation and sick leave);
- Consider elimination of the work furlough;
- Consider elimination of the merit bonus program; and
- Reconsider the 18-month time frame for implementation of the transfer of pension liability.

The City Manager met with staff and discussed alternatives for implementation of the pension liability transfer. In discussions with staff another alternative was considered that allowed for a more immediate transfer of the CalPERS pension contribution and still allowed for a fair implementation. A position salary survey conducted in 2012 showed that on average the employees covered by this Resolution are paid -4.4% below the average for comparable positions and agencies. A couple of the positions were paid at or slightly above the average but most were below or significantly below.

The City Manager discussed two options for the pension liability transfer. Option 1 spread the transfer out over a period of three fiscal years. This option continued consideration of the 2% merit bonus program as a negotiated means to offset the impact of the transition. Option 2 implemented the transfer in full (year 1) with a corresponding offset in salary to “share the burden” of the transfer. The cost impact to the Town is shown in the table below:

Option 1 – Three Year Transition				
	Year 1 (2%)	Year 2 (4%)	Year 3 (7%)	Total
Employee Contribution	\$25,000	\$52,000	\$92,000	\$169,000
Town Contribution (includes 2% merit bonus)	\$92,000	\$64,000	\$25,000	\$181,000
Option 2 – Single-Year Transition + 3.5% Offset				
Employee Contribution	\$96,000	\$96,000	\$96,000	\$288,000
Town Contribution	\$46,000	\$46,000	\$46,000	\$138,000
Status Quo (Town Contributes 100%)				
Employee Contribution	\$0	\$0	\$0	\$0
Town Contribution	\$92,000	\$92,000	\$92,000	\$276,000

Comparing the implementation across a three-year time frame, the Town saves \$43,000. The chart shows that the employee contribution is significantly more with Option 2 and it is difficult to see the incentive for the employee to choose Option 2 over Option 1. In order to truly understand the incentive for the employee it is important to recognize that the Town’s payment of the employee share of the CalPERS pension obligation was a negotiated benefit that “added” to the employee’s pension calculation. Many agencies and bargaining units negotiated for this benefit by forgoing a cost of living adjustment or another “total compensation” issue.

The benefit works by adding the amount to the employee’s retirement salary calculation. For example, on a salary of \$50,000 a year the Town would pay \$3,500 in pension obligation on behalf of the employee. For the purposes of salary, the IRS counted that contribution as “salary” and therefore when reporting a salary for the purposes of pension calculation, the Town must report a salary of \$53,500. For an employee retiring at 60 with 20 years of service, a salary of \$50,000 provides an annual pension of \$26,200. With a salary of \$53,500 the annual pension is \$28,034.

With Option 1, not only are the employees picking up their share of their pension obligation as an immediate loss in their net pay, but they are also losing the added benefit of the additional salaried compensation for the purposes of calculating a pension. Option 2 provides for an increase in the salary range of half of the cost of the pension obligation in an effort to “share the burden” and offset the impact.

The attached Resolution meets the objectives the Council established.

- Transfer liability for payment of the employee share of the pension cost to the employee directly;

The transfer is implemented in full as of July 1, 2013.

- Pursuant to AB 340, create a lower, second tier retirement plan for both local miscellaneous and local safety employees covered by the Resolution;

The intent to create the Tiers is within the body of the Resolution but the Town’s contract must still be amended with CalPERS. The process for this will take approximately 3 to 6 months.

- Eliminate the Town’s liability for post-employment health insurance premium payments beyond the minimum required employee contribution (applicable prospectively to new hires retiring from Atherton)

CalPERS requires that what the Town provides to active employees the Town must provide to retirees with respect to the provision of medical insurance premiums. The only way to eliminate the requirement that the Town pay retirees more than the required minimum is to create a CalPERS approved cafeteria plan. The creation of the plan is provided within the Resolution.

- Create a CalPERS-approved cafeteria plan for medical, dental, and vision insurance for current employees and establish caps for the Town’s cost;

The cafeteria plan was created with caps to distinguish between active and retired employee coverage amounts.

- Establish caps on accumulated leave benefits (vacation and sick leave);

Caps are established within the Resolution.

- Consider elimination of the work furlough;

The furlough program was eliminated within the Resolution.

- Consider elimination of the merit bonus program; and

With the adoption of Option 2, the merit bonus program is eliminated. If the Council chooses to implement Option 1, the merit bonus program should be restored to the Resolution as a negotiated program to offset the costs of the pension transfer.

- Reconsider the 18-month time frame for implementation of the transfer of pension liability.

The 18-month implementation was replaced with a three-year implementation under Option 1 or an immediate implementation under Option 2.

The employees had an opportunity to discuss the Resolution as well as the implementation of Option 1 and 2. The majority voted in favor of Option 2.

The employees also wanted to express to the Council that they support the policy objectives of the Council and appreciate the opportunity to be engaged in the discussion of meeting those objectives. They hope that the Council recognizes the hard work of staff in support of this community and a desire for a job well done. Staff felt it was important to note that they are unrepresented and feel that can remain unrepresented so long as they are given the opportunity to participate in the discussion and are treated fairly.

In exchange for a 3.5% increase in pay they have “given up” the following:

- A 70th percentile salary guarantee.
- Town-paid employee retirement at 7% of salary resulting in a 7% net pay reduction and a 7% reduction in the calculation of salary for retirement.
- Directly paid Town medical benefits in lieu of a cafeteria plan that will result in a disparate negative impact on net pay.

FISCAL IMPACT

The cost savings for *retiree medical* is prospective. The cost savings would be realized only when and if any future employees retire from Town employment and CalPERS concurrently. It does not have an impact on current staff (except the Finance Director, Police Chief and City Manager). Current employees that are eligible for retiree medical must retire from CalPERS and Atherton concurrently in order for the Town’s retiree medical benefit to be effective.

The *flexible benefit caps* establish a maximum contribution for the Town toward medical, dental, and vision plans. In 2013, the cost savings to the Town is \$2,080 per month or \$24,960.

With Option 1, the Town saves on *retirement contributions* on behalf of the employees in the same percentage of payroll adjusted each year. The Chart shown above in the Staff Report shows the comparisons between the Status Quo and the two options over a three-year period.

Resolution 13-xx
A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADOPTING SALARIES AND BENEFITS FOR UNREPRESENTED STAFF

The City Council of the Town of Atherton hereby resolves as follows:

WHEREAS, Attachment A to this Resolution specifies terms and conditions of employment for Unrepresented Employees, and

WHEREAS, it is the intent of the Council that this resolution serve in lieu of a Memorandum of Understanding for unrepresented employees for purposes of defining and affording rights as outlined in this Resolution; and

WHEREAS, it is the intent of the Council that the rights as outlined in this Resolution be effective July 1, 2013; and

WHEREAS, in arriving at the various term and conditions in the Resolution, the Council and employees covered by this Resolution recognize that this Resolution may be amended in the future at any time, including prior to its expiration based on the discretion of the Council at that time; and

WHEREAS, the Council and employees covered by this Resolution recognize that it is the intent of the Council to meet annually to review and modify the terms and conditions of this Resolution based on the Town's fiscal condition and/or employment needs dictate; and

WHEREAS, with respect to the salaries and benefits provided under this Resolution, the Council strives to pay employees a fair total compensation package in line with the average for similar positions in comparable agencies within the region.

Now, therefore, be it resolved by the City Council of the Town of Atherton that the salaries and benefits of the Unrepresented Employees of the Town of Atherton shall be as stated in Attachment A, effective January 1, 2013.

* * * * *

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 16th day of January, 2013, by the following vote:

AYES: **COUNCILMEMBERS:**
NOES: **COUNCILMEMBERS:**
ABSENT: **COUNCILMEMBERS:**

Elizabeth Lewis, MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, City Clerk

APPROVED AS TO FORM:

William B. Conners, City Attorney

ATTACHMENT A

Resolution No. 13-XX

TOWN OF ATHERTON

Unrepresented Employees Salary & Benefit Resolution

GENERAL PROVISIONS:

The following salary and benefit programs shall apply to all local miscellaneous and safety employees in the classes and at the levels noted herein. It is intended that this Resolution serve in lieu of a Memorandum of Understanding for unrepresented employees for purposes of defining and affording rights as outlined in this Resolution.

1. **TERM:** This Resolution shall be effective July 1, 2013. As a practice, this Resolution may be returned annually to the City Council for review and modification as the Town's fiscal condition and/or employment needs dictate.

**TOWN OF ATHERTON
MONTHLY SALARY COMPENSATION**

<u>JOB DESCRIPTION</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>
<u>DEPARTMENT HEADS</u>				
Finance Director	12,504.15	13,129.36	13,785.83	14,475.12
Police Chief	12,883.32	13,527.49	14,203.86	14,914.06
Public Works Director	12,578.38	13,207.30	13,867.67	14,561.05
City Clerk	8,273.53	8,687.20	9,121.56	9,577.64
<u>MID-MANAGEMENT</u>				
Police Lieutenant	10,681.61	11,215.69	11,776.48	12,365.30
Associate Engineer	7,382.76	7,751.89	8,139.49	8,546.46
Public Works Superintendent	9,738.92	10,225.87	10,737.16	11,274.02
<u>CONFIDENTIAL</u>				
Accountant	5,979.55	6,278.53	6,592.46	6,922.08
Executive Assistant to the Police Department	6,017.10	6,317.96	6,633.86	6,965.55
Office Specialist	4,684.97	4,919.22	5,165.18	5,423.44
Account Technician	5,207.00	5,467.36	5,740.72	6,027.76

2. **COVERED CLASSIFICATIONS:**

Non-Management, Confidential

Accountant
Executive Assistant to the Police Department
Office Specialist
Account Technician

Mid-Management

Associate Engineer
Police Lieutenant
Public Works Superintendent

Department Heads

City Clerk
Finance Director
Police Chief
Public Works Director

3. **HOURS OF WORK:** The standard workweek for employees occupying full-time positions consists of forty (40) hours in any seven (7) day period. The workweek begins at 12:01 A.M. Sunday and ends 11:59 P.M. the following Saturday. The City Manager shall designate shift schedules for all employees with due regard for the convenience of the public and the laws of the State and the needs of the Town. The Town reserves the right to consider changes to the standard workweek to facilitate adjustments to Town Hall operating hours.
4. **FLEXIBLE SCHEDULES:** At the request of the Department Head and following review and approval by the City Manager or his/her designee, a flexible work schedule may be implemented for employees covered by this Resolution. The City Manager's evaluation shall give consideration to the needs of the Department/Employee as well as the desire of the City Council to continue to provide all Town services on a schedule that is conducive to providing uninterrupted service to its residents throughout the week.

Each flexible schedule approved shall be evaluated by the City Manager or his/her designee no later than six months following its implementation. The purpose of the evaluation will be to determine if it is in the best interests of the Town of Atherton to continue the flexible schedule, or any modifications to the schedule that would be necessitated by the City Manager's evaluation.

COMPENSATION

5. **WAGES – PROGRESSION WITHIN STEPS:** Employees are eligible to progress from Step A to Step B six (6) months after their hire date or date of entry into the job classification, provided they have received a satisfactory performance evaluation conducted by their supervisor. Thereafter, employees may progress between steps B through D twelve (12) months after date of entry into the previous step provided they have received a satisfactory evaluation.
6. **OVERTIME:** All non-management, confidential employees are subject to and shall receive when appropriate, overtime compensation in accordance with the provisions of the Fair Labor Standards Act and California labor laws. Mid-management and Department Heads are exempt from overtime.

All compensable overtime must be authorized by the Department Head or designated representative in advance of being worked. If prior authorization is not feasible because of emergency conditions a confirming authorization must be made on the next regular working day following the date on which the overtime was worked.

Any authorized time worked in excess of forty (40) hours in the applicable designated FLSA workweek shall be considered overtime and shall be compensable at the rate of one and one-half (1½) times the employee's regular rate of pay. Compensatory time off may be taken in lieu of overtime payment. For purposes of this section, Overtime, as defined in applicable state or federal law, the term "time worked" excludes time in paid status but not worked (e.g. paid sick, vacation, holiday, disability or other compensatory time off.) Compensatory time off shall be at a time mutually agreeable to the employee and the Department Head. Compensatory time off which accrues in excess of forty-eight (48) hours will be liquidated by monetary payment during the month of October. An employee shall not be required to reduce a scheduled workday in whole or in part to avoid the payment for overtime worked on another scheduled work day.

7. **PAY FOR TEMPORARY OR INTERIM APPOINTMENT TO A HIGHER CLASSIFICATION:** An employee who is temporarily appointed and performs the work of a position in a higher classification temporarily vacated by its incumbent either covered by or outside of employees covered by this resolution for more than five (5) consecutive workdays shall be paid five percent (5%) above the regular rate he or she received in his or her regular lower classification for such time as working out of class. However, if the position in the higher classification is vacant (has no incumbent) and the employee is given an interim appointment to such position pending the permanent filling of such position, he or she shall be paid five percent (5%) above the regular rate he or she received in his or her regular lower classification, or the rate of the first step of the range assigned to the higher classification, whichever is greater for the period of time working in that position. In no event shall such pay exceed the maximum of the range of the classification in which the employee is temporarily assigned. Payment shall commence with the first (1st) workday of the temporary or interim assignment and shall continue, including holidays, during the period of temporary or interim assignment. Such appointment shall be in writing by the Department Head and approved by the City Manager or his designated representative; however, any appointment to a temporary Department Head classification shall be approved by the City Manager. Only the City Council may authorize a temporary appointment to the position of City Manager.

PAID LEAVES

8. **LEAVES COVERED UNDER STATE AND FEDERAL LAW AND ADMINISTRATIVE POLICIES:** In addition to the paid leave provisions outlined below, the Town shall provide leave pursuant to adopted Town Administrative Policies and consistent with state and federal law, these shall include but not be limited to leave for Jury Duty, Voting, Military Leave, Pregnancy Disability, and Family Medical Leave.
9. **ADMINISTRATIVE LEAVE:** In recognition of the hours required to accomplish the requirements of each management position (defined as Department Heads and mid-

management), including the attendance at numerous meetings outside normal working hours, each Management Employee shall be granted forty (40) hours of Administrative Leave per fiscal year. Management employees may accumulate a maximum of 60 hours of Administrative Leave. No cash out of Administrative Leave shall be allowed. Administrative leave does not apply to non-management, confidential employees.

10. **HOLIDAYS:** The following holidays will be observed by all employees.

- January 1, New Year's Day
- Third Monday in January, Martin Luther King, Jr. Day
- Third Monday in February, President's Day
- Last Monday in May, Memorial Day
- July 4, Independence Day
- First Monday in September, Labor Day
- Second Monday in October, Columbus Day
- November 11, Veteran's Day
- Fourth Thursday in November, Thanksgiving Day
- Fourth Friday in November, Day after Thanksgiving Day
- December 25, Christmas Day

Additionally, employees shall receive a personal holiday on a date to be determined by the employee subject to the approval of the City Manager or his/her designee. This holiday will be credited to the employee's vacation bank each January.

If any of the regular holidays (excluding personal holidays) falls on a Saturday, the Friday preceding shall be observed as the holiday. If the holiday falls on a Sunday, the following Monday shall be observed as the holiday.

11. **VACATION LEAVE:** Except as limited by this section, all employees in full-time positions shall accrue Vacation Leave on each pay period prorated based on the following annual rates while in paid status:

- Less than three years of service - 80 hours per year.
- Three years of service to eight years of service- 120 hours per year.
- Eight years of service and above- 160 hours per year.

Vacation can only be accumulated to two times the employee's annual accrual rate, but not to exceed a total of 240 hours. If the employee's balance exceeds 240 hours, they shall not accrue any new vacation leave until their balance is 240 hours or less.

Employees shall be allowed to have the Town buy back accrued vacation once each fiscal year, with the approval of the City Manager, under the following terms:

- a) To be eligible to sell back vacation time, an employee must have a minimum balance of 60 hours of annual vacation accrual after any buy back.
- b) A maximum of five (5) days of buy back may be purchased by the Town per year per

employee.

- c) Employees must request a vacation buy back prior to June 1st of each year.
- d) The vacation buy back program shall be suspended during any declared fiscal emergency.

12. **SICK LEAVE:** The Town shall provide each employee in paid status with paid sick leave at the rate of eight (8) hours per month (3.69 hours per pay period). There shall be a cap of 960 hours of sick leave accrual. For those employees whose balance now exceeds the cap, no further sick leave shall accrue until their balance is below the cap.

An employee may only use sick leave that has accrued prior to the current pay period. Sick leave is not cashed out upon separation. Probationary employees can earn and use sick leave.

13. **BEREAVEMENT LEAVE:** An employee shall be allowed paid leave for not more than five (5) working days when absent because a death has occurred in their immediate family as defined within the Town's Administrative Policies. .

BENEFIT PROGRAMS

The following benefits are provided to employees covered by this resolution. Benefit programs are not considered vested rights and may be subject to change. It is the intent of this Resolution that covered employees receive the same general benefits as other employees in similar department units.

14. **PUBLIC EMPLOYEES' RETIREMENT SYSTEM:** All full-time employees are enrolled in the California Public Employees Retirement System (CalPERS), as amended by AB 340 of 2012, in lieu of Social Security coverage. All local miscellaneous employees hired before the effective date of this resolution shall continue to be enrolled in the 2% at 55 retirement benefit plan. The Town hereby creates a Tier 2 Local Miscellaneous Retirement Program applicable to all miscellaneous employees hired after the effective date of this resolution and following any required notice by CalPERS. Tier 2 employees shall be enrolled in the 2% at 62 retirement benefit plan and be subject to the three year average basis for determining the pension benefit levels. All Tier 2 local miscellaneous employees shall contribute the full required employee contribution.

All public safety employees covered by this resolution shall continue to be enrolled in the 3% at 50 retirement benefit plan subject to the highest one year of service. The Town hereby creates a Tier 2 Public Safety Employee Retirement Program applicable to public safety employees subject to this resolution. Any such public safety employee hired after the effective date of this resolution and following any required notice by CalPERS, shall be enrolled in the 2.7% at 57 retirement benefit plan, and be subject to the highest three years average basis for determining the pension benefit level. All Tier 2 public safety employees shall contribute the full required employee contribution.

The Town will continue to offer the voluntary salary reduction option offered by Section 414H2 of the IRS Code and the Public Employees Retirement System.

RETIREMENT CONTRIBUTIONS: Effective July 1, 2013, all Tier 1 local miscellaneous and local safety employees shall assume payment of the full required employee retirement contribution

15. **HEALTH PLAN CONTRIBUTIONS:** The Town provides medical and hospitalization care benefits through the CalPERS Health Plan Program to the extent not supplanted by any mandated federal health coverage plan. For any CalPERS Health Plan Program, the Town shall pay the minimum amount required by law toward the monthly premium for hospital and medical care benefits under the CalPERS (PEMHCA) Health Plan referred to as the minimum employer contribution (MEC), currently the sum of \$112 per month. Any remaining premium shall be paid by the employee either through the Section 125 Plan (cafeteria flex-plan described below) or payroll deduction or a combination thereof unless replaced by a federally mandated health coverage plan. The Town reserves the right to modify the health insurance programs offered to its employees.

16. **DOMESTIC PARTNER COVERAGE:** The Town will provide domestic partner medical coverage to the extent and in the manner which CalPERS health plan carriers or federal law allow for the domestic partner's enrollment.

17. **IRC SECTION 125 FLEXIBLE BENEFIT PLAN:**

A. The Town will continue to provide a Flexible Benefits plan, subject to the requirements and availability of Internal Revenue Code Section 125, allowing employees to use pre-tax compensation for PEMHCA medical premiums, eligible dependent care expenses, eligible uninsured medical expenses, or a combination thereof.

B. Effective January 1, 2013, the Town shall contribute each month up to the amounts listed below, based on the employee's level of medical plan enrollment, to each active employee's IRC section 125 Cafeteria Flex Plan account. The benefit allowance is to be used to offset the costs of the employer provided medical, dental and vision insurance premiums. An employee may not use the allowance for other reasons. These amounts may be adjusted by the City Council in superseding resolutions. Provisions of the Cafeteria Flex Plan shall be set forth by resolution of the City Council as soon as practical after adoption of this Resolution to clarify and implement the specifics of the plan which is outlined herein.

- \$750 for employee only,
- \$1400 for employee plus one dependent,
- \$1600 for employee and two or more dependents

C. Any increases to premiums by providers will not cause the benefit allowance contributions above to be modified.

D. Any amount remaining after the Employee has designated the portions of his or her IRC Section 125 plan contribution amount for the purposes described in this section above at the end of the program year will be deemed forfeited.

E. Any Employee that enrolls in a Medical, Dental or Vision plan that has a higher premium than the benefit allowance, as stated above, will pay the difference via pre-tax payroll deductions.

F. Procedures for the administration of the Section 125 Plan shall be determined by the Town. The Town shall assume the administrative cost for the Plan.

18. **ALTERNATE MEDICAL BENEFIT PROGRAM:** Eligible employees who are covered by health insurance coverage through their spouse or other source with benefits comparable to those provided through Town sponsored plans may waive or decline coverage under the Town sponsored plans. The employee must provide proof of medical insurance to the Town. The Town will pay such employee the lesser of 50% of the benefit contribution for which the employee is eligible or \$300 per month, unless this provision is removed pursuant to compliance with any federally mandated healthcare program.

Re-enrollment in the Town sponsored CalPERS (PEMHCA) Plan is subject to the limitations and exclusions time period instituted by CalPERS. Employees are eligible to reenroll during the CalPERS open enrollment period. Upon the effective date of reenrollment, payments pursuant to this section cease.

19. **RETIREE MEDICAL:** Current employees shall receive retirement medical benefits as provided under the contract in effect when they were hired.

The Town's maximum contribution for retiree medical, for employees who are hired after July 1, 2009, but prior to the effective date of this resolution, shall be the Employee Only rate for Kaiser.

Employees hired after the effective date of this resolution shall not be entitled to Town-paid retiree medical beyond the monthly minimum contribution rate.

LIFE INSURANCE: The Town will provide employees paid term life/accidental death and dismemberment insurance in the following amounts:

Non-Management Confidential: \$50,000
Department Head & Mid-Management: \$100,000
Police Chief & Police Lieutenant: \$140,000

20. **EMPLOYEE ASSISTANCE PLAN:** The Town will continue its program for psychological counseling to covered employees and dependents, with total Town expenditures not to exceed \$3,000 per employee and family visits in any fiscal year for payment of up to six professional psychological sessions each year. Operation of the Employee Assistance Plan is subject to the City Council's funding of the plan within any fiscal year budget.

21. **LONG TERM DISABILITY INSURANCE (LTD):** Coverage for this Town-paid

insurance is up to 67% of monthly earnings to a maximum of \$6,000 per month. This insurance becomes effective the first day of the month following date of employment subject to the terms and provisions contained in the policy. The waiting period following a disabling event is sixty (60) days. An employee does not accrue sick or vacation leave while on Long Term Disability absence.

22. **DEFERRED COMPENSATION:** Employees are eligible to participate in Deferred Compensation Plans offered by the Town.
23. **SHORT-TERM DISABILITY INSURANCE (STD):** Town-paid Short Term Disability Insurance can only be utilized after an employee has exhausted all of their available sick leave. The benefit is an amount equal to 70% of the employee's weekly earnings to a maximum of \$500 per week.
24. **FLEXIBLE SPENDING PLAN:** Regular full-time employees may enroll in this IRC section 125 plan and take advantage of tax benefits as they pertain to medical and dependent care. Employees enroll upon employment and annually thereafter in the month of January.
25. **AUTOMOBILE PROVISION/MILEAGE REIMBURSEMENT:** Employees provided with a Town vehicle for the purposes of commuting to and from work and/or for use while on duty shall not be eligible for mileage reimbursement. Employees required to use their personal vehicle in the performance of their job will be compensated for mileage at the current Internal Revenue Service rate.
26. **TUITION REIMBURSEMENT:** The Town shall establish an \$8,000 annual educational reimbursement fund. The Town will reimburse employees who successfully complete courses approved in advance by the City Manager that will be beneficial to the employee in the course and scope of their job, in an amount up to \$1,000 per employee per fiscal year until the fund is depleted. Operation of the tuition reimbursement program is subject to the City Council's funding of the program within any fiscal year budget.
27. **WORKERS' COMPENSATION INSURANCE:** The Town shall provide Workers' Compensation Insurance as required by law with the premiums paid entirely by the Town.
28. **GENERAL PROVISIONS:** It is understood that federal law, state law, Town ordinances, Town Personnel Rules and Procedures, written departmental policies, and written administrative policies determine procedures and policies relating to the terms and conditions of employment, except as provided by this Resolution. Any and all prior provisions applicable to the positions covered under this Resolution that are contained in any but the aforementioned sources and in this Resolution are hereby declared null and void.
29. **DURATION:** Upon adoption, this Resolution shall be effective July 1, 2013.

The provisions of this Resolution supersede and terminate any and all prior or existing MOUs, understandings, rules, policies, agreements, resolutions or correspondence, whether formal or informal, regarding the compensation, benefits and terms and conditions of employment with respect to the employees covered by this Resolution, to the extent that those items are inconsistent with the terms of this Resolution.



Item 19 Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: MICHAEL KASHIWAGI, COMMUNITY SERVICES DIRECTOR

DATE: JANUARY 16, 2013

SUBJECT: REVIEW OF PLANS AND ISSUES FOR MENLO-ATHERTON LITTLE LEAGUE TO MAKE IMPROVEMENTS TO LITTLE LEAGUE FIELD AT HOLBROOK-PALMER PARK

RECOMMENDATION

Staff recommends City Council to approve the review process and issues for an amendment to the agreement with Menlo-Atherton Little League (M-ALL) to construct and maintain improvements to the baseball field at Holbrook-Palmer Park.

BACKGROUND

On November 6, 2012, Measure M was approved by a vote of Atherton residents. This measure asked, "Should the Town permit M-ALL to improve the baseball field at Holbrook-Palmer Park, including covered seating for spectators, an improved playing area for children, and new restrooms for all park users, using private funds only?" On December 19, 2012, City Council approved a process to facilitate the baseball field improvement project.

FINDINGS

Staff is seeking Council approval of the details of the M-ALL field improvements and use agreement amendment. In accord with the Council's December 19 action, M-ALL will be asked to do the following:

1. Submit complete plans, including architectural plans and elevations, civil grading and drainage, landscape, irrigation and erosion and sediment control sheets for

making the field improvements at Holbrook-Palmer Park consistent with the terms of Measure M. These plans will be reviewed by Planning, Building and Public Works.

2. Apply for a modification of their Conditional Use Permit (CUP), which will define terms of use and will include review of the plans cited above.
3. Submit a proposal regarding responsibilities during construction, exclusive times of use of the field, annual fee, use of constructed facilities, maintenance, operation and repair of the improvements and field, installation and removal of the outfield fence and term of the agreement. These provisions will be incorporated into an amendment to the M-ALL Use Agreement for review and approval by City Council. The proposal should include all offers of improvement to other Park facilities including tennis courts, parking lots, storage for Atherton Dames, trees and ongoing landscaping, park beautification and field funding offers.
4. Pay standard Planning and Building fees and make a deposit for cost recovery of Public Works and City Attorney staff time when working on issues pertaining to these improvements through its development, design and construction will be set up. It will also cover staff time developing an agreement with M-ALL for term of use, services and fees to be paid after the field is operational. As this deposit for fee recovery is consumed, M-ALL will be asked to re-fund the account.
5. Staff will incorporate the plans, following their approval by the Planning Commission and Building Department, into the Use Agreement amendment, along with other issues including responsibilities during construction, operations, maintenance, repair, fees and term. M-ALL will execute the amendments to the CUP and Use Agreement. The plans and Use Agreement amendment will be submitted to City Council for approval.

Following Council approval and payment of fees and a deposit, M-ALL will be permitted to begin construction of improvements.

TIMELINE

The following is an estimated timeline of the process for making ball field improvements at Holbrook-Palmer Park;

January 2013:	Council approves review and agreement process
March 2013:	Planning Commission reviews Conditional Use Permit. The Planning Staff Report will be copied to the Parks and Recreation Committee to allow them to comment to the Planning Commission.
June 2013:	Council approves scope of work and terms/conditions
September 2013:	Council approves final construction plans
November 2013:	Project construction begins

FISCAL IMPACT

It is mandated that improvements of the field and surrounding areas be accomplished using private funding only. All staff time used for administration of this project will be reimbursed per the Master Fee Schedule in effect at the time the work is performed.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Community Services Director

George Rodericks
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

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

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

DATE: JANUARY 16, 2013

**SUBJECT: RESUMPTION OF FULL EVENT BOOKINGS AT
HOLBROOK-PALMER PARK.**

RECOMMENDATION

Provide direction to staff regarding Council's interest in the resumption of full event bookings at Holbrook-Palmer Park.

BACKGROUND

On December 21, 2011, Council voted 3-2 to discontinue all events at the park for the 2012 calendar year. The events that were discontinued included:

- Weddings
- Social events – parties, memorials, graduations, dinners and dances.
- Corporate meetings/seminars

At the March 21, 2012 Atherton Council meeting, staff was directed by Council to restart bookings of a "limited series" of events at the park for the 2012/2013 fiscal year. These events would include:

- Social events - parties, memorials, graduations, dinners and dances.
- All types of meetings and seminars

Any and all events were prohibited from having over 200 participants at any given time.

Staff now seeks direction from Council as to whether to continue limited bookings as currently offered since April 2012 or analyze and report on the return of full bookings, including weddings, being brought back to the park.

ANALYSIS:

If the Council decides to bring weddings rentals back to the park an analysis will be provided listing past revenues and expenditures for these events as well as future projections.

Bringing weddings back into the park will be a process that will take about 16 months to show its potential. This is because it will take time to let the wedding industry know Atherton is back into the wedding rental business. Most weddings/receptions are booked a minimum of 6 months in advance; further slowing the effect of reinstating this service.

Staff will also look into different alternatives to turn over the entire rental of facilities at the park into a corporate partnership. The alternatives that staff expects to look into and compare are the following;

- Event planner/catering service – in the recent past (August 2011 through January, 2012), the Town had made an arrangement with a local catering company to take over the bookings, rental and staffing of all events at the park. This arrangement included all duties associated with renting out and staffing events at the park with the exception of collection of fees and deposits. At the end of each month, a bill was sent to the Town by the vendor for a percentage of the already collected rental fees. This method provides the least amount of Town staffing impact.
- Service contract – the Town currently has a private contractor (MCE) providing set up, operations and staffing of events at the park; with Town staff providing the oversight, booking and administration of the events. This method has the Town collecting all fees and deposits from the renters and paying our vendor on an hourly basis for services provided. Town staff does spend a greater amount of time with oversight of this type of contract.

FISCAL IMPACT

The comparison of the best methods to restore full scale events to the park as well as projections for potential revenues and expenses will be provided by Town staff at a subsequent meeting should the Council desire to bring weddings back to the park.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Community Services Director

George Rodericks
City Manager

Robert Barron
Finance Director



Item 21 Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: JANUARY 16, 2013
SUBJECT: RECOLOGY REPORT & RATE UPDATE

RECOMMENDATION:

Review and File.

BACKGROUND/FINDINGS

The Town is a member agency in the South Bayside Waste Management Authority (SBWMA). The SBWMA is a twelve-member agency that owns and manages the Shoreway Environmental Center that receives all of the recyclables, organics, and garbage collected in the service areas.

The SBWMA is responsible for providing strategic oversight, support and management of service providers that collect, process, recycle, and dispose of materials for its member agencies. Each year the SBWMA conducts a rate review and compensation analysis. In developing rates, the rate model is designed to ensure that enough revenues are collected to cover the cost of services, that the rates are equitably assigned to each service level, and that those users utilizing extra services are charged accordingly.

Member agencies have an opportunity to adjust collection rates based on that analysis. As a result of the 2012 analysis, the 2013 collection rates adopted by the SBWMA for Atherton remain unchanged. While the 2013 projected revenues cover the project revenue requirements it was recommended that the Town continue to collect at the current rate levels. The communities of Burlingame, Foster City, Hillsborough, and Menlo Park are similarly impacted and did not increase rates.

However, despite the static rates it is important to call attention to the issue of green cart collection and costing methodology. In Atherton, the collection of green carts is subsidized to a degree allowing a property owner to subscribe for a growing number of green carts without an

increase in cost. Refuse collection services are trending toward actual cost methodologies as the recovery for recyclables balances out against disposal costs and disposal shrinks as a percentage of total service. In this way, in the future as agencies consider cost methodology, users utilizing extra services, such as additional organics carts, will be charged accordingly and collection costs will begin to mirror actual costs for collection based on cart size.

The overall cost of providing services (labor, vehicle, customer service, etc.) applies to all types of services, irrespective of what is in the cart for collection. In the beginning as agencies sought to comply with the diversion requirements of Assembly Bill 939, the cost of blue and green carts was significantly reduced to encourage their use. As cart migration to blue and green carts increased, continued subsidy of these services under the current cost models is unsustainable. Future rate models will result in an increase in the cost of blue and green carts in an effort to equalize the revenue stream for a equitable service model.

Future rate review by the Town will focus on cart migration and equity models that will tier green cart cost recovery. The Town's Subcommittee on this issue, Vice Mayor Carlson and Councilmember Widmer may have additional comments on this topic.

FISCAL IMPACT

None.

ATTACHMENTS

- SBWMA Member Agency 2013 Rate Adjustments

SBWMA Member Agency 2013 Residential Rates

Member Agency	2013 Percentage Increase Over 2012 Rates	2013 Residential Rates - Curbside				Effective Date	Notes
		20g cart	32g cart	64g cart	96g cart		
Atherton	No rate adjustment	\$ 27.00	\$ 55.00	\$ 110.00	\$ 164.00	January 1, 2013	
Belmont	13.84% for all rate categories	\$ 19.27	\$ 31.91	\$ 70.32	\$ 113.68	January 1, 2013	
Burlingame	No rate adjustment ¹	\$ 12.90	\$ 23.85	\$ 47.71	\$ 70.80	January 1, 2013	
East Palo Alto	Reviewing options for potential 7/1/13 rate adjustment	N/A	N/A	N/A	\$ 39.81		No rate increase
Foster City	No rate adjustment ²	\$ 11.82	\$ 18.92	\$ 37.84	\$ 56.76	January 1, 2013	
Hillsborough	No rate adjustment	\$ 42.40	\$ 52.50	\$ 82.40	\$ 117.40	January 1, 2013	Includes \$25.00 flat fee per service address billed on tax roll. Thus rate billed is \$25.00 less.
Menlo Park	No rate adjustment ³	\$ 13.99	\$ 23.40	\$ 55.99	\$ 83.72	January 1, 2013	
Redwood City	3% to be noticed	\$ 11.04	\$ 26.51	\$ 53.02	\$ 79.52	February 15, 2013	Rates shown are 2012 as 2013 rates not approved yet.
San Carlos	9% for 20 gal. + \$2/mo, 9% for 32 gal. + \$1/mo, 8% for 64 gal., 6% for 96 gal. Commercial 12%.	\$ 20.87	\$ 31.18	\$ 62.23	\$ 93.45	January 1, 2013	
City of San Mateo	9.4% 2013 and 3% for 2014 for all rate categories 6.1% for residents, 2.6% for commercial to be noticed.	\$ 13.04	\$ 20.86	\$ 45.90	\$ 70.50	January 1, 2013	Total rate shown (includes Street Sweeping and Landfill Closure)
County of San Mateo (NFO)	Rate hearing 2/26/13.		\$ 26.21	\$ 52.42	\$ 78.63	January 1, 2013	32g = 2 carts (or 64 gallons)
County of San Mateo (CFA)	9.1% for all rate categories	\$ 28.15	\$ 33.45	\$ 59.28	\$ 84.21	January 1, 2013	
West Bay Sanitary District	\$2.30 for 20 gal., \$3.60 for 32 gal., \$6.70 for 64 gal., \$9.00 for 96 gal., and Commercial 5%.	\$ 23.30	\$ 37.60	\$ 73.70	\$ 110.09	January 1, 2013	



Item 22 Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: JANUARY 16, 2013

SUBJECT: APPROVAL OF REQUEST FOR PROPOSAL FOR A NEW TOWN PHONE SYSTEM

RECOMMENDATION:

Approve Request for Proposal (RFP) to replace the Town telephony system. (RFP will follow, no later than Monday, Jan. 14th)

BACKGROUND

The Town's telephony system is based on an older NEC telecom platform. The telephony system has served the Town well for many years but it has now reached the end of its useful life. Recent system outages have caused extensive service interruptions and the possibility of additional outages could result in extended downtime. A recent outage over the holidays caused considerable disruption to the police department communications.

In early November staff advertised a request for quote for consulting services to help the Town build a Needs Analysis, a budget estimate and create an RFP to replace the Town's phone system. The Town received 4 proposals and selected Communication Strategies to perform the work. Communication Strategies (CommStrat) examined the current telephony and IT infrastructure, and worked in partnership with Town staff and IT support staff to gather the necessary information for the study. CommStrat researched and identified several upgrade scenarios related to a new telephony platform for the Town.

Multiple design scenarios were identified which included upgrading the current system and replacing it entirely with a Voice over Internet Protocol (VoIP) option. The Town's entire senior staff reviewed the report and agreed with CommStrat's recommendation to upgrade to VoIP.

FINDINGS:

Below is a summary of the report prepared by CommStrat.

Upgrade options:

1. Upgrade the current NEC system to a VoIP ready design, *using the existing digital phones* (\$27,708)
 - a. Pros = This option is the cheapest and results in the quickest replacement as there is no need for cabling upgrades.
 - b. Cons = There remains an ongoing cost of telephone set replacement as older sets fail and at some point NEC will discontinue support of the older digital phones. This option defers substantial costs to the future.

2. Upgrade the current NEC system to a *VoIP design with upgrades to existing cables* (\$46,000-\$55,000)
 - a. Pro = This option provides for quick replacement with more technology alternatives than Option 1.
 - b. Cons = This option results in dual technology that would need additional skills. Telephone sets would again ultimately need to be replaced deferring costs.

3. Replace the entire existing digital system to VoIP based platform with *upgrades and replacement of existing cables and switches* (\$78,000 - \$91,000)
 - a. Pros = This option results in lower costs to administer; has a projected longer life; results in simple to use options with more choices of latest technology.
 - b. Cons = There are initially higher costs; longer downtime due to larger system installation; more user training; and it requires upgrades to existing cabling infrastructure.

4. Upgrade the entire system to VoIP based platform *using alternate technology* (\$53,000-\$63,000)
 - a. Pros = This option results in lower costs to administer; has a projected longer life; results in simple to use options with more choices of latest technology.
 - b. Cons = There are initially higher costs; longer downtime due to larger system installation; more user training; and it requires upgrades to existing cabling infrastructure.

Options 1 and 2

The financial difference between Option 1 and 2 amounts to approximately \$19,000 to \$27,000. Both options utilize existing infrastructure but give us the option to upgrade to IT ready digital phones as the old phones fail. It solves our concern at the lowest cost in the quickest amount of time. Both options would allow for an IP phone however would also require that we update our cabling and switches *if and when* we decide to install IP phones. Options 1 and 2 are essentially basic “upgrades to older technology” alternatives. Both Options require a long-term relationship

with NEC who seems to be failing in the sales and market area against Cisco, Avaya, and Shoretel.

Options 3 and 4

The financial difference between Options 3 and 4 amounts to approximately \$26,000 to \$28,000. Both options are full IP phone systems and come with all features that go along with VoIP. The difference is that Option 3 requires that we upgrade current switches and add Cat 5 technology at all locations using VoIP. Option 4 gives an alternate (and cheaper) method by utilizing current Cat 3 technology with upgrades to existing infrastructure. Both options serve the same purpose but Option 4 is cheaper because we wouldn't be replacing all of our cables and switches. There is no disadvantage for going with the cheaper method.

Since most telephone manufacturers are leaving the PBX phone systems and moving towards VoIP, staff recommends a VoIP only option. Additionally, the difference between Option 2 (upgrade existing system) and Option 4 (replace existing system with VoIP) is very small.

VoIP systems tend to have a longer life span and can be easily managed by staff and IT with regard to maintenance and support. Communication Strategies believes a VoIP option would give the Town an upgrade with the newest technology and will last for a minimum of 10 years. Between Options 3 and 4 (both VoIP options) staff agrees with Communications Strategies recommendation which is Option 4. Option 4 provides us with the same infrastructure in Option 3, but avoids having to invest in a larger amount of money to re-cable Town Hall when ultimately it may be torn down 5 to 10 years from now.

FISCAL IMPACT

The total first-year cost for Option 3 would be approximately \$62,000 to \$74,000. From start (design and post an RFP) to finish (system implementation) it would take about 32 to 36 weeks. If the RFP is approved tonight, staff expects that a new phone system would be in place no later than September, 2013.

The current year budget provides an equipment replacement line item for phone system replacement of \$60,000. Because work on this project would bridge the current and next fiscal year a budget amendment would not be necessary. Staff would include the remaining project cost in the subsequent years' budget based on the project's status at the end of the fiscal year.

Council Report – January 2013
Elizabeth Lewis

December 20, 2012

Met with Mike Kashiwagi, City Manager Rodericks, Vice Mayor Carlson and Caltrans representatives to discuss El Camino Real safety issues. Discussion ranged from long-term plans to reduce lanes from 6 to 4 using the extra lane for bike and ped traffic. Grants through Caltrans (Community Based Planning Grant) max of \$250k with application due April 2013. Mike will write the grant. Estimated cost to do planning study is \$200k. Discussion as to whether Town could partner with the Local Gvt Commission. Mike already met with them twice. LGC will do grant for free but will want to manage planning process under Town's direction. Mike has meeting with LGC on Jan 6, 2013. Contact Becky Frank District 4 planner to talk about LGC.

Short-term remedies would be to install some kind of alert signal to warn traffic of pedestrian crossing. Caltrans will not install in-ground lighted crosswalk systems. Mike presented his recommendation of a HYBRID Pedestrian Beacon which he has seen at Sacramento/Stockton Street in Sacramento. Caltrans representative, Roland, said that the Hybrid Beacon has already been approved by Headquarters and that he would take this idea to the Project Management team to talk about installing one in Atherton.

Discussion of working with Menlo College and the Cartan Field development to participate in the funding for a Hybrid Beacon at Alejandra and ECR.

December 20, 2012

Caltrans presentation at the MTC building in San Carlos: Corridor Electrification Environmental Process and Blended System Planning Update. Miriam Lee and Seamus Murphy of Caltrans. Discussion of updating the MOU between CHSRA and

PCJPB to reflect current understanding of the blended system and modernization of Caltrains.

January 9, 2013

Dames meeting to plan Easter Egg event

January 10, 2013

Meeting with Greg Conlon, Miriam Lee of Caltrains, Jerry Deal and Karyl Matsumoto regarding dangers of hold out platforms at our station and discuss remedies.

January 16 – 18, 2013

League of Cities New Mayors and Council Members Boot Camp in Sacramento.

Council Comments – January 2013 – Jerry Carlson

El Camino Real

Drainage problems as well as traffic safety need to keep continued focus on ECR. The recent meeting with Caltrans concerning both short and long term safety improvements was a good start toward making safety improvements. Recent flooding of intersections and resident property damage due to drainage problems need to be worked on as well.

At the meeting with the District 4, Caltrans Operations Chief and town staff a plan was outlined including: initiating a \$200,000 grant application for a study to develop El Camino Real through Atherton into a friendlier bike and pedestrian corridor, including the possible reduction in the number of car lanes from six to four; Caltran is initiating an application for a pedestrian crossing apparatus to be installed at Isabella and El Camino; and possible mitigation funds from the Menlo College's Cartan Field improvement project may be used to improve another El Camino crossing area. In the meantime, Caltrans will discuss the stop light proposal at Selby and El Camino as a longer term proposal.

The Caltran's Operations Chief will convey the town's desire to meet with their drainage experts to focus on the frequent flooding problems occurring at several of the intersections along El Camino.

Caltrain Modernization Policy Committee

Elected representatives from 16 Caltrain corridor cities and a representative from the San Francisco's Mayor's office met with the Modernization Project Director, Marian Lee in the first of planned monthly meetings. The primary subject concerned revising the currently existing MOU between Caltrain and High Speed Rail. One sticking point is the proposal that HSR be the lead agency for any subsequent EIR done in the future after the current modernization program to electrify the train, is completed. The subsequent EIR would cover how the "blended system" was to be implemented, including passing tracks and grade separations.

Holbrook Palmer Park Foundation Board Meeting

Several board members spoke in tribute to nearly 98 year old Ruben Schneider, who passed away on December 22nd and who had been a long time foundation board member and community volunteer. He is best remembered as the man with the camera taking pictures for families of the Easter Bunny and the kids.

The foundation board was encouraged to participate in the master planning process for the park including proposing projects for consideration. There was a discussion about some of the questions/issues concerning the Little League's plans. A list of these concerns was forwarded to staff to be discussed with Mr. Hillman. The town was asked to make certain there is good effort to inform residents the dates and times for reviewing the proposal before it goes to Council.

Peninsula Cities Consortium

Meeting was held in Atherton where Palo Alto, Menlo Park, Belmont, Burlingame and Brisbane were represented. The upcoming Caltrain Policy Committee meeting on January 24th will concern most of the discussion. The revised draft of a MOU between Caltrain and HSR will be reviewed for comment before going to the JPB and HSR rail boards for approval. Meanwhile, the CC-HSR grass roots organization is raising funds for the Central Valley law suit challenging the initial construction project being not conforming with Prop. 1A nor AB 3034 language that authorized the project.

Item 24

Future Agenda Item

Fellow Council members;

The Citizens for California High Speed Rail Accountability, and residents William Grindley and Alain Enthoven have kept the Town informed of its self-funded work fighting the California High Speed Rail Authority by pointing out the waste, and destruction their project will bring. The Town of Atherton opposed Prop 1A and now that the voters have passed the act, the CHSRA must follow the ground rules set forth which the suit says they are not.

This organization, with the help of many on the Peninsula including many additional Atherton residents, is now involved in legally fighting this project. Our local team has already donated over 12,000 hours of time to prepare 34 reports and take many trips to Sacramento and Washington. The team now needs some funding to stay the course and is looking to raise approximately \$50K. It is proposed that the Council consider an allocation of \$5-10K to support this activity.

Bill Widmer

Jerry Carlson