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COUNCIL MEMBER

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COUNCIL MEMBER

HEYWARD ROBINSON
COUNCIL MEMBER



701 LAUREL STREET, MENLO PARK, CA 94025-3483
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MBIA Muniservices
Attn: Ms. Anne Marquart
32107 W. Lindero Canyon Road, Suite 233
Westlake Village, CA 91361

December 5, 2006

To: Producers and Users of Utility Services and Franchise Fee Holders in the City of Menlo Park, CA:

Please be advised that the voters of the City of Menlo Park, California passed Measure K, the Menlo Park Utility Users Tax, last month. The City has retained and authorized the firm of MBIA MuniServices (MMC) to provide compliance review services for the new Utility Users Tax Ordinance and franchise fees. MMC may, during the course of providing these services, utilize the legal firm of Donald H. Maynor. In that event, both firms are authorized to execute confidentiality/non disclosure agreements, in the City's behalf, relative to the review.

Information obtained as a part of their compliance review services shall be used only by the City, for purposes related to the administration of the Utility Users Tax ordinance.

In order to facilitate the timely completion of these services, please extend your full cooperation to MMC or Don Maynor.

If you have any questions, related to the process of a review or other services, please contact Mr. Steve Gibson at 818-661-5520.

If there are questions, related to the City's authority to conduct such reviews, please contact me at 650-330-6643.

Sincerely,

Carol Augustine
Finance Director
Tax Administrator
City of Menlo Park

Building

TEL 650.330.6704
FAX 650.327.5403

City Clerk

TEL 650.330.6620
FAX 650.328.7935

City Council

TEL 650.330.6630
FAX 650.328.7935

City Manager's Office

TEL 650.330.6610
FAX 650.328.7935

Community Services

TEL 650.330.2200
FAX 650.324.1721

Engineering

TEL 650.330.6740
FAX 650.327.5497

Environmental

TEL 650.330.6763
FAX 650.327.5497

Finance

TEL 650.330.6640
FAX 650.327.5391

Housing & Redevelopment

TEL 650.330.6706
FAX 650.327.1759

Library

TEL 650.330.2500
FAX 650.327.7030

Maintenance

TEL 650.330.6780
FAX 650.327.1953

Personnel

TEL 650.330.6670
FAX 650.327.5382

Planning

TEL 650.330.6702
FAX 650.327.1653

Police

TEL 650.330.6300
FAX 650.327.4314

Transportation

TEL 650.330.6770
FAX 650.327.5497