



**AGENDA**  
**Town of Atherton**  
**CITY COUNCIL**  
**ATHERTON CHANNEL DRAINAGE DISTRICT**  
**November 16, 2011**  
**7:00 p.m.**  
**JENNINGS PAVILION**  
150 Watkins Ave  
Atherton, California  
**REGULAR MEETING**

**PLEASE NOTE:**

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

- 7:00 P.M.    1.    **PLEDGE OF ALLEGIANCE**
- 7:02 P.M.    2.    **ROLL CALL**      Lewis, Dobbie, Widmer, McKeithen, Carlson
- 7:03 P.M.    3    **PRESENTATIONS**
- D.A.R.E/ RED RIBBON AWARDS – Bruce Potts**
- 7:30 P.M.    4.    **PUBLIC COMMENTS** *(This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the Agenda that is within the subject matter jurisdiction of the City Council. State law prohibits the Council from acting on items not listed on the Agenda except by special action of the City Council under specified circumstances. Speakers' time is limited to three minutes.)*
- 7:40 P.M.    5.    **REPORT OUT OF CLOSED SESSION**
- 7:40 P.M.    6.    **CITY MANAGER'S REPORT**
- 7:50 P.M.    7.    **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**
- 7:50 P.M.    **CONSENT CALENDAR** (Items 8-16)
- (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 OCTOBER 19, 2011 REGULAR MEETING**  
**Recommendation:** Approve October 19, 2011 regular meeting minutes

9. **APPROVAL OF BILLS AND CLAIMS FOR OCTOBER, 2011 IN THE AMOUNT OF \$1,258,593**  
**Recommendation:** Approve Bills and Claims in the amount of \$1,258,593
10. **ACCEPTANCE OF TREASURER'S REPORT FOR THE SECOND QUARTER ENDED SEPTEMBER 30, 2011**  
**Report:** Finance Director Louise Ho  
**Recommendation:** Accept the Treasurer's Report for the Second Quarter Ended September 30, 2011
11. **ADOPTION OF RESOLUTION ACCEPTING EXPEDITURES FOR BALANCE OF FISCAL YEAR 2011/12 SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF), CITIZEN'S OPTION FOR PUBLIC SAFETY (COPS) GRANT**  
**Report:** Interim Police Chief Ed Flint  
**Recommendation:** Adopt a resolution accepting the recommended expenditures of the remaining balance of FY 2011-12 Supplemental Law Enforcement Services Fund (SLESF), Citizen's Option for Public Safety (COPS) Grant in the amount of \$100,000.00 in accordance with state requirements
12. **NARROW BANDING PURCHASE**  
**Report:** Interim Police Chief Ed Flint  
**Recommendation:** (1) Authorize the purchase or lease of 23 P-25 compatible radios with antennas and two lithium-ion batteries for each radio, to bring Atherton Police Department into compliance with Federal Communications System (FCC) requirements; and enable interoperable public safety communications between Atherton Police and the other police and fire agencies providing public safety services in San Mateo County and beyond; and (2) Authorize Atherton Police Department to reconfigure its current public safety base station radio to compliance with the new requirements.
13. **POLICE MOTORCYCLE PURCHASE**  
**Report:** Interim Police Chief Ed Flint  
**Recommendation:** Staff recommends that Council authorize the Police Department to purchase two (2) new 2012 BMW R1200RT-P motorcycles as replacement motorcycles for a total cost of \$47,461.24, which includes sales tax, documentation fees, and installation of communications and radar equipment
14. **POLICE PATROL VEHICLE PURCHASE**  
**Report:** Interim Police Chief Ed Flint  
**Recommendation:** Authorize the Police Department to purchase two 2011 Ford Crown Victoria Interceptors as replacement patrol vehicles for a cost of \$70,000.00, which includes tax, license, emergency equipment, and installation costs

15. **ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION AND APPROVAL OF CONTRACT CHANGE ORDERS IN THE AMOUNT OF \$ 1934.00 FOR A TOTAL PROJECT COST OF \$66,156.00 FOR THE SOUTH MEADOW IRRIGATION AND TURF REHABILITATION PROJECT NUMBER 56019**

**Report:** Interim Public Works Director Mike Kashiwagi

**Recommendation:** authorizing recording of a notice of completion and approving contract change orders in the amount of \$1934.00 for a total project cost of \$66,156.00 for the South Meadow/Irrigation and Turf Rehabilitation Project Number 56019

16. **70 CAMINO POR LOS ARBOLES (APN 070-302-300) INTRODUCE ORDINANCE TO PRE-ZONE THE SITE TO R1-A AND AMEND THE GENERAL PLAN MAP TO INCLUDE THE PROPERTY FOR ANNEXATION TO THE TOWN OF ATHERTON**

**Report:** Town Planner Lisa Costa Sanders

**Recommendation:** adopt the Ordinance pre-zoning the site R1-A and amend the General Plan Map to include a portion of the property located at 70 Camino por los Arboles for annexation into the Town of Atherton based on the finding in the staff report.

**8:00 P.M. PUBLIC HEARINGS - (Item 17)**

17. **INTRODUCTION OF AN ORDINANCE TO ADOPT REFUSE AND RECYCLING COLLECTION RATES**

**Report:** Interim City Manager John Danielson

**Recommendation:** Hold a public hearing, determine whether a majority protest has been received, and if there is no majority protest, introduce the attached Ordinance increasing refuse and recycling rates. A two-thirds vote is required (i.e.; four affirmative votes).

**8:15 P.M. REGULAR AGENDA – (Items 18-20)**

18. **PARK & RECREATION RECOMMENDATION TO CONDUCT A TOWN-WIDE SURVEY OF RESIDENT OPINIONS CONCERNING LOCATION OF A NEW LIBRARY IN HOLBROOK PALMER PARK**

**Report:** Interim City Manager John Danielson

**Recommendation:** Consider the Park and Recreation Commission recommendation to conduct a Town-wide survey of resident's opinion concerning location of a new library in Holbrook Palmer Park

19. **ATHERTON LIBRARY BUILDING PROJECT  
(a) ENVIRONMENTAL IMPACT REPORT  
(b) AMENDMENT TO LSA ASSOCIATES PROFESSIONAL SERVICES AGREEMENT**

**Report:** Interim Public Works Director Mike Kashiwagi

**Recommendation:** Direct Staff to proceed with the preparation of an Environmental Impact Report for the Atherton Library Building Project, and Approve the First Amendment to the Professional Services Agreement with LSA Associates for preparation of a Focused Environmental Impact Report;

**20. CONTINUATION OF EVENT BOOKINGS AT HOLBROOK-PALMER PARK THROUGH THE 2012 CALENDAR YEAR/  
PARK EVENTS – REVENUE VS. DIRECT COSTS**

**Report:** Interim City Manager John Danielson

**Recommendation:** Provide direction to staff regarding the continuation of full event bookings at Holbrook-Palmer Park through December 31, 2012

**10:15 P.M. 21. COUNCIL REPORTS**

**10:20 P.M. 22. FUTURE AGENDA ITEMS**

**A. MASTER FACILITIES PLAN**

**Report:** Council Members Carlson and Lewis

**B. POLLING TOWN VOTERS**

**Report:** Council Members Carlson and Lewis

**10:25 P.M. 23. PUBLIC COMMENTS**

**10:30 P.M. 24. 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](http://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.*

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)



## Town of Atherton

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: JOHN H. DANIELSON, INTERIM CITY MANAGER**

**DATE: FOR THE REGULAR MEETING OF NOVEMBER 16, 2011**

**SUBJECT: CITY MANAGER WRITTEN REPORT**

**COMMUNITY SERVICES DEPARTMENT:** - See attached report

**FINANCE DEPARTMENT:** None

**PLANNING DEPARTMENT:** - See attached Community Services Department update

**POLICE DEPARTMENT:**

#### **Mutual Aid**

On 11/02/2011, at approximately 5:00 p.m., San Mateo County Communications broadcasted a countywide request for officers to staff a mobile field force in response to the "Occupy Oakland" protest. The mobile field force is an organized, mobile law enforcement tactical team, equipped and trained to respond to unusual occurrences anywhere in the Bay Area, such as the Occupy Oakland Protest. The mobile field force is currently the statewide standard configuration known as "Mutual Aid Response Mobile Field Force," and is commonly used for events that require more officers than a county/city possesses to safely control a potentially hostile environment. When staffing permits, Atherton PD participates in county-wide law enforcement mutual aid requests.

Atherton PD provided Officer Bill Lane to the mobile field force last night, which staged at the San Mateo County Fair Grounds. At 8:00 p.m., a bus filled with officers from each of the San Mateo County police agencies, deployed to the City of Oakland, where it arrived at the Oakland Coliseum. From there, Officer Lane, equipped with riot gear and

gas mask, assisted with crowd control. Officer Lane returned safely to the Town of Atherton at approximately 5:00 a.m.

Immediately after Officer Lane's return to the Town of Atherton, there was another County-Wide request for Mutual Aid assistance (Mobile Field Force) for today 11/03/2011. Due to staffing levels, APD will not be sending an officer.

### **CPR RENDERED BY OFF-DUTY OFFICER:**

Atherton Police Officer David Gomez being was responsible for saving a child's life on at approximately 1230 hours on Friday, 21 October 2011. David was with his family on his day off near the Target store in Redwood City. Davis saw a 2-year old girl lying on the ground unconscious and not breathing. The little girl's father was trying to help his daughter but was unsuccessful. Despite a language barrier, David took immediate action and began life saving CPR on the little girl. The little girl started breathing again as RWC Fire Department arrived on the scene, who administered additional medical help. The SM County Fire Dispatch incident number is #RCF112940016).

### **NEW HIRE:**

Officer Bill Lane officially became the newest full-time member of the Atherton Police Department on October 16, 2011. Officer Lane was sworn into his new position by Chief Flint, and formally introduced to the City Council on October 19, 2011.

Officer Lane graduated from the College of San Mateo Police Academy in August of 2009. In March of 2010, Officer Lane accepted a position as a Level 3 Reserve Officer with the Atherton Police Department.

Born and raised in San Luis Obispo, Officer Lane attended Morrow Bay High School and Cuesta College. Prior to becoming a Police Officer, Officer Lane spent 7 years in the automotive industry in the San Luis Obispo area. Officer Lane moved to the San Francisco Bay Area to achieve his goal of becoming a Police Officer. He will be a great addition to the Atherton Police Department, and we are all very happy to have him on-board.

### **FIELD SERVICES:**

#### **Arrests**

- Arrested two people suspected of copper theft. They were found asleep in their vehicle parked on Redwood Way. Both were under the influence of a controlled substance. One was arrested for an outstanding warrant; the other was booked for the controlled substance violation. They vehicle was thoroughly searched and the

copper cable was kept by the Police Department pending the identification of the owner.

- Arrested two people at Menlo College for theft of portable electronics from Menlo School student backpacks. Both were observed stealing the items. One was detained by Security and turned over to Police. The other was found through investigative efforts. Stolen property was recovered. Both suspects were booked into the San Mateo County jail.

### **Traffic**

- Team continued its focus on bicycle lane violations on Valparaiso Avenue during the morning commute hours. In October the team issued 32 traffic violation notices for this offense alone.

### **Interesting Cases**

- Resident reported Gardner's brother in law was kidnapped in Mexico. Team spent time coordinating with resident in order to get a Police Report filed. Department coordinated with Western Union and Department of State in an effort to establish the veracity of the report .

### **RECRUITMENT:**

Currently the police department has two recruitments open. First, a Sergeant's opening is in the stages of deciding who amongst the final four will be sent to a background investigation. We also have an opening for an Officer who has either completed the Basic Police Academy or a lateral from another agency. That posting is open until filled and official testing will begin next month.

### **TRAINING:**

The Police Department ran its annual in-house training where all sworn personnel completed a full 12 hours of training on topics such as: First Aid/CPR/AED, Defensive Tactics and the Carotid restraint, & courtroom testimony

### **PUBLIC WORKS PROJECT UPDATES:**

#### Upper Atherton Channel Project

Construction of the upper Atherton channel's weirs and the restoration of the slope has been completed. In the upcoming weeks, planting will occur per the biological opinion to restore the habitat of the red-legged frogs.

#### Hoover Street Crosswalk Project

During our preconstruction meeting with the contractor, Republic ITS, they have stated that the lead time for the in-pavement lighted crosswalk product is 6-8 weeks. Current projection for the start of this project is during Christmas break to reduce the impact to the residents and schools.

## **STREET PROJECTS UPDATE**

1. O'DELL AT ATHERTON AVE

“KEEP CLEAR” painted in interchange

**Status – scheduled for installation week of 11/7-11**

2. MIDDLEFIELD ROAD AT ENCINAL AVE

“NO RIGHT ON RED M-F 07:30 – 08:30”

Status –Currently on hold, based upon conversation with School Principal, reassessing need and effectiveness of no right turn restrictions. Staff will study intersection operations and pedestrian safety to identify recommended solutions.

3. HOLBROOK LANE AT MIDDLEFIELD ROAD

“NO RIGHT TURN M-F 07:00AM – 09:00AM”

Status – Counts completed, cleared USA, pre-warning sign set for 11/7 through 11/14. Reveal sign 11/14.

4. IRVING AVENUE AT HEATHER LANE

STAFF TO INSTALL SINGLE YELLOW LINE” FROM W/B IRVING TO S/B HEATHER ALONG WITH A CURVE AHEAD SIGN.

Status - scheduled for installation week of 11/7-11

5. MIDDLEFIELD ROAD

Refresh “Bike Lane” pavement markers N/B and S/B Middlefield Road

Status - scheduled for installation week of 11/7-11



**Town of Atherton**  
**Building Department**

91 Ashfield Road  
Atherton, California 94027  
Phone: (650) 752-0560  
Fax: (650) 688-6539

**Community Services**  
**Monthly Report**  
**October 2011**

Submitted by:  
Mike Kashiwagi, PE  
Director of Community Services

**Town of Atherton**  
**Building Safety & Inspection**

*Construction and Permit Summary*  
*October 1, 2011 to October 31, 2011*

	<b>October</b>	<b>Fiscal Year</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$ 24,211,168.00	\$ 94,850,537.00

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$ 23,964.41	\$ 126,959.87
<b>Permit Fees Collected:</b>	\$ 128,170.50	\$ 475,814.45
<b>TOTAL:</b>	<b>\$ 152,134.91</b>	<b>\$ 602,774.32</b>

**PLAN CHECK**

<b>Applications Received:</b>	<b>70</b>	<b>261</b>
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**PERMITS**

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	5	18
New Accessory Structures Issued:	17	66
Addition / Alteration Permits Issued:	16	49
Reroof Permits Issued:	10	41
Plumbing/Mechanical/Electrical Permits Issued:	19	52
<b><u>Non-Residential:</u></b>		
New Permits Issued:	0	1
New Accessory Structures Issued:	0	2
Addition / Alteration Permits Issued:	0	0
<b>TOTAL Permits Issued:</b>	<b>67</b>	<b>229</b>

**INSPECTIONS**

<b>Inspections Performed:</b>	<b>494</b>	<b>1606</b>
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**Footnotes:**

<sup>1</sup>Valuation: For permitted projects during this period.

**Town of Atherton  
Building Safety & Inspection**

**Code Enforcement Activity Summary**

*October 1, 2011 to October 31, 2011*

CE responded to the following types of cases in September:

1. Dangerous Trees	2	10. Early Set Out-trash	3
2. Construction Law	2	11. Neighbor Law	0
3. Dog Barking	0	12. Animal	0
4. Building without permits	0	13. Litigation	1
5. Encroachments	2	14. Vehicles	1
6. Fence Violations	2	15. Unsecured Prop	1
7. Accessory Bld.	1	16. HOA Contact	2
8. Refuse	1	17. Admin/finance	1
9. Zoning	3	18. Admin/ordinance	1
		19. Public Nuisance	2
Number of Cases Still Open = 20		Number of Cases Closed = 5	

**Planning projects**

*October 1, 2011 to October 31, 2011*

	September Activity	Year to Date Activity
Staff Level Reviews	22	72
Planning Commission Items	0	4

The Planning Commission and General Plan Committee cancelled their October meetings due to a lack of agenda items. The next Planning Commission meeting is scheduled for December 7, 2011.

**Arborist Activity Summary**

*October 1, 2011 to October 31, 2011*

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	21	20	8	17

### Summary of New Single Family Residential

Month	2011
January	-
February	-
March	-
April	-
May	-
June	-
July	3
August	4
September	6
October	5
November	
December	
<b>Total New SFD Permits:</b>	<b>18</b>

### Plan Check Performance

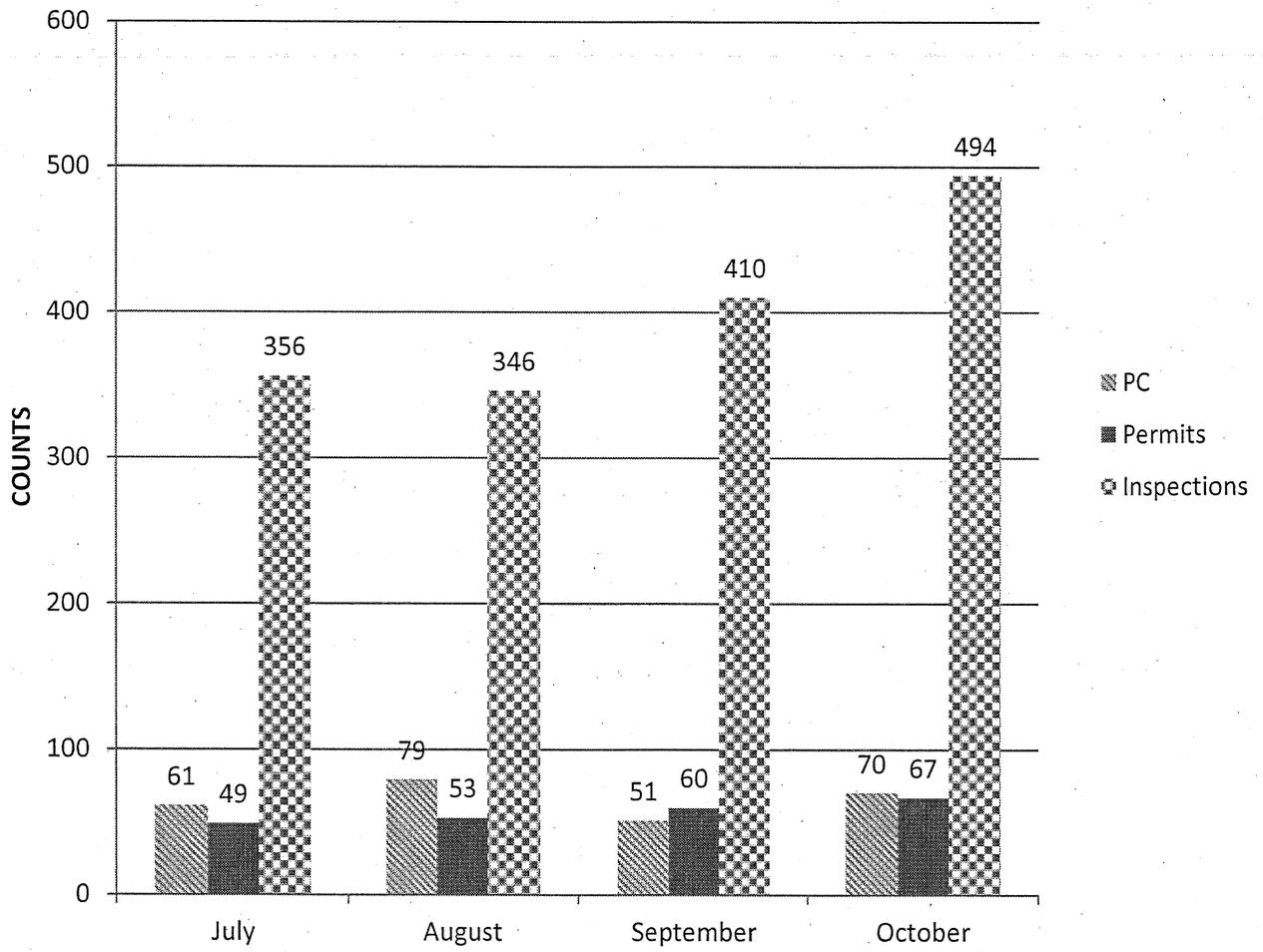
	Cycles	Target	No. of days exceeded	Average Review Days
Major Plan Check	1st Review	10	0	8
	Subsequent Rev.	5	0	3
Minor Plan Check	1st Review	3	0	3
	Subsequent Rev.	2	0	-

Target: in working days

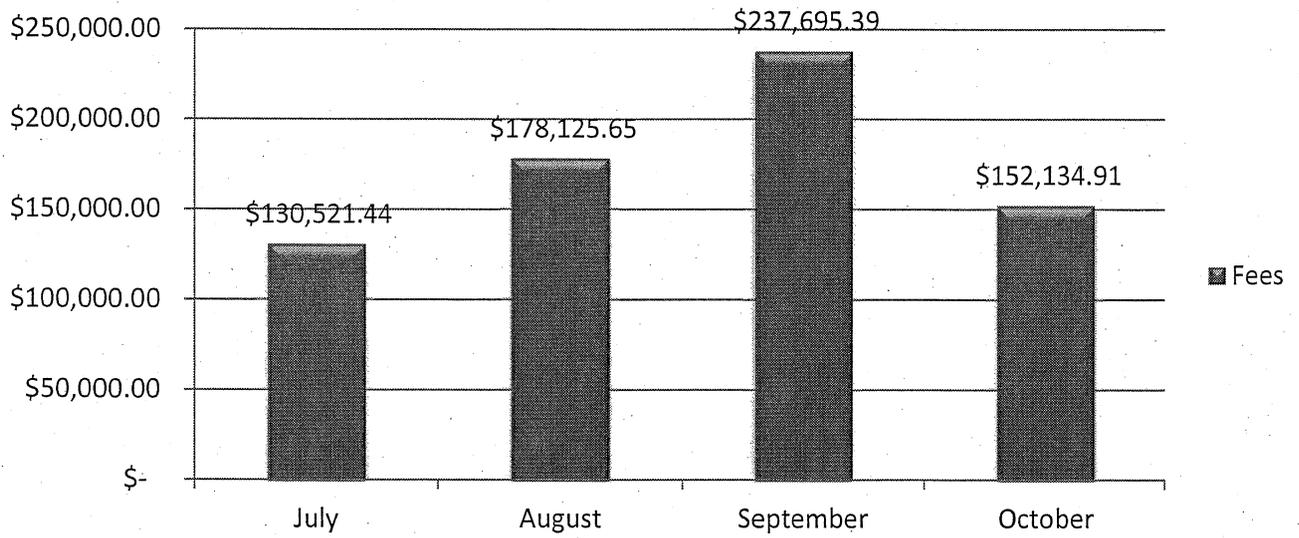
Major Plan Check: New Houses, New Accessory Structures, New non-Residential

Minor Plan Check: Additions, alterations, Misc.

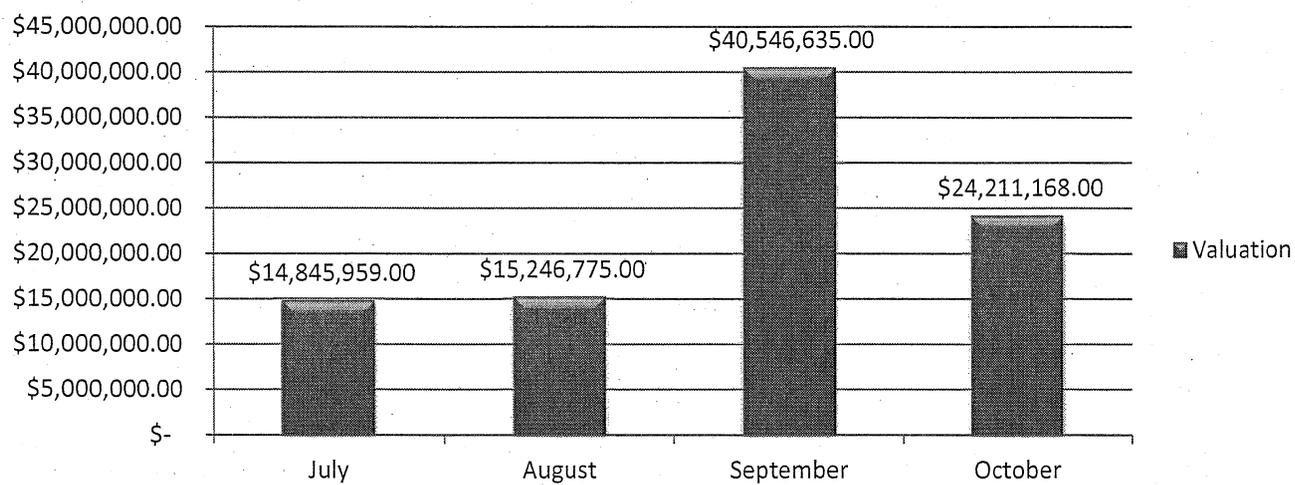
## Plan Check Fee, Permit Fee, Inspections



# Fees



## Valuation





**Draft Minutes**  
**Town of Atherton**  
**CITY COUNCIL**  
**ATHERTON CHANNEL DRAINAGE DISTRICT**  
**October 19, 2011**  
**7:00 p.m.**  
**TOWN COUNCIL CHAMBERS**  
94 Ashfield Road  
Atherton, California  
**REGULAR MEETING**

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

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** Lewis, Dobbie, Widmer, McKeithen, Carlson
- 3 **PRESENTATIONS**

Introduction of Police Officer Bill Lane – Chief Ed Flint

Chief Flint introduced new Police Officer Bill Lane. Flint said Bill went to college in San Luis Obispo, and became a reserve officer with the Town in 2010. Flint said Bill is a great addition to the team and has done very well so far.

Public Works Operations –Steve Tyler

Tyler informed Council that staff is looking to be completely transparent with the transition of Public Works maintenance to a contract firm. Tyler said MCE Corporation was hired by Council to provide contract public works maintenance services which include street, parks, and facilities maintenance for the Town.

Tyler said his new responsibility is to manage and direct MCE's work activities to annual, monthly, and weekly work plans. Tyler said monthly reports that include expenditures and budget status for Streets, Park, Facilities, Library and Tennis, any major issues, and planned activities will be provided to the City Manager and City Council.

Tyler was happy to announce that a work order program has been implemented that allows real-time work orders through a digital media device including smart phones.

Building Department Operations – Mike Kashiwagi

Kashiwagi presented the business approach and customer service focus that Interwest has implemented for the building department. Kashiwagi explained that building staff is working to improve bureaucratic processes through developmental roundtable meetings with developers, and tree protection training.

Kashiwagi reviewed Interwest's performance standards including major and minor plan reviews, inspections, and answering phone calls.

Kashiwagi concluded that he will begin tracking town arborist and code enforcement services under the community service department section of the city managers written report to Council.

Council Member Carlson asked is there will be an evaluation system that will be implemented on the Towns website to receive resident feedback on the various departments.

City Manager Danielson said staff is discussing customer feedback opinion cards in the building department and as staff enhances the website feedback can be given there as well.

Mayor Dobbie said he has talked to several builders recently who have all had very positive things to say about Interwest.

#### **4. PUBLIC COMMENTS**

Paul Quinlan, Atherton resident, requested that Council approach the Felton Gable Homeowners Association for an amendment to the agreement to allow residents and children access to the gate through their neighborhood. The gate is located in the back corner of Holbrook Palmer Park. Quinlan said this route would be much safer for children traveling to school at Encinal.

Colleen Anderson, Atherton resident, discussed her dissatisfaction for a member of the Police Department and her feelings of not being heard. She recapped Council the story of why she believes should get a copy of her 911 dispatch call over the summer.

Jon Buckheit, Atherton resident, praised Colleen Anderson for speaking up about police misconduct. Since residents pay parcel taxes for police services the residents should be treated fairly. Buckheit said he foresees another public records lawsuit if Ms. Anderson doesn't get the tape she is requesting.

Loren Gruner, Atherton resident, echoed Paul Quinlan's points and added that crossing Middlefield to get to Encinal is very tricky.

Caroline Bauers, Atherton resident, agreed with Gruner. She said it is terrifying to walk Middlefield because people don't stop for young children.

Pat Haines, Atherton resident, said she has been involved with the new town center building project having been on the blue ribbon task force and now on the town center task force. Haines clarified the misconception that there was ever any discussion for the library project and town center project, sharing funds. Haines said it was made very clear in October of 2008 that the funds would never be comingled.

Didi Fisher, Atherton resident, spoke on behalf of several Atherton residents requesting a master plan for all town facilities before anything is changed. Fisher said a good master plan would lead to a town discussion that would allow the entire community to be involved in. Fisher said she presented over 200 signatures which was denied; she went back and followed the Town ordinance and she now has 300 names, by email, on the petition. Fisher officially requested a special meeting.

Mayor Dobbie said that once the signatures are verified he will have staff set up the meeting. Fisher said the Towns municipal code doesn't ask for verification of signatures.

Council Member Lewis said there is a tremendous amount of outpouring for this meeting. Lewis said we are in a modern age of electronics and we have a very reputable citizen in front of us, and she requested that Council respect the petition as is.

**MOTION by Lewis to call a special meeting to discuss having a master plan done for all Town projects, within the next two weeks.**

**MOTION by Dobbie, second by Lewis to set up a meeting in the next two weeks to discuss the items on the petition. The motion passed.**

Charles Marsala, former Mayor and Council Member, said he is a former member of the park & recreation commission, is a former library JPA appointee, spent several years on the subcommittee for the Town facilities, and the Blue Ribbon Task Force. Marsala said everything at the park was always so meticulously discussed because of the importance of the green space wanted. Marsala concluded that while he was on the JPA he helped get a motion passed that allowed the JPA agreement to allow provisions for donor cities to transfer donor city funds in a validated manner. Marsala agreed with a master plan.

5. **REPORT OUT OF CLOSED SESSION** - None

6. **CITY MANAGER'S REPORT**

Danielson explained that upon further inspection of the phone system which is degrading badly, that the allocated funds for the voice over IP system won't be adequate because the wiring is so bad. Danielson said staff is still researching a hybrid type mix and will report back to Council.

Council Member Carlson said he received a message from the Chief of Police about their successful transaction of a copper wire theft. Danielson deferred to Chief Flint.

Chief Flint said that this morning, at 8:16 a.m., Sergeant Sherman Hall and Officer Tim Marks responded to a reported suspicious vehicle with two occupants. Officer Brad Mills arrived on the scene to assist. The passenger and driver were taken into custody for separate incidents. Further investigation by APD revealed that the two suspects were possibly connected to a string of copper thefts on the Peninsula. The vehicle was impounded as evidence and searched at the Police Department where a large quantity of copper wire was found in the vehicle. APD investigators continued working on the case through the afternoon when officers' discovered multiple transactions between the suspects and a metal scrap and salvage yard in Santa Clara. Flint concluded that theft of copper wire represents a huge financial loss to our community as well as the State of California.

7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**  
**CONSENT CALENDAR** (Items 8-17)

Council Member Lewis had a non-substantive correction on Item 8, page 5 of 7. Lewis pulled item 11, and had a question on item 12.

Vice Mayor Widmer had a question on item 13, and pulled items 15 and 17.

Council Member McKeithen said she had a few questions on item 17.

Atherton resident Loren Gruner removed item 14.

**11. ACCEPT CONTRIBUTIONS TOTALING \$9,400 IN SUPPORT OF ENVIRONMENTAL PROGRAMS COMMITTEE EVENT – ATHERTON 2020**

**Report:** City Manager John Danielson

**Recommendation:** Accept contributions totaling \$9,400 in support of the EPC’s Atherton 2020 event, and increase the EPC budget by the same amount

Council Member Lewis said the \$9,400 will go towards the EPC budget which has been significantly reduced this year. Lewis said she had plenty of fliers to pass out regarding the high energy homes program, which is a program that allows you to log onto PG&E and receive an assessment of your bills.

**MOTION by McKeithen, second by Lewis to accept contributions totaling \$9,400 in support of the EPC’s Atherton 2020 event, and increase the EPC budget by the same amount. The motion passed.**

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

**8. APPROVAL OF SEPTEMBER 20, 2011 REGULAR MEETING**

**Recommendation:** Approve September 20, 2011 regular meeting minutes

**9. APPROVAL OF BILLS AND CLAIMS FOR SEPTEMBER, 2011 IN THE AMOUNT OF \$1,372,089**

**Recommendation:** Approve Bills and Claims in the amount of \$1,372,089

**10. FINANCIAL REPORT FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2011**

**Report:** Finance Director Louise Ho

**Recommendation:** Receive the General Fund Financial Report for the three months ended September 30, 2011

**12. ACCEPT TRANSPORTATION COMMITTEE RECOMMENDATION TO RESTRICT NO RIGHT TURNS FROM HOLBROOK LANE TO MIDDLEFIELD ROAD, MONDAY – FRIDAY, 7AM – 9AM**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** Accept recommendation of the Atherton Transportation Committee to install a “No Right Turn, 7am – 9am, Monday - Friday” sign at Holbrook Lane and Middlefield Road. Take before and after traffic counts and report back in four months regarding the effectiveness and impacts of this measure

Council Member Lewis asked how the effectiveness of the measure will be monitored and who will pay for it. Interim Public Works Director Mike Kashiwagi said the Town will do “before” and “after” traffic counts. The cost is included in the budget.

**16. APPROVAL TO CONTINUE SOLE SOURCE CONTRACT WITH BIANCHINI'S CATERING FOR SCHEDULING/STAFFING PARK EVENTS THROUGH FEBRUARY 2012**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** Approve continuation of sole source contract with Bianchini's Catering to schedule and staff park events through February 2012 with modifications to original scope of work. This new agreement calls for 50% of all fees collected from park events will go to Bianchini's catering per month (with a minimum of \$6000.00) for services rendered

**MOTION to approve the consent calendar which consists of items 8, 9, 10, 11, 12, and 16. The motion passed.**

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

**PUBLIC HEARINGS - (Item 18)**

**18. 70 CAMINO POR LOS ARBOLES (APN 070-302-300)  
INTRODUCE ORDINANCE TO PRE-ZONE THE SITE TO R1-A AND AMEND THE GENERAL PLAN MAP TO INCLUDE THE PROPERTY FOR ANNEXATION TO THE TOWN OF ATHERTON**

**Report:** Town Planner Lisa Costa Sanders

**Recommendation:** Conduct the public hearing and introduce the Ordinance pre-zoning the site R1-A and amend the General Plan Map to include a portion of the property located at 70 Camino por los Arboles for annexation into the Town of Atherton based on the findings in the staff report

Deputy Town Planner Lisa Costa Sanders said the property owner owns two properties located at 70 Camino por los Arboles. The larger property is approximately 34,793 square feet in area, and the smaller property is approximately 5,346 square feet in area. The larger property is located within the Town of Atherton and the smaller property is located within the County of San Mateo. The two properties have been held under common ownership since 1965.

The applicant desires to annex the unincorporated parcel to the Town of Atherton and eliminate the lot line between the Atherton parcel and the unincorporated parcel, thereby resulting in a single 40,139 square foot parcel (just under an acre), entirely within the Town limits. No new building site would be created and the existing home at 70 Camino por los Arboles would remain the only residence on the newly merged site.

Council Member Carlson asked if there was any opposition. Costa Sanders said she has received none.

Vice Mayor Widmer asked whether the property gets re-evaluated for tax rolls and does it roll into Atherton. Costs Sanders said yes and the town gains 5%.

**MOTION by Dobbie, second by McKeithen to Conduct the public hearing and introduce the Ordinance pre-zoning the site R1-A and amend the General Plan Map to include a portion of**

**the property located at 70 Camino por los Arboles for annexation into the Town of Atherton based on the findings in the staff report. The motion passed.**

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

**REGULAR AGENDA – (Items 19-21)**

**19. ENVIRONMENTAL REVIEW PROCESS FOR NEW LIBRARY**

**Report:** Community Services Director Mike Kashiwagi

**Recommendation:** To Be Determined:

1. Consider the Atherton Library Building Steering Committee’s (ALBSC) recommendation to approve Holbrook Palmer Park as the preferred site for the new library to replace the Main House pending meeting CEQA requirements.
2. Authorize staff to negotiate an amendment to the LSA Associates professional services agreement to provide for any necessary expansion of the work scope to meet any CEQA requirements.

Interim Public Works Director Kashiwagi said that at its June 15, 2011 meeting the City Council approved the criteria for site selection, process and schedule for the new Atherton Library. Due to concerns about environmental impacts that might result if the new library were sited in Holbrook-Palmer Park, the City Attorney has advised that the presence of public controversy requires the preparation of an EIR if the controversy is related to the project’s environmental effects. The City Attorney has also advised that prior to any decision by the City Council or its advisory commissions on a particular site for the new library, an environmental document must be completed and certified as adequate by the City Council. The City Attorney has advised that, in view of the public controversy related to the project’s environmental effects that the appropriate environmental document should be an EIR.

The Atherton Library Building Steering Committee (ALBSC) requested that the Commission recommend to the City Council that the Main House site at Holbrook Palmer Park be designated as the preferred alternative location for the library. However, the Commission concluded and recommended that no decision should be made until the City Council has conducted a Town-wide resident survey about whether location in the Park would be acceptable or desirable. The Park and Recreation Commission made a recommendation to Council to conduct a Town-wide survey of resident’s opinion concerning location of a new library in Holbrook Palmer Park.

On October 13, a special meeting of the ALBSC was called to develop a recommendation to City Council, which resulted in the ALBSC recommending and requesting the Atherton City Council approve Holbrook Palmer Park as the preferred site for the new library to replace the Main House pending meeting CEQA requirements. Kashiwagi introduced ALBSC Chair Denise Kupperman.

ALBSC Chair Kupperman introduced other members of the committee. Kupperman said the current library doesn’t have an extensive collection of books, the browsing area is cramped, and the program space is extremely limited. It does not meet current seismic building code requirements, or the minimum building performance according to FEMA.

Kupperman said the ALBSC has given the Town a position to design a building that will possess the flexibility to adapt to any changes in the future that a library would want to accommodate.

Kupperman said that if the Town does not make a change soon, we run the risk of our existing library being rendered unusable or unsafe by a seismic event. Kupperman added that there has been much scrutiny over the Needs Assessment study and clarified that the primary purpose of the Needs Assessment was to gather information and determine whether the existing library serves the community. The conclusion was that it does not.

Kupperman said the Committee was to prepare a recommendation for the preferred library site. The Committee engaged the community with four focus groups and three community meetings. The sites have been screened for potential environmental impacts along with numerous criteria commonly used in architectural and library site analysis. The consultant's findings clearly indicate that Holbrook Palmer Park presents significantly greater advantages and opportunities than the existing site.

Kupperman discussed the drawbacks of the existing library site and the advantages of the Holbrook-Palmer park site.

Kupperman concluded that the Town is uniquely positioned to intentionally choose the most ideal location for the new library. Holbrook-Palmer Park is the Town's place for play, passive and active recreation, community gathering, and social and cultural events. These experiences and activities would be enhanced and complimented by a library – a place to learn, share ideas and knowledge. Kupperman added that a library plays the sacred role of being the neutral place where one can access information and knowledge regardless of its commercial or political value.

Mayor Dobbie thanked Kupperman and the rest of the Committee for their work on the library project.

Jack Ringham, Atherton resident, gave a presentation titled *Atherton Library Space Needs for the e-Books future*. Ringham provided his background as a management consultant and summarized his opinion on why the library should study the size needs before moving forward. Ringham discussed e-book technology growth, specifically a kindle and ipad. Ringham noted the casualties from technology which included the closing of several books stores, video stores, and camera stores. He discussed the advantages of e-books, particularly the costs, and environmental benefits since no space is needed. Ringham said the Atherton Needs Assessment study did not report anything on e-books. Ringham discussed what he believed to be inconsistencies in the Needs Assessment study, specifically the calculations for the proposed size. Ringham felt it was important to research how realistic the service area is, and whether it should be based on actual library users. Ringham concluded that he is making no recommendation except that more research needs to be done to determine the space needed, before the location is determined to ensure this process is done right.

The Mayor opened up for public comment.

Earl Nielsen, Atherton resident, felt this should all be worked out together, and change should be welcomed as long as all the research is done and the community weighs in on it.

Paul Jones, Atherton resident, said the idea of choosing the park for the library site is premature and he felt the committee is grossly biased.

Betty Ullman, Atherton resident, said she strongly supports the Library Committee recommendation.

Dick Sparison, Atherton resident, favored a master plan. He also suggested installing a signal light at Watkins Avenue and Station Lane if the library does go to the park.

Grace Ferrando, Atherton resident, felt that losing the current site of the library would take away from the neighborhood feeling.

Jim Janz, Atherton resident, said the current recommendation to approve the park as the preferred site for the new library pending meeting CEQA requirements. Janz said there is case law that says CEQA is supposed to provide an analysis and alternative so the Council can make a decision based on rationale information. Janz concluded that approving this recommendation is a violation of CEQA.

Walter Sleeth, Atherton resident, said the process by which the Library Committee and all other agencies involved seems to have been very thorough, and there was plenty of time put into it. Sleeth said he supports the recommendation. Sleeth concluded that a master plan can still be done without the library.

Charles Marsala, Atherton resident, gave accolades to all who were involved in the process. Marsala added that Atherton is unique and we should find out how many students in Atherton use their schools libraries. Marsala supported a master plan facility.

Scott Feamster, Atherton resident, said if libraries are so important for educating people then the Town ought to be responsible for educating people on why a master plan will integrate a library as a vital part of the town center.

John Rugeiro, Atherton resident, said the library project is one of the most conflicting issues this Town has seen. Rugeiro suggested sending it out to a vote of the residents so it is fair.

Paul Quinlan, Atherton resident, said the current library does not seem inadequate and he and his family use the library almost daily.

Ginny Niles, Atherton resident, read a letter for the record on behalf of Atherton resident Christina Isenberg, who supported the library in the park.

Loren Gruner, Atherton, supported a ballot measure or survey to make this decision. Gruner said she hopes that there won't be much open space needed for a new library.

Roger Schwab, Atherton resident, said the process was well thought out. Schwab said the people elected Council to make these decisions and that's what should be done.

Marylue Timpson, Atherton resident, said she was concerned about where Jack Ringham got his facts for the numbers he provided in his presentation to Council. Timpson said residents from other cities should not be discounted from our numbers because she has proof that we are not only serving Atherton residents.

Alan Miller, Atherton resident, said he was impressed with the amount of effort that went into the process. Miller said that as he sits in the back of the tiny, freezing cold chambers it makes him think of the need for a master plan.

Sandy Crittenden, Atherton resident, read a letter on behalf of the Atherton Dames President who supports the park as the site for the library.

The Mayor closed for public comment.

Council Member Carlson said he requested a special meeting workshop some time ago so many of these issues can be discussed and Council can engage each other without violating the brown act. Carlson said he attended some of the library meetings and felt they were directed to the outcome of the desires of those running the meeting to have the library in the park. Carlson said comments and ideas were suggested at the community meetings but they were never addressed by the committee. Carlson thanked the library committee for their hard work. He said a major land use issue is how the park should be used in the future and a study should be done since park space is being downgraded to build more buildings in parks these days. Carlson added that a master plan should be done for all town facilities including the chambers and the library. He said he felt a master plan would help generate more interest from donors toward the Town Center.

Carlson said he has a number of concerns about who the library is being built for. The library is being paid for with Atherton taxpayers' money which is distributed by the San Mateo County governing board. Carlson said determining the right size of the library is critical. Carlson questioned whether Atherton residents want a library that serves other cities, and whether they want to help subsidize the County library system, with a larger facility. Carlson said there is no discussion in the site plan document on whether there are synergies with having the library included with a Town center or with having a library in the park. Carlson added that Council needs to slow down the library process, research synergies further, and create a master plan in order to make sure there is no duplication of spaces, such as a heritage room, meeting space, and community rooms. He said Council needs to compare from a financial perspective the difference between having a library in the park funding certain services, and associate it with the new park event management model that has been implemented at the park. Carlson added that Atherton library donor funds are growing about \$750,000 per year, and there has been no clear answer as to whether the funds can contribute toward other school libraries and school programs; long-term the Town should consider whether they want to remain with the County library system. Carlson concluded that listening to the entire community and constructing a master plan will help ensure the success of both projects, and until a majority of the Town says that the park is the preferred site for the library a survey should be undertaken.

Council Member Lewis said that during the entire library process she has always said there needs to be ample public outreach so all residents have opportunity to give their comments and ideas. Lewis felt that a master plan is critical to the Town. Lewis said the library needs assessment study was inadequate, and was extrapolated based on cookie cutter assumptions. She added that choosing the location of the library before it is subject to CEQA requirements is premature and Council should not vote on the item as it has been presented by the committee. Lewis added that the Park & Recreation Commissions idea to survey the entire town for their opinion on the location is the only way to create a unified decision among the community. Lewis said the library committee has done great work, but there is a lot more work to be done. It is prudent to be conservative and diligent, and if it is determined that the park is the best place for the library that will be fine, but a master plan process and a survey will assist in a successful decision. Lewis concluded that Council needs to be unified and for such a divisive issue a unanimous vote should be had.

Council Member McKeithen said she has always tried to do what best for the general well-being of

the Town. McKeithen said that if the park were ever deemed to not be the right location between now and the time a shovel is put in the ground she would be the first to stop the process. McKeithen said she has heard all the reasons why we don't need a library including the fact that schools have libraries and the new age of technology, however it is amazing how much libraries are growing in popularity these days. McKeithen said the reason is that they have come to the same conclusion we have which is people like libraries because they want to get together and share art and history, learn about computers, meet their neighbors and communicate with one another. McKeithen said she was concerned that the idea of a master plan for all town facilities only came up when the committee decided on the park as the preferred site for the library. She added that the park already has a master plan, and it should be updated based on the multitude of potential changes. McKeithen said that nowhere in either studies done by the Blue Ribbon Task Force or the Town Center Task Force was there ever any mention of the desire for a master plan. McKeithen said the library committee has a lot of hard work, and it fully intends to do a master plan, seek community input on the size of the library and has every intention on meeting CEQA requirements, as necessary. She added that she believe the Council is allowed to state the preferred location and members should have the spine to do so. She added that removing ourselves from the County JPA is a terrible mistake because it is too costly to maintain a library. McKeithen concluded that she wants a positive approach to the library that will benefit the community and the future of the town; Council needs to choose a preferred site subject to an expeditious review of CEQA requirements.

Vice Mayor Widmer said this is the hardest issue that he has had to deal with and its very discouraging. Widmer felt it should be joyous that we have the funds to build a new library but instead it has become a divisive issue among the community. Widmer said he made his position on the library when he began his campaign for Council over a year ago and his position has not changed. The facts are that the current library is in need of substantial safety repairs and it does not accommodate the needs of our changing demographics and dynamics of our community. He added that the library committee did plenty of community outreach and properly solicited input and conducted studies for council review. Widmer said the meetings were advertised in multiple locations, mailings, banners, advertisements and in the newspaper. The fact that they were poorly attended does not render the committees work invalid. He added that poor attendance can be related to the fact that an email was sent to over 1,800 residents and only 200 to 300 have responded. Widmer added that he has asked many people why they don't want the library in the park and a majority of them really weren't sure why with a few defining that size and change were factors. Widmer said it is Councils decision on the size of the library and they will base that off of community input.

Vice Mayor Widmer said a master plan requires decisions and approvals on major items. Widmer believed that Council is well within their duties to make the decisions and approvals based on community input because this isn't a massive project. Widmer concluded that unless there is overwhelming evidence that it is against the law for the Town to decide on a preferred site for the library now then he didn't feel that it should be delayed.

Mayor Dobbie said he has questioned many residents on why they don't want the library in the park and they have no real reason. Dobbie felt that it appears the idea of a master plan is being used to derail the library project. He said the Town can't discount that High Speed Rail won't come along in the future and it would bring 4 years of construction which would impact the library in its current location. Dobbie added that he believes if the new library doesn't take up more green space then the current main house does, then he supports the location and felt it would enhance the park.

Mayor Dobbie said that currently there are such enormous events in the park on the weekends that it fills up every parking spot available. He felt that residents should be the ones to enjoy the park on the weekends, and currently the events being held on weekends are hindering that.

Council Member Carlson said that in his discussions with the Joint Powers Board they stated that in every case where they remodeled or built a new library there has been a significant increase in traffic. Regarding High Speed Rail, Carlson said the Town should know by the end of the year whether or not it will be something the Town will have to fight. Carlson added that the Main House in the park is 3,500 square feet and the proposed library is 11,000 square feet, which represents a significant difference. Carlson said he is disappointed that the Council is not taking more time to bring everyone together and work out a process to develop community consensus.

Council Member Lewis said she is disappointed in Council Members who support moving ahead with the preferred site for a library in light of the huge amount of resident outpouring in such a short period of time. Lewis said it is a severe misuse of Council fiduciary responsibility to move ahead at this point in time. Lewis concluded that if Council is going to do something that will have a lasting impact then a majority of the community should support it.

**MOTION by McKeithen, second by Dobbie to approve the Atherton Library Building Steering Committee's (ALBSC) recommendation to approve Holbrook Palmer Park as the preferred site for the new library to replace the Main House pending meeting CEQA requirements as determined by City Council and staff, that staff move forward with a revised master plan for the park, and that specifications of the library are approved by Council.**

Vice Mayor Widmer said he would like to amend it to add that specifications and sizing of the library is approved by Council.

Council Member Carlson said he would like to add an amendment that staff is directed to move ahead with a survey of the residents in town about their feelings of having a library in the park.

**Dobbie called for a vote on Council Member Carlson's amendment. The motion failed 2-3 (Dobbie, Widmer and McKeithen opposed).**

**Dobbie called for a vote on the main motion. Dobbie and McKeithen agreed to add Widmer's amendment to the motion. The motion passed 3-2 (Carlson and Lewis opposed).**

**20. CONTINUATION OF EVENT BOOKINGS AT HOLBROOK-PALMER PARK THROUGH THE 2012 CALENDAR YEAR**

**Report:** Interim City Manager John Danielson

**Recommendation:** Provide direction to staff to regarding the continuation of full event bookings at Holbrook-Palmer Park through December 31, 2012

Mayor Dobbie said the Town has not been taking any bookings for the 2012 season, and Council needs to determine if staff should reopen the season or not.

Council Member McKeithen said the staff report says we might net \$65,000 in revenue but it does not include capital expenditures or overhead allocations. She asked what the Town stands to net if those two are included.

Finance Director Louise Ho said the last cost allocation study done in 2010 allocated a cost of over \$150,000 to the parks programs. Ho said because of the reduction in workforce, staff is looking to do an updated cost allocation study.

Interim City Manager John Danielson said he is not comfortable closing the 2012 season unless it is a policy decision made by council. Danielson said we have constant inquiries about events in the park. The system that we have today eliminates the problems we had in the past that overhead was so steep we couldn't make a profit. We can now make 50% of all revenues collected. Danielson said Council needs to decide if they want to continue meetings such as the Atherton Dames and ACIL as well.

McKeithen said if you take the cost allocations and it is going to be less because we don't have the same overhead, how much of that overhead wouldn't be there but for those events. She asked how much we are costing out against those events so we know whether or not it is profitable.

Danielson said the fee study will tell us that. The study will show what the real cost is to do it the current way.

McKeithen said she wants to know the overhead associated with the events and what the overhead would be if we did not have the events.

City Attorney Connors said Proposition 26 does not allow cities to make a profit unless by voter-approved tax, except for proprietary concerns such as renting facilities to the general public. The fee does not have to be in the fee study and can be set to whatever the Town wants.

Mayor Dobbie said the amount of money the Town stands to profit or lose is not substantial. Dobbie felt the park should be open and available to Atherton residents on the weekends. Most weddings and weekend events are almost always non-Atherton residents, so Council needs to decide whether they want to make the park available to people who are not residents.

Council Member Carlson said he was concerned with inconsistencies in Council. He said that Mayor Dobbie just supported putting the library in the park when there will be plenty of residents outside of Atherton coming to visit that library. Carlson added that rejecting consideration of maintaining or improving revenues from holding events to offset costs is completely inconsistent with our financial goals to balance the budget.

Mayor Dobbie said he doesn't believe that the library users will fill up the parking spots in the park like events do.

Council Member Lewis felt that the Town was always charging too low of fees for park events in the past. She added that the new management model coupled with new fees should be a good source of revenue generation.

Council Member McKeithen asked for more information on actual costs relating to overhead. She wanted figures for the costs with the events and the costs without the events.

Council Member Carlson asked if the Town will lose the event planner if no decision is made.

Danielson said the current vendor has indicated that he needs weddings to turn a profit and if he can't make reservations for the 2012 season he can't continue. Danielson said he will have staff work on direct cost allocation figures and bring it back to Council.

McKeithen requested figures for overhead that is not direct but rather necessary for the park facilities even if the events did not continue. Carlson said those costs would continue whether the events continue or not.

Mayor Dobbie said he is very concerned about filling up the park with weddings and other events on the weekends.

Loren Gruner, Atherton resident, said residents do use the park for events too. If the costs are so high, that Atherton residents cannot afford to use them anymore then you are taking away from the residents.

Vice Mayor Widmer asked how long it will take to receive the documentation.

Danielson said the only change will be the addition of direct costs. He added that the only thing to consider by waiting another month is the people we turn away who call to book events for 2012.

Widmer asked Ho if she felt there would be a substantial change in the numbers. McKeithen asked if the Town will end up with a profit or not.

Ho approximated about \$30,000 in revenue. Mayor Dobbie did not feel like this was a substantial enough amount to open the events to non-Atherton residents.

**MOTION by Carlson, second by Lewis to reopen the park event bookings for the 2012 season.**

Widmer said that since staff is not totally sure on the amount of revenue the Town stands to earn that the analysis should be done and reported back to Council.

**MOTION by McKeithen, second by Dobbie to table the item, and keep the events status quo until the next meeting.**

Ayes: 3      Nays: 2 (Carlson, Lewis)      Abstain: 0      Absent: 0

Council directed Danielson to have staff address these questions and report back to Council.

**21. REPORT ON SOLID WASTE RATE HEARING**

**Report:** Refuse & Recycling Rates Ad-Hoc Committee (Widmer, Carlson)

**Recommendation:** Receive report

On behalf of the ad-hoc committee for solid waste rates (Carlson, Widmer), Vice Mayor Widmer presented a PowerPoint presentation on the proposed rate increase. [A copy of the presentation is available in the City Clerk's office].

Widmer's presentation included a review of the contract and cost drivers, SBWMA and recology forecasts, Allied Waste final settlement figures, and recommendations to fund it, and noticed and recommended rates.

Widmer felt said there was consensus among the ad-hoc committee that lower rates are prudent, so there is no big surplus, and it wouldn't lessen the blow to our residents.

Council Member Carlson said the Town will continue to subsidize the green carts even with these proposed rates. He felt that the numbers still need to be adjusted.

Council Member Lewis felt the proposal is palatable. She added that she likes the new services including composting and food waste.

Mayor Dobbie thanked Widmer for a very thorough presentation. He opened up for public comment.

Paul Quinlan, Atherton resident, asked if there is a restriction on having multiple 20-gallon cans since money can be saved by doing so.

Widmer said the Town is allowed to restrict it but hasn't taken action to do so. Lewis said that Menlo Park does restrict it.

Quinlan asked what the methodology is behind continuing to subsidize the green cans when a gardener can dump it. Widmer felt the break-even point is close and the committee is not trying to push anyone out.

Carlson said it has been very difficult to get data from SBWMA and Recology, but the ad-hoc committee continues to research and question their fees.

The item was continued to the November meeting for a first rate hearing.

**13. ADDITIONS OF CENTERLINE STRIPING AND SIGNAGE AT INTERSECTION OF HEATHER DRIVE AND IRVING AVENUE**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** The Atherton Transportation Committee recommends approval of an addition to the approved Atherton Striping List. This striping will be a single yellow centerline stripe through the intersection of Heather Drive onto Irving Avenue (100' each side of intersection). In addition, staff recommends approval of placement of a W1-1 15 MPH warning sign (turn ahead) on W/B Irving 200' prior to Heather

Vice Mayor Widmer asked what kind of survey was done to come to this recommendation. Mayor Dobbie said there is a cul-de-sac at the corner of Irving that looks like it goes through Middlefield and people of the cul-de-sac are getting fed up with so many cars coming through and having to turn around.

**MOTION by McKeithen, second by Widmer to approve an addition to the approved Atherton Striping List. This striping will be a single yellow centerline stripe through the intersection of Heather Drive onto Irving Avenue (100' each side of intersection). In addition, staff recommends approval of placement of a W1-1 15 MPH warning sign (turn ahead) on W/B Irving 200' prior to Heather. The motion passed.**

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

**14. SIGN INSTALLATION (NO RIGHT TURN ON RED – 7:30 AM TO 8:30AM M-F) CORNER OF S/B MIDDLEFIELD ROAD AT ENCINAL AVENUE**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** Atherton Transportation committee recommends allowing the placement of two (2) signs, one at the southbound corner of Middlefield at Encinal and the other 200' prior (N) of the intersection, reading, " NO RIGHT TURN ON RED – 7:30 AM TO 8:30AM – M-F"

Loren Gruner, Atherton resident, said that putting up these signs will have a negative impact on Middlefield Road. A no right on red sign will back up the traffic more than it already is. Gruner said it will take more time for parents to get their kids to school.

Dobbie said this was requested by the principal at Encinal school and kids are put in danger by people making right turns on red.

Council Member McKeithen suggested that Gruner talk to the Principal and see if she will withdraw her request for the signs.

Interim City Manager Danielson said discussions like this are counter-productive to having a Transportation meeting. If this is going to happen, then these items should be going to a traffic engineer to make a decision.

Interim Public Works Director Mike Kashiwagi said that he did not have opportunity to review these, and to improve in this area he and the Police Chief will do a field review of all citizen-initiated traffic control requests prior to each meeting.

**MOTION by Widmer, second by McKeithen to table the item until staff has a chance to further review the item.**

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

**15. AWARD OF CONTRACT FOR THE HOOVER STREET CROSSWALK PROJECT NUMBER 56011**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** Award the contract for Hoover Street Crosswalk Project, project number 56011 to Republic Intelligent Transportation services, the low bidder on the September 21, 2011 bids, for \$61,039; and to authorize the City Manager to execute the contract

Vice Mayor Widmer questioned why the amount is so much higher than what was proposed to Council last April. He said the staff report notes that the monies will be used from cape seal funds and questioned whether that was excess money.

Kashiwagi said there is no surplus in the cape seal fund so using the funds will decrease the number of streets in the cape seal program. He added that this would not have a significant effect on the

condition of the roadways. The streets that were taken off the program will get added to next year's program.

Council Member McKeithen noted that the Town accelerated some of the cape seals this year because the bid was so low that we were able to include more.

**MOTION by Carlson, second by Lewis to Award the contract for Hoover Street Crosswalk Project, project number 56011 to Republic Intelligent Transportation services, the low bidder on the September 21, 2011 bids, for \$61,039; and to authorize the City Manager to execute the contract. The motion passed.**

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

**17. ADOPT RESOLUTION AMENDING THE MASTER FEE SCHEDULE FOR HERITAGE TREE REMOVAL FEES AND LANDSCAPE SCREENING REVIEW**

**Report:** Town Planner Lisa Costa Sanders

**Recommendation:** Adopt the Resolution replacing the fees for Heritage Tree Removal Permits-Staff Level and Landscape Screening Permit with a required minimum Deposit to pass-thru the expense of the contract Town Arborist and add a billing rate for the contract Town Arborist

Council Member McKeithen didn't feel this should be changed because the fees were revised recently. She felt that conformity should continue to exist throughout the fee schedule.

Vice Mayor Widmer said that during outsourcing Council promised that all services would be better and hopefully cheaper. He said he continually receives calls that the service has declined. He wasn't comfortable raising the fee at this time.

Interim City Manager Danielson said he would caution assuming that some who is disgruntled is actually getting lower levels of service. Danielson said the staff is trying to get cost recovery for certain services that are unique to Atherton. The previous Arborist did a great deal of extra work which residents became used to and now they have expectations. Danielson said he is trying to get 80% cost recovery, and if certain services cost the Town money then those costs need to be passed onto the user. Danielson concluded that if Council decides that arborist services are to be a subsidized service then he can do that.

Widmer did not agree that it costs \$150 per hour for certain services.

Council Member Carlson supported the proposal put forward by staff.

There was discussion about tabling the item until January, 2012. Mayor Dobbie requested that Vice Mayor Widmer provide feedback to staff on the number and type of complaints he has received.

**MOTION by Widmer, second by Dobbie to table the item to January, 2012. The motion passed.**

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

22. **COUNCIL REPORTS** – Nothing further to add.

23. **FUTURE AGENDA ITEMS** – None.

24. **PUBLIC COMMENTS** – None.

25. **ADJOURN**

**MOTION by Dobbie, second by Widmer to adjourn the meeting. The motion passed.**

Mayor Dobbie adjourned the meeting at 12:25 a.m.

**Respectfully submitted,**

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**Theresa DellaSanta  
Deputy City Clerk**

**TOWN OF ATHERTON**  
CLAIMS LIST **OCTOBER 2011**

	<u>Amount</u>
A/P Checks (#12917-13080)	\$ 816,238
Payroll Checks (#276-284)	6,506
Direct Deposit - Payroll	189,376
Electronic Transfer - A/P & Payroll	246,473
<b>OCTOBER 2011 Total</b>	<b>1,258,593</b>

I, John Danielson, Interim City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers **276-284** (payroll), and **12917-13080** (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to **\$1,258,593** are true and correct based on the information provided to me and that there are sufficient funds for payment.

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John Danielson  
Interim City Manager

The above claims, check numbers **276-284** (payroll), and **12917-13080** (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to **\$1,258,593** are true and correct and are authorized for payment.

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James Dobbie  
Mayor, Town of Atherton

**SOURCE OF FUNDS**

<b>101</b>	General Fund	\$ 871,406
<b>105</b>	Tennis	86
<b>201</b>	Special Parcel Tax	95,756
<b>210</b>	Road Const. Impact	77,306
<b>213</b>	Library	22,745
<b>403</b>	Ath Channel Drainage Dt	122,043
<b>610</b>	Equipment Replacement	45,937
<b>616</b>	Employee Benefits	23,314
<b>TOTAL</b>		<b>1,258,593</b>

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of October 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	7190/9-22-11LH	General Fund	Administration	Financial manager services recruitment -panel lunch 8/25/11	57.86
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	7190/9-22-11LH	General Fund	Finance	Wall street journal subscription Finance	128.82
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	Lodging- Taser update training G. Dere 9/12/11	62.26
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	Monthly crime reports PD 9/1/11 - 9/30/11	99.00
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	(2) doz staple pads PD	17.30
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	(2) bx 9x12 envelopes PD	17.30
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	(2) ct 8.5x11 multiuse papers PD	73.69
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	Coupon credit PD	(25.00)
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	Replace 3.0Gb/s 3.5" internal hard drive A. Kockler	46.88
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	Replace memory CT908119 2GB kit A. Kockler	32.46
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	(200) 3 ring binders for DARE 2011/2012 classes 9/8/11	375.88
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	(1) ct 8.5x11 multiuse papers PD	53.03
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	(5) pk disinfecting wipes PD	32.42
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	(1) pk facial tissue PD	20.56
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5432/9-22-11JF	General Fund	Police	(1) ea staple PD	12.98
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5408/9-22-11ST	General Fund	DPW-Engineering	QSD registration D. Huynh	95.00
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5408/9-22-11ST	General Fund	DPW-Street Maint.	ECR irrigation controllers-internet fee DPW Street Maint.	26.30
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5408/9-22-11ST	General Fund	DPW-Street Maint.	Metal pipe & cooplrs for project on Monte Vista	253.31
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5408/9-22-11ST	General Fund	DPW-Park Program	Internet services HP Park September 2011	60.00
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5408/9-22-11ST	General Fund	DPW-Park Program	(2) Pods rental, onsite storage HP Park August 2011	378.88
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5408/9-22-11ST	General Fund	DPW-Park Maint.	Garage door repairs CM house	150.00
12917	10/6/2011	IMPAC. GOVERNMENT SERVICES	5408/9-22-11ST	General Fund	DPW-Building Maint.	Lights - floods for PD	12.96
<b>12917 Total</b>							1,981.89
12918	10/7/2011	A2Z BUSINESS SYSTEMS	023390	General Fund	Planning	Sharp 4CS400 copier maintenance Planning 9/17/11 - 12/17/11	90.00
12918	10/7/2011	A2Z BUSINESS SYSTEMS	023390	General Fund	Building	Sharp 4CS400 copier maintenance Bldg 9/17/11 - 12/17/11	90.00
12918	10/7/2011	A2Z BUSINESS SYSTEMS	023390	General Fund	DPW-Engineering	Sharp 4CS400 copier maintenance DPW 9/17/11 - 12/17/11	90.00
<b>12918 Total</b>							270.00
12919	10/7/2011	AT&T ADVERTISING SOLUTIONS	8103362367/1011	General Fund	DPW-Park Program	HP Park yellow pages advertising October 2011	45.50
<b>12919 Total</b>							45.50
12920	10/7/2011	AT&T CALNET 2	000002622772	General Fund	Non-Dept	4866 Fax post office credit card 8/1/11 - 8/31/11	0.31
12920	10/7/2011	AT&T CALNET 2	000002644164	General Fund	Non-Dept	2677 Park elevator 8/10/11 - 9/9/11	15.40
12920	10/7/2011	AT&T CALNET 2	000002622770	General Fund	Non-Dept	3232 Parks Atherton dames 8/1/11 - 8/31/11	0.31
12920	10/7/2011	AT&T CALNET 2	000002646599	General Fund	Non-Dept	1470 PW Corp Yard 8/11/11 - 9/10/11	22.51
12920	10/7/2011	AT&T CALNET 2	000002622771	General Fund	Non-Dept	4859 HP Park main house 8/1/11 - 8/31/11	60.26
12920	10/7/2011	AT&T CALNET 2	000002685568	General Fund	Police	0280 Disaster lines PD 8/27/11 - 9/26/11	209.68
12920	10/7/2011	AT&T CALNET 2	000002685567	General Fund	Police	0686 Alarm line - police shed PD 8/27/11 - 9/26/11	15.53
<b>12920 Total</b>							324.00
12921	10/7/2011	BAY AREA RE-ROOFING INC	BP11-00473	General Fund		Refund recycling deposit BP11-00473, 37 Lupin Ln	500.00
<b>12921 Total</b>							500.00
12922	10/7/2011	CLARK PEST CONTROL	11756988	General Fund	DPW-Park Maint.	Weed control HP Park Sept 2011	855.00
12922	10/7/2011	CLARK PEST CONTROL	11796789	Library Fund	Non-Dept	Pest control Library Sept 2011	95.00
<b>12922 Total</b>							950.00
12923	10/7/2011	COMCAST	0122498-9/11	General Fund	Non-Dept	50mg Busniess class HSI 9/21/11 - 10/20/11	189.95

Town of Atherton							
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For the Month of October 2011							
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12923	10/7/2011	COMCAST	0122498-9/11	General Fund	Non-Dept	13 Static IP 9/21/11 - 10/20/11	19.95
<b>12923 Total</b>							209.90
12924	10/7/2011	COSMOS ROOFING	BP11-00613	General Fund		Refund recycling dep. BP11-00613, 187 Burns Ave.	500.00
<b>12924 Total</b>							500.00
12925	10/7/2011	DE LAGE FINANCIAL SERVICES,INC	10801325	General Fund	Planning	Lease sharp/MXM453N copier Planning 9/15/11 - 10/14/11	55.57
12925	10/7/2011	DE LAGE FINANCIAL SERVICES,INC	10801325	General Fund	Building	Lease sharp/MXM453N copier Building 9/15/11 - 10/14/11	55.58
12925	10/7/2011	DE LAGE FINANCIAL SERVICES,INC	10801325	General Fund	DPW-Engineering	Lease sharp/MXM453N copier DPW 9/15/11 - 10/14/11	55.58
<b>12925 Total</b>							166.73
12926	10/7/2011	DERE GORDON	March 2011	General Fund	Police	Replace lost check#11874	224.91
12926	10/7/2011	DERE GORDON	Training Post	General Fund	Police	Replace lost check#12027	104.65
<b>12926 Total</b>							329.56
12927	10/7/2011	DLT SOLUTIONS LLC	4137278	General Fund	DPW-Engineering	AutoCAD 2012 subscription 1 year contract D. Huynh exp.1/5/2012	445.16
<b>12927 Total</b>							445.16
12928	10/7/2011	GOMEZ DAVID	BulletProof	General Fund	Police	Mileage for Bullet Proof Mind training crse D. Gomez 9/26/11	27.94
12928	10/7/2011	GOMEZ DAVID	BulletProof	General Fund	Police	Meal for Bullet Proof Mind training crse D. Gomez 9/26/11	11.64
<b>12928 Total</b>							39.58
12929	10/7/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8104	Library Fund	Non-Dept	Library architectual services August 2011	15,000.00
12929	10/7/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8104	Library Fund	Non-Dept	Library architectual services August 2011	906.80
12929	10/7/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8103	Library Fund	Non-Dept	Atherton library travel & auto expense reimburse August 2011	112.20
<b>12929 Total</b>							16,019.00
12930	10/7/2011	HOLMKVIST DAVID	BP10-00366	General Fund		Refund recycling dep. BP10-00366, 169 Fair Oaks Ln	1,000.00
<b>12930 Total</b>							1,000.00
12931	10/7/2011	HOLTHAUS LARRY	39419	Road Const. Impact Fee		Replace stale check#11814	689.71
12931	10/7/2011	HOLTHAUS LARRY	BP09-00168	Road Const. Impact Fee		Replace stale check#11814	20.29
12931	10/7/2011	HOLTHAUS LARRY	BP09-00195	Road Const. Impact Fee		Replace stale check#11814	40.57
<b>12931 Total</b>							750.57
12932	10/7/2011	HUBB SYSTEMS, LLC	INV-CA022	General Fund	Police	Data 911 Mobile Digital V-System training service PD	1,200.00
<b>12932 Total</b>							1,200.00
12933	10/7/2011	INTERSTATE TRAFFIC CONTROL PRODUCTS	137435	General Fund	DPW-Street Maint.	Sign post 1.75"x12" for new signage Street Maint.	31.93
12933	10/7/2011	INTERSTATE TRAFFIC CONTROL PRODUCTS	137435	General Fund	DPW-Street Maint.	Sign post 2"x12" for new signage Street Maint.	41.95
<b>12933 Total</b>							73.88
12934	10/7/2011	J & N PRINTING	9063	General Fund	Building	(250) color Business cards for C. Costa Bldg Dept.	28.15
12934	10/7/2011	J & N PRINTING	9063	General Fund	Building	(250) color Business cards for H. Maiel Bldg Dept.	28.15
12934	10/7/2011	J & N PRINTING	9063	General Fund	Building	(250) color Business cards for D. Lasater Bldg Dept.	28.14
12934	10/7/2011	J & N PRINTING	9024	General Fund	Building	(250) color 2-11/16x5-3/8 meter tags Bldg Dept.	189.44
12934	10/7/2011	J & N PRINTING	9017	General Fund	Building	(250) color Business cards for M. Greenlee Bldg Dept.	28.15

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of October 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
<b>12934 Total</b>							302.03
12935	10/7/2011	LAMB LISA & RANDY	BP11-00653	General Fund		Refund recycling dep BP11-00653, 138 Almendral Ave.	4,132.50
<b>12935 Total</b>							4,132.50
12936	10/7/2011	MANCERA MARISSA	073	General Fund		Refund park deposit inv# 073, event date 8/7/11	250.00
<b>12936 Total</b>							250.00
12937	10/7/2011	MARK THOMAS & COMPANY, INC.	15987	Special Tax	DPW-Engineering	Topographic surveying services Park Ln/Polhemus thru 9/19/11	450.00
12937	10/7/2011	MARK THOMAS & COMPANY, INC.	15986	Special Tax	DPW-Engineering	Professional land surveying for Atherton reconstrctn thru 9/19/1	1,050.00
<b>12937 Total</b>							1,500.00
12938	10/7/2011	MENLO SCHOOL	BP08-00650	Road Const. Impact Fee		Replace stale check#11705	38,100.63
12938	10/7/2011	MENLO SCHOOL	BP08-00769	Road Const. Impact Fee		Replace stale check#11705	3,089.51
<b>12938 Total</b>							41,190.14
12939	10/7/2011	MICHAEL KARDOS/ALEXANDRA BISBEE	BP09-00306	Road Const. Impact Fee		Replace stale check#11717	2,367.34
<b>12939 Total</b>							2,367.34
12940	10/7/2011	MILLS-PENINSULA HEALTH SERVICE	40816	General Fund	Non-Dept	Employee assistance services 10/1/11 - 12/31/2011	382.50
<b>12940 Total</b>							382.50
12941	10/7/2011	MUNISERVICES LLC	Juan Pinto	General Fund		Bus Lic Pinto Landscaping	100.00
<b>12941 Total</b>							100.00
12942	10/7/2011	OFFICE DEPOT	580957014001	General Fund	Police	Color toner PD	99.58
<b>12942 Total</b>							99.58
12943	10/7/2011	ORCHARD SUPPLY HARDWARE	0220035597981	Tennis Fund	DPW-Park Program	Flat washer, white chip brush - tennis court repairs Park 8/22/1	10.32
12943	10/7/2011	ORCHARD SUPPLY HARDWARE	0220049514218	Tennis Fund	DPW-Park Program	4" two handle bar, acetone - tennis court repairs Park 8/23/11	46.09
<b>12943 Total</b>							56.41
12944	10/7/2011	PACIFIC PENINSULA GROUP	BP11-00570	General Fund		Refund recycling dep BP11-00570, 267 Camino Al Lago	7,935.00
<b>12944 Total</b>							7,935.00
12945	10/7/2011	PG & E	74579693321/911	General Fund	Police	83 Ashfield Rd PD 8/25/11 - 9/23/11	2,356.50
12945	10/7/2011	PG & E	34579695882/911	General Fund	DPW-Street Maint.	Signal El Camino/Atherton 8/25/11 - 9/23/11	50.22
12945	10/7/2011	PG & E	95313129439/911	General Fund	DPW-Street Maint.	93 Dinkelspiel Station Ln 8/25/11 - 9/23/11	196.81
12945	10/7/2011	PG & E	86713555828/911	General Fund	DPW-Street Maint.	Signal light Encinal/Middlefield 8/26/11 - 9/26/11	40.20
12945	10/7/2011	PG & E	92913025489/911	General Fund	DPW-Street Maint.	Station Lane 8/25/11 - 9/23/11	98.30
12945	10/7/2011	PG & E	08963023620/911	General Fund	DPW-Park Maint.	160 Watkins (CM House) 8/25/11 - 9/26/11	74.84
12945	10/7/2011	PG & E	91663025566/911	Library Fund	Non-Dept	Atherton Library 8/25/11 - 9/23/11	779.36
<b>12945 Total</b>							3,596.23
12946	10/7/2011	SAN MATEO CNTY SHERIFF'S OFFIC	CrisisIntervent	General Fund	Police	Crisis Intervention trnng registrat K. Pronske 10/31/11 - 11/3/1	275.00
<b>12946 Total</b>							275.00
12947	10/7/2011	SAN MATEO CNTY TAX COLLECTOR	061310100-11/12	General Fund	DPW-Park Maint.	150 Watkins Park FY 7/1/11 - 6/30/12	2,681.36
12947	10/7/2011	SAN MATEO CNTY TAX COLLECTOR	060321010-11/12	General Fund	DPW-Building Maint.	Lots 24,25,26 Watlington Park RSM FY 7/1/11 - 6/30/12	1,263.74
12947	10/7/2011	SAN MATEO CNTY TAX COLLECTOR	074160140-11/12	General Fund	DPW-Building Maint.	17 Assessors map of Sharon Estate FY 7/1/11 - 6/30/12	3.30
12947	10/7/2011	SAN MATEO CNTY TAX COLLECTOR	074160100-11/12	General Fund	DPW-Building Maint.	17 Assessors map of Sharon Estate FY 7/1/11 - 6/30/12	3.30

Town of Atherton							
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12947	10/7/2011	SAN MATEO CNTY TAX COLLECTOR	074160120-11/12	General Fund	DPW-Building Maint.	18 Assessors map of Sharon Estate FY 7/1/11 - 6/30/12	3.30
12947	10/7/2011	SAN MATEO CNTY TAX COLLECTOR	060321160-11/12	General Fund	DPW-Building Maint.	Permit control Corp Yard FY 7/1/11 - 6/30/12	690.00
12947	10/7/2011	SAN MATEO CNTY TAX COLLECTOR	074140030-11/12	General Fund	DPW-Building Maint.	20 Assessors map of Sharon Estate FY 7/1/11 - 6/30/12	3.30
12947	10/7/2011	SAN MATEO CNTY TAX COLLECTOR	060323180-11/12	Library Fund	Non-Dept	Library 2 Dinkelspiel Station Ln FY 7/1/11 - 6/30/12	1,940.98
<b>12947 Total</b>							6,589.28
12948	10/7/2011	SMCPCSA	2012-01	General Fund	Police	SMCPCSA 2012 membership E. Flint	450.00
<b>12948 Total</b>							450.00
12949	10/7/2011	SPRINT	130538811-046	General Fund	Police	Mobile data communication PD 8/26/11 - 9/25/11	431.51
<b>12949 Total</b>							431.51
12950	10/7/2011	TAPIA MIGUEL	BP08-00624	Road Const. Impact Fee		Replace stale check#11719	68.97
<b>12950 Total</b>							68.97
12951	10/7/2011	THE LAI FAMILY TRUST	BP11-00460	General Fund		Refund recycling dep. BP11-00460, 118 Selby Ln	2,163.00
<b>12951 Total</b>							2,163.00
12952	10/7/2011	UNIFIRST CORPORATION	3850003994	General Fund	DPW-Street Maint.	Uniform services B. Butter DPW Street maint	15.84
12952	10/7/2011	UNIFIRST CORPORATION	3850003994	General Fund	DPW-Street Maint.	Uniform services J. Andrade DPW Street maint	15.84
12952	10/7/2011	UNIFIRST CORPORATION	3850003994	General Fund	DPW-Street Maint.	Uniform services E. Lopez DPW Street maint	15.84
12952	10/7/2011	UNIFIRST CORPORATION	3850003994	General Fund	DPW-Street Maint.	Uniform services B. Butter DPW Street maint	15.27
12952	10/7/2011	UNIFIRST CORPORATION	3850003994	General Fund	DPW-Street Maint.	Environmental fee DPW Street maint	7.00
<b>12952 Total</b>							69.79
12953	10/7/2011	VOYAGER FLEET SYSTEMS INC.	869016477109	General Fund	Police	Motorcycle fuel PD September 2011	126.40
<b>12953 Total</b>							126.40
12954	10/7/2011	TEAMSTERS LOCAL 856 H & W		General Fund		PR Batch 501 9 2011 Dental Insurance	5,184.00
<b>12954 Total</b>							5,184.00
12955	10/7/2011	VISION SERVICE PLAN		General Fund		PR Batch 501 9 2011 Vision Insurance	603.13
12955	10/7/2011	VISION SERVICE PLAN	Sept2011	General Fund	Police	Vision adj. for D. Gomez September 2011	28.28
12955	10/7/2011	VISION SERVICE PLAN	Oct2011	General Fund	Police	Vision adj. for D. Gomez October 2011	28.28
12955	10/7/2011	VISION SERVICE PLAN	July2011	General Fund	DPW-Street Maint.	Vision adj. for M. Rubalcava July 2011	10.88
12955	10/7/2011	VISION SERVICE PLAN	Oct2011	General Fund	DPW-Street Maint.	Vision adj. for M. Rubalcava october 2011	10.88
<b>12955 Total</b>							681.45
12956	10/11/2011	CENTRAL MAINTENANCE COMPANY	3152-0711	General Fund	DPW-Building Maint.	Janitorial services PD for July 2011	419.00
12956	10/11/2011	CENTRAL MAINTENANCE COMPANY	3152-0711	General Fund	DPW-Building Maint.	Janitorial services Admin for July 2011	319.00
12956	10/11/2011	CENTRAL MAINTENANCE COMPANY	3152-0711	General Fund	DPW-Building Maint.	Janitorial services Building/Planing for July 2011	245.00
12956	10/11/2011	CENTRAL MAINTENANCE COMPANY	3152-0711	General Fund	DPW-Building Maint.	Janitorial services DPW for July 2011	130.00
12956	10/11/2011	CENTRAL MAINTENANCE COMPANY	3152-0711	General Fund	DPW-Park Maint.	Janitorial services Park for July 2011	550.00
12956	10/11/2011	CENTRAL MAINTENANCE COMPANY	3152-0711	Library Fund	Non-Dept	Janitorial services Library for July 2011	332.00
<b>12956 Total</b>							1,995.00
12957	10/14/2011	FARACI NADIA	211	General Fund		Refund park deposit Inv# 211, event date 10/22/11	250.00
<b>12957 Total</b>							250.00
12958	10/14/2011	AFLAC		General Fund		PR Batch 504 9 2011 AFLAC Accident Indemnity	14.86
12958	10/14/2011	AFLAC		General Fund		PR Batch 501 9 2011 AFLAC Hospital Indemnity	76.76
12958	10/14/2011	AFLAC		General Fund		PR Batch 501 9 2011 AFLAC Intensive Care	24.39

Town of Atherton							
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For the Month of October 2011							
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12958	10/14/2011	AFLAC		General Fund		PR Batch 501 9 2011 AFLAC Life Protector	34.14
12958	10/14/2011	AFLAC		General Fund		PR Batch 501 9 2011 AFLAC Accident Indemnity	209.60
12958	10/14/2011	AFLAC		General Fund		PR Batch 501 9 2011 AFLAC Cancer Ins	176.28
12958	10/14/2011	AFLAC		General Fund		PR Batch 501 9 2011 AFLAC Dental Ins PreTx	109.43
12958	10/14/2011	AFLAC		General Fund		PR Batch 501 9 2011 AFLAC Specified Health	27.90
12958	10/14/2011	AFLAC		General Fund		PR Batch 501 9 2011 AFLAC-STD After Tax	41.35
12958	10/14/2011	AFLAC		General Fund		PR Batch 505 9 2011 AFLAC Accident Indemnity	8.08
12958	10/14/2011	AFLAC		General Fund		PR Batch 505 9 2011 AFLAC Life Protector	34.14
12958	10/14/2011	AFLAC		General Fund		PR Batch 502 9 2011 AFLAC Accident Indemnity	186.66
12958	10/14/2011	AFLAC		General Fund		PR Batch 502 9 2011 AFLAC Cancer Ins	176.28
12958	10/14/2011	AFLAC		General Fund		PR Batch 502 9 2011 AFLAC Dental Ins PreTx	109.43
12958	10/14/2011	AFLAC		General Fund		PR Batch 502 9 2011 AFLAC Hospital Indemnity	76.76
12958	10/14/2011	AFLAC		General Fund		PR Batch 502 9 2011 AFLAC Intensive Care	24.39
12958	10/14/2011	AFLAC		General Fund		PR Batch 502 9 2011 AFLAC Specified Health	27.90
12958	10/14/2011	AFLAC		General Fund		PR Batch 502 9 2011 AFLAC-STD After Tax	41.35
<b>12958 Total</b>							1,399.70
12959	10/14/2011	AFLAC		General Fund		PR Batch 501 9 2011 Flex Participation Fee - ER	25.00
12959	10/14/2011	AFLAC		General Fund		PR Batch 501 9 2011 Flex Participation Fee - EE	37.50
12959	10/14/2011	AFLAC	September2011	General Fund	Police	Adj. admin fee for S. Pardorla Sept 2011	12.50
<b>12959 Total</b>							75.00
12960	10/14/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 505 9 2011 Teamsters Dues	80.31
12960	10/14/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 502 9 2011 Teamsters Dues	80.31
12960	10/14/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 501 10 2011 Teamsters Dues	80.31
12960	10/14/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 504 9 2011 Teamsters Dues	53.54
12960	10/14/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 501 9 2011 Teamsters Dues	214.16
<b>12960 Total</b>							508.63
12961	10/14/2011	CORCEPT THERAPEUTICS	218	General Fund		Refund park deposit Inv# 218, event date 9/27/11	250.00
<b>12961 Total</b>							250.00
12962	10/14/2011	HANDS ON GOURMET	131	General Fund		Refund park deposit Inv# 131, event date 9/22/11	250.00
<b>12962 Total</b>							250.00
12963	10/14/2011	INSTITUTE OF TRANSPERSONAL PSYCHOLOGY	207	General Fund		Refund park deposit Inv# 207, event date 9/24/11	250.00
<b>12963 Total</b>							250.00
12964	10/14/2011	STANFORD ART DEPARTMENT	217	General Fund		Refund park deposit Inv# 217, event date 9/21/11	250.00
<b>12964 Total</b>							250.00
12965	10/14/2011	STANFORD UNIVERSITY	206	General Fund		Refund park deposit Inv# 206, event date 9/23/11	250.00
12965	10/14/2011	STANFORD UNIVERSITY	206	General Fund		Refund overcharged Inv# 206, event date 9/23/11	225.00
<b>12965 Total</b>							475.00
12966	10/14/2011	ABAG POWER PURCHASING POOL	8003907	General Fund	Administration	91 Ashfield - admin 8/26/11 - 9/26/11	28.76
12966	10/14/2011	ABAG POWER PURCHASING POOL	8003907	General Fund	Planning	Station Lane/Town Hall 8/26/11 - 9/26/11	10.17
12966	10/14/2011	ABAG POWER PURCHASING POOL	8003907	General Fund	Building	Station Lane/Town Hall 8/26/11 - 9/26/11	61.03
12966	10/14/2011	ABAG POWER PURCHASING POOL	8003907	General Fund	Police	91 Ashfield - PD 8/26/11 - 9/26/11	48.97
12966	10/14/2011	ABAG POWER PURCHASING POOL	8003907	General Fund	DPW-Engineering	Station Lane/Town Hall 8/26/11 - 9/26/11	30.51
12966	10/14/2011	ABAG POWER PURCHASING POOL	8003907	General Fund	DPW-Street Maint.	99 Dinkenspiel Corp Off/Storage 8/26/11 - 9/26/11	68.93
12966	10/14/2011	ABAG POWER PURCHASING POOL	8003907	General Fund	DPW-Park Maint.	160 Watkins (CM House) 8/26/11 - 9/26/11	77.49
12966	10/14/2011	ABAG POWER PURCHASING POOL	8003907	General Fund	DPW-Park Program	150 Watkins HP Activities 8/26/11 - 9/26/11	112.89
12966	10/14/2011	ABAG POWER PURCHASING POOL	8003907	General Fund	DPW-Park Program	150 Watkins Town of Atherton 8/26/11 - 9/26/11	46.33
12966	10/14/2011	ABAG POWER PURCHASING POOL	8003907	Library Fund	Non-Dept	Library/Dinkenspiel/Sta Ln 8/26/11 - 9/26/11	44.92
<b>12966 Total</b>							530.00

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Checks by Date - Detail by Check Number							
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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12967	10/14/2011	ACCOUNTEMPS	34058061	General Fund	Finance	Temp Phonpradith, Noy 9/26/11 - 9/29/11	1,279.36
<b>12967 Total</b>							1,279.36
12968	10/14/2011	BKF ENGINEERS	11090177	Special Tax	DPW-Engineering	Upper Atherton channel restoration 7/25/11 - 8/21/11	24,801.00
<b>12968 Total</b>							24,801.00
12969	10/14/2011	BLUE WATER POOLS	BP08-00546	Road Const. Impact Fee		Replace stale check#11696	255.60
12969	10/14/2011	BLUE WATER POOLS	BP09-00417	Road Const. Impact Fee		Replace stale check#11696	30.43
<b>12969 Total</b>							286.03
12970	10/14/2011	CAL WATER SERVICE	62126158/9-11	General Fund	City Council	94 Ashfield 8/3/11 - 9/2/11	366.13
12970	10/14/2011	CAL WATER SERVICE	91512681/9-11	General Fund	Administration	91 Ashfield 8/3/11 - 9/2/11	44.57
12970	10/14/2011	CAL WATER SERVICE	91512699/9-11	General Fund	Planning	Station Lane Meter 8/3/11 - 9/2/11	4.98
12970	10/14/2011	CAL WATER SERVICE	91512699/9-11	General Fund	Building	Station Lane Meter 8/3/11 - 9/2/11	29.84
12970	10/14/2011	CAL WATER SERVICE	91512664/9-11	General Fund	Police	83 Ashfield 8/3/11 - 9/2/11	226.09
12970	10/14/2011	CAL WATER SERVICE	91512699/9-11	General Fund	DPW-Engineering	Station Lane Meter 8/3/11 - 9/2/11	14.92
12970	10/14/2011	CAL WATER SERVICE	62051509/9-11	General Fund	DPW-Street Maint.	Alameda/Atherton 8/3/11 - 9/2/11	98.35
12970	10/14/2011	CAL WATER SERVICE	62051499/9-11	General Fund	DPW-Street Maint.	El Camino Real 8/3/11 - 9/2/11	72.42
12970	10/14/2011	CAL WATER SERVICE	97947324/9-11	General Fund	DPW-Street Maint.	El Camino Real (2) 8/24/11 - 9/26/11	72.42
12970	10/14/2011	CAL WATER SERVICE	89783897/7-11	General Fund	DPW-Street Maint.	Maple 7/6/11 - 8/2/11	(364.40)
12970	10/14/2011	CAL WATER SERVICE	62040688/9-11	General Fund	DPW-Street Maint.	99 Ashfield Rd 9/3/11 - 10/4/11	52.82
12970	10/14/2011	CAL WATER SERVICE	90069321/9-11	General Fund	DPW-Street Maint.	Station Ln Amtrak station 9/3/11 - 10/4/11	340.47
12970	10/14/2011	CAL WATER SERVICE	62051537/9-11	General Fund	DPW-Park Program	150 Watkins 8/24/11 - 9/26/11	264.33
12970	10/14/2011	CAL WATER SERVICE	62051537FirePro	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 9/1/11 - 9/30/11	29.31
12970	10/14/2011	CAL WATER SERVICE	89783897/9-11	Library Fund	Non-Dept	Maple 8/3/11 - 9/2/11	395.14
12970	10/14/2011	CAL WATER SERVICE	97127159/9-11	Library Fund	Non-Dept	2 Station Lane 8/3/11 - 9/2/11	75.68
12970	10/14/2011	CAL WATER SERVICE	89783897/7-11	Library Fund	Non-Dept	Maple 7/6/11 - 8/2/11	364.40
<b>12970 Total</b>							2,087.47
12971	10/14/2011	CONTRACT SWEEPING SERVICES	INV110001354	General Fund	DPW-Street Maint.	Monthly sweeping services September 2011	992.70
<b>12971 Total</b>							992.70
12972	10/14/2011	CSG CONSULTANTS INC	020774	General Fund	Building	Building official services 7/30/11 - 8/26/11	10,447.50
12972	10/14/2011	CSG CONSULTANTS INC	020774	General Fund	Building	Building inspection and Admin services 7/30/11 - 8/26/11	4,852.50
12972	10/14/2011	CSG CONSULTANTS INC	020775	General Fund	Non-Dept	Code enforcement officer services 7/30/11 - 8/26/11	5,768.00
<b>12972 Total</b>							21,068.00
12973	10/14/2011	DANIELSON ASSOCIATES INC	168	General Fund	Administration	Interim City Manager September 2011	15,000.00
<b>12973 Total</b>							15,000.00
12974	10/14/2011	DERE GORDON	September2011	General Fund	Police	Lunch Supervisory course Sept 19-30, 2011 G. Dere 9/19/11	6.38
12974	10/14/2011	DERE GORDON	September2011	General Fund	Police	Lunch Supervisory course Sept 19-30, 2011 G. Dere 9/20/11	10.59
12974	10/14/2011	DERE GORDON	September2011	General Fund	Police	Lunch Supervisory course Sept 19-30, 2011 G. Dere 9/21/11	9.50
12974	10/14/2011	DERE GORDON	September2011	General Fund	Police	Lunch Supervisory course Sept 19-30, 2011 G. Dere 9/22/11	9.50
12974	10/14/2011	DERE GORDON	September2011	General Fund	Police	Lunch Supervisory course Sept 19-30, 2011 G. Dere 9/23/11	4.70
12974	10/14/2011	DERE GORDON	September2011	General Fund	Police	Lunch Supervisory course Sept 19-30, 2011 G. Dere 9/26/11	8.10
12974	10/14/2011	DERE GORDON	September2011	General Fund	Police	Lunch Supervisory course Sept 19-30, 2011 G. Dere 9/27/11	10.37

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Checks by Date - Detail by Check Number							
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12974	10/14/2011	DERE GORDON	September2011	General Fund	Police	Lunch Supervisory course Sept 19-30, 2011 G. Dere 9/28/11	14.69
12974	10/14/2011	DERE GORDON	September2011	General Fund	Police	Lunch Supervisory course Sept 19-30, 2011 G. Dere 9/30/11	6.00
<b>12974 Total</b>							79.83
12975	10/14/2011	DEVIVO DOUGLAS G.	October2011	General Fund	Police	Reimburse mobile antenna purchased from HAM Radio for PD	46.49
<b>12975 Total</b>							46.49
12976	10/14/2011	ECGY POOLS	BP08-00107	Road Const. Impact Fee		Replace stale check# 11713	245.46
12976	10/14/2011	ECGY POOLS	BP08-00625	Road Const. Impact Fee		Replace stale check# 11713	44.63
<b>12976 Total</b>							290.09
12977	10/14/2011	EMBARCADERO PUBLISHING CO	9/30/2011	General Fund	DPW-Engineering	Hoover street crosswalk bid advertisement DPW Eng.	696.00
12977	10/14/2011	EMBARCADERO PUBLISHING CO	9/30/2011	General Fund	DPW-Engineering	Hoover street crosswalk bid advertisement DPW Eng.	696.00
<b>12977 Total</b>							1,392.00
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00488, 50 Valpairaiso 8/1/11 - 8/31/11	576.77
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00615, 150 Alta Vista 8/1/11 - 8/31/11	251.06
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00630, 292 Valpairaiso 8/1/11 - 8/31/11	292.01
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00634, 102 Isabella 8/1/11 - 8/31/11	612.52
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00633, 102 Isabella 8/1/11 - 8/31/11	1,090.81
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00572, 2 Stern Lane 8/1/11 - 8/31/11	319.32
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00955, 56 edge Road 8/1/11 - 8/31/11	108.00
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00608, 150 Valparaiso 8/1/11 - 8/31/11	92.53
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00621, 86 Leon Way 8/1/11 - 8/31/11	150.00
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00590, 35 Barry Lane 8/1/11 - 8/31/11	319.31
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00162, 95 Lane Place 8/1/11 - 8/31/11	108.00
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00502, 177 Toyon Road 8/1/11 - 8/31/11	108.00
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00464, 1 Sutherland Dr. 8/1/11 - 8/31/11	162.00
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11471	General Fund	Building	Plan review BP11-00632, 198 Oak Grove Ave. 8/1/11 - 8/31/11	63.21
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11472	General Fund	Building	Inspection services charge for permit issued prior 8/22/11	3,360.00
12978	10/14/2011	INTERWEST CONSULTING GROUP, INC	11472	General Fund	Building	Building & safety services 8/22/11 - 8/31/11	23,368.93
<b>12978 Total</b>							30,982.47

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12979	10/14/2011	JIMENEZ JOSE D.	105	Library Fund	Non-Dept	Carpet cleaning main library	500.00
<b>12979 Total</b>							500.00
12980	10/14/2011	KIELTY KEVIN R.	2072	General Fund	Pass thru	Deposit Kielty Arborist services August 2011	337.50
12980	10/14/2011	KIELTY KEVIN R.	2072	General Fund	Planning	Kielty Arborist services 26% Planning August 2011	1,589.25
12980	10/14/2011	KIELTY KEVIN R.	2072	General Fund	Building	Kielty Arborist services 74% Building August 2011	4,523.25
<b>12980 Total</b>							6,450.00
12981	10/14/2011	KOFF & ASSOCIATES, INC.	1252	General Fund	Administration	HR services -review emp letter/emails September 2011	542.50
12981	10/14/2011	KOFF & ASSOCIATES, INC.	1252	General Fund	Administration	HR services -travel time and mileage September 2011	439.40
<b>12981 Total</b>							981.90
12982	10/14/2011	KREFELD'S AWARDS, INC	22158	General Fund	Police	2x8 Walnut/white core engraved plates J. Yoakum PD	29.77
<b>12982 Total</b>							29.77
12983	10/14/2011	MUNISERVICES LLC	Dynamic Tree	General Fund		Bus Lic Dynamic Tree service	250.00
12983	10/14/2011	MUNISERVICES LLC	JW Heating2010	General Fund		Bus Lic JW Heating and Air Conditioning (relplace chk# 11104)	150.00
<b>12983 Total</b>							400.00
12984	10/14/2011	MYLES JOHN R.	201101	General Fund	Finance	Physical inventory of Assets 7/18/11 - 8/31/11	2,800.00
<b>12984 Total</b>							2,800.00
12985	10/14/2011	NEC CORPORATION OF AMERICA	TM0000026930	General Fund	Non-Dept	Relocate 4 phones	163.00
<b>12985 Total</b>							163.00
12986	10/14/2011	NETWORKGUYS INC	NGI8883	General Fund	Non-Dept	Spam & virus firewall-300 - 3 yrs subscription 9/23/11 - 9/22/14	1,599.00
<b>12986 Total</b>							1,599.00
12987	10/14/2011	OFFICE DEPOT	580925654001	General Fund	Administration	(2) cases copier paper Admin	75.39
12987	10/14/2011	OFFICE DEPOT	580925654001	General Fund	Finance	(1) bx Security #10 window envelope for payroll check Finance	28.13
12987	10/14/2011	OFFICE DEPOT	580235031001	General Fund	Police	(1) ea LJCE320A black toner PD	75.76
12987	10/14/2011	OFFICE DEPOT	580235031001	General Fund	Police	(1) ea LJCE323A magenta toner PD	72.52
12987	10/14/2011	OFFICE DEPOT	580235031001	General Fund	Police	(1) ea black on white tape PD	21.20
<b>12987 Total</b>							273.00
12988	10/14/2011	OFFICE TEAM	34077569	General Fund	Administration	Temp help bulk mailing for trash increase notice 9/27/11 -9/28/1	275.00
12988	10/14/2011	OFFICE TEAM	34072731	General Fund	Administration	Temp help bulk mailing for trash increase notice 9/27/11 -9/28/1	275.00
<b>12988 Total</b>							550.00
12989	10/14/2011	REES JUDI	P#38621	General Fund		Refund 100% Bus Lic fee canceled proj P#38621, 233 Park Ln	16,304.40
12989	10/14/2011	REES JUDI	P#38621	General Fund		Refund 80% permit fee canceled proj P#38621, 233 Park Ln	14,791.20
12989	10/14/2011	REES JUDI	P#38621	Road Const. Impact Fee		Refund 100% road impact fee canceled proj P#38621, 233 Park Ln	32,155.90
<b>12989 Total</b>							63,251.50
12990	10/14/2011	SHARP ELECTRONICS CORPORATION	C712120-541	General Fund	Administration	Maintenance services for Sharp MXM550N Admin Sept 2011	61.52
<b>12990 Total</b>							61.52
12991	10/14/2011	VERIZON WIRELESS	1015169995	General Fund	Building	Wireless services Building 8/22/11 - 9/21/11	0.51
12991	10/14/2011	VERIZON WIRELESS	1015169995	General Fund	Police	Wireless services PD 8/22/11 - 9/21/11	145.21

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12991	10/14/2011	VERIZON WIRELESS	1015169995	General Fund	DPW-Engineering	Wireless services DPW Engineering 8/22/11 - 9/21/11	8.30
12991	10/14/2011	VERIZON WIRELESS	1015169995	General Fund	DPW-Street Maint.	Wireless services DPW Street Maint. 8/22/11 - 9/21/11	26.05
12991	10/14/2011	VERIZON WIRELESS	1015169995	General Fund	DPW-Park Maint.	Wireless services DPW Park Maint. 8/22/11 - 9/21/11	1.36
12991	10/14/2011	VERIZON WIRELESS	1015169995	General Fund	DPW-Park Program	Wireless services DPW Park Program 8/22/11 - 9/21/11	1.28
<b>12991 Total</b>							182.71
12992	10/14/2011	W.R. FORDE ASSOCIATES	6845	Special Tax		10% Retention upper Atherton channel creek stabilization	(7,717.16)
12992	10/14/2011	W.R. FORDE ASSOCIATES	6845	Special Tax	DPW-Engineering	Upper Atherton channel creek stabilization & slope restoration	77,171.58
12992	10/14/2011	W.R. FORDE ASSOCIATES	6845	Ath Channel Drainage Dt		10% Retention upper Atherton channel creek stabilization	(13,560.33)
12992	10/14/2011	W.R. FORDE ASSOCIATES	6845	Ath Channel Drainage Dt	DPW-Engineering	Upper Atherton channel creek stabilization & slope restoration	135,603.33
<b>12992 Total</b>							191,497.42
12993	10/14/2011	WITMER-TYSON IMPORTS INC	T8848	General Fund	Police	Monthly K-9 maintenance training PD Sept 2011	500.00
12993	10/14/2011	WITMER-TYSON IMPORTS INC	T8848	General Fund	Police	Royal Canin German Shepherd dog food PD Sept 2011	178.61
12993	10/14/2011	WITMER-TYSON IMPORTS INC	T8848	General Fund	Police	Police dog boarding - Rex PD 9/21/11 - 9/26/11	100.00
12993	10/14/2011	WITMER-TYSON IMPORTS INC	T8848	General Fund	Police	Dog bath by broomer PD Sept 2011	45.00
12993	10/14/2011	WITMER-TYSON IMPORTS INC	T8848	General Fund	Police	Walking service for Rex PD Sept 2011	15.00
<b>12993 Total</b>							838.61
12994	10/14/2011	YULE GEORGE	BP08-00551	Road Const. Impact Fee		Replace stale check#11819	36.51
<b>12994 Total</b>							36.51
12995	10/21/2011	ABLE TOWING	60041	General Fund	Police	Tire change Ford crown victoria #8 PD	45.00
<b>12995 Total</b>							45.00
12996	10/21/2011	ACCONTEMP	34101796	General Fund	Finance	Temp Phonpradith, Noy 10/3/11 - 10/6/2011	1,279.36
<b>12996 Total</b>							1,279.36
12997	10/21/2011	APPLIED CONCEPTS INC	210636	General Fund	Police	Radar Unit dual SL PD	1,639.99
<b>12997 Total</b>							1,639.99
12998	10/21/2011	AT&T CALNET 2	000002697786	General Fund	Non-Dept	4859 HP main house 9/1/11 - 9/30/11	60.21
12998	10/21/2011	AT&T CALNET 2	000002697787	General Fund	Non-Dept	4866 Fax post office credit card 9/1/11 - 9/30/11	0.31
12998	10/21/2011	AT&T CALNET 2	000002700598	General Fund	Non-Dept	4866 Fax post office credit card 9/1/11 - 9/30/11	15.26
12998	10/21/2011	AT&T CALNET 2	000002718438	General Fund	Police	9297 Dinkelspiel alarm PD 9/10/11 - 10/9/11	15.54
12998	10/21/2011	AT&T CALNET 2	000002719075	General Fund	Police	3220 Admin fax PD 9/10/11 - 10/9/11	15.63
12998	10/21/2011	AT&T CALNET 2	000002719071	General Fund	Police	6131 Emergency line PD 9/10/11 - 10/9/11	102.83
12998	10/21/2011	AT&T CALNET 2	000002719073	General Fund	Police	7653 fax request service PD 9/10/11 - 10/9/11	14.29
12998	10/21/2011	AT&T CALNET 2	000002719072	General Fund	Police	6452 Voice print 911 PD 9/10/11 - 10/9/11	15.53
12998	10/21/2011	AT&T CALNET 2	000002719076	General Fund	Police	9743 Direct connect fax line PD 9/10/11 - 10/9/11	15.83
12998	10/21/2011	AT&T CALNET 2	000002719074	General Fund	Police	2801 Police trailer PD 9/10/11 - 10/9/11	155.17
12998	10/21/2011	AT&T CALNET 2	000002697784	General Fund	Police	5396 ESL service line PD 9/1/11 - 9/30/11	60.52
12998	10/21/2011	AT&T CALNET 2	000002720603	General Fund	Police	1804 Police Dept fax 9/10/11 - 10/9/11	15.48
12998	10/21/2011	AT&T CALNET 2	000002719077	General Fund	Police	6500 PD main line 9/10/11 - 10/9/11	489.99
<b>12998 Total</b>							976.59
12999	10/21/2011	CA BUILDING STANDARDS COMMISSI	JUL-SEPT2011	General Fund		Building standards fee 7/1/11 - 9/30/11	2,494.90

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<b>12999 Total</b>							2,494.90
13000	10/21/2011	CITY OF REDWOOD CITY	BR26345	General Fund	Non-Dept	IT support services 11.3 hours for August 2011	1,591.61
13000	10/21/2011	CITY OF REDWOOD CITY	BR26383	General Fund	Police	PM service oil filter crown victoria interceptor PD 8/23/11	262.23
13000	10/21/2011	CITY OF REDWOOD CITY	BR26383	General Fund	Police	Replace 2 front tires crown victoria interceptor PD 8/23/11	269.17
13000	10/21/2011	CITY OF REDWOOD CITY	BR26383	General Fund	Police	A/C services crown victoria flat top patrol PD 8/24/11	732.86
13000	10/21/2011	CITY OF REDWOOD CITY	BR26383	General Fund	Police	Install data 911,camera sys,battery capacitor patrol PD 8/24/11	1,612.86
13000	10/21/2011	CITY OF REDWOOD CITY	BR26383	General Fund	Police	Replace dead battery patrol PD 8/25/11	188.39
13000	10/21/2011	CITY OF REDWOOD CITY	BR26383	General Fund	Police	PM service oil filter, brake light Taurus 2008 PD 8/29/11	260.71
13000	10/21/2011	CITY OF REDWOOD CITY	BR26383	General Fund	Police	Replace 2 front tires, new brake light bulb Taurus 08 PD 8/29/11	443.49
13000	10/21/2011	CITY OF REDWOOD CITY	BR26420	General Fund	Police	Fuel charges PD 8/16/11 - 9/15/11	5,007.65
13000	10/21/2011	CITY OF REDWOOD CITY	BR26420	General Fund	DPW-Engineering	Fuel charges DPW Engineering 8/16/11 - 9/15/11	81.99
13000	10/21/2011	CITY OF REDWOOD CITY	BR26420	General Fund	DPW-Street Maint.	Fuel charges DPW Street maint 8/16/11 - 9/15/11	756.59
13000	10/21/2011	CITY OF REDWOOD CITY	BR26420	General Fund	DPW-Park Maint.	Fuel charges DPW Park maint 8/16/11 - 9/15/11	42.98
<b>13000 Total</b>							11,250.53
13001	10/21/2011	CSG CONSULTANTS INC	020549/020911	General Fund	Building	Building official services 7/1/11 - 7/29/11	1,155.00
13001	10/21/2011	CSG CONSULTANTS INC	020549/020911	General Fund	Building	Building permit issuance services 7/1/11 - 7/29/11	3,640.00
<b>13001 Total</b>							4,795.00
13002	10/21/2011	DUNBAR ARMORED INC	2962570	General Fund	Finance	Armored car services fee Oct 2011	112.77
13002	10/21/2011	DUNBAR ARMORED INC	2962570	General Fund	Finance	Armored car services fuel surcharge fee Oct 2011	17.31
13002	10/21/2011	DUNBAR ARMORED INC	2962570	General Fund	Non-Dept	Armored car services cash processing fee Oct 2011	5.08
13002	10/21/2011	DUNBAR ARMORED INC	2962570	General Fund	Non-Dept	Armored car services maintenance fee Oct 2011	10.66
<b>13002 Total</b>							145.82
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental Pavilion & main house for wedding event date 9/4/11	2,450.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental main house for meeting event date 9/8/11	150.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental main house for wedding event date 9/10/11	1,125.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental Pavilion for memorial event date 9/11/11	250.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental main house for annual retreat event date 9/15/11	200.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental Pavilion for Co. picnic event date 9/16/11	350.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental Pavilion for annual fundraiser event date 9/17/11	1,125.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental Pavilion for ethic arts event date 9/18/11	1,125.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental main house for reception event date 9/19/11	200.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental Carriage house for Co. picnic event date 9/21/11	125.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental Pavillion for Co. picnic event date 9/22/11	250.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental Carriage house for teaching orientation event date 9/23/11	125.00
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental Carriage house for retreat event date 9/24/11 - 9/25/11	412.50
13003	10/21/2011	FOODVILLE MEAT, INC.	1063	General Fund	DPW-Park Program	Rental Main house for meeting event date 9/27/11	175.00
<b>13003 Total</b>							8,062.50

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13004	10/21/2011	INTERWEST CONSULTING GROUP, INC	11511	General Fund	DPW-Engineering	Interim public works director M. Kashiwagi 9/1/11 - 9/30/11	13,420.00
13004	10/21/2011	INTERWEST CONSULTING GROUP, INC	11511	Library Fund	Non-Dept	Atherton library project M. Kashiwagi 9/1/11 - 9/30/11	1,080.00
<b>13004 Total</b>							14,500.00
13005	10/21/2011	MUNISERVICES LLC	BB Construct	General Fund		Business license BB Construction	100.00
13005	10/21/2011	MUNISERVICES LLC	Palo Alto Tree	General Fund		Business license Palo Alto Tree	150.00
<b>13005 Total</b>							250.00
13006	10/21/2011	MZR INC.	BP11-00713	General Fund		Refund recycling deposit BP11-00713, 377 Atherton Ave.	500.00
<b>13006 Total</b>							500.00
13007	10/21/2011	PITNEY BOWES INC	344454	General Fund	Non-Dept	Rental DM series postage meter 11/16/11 - 2/15/12	259.80
<b>13007 Total</b>							259.80
13008	10/21/2011	PRO FORCE	116586	General Fund	Police	(125) bx Ammunition - GSB40SWB 50 round per box PD	2,156.07
<b>13008 Total</b>							2,156.07
13009	10/21/2011	RECALL SECURE DESTRUCTION SERV	2303026195	General Fund	Police	Shed document PD 8/26/11	40.00
13009	10/21/2011	RECALL SECURE DESTRUCTION SERV	2303026195	General Fund	Police	Shed document PD 9/9/11	40.00
13009	10/21/2011	RECALL SECURE DESTRUCTION SERV	2303026195	General Fund	Police	Shed document security admin fee PD 9/9/11	15.00
<b>13009 Total</b>							95.00
13010	10/21/2011	SAN MATEO CNTY FORENSIC LAB	CL02988	General Fund	Police	Toxicology blood alcohols case# 11518 PD	48.00
13010	10/21/2011	SAN MATEO CNTY FORENSIC LAB	CL02988	General Fund	Police	Phlebotomy services PD	780.00
13010	10/21/2011	SAN MATEO CNTY FORENSIC LAB	CL02988	General Fund	Police	RCFL cost allocation PD	49.18
13010	10/21/2011	SAN MATEO CNTY FORENSIC LAB	CL02988	General Fund	Police	AFIS prep/entry/comparision case# 105 PD	39.00
<b>13010 Total</b>							916.18
13011	10/21/2011	SAN MATEO CNTY INFO SERV DEPT	1YAT11109	General Fund	Police	Microwave micro channel PD September 2011	152.00
13011	10/21/2011	SAN MATEO CNTY INFO SERV DEPT	1YAT11109	General Fund	Police	Message switch lines PD September 2011	1,154.08
<b>13011 Total</b>							1,306.08
13012	10/21/2011	SAN MATEO REGIONAL NETWORK INC	19795	General Fund	Police	Monthly T-1 access fee service October 2011	385.00
<b>13012 Total</b>							385.00
13013	10/21/2011	SHARP ELECTRONICS CORPORATION	C712777-541	General Fund	Police	Sharp ARM450N maintenance services PD 9/19/11 - 3/18/12	764.78
<b>13013 Total</b>							764.78
13014	10/21/2011	TELECOMMUNICATIONS ENGINEERING	41514	General Fund	Police	Facility mgmt & Maint for public safety communications center PD	934.00
<b>13014 Total</b>							934.00
13015	10/21/2011	TLT, LLC	BP11-00599	General Fund		Refund recycling deposit BP11-00599, 1 Sutherland Dr.	3,570.00
<b>13015 Total</b>							3,570.00
13016	10/21/2011	TURBO DATA SYSTEMS INC	18198	General Fund	Police	Handwritten citation processing PD September 2011	50.40
13016	10/21/2011	TURBO DATA SYSTEMS INC	18198	General Fund	Police	Notice processing PD September 2011	9.38
13016	10/21/2011	TURBO DATA SYSTEMS INC	18198	General Fund	Police	Final notice letters PD September 2011	2.68
<b>13016 Total</b>							62.46
13017	10/21/2011	WILLIAMS SCOTSMAN, INC	95944716	General Fund	Police	Trailer rental PD 9/29/11 - 10/28/11	698.33

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<b>13017 Total</b>							698.33
13018	10/28/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00398, 30 Winchester Dr.	50.80
13018	10/28/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00592, 1 Stern Ln	294.62
13018	10/28/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00593, 219 Camino Al Lago	294.62
13018	10/28/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00602, 187 James	36.88
13018	10/28/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00605, 36 Parker Ave.	522.97
<b>13018 Total</b>							1,199.89
13019	10/28/2011	ACCOUNTEMPS	34158024	General Fund	Finance	Temp Phonpradith, Noy 10/11/11 - 10/14/11	1,279.36
<b>13019 Total</b>							1,279.36
13020	10/28/2011	ARBORICULTURAL SPECIALTIES, INC	17644	General Fund	DPW-Street Maint.	Tree rmval/pruning Oak Grove, Glenwood, Valparaiso 9/19 - 9/23/1	5,580.00
13020	10/28/2011	ARBORICULTURAL SPECIALTIES, INC	17644	General Fund	DPW-Park Maint.	Tree removal & chipping branches at Palmer Park 9/14/11 - 9/16/1	2,880.00
<b>13020 Total</b>							8,460.00
13021	10/28/2011	CASERA, INC.	BP11-00542	General Fund		Refund recycling deposit BP11-00542, 51 Hawthorne Dr.	4,959.00
<b>13021 Total</b>							4,959.00
13022	10/28/2011	CENTRAL MAINTENANCE COMPANY	3152-1011	General Fund	DPW-Park Maint.	Janitorial services Park for October 2011	550.00
13022	10/28/2011	CENTRAL MAINTENANCE COMPANY	3152-1011	General Fund	DPW-Building Maint.	Janitorial services PD for October 2011	419.00
13022	10/28/2011	CENTRAL MAINTENANCE COMPANY	3152-1011	General Fund	DPW-Building Maint.	Janitorial services Admin for October 2011	319.00
13022	10/28/2011	CENTRAL MAINTENANCE COMPANY	3152-1011	General Fund	DPW-Building Maint.	Janitorial services Building/Planning for October 2011	245.00
13022	10/28/2011	CENTRAL MAINTENANCE COMPANY	3152-1011	General Fund	DPW-Building Maint.	Janitorial services Public Work for October 2011	130.00
13022	10/28/2011	CENTRAL MAINTENANCE COMPANY	3152-1011	Library Fund	Non-Dept	Janitorial services Library for October 2011	332.00
<b>13022 Total</b>							1,995.00
13023	10/28/2011	CHAMPSI DOLLY	P#39190	General Fund		Refund landscape screening deposit P#39190, 98 Deodora Dr.	5,000.00
<b>13023 Total</b>							5,000.00
13024	10/28/2011	COMCAST	0122498/1011	General Fund	Non-Dept	13 Static IP 10/21/11 - 11/2011	19.95
13024	10/28/2011	COMCAST	0122498/1011	General Fund	Non-Dept	50mg Business class HSI 10/21/11 - 11/2011	189.95
<b>13024 Total</b>							209.90
13025	10/28/2011	CSG CONSULTANTS INC	B110306	General Fund	Building	Plan review BP11-00578, 138 Almandrel Ave.	3,717.09
13025	10/28/2011	CSG CONSULTANTS INC	B110306	General Fund	Building	Plan review BP11-00579, 138 Almandrel Ave.	509.77
13025	10/28/2011	CSG CONSULTANTS INC	B110258	General Fund	Building	Plan review BP11-00507, 185 Ravenswood Ave.	2,845.91
13025	10/28/2011	CSG CONSULTANTS INC	B110258	General Fund	Building	Plan review BP11-00470, 1 Sutherland Dr.	651.73
<b>13025 Total</b>							7,724.50
13026	10/28/2011	DEPT OF CONSERVATION	July-Sept2010	General Fund		Strong Motion fee (SMIP) 7/1/10 - 9/30/10	4,224.29
<b>13026 Total</b>							4,224.29
13027	10/28/2011	DESAI GAURANG	BP10-00386	General Fund		Refund recycling-demo deposit BP10-00386, 49 James Ave.	5,680.00
13027	10/28/2011	DESAI GAURANG	BP10-00096	General Fund		Refund recycling-new const deposit BP10-00096, 49 James Ave.	1,000.00
<b>13027 Total</b>							6,680.00

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13028	10/28/2011	FARRELL COMPANY	BP09-00395	General Fund		Refund recycling deposit BP09-00395, 228 Polhemus Ave.	1,000.00
13028	10/28/2011	FARRELL COMPANY	BP09-00454	General Fund		Refund recycling deposit BP09-00454, 228 Polhemus Ave.	3,742.50
<b>13028 Total</b>							4,742.50
13029	10/28/2011	HAULING PROS, INC.	BP11-00743	General Fund		Refund recycling deposit BP11-00743, 34 Irving Ave.	1,000.00
<b>13029 Total</b>							1,000.00
13030	10/28/2011	HUNG MAI CORPORATION	9231190	General Fund	DPW-Park Maint.	Repair, sand, stain & finish buckled kitchen floor CM house	2,000.00
<b>13030 Total</b>							2,000.00
13031	10/28/2011	INTERSTATE TRAFFIC CONTROL PRODUCTS	137711	General Fund	DPW-Street Maint.	"L" bracket M2G-2lbs for Street maint.	34.10
<b>13031 Total</b>							34.10
13032	10/28/2011	INTERWEST CONSULTING GROUP, INC	11554	General Fund	Building	Plan review BP11-00631, 162 Isabella prior 8/22/11	125.29
13032	10/28/2011	INTERWEST CONSULTING GROUP, INC	11554	General Fund	Building	Plan review BP11-00638, 98 Bellbrook prior 8/22/11	514.24
13032	10/28/2011	INTERWEST CONSULTING GROUP, INC	11554	General Fund	Building	Inspection services for permit issued prior to 8/22/11	11,520.00
13032	10/28/2011	INTERWEST CONSULTING GROUP, INC	11554	General Fund	Building	58% of total building revenue September 2011	126,948.58
<b>13032 Total</b>							139,108.11
13033	10/28/2011	IRELAND CHRISTOPHER J	BP09-00416	Road Const. Impact Fee		Replace stale check# 11821	121.71
<b>13033 Total</b>							121.71
13034	10/28/2011	MCE CORPORATION	1109132	General Fund	DPW-Street Maint.	Street maintenance services for September 2011	7,442.97
13034	10/28/2011	MCE CORPORATION	1109132	General Fund	DPW-Park Maint.	Park maintenance services for September 2011	5,618.24
13034	10/28/2011	MCE CORPORATION	1109132	General Fund	DPW-Building Maint.	Building maintenance services for September 2011	584.33
13034	10/28/2011	MCE CORPORATION	1109132	Tennis Fund	DPW-Park Program	Tennis court maintenance services for September 2011	29.79
<b>13034 Total</b>							13,675.33
13035	10/28/2011	MUNISERVICES LLC	Divine Tile	General Fund		Business License Divine tile and store	100.00
13035	10/28/2011	MUNISERVICES LLC	Anthony Durst	General Fund		Business License Anthony J. Durst & Construction	250.00
<b>13035 Total</b>							350.00
13036	10/28/2011	NOLET JULIANNE	BP11-00680	General Fund		Refund demolition deposit BP11-00680, 185 Fair Oaks Ln	4,177.50
<b>13036 Total</b>							4,177.50
13037	10/28/2011	OLSON GARY M.	October2011	General Fund	Police	Psychology evaluation PD	300.00
<b>13037 Total</b>							300.00
13038	10/28/2011	PG & E	5678831050/911	General Fund	Administration	Ashfield/Town Hall 8/25/11 - 9/23/11	623.40
13038	10/28/2011	PG & E	5678831560/911	General Fund	Planning	Station Lane 8/25/11 - 9/23/11	15.30
13038	10/28/2011	PG & E	5678831560/911	General Fund	Building	Station Lane 8/25/11 - 9/23/11	91.79
13038	10/28/2011	PG & E	5678831560/911	General Fund	DPW-Engineering	Station Lane 8/25/11 - 9/23/11	45.89
13038	10/28/2011	PG & E	5678831025/911	General Fund	DPW-Street Maint.	Signal-Middlefield/Oak Grove 8/26/11 - 9/26/11	42.10
13038	10/28/2011	PG & E	5678831015/911	General Fund	DPW-Street Maint.	Signal E/S Middlefield 8/26/11 - 9/26/11	51.62
13038	10/28/2011	PG & E	5678831020/911	General Fund	DPW-Street Maint.	Signal-Marsh/Middlefield 8/26/11 - 9/26/11	9.46
13038	10/28/2011	PG & E	5678831002et/91	General Fund	DPW-Street Maint.	Street Lights 9/1/11 - 9/30/11	4,058.99
13038	10/28/2011	PG & E	5678831040/911	General Fund	DPW-Park Maint.	Pump 150 Watkins 8/26/11 - 9/26/11	599.61
13038	10/28/2011	PG & E	5678831030/911	General Fund	DPW-Park Program	Activity Bldg 150 Watkins 8/26/11 - 9/26/11	285.84

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13038	10/28/2011	PG & E	5678831035/911	General Fund	DPW-Park Program	Modular Building 150 Watkins 8/26/11 - 9/26/11	585.90
<b>13038 Total</b>							6,409.90
13039	10/28/2011	R & S ERECTION S.M. INC	G22091	General Fund	DPW-Building Maint.	Replace damaged ground wheel for slide gate PD	258.00
<b>13039 Total</b>							258.00
13040	10/28/2011	SAN MATEO CNTY CONTROLLERS OFFICE	September 2011	General Fund		Allocation of parking penalties PD September 2011	344.50
<b>13040 Total</b>							344.50
13041	10/28/2011	SPECIALTY TOWING	11754	General Fund	Police	Tow services for 2001 Honda accord blue lic#5ZAP497 PD	240.00
<b>13041 Total</b>							240.00
13042	10/28/2011	WHITE NELSON DIEHL EVANS LLP	2011 Gov't Tax	General Fund	Finance	2011 Gov't tax seminar registration fee J. Pan 12/13/11	275.00
<b>13042 Total</b>							275.00
13043	10/28/2011	LEAL VIVIAN	215	General Fund		Refund park deposit Inv# 215, event date 10/9/11	250.00
<b>13043 Total</b>							250.00
13044	10/28/2011	MCCONNELL JON ERIC	230	General Fund		Refund park deposit Inv# 230, event date 10/8/11	250.00
<b>13044 Total</b>							250.00
13045	10/28/2011	SHON CYNTHIA	228	General Fund		Refund park deposit Inv# 228, event date 10/6/11	250.00
<b>13045 Total</b>							250.00
13046	10/30/2011	A-A LOCK & ALARM INC	10552	General Fund	DPW-Park Maint.	(6) keys for Jennings Pavilion HP Park	21.11
<b>13046 Total</b>							21.11
13047	10/30/2011	ACCONTEMPES	34191381	General Fund	Finance	Temp Phonpradith, Noy 10/17/11 - 10/20/11	1,309.35
<b>13047 Total</b>							1,309.35
13048	10/30/2011	ADVANTAGE: PRINT, MARKETING AND MORE	45527	General Fund	Police	500 Business cards B. Lane PD	98.06
<b>13048 Total</b>							98.06
13049	10/30/2011	AT&T ADVERTISING SOLUTIONS	8103362367/1111	General Fund	DPW-Park Program	HP Park yellow pages advertising November 2011	45.50
<b>13049 Total</b>							45.50
13050	10/30/2011	AT&T CALNET 2	000002744945	General Fund	Police	1953 Circuit# from PD to 590 Hamilton-RC 9/20/11 - 10/19/11	96.78
13050	10/30/2011	AT&T CALNET 2	000002744947	General Fund	Police	5840 83 Ashfield to Industrial Rd PD 9/20/11 - 10/19/11	265.02
13050	10/30/2011	AT&T CALNET 2	000002744950	General Fund	Police	6690 MP police to PD voter 9/20/11 - 10/19/11	66.13
13050	10/30/2011	AT&T CALNET 2	000002744951	General Fund	Police	6691 Cal water bear gulch/voter PD 9/20/11 - 10/19/11	76.41
13050	10/30/2011	AT&T CALNET 2	000002744948	General Fund	Police	7360 Police data line 9/20/11 - 10/19/11	358.67
13050	10/30/2011	AT&T CALNET 2	000002744946	General Fund	Police	8343 83 Ashfield & KCEA radio PD 9/20/11 - 10/19/11	57.11
13050	10/30/2011	AT&T CALNET 2	000002744949	General Fund	Police	6689 MP Fire to PD voter 9/20/11 - 10/19/11	66.13
<b>13050 Total</b>							986.25
13051	10/30/2011	BARRICADE CO & TRAFFIC SUPPLY THE	01-704641-0	General Fund	Police	Cones 12" 1.8" Reflective rental PD 10/13/11	866.00
<b>13051 Total</b>							866.00
13052	10/30/2011	C.A.P.E. ACCOUNTING	CAPE2012	General Fund	Police	CA Assoc for Property & Evidence membership S. Pardorla PD 2012	45.00
<b>13052 Total</b>							45.00
13053	10/30/2011	CLARK PEST CONTROL	11954183	Library Fund	Non-Dept	Pest control library October 2011	95.00
<b>13053 Total</b>							95.00
13054	10/30/2011	CONTRACT SWEEPING SERVICES	INV110001531	General Fund	DPW-Street Maint.	Monthly sweeping service October 2011	992.70

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<b>13054 Total</b>							992.70
13055	10/30/2011	COSMOS ROOFING	BP08-00521	Road Const. Impact Fee		Replace stale check# 11712	38.54
<b>13055 Total</b>							38.54
13056	10/30/2011	COUNTY OF SACRAMENTO	14277	General Fund	Police	Plaque for employee of the quarter for recognizing outstanding P	161.63
<b>13056 Total</b>							161.63
13057	10/30/2011	CUTWATER INVESTOR SERVICES CORP.	15374A	General Fund	Finance	Investment advisory services 9/1/11 - 9/30/11	1,000.00
<b>13057 Total</b>							1,000.00
13058	10/30/2011	DE LAGE FINANCIAL SERVICES,INC	11356505	General Fund	Planning	Lease sharp/MXM453N copier Planning 10/15/11 - 11/14/11	50.50
13058	10/30/2011	DE LAGE FINANCIAL SERVICES,INC	11356505	General Fund	Building	Lease sharp/MXM453N copier Building Dept 10/15/11 - 11/14/11	50.50
13058	10/30/2011	DE LAGE FINANCIAL SERVICES,INC	11356505	General Fund	DPW-Engineering	Lease sharp/MXM453N copier DPW Eng 10/15/11 - 11/14/11	50.50
<b>13058 Total</b>							151.50
13059	10/30/2011	DELLASANTA THERESA	Oct312011	General Fund	Non-Dept	Reimbursement bulk mailing for garbage ordinance/PD message	365.92
<b>13059 Total</b>							365.92
13060	10/30/2011	DESAI GAURANG	BP10-00096	General Fund		Refund 2nd Utility deposit BP10-00096, 49 James Ave.	5,000.00
13060	10/30/2011	DESAI GAURANG	BP10-00114	General Fund		Refund grading & drainage deposit BP10-00114, 49 James Ave.	1,500.00
<b>13060 Total</b>							6,500.00
13061	10/30/2011	DEVLUPT DEAN	Oct17-19, 2011	General Fund	Police	Mileage "Report Writing" course D. Devlugt 10/17/11 - 10/19/11	96.06
13061	10/30/2011	DEVLUPT DEAN	Oct17-19, 2011	General Fund	Police	Meal "Report Writing" course D. Devlugt 10/17/11	10.58
13061	10/30/2011	DEVLUPT DEAN	Oct17-19, 2011	General Fund	Police	Meal "Report Writing" course D. Devlugt 10/18/11	9.90
13061	10/30/2011	DEVLUPT DEAN	Oct17-19, 2011	General Fund	Police	Meal "Report Writing" course D. Devlugt 10/19/11	8.80
<b>13061 Total</b>							125.34
13062	10/30/2011	DORCY BEN	102511APD	General Fund	Police	Medical bag- First Aid Kit for car#7 PD	86.60
13062	10/30/2011	DORCY BEN	102511aAPD	General Fund	Police	Recertification for CPR/First Aid includes basic life support P	540.00
<b>13062 Total</b>							626.60
13063	10/30/2011	EDH, INC.	360308	General Fund		Sale tax PD	(14.52)
13063	10/30/2011	EDH, INC.	360308	General Fund	Police	(10) DARE playground ball PD	75.78
13063	10/30/2011	EDH, INC.	360308	General Fund	Police	(4) DARE football- youth PD	36.80
13063	10/30/2011	EDH, INC.	360308	General Fund	Police	(100) DARE sparkle wristbands, blue PD	38.97
13063	10/30/2011	EDH, INC.	360308	General Fund	Police	(100) DARE sparkle wristbands, red PD	38.97
13063	10/30/2011	EDH, INC.	360308	General Fund	Police	Shipping fee PD	14.08
<b>13063 Total</b>							190.08
13064	10/30/2011	HALLMARK EMBLEMS INC	166678	General Fund	Police	(200) PD patches	409.25
<b>13064 Total</b>							409.25
13065	10/30/2011	HO LOUISE	Oct13,2011	General Fund	Finance	Parking Retirement Journal seminar L. Ho 10/13/2011	12.00
13065	10/30/2011	HO LOUISE	Oct13,2011	General Fund	Finance	Mileage Retirement Journal seminar L. Ho 10/13/2011	112.50
13065	10/30/2011	HO LOUISE	Oct13,2011	General Fund	Finance	Tolls Retirement Journal seminar L. Ho 10/13/2011	9.00
<b>13065 Total</b>							133.50

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of October 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13066	10/30/2011	INTERWEST CONSULTING GROUP, INC	11554	General Fund	Building	Plan review prior to 8/22/11 BP11-00609, 102 Isabella	1,323.19
13066	10/30/2011	INTERWEST CONSULTING GROUP, INC	11554	General Fund	Building	Plan review prior to 8/22/11 BP11-00602, 187 James Ave.	6.51
13066	10/30/2011	INTERWEST CONSULTING GROUP, INC	11554	General Fund	Building	Plan review prior to 8/22/11 BP11-00593, 297 Camino Al Lago	51.99
13066	10/30/2011	INTERWEST CONSULTING GROUP, INC	11554	General Fund	Building	Plan review prior to 8/22/11 BP11-00592, 1 Stern Lane	51.99
<b>13066 Total</b>							1,433.68
13067	10/30/2011	J & N PRINTING	9183	General Fund	Planning	250 Business cards S. Davis planning Dept.	26.00
13067	10/30/2011	J & N PRINTING	9183	General Fund	Building	500 Business cards M. Greenlee Bldg Dept.	77.92
<b>13067 Total</b>							103.92
13068	10/30/2011	J.P. COOKE CO	146089	General Fund	Building	M43 message date stamp Building Dept	186.84
<b>13068 Total</b>							186.84
13069	10/30/2011	MCKINLEY ELEVATOR CORP	A045513-IN	General Fund	DPW-Park Maint.	Elevator - check landing, door lock, swing, phone & alarm HP Par	310.83
<b>13069 Total</b>							310.83
13070	10/30/2011	OFFICE DEPOT	583236399001	General Fund	Administration	(4) cases copy paper Admin	164.97
<b>13070 Total</b>							164.97
13071	10/30/2011	PAW PRINTS, INC	24758	General Fund	Police	(4) Alarm sign - #200 PD	108.25
13071	10/30/2011	PAW PRINTS, INC	24758	General Fund	Police	(2) Alarm sign - #98 PD	54.13
13071	10/30/2011	PAW PRINTS, INC	24322	General Fund	Police	(1) Aluminum sign- #168 PD	27.31
<b>13071 Total</b>							189.69
13072	10/30/2011	PETERSON POWER SYSTEMS, INC.	SW240091677	General Fund	DPW-Building Maint.	Repair generator unable to start/unable to clear alarm PD	640.00
<b>13072 Total</b>							640.00
13073	10/30/2011	PG & E	86713555828/10	General Fund	DPW-Street Maint.	Signal light Encinal/Middlefield 9/27/11 - 10/25/11	36.05
13073	10/30/2011	PG & E	95313129439/10	General Fund	DPW-Street Maint.	93 Dinkelspiel station Ln 9/24/11 - 10/24/11	195.72
13073	10/30/2011	PG & E	92913025489/10	General Fund	DPW-Street Maint.	Station Lane 9/24/11 - 10/24/11	87.74
13073	10/30/2011	PG & E	91663025566/10	Library Fund	Non-Dept	Atherton library 9/24/11 - 10/24/11	691.61
<b>13073 Total</b>							1,011.12
13074	10/30/2011	R & S ERECTION S.M. INC	G22146	General Fund	DPW-Building Maint.	Repair one cyclone slide gate system PD	196.90
<b>13074 Total</b>							196.90
13075	10/30/2011	SPRINT	130538811-047	General Fund	Police	Mobile data communication PD 9/26/11 - 10/25/11	431.51
<b>13075 Total</b>							431.51
13076	10/30/2011	T.M. SWEATT COMPANY, INC.	BP11-00678	General Fund		Refund recycling-demo deposit BP11-00678, 136 Glenwood Ave.	1,200.00
<b>13076 Total</b>							1,200.00
13077	10/30/2011	THE B-PAD GROUP INC	2483	General Fund	Police	B-PAD for police annual maint. and support 9/1/11 - 8/31/12	500.00
<b>13077 Total</b>							500.00
13078	10/30/2011	TOWNE FORD SALES	48847	Equipment Replacement	Police	2011 Ford Crown Victoria Interceptors S#2FABP7BV0BX180564	22,900.29
13078	10/30/2011	TOWNE FORD SALES	48847	Equipment Replacement	Police	2011 Ford Crown Victoria Interceptors -Doc fee	59.54
13078	10/30/2011	TOWNE FORD SALES	48847	Equipment Replacement	Police	2011 Ford Crown Victoria Interceptors -License transfer service	8.75
13078	10/30/2011	TOWNE FORD SALES	48848	Equipment Replacement	Police	2011 Ford Crown Victoria Interceptors S#2FABP7BV2BX180565	22,900.29
13078	10/30/2011	TOWNE FORD SALES	48848	Equipment Replacement	Police	2011 Ford Crown Victoria Interceptors -Doc Fee	59.54

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of October 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13078	10/30/2011	TOWNE FORD SALES	48848	Equipment Replacement	Police	2011 ford Crown Victoria Interceptors -License transfer service	8.75
<b>13078 Total</b>							45,937.16
13079	10/30/2011	VERIZON WIRELESS	1024054424	General Fund	Building	Wireless services Building Dept 9/22/11 - 10/21/11	0.51
13079	10/30/2011	VERIZON WIRELESS	1024054424	General Fund	Police	Wireless services PD 9/22/11 - 10/21/11	146.14
13079	10/30/2011	VERIZON WIRELESS	1024054424	General Fund	DPW-Engineering	Wireless services DPW Engineering 9/22/11 - 10/21/11	6.84
13079	10/30/2011	VERIZON WIRELESS	1024054424	General Fund	DPW-Street Maint.	Wireless services DPW Street Maint. 9/22/11 - 10/21/11	5.50
13079	10/30/2011	VERIZON WIRELESS	1024054424	General Fund	DPW-Park Maint.	Wireless services DPW Park Maint. 9/22/11 - 10/21/11	0.17
13079	10/30/2011	VERIZON WIRELESS	1024054424	General Fund	DPW-Park Program	Wireless services DPW Park Program 9/22/11 - 10/21/11	0.34
<b>13079 Total</b>							159.50
13080	10/30/2011	VOYAGER FLEET SYSTEMS INC.	869016477110	General Fund	Police	Motorcycle fuel PD for October 2011	94.15
<b>13080 Total</b>							94.15
<b>Grand Total</b>							816,238.19



## Town of Atherton

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
JOHN DANIELSON, INTERIM CITY MANAGER**

**FROM: LOUISE HO, FINANCE DIRECTOR**

**DATE: FOR THE MEETING OF NOVEMBER 16, 2011**

**SUBJECT: ACCEPTANCE OF TREASURER'S REPORT FOR THE SECOND  
QUARTER ENDED SEPTEMBER 30, 2011**

### **RECOMMENDATION**

Accept the Treasurer's Report for the Second Quarter Ended September 30, 2011.

### **DISCUSSION**

The Town's Statement of Investment Policy requires the City Manager or designee to submit quarterly and annual Treasurer's Report to the City Council. The Treasurer's Report provides an update on the cash and investment position of the Town of Atherton.

The Town engaged Cutwater (formerly MBIA) in January 2009 to provide non-discretionary investment advisory services. Due to the current economic climate, Cutwater is continuing to take a conservative approach to meet the Town's investment goals in the order of safety, liquidity, and yield.

To facilitate the trading and safekeeping of securities, Wells Fargo Bank serves as the safekeeping agent for the Town.

As part of the Treasurer's Report, a detail cash and investment balance by Fund is also attached. It is important to note that even though \$8,445,528 is listed as "non-restricted" fund, this amount is not all available for spending. "Non-restricted" means not legally restricted but the Town does have obligations and unfunded liabilities that must or may be met with the non-restricted fund.

**FISCAL IMPACT**

None

Prepared by:

Approved by:

\_\_\_\_\_  
Louise Ho, Finance Director

\_\_\_\_\_  
John Danielson, Interim City Manager

Attachment: Treasurer's Report for Second Quarter Ended September 30, 2011

**Town of Atherton  
 Quarterly Treasurer's Report  
 Portfolio Summary  
 September 30, 2011**

	Par Value	Market Value	Book Value	Portfolio	% of
Cash In Bank (Schedule A)	602,076	602,076	602,076		3.2%
Investments (Schedule B)	18,046,883	18,083,727	18,068,554		96.8%
<b>Total Cash and Investments</b>	<b>18,648,959</b>	<b>18,685,803</b>	<b>18,670,630</b>		<b>100%</b>

The above investments are consistent with the Town's Statement of Investment Policy and are allowable under current legislation of the State of California. Investments are selected using safety, liquidity, and yield as the criteria. The Town has sufficient cash flow to cover anticipated expenditures through the next six months.



Louise Ho, Finance Director

11/3/11  
 Date

**Town of Atherton**  
**Quarterly Treasurer's Report**  
**Portfolio Details - Cash In Bank**  
**September 30, 2011**

Schedule A

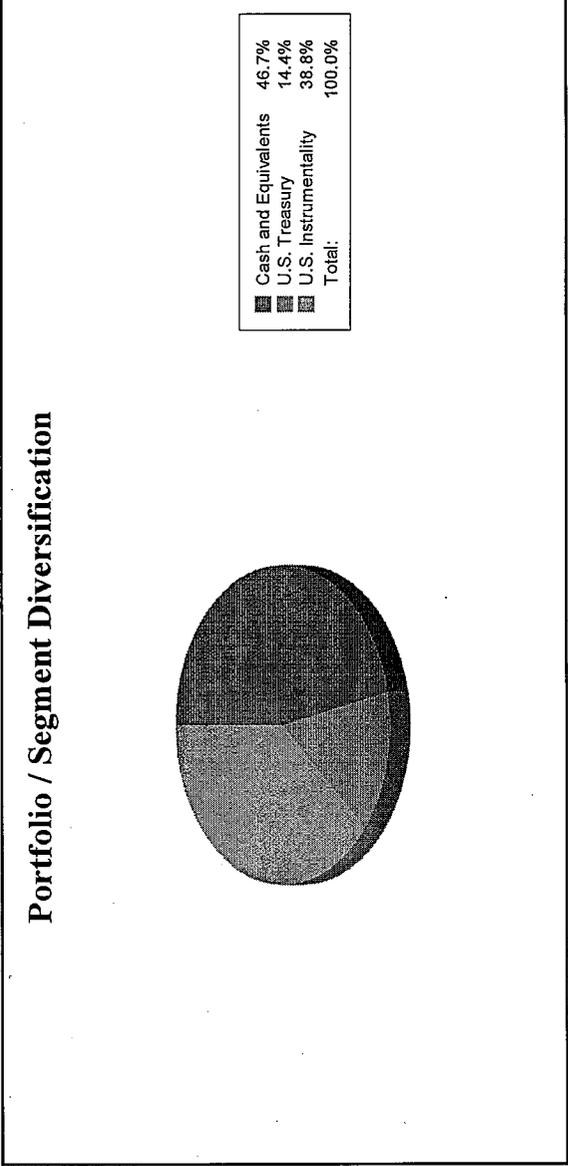
Name of Depository	Investment Type	Reconciled Bank Balance
Wells Fargo	General Account	541,097
Wells Fargo	Wells Fargo Adv Treasury Plus MMF	60,979
<b>Total</b>		<b><u>602,076</u></b>

**Town of Atherton  
Recap of Securities Held  
September 30, 2011**

**Schedule B**

	Historical Cost	Amortized Cost	Fair Value	Unrealized Gain (Loss)	Weighted Average Final Maturity (Days)	Weighted Average Effective Maturity (Days)	% Portfolio/Segment	Weighted Average Yield *	Weighted Average Market Duration (Years)
Cash and Equivalents	8,446,883.01	8,446,883.01	8,446,883.01	0.00	1	1	46.75	0.41	0.00
U.S. Treasury	2,609,359.39	2,610,242.87	2,619,557.50	9,314.63	622	622	14.44	0.77	1.66
U.S. Instrumentality	7,012,311.15	7,006,815.39	7,017,286.50	10,471.11	845	259	38.81	0.91	0.70
<b>TOTAL</b>	<b>18,068,553.55</b>	<b>18,063,941.27</b>	<b>18,083,727.01</b>	<b>19,785.74</b>	<b>418</b>	<b>191</b>	<b>100.00</b>	<b>0.65</b>	<b>0.51</b>

\* Weighted Average Yield is calculated on a "yield to worst" basis.



**Town of Atherton**  
**Activity and Performance Summary**  
**for the period September 1, 2011 - September 30, 2011**

<u>Amortized Cost Basis Activity Summary</u>		18,964,093.55
Beginning Amortized Cost Value		
Additions		
Contributions	0.00	
Interest Received	1,250.00	
Accrued Interest Sold	0.00	
Gain on Sales	230.07	
<b>Total Additions</b>		1,480.07
Deductions		
Withdrawals	899,373.89	
Fees Paid	1,000.00	
Accrued Interest Purchased	426.11	
Loss on Sales	0.00	
<b>Total Deductions</b>		(900,800.00)
Accretion (Amortization) for the Period		(832.35)
<b>Ending Amortized Cost Value</b>		18,063,941.27
Ending Fair Value		18,083,727.01
Unrealized Gain (Loss)		19,785.74

<u>Detail of Amortized Cost Basis Return</u>				
	Interest Earned	Accretion (Amortization)	Realized Gain (Loss)	Total Income
<b>Current Holdings</b>				
Cash and Equivalents	2,604.05	0.00	0.00	2,604.05
U.S. Treasury	1,717.55	(87.89)	0.00	1,629.66
U.S. Instrumentality	5,982.17	(745.97)	0.00	5,236.20
<b>Sales and Maturities</b>				
U.S. Instrumentality	83.33	1.51	230.07	314.91
<b>Total</b>	10,387.10	(832.35)	230.07	9,784.82

	<u>Annualized Comparative Rates of Return</u>		For the Month
	Twelve Month Trailing	Six Month Trailing	
Fed Funds	0.13%	0.09%	0.09%
Overnight Repo	0.07%	0.03%	0.05%
3 Month T-Bill	0.08%	0.03%	0.00%
6 Month T-Bill	0.12%	0.07%	0.02%
1 Year T-Note	0.22%	0.17%	0.11%
2 Year T-Note	0.50%	0.42%	0.21%
5 Year T-Note	1.65%	1.51%	0.90%

<u>Summary of Amortized Cost Basis Return for the Period</u>			
	Total Portfolio	Excl. Cash Eq.	
Interest Earned	10,387.10	7,783.05	
Accretion (Amortization)	(832.35)	(832.35)	
Realized Gain (Loss) on Sales	230.07	230.07	
Total Income on Portfolio	9,784.82	7,180.77	
Average Daily Historical Cost	18,532,867.90	9,605,984.89	
Annualized Return	0.64%	0.91%	
Annualized Return Net of Fees	0.58%	0.78%	
Annualized Return Year to Date Net of Fees	0.70%	0.81%	
Weighted Average Effective Maturity in Days	191	357	

**Town of Atherton**  
**Activity and Performance Summary**  
**for the period September 1, 2011 - September 30, 2011**

<u>Fair Value Basis Activity Summary</u>	
Beginning Fair Value	18,991,991.01
Additions	
Contributions	0.00
Interest Received	1,250.00
Accrued Interest Sold	0.00
<b>Total Additions</b>	<b>1,250.00</b>
Deductions	
Withdrawals	899,373.89
Fees Paid	1,000.00
Accrued Interest Purchased	426.11
<b>Total Deductions</b>	<b>(900,800.00)</b>
Change in Fair Value for the Period	(8,714.00)
Ending Fair Value	18,083,727.01

<u>Detail of Fair Value Basis Return</u>			
	Interest Earned	Change in Fair Value	Total Income
<b>Current Holdings</b>			
Cash and Equivalents	2,604.05	0.00	2,604.05
U.S. Treasury	1,717.55	(2,367.00)	(649.45)
U.S. Instrumentality	5,982.17	(6,294.50)	(312.33)
<b>Sales and Maturities</b>			
U.S. Instrumentality	83.33	(52.50)	30.83
<b>Total</b>	<b>10,387.10</b>	<b>(8,714.00)</b>	<b>1,673.10</b>

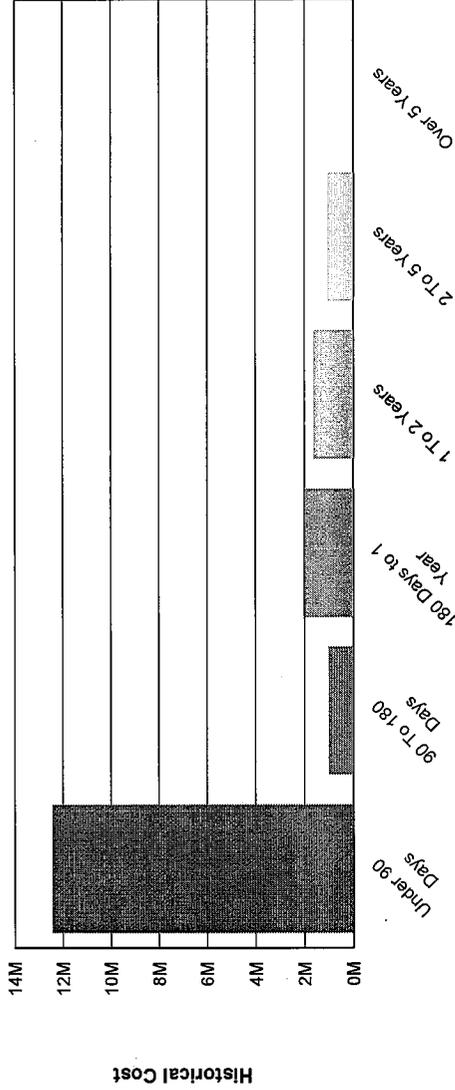
<u>Annualized Comparative Rates of Return</u>			
	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.13%	0.09%	0.09%
Overnight Repo	0.07%	0.03%	0.05%
3 Month T-Bill	0.16%	0.12%	0.00%
6 Month T-Bill	0.33%	0.36%	0.12%
1 Year T-Note	0.48%	0.56%	(0.24%)
2 Year T-Note	1.31%	2.89%	(1.09%)
5 Year T-Note	5.05%	15.46%	1.09%

<u>Summary of Fair Value Basis Return for the Period</u>			
	Total Portfolio	Excl. Cash Eq.	
Interest Earned	10,387.10	7,783.05	
Change in Fair Value	(8,714.00)	(8,714.00)	
Total Income on Portfolio	1,673.10	(930.95)	
Average Daily Historical Cost	18,532,867.90	9,605,984.89	
Annualized Return	0.11%	(0.12%)	
Annualized Return Net of Fees	0.04%	(0.24%)	
Annualized Return Year to Date Net of Fees	0.77%	0.95%	
Weighted Average Effective Maturity in Days	191	357	

**Town of Atherton  
Maturity Distribution of Securities Held  
September 30, 2011**

Maturity	Historical Cost	Percent
Under 90 Days	12,446,756.14	68.89%
90 To 180 Days	1,002,857.81	5.55%
180 Days to 1 Year	2,000,000.00	11.07%
1 To 2 Years	1,607,103.66	8.89%
2 To 5 Years	1,011,835.94	5.60%
Over 5 Years	0.00	0.00%
	<b>18,068,553.55</b>	<b>100.00%</b>

**Maturity Distribution**



**Town of Atherton  
Securities Held  
September 30, 2011**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
<b>Cash and Equivalents</b>													
LAIF	09/30/11	0.408 V		8,446,883.01	8,446,883.01 0.00	8,446,883.01 0.00	8,446,883.01 0.00	0.00	0.00	2,604.05	7,840.35	46.75	0.41
<b>TOTAL</b>				8,446,883.01	8,446,883.01 0.00	8,446,883.01 0.00	8,446,883.01 0.00	0.00	0.00	2,604.05	7,840.35	46.75	
<b>U.S. Treasury</b>													
912828MM9 T-Note	04/21/10	0.750	11/30/11	500,000.00	499,453.13 0.00	499,944.20 27.90	500,547.00 (332.00)	602.80	0.00	307.38	1,260.25	2.76	0.82
912828MQ0 T-Note	03/18/10	0.875	02/29/12	500,000.00	499,257.81 0.00	499,842.82 31.23	501,620.00 (390.00)	1,777.18	0.00	360.58	372.60	2.76	0.95
912828PW4 T-Note	01/25/11	0.625	12/31/12	500,000.00	500,078.13 0.00	500,050.57 (3.32)	502,636.50 (430.00)	2,585.93	0.00	254.75	789.74	2.77	0.62
912828RA0 T-Note	06/30/11	0.375	06/30/13	600,000.00	598,734.38 0.00	598,895.40 51.94	601,314.00 (750.00)	2,418.60	0.00	183.42	568.61	3.31	0.48
912828QX1 T-Note	08/12/11	1.500	07/31/16	500,000.00	511,835.94 244.57	511,509.88 (195.64)	513,440.00 (465.00)	1,930.12	0.00	611.42	1,243.21	2.83	1.01
<b>TOTAL</b>				2,600,000.00	2,609,359.39 244.57	2,610,242.87 (87.89)	2,619,557.50 (2,367.00)	9,314.63	0.00	1,717.55	4,234.41	14.44	
<b>U.S. Instrumentality</b>													
3137EACF4 FHLMC	10/22/09	1.125	12/15/11	500,000.00	499,914.86 0.00	499,914.86 34.06	501,014.50 (407.00)	1,099.64	0.00	468.75	1,656.25	2.76	1.21
3137EACJ6 FHLMC	03/23/11	1.625	04/15/13	500,000.00	508,291.15 0.00	506,179.88 (329.88)	509,618.00 (932.50)	3,438.12	0.00	677.09	3,746.53	2.81	0.81
3133702W7 FHLB	08/04/10	1.400	07/12/13 01/12/12	500,000.00	503,600.00 0.00	500,704.94 (205.33)	501,386.50 (464.50)	681.56	0.00	583.33	1,536.11	2.79	0.90
31331KTH3 FFCB	08/01/11	0.600	08/01/13 08/01/12	500,000.00	500,000.00 0.00	500,000.00 0.00	500,452.50 (253.00)	452.50	0.00	250.00	500.00	2.77	0.60
3133747F1 FHLB	06/27/11	0.700	09/27/13 06/27/12	1,000,000.00	1,000,000.00 0.00	1,000,000.00 0.00	1,001,858.00 (504.00)	1,858.00	0.00	583.34	1,827.78	5.53	0.70
31398A4Q2 FNMA	10/29/10	1.000	10/18/13 10/18/11	500,000.00	501,235.00 0.00	500,059.31 (104.66)	500,143.00 (309.50)	83.69	0.00	416.67	2,263.89	2.77	0.74
31398A5Q1 FNMA	06/07/11	0.875	11/08/13 11/08/11	750,000.00	750,000.00 528.65	750,000.00 0.00	750,312.00 (291.75)	312.00	0.00	546.87	2,606.77	4.15	0.88
3136FFRSC8 FNMA	06/23/11	0.750 V	06/23/14 12/23/11	750,000.00	750,000.00 0.00	750,000.00 0.00	750,198.00 (147.75)	198.00	0.00	468.75	1,531.25	4.15	0.75

**Town of Atherton  
Securities Held  
September 30, 2011**

CUSIP/ Description	Call	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
<b>U.S. Instrumentality</b>														
3134G2NK4 FHLMC	Call	07/11/11	1.125	07/11/14 07/11/12	500,000.00	500,000.00 0.00	500,000.00 0.00	502,085.50 (434.00)	2,085.50	0.00	468.75	1,250.00	2.77	1.13
3133IKUG3 FFCB	Call	09/08/11	1.180	02/17/15 11/17/11	500,000.00	500,450.00 426.11	500,302.14 (147.86)	500,374.00 (76.00)	71.86	0.00	376.95	803.06	2.77	0.71
3133IKNF3 FFCB	Call	06/09/11	1.690	06/09/15 12/09/11	500,000.00	499,625.00 0.00	499,654.26 7.70	500,974.50 (421.00)	1,320.24	0.00	704.17	2,628.89	2.77	1.71
3136FRP80 FNMA	Call	08/24/11	1.050	08/24/15 08/24/12	500,000.00	500,000.00 0.00	500,000.00 0.00	498,870.00 (2,053.50)	(1,130.00)	0.00	437.50	539.58	2.77	1.05
<b>TOTAL</b>					7,000,000.00	7,012,311.15 954.76	7,006,815.39 (745.97)	7,017,286.50 (6,294.50)	10,471.11	0.00	5,982.17	20,890.11	38.81	
<b>GRAND TOTAL</b>					18,046,883.01	18,068,553.55 1,199.33	18,063,941.27 (833.86)	18,083,727.01 (8,661.50)	19,785.74	0.00	10,303.77	32,964.87	100.00	

V = variable rate, current rate shown, average rate for Cash & Equivalents

**Town of Atherton  
Quarterly Treasurer's Report  
Cash & Investments Balance By Fund  
September 30, 2011**

<b>Fund No.</b>	<b>Fund Name</b>	<b>Sept Balance</b>
101	General Fund	5,660,494
105	Tennis Fund	13,320
610	Equipment Replacement Fund	473,361
614	Worker's Compensation	420,345
615	General Liability	218,469
616	Employee Benefits	1,659,540
<b>Total Non-Restricted</b>		<u>8,445,528</u>
201	Special Tax Fund	821,037
202	County Measure A Fund	65,704
203	Gas Tax Fund	211,478
209	SLES/COPS Grant	8,769
210	Road Constructions Impact Fee	1,116,506
213	Library Fund	5,533,683
215	Evans Creative Design (formerly fund 715)	84,443
401	GF Projects	221,141
402	Storm Drainage	29,212
403	Atherton Channel Drainage District	133,802
406	Facilities Construction	1,968,913
730	H-P Park Improvement	5,925
740	Tree Committee	24,489
<b>Total Restricted</b>		<u>10,225,103</u>
<b>Total Cash &amp; Investments</b>		<u><u>18,670,630</u></u>



## Town of Atherton

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: CHIEF EDWIN F. FLINT**

**DATE: FOR THE MEETING OF NOVEMBER 16, 2011**

**SUBJECT: ADOPTION OF RESOLUTION ACCEPTING EXPEDITURES FOR  
BALANCE OF FISCAL YEAR 2011/12 SUPPLEMENTAL LAW  
ENFORCMENT SERVICES FUND (SLESF), CITIZEN'S OPTION  
FOR PUBLIC SAFETY (COPS) GRANT**

### **RECOMMENDATION:**

Staff recommends that Council Adopt a resolution accepting the recommended expenditures of the remaining balance of FY 2011-12 Supplemental Law Enforcement Services Fund (SLESF), Citizen's Option for Public Safety (COPS) Grant in the amount of \$100,000.00 in accordance with state requirements. The funds must be expended by June 30, 2012.

### **INTRODUCTION:**

Over the past several years monies have been available through the State of California to local entities in the form of Citizen's Option for Public Safety (COPS) Grant. This year the Atherton PD will receive \$100,000 (same as last year). The grant restricts money to front line law enforcement purposes. On behalf of the State, the County of San Mateo manages the program at the local level. The County will issue the grant funds once they receive a resolution adopted by Council and the planned distribution of funds are approved by their Law Enforcement Oversight Committee.

PD will use State COPS funds for funding sworn personnel.

**ANALYSIS:**

In FY 1996-1997, the California State Legislature created the Citizen’s Option for Public Safety (COPS) Program. Under this program, cities and counties receive state funds to augment public safety expenditures. This is a non-competitive grant program. Effective September 8, 2000, cities are guaranteed a minimum grant award of \$100,000. The program has continued every year since its inception, and the Atherton PD anticipates receiving COPS funds on an annual basis.

The funds must be used for frontline municipal police services and must supplement existing funding. Council is required to hold a public hearing, apart from its usual budget hearings to consider the written request of the Chief of Police for use of funds.

Each city must create a Supplemental Law Enforcement Services Fund (SLESF) for the COPS grant money. The funds cannot be used for administrative overhead costs in excess of 0.5 percent of the total allocation. The allocation may not be used to fund the costs of any capital project or construction project that does not directly support frontline law enforcement.

**FISCAL IMPACT:**

There is no fiscal impact and no matching requirements for grant money expended and no direct impact on the Town’s General Fund associated with this action.

Prepared By:

Approved:

\_\_\_\_\_  
Edwin F. Flint  
Chief of Police

\_\_\_\_\_  
John Danielson  
City Manager

**RESOLUTION 11-**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON  
TO ACCEPT A STATE COPS GRANT FROM THE STATE OF CALIFORNIA AND  
APPROVE USE OF THE FUNDS**

**WHEREAS**, the FY 2011/12 State Budget includes funding the State COPS program which includes funding of at least \$100,000 to the Town of Atherton Police Department for Fiscal Year 2011/12; and

**WHEREAS**, the Legislature mandated this money to be spent for the front line law enforcement purposes; and

**WHEREAS**, the Atherton Police Department wishes to spend the grant to place a Police Officer on the streets; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the Town of Atherton, California does hereby approve the use of the State COPS Grant for the Atherton Police Department to place a Police Officer on the streets.

*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<sup>th</sup> day of November, 2011 by the following vote:*

<i>AYES:</i>	<i>COUNCILMEMBERS:</i>
<i>NOES:</i>	<i>COUNCILMEMBERS:</i>
<i>ABSENT:</i>	<i>COUNCILMEMBERS:</i>
<i>ABSTAIN:</i>	<i>COUNCILMEMBERS:</i>

ATTEST:

\_\_\_\_\_  
James Dobbie, MAYOR  
TOWN OF ATHERTON

\_\_\_\_\_  
Theresa DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Bill Conners, City Attorney



Item No. 12

## TOWN OF ATHERTON

### CITY COUNCIL STAFF REPORT

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** EDWIN F. FLINT, CHIEF OF POLICE  
**DATE:** FOR THE CITY COUNCIL MEETING OF NOVEMBER 16, 2011  
**SUBJECT:** NARROW BANDING PURCHASE

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### RECOMMENDATIONS:

1. Authorize the purchase or lease of 23 P-25 compatible radios with antennas and two lithium-ion batteries for each radio, to bring Atherton Police Department into compliance with Federal Communications System (FCC) requirements; and enable interoperable public safety communications between Atherton Police and the other police and fire agencies providing public safety services in San Mateo County and beyond.
2. Authorize Atherton Police Department to reconfigure its current public safety base station radio to compliance with the new requirements.

### INTRODUCTION:

#### WHAT IS MANDATORY NARROWBANDING?

Licensees in the private land mobile VHF and UHF bands traditionally have employed systems that operate on channel bandwidths of **25 kHz**. "Narrowbanding" refers to a set of requirements imposed by the FCC that are applicable to the Private Land Mobile bands below 800 MHz. Specifically, the technical rules adopted affect the licensing and use of radios in the following bands:

- 150-174 MHz VHF high band; (available nationwide)
- 421-430 MHz; (available only in Detroit, Buffalo, and Cleveland)

- 450-470 MHz; (available nationwide)
- 470-512 MHz; (typically shared with UHF-TV; available only in 11 cities)

Agencies using these frequencies, which includes all public safety agencies on the Peninsula and in the Bay Area, will go into effect on or before January 1, 2013, and will require all affected agencies to operate radio equipment designed to operate on channel bandwidths of 12.5 kHz or less, or that meets a specific efficiency standard. This means is that licensees will need to convert their existing wideband (25 kHz) systems to narrowband (12.5 kHz) operation. This means is that licensees will need to convert their existing wideband (25 kHz) systems to narrowband (12.5 kHz) operation, and that any equipment that is not capable of operating on channels of 12.5 kHz or less will need to be replaced. In addition to the FCC's deadline of January 1, 2013 for all licensees to cut-over to new narrowband equipment, there are some "interim" deadlines. For example, there is a date by which no more new or modified operations on 25 kHz bandwidth channels may be initiated, and there are certain deadlines that apply to equipment manufacturers and importers. The FCC expects that licensees ultimately will only be allowed to use radio equipment that is designed to operate on channel bandwidths of 6.25 kHz or less. However, there currently is no deadline set for making this step of the transition.

## **WHAT ARE THE BENEFITS OF NARROWBANDING?**

As complicated as this sounds narrowbanding actually presents an opportunity for public safety agencies to dramatically improve their communications capabilities. Through narrowbanding, licensees can achieve greater spectrum availability and interference protection, enhanced opportunities for interoperability, and system upgrades to more advanced communications technologies that are ultimately more dependable and allow for interoperability between public safety agencies that have never been able to communicate via a common radio system.

The purpose of mandatory narrowbanding is to promote more efficient use of the VHF and UHF land mobile bands. Today, these bands are highly congested, and there often is not enough spectrum available for licensees to expand their existing systems or implement new systems. As licensees convert to equipment that operates on narrower channel bandwidths, new channels will become available for licensing by parties that need them. It also is hoped that the narrowband conversion will spur the development and use of new technologies that will further promote efficient spectrum use, be less susceptible to interference, and provide licensees with enhanced capabilities.

## **INTEROPERABILITY**

Interoperability is the ability of two or more organizations to communicate or share information (voice, data, video, etc.) on a real-time basis. Interoperability may be intra-jurisdictional, where a city's police department is able to communicate with that city's fire department during a common emergency situation. Interoperability also improves inter-jurisdictional communications, where police departments from multiple cities as well as the County Sheriff's Office and even the State Highway Patrol communicate with one another and with fire departments and emergency medical units while responding to a natural disaster or other regional catastrophic event. This was a significant factor with multiple agencies and multiple public safety disciplines responded to the San Bruno fire here in San Mateo County, the Oakland Hills Firestorm in Alameda County, and in New York, Washington DC and in Pennsylvania, on 9/11/2001.

## **ANALYSIS:**

### **What the FCC Requires**

The Federal Communications Commission (FCC) initially set the narrowbanding initiative in motion in 1992 with the ultimate objective of increasing capacity and efficiency for the industrial/business and public safety radio pools in the private land mobile radio services category. Specifically, it set forth that all "Part 90" business, educational, industrial, public safety, and local and state government two-way radio system licensees currently operating legacy wideband (25 kHz) voice dispatch or data/supervisory control and data acquisition radio systems in the 150-174 MHz (VHF) and 421-512 MHz (UHF) bands must make the transition to the narrowband technology.

- Users who do not make the switch by January 1, 2013 face the loss of their communication capabilities. Although the migration deadline seems far off, the FCC is already moving ahead:
- The FCC will not grant applications for new voice operations or applications to expand the authorized contour of existing stations that use 25 kHz channels. Only narrowband authorizations will be granted.

The FCC will prohibit manufacture or importation of new equipment that operates on 25 kHz channels. This will reduce the availability of new equipment for legacy radio systems and will affect how agencies such as ours and neighboring departments maintain and upgrade older systems.

## **FISCAL IMPACT:**

Through Metro-Mobile, the California State Contract for P-25 compatible interoperable communications, the total fiscal impact to purchase all components required to put Atherton Police Department in compliance with these mandates is \$47,028.23. My using the State contract, there is no requirement to obtain multiple competitive bids. Two options are presented below, an option to purchase this equipment, and an option to lease the equipment.

### **OPTION TO PURCHASE**

<b>Quantity Needed</b>	<b>Product Needed</b>	<b>Price per unit</b>	<b>Total Cost</b>
23 each	Kenwood TK5320K Digital P25 Portable Radio	1,034.00	23,782.00
23 each	KRA23M2 Stubby Antenna	13.70	315.10
46 each	KNB-48L 2550 mAh Li-Ion Battery	122.50	5,635.00
23 each	KMC-41M Speaker/Microphone	96.50	2,219.50
23 each	KEP-1 Earphone Kit	52.50	1,207.50
23 each	KBH-8DS Swivel Kit	26.30	604.90
4 each	KSC326K 6-Unit Charger	630.00	2,520.00
4 each	Kenwood TK3170K-LKP Portable Radio	739.00	2,956.00
	Includes KNB35L Battery(2), KSC-25 Charger, Antenna, Speaker/Microphone		
13 each	TK890BK9FMSH! Remote Mount TK890 Mobile	1,512.00	19,656.00

	Radio		
N/A	WSCA #02702 30% Discount		(17,669.00)
EQUIPMENT TOTAL		\$41,227.00	
SALES TAX	8.25%	3401.23	
SUB-TOTAL		\$44,628.23	
EXTENDED WARRNTY		TBD	
SHIPPING & HANDLING		INCLUDED	
INSTALLATION & LABOR		400.00	
LICENSING			
<b>TOTAL</b>		<b>\$45,028.23*</b>	

\* Normal payment terms are Net 30 days from receipt of invoice

In addition, the cost to convert Atherton PD's base station radio equipment to narrowband operation and modify its FCC license will be approximately **\$2000**.

### **OPTION TO LEASE**

Under quotation #31575, the total price quoted is \$45,028.23 for the portable (hand-held) radios. In analyses, an option that allows the Town to avoid this one-time capital expenditure is a lease-option that allows the Town to pay a monthly payment until the equipment is paid for. Each of the following lease-options require 2 payments in advance (1<sup>st</sup> and last), plus a one-time \$125.00 documentation fee.

**12 Month Lease:** Monthly payment = \$3744.77 first and last payment of \$3744.77 (x 2), + 8.25% sales tax, + \$125 documentation fee = **\$8232.43**. 10 remaining monthly payments of \$3744.77 + 8.25% = **\$4053.71**

**24 Month Lease: \$2016.83 base payment**

**36 Month Lease: \$1409.49 base payment**

**48 Month Lease: \$1117.69 base payment**

**60 Month Lease: \$944.52 base payment**

All terms include a \$1.00 purchase option at the end of the term.

Prepared by:

Approved by:

\_\_\_\_\_  
Edwin F. Flint

\_\_\_\_\_  
John Danielson

Police Chief

City Manager



## Town of Atherton

### City Council Staff Report

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CHIEF OF POLICE EDWIN F. FLINT  
**DATE:** FOR THE MEETING OF NOVEMBER 16, 2011  
**SUBJECT:** POLICE MOTORCYCLE PURCHASE

#### **RECOMMENDATION:**

Staff recommends that Council authorize the Police Department to purchase two (2) new 2012 BMW R1200RT-P motorcycles as replacement motorcycles for a total cost of \$47,461.24, which includes sales tax, documentation fees, and installation of communications and radar equipment.

#### **DISCUSSION:**

The Police Department currently owns three (3) police motorcycles: two (2) BMWs and one (1) Honda. The BMWs are the primary motorcycles for police service. The Honda serves as a backup when the BMWs are out of service for maintenance or when a third motor officer is working. All of the Department's police motorcycles are ridden by motor officers to enforce traffic laws and to control and facilitate the efficient flow of vehicular traffic throughout the Town of Atherton.

The general life expectancy of a police motorcycle is four (4) years and anywhere between 40,000 to 60,000 miles, depending on the age and mechanical condition of the motorcycle. For example, the California Highway Patrol (CHP) runs their BMW motorcycles to the upper range of 60,000 miles before they are taken out of service, as high-speed freeway miles put less strain and wear on the motorcycles than the low speed stop-and-go usage of municipal policing.

The Department's 2002 BMW motorcycles are rapidly approaching ten (10) years of age, and have nearly 40,000 miles. We are experiencing more frequent mechanical failures, which necessitate taking the motorcycles out of service for repairs not covered by warranty. Although these motorcycles are well cared for and receive regular maintenance, they are driven hard and stay running for long periods of time. Given the age and the mileage of our BMW motorcycles, we still can receive a reasonable trade-in value from BMW of \$3,000.00 to \$3,500.00 per motorcycle.

The new 2012 BMW R1200RT-P motorcycles have an abundance of mission-specific equipment and features. They come fully equipped with optimized suspension and tires designed specifically for police service; electrically-adjustable windshield, adjustable seat height, adjustable brake, clutch and shift levers to allow a perfect rider fit regardless of the officer's size; locking integrated radio box with wiring ports and ground plane; integrated fairing-mounted speakers for radio & radar, pre-wired below radio box; accurate digital police speedometer with pace-lock display and VSS signal for moving radar; BMW/Code 3 three-tone siren system (wail/yelp/hyper-yelp), air horn, public address, radio rebroadcast and InterClear™ linkage to Emergency LED Light System; LED Cruise lights and Alley lights (See Exhibit A for further details).

Internationally, BMW is the largest seller of motorcycles for law enforcement use with more than 80,000 BMW police motorcycles currently in use in more than 150 countries on five continents. The California Highway Patrol (CHP), Los Angeles Police Department, and the San Diego Police Department (as well as others) have conducted extensive reviews and testing of various motorcycles and have selected BMW as their first choice.

We have been in communications with Mr. Chuck Downing with BMW of Long Beach, California. Mr. Downing is providing BMW motorcycles to San Diego Police Department (SDPD) on a current open bid contract. The Atherton Police Department is able to piggyback off SDPD's contract, which gives us tremendous buying power and an excellent price on the new 2012 BMW's at \$21,316.97 per motorcycle. Mr. Downing is also providing us a fairly liberal trade-in allowance of \$3,000.00 to \$3,500.00 for each of our old BMW motorcycles.

### **FISCAL IMPACT:**

The cost of two new 2012 BMW R1200RT-P motorcycles is \$42,633.94, sales tax \$3,517.30, documentation fees \$110.00, and installation of communications and radar equipment is \$1,200.00 for a total cost of \$47,461.24 (not including trade-in allowance).

Long Beach BMW offers an exclusive special lease option for Council's consideration. The lease period is 48 months, with approximately \$500.00 down payment and \$41.25 tax, for a monthly payment of \$541.25 per motorcycle or \$1,082.50 total monthly payment for both motorcycles. The cost to lease the two

motorcycles for 48 months is approximately \$52,960.00. The new 2012 BMW R1200RT-P motorcycles are covered by a 39-month / 60,000 mile warranty whether leased or purchased. Most law enforcement agencies purchase their motorcycles outright. However, West Covina Police Department just recently took advantage of the Long Beach BMW's lease option (see Exhibit B).

The Town currently has a vehicle replacement fund for both planned and un-planned purchases of vehicles. The Finance Director has confirmed the vehicle replacement fund will support the purchase of the two new BMW motorcycles during this current budget cycle.

Prepared By:

Approved:

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Chief Edwin F. Flint

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City Manager John Danielson

# The 2011 R 1200 RT-P

## Still Your Best Long-Term Value!

BMW Motorrad  
USA



Police Motors



Newly revised for 2011 model year, continuing BMW's class-leading balanced performance.

- ✦ New overhead cam engine provides more torque with less maintenance!
- ✦ Improved fairing and windshield design for greater rider comfort!
- ✦ New handlebar controls and switch gear provide more functions as standard equipment!
- ✦ New instrument cluster cover for reduced glare / reflections!
- ✦ New cruise lights and alley lights as standard equipment!
- ✦ Best fuel economy of any large police motor resulting in dramatically lower operating costs!

# The 2011 R 1200 RT-P

## Most Significant Changes

The new R 1200 RT-P gains many benefits from the updating of the civilian “sister” model in 2010. Changes include revised body side knee panels, radiator cowling, revised fairing lowers, fairing color panels, front turn signals, clear TS lenses, windshield, windshield support, instrument panel dashboard and instrument “mask.” The handlebar brake and clutch assemblies and control switches are completely new, with a new turn signal switch. The engine benefits from a new dual overhead camshaft cylinder head and optimized exhaust system to boost torque while running middle-grade\* fuel. Engine cooling is optimized with an enlarged radiator.

New police switches provide all requested functions in a glove-friendly, waterproof sealed switch design. Each unique function has an LED light to indicate when the function is being used.

Left Switch	Right Switch
• Cruise Lights	• Headlight Off
• Left Alley Light	Siren
• Right Alley Light	• Emergency Lights
• TDL On Continuous	• 2-Way Rear Flashers
• TDL / Wig-Wag	Gun Lock Release



The BMW LED Take-Down Light system is pre-wired including the handlebar switch. The LED TDL system can wig-wag during pursuit as well as illuminate violator stops or use for enhanced daytime visibility!

Cruise lights and alley lights are now standard equipment / functions. Simply use a white light element in the front side LED emergency lights which act as alley lights when desired. Cruise lights illuminate front and rear emergency lights in steady burn mode @10% power to mark motor location w/o distraction.

Electronic locking gun mount lock switch, lock connection & gun lock timer are pre-wired. Pre-wired moving radar battery +, switched power, ground & VSS are also standard. A new radio power point connection provides “clean” battery and switched power as well as ground to enable radio wake-up with ignition. Two additional 4A power circuits (one switched / one constant) are available for video or other accessories.



\*Performance is increased slightly w/premium (91 AKI vs. 89 AKI)

# BMW Police Motors

## Your Best Long-Term Value!

BMW Police Motors have been utilized by more than 450 agencies in the US, including the three largest US fleets operated by the California Highway Patrol, Los Angeles Police Department and Los Angeles Sheriff's Department. BMW has always focused on providing the best police motor with the features that agencies want and use. BMW police motors are supplied with a much higher level of standard



Los Angeles Sheriff's Department

equipment than our competitors, which is why you need to look carefully at what features you specify in your RFQ's when comparing price and value. **No police motor sold today has a higher level of standard equipment than the BMW ... you have told us what you use and need ... and BMW supplies it!** This means significantly lower up-fitting costs as well as greater utilization and reliability for your agency.

### Added Value from BMW R 1200 RT-P Motors:

- Standard: Locking integrated Radio Box with wiring ports and ground plate.
- Standard: Police-specific top-opening saddlebags with glove-friendly latch and optional work bag liner.
- Standard: Thermostatically-controlled larger oil cooler radiator with computer-controlled fan.
- Standard: Special low first gear (9% lower) and 1:2.75 rear drive ratio for optimal patrol gearing.
- Standard: Corrosion-resistant stainless steel front and rear protection bar system.
- Standard: Linked dual 19 Ah maintenance-free batteries with 8 separately fused police circuits.
- Standard: Highest electrical output with 52A (720W) alternator producing 27A at idle!
- Standard: Four-way emergency flashers as well as two-way rear flashers, blue license plate ID lights.
- Standard: Center stand allowing easier maintenance, tire checks / changes, cleaning, etc.
- Standard: Wind tunnel optimized full fairing providing superior air management / comfort (no engine heat).
- Standard: All lights "off" switch with dimmable dashboard information display.
- Standard: Integrated fairing-mounted speakers for radio & radar, pre-wired below radio box.
- Standard: Clean radio power circuit with disconnect below radio box (battery +, ignition +, ground).
- Standard: Accurate digital police speedometer with pace-lock display / VSS signal for moving radar.
- Standard: Three-tone siren system (wail/yelp/hyper-yelp), air horn, public address and radio rebroadcast.
- Standard: Cutting-edge BMW/Code 3 LED emergency lighting system controller & housings.
- Standard: Electrically-adjustable windshield, adjustable seat height, adjustable brake, clutch & shift levers.
- Standard: Full radio interference suppression system.
- Standard: Optimized suspension and tires (pass CHP run-flat protocol) specifically for police service.
- Standard: Partial-integral ABS braking system with independent rear wheel brake control.
- Standard: The largest fuel tank (7.1 gal) with dramatically better fuel economy and range  $\geq 300$  miles.
- Standard: The longest service intervals (6,000 miles) for oil change / maintenance.
- Standard: The most comprehensive warranty covering all BMW supplied equipment, not just the motorcycle, enables your authorized BMW dealer to keep your motors on the road with less down-time.

**Optional Value from BMW R 1200 RT-P Motors:**

BMW provides the most comprehensive assortment of options specifically designed for BMW motors, from simple map lights to electric locking assault rifle mounts. All options are warranted by BMW to fit and function properly! A detailed listing of available options is in this information sheet.

Many recent entrants to the police motor arena have made claims of being much less expensive, but when the bidding is over and the dust settles, those motors are usually similar in price or even more expensive than the BMW with far less standard equipment and higher operating costs! Don't be fooled by the newcomers!

**How Important is Fuel Economy?**

The fuel economy (or lack thereof) is an increasingly important aspect of the operational cost of police motorcycles. What is illuminating is the significant additional cost of operation with specific motors. Often, motor purchases are decided with minimal differences in price without consideration to the effect of operational cost. See at right one more reason why BMW Police Motors are the best long-term value for your agency.

\* MPG for Kawasaki from February 2010 Rider® Magazine civil version road test. MPG will likely be at the low end for police conversion due to added weight, wind resistance and police riding style. Rider® Magazine test results for civilian version were 27.3 low/35 average/46.7 high.

\*\*All other MPG data results from the LASD 2010 Vehicle Test Report, where fuel consumption was monitored on fully equipped police motorcycles, ridden on specific routes to simulate typical police riding style and real world situations, including violator stops, etc.

**(there may be a new Sheriff in town ... but he sure is thirsty!)**

Estimates based on premium 91 AKI fuel.

Fuel Price \$ 4.00

	BMW G 650 GS-P	BMW R 1200 RT-P	Honda ST1300 PA9	H-D Road King	H-D Electra Glide	Kawasaki ZG1400*
Civil MPG City/Hwy	60/69	43/65	NA	35/54	35/54	27.3/35/46.7
Police MPG**	49.9	41.6	35.6	34.8	32.9	27.3*
Miles	<b>Estimated Fuel Cost</b>					
20,000	\$ 1,603	\$ 1,923	\$ 2,247	\$ 2,299	\$ 2,432	\$ 2,930
40,000	\$ 3,206	\$ 3,846	\$ 4,494	\$ 4,598	\$ 4,863	\$ 5,861
60,000	\$ 4,810	\$ 5,769	\$ 6,742	\$ 6,897	\$ 7,295	\$ 8,791
80,000	\$ 6,413	\$ 7,692	\$ 8,989	\$ 9,195	\$ 9,726	\$11,722
100,000	\$ 8,016	\$ 9,615	\$11,236	\$11,494	\$12,158	\$14,652
Miles	<b>Estimated Cost Difference from R 1200 RT-P</b>					
20,000	\$ (320)	\$ -	\$ 324	\$ 376	\$ 509	\$ 1,007
40,000	\$ (640)	\$ -	\$ 648	\$ 752	\$ 1,017	\$ 2,015
60,000	\$ (960)	\$ -	\$ 972	\$ 1,127	\$ 1,526	\$ 3,022
80,000	\$ (1,279)	\$ -	\$ 1,296	\$ 1,503	\$ 2,034	\$ 4,029
100,000	\$ (1,599)	\$ -	\$ 1,621	\$ 1,879	\$ 2,543	\$ 5,037

Your actual mileage may vary from the results above.

NA = information not available.



**Contact Information:**

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 Frank Stevens, Authority Program Manager  
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 (Retired CHP motor sergeant)  
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Dick Rothenmel, Authority Representative – East  
 (Retired MSP motor sergeant)  
[RBR972MSP@aol.com](mailto:RBR972MSP@aol.com) (517-420-4668 Cell)

## Why Doesn't BMW Lease for Shorter-Terms?

BMW builds their police motors with the intention of them being used as police motors for their entire life ... a term much longer than 12-24 months. A very high level of special standard equipment and features are built into every BMW police motor, which makes them most valuable to police agencies. BMW motors come fully equipped with lights, siren, high performance electrical system, cooling system, radio preparation, as well as other special equipment requested. This saves the agency time and money otherwise required to separately purchase and install equipment, remove / trade that equipment with each change of motors, and hope that the separately sourced equipment is compatible. BMW provides agencies with a turnkey program with a fully equipped unit delivered ready-to-go. With a warranty and service intervals that are longer than our competitors, BMW motors can actually cost less to lease & operate when purchased with a long-term view, yet provide the agency with a much higher level of reliability, safety and comfort.

BMW's largest US customer (the California Highway Patrol) rides their motors to 100,000 miles! Most motor fleets average between 7,000 to 12,000 miles

per year, so there is little reason to plan changing motors every two years. Longer-term use enables fuller utilization of the asset, you only pay to up-fit once, including striping / lettering, radio / communications, radar / computers / etc. Additional benefits include the option of owning the motor at the end of the lease (most BMW leases are 60-months with \$1.00 buy-out), so your motor program can survive with less funding during these tough economic times.

When developing bid specification, agencies should account for the various hidden costs that may otherwise cause bids to understate the true cost of placing motors into service. You can download a modifiable MSWord bid specification at [www.bmwmc.net](http://www.bmwmc.net).

### Some of the many hidden costs associated with short-term leases from other manufacturers are:

(not counting the cost-difference for fuel each month or differences in equipment level)

Lease Cost for Competitors	+ Monthly \$
Costs to decal and letter each motorcycle (\$250 - \$600 / 24 mo)	\$10 - \$25
Cost to purchase and outfit each new police motor with emergency light / battery packages (\$3,000 / 60 mo)	\$50
Additional cost of radio box (standard on BMW) (\$1,500 / 60 mo.)	\$25
Cost to install and later remove police equipment (10-18 hrs @ \$60 per hr. / 24 mo.)	\$25-\$45
Cost to repair / replace minor cosmetic damage, etc. that may not otherwise require replacement (\$240 - \$480 / 24 mo.)	\$10-\$20
<b>Additional Monthly Costs Outside of Lease Payment</b>	<b>\$120-\$165</b>
<b>Typical BMW R 1200 RT-P Monthly Payment</b>	<b>\$398</b>
<b>Competitor Monthly Lease Should be Less Than</b>	<b>\$233 - \$278</b>



## What's Up With BMW's Clutch?

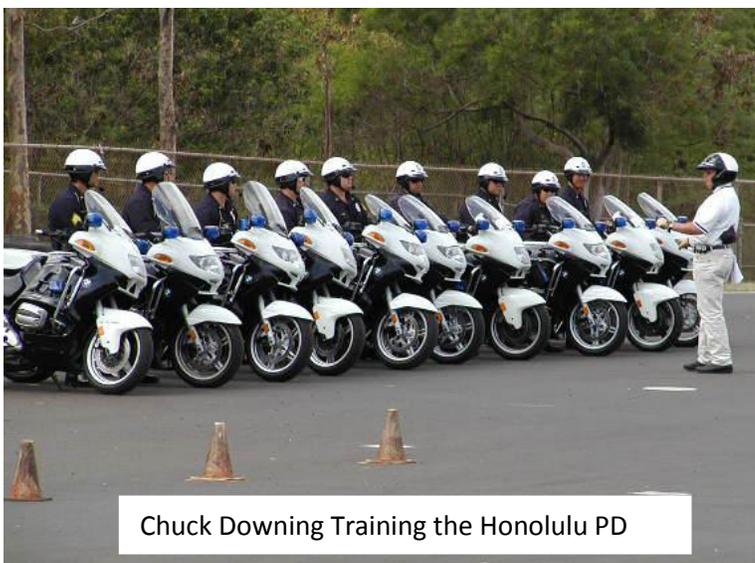
BMW utilizes a different clutch system than some of our competitors. BMW's clutch is a hydraulic (self-adjusting) single-plate dry clutch as used in cars and trucks ... well proven for long life. Our competitors utilize a multi-plate wet clutch, which runs in an oil bath.

The primary difference between the two designs is that the dry clutch operates at the end of the engine crankshaft before the primary gear reduction. The wet clutch design operates after the primary gear reduction. Meaning, that for a given RPM on a dry clutch design, the same RPM on a wet clutch design will be turning that wet clutch surface approximately half as fast (feet-per-second at the plate surface).

Conversely, if you have been trained to ride a wet clutch motor, you will need to greatly reduce the RPM on the dry clutch motor to keep from overheating it. How long would any wet clutch last if you grey-area slipped that clutch at 5,000 rpm?

Furthermore, the unique BMW opposed-twin engine design enables the motor to pull itself at idle with no throttle in either first or second gear. Consequently, the motor works best at slow rpm grey area operation below 2,000 rpm. Most fleets that have received indoctrination training have experienced no clutch issues and are seeing clutch life as high as 60,000 miles! Lastly, the BMW warranty covers the clutch for wear in the first 12 months while your officers acclimate to the motor!

**BMW provides an 8-hour indoctrination training class for all purchasers of BMW police motors free-of-charge.** Experience has shown that when motor officers fully understand how to utilize every feature of the motor, their agency will receive the full benefit of their investment. Additionally, if your agency has experienced significant turn-over of your motor staff and would like refresher training, contact us and we will schedule another 8-hour training session for your officers or training staff.



Chuck Downing Training the Honolulu PD

**BMW provides 40-hour service maintenance training classes at our Ontario, CA BMW Training Center free-of-charge to the agency.** This class is specifically tailored to agency technicians who wish to fully maintain the motor as well as perform supplementary work such tire changes, clutch replacement, etc. BMW also offers 40-hour training on the BMW MOSS diagnostic tester system for agencies with larger fleets that can justify the acquisition of a diagnostic tester. The training enrollment form can be found under the training tab on the BMW Police Motors Website at [www.bmwmc.net](http://www.bmwmc.net).

## R 1200 RT-P Options / Equipment Listing

### Standard Color Choices

Night Black & Alpine White III (753)  
Alpine White III (751)  
Night Black (716) (Special Order)  
Other Colors Available via Special Order

### Production Selectable Options

Heated Grips (519)  
TPM (Tire Pressure Monitoring) (530)  
Safety Pkg = TPM + ASC (Traction Control) (430)

### Emergency Light Options (inside Pods)

Red Optix LED Light  
Blue Optix LED Light  
Amber Optix LED Light  
White Optix LED Light  
Duplex Rear Light Bracket  
Rear LED Double-Up Kit  
Supplementary LED Turn Signals  
Supplementary LED Brake/Tail Light

### Exterior Emergency Light Options

Ext. LED Mount Rear (dual)  
Ext. LED Mount Front Forward L & R  
Ext. LED Mount Front Side L & R  
Ext. LED Front Wiring Harness  
Exterior Red Optix LED  
Exterior Blue Optix LED  
Exterior Amber Optix LED  
Exterior White Optix LED  
Photocell Assembly for Ext. Rear LED's  
Ext. Brake/Tail LED Light (license plate mount)  
Ext Brake/Tail LED Light (high interference)  
Red LED Series 10 License Plate ID Light  
Take Down Lights  
Take Down Light Controller

### Radar Options

Front 12v Power Outlet (lighter style)  
Rear 12v Power Outlet (lighter style)  
Radar Power/Speed Signal Pigtail  
Kustom Eagle Display Head Mount  
Kustom Raptor Display Head Mount  
Kustom Eagle Front & Rear Antenna Mounts  
Kustom Raptor Front & Rear Antenna Mounts  
Kustom Raptor Radar Counter Mount (in radio box lid)  
Kustom / Stalker Remote Mt  
Stalker Dual (not waterproof) Display Head Mount  
New Stalker DSR 2X Display Mount  
Stalker Dual Waterproof Display Head Mount  
Stalker Front & Rear Antenna Mounts  
Kustom Talon Radar Gun Mount  
LTI 20/20 Lidar Gun Mount  
Kustom Pro-Laser 3 Lidar Gun Mount  
Stalker II Radar Gun Mount  
Decatur Genesis Radar Gun Mount  
Stalker Lidar Gun Mount  
CHP Stalker Controller Mt. (radio box lid)  
Radar Connection Plug w/Terminals  
Radio Speaker Connection Plug w/Terminals

### Other Convenience Options

BMW Navigator 4 GPS  
GPS Mount  
Extra Ignition Key  
Map Light  
Note Pad Holder  
POLICE Decal Set  
Front Flashlight Holder  
Flashlight / PR24 Holder - Rear Mt.  
Flashlight / PR24 Holder - Front Mt.  
Rear Vertical Shotgun Mount  
M4 Combat Assault Rifle Mount  
Gun Lock Variable Timer  
Low Seat - Not Heated  
Heated Seat - Low  
Heated Seat - Std.  
Heated Seat Cable (required for above)  
Rocker Cover Protectors  
Chrome Rocker Covers w/Chrome Bolts  
Tire Pressure Gauge  
Saddlebag Liners (each)  
Repair Manual DVD  
BMW Battery Charger II  
Power Socket Harness - Fused  
Motorcycle Deluxe Cover  
Ticket Book Box (1150 / 1200)

### Radio Options

Radio Power Plug Connector  
Accessory Power Pigtail  
Low Band Antenna Mounting  
Low Band Antenna Support Struts  
Antenna Base (175 - 460 MHz)  
800 MHz Antenna Ground Plate  
Radio Speaker Pigtail  
Radio Head Sun Visor  
Power Management Module  
Radio Plug Connector for PMM Lead  
PA Microphone & PA Cable Set  
CHP Repeater Antenna Mount  
CHP Low Band Antenna Mounting Plate  
CHP Low Band Antenna Mount Struts  
**Push-To-Talk Accommodations**  
PTT Remote Mounting Bracket  
PVP Two-Hole Plate (smaller new switches)  
PVP Two-Hole Plate (larger old switches)  
Set Com Push Button Switch Plate  
CHP / Set Com Toggle Switch Plate

### Side Stand Options

Locking Side Stand Complete  
Side Stand "Kicker" Peg (for non-locking stands)

### Video Integration Options

L3 Mobile Vision Display Mount  
L3 Mobile Vision Camera Mount  
Kustom Road Warrior Display Head Mount  
Kustom Road Warrior Camera Mount  
Kustom Road Warrior Processor Mount - Radio Box

# Limited Warranty - BMW R 1200 RT-P 2011 Police Motorcycles (Valid only in the U.S.A.)

BMW of North America, LLC ("BMW NA") warrants to the first retail Public Authority (Purchaser) and each subsequent Purchaser of 2011 U.S. specification R 1200 RT-P BMW Police motorcycles, imported by BMW NA, to be free of defects in materials or workmanship for a period of 39 months or 60,000 miles, whichever occurs first, commencing with the date the motorcycle is delivered to its first retail Purchaser, or, if the motorcycle is first placed in service as a BMW Press motorcycle, BMW Employee Lease motorcycle, BMW Motorcycle demonstrator, BMW Display motorcycle, BMW Fleet Motorcycle or BMW Motorcycle retailer demonstrator prior to sale at retail, on the date the motorcycle is first placed in such service.

To obtain service under this warranty, the motorcycle must be brought, upon discovery of the defect, to the workshop of any BMW Motorrad USA authorized motorcycle retailer. This motorcycle dealer will, without charge for parts or labor, either repair or replace the defective part(s) using new or authorized remanufactured parts. The decision to repair or replace said part(s) is solely the prerogative of BMW NA. Parts for which replacements are made become the property of BMW NA.

BMW NA makes no other express warranty on this product except the warranty as to the emission control system. **The duration of any implied warranty of merchantability, is limited to the duration of the express warranty herein. BMW NA hereby excludes incidental and consequential damages, including loss of time, inconvenience, or loss of use of the vehicle, for any breach of any express or implied warranty, including any implied warranty of merchantability that may be applicable to this product.** Some states do not allow limitations on how long an implied warranty lasts, or the exclusion or limitation of incidental or consequential damages, so the above limitations and exclusions may not apply to you.

This warranty is not applicable to Certified Pre-Owned (CPO) Motorcycles offered for sale under the BMW Certified Pre-Owned Motorcycle Program. A separate Certified Pre-Owned protection Plan, described in applicable CPO literature, outlines the coverage provided to BMW CPO Motorcycles under the CPO Protection Plan.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state. Any legal claim or action arising from any express or implied warranty contained herein must be brought within 12 months of the date it arises.

## **Notwithstanding the above, the following items are warranted against defects in material and workmanship for the first 12 months:**

- Halogen headlight bulbs
- Paint, powder coat and chrome finishes

## **Notwithstanding the above, the following items are warranted against "Service & Wear" for the first 12 months:**

- Clutch Plates

## **Notwithstanding the above, the following items are warranted against defects in material and workmanship for the first 24 months:**

- Batteries

## **This warranty does not apply to the following, except as noted above:**

**a. Maintenance Services** - This includes, but is not limited to, scheduled maintenance, such as oil changes, wheel balancing; mechanical adjustments or repairs which become necessary through normal wear and tear such as throttle body synchronization, poly V-belt adjustments or steering bearing adjustments; or periodic maintenance such as input and Paralever drive shaft spline lubrications.

**b. Service & Wear Items** - This includes, but is not limited to, the replacement of brake pads, linings and rotor assemblies, clutch plates, rear drive chain / belt and sprockets, spring strut dampers, steering head dampers, steering head, wheel and swing arm bearings and ball joints, incandescent bulbs, fuses, control cables, poly V-belt replacements, exhaust pipes and mufflers for discoloration of finish and rubber items such as hand grips, heated hand grips, foot rests, foot shift and control cable shields.

**c. Batteries** - Batteries that exhibit signs of neglect or overcharging.

**d. Tires** - Tires and tubes are warranted by their respective manufacturer for defects in materials and workmanship.

**e. Code 3 Emergency Products** - BMW NA has arranged with Code 3 Public Safety Equipment, Inc. ("Code 3") to allow authorized BMW motorcycle retailers to process valid Code 3 claims for warranty repair / replacement of Code 3 products; but only for Code 3 products supplied by BMW NA on new BMW police motors or originally distributed by BMW NA through the BMW parts system. Code 3 warranty duration is 5-years for LED's light heads, 3-years for siren amplifiers and LED flasher modules, 2-years siren speakers. Please refer to the warranty information provided with these products for further details.

**f. Other Emergency Lighting and Siren Systems** - These components manufactured by Whelen, Federal Signal and Unitrol are warranted by their respective manufacturer for defects in material and workmanship. Please refer to the warranty information provided with these products for further details or consult the BMW police motors website for the respective manufacturer's warranty / repair information at [www.bmwmc.net](http://www.bmwmc.net).

**g. Failure to Service** - This includes, but is not limited to, damage attributable to failure to perform maintenance services at the specified intervals or in accordance with the instructions in the Rider's Manual and/or Service & Technical booklet. Proof must be provided either by a paid invoice copy or filling in the appropriate boxes in the Service & Technical booklet.

**h. Damage** - This includes, but is not limited to, damage resulting from negligence, improper treatment, the installation and use of side cars, three wheel conversions, trailer hitches, the towing of trailers of any description, accidents or improper accident damage repairs, corrosion from road salts, battery acid, cleaning agents, environmental influences, or treatment contrary to the Rider's Manual and/or Service and Technical booklet.

**i. Non-BMW Parts** - Damage to a component or assembly due to the installation of replacement parts with specifications that differ in any material respect from Original BMW Parts.

**j. Towing** - Limited towing assistance is available through the BMW Motorcycle Roadside Assistance Plan.

## **The warranty shall be null and void if:**

- 1. The motorcycle is used in any competitive events.**
- 2. The motorcycle has been declared a total loss or sold for salvage purposes.**
- 3. If the Vehicle Identification Number has been altered or cannot be read.**
- 4. Any performance accessories or components attached to the vehicle which alters the original engineering and/or operating specifications which results or may result in damage to other original components.**



## Town of Atherton

### City Council Staff Report

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CHIEF OF POLICE EDWIN F. FLINT  
**DATE:** FOR THE MEETING OF NOVEMBER 16, 2011  
**SUBJECT:** PATROL VEHICLE PURCHASE

#### **RECOMMENDATION:**

Staff recommends that Council authorize the Police Department to purchase two 2011 Ford Crown Victoria Interceptors as replacement patrol vehicles for a cost of \$70,000.00, which includes tax, license, emergency equipment, and installation costs.

#### **DISCUSSION:**

The Police Department's marked patrol vehicles are Ford Crown Victoria Interceptors, equipped with red lights, siren, communications equipment, mobile video systems, gun racks, and prisoner security cages. They are used by patrol officers to assist with their duties in patrolling neighborhoods, enforcing traffic laws, transporting prisoners to jail, and deploying K-9 police dogs.

The Ford Crown Victoria Interceptor has been the standard-bearer of police patrol vehicles for many years, and is one of the most widely used automobiles by law enforcement agencies throughout the United States and Canada. The Interceptor comes standard with a high-performance 250 hp V-8, and is equipped with an external oil-to-coolant heat exchanger to reduce engine oil temperatures, allowing the vehicle to idle for extended lengths of time without overheating. Additionally, the Interceptor has a performance handling package, heavy-duty shocks and suspension, and high-speed brake linings required for police emergency vehicles.

The general life expectancy of a police patrol vehicle is 4 years and anywhere between 75,000 to 100,000 miles, depending on the mechanical condition of the vehicle and how and where the vehicle was deployed. For example, the California Highway Patrol (CHP) runs their patrol vehicles to the upper range of 100,000 miles before being pulled from service, as high-speed freeway miles put less strain and wear on the vehicle than the low speed stop-and-go usage of police and sheriff's vehicles. Although these vehicles are well cared for and receive regular maintenance, they are driven hard, stay running for long periods of time, and may be used 24 hours a day for weeks at a time.

The Police Department has an aging fleet of patrol vehicles, with two vehicles in particular that are overdue for replacement. The patrol vehicles are the K-9 Vehicle, VIN# 2FAFP71W35X166349, and Patrol Vehicle #4, VIN# 2FAFP71WX5X166350, both of which were originally purchased in June 2005. The vehicles currently have more than 98,000 and 107,000 miles respectively, and were due for replacement during the FY 2010-2011 budget cycle.

In these tough economic times, most law enforcement agencies, including the Atherton Police Department, have exceeded both the industry standards of 4 years and 75,000 miles. The mileage and maintenance costs of our aging patrol fleet are mounting. We cannot and should not defer the replacement of these two patrol vehicles any longer.

### **FISCAL IMPACT:**

The cost of two 2011 Ford Police Interceptors is \$25,000 each, plus tax and license, for a total cost of \$27,062.50 per vehicle. An additional expense of approximately \$8,000.00 per vehicle is required for purchase and /or installation of required equipment, bringing the total replacement cost per vehicle to \$35,072.50.

Much of the equipment from the old vehicles is reinstalled on the new Interceptors. However, in some cases, it is more cost effective to replace than repair and recycle old or outdated equipment. The Town currently has a vehicle replacement fund for both planned and un-planned purchases of vehicles. The Finance Director has confirmed the vehicle replacement fund will support the purchase of the two new Interceptors during this current budget cycle.

The two 2011 Ford Police Interceptors originate from a ten vehicle purchase from Town Ford (See Exhibit A). Town Ford took over the pre-existing contract from San Francisco Ford when San Francisco Ford was shut down. By purchasing 2 vehicles from this 10 vehicle order, the Town of Atherton will save \$1,500 - \$2,000 per vehicle and has been saved the additional work of going through the competitive bidding process.

Prepared By:

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Chief Edwin F. Flint

Approved:

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City Manager John Danielson

# CITY OF REDWOOD CITY PURCHASE ORDER

Please itemize all charges. Show Permit Number, when billing California USE Tax. If this order includes services which may be reportable for income tax purposes and if you are an individual proprietor or a partnership, please indicate on your invoice your taxpayer reporting number (Social Security Number or Employer Identification Number) in accordance with requirements of the Internal Revenue Service. Pursuant to the Federal Privacy act of 1974, you are hereby notified that disclosure of your social security number is mandatory. The principal uses of the number shall be to report payments to Federal and State governments.

Order No. must be marked on each Package, Shipping Receipt and Invoice.

NO. 48489  
DATE. 11/01/10

INVOICE MUST SHOW PURCHASE ORDER NUMBER  
ACCEPT PAYMENT ONLY BY CITY OF REDWOOD CITY WARRANT

INVOICE IN DUPLICATE TO:

CITY OF REDWOOD CITY \* ACCOUNTS PAYABLE  
P.O. BOX 391 \* REDWOOD CITY, CA 94063-0391  
PHONE: 1 (650) 780-7076

ATTACHED APPENDIX(ES)  
ARE A PART OF THIS ORDER.

SAN FRANCISCO FORD  
1595 VAN NESS AVE.  
SAN FRANCISCO, CA 94109

DELIVER TO  
  
EXT. NO.  
SEND ORDER COPY TO

S  
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MUNICIPAL SERVICES CENTER  
1400 BROADWAY \* REDWOOD CITY, CA 94063-0391  
(UNLESS STATED BELOW)

DEPARTMENT NAME. PWS FLEET & MSC MANAGEMENT	DEPARTMENT NO.
CONTRACT OR RESOLUTION NO. 10-197	DEPARTMENT REQUISITION NO. 12292

CITY OF REDWOOD CITY  
PWS EQUIPMENT  
1400 BROADWAY  
REDWOOD CITY, CA 94063

F.O.B. DESTINATION	DELIVERY DATE. 06/30/11	TERMS NET 30	PRICE BY	VENDOR NO. 43657
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ITEM NO.	QUANTITY	DESCRIPTION.	ACCOUNT NO.	UNIT PRICE	AMOUNT
1	1 EA	Ten 2011 Ford Crown Victoria Patrol Cars.	791 67230 95	249821.05	249821.05
				SUB TOTAL	\$249821.05
				TAX %	0.00
					=====
					\$249821.05

DELIVERY AND RECEIVING INFORMATION:

*Close Out*

*[Signature]*

The contract resulting from this Order shall be governed by the laws of the state of California or codes of the city of Redwood City. Prices specified include all taxes and shall not be increased by failure of Seller to have included any applicable tax or as the result of any change in Seller's tax liability.

No variations, deletions, price increase, changes or modifications shall be effective without written approval of the Redwood City Purchasing Division. Address all correspondence and acknowledgements pertaining to this order to:

CITY OF REDWOOD CITY  
PURCHASING DIVISION  
P.O. BOX 391  
REDWOOD CITY, CA 94063-0391  
PHONE 1 \* 650 \* 780 \* 7070

CITY OF REDWOOD CITY  
BY *[Signature]*

DEPARTMENT ACCOUNTING COPY



## Town of Atherton

### CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL  
JOHN DANIELSON, INTERIM CITY MANAGER**

**FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR**

**DATE: FOR THE MEETING OF NOVEMBER 16, 2011**

**SUBJECT: ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE  
OF COMPLETION AND APPROVAL OF CONTRACT CHANGE  
ORDERS IN THE AMOUNT OF \$ 1934.00 FOR A TOTAL PROJECT  
COST OF \$66,156.00 FOR THE SOUTH MEADOW IRRIGATION AND  
TURF REHABILITATION PROJECT NUMBER 56019.**

### RECOMMENDATION

Pass a motion accepting work, authorizing recording of a notice of completion and approving contract change orders in the amount of \$1934.00 for a total project cost of \$66,156.00 for the SOUTH MEADOW IRRIGATION AND TURF REHABILITATION PROJECT NUMBER 56019.

### INTRODUCTION

The Council awarded a contract on November 17, 2010 to Jensen Corporation for South Meadow irrigation and turf rehabilitation for \$64,222.00, with a \$6422.00 construction contingency, for a total authorized amount of \$70,644.00. Work under the contract has been completed.

### ANALYSIS

The original contract price was for \$ 64,222.00. There was one (1) field directive change order totaling \$1934.00 and quantity increases/decreases of \$0.00 bringing the total contract to \$66,156.00. The contract changes were as follows:

- |                                 |             |
|---------------------------------|-------------|
| 1. Original Contract            | \$64,222.00 |
| 2. Quantity Increases/Decreases | \$0.00      |

3. Change Order No. 1	\$1934.00
TOTAL	\$66,156.00

**FISCAL IMPACT**

Parcel Tax funds in the amount of \$60,000 were budgeted for this project in FY 2010-11. Bids were received for the project on November 10, 2010. Jensen Landscape was the low bidder at \$64,222. This bid was 24% below the engineer's estimate prepared by Kikuchi & Associates, the designer of the project, of \$84,694. A 10% construction contingency of \$6,422.20 brought the total authorization to \$70,644, which was \$10,644 above the FY 2010-11 budget.

An additional \$6,950 was spent for the design work by Kikuchi, and approximately \$2,500 is anticipated for construction support services. The total budget needed for the project is therefore \$80,000, a \$20,000 increase over the original budget. In November 2010, Council approved that budget be funded from Parcel Tax from funds saved by cancelling the Park Storage at Main House project, currently budgeted at \$100,000, could be used to fund the deficit in this project.

**CONCLUSION:**

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

Prepared By:

Approved:

\_\_\_\_\_  
Michael Kashiwagi, P.E.  
Public Works Director

\_\_\_\_\_  
John Danielson  
City Manager

Attachment: Notice of Completion  
Certificate of Completion

**RECORD REQUESTED BY:**

**TOWN OF ATHERTON**  
**AND WHEN RECORDED MAIL TO:**

**CITY CLERK, TOWN OF ATHERTON**

**91 ASHFIELD ROAD**  
**(Street Address)**  
**ATHERTON, CALIFORNIA 94027**  
**(City, State and Zip Code)**

No fee pursuant to Government Code Section 6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**TOWN OF ATHERTON**  
**NOTICE OF COMPLETION**

South Meadow Rehabilitation  
PROJECT NO. 56019  
ATHERTON, CALIFORNIA

NOTICE IS HEREBY GIVEN THAT Michael Kashiwagi, Engineer of Work for the Town of Atherton, County of San Mateo, California, on the 17th day of November, 2011 did file with the City Clerk of said Town a Certificate of Completion for the work described in the construction contract awarded to Jensen Corporation on the 17<sup>th</sup> of November, 2010, said contract being executed on the 5<sup>th</sup> day of January, 2011.

That said work and improvements were accepted as completed on the 15th day of July, 2011, and that acceptance for completion of said work was ordered by Motion of the City Council of said Town, adopted on the 16<sup>th</sup> day of November, 2011, and that the name of the surety on the Contractor's bond for performance, labor and materials on said project is Liberty Mutual Insurance Company, 71 Stevenson Street, Suite 600, San Francisco, Ca. 94105

That said work and improvements consisted of South Meadow Irrigation and Rehabilitation as described in the plans and specifications approved by the City Council of the Town of Atherton pursuant to motion, adopted the 17<sup>th</sup> day of November, 2011.

That I, Michael Kashiwagi, City Engineer of the Town of Atherton, am authorized by said Motion to execute and file this notice with the County Recorder of the County of San Mateo.

BY: \_\_\_\_\_  
City Engineer  
\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Deputy City Clerk  
\_\_\_\_\_  
Date

'I declare under penalty of perjury that the foregoing is true and correct.'

\_\_\_\_\_  
Atherton, CA  
(Date and Place)

\_\_\_\_\_  
(Signature)

**TOWN OF ATHERTON  
CERTIFICATE OF COMPLETION**

**PROJECT NAME:** South Meadow Irrigation and Turf Rehabilitation Project  
**PROJECT NUMBER:** 56019  
**LOCATION:** Holbrook-Palmer Park, 150 Watkins Ave., Atherton, Ca.  
94027

**NOTICE IS HEREBY GIVEN:**

1. That on July 15, 2011, the Public Works project known as South Meadow Irrigation and Turf Rehabilitation Project, Project Number 56019 was completed in accordance with the plans and specifications as required by the Town of Atherton.
2. That the name and address of the party filling this notice is:  
Town of Atherton  
91 Ashfield Road  
Atherton, California 94027.
3. That the name and address of the Contractor responsible for the construction of the project is:  
Jensen Corporation  
1983 Concourse Drive  
San Jose, Ca. 95131
4. That the name and address of the Contractor's surety is:  
Liberty Mutual Insurance Company  
71 Stevenson Street, Suite 600  
San Francisco, Ca. 94105
5. That the project is described as:  
Irrigation and turf rehabilitation as more particularly described in the plans and specification approved by the City Council of the Town of Atherton pursuant to Motion, adopted the 17<sup>th</sup> day of November, 2010.

**BY:** \_\_\_\_\_  
**Michael Kashiwagi, P.E.** \_\_\_\_\_  
**Public Works Director** **Date**

**ATTEST:** \_\_\_\_\_  
**Theresa Della Santa** \_\_\_\_\_  
**Deputy City Clerk** **Date**



## ITEM 16

**DATE:** CITY COUNCIL MEETING OF NOVEMBER 16, 2011

**TO:** THE CITY COUNCIL

**FROM:** LISA COSTA SANDERS, DEPUTY TOWN PLANNER

**SUBJECT:** 70 CAMINO POR LOS ARBOLES (APN 070-302-300)  
ADOPT ORDINANCE TO PRE-ZONE THE SITE TO R1-A AND AMEND  
THE GENERAL PLAN MAP TO INCLUDE THE PROPERTY FOR  
ANNEXATION TO THE TOWN OF ATHERTON

### **RECOMMENDATION**

Staff recommends that the City Council adopt the Ordinance pre-zoning the site R1-A and amend the General Plan Map to include a portion of the property located at 70 Camino por los Arboles for annexation into the Town of Atherton based on the following finding;

1. The annexation of the site would not be contrary to the purpose and intent of the Atherton General Plan.

*Basis for finding: The subject site has been under common ownership since 1965. Annexing the smaller parcel and merging it with the larger parcel would provide for a site that better complies with the zoning code and general plan as compared to the current condition.*

### **INTRODUCTION**

The City Council at its October 19, 2011 meeting conducted the public hearing and introduced the Ordinance to pre-zone a portion of 70 Camino por los Arboles to R1-A and to amend the General Plan map to include the property for annexation to the Town of Atherton.

An Ordinance requires the City Council conduct a second reading for adoption. The Ordinance becomes effective 30-days after the second reading hearing.

Once the Ordinance is adopted by the City Council, the item will be heard by the Local Agency Formation Commission (LAFCO) for action on the annexation request. If LAFCO approves the annexation, the item will come back to the Atherton City Council for formal acceptance.

**CONCLUSION**

It is Planning Staff's professional opinion that annexing a portion of 70 Camino por los Arboles to the Town of Atherton would not be contrary to the purpose and intent of the General Plan and the Zoning Ordinance.

**ALTERNATIVES**

The City Council could amend the General Plan Land Use Map and adopt the Rezoning of a portion of 70 Camino por los Arboles as requested by the applicant, could request modifications of the request or could deny the annexation request.

**FISCAL IMPACT**

All costs covering the processing of this application are paid for by the applicant.

**ENVIRONMENTAL IMPACT**

The proposal has been determined to be exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Section 15305; minor alteration in land use limitation.

**FORMAL MOTION:**

I move that the City Council adopt the Ordinance amending the General Plan Map and Prezone the site to R1-A to allow the annexation of a portion of 70 Camino por los Arboles to the Town of Atherton.

Attachment:

1. Ordinance

**ORDINANCE \_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON  
AMENDING THE GENERAL PLAN MAP AND PRE-ZONING THE SITE R1-A  
FOR THE ANNEXATION OF A PORTION OF 70 CAMINO POS LOS ARBOLES  
(APN 070-302-300) TO THE TOWN OF ATHEROTN**

**WHEREAS**, the Town received an application to annex a portion of 70 Camino por los Arboles (APN 070-302-300) into the Town of Atherton, and the applicant has also submitted an application for consideration by LAFCo, and

**WHEREAS**, the subject site is approximately 5,346 square feet in area and has been under common ownership with the larger parcel at 70 Camino por los Arboles since 1965 and the two properties have been utilized as one residential site, and

**WHEREAS**, the applicant has also submitted an application to the Town for a lot line adjustment and has agreed to merge the two properties once the annexation has been completed, and

**WHEREAS**, the General Plan land use designation for all residential properties in Atherton is “single family residential, low density” and the annexation of a portion of 70 Camino por los Arboles is consistent with the General Plan, and

**WHEREAS**, the Residential Zoning District R1-A is the appropriate zoning designation for the subject site as the main parcel it will be merged with is under this zoning designation as well as all surrounding properties, and

**WHEREAS**, on September 28, 2011, the Planning Commission conducted a duly noticed public hearing on the proposed General Plan Amendment and Pre-Zoning and heard and considered public testimony on the subject. At the close of the September 28, 2011 public hearing the Planning Commission recommended that the City Council amend the General Plan and Pre-zone a portion of 70 Camino por los Arboles to R1-A; and

**WHEREAS**, on October 19, 2011, the City Council conducted a duly noticed public hearing and on said date the public hearing was opened, held and closed.

**NOW, THEREFORE, THE CITY COUNCIL OF THE TOWN OF ATHERTON DOES ORDAIN AS FOLLOWS:**

1. Amend the General Plan Map to include a portion of 70 Camino por los Arboles (APN 070-302-300) within the Town of Atherton boundaries with the land use designation of “Single Family Residential, Low Density”.
2. Prezone a portion of 70 Camino por los Arboles (APN 070-302-300) to R1-A pending annexation of the parcel to the Town of Atherton.

**SECTION 2:** CEQA Categorical Exemption: The adoption of this ordinance is Categorically Exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines Section 15305 as a minor alteration to land use limitations. It does not change residential density.

**SECTION 3:** Severability. The City Council hereby declares every section, paragraph, sentence, cause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

**SECTION 4:** Effective Date. This Ordinance shall be in full force and effective 30 days after its adoption, and shall be posted as required by law.

Introduced this 19<sup>th</sup> day of October, 2011.

Passed and adopted as an Ordinance of the Town of Atherton at a regular meeting thereof held on the \_\_\_ day of \_\_\_\_\_, 2011, by the following vote:

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

---

James Dobbie, Mayor

ATTEST:

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Theresa DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

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Bill Conners, City Attorney

# Trash & Recycling Rate Adjustment Discussions

Bill Widmer  
Jerry Carlson  
John Danielson

November 16 2011



# Agenda

- Review of Contact and Cost Drivers
- SBWMA & Recology Forecasts
- Allied Waste Final Settlement
- Noticed Rates
- Recommended Allied Treatment
- Recommended Rates



# Recology/SBWMA Contract Review

- 10 Year contract agreed in Oct 2010
  - Contract developed/negotiated 2008-2010
  - Provided Non-revocable service contract for pickup and processing to SBWMA and Recology
  - Fixed Price pickup with True up and CPI adjustments
  - Variable cost disposal and commodity recycling
- Contract Term 2011-2020 inclusively
- Part of 12 community service group
- Contract provides a 10% franchise fee to Town
- 2011 Rates (~45% increase) took effect mid-year and were known at the time to result in a shortfall of \$500K-600K



# Recent Rate Increase Review

- July Increases: (44% avg) 

	<u>2009 rate</u>		<u>2010-effective July</u>	
20 Gal cart suite	17.32	➔	20	15.5%
32 Gal cart suite	27.69	➔	44	59%
64 Gal cart suite	55.38	➔	83	50%
96 Gal cart suite	82.18	➔	125	52%
Green Cart fee for carts 3+	0.00	➔	6	
- 2011 Rate hike due in part for high, unfunded Organics pickup and processing costs
  - Organics cost projected at \$19+ per cart
- These increases, effective in July knowingly left shortfall in Town's forecast obligation
- Allied Waste final bill was projected but not finalized and therefore not addressed in this rate adjustment
- Current monthly income \$197K ➔ ~\$2.4M annualized



# Experience from Last Increase

- Cart Migration
  - Families moved to smaller cans reducing revenue but reducing disposal fees as well
  - Migration was:
    - +20% -20 gal suite (358 to 425)
    - 3% - 32 gal suite (941 to 919)
    - 2% - 64 gal suite (684 to 669)
    - 7% - 96 gal suite (603 to 558)
- Green Can Reduction
  - Audits need to be done periodically as Recology does not have clear view
  - As billings started some Green waste cans were discontinued resulting in route efficiencies improvement and reduction in disposal fees
  - Current EXTRA Green cart count is 1966+ generating annually



# Current SBWMA Forecasts and Team Analysis

- Recology and SBWMA forecast that our current rate card will result in a under run due, primarily to disposal cost increases and our late rate increase initiation
  - At current rates, collection totals ~\$2.4M
  - Projected shortfall from 2011-\$686K (incl Franchise fee) as a result of the 15 July implementation
  - Forecast 2012 cost increases-\$190K
  - Allied Contract Closeout



# Allied Waste Final Settlement

- Allied costs were not finalized at time of contract close-out
  - Binding increases given to Union
  - Increases in route costs and disposal fees
  - Estimates were \$334K
- SBWMA and Board reviewed final bills
  - Final assessment to Atherton \$337K
- Atherton owned surplus balance of \$164\*K in 2002-8 which was put in General Fund in 2008
  - Primary driver was cost decrease in disposal fees
  - This was **partially** applied to later rate increases

\* Figure from Feb 2011 Rate Hearing presentation slide 5



# Methodology Behind Noticed Rates

- The committee addressed all cost items to develop the Not to Exceed Noticed rates
- Overall these represent another 49% increase in fees from July and ~114% increase from January, with a corresponding 100+% win-fall for the Town in Franchise fees
  - Green Fee increases were not considered in rate determination further growing revenue
  - Noticed Commercial rate increases of ~ 83% are not included in this calculation either
- Projecting forward, 2013 rates would result in a substantial surplus



# Noticed Residential Rates

- **Trash Rates**

<u>Cart Size</u>	<u>\$/month</u>
20	30
32	65
64	125
96	185

- **Green Carts**

<u>Number</u>	<u>\$/month</u>
2	Included
3-4	10 each
5 and up	15 each



# Noticed Commercial Rates and Comments

- Commercial Rates have not changed in 3+ years
- Rates were below Residential Rates
- Adjustments equal Residential on like for like and similar to East Palo Alto
  - 96 Gal - \$185
  - 1 yd - \$ 200
  - 2 yd - \$ 400
  - 3 yd - \$ 550
- Organics per Residential Rates



# Sub Committee Recommendation on Allied Settlement

- Atherton owned surplus balance of \$164K in 2002-8 which was put in General Fund in 2008
- This surplus was decreased to cover later increases
- The resulting surplus (100-47K) of rates paid by residents under the Allied contract should be used to underwrite this obligation
- Remainder should be funded by Green cart fees (~100K), commercial rate increases and on year's application of the "gain" on franchise fee (\$133K from 2010)



# Committee Recommended Action on 2011 Collection Under-run

- SBWMA has agreed to payoff of under-run over a 2 year (2012-2013) time period
- Full payment would result in a 2013 surplus of \$500K assuming similar CPI and true up cost increases are received
- The committee recommends 67% payment of the 2011 under run (\$460K) only leaving \$226K for 2013, allowing minimal surplus to cover annual CPI costs of living adjustments plus any final true-up from Recology and any SBWMA cost increases (processing and disposal) and minor cart migration
  - Reminder 2012 estimated cost increases ~200K
- This should result in steady rates for 2+ years



# Committee Recommended Residential Rates

<u>Cart Suite</u>	<u>Monthly Rate(\$)</u>	<u>Increase(\$)</u>
20 gal	26	6
32 gal	55	11
64 gal	105	22
96 gal	155	30

Green Carts as Noticed

Commercial Rates with above 96 Gal  
change



# 2010-2012 Rate Analysis

- In work



# Council Action Alternatives

- Approve Commercial and Green Rates as is
  - Commercial Clients may opt out
- Exclude Allied adjustment from Rate
  - Fund from earlier surplus plus other fees
- List of Rate options  
to be included here later



**ORDINANCE \_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON  
RESCINDING THE RATES SET IN ORDINANCE 592 AND INCREASING THE  
RATES FOR SOLID WASTE/RECYCLING COLLECTION SERVICES**

WHEREAS, the Town of Atherton ("Town") has provided a franchise to Recology ("Franchisee") allowing for and governing the collection of refuse, recyclable material and plant material within the Town of Atherton's limits and the Town has approved rates, most recently by Ordinance 592, that Franchisee may charge for these solid waste/recycling collection services; and

WHEREAS, pursuant to the Uniform Franchise Agreement for Collection Services ("Solid Waste/Recycling Collection Agreement") between Franchisee and the Town, the Town is required to adopt solid waste/recycling collection rates that produce revenues sufficient to provide payment to Franchisee in accordance with the amount due under the Solid Waste/Recycling Collection Agreement; and

WHEREAS, after an audit by Hilton, Frankophf and Hobson and the South Bayside Waste Management Authority, the Town has determined that Franchisee is entitled to an increase in the solid waste/recycling collection rates; and

WHEREAS, at the City Council meeting of October 19, 2011, the Vice Mayor presented the City Council with a presentation for increasing the solid waste/recycling collection rates; and

WHEREAS, staff took the necessary steps under Proposition 218, including the mailing of notices regarding a public hearing to consider a proposed ordinance to adopt an increase in the solid waste/recycling collection rates; and

WHEREAS, the Town has identified the parcels upon which the increased solid waste/recycling collection rates will be imposed, calculated the amount of the rates, and mailed notice to the refuse service billing address for all parcels in the Town of Atherton, wherein the Town provided written notice of the proposed rates, the basis for the calculation, the reason for the rates and the date, time and location of a public hearing not less than 45 days after sending the notice; and

WHEREAS, the Town further provided published and posted notice of the foregoing; and

WHEREAS, the City Council held the duly noticed public hearing and considered any and all protests; and

WHEREAS, written protests against the solid waste/recycling collection rates were not presented by a majority of owners or tenants of the identified parcels;

**NOW, THEREFORE, THE CITY COUNCIL OF THE TOWN OF ATHERTON DOES  
HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** In accordance with Article XIII D, Section 6(b), of the California Constitution, the City Council makes the following findings:

A. The revenues derived from the increased solid waste/recycling collection rates do not exceed the funds required to provide solid waste/recycling collection services pursuant to the Solid Waste/Recycling Collection Agreement.

B. The revenues derived from the increased solid waste/recycling collection rates will not be used for any purpose other than solid waste/recycling collection services pursuant to the Solid Waste/Recycling Collection Agreement.

C. The increased solid waste/recycling collection rates do not exceed the proportional cost of the service to each parcel.

D. The solid waste/recycling collection services are presently available.

**SECTION 2.** Beginning on the effective date of this Ordinance, the solid waste/recycling collection rates will increase as listed below. The rate schedule includes a fixed rate for each gallon of refuse, with no additional charge for recycled materials or green waste collection.

<b>Black Garbage Container</b>	<b>2011 rates effective July 15, 2011</b>	<b>2012 rates</b>	<b>Amount increase</b>
20 gallon	\$20.00	\$30.00	\$10.00
32 gallon	\$44.00	\$65.00	\$21.00
64 gallon	\$83.00	\$125.00	\$42.00
96 gallon	\$125.00	\$185.00	\$60.00

**Additional Green Waste Carts** above the 2 included in the package above:

Carts 3 and 4	\$10.00 each
Carts 5 and above	\$15.00 each

**\*Commercial Rates:**

	<b>Current Rate</b>	<b>2012 Rates</b>	<b>Amount Increase</b>
1-96 Gallon	\$82.18	\$185.00	\$102.82
1-1yd	\$115.73	\$200.00	\$84.27

1-2yd	\$231.46	\$400.00	\$168.54
1-3yd	\$347.19	\$550.00	\$202.81

**\*Organic Rates for Commercial:  
96 Gallon = \$15.00 per cart**

## OTHER SERVICES COST SCHEDULE

<b>Backyard Collection Service Distance Costs for Single-Family Dwellings</b>				
	<b>One (1) Solid Waste Cart</b>	<b>Two (2) Solid Waste Carts</b>	<b>Three (3) Solid Waste Carts</b>	<b>Four (4) Solid Waste Carts</b>
<b>Distance from Curbside</b>	<b>Base monthly Solid Waste Rate plus</b>			
0-100 feet	\$21.00	\$31.72	\$60.44	\$89.16
101-150 feet	\$24.00	\$34.72	\$63.44	\$92.16
151 – 200 feet	\$27.00	\$37.72	\$66.44	\$95.16
201 – 250 feet	\$30.00	\$40.72	\$69.44	\$98.16
251 – 300 feet	\$33.00	\$43.72	\$72.44	\$101.16
301 feet or more	\$36.00	\$46.72	\$75.44	\$104.16

<b>Unscheduled Service Category</b>	<b>Cost</b>	<b>Description of Cost</b>
Distance Charge for Commercial Accounts	A – 10% of base monthly Rate	A – 51 to 100 feet from access by Contractor's collection vehicle
	B – 25% of base monthly Rate	B – 101 feet or more from access by Contractor's collection vehicle
Extra Pick-up Cost for Commercial Customers	25% of the base monthly Rate for the size of Container Collected once per week	Per Collection event
Single-Family Return Trip Cost (i.e., request to provide Collection service after the regularly scheduled Collection day)	\$15.00	Per Collection event

Unscheduled Service Category	Cost	Description of Cost
Additional Targeted Recyclable Materials or Organic Materials Cart Rental or Purchase (in addition to the two Organic Material carts and one Recyclable Materials cart)	A – \$10.00 1 or 2 additional cans  \$15.00 3 or more additional cans  B - \$3.00  C – \$63.00  D – \$69.00	A – monthly rental fee (any size Cart) for Organic Materials Carts  B – monthly rental fee (any size Cart) for Targeted Recyclable Materials Carts  C – Customer purchase of a 64 gallon Cart  D – Customer purchase of a 96 gallon Cart
Fee for Service On-Call Bulky Item Collection Service	\$81.55 per the 3 <sup>rd</sup> occurrence  Residents receive first 2 for free	Per event (after the 2 <sup>nd</sup> event)
Overage Fee	100% of the base monthly Rate	Per Collection event
Overage Bags Cost	50% of the base monthly Rate or \$8.00 minimum	Per bag
Container Cleaning Fee	A – \$50.00  B – \$85.00	A – per Cart  B – per Bin or Drop-Box
Dirty Cart Replacement Cost	A – \$65.00  B – \$75.00  C – \$85.00	A – per 32 gallon Cart  B – per 64 gallon Cart  C – per 96 gallon Cart

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

**SECTION 4.** This Ordinance was approved by a 2/3 vote of the City Council pursuant to Health & Safety Code section 5471.

**SECTION 5.** This Ordinance shall take effect thirty (30) days after adoption as provided by Government Code section 36937.

**SECTION 6.** This Ordinance shall be published once fifteen (15) days after its passage in a newspaper of general circulation, printed, published and circulated in the City in accordance with Government Code section 36933.

\* \* \* \* \*

Introduced at a regular meeting of the City Council held on November 16, 2011, and passed and adopted by the City Council of the Town of Atherton on the \_\_\_\_\_, 2011 by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:  
NOES: COUNCIL MEMBERS:  
ABSENT: COUNCIL MEMBERS:  
ABSTAIN: COUNCIL MEMBERS:

\_\_\_\_\_  
James Dobbie, Mayor  
Town of Atherton

ATTEST:

\_\_\_\_\_  
Theresa DellaSanta  
Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
William B. Conners  
City Attorney



**Item No. 18**

**DATE: FOR THE CITY COUNCIL MEETING OF NOVEMBER 16, 2011**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: JOHN H. DANIELSON, INTERIM CITY MANAGER**

**SUBJECT: PARK & RECREATION RECOMMENDATION TO CONDUCT A TOWN-WIDE SURVEY OF RESIDENT OPINIONS CONCERNING LOCATION OF A NEW LIBRARY IN HOLBROOK PALMER PARK**

**RECOMMENDATION:**

Consider the Park and Recreation Commission recommendation to conduct a Town-wide survey of resident's opinion concerning location of a new library in Holbrook Palmer Park.

**DISCUSSION:**

Pursuant to Council Rules of Procedures, When a Town Committee or Commission passes a motion at its meeting requesting Council consideration of an item that is within that Committee or Commission's powers and duties, the City Manager shall place the item on a Council agenda no later than two regular meetings following the date of the request.

On October 5 the ALBSC made a presentation to the Park and Recreation Commission concerning the new library proposals. The ALBSC requested that the Commission recommend to the City Council that the Main House site at Holbrook Palmer Park be designated as the preferred alternative location for the library. However, the Commission concluded and recommended that no decision should be made until the City Council has conducted a Town-wide resident survey about whether location in the Park would be acceptable or desirable.



**Item No. 19**

**DATE: FOR THE CITY COUNCIL MEETING OF NOVEMBER 16, 2011**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
JOHN DANIELSON, INTERIM CITY MANAGER**

**FROM: MICHAEL KASHIWAGI, INTERIM PUBLIC WORKS DIRECTOR  
NEAL J. MARTIN, TOWN PLANNER**

**SUBJECT: ATHERTON LIBRARY BUILDING PROJECT  
(a) ENVIRONMENTAL IMPACT REPORT  
(b) AMENDMENT TO LSA ASSOCIATES PROFESSIONAL SERVICES  
AGREEMENT**

**RECOMMENDATION:**

It is recommended that the City Council take the actions listed below:

1. Direct Staff to proceed with the preparation of an Environmental Impact Report for the Atherton Library Building Project;
2. Approve the First Amendment to the Professional Services Agreement with LSA Associates for preparation of a Focused Environmental Impact Report;

**BACKGROUND:**

At its October 19, 2011 meeting the City Council adopted the following motion:

“Approve the Holbrook Palmer Park as the preferred site for the new library, to replace the main house, subject to meeting CEQA requirements as determined by City Council and staff, move forward with revisions to the master plan at the park, and subject to Council approval of final specifications to the library.”

There are two basic options for meeting CEQA requirements; an Initial Study/Mitigated Negative Declaration (IS/MND) or an Environmental Impact Report (EIR). An IS/MND may be used when the potential environmental impacts can all be mitigated, when the project sponsor has agreed to the mitigation measures and when there is little or no dispute about the environmental issues associated with the project. An EIR is used when potential environmental impacts cannot be mitigated or when there is dispute about the environmental issues associated with the project.

As authorized by the City Council in April 2011, the Town entered into a professional services

agreement with the environmental consulting firm of LSA Associates to prepare an Environmental Screening Analysis, an Initial Study and a Mitigated Negative Declaration for the Library Building Project. A provision in the agreement stated that if an EIR were required instead of a Mitigated Negative Declaration that a new scope of work and additional fee would need to be negotiated. The Environmental Screening Analysis was completed and included an analysis of the environmental effects of three alternative sites; the existing library site and two locations in Holbrook Palmer Park. Preparation of the Initial Study and Mitigated Negative Declaration were delayed because additional public outreach was requested by the City Council.

### **DISCUSSION:**

As the process has evolved some community members have expressed concerns about environmental impacts that might result if the new library were sited in Holbrook-Palmer Park. Specifically concerns were expressed at the Park and Recreation Commission meetings on July 6, 2011 and October 5, 2011, at the ALBSC Community Meeting held on September 8, 2011 and at the City Council meeting on October 19, 2011. Those concerns generally relate to loss of existing park and recreation space, traffic volumes and traffic safety in the park, and adequacy of parking. In terms of the California Environmental Quality Act and case law these concerns are classified as “public controversy”.

Also, one result of the Environmental Screening Analysis was the determination that the existing library building is a potential historic resource and if it were removed that action would constitute an unavoidable adverse impact requiring an EIR and possibly a Statement of Overriding Considerations.

Due to these concerns staff requested that LSA Associates provide an expanded work scope for the preparation of an EIR instead of an IS/MND for Town consideration. That proposal is attached and discussed below.

Staff has met with the Atherton Library Building Steering Committee to discuss the options for meeting CEQA requirements. It was pointed out that experience has shown that an IS/MND is easily challenged from a legal perspective. Should an IS/MND be prepared, certified and challenged, significant time and money would be lost and a court could subsequently require preparation of an EIR. While an IS/MND could be completed in 2 to 3 months less than an EIR, it is riskier and could be more expensive in the end. After discussing the issues at its meeting on November 3, 2011 the ALBSC voted to recommend that the City Council proceed with an EIR for the library project and further recommended the City Council authorize an additional \$86,230 to LSA for preparation of an EIR for the Library project. A more detailed discussion of the proposal is provided under the heading “LSA Associates Revised Work Program” below.

### **Project Objectives**

The ALBSC and the Atherton Library Staff have submitted the following Project Objectives for the Atherton Library. A statement of project objectives is required in the EIR project description. These objectives will be used in developing a reasonable range of alternatives to evaluate in the

EIR.

“The construction of a new Atherton Library will enable the provision and enjoyment of the library’s collections and services and provide adequate space for library’s current and future collections and services.

“In accordance with the San Mateo County Library service vision and the needs of the Town of Atherton, the new facility will be a welcoming and inspiring environment that provides:

- A cultural resource that is used and highly valued
- Flexible spaces to increase space efficiency and adaptability to future technologies and library practice
- Integration of the natural beauty of Atherton through usable indoor/outdoor spaces
- Defined spaces that excite and inspire
- Maximized self-service and operational efficiencies
- Additional space for library programs, meetings, community activities, seating, and computing
- Intuitive systems and layout
- Community driven service
- An energy efficient building, with natural ventilation and a LEED platinum and/or Net Zero rating
- Building style elements respect contextual elements unique to Atherton
- A place that provides a variety of learning experiences

“Additionally, the new library building must meet the following site criteria consisting of

- Context
  1. Accessibility – safe for pedestrian, bicycle and vehicular traffic
  2. Minimizes Impact to park/neighbors
  3. Consistent with the Holbrook-Palmer Park Master Plan (for the existing library site, this was identified as the opportunity to retain the reading garden).
  4. Central to and has synergy with other recreational and cultural activities
  5. Connectivity with the community/place most used by residents
- Experience/Opportunities
  1. Visual and physical indoor/outdoor connections
  2. Usable and flexible outdoor spaces
  3. Environmental and operational sustainability
  4. Exceptional library user experience
- Function
  1. Flexibility/multi-purpose
  2. Efficient
  3. Convenient
  4. Interruption of service/temp facility”

The Revised Work Program<sup>1</sup> suggested by LSA Associates supersedes and includes portions of the Work Program approved by the City Council in April 2011. As such, some of the tasks included in the Revised Work Program may have been fully or partially completed. For example, Task B, Preliminary Environmental and Screening Analysis has been completed. The Preliminary Environmental and Screening Analysis is available on the Town website under the heading “Atherton Library Building Steering Committee” and subheading “Environmental Assessment”.

The original scope of work included in LSA's agreement specified the preparation of a Mitigated Negative Declaration. This initial determination made by LSA and staff was based on their experience and the nature of the project and proposed sites. The initial screening studies confirmed this original assessment. However, due to the public controversy that has arisen over the course of the site analysis and library program development, LSA, staff and the Atherton Library Building Steering Committee are now recommending that an Environmental Impact Report for the Atherton Library Building project be completed. The recommendation is being made with the acknowledgement that additional funds and time will be required.

The Revised Work Program includes preparation of an Initial Study, Draft and Final EIR, including responses to comments made during the 45 day public review period, preparation of a Mitigation Monitoring Program and the final Notice of Determination. The Initial Study will be used to screen out those issues where there is little doubt that no impact would result; such as loss of agricultural or mineral resources. The additional requested budget is \$86,230. The original budget approved was \$69,335; therefore the total project budget would be \$155,565. Approximately \$28,729 has been invoiced to the Town as of October, 31, 2011 and that amount would be subtracted from the total project budget. Therefore \$126,836 would be invoiced during the coming months should the Council approve the proposal.

### **EIR and Project Review Schedule**

A Scoping Session (public meeting) would be held early in December to solicit public input on environmental issues and alternatives to be addressed in the EIR. The Draft EIR should be available in early March 2012. The mandatory 45-day public review period would end late April 2012. The Planning Commission hearing on the EIR adequacy would occur toward the end of the 45-day public review period. Subsequently LSA would compile the public comments and prepare a response to each comment dealing with an environmental issue. Assuming adherence to the schedule, the Final EIR should be ready for Council consideration in June 2012; an approximate 7 month time frame.

The project review and approval process is outlined in the attached schedule. It involves the components listed below. Assuming adherence to the schedule the approval process should be complete in November 2012; an approximate 5 month time frame.

- City Council initiates General Plan and Zoning Amendments\*, requests General Plan

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<sup>1</sup> Dated November 4, 2011

Committee recommendation

- Park and Recreation Commission public hearing and recommendation on Park Master Plan and about specific location, size and scope of library sites in HP Park
- General Plan Committee holds special meeting to consider General Plan and Zoning amendments and other issues as directed by City Council
- Planning Commission public hearing on General Plan and Zoning amendments; makes recommendation to Council\*
- City Council public hearing on General Plan and Zoning amendments\*, Park Master Plan\*; and considers adoption of a specific project location, size and scope; first Reading of Zoning Amendment\*

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\* These steps may not be necessary if selected site is not in Holbrook Palmer Park.

### **Project Alternatives**

The “Preferred Alternative” is the Main House site in Holbrook Palmer Park as described in the October 19, 2011 City Council motion. As described in the ALBSC’s October 12, 2011 Site Selection Report to the City Council, two program “templates” were presented; one showing the spaces associated with a 9,800 square foot building and the other showing spaces associated with a 13,000 square foot building. CEQA requires that all feasible alternatives be analyzed in an EIR, including the “no project” alternative. The alternatives to be analyzed in the Library Building Project would be developed during and subsequent to the Scoping Session. The LSA Associates proposal calls for analysis of up to five project alternatives. In general, the alternatives listed below have been discussed as possibilities.

- A Reduced Development Alternative (9,800 square foot library);
- Holbrook Palmer Park Parking Lot Site Alternative;
- Existing Library Site Alternative;
- Town Center Site Alternative (i.e. a location different from the existing library site, but somewhere within the Town Center property);
- No Project Alternative.

### **FISCAL IMPACT:**

Costs associated with this project are paid for from the Atherton Library Building Fund.

Prepared by:

Approved by:

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Michael Kashiwagi, P.E.  
Interim Public Works Director

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John Danielson, Interim City Manager

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Neal J. Martin,  
Town Planner

Attachments:

1. LSA Associates, *Atherton Library Building Project Environmental Impact Report Draft Revised Work Program*, November 1, 2011
2. First Amendment to the Professional Services Agreement by and between the Town of Atherton and LSA Associates
3. Consultant Services Agreement – LSA Associates, April 29, 2011 (**available in online packet or in City Clerks office**)
4. Atherton Planning Staff, *Atherton Library Building Project – Schedules for IS/MND or EIR*, November 1, 2011

**ATHERTON LIBRARY BUILDING PROJECT  
ENVIRONMENTAL IMPACT REPORT  
DRAFT REVISED WORK PROGRAM  
(November 4, 2011)**

This proposed scope of services outlines our proposed work program for completing the environmental documentation for the Atherton Library Replacement Project in compliance with the California Environmental Quality Act (CEQA). This work program supersedes and includes, where appropriate, the work program approved by the Town in April 2011. Therefore, some of the tasks noted below may have already been fully or partially completed. Based on the results of the screening analysis prepared by LSA in September 2011, the Town's identification of a preferred site (referred to as Site B in the Screening Analysis), and discussions with Town staff, LSA believes that a Focused Environmental Impact Report for select environmental issue topics and a preliminary Initial Study to screen out other topics for further discussion will satisfy the requirements of CEQA. A summary of the work program is provided in Table 1. Our proposed work schedule and budget are presented at the end of the proposal.

**TASK A. PROJECT INITIATION**

Task A includes preliminary environmental review tasks, including a start-up meeting and site visit, preliminary data gathering and evaluation, preparation of a preliminary project description that describes all sites, a scoping meeting and refinement to the scope of work to prepare an EIR.

**1. Start-Up Meeting/Site Visit**

LSA met with Town staff on May 13, 2011 to discuss expectations regarding the tasks to be undertaken as part of the environmental documentation effort for the Atherton Library Replacement Project. As a part of the meeting, LSA:

**Table 1: Work Program Outline**

<p><b>TASK A. PROJECT INITIATION</b></p> <ol style="list-style-type: none"> <li>1. Start-Up Meeting/Site Visit</li> <li>2. Data Gathering and Evaluation</li> <li>3. Preliminary Project Description</li> <li>4. Notice of Preparation</li> <li>5. Scoping Session</li> <li>6. Significance Criteria</li> <li>7. Work Program Refinement</li> </ol> <p><b>TASK B. PRELIMINARY ENVIRONMENTAL SCREENING ANALYSIS</b></p> <ol style="list-style-type: none"> <li>1. Administrative Draft Screening Analysis               <ol style="list-style-type: none"> <li>a. Biological Resources</li> <li>b. Cultural Resources</li> <li>c. Transportation and Circulation</li> </ol> </li> <li>2. Final Screening Analysis</li> </ol> <p><b>TASK C. DRAFT INITIAL STUDY</b></p> <ol style="list-style-type: none"> <li>1. Draft Project Description</li> <li>2. Administrative Draft IS</li> <li>3. Screencheck Draft IS</li> <li>4. Public Review Draft IS</li> </ol> <p><b>TASK D. DRAFT EIR</b></p> <ol style="list-style-type: none"> <li>1. Setting, Impacts, and Mitigation Measures               <ol style="list-style-type: none"> <li>a. Land Use and Planning</li> <li>b. Aesthetics</li> <li>c. Historic Resources</li> <li>d. Transportation and Circulation</li> <li>e. Parks and Recreation</li> </ol> </li> <li>2. Alternatives</li> <li>3. Cumulative and Growth Inducing Impacts</li> <li>4. CEQA-Required Assessment Conclusions</li> <li>5. Administrative DEIR</li> <li>6. Screencheck DEIR</li> <li>7. Public Review Draft EIR</li> </ol> <p><b>TASK E. FINAL EIR</b></p> <ol style="list-style-type: none"> <li>1. Administrative Draft RTC Document</li> <li>2. Screencheck Draft RTC Document</li> <li>3. Final RTC Document</li> <li>4. Mitigation Monitoring and Reporting Program</li> <li>5. Notice of Determination</li> </ol> <p><b>TASK G. PROJECT MANAGEMENT</b></p> <p><b>TASK H. MEETINGS AND PUBLIC HEARINGS</b></p>
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- Identified relevant information and data needs regarding the existing library site, Holbrook-Palmer Park site, and environmental documents beyond those the Town has already made available;
- Discussed the appropriate assumptions for development of the preliminary project description; and
- Discussed the Town's desired schedule for the planning process.

In conjunction with the start-up meeting, LSA staff visited the project sites and photographed their surroundings, documented existing conditions and site features, and confirmed information provided in the background studies or data provided by the Town. Town staff participated in the site visit and shared observations about the project. LSA's natural resources staff and technical specialists conducted field surveys as described in their scopes under Tasks B and D, below.

## **2. Data Gathering and Evaluation**

Existing data and analyses applicable to the project site and vicinity, including the Town of Atherton General Plan, General Plan EIR, and Zoning Ordinance, was collected, evaluated, and distributed to the project team. The Atherton Library Needs Assessment and Holbrook-Palmer Park Master Plan were also reviewed, in addition to preliminary work products developed by Group 4 Architecture. As part of this task, LSA also contacted responsible agencies and Town departments that may have information about the project sites.

## **3. Project Description**

LSA prepared a preliminary project description for the project site as part of our work on the Screening Analysis. LSA will prepare a more comprehensive EIR project description for the selected project site that describes the purpose, phasing and physical elements of the proposed project. The project description will include a map showing the location and boundaries of the project area and a general description of the project's technical and environmental characteristics. LSA will work closely with the Town and Group 4 Architecture to ensure that the project description provides a level of detail appropriate for the EIR. As a part of the project description, LSA will work with the Town to prepare a list of project objectives.

The project description will also include a statement briefly describing the intended uses of the EIR, including a list of agencies expected to use the EIR, a list of permits and other approvals required to implement the project and a list of related environmental review and consultation steps required by federal, State or local laws, regulations and policies. LSA will submit a draft of the project description to the Town for review and acceptance before the LSA team begins conducting any impact analyses. An abbreviated version of the project description will be included in the Initial Study, as discussed in more detail below.

## **4. Notice of Preparation**

LSA will prepare a Notice of Preparation (NOP) in accordance with the requirements of CEQA for distribution by Town staff. The NOP will include a project description, location map, and outline of the expected environmental topics to be covered in the Draft EIR. LSA will send the NOP and State Clearinghouse checklist to the clearinghouse and to regional, State and federal agencies, as necessary.

LSA will also work with Town staff to identify noticing requirements and will assist in preparation of environmental review and meeting notification as necessary and throughout the duration of the environmental review process. During this phase, LSA will also assist the Town with development of the mailing list and will recommend appropriate persons and agencies, outside of local distribution, that should be included. LSA will provide additions and updates to the mailing list when necessary.

The Town will be responsible for mailing and distribution of the NOP within the Town, as well as additional distribution and posting consistent with Town practices. Following the 30-day comment period, LSA will review all comments, distribute comments to members of the LSA team as necessary, and recommend any needed changes to the proposed work program.

## **5. Scoping Session**

Judith Malamut and Theresa Bravo will participate in an EIR scoping session. LSA will develop materials for the meeting, including hand-outs which may include an overview of the objectives of CEQA, the EIR process and schedule, and the topics to be addressed in the EIR. It is assumed that LSA will make a short presentation at the scoping session that outlines the project's environmental review requirements and process.

Following the completion of the scoping session, LSA will prepare a written summary of environmental issues raised at the meeting, and submit it to the Town for review and comment. A final version of the summary will be included in the Appendix of the Draft EIR with the written comment letters received on the NOP. LSA will distribute comments to members of the LSA team to ensure they are considered through the EIR. LSA will review our scope of work in light of the comments made to ensure that the scope of work comprehensively addresses environmental issues.

## **6. Significance Criteria**

LSA will prepare a draft set of significance criteria for review by Town staff. The draft significance criteria will include proposed criteria for each topic to be addressed in the EIR. Early agreement regarding significance criteria will help to focus the setting information and the impact analyses provided in the EIR.

## **7. Work Program Refinement**

The work program refinement task includes LSA's coordination with Town staff and preparation of this revised scope of services. It also may be necessary to refine the work program in accordance with information compiled in the above subtasks. Upon receipt and review of all of the comments on the NOP and taking into consideration comments heard at the scoping session, LSA will work with Town staff to refine the scope of work and budget, if necessary, to address any environmental issues that are not yet adequately addressed in this revised work program.

## **TASK B. PRELIMINARY ENVIRONMENTAL SCREENING ANALYSIS**

Please note that this task has been completed as of November 1, 2011. LSA will conduct a preliminary screening analysis that identifies the potential environmental constraints at three potential project sites. The screening analysis will address biological resources, cultural resources, and traffic and transportation and the results of the analysis will be presented in a memorandum. In addition to

the written analysis, results will also be summarized in a matrix format to allow a visual comparison of potential impacts and mitigations that may be required at each site.

In the event that the Screening Analysis identifies potentially significant impacts that may not be reduced or avoided with implementation of mitigation measures, LSA will immediately notify the Town and work with staff to strategize on the next phase of environmental review. Preparation of an EIR would require a scope and budget adjustment.

LSA will prepare three drafts of the Screening Analysis: an Administrative Draft and Screencheck Draft for review by Town staff, and a Final Draft, which will be presented to Town decision-makers and the public. The following discussion summarizes the tasks that LSA will conduct to complete the Screening Analysis.

### **1. Administrative Draft Screening Analysis**

The Administrative Draft Screening Analysis will include a brief description of each of the project sites, as previously described under Task A.3, Prepare Preliminary Project Description. Our proposed analysis for each of the issue topics to be discussed in the screening analysis is detailed below.

**a. Biological Resources.** Both the Dinkelspiel Lane and Holbrook-Palmer Park sites are located within the developed portion of the Town of Atherton. Although the Town supports an abundance of native and ornamental trees, the dense residential and commercial development and railroad corridor provide limited habitat for native wildlife except those species that are tolerant of human disturbance. Such disturbance-tolerant species are not typically special-status species or species for which impacts require mitigation. Therefore, the issues expected to be associated with these developed sites include the presence of heritage trees that may be removed or impacted by the construction of the new library and impacts to nesting birds from construction activities during the nesting season. Wetlands are not expected on either site as both sites are developed and landscaped. In order to assess the biological issues at each of the sites, LSA biologists will review the available literature for each site including the California Natural Diversity Data Base (CNDDDB). A biologist and arborist will visit each site to generally map vegetation and any habitats. The occurrence of potential wetlands will be noted, if present. Based on our field visit, literature review, and professional experience work in the urban areas of San Mateo County, the biologist will prepare a brief write up for the Screening Analysis on the constraints at each site and mitigation measures that would be required to compensate for any loss of habitat. The Screening Analysis will also include an assessment of the impacts to heritage trees at each site, although a formal tree survey will not be conducted.

**b. Cultural Resources.** Each of the potential project sites is developed with buildings over 50 years in age. The Holbrook-Palmer site in particular contains buildings that are one of the few remaining examples of late 19th century estate farm architecture in the Bay Area. For the Screening Analysis, an architectural historian and archaeologist will conduct a “windshield” survey of the project sites to identify potentially historical buildings and to assess their archaeological sensitivity. Cultural resources records searches will be completed at the Northwest Information Center (NWIC) of the California Historical Resources Information System, Sonoma State University, Rohnert Park; and the University of California Museum of Paleontology (UCMP), Berkeley to identify recorded cultural resources (e.g., prehistoric and historical archaeological sites, historical buildings and structures, and fossils) within, and immediately adjacent to, each of the sites. The NWIC, an affiliate of the California Office of Historic Preservation, is the official state repository of cultural resources reports and records

for San Mateo County. The UCMP maintains a fossil-locality database that indicates the locations of recorded fossil discoveries in the Bay Area. In addition, the following inventories will be reviewed as part of the analysis: *California Inventory of Historic Resources* (California Department of Parks and Recreation 1976), the Office of Historic Preservation's *Five Views: An Ethnic Historic Site Survey for California* (1988), *California Historical Landmarks* (1996), *California Points of Historical Interest* (1992), and the *Directory of Properties in the Historic Property Data File* (which contains the listings of the National Register of Historic Places, National Historic Landmarks, California Register of Historic Resources, California Historical Landmarks, and California Points of Historical Interest). Relevant local inventories will also be reviewed.

**c. Transportation and Circulation.** LSA will prepare a technical traffic and parking analysis that evaluates the two proposed site alternatives. The traffic and parking analysis will evaluate the effects of the proposed project at each site on the existing roadway network. Three scenarios will be evaluated in the analysis:

1. No Project (Existing Condition)
2. Existing plus new Library at Dinkelspiel Lane site
3. Existing plus new Library at Holbrook-Palmer Park site

The following six intersections will be evaluated:

- Fair Oaks Lane/Dinkelspiel (Station) Lane;
- Watkins Avenue/Dinkelspiel (Station) Lane;
- Fair Oaks Lane/El Camino Real;
- Watkins Avenue/El Camino Real; and
- Watkins Avenue/Holbrook-Palmer Park entrance; and
- Watkins Avenue/Holbrook-Palmer Park exit.

LSA will contract with a qualified data collection firm to collect AM and PM peak hour traffic counts during a typical weekday at all the subject intersections. The data collection firm will also collect midday peak hour (or other peak period as determined in consultation with Town staff) traffic counts on a Saturday at the driveways to Holbrook-Palmer Park. The cost of this task is included in the cost estimate as a reimbursable expense.

The new library's trip generation will be determined using trip rates from the Institute of Transportation Engineers, *Trip Generation*, 8th Edition. Trip distribution patterns for each site will be developed and applied to the trip generation to determine the existing plus project traffic volumes for each alternative. Levels of service at the study area intersections will be evaluated and a comparison table showing the levels of service for each project scenario will be provided in the traffic and parking analysis.

The potential parking demand of the 11,100 square foot library will be determined using parking rates from the Institute of Transportation Engineers, *Parking Generation*, 4th Edition. The available parking spaces at each site alternative will be compared to the parking demand of the project to determine whether adequate parking would be provided. To ascertain the existing parking available at each site,

parking surveys will need to be conducted. LSA recommends collecting weekday parking accumulation counts one day at the existing library site during its operating hours of 10:00 a.m. to 8:00 p.m. and at Holbrook-Palmer Park during the same hours. On a Saturday, parking accumulation counts would be collected from 10:00 a.m. to 5:00 p.m. at Holbrook-Palmer Park. The cost of this task is included in the cost estimate as a reimbursable expense.

LSA will compare forecast parking generation for the new library to available parking spaces at the existing library site to determine the potential for parking impacts of development at the existing site. LSA will also compare forecast parking generation for the new library to parking spaces provided on the site plan for the Holbrook-Palmer Park library site to determine potential parking impacts in that scenario. LSA will discuss potential for parking impacts for typical weekday for both sites and Saturday operations for the Holbrook-Palmer Park site.

The results of the traffic and parking studies will be detailed in an attachment to the Screening Analysis memorandum, which will contain a brief summary of the findings.

## **2. Final Screening Analysis**

Based on a single set of consolidated, non-contradictory comments received from the Town, LSA will make any necessary revisions to the Screening Analysis and prepare the Screencheck Draft Screening Analysis. The Screencheck Draft will be provided to the Town to verify that all requested changes have been made and all references and final graphics are acceptable. This memorandum will be provided in an electronic format and a compare version (with changes noted in strikethrough and underline) will also be included.

Upon confirmation that all requested changes have been incorporated, LSA will finalize the Screening Analysis and provide the final document and related attachments in an electronic format suitable for posting to the Town's website and distribution to the public. A limited number of hard copies may also be produced upon request.

See Task F for a description of meeting attendance associated with this task.

## **TASK C. DRAFT INITIAL STUDY**

LSA will prepare an Initial Study to focus out environmental topics that do not warrant detailed analysis in the EIR. The Initial Study will be prepared in accordance with CEQA and the *CEQA Guidelines* and will utilize the Environmental Checklist Form (Appendix G of the *CEQA Guidelines*) with any modifications required by the Town as Lead Agency. Information and data gathered during the Screening Analysis phase will be used as applicable. In preparing the checklist, LSA will respond to the checklist questions for the various impact topics and add concise explanatory comments related to each topic. Mitigation measures will be recommended where necessary to reduce potentially significant environmental impacts to a less-than-significant level; however, the following issue topics will be further evaluated in an EIR, as described under Task D, below: Land Use and Planning; Aesthetics, Historic Resources; Transportation and Circulation; and Parks and Recreation.

## 1. Administrative Draft Initial Study

LSA will prepare an Administrative Draft Initial Study with the following components. Figures and tables will be provided as appropriate to illustrate the project site, the proposed project and the study's findings.

- Project Description (developed as part of Task A, above)
- CEQA Environmental Checklist Form
- Mandatory Findings of Significance
- Contacts and Bibliography
- Technical Appendices

The following environmental topics will be evaluated in the Initial Study. They are shown in alphabetical order, as they occur in the checklist. For remaining issue topics to be evaluated in greater detail in the EIR, LSA will provide brief response indicating the Town's intention to provide a detailed analysis in the EIR.

- *Aesthetics*. LSA will briefly describe the visual setting potential changes to the visual setting in the Initial Study. An in-depth analysis of potential impacts to scenic vistas, scenic resources, and visual character will be provided in the Focused EIR.
- *Agricultural and Forestry Resources*. Atherton is a residential urban community and is characterized as urban and built-up land by the California Department of Conservation, Farmland Mapping and Monitoring Program. As such, the project would not result in significant impacts to agricultural or forestry resources and this environmental issue topic will be briefly addressed.
- *Air Quality*. LSA will prepare an air quality analysis for the proposed project, based in part on the traffic analysis prepared as part of Task D, below. The air quality analysis will include the following components: 1) assessment of baseline air quality in the area, as documented by nearby air monitoring stations; 2) assessment of traffic and construction impacts; 3) assessment of operational impacts; and 4) recommendation of mitigation measures consistent with Bay Area Air Quality Management District (BAAQMD) guidelines.
- *Biological Resources*. The proposed project involves construction of a new library in a developed urban area. The results of the field reconnaissance and records review conducted as part of the Screening Analysis will be used to respond to the Initial Study checklist questions for biological resources and mitigation measures will be further defined and recommended, as appropriate.
- *Cultural and Paleontological Resources*. Based on the results of the Screening Analysis, LSA will briefly describe the potential cultural and paleontological resources on and in the vicinity of the project site and proposed project's potential impacts to those resources. An in-depth analysis of potential impacts to historic resources will be provided in the Focused EIR.
- *Geology and Soils*. Baseline will conduct a site reconnaissance and use information obtained from the Town of Atherton General Plan and San Mateo County General Plan, and available United States Geological Survey and California Geological Survey maps and reports to prepare responses to the Initial Study checklist questions for this topic. The soil types occurring at the project site will be described based on information from the Natural Resource Conservation Service Soil Survey database and other available sources. Soil characteristics that may have environmental impact implications, such as highly expansive, corrosive, or erodible soil hazards,

will be discussed. Potential sources of regional earthquakes will be evaluated and expected levels of seismic shaking (and related potential for ground failure) in the vicinity of the project site will be described. Potential impacts will be identified and feasible mitigation measures will be developed, as appropriate.

- *Greenhouse Gas Emissions.* LSA will evaluate the project's impacts on global climate change and greenhouse gas emissions in accordance with the CEQA Guidelines Amendments that became effective on March 18, 2010. The guidelines state that a lead agency should make a good-faith effort, based on available information, to describe, calculate or estimate the amount of GHG emissions resulting from a project and determine if the project is consistent with GHG reduction plans. LSA will provide a quantitative assessment of GHG emissions associated with all relevant sources related to the project for which project data are available, including construction activities, vehicle emissions, energy consumption, and water usage using the BAAQMD's recently released BGM Greenhouse Gas Calculator model. LSA will also provide a qualitative assessment of the project's consistency with relevant plans and regulations.
- *Hazards and Hazardous Materials.* Baseline will identify and evaluate potential hazards and hazardous materials conditions associated with the project based on a review of past and current land uses. Regulatory databases will be reviewed to evaluate reported releases of hazardous materials in the project vicinity that could affect future development and operation of the project site. Available State and local documents will also be reviewed to assess potential project impacts related to emergency response and evacuation plans, aviation hazards, and wildland fire hazards. Mitigation measures will be recommended, if appropriate.
- *Hydrology and Water Quality.* Based on a site reconnaissance and available site plans, project reports, and publically available data, Baseline will identify and evaluate the hydrologic and water quality impacts associated with the project. One potential impact is the potential for the project to create runoff that could exceed the capacity of existing or proposed stormwater drainage systems. Based on information provided by the Town, Baseline will document the capacity of existing stormwater drainage system to which the project would discharge, and would evaluate if the stormwater drainage system would have adequate capacity to accommodate potential increases in peak flow rates resulting from the project. Other potentially significant impacts that will be evaluated include stormwater runoff quality impacts associated with the construction and post-construction phases of the project. Feasible mitigation measures will be recommended, as appropriate.
- *Land Use and Planning.* LSA will briefly describe the land use and planning context at the project site. An in-depth analysis of the project's potential impacts related to land use and planning will be provided in the EIR.
- *Mineral Resources.* The project site is located in a developed urban area and there are no known mineral resources on or in the vicinity of the project site. As such, the project would not affect mineral resources and this topic will be briefly discussed.
- *Noise.* LSA will prepare a noise analysis for the proposed project, based in part on the traffic analysis prepared as part of Task D, below. The noise analysis will include the following components: 1) a description of existing noise conditions in and around the project site; 2) quantitative assessment of noise impacts related to vehicular traffic trips resulting from the proposed project and project construction activities; and 3) preparation of mitigation measures consistent with best practice standards.

- *Population and Housing.* The proposed project would not provide new housing or a substantial number of new jobs in the Town, but would provide updated and expanded library services to existing residents in Atherton. As such, LSA will provide brief responses to the Initial Study checklist questions for this topic.
- *Public Services.* This section will evaluate the potential impacts on public services, including police, fire, and schools. LSA will determine if the proposed project would result in increased demand for public services and would require an expansion of existing infrastructure or facilities. The topics of parks and recreation will be addressed in more detail in the EIR. The library's existing and future services will also be addressed in the EIR.
- *Transportation/Traffic.* LSA will briefly describe the roadway and transit network in the project area as well as the proposed project's vehicle trip generation in the Initial Study. An in-depth analysis of potential traffic and circulation impacts, as well as parking supply and demand, will be provided in the EIR.
- *Utilities and Service Systems.* LSA will summarize the impacts that could result from implementation of the proposed project to the following utilities and service systems: water supplies; wastewater treatment and capacity; stormwater facilities; and solid waste disposal.
- *Mandatory Findings of Significance.* The Initial Study environmental checklist will conclude by responding to the series of questions as set forth in Appendix G, Section XVII of the *CEQA Guidelines*. Potential cumulative impacts of the proposed project combined with the incremental effects of other approved, proposed, or reasonably foreseeable projects in the vicinity of the site will be briefly discussed.

The information and analyses described above will be compiled into an Administrative Draft Initial Study. Up to ten (10) bound copies of the Administrative Draft Initial Study will be submitted to the Town for review and comment. LSA will also provide one (1) MS Word and PDF version in electronic format. LSA will discuss comments on the Administrative Draft Initial Study with Town staff over the phone or in person.

## **2. Screencheck Draft Initial Study**

LSA will amend the Administrative Draft Initial Study based on comments received from the Town. The Screencheck Draft Initial Study will be submitted to the Town at the same time as the Administrative Draft EIR, and will be included as an appendix.

## **3. Public Review Draft**

Based on one set of consolidated, non-contradictory comments submitted by the Town, LSA will make any necessary revisions to the Initial Study and prepare the public review Initial Study. The Draft Initial Study will be circulated at the same time as the Draft EIR, and will be included as an appendix as detailed in Task D, Draft EIR, below.

## **TASK D: DRAFT ENVIRONMENTAL IMPACT REPORT**

LSA will prepare three drafts of the EIR: an Administrative Draft and Screencheck Draft, for review by the Town, and a Public Review Draft, which will be released for the 45-day review period. The following discussion summarizes the tasks that LSA will conduct to prepare the EIR.

## 1. Setting, Impacts and Mitigation Measures

The setting, impacts, and mitigation measures documentation for each of the issue areas described below will be incorporated into the EIR. The setting section for each topic will describe the current conditions of the site. Each topical impact analysis will evaluate project-level impacts of the project. Where relevant, impacts will be separately identified in terms of whether they would occur during the construction or operations periods. A set of feasible mitigation measures (as well as the residual impacts or effects of each measure) will be identified. As previously noted, topics that are not anticipated to be significant include: agricultural and forestry resources; air quality; biological resources; geology and soils; greenhouse gas emissions; hazards and hazardous materials, hydrology and water quality; mineral resources; noise; population and housing; police, fire, and school services; and utilities and service systems.

**a. Land Use and Planning.** Implementation of the proposed project would result in the development of a new 15,000 square-foot library within the existing Holbrook-Palmer Park. The existing Main House, which is used for public and private events, would be demolished. LSA will analyze the compatibility of the proposed library with other uses within the park. It is understood that development of the library at the park site would require amendments to the General Plan, Zoning Ordinance, and Holbrook-Palmer Park Master Plan. This section of the EIR will also evaluate the consistency of the proposed project with other applicable land use planning and regulatory policies. It is anticipated that numerous policy documents will be relevant to the proposed project. Some of the documents that LSA will consider include:

- Town General Plan
- Zoning Ordinance
- Holbrook-Palmer Park Master Plan
- Municipal Code

**(1) Setting.** Based on information from the Town, background documents, and a site visit, LSA will complete the following tasks:

- **Identify existing land uses.** Existing on-site and surrounding land uses (extending to an area about ¼ mile outside the project boundaries) will be described. The site will also be described in the context of overall local land use trends in the Town and surrounding areas.
- **Map existing site conditions.** Existing access to the site, circulation, open space areas, and other unique resources will be described and graphically mapped.
- **Summarize applicable land use policies.** The setting portion of this section will also summarize the above-listed plans and policies as they relate to the development of the proposed project. Policies and other agency plans that are applicable to other topical subsections of the EIR (e.g., traffic) will be cross-referenced.

**(2) Impacts.** Potential land use impacts that may be associated with the project will be evaluated and described, as outlined below:

- **Evaluate land use compatibility.** The compatibility of the proposed land uses with existing area land uses will be evaluated and described. Compatibility between on-site land uses will also be evaluated.
- **Assess potential secondary land use impacts.** Potential secondary land use impacts, such as increased traffic from the proposed uses, will be considered, described and referenced to other sections of the EIR, as appropriate.
- **Identify mitigation measures.** If necessary, mitigation measures will be recommended to reduce project incompatibilities with nearby uses to less-than-significant levels.
- **Consistency analysis.** The analytical portion of this section will evaluate the proposed project in light of the relevant plans and policies. Policy inconsistencies and potential planning conflicts will be identified in a table format, and the potential policy conflicts will be described in greater textual detail. Under CEQA, policy conflicts in and of themselves (in the absence of direct physical effects) are not considered to have a significant effect on the environment, and will therefore be differentiated from impacts described in the other topical sections of the EIR. Any physical impacts associated with policy conflicts will be addressed in the appropriate technical sections of this chapter (e.g., Traffic).

Since policy inconsistencies are not considered a significant impact, mitigation measures will not be included for any policy inconsistencies that may be identified. However, if necessary, LSA will make recommendations regarding project changes that may be necessary to reconcile any identified plan or policy inconsistencies that would not be reconciled by the project as initially proposed by the applicant.

**b. Aesthetics.** LSA will evaluate existing visual conditions in and around the project site, including public views of and from the site. The projects' impact on scenic vistas and the visual character of surrounding development will be discussed. Visual simulations are not proposed as part of this scope of work. It is not anticipated that the new building would cast new shade or shadow onto adjacent or nearby uses or natural resources; however, new sources of light and glare would likely result. Potential impacts to day and nighttime views will be identified and mitigation measures will be recommended, as appropriate.

**(1) Setting.** LSA will prepare the setting analysis section in the EIR on the basis of the following tasks.

- **Conduct a site visit and photograph site.** LSA will collect and review pertinent information including current project maps, drawings and aerial photography. Both digital and hard-copy versions of the project data will be reviewed. Required information for the visual analysis includes a proposed site plan; architectural plan and elevation drawings for the commercial building; a landscape plan; and color and materials information.

LSA will conduct a site visit and will photograph the project site from key representative public vantage points within the project vicinity. Photograph locations will be documented using basemap annotations.

- **Describe the area's existing visual character.** LSA will describe the area's existing visual character using photographs and narrative, and will include views from and to the site, noting the site's visibility as seen from key public vantage points located within the vicinity. The visual attributes and patterns of the project site and its surroundings will be assessed according to the

following descriptive categories: site location and spatial organization, land form, vegetation, land uses, and specific objects having aesthetic significance.

- **Summarize relevant General Plan policies and other planning policies and regulations.** LSA will summarize policies and regulations regarding visual resources. A summary of aesthetic design measures proposed by Group 4 Architecture will also be prepared.

(2) **Impacts.** LSA will evaluate the project's potential visual effects based on a site reconnaissance and review of ground level and aerial photographs, topographic data, and the Group 4 Architecture's project drawings. The impact analysis will include the following tasks:

- **Analyze and describe the potential impacts.** Effects of the proposed development on the existing visual character of the site and its surroundings will be described and analyzed. LSA will address the project's potential visibility and visual contrast and compatibility as seen from key public view corridors and sensitive viewing locations. Cumulative visual effects will also be evaluated. The impact analysis will describe project effects on existing views and view corridors to substantiate any findings of significant impact.
- **Analyze potential light and glare impacts.** Potential impacts associated with new sources of night lighting that may result from new development will be considered.
- **Mitigation measures.** LSA will discuss measures included in the proposed project to reduce visual impacts associated with the proposed development. As appropriate, additional or alternative measures will be identified such as articulation of building facades or other architectural treatment, or alternative site design to avoid or reduce any potential significant effects.

c. **Historic Resources.** The cultural resources analysis conducted to date includes the Screening Analysis of three potential library sites (Sites A, B, and C). When appropriate, LSA will use information obtained from background research and the field survey conducted for that analysis to complete the Historic Resources section of the EIR. The Screening Analysis concluded that with reuse of the existing library site and development of the new library at Holbrook-Palmer Park, potential impacts to historic resources could be reduced to a less-than-significant level.

(1) **Setting.** LSA will prepare the setting analysis section in the EIR on the basis of the following tasks.

- **Conduct cultural resource records searches.** Cultural resources records searches will be done at the Northwest Information Center (NWIC) of the California Historical Resources Information System, Sonoma State University, Rohnert Park; and the University of California Museum of Paleontology (UCMP), Berkeley to identify recorded cultural resources (e.g., prehistoric and historical archaeological sites, historical buildings and structures, and fossils) within, and immediately adjacent to, the proposed project.
- **Consult local historical organization.** LSA will contact the Atherton Heritage Association for any information or concerns they may have about historical sites in the proposed development area.
- **Describe relevant laws, regulations and policies.** LSA will summarize relevant cultural resource laws, regulations and policies, as necessary. Documents that LSA will refer to include the Town's General Plan; Municipal Code; and other applicable State laws, regulations, and policies.

- **Conduct a historical evaluation.** The historical significance of the buildings within and immediately adjacent to the proposed development site at Holbrook-Palmer Park will be presented in the EIR, and project impacts to historical resources will be discussed. The historical evaluation will include background research conducted at local archives, as appropriate. The results of the evaluation will be presented in the EIR.

(2) **Impacts.** Impacts associated with cultural resources will be identified and described. If appropriate, mitigation measures will be recommended to reduce significant impacts to cultural resources.

**d. Transportation and Circulation.** LSA previously prepared a traffic and parking analysis (September 2011) evaluating three proposed site alternatives for the Atherton Library Building Project. Six intersections were evaluated in that analysis:

- Fair Oaks Lane/Dinkelspiel (Station) Lane
- Watkins Avenue/Middlefield Road
- Watkins Avenue/Holbrook-Palmer Park Exit
- Watkins Avenue/Holbrook-Palmer Park Entrance
- Watkins Avenue/Dinkelspiel (Station) Lane
- Watkins Avenue/El Camino Real

LSA consulted the Draft San Mateo County Congestion Management Program, September 2011 to determine if any CMP monitored intersections are in the vicinity of the project. No CMP intersections are in the vicinity of the project and LSA believes that the intersections previously analyzed represent an adequate study area. As such, previously collected traffic volume counts remain valid for the new analysis.

(1) **Setting.** This section will summarize the information developed in the Traffic Impact Study prepared for the Screening Analysis, as well as new data and information collected and developed for the EIR. The EIR will provide an overview of existing transportation conditions:

- **Describe the existing regulatory framework.** The existing regulatory framework for transportation, including requirements set forth by the Town General Plan, regional Congestion Management Program, and Caltrans, as applicable, will be described.
- **Describe existing traffic/transportation conditions.** Project setting traffic conditions will be described for the existing and cumulative conditions. This section will be based on the analysis provided in the Traffic Impact Study and will include a description of the existing roadway network, traffic operations at study area roadways and intersections, and existing bicycle and pedestrian facilities.

(2) **Impacts.** LSA will complete the following subtasks to identify transportation and circulation-related impacts resulting from the proposed project:

- **Existing and Future conditions analysis.** The proposed project will be evaluated in both the existing condition as well as the cumulative condition. Vehicle trips from other potential projects in the area will be added to existing trips to determine the cumulative baseline traffic volumes.

LSA will request a list of cumulative projects from the Town of Atherton, and will contact the Cities of Menlo Park and Redwood City to obtain cumulative projects in those jurisdictions. In addition, LSA will request traffic impact studies (if available) for the cumulative projects. If traffic impact studies are not available, LSA will manually generate and distribute trips for the cumulative projects to the study area intersections. It is anticipated that up to five projects will be included in the cumulative baseline. Without project and with project levels of service at the study area intersections will be evaluated for the existing and cumulative conditions. A comparison table showing the levels of service for each project scenario will be provided in the revised analysis.

- **Parking analysis.** Parking data previously collected at Holbrook-Palmer Park remains valid and will be used in the revised analysis. However, the parking data previously collected represents typical weekday and weekend conditions. It may be necessary to collect parking data at Holbrook-Palmer Park during a large event, to identify whether parking is available for the library during events at the park. LSA will contract with a qualified data collection firm to collect parking accumulation counts for one day between the hours of 10:00 a.m. and 8:00 p.m. (library operating hours) at Holbrook-Palmer Park. LSA will coordinate with Town staff to identify a weekend where a special event is taking place at the park.

The potential parking demand for the library alternatives will be calculated using the observed parking rate at the existing library. LSA will calculate future parking generation demand for both potential library sizes and will compare forecast parking generation for the new library to available parking spaces at each potential library site. Potential parking impacts on Saturday will be included only for alternatives at Holbrook-Palmer Park.

- **Mitigation measures.** Mitigation measures designed to reduce the project's traffic impacts will be described.

**e. Parks and Recreation.** The proposed library would be constructed at the existing Holbrook-Palmer Park. This section will evaluate the potential impacts on existing parks and recreation services and amenities at the project site, within Atherton, and the region. LSA will determine if the proposed project would result in increased demand for these services and would require an expansion of existing infrastructure or facilities. A discussion of the library's existing and future services will also be provided in this section.

**(1) Setting.** Based on information provided by the Town, Holbrook-Palmer Park staff, and library staff, LSA will describe the existing facilities and services in the project vicinity and those proposed for the new library. Some of this information is already provided in the Screening Analysis prepared by LSA.

**(2) Impacts.** Development that may occur under the proposed project may result in an increase in demand for park and recreational facilities and affect the services currently provided by Holbrook-Palmer Park. The assessment will examine the demand for services generated by location of the new library within the park.

## 2. Alternatives

LSA will work with Town staff to devise up to five project alternatives. The CEQA-Required No Project alternative will constitute one of the alternatives. Other alternatives anticipated for analysis include:

- A Reduced Development Alternative (9,800 square-foot library);
- Holbrook-Palmer Park Parking Lot Site Alternative;
- Existing Library Site Alternative;
- Town Center Site Alternative.

Some of the above-noted alternatives were included in the Screening Analysis prepared for the library sites and this information will be used to inform the analysis, where applicable. According to the *CEQA Guidelines*, alternatives can be evaluated in less detail than the proposed project. However, based on discussions with Town staff, this scope and budget assumes that the alternatives analysis will be adequate to move forward with the project at any of the alternative site locations. Therefore, it is assumed that the alternatives discussion will include an in-depth and quantitative analysis, where appropriate, for the issue topics outlined in the EIR. In addition, the issue topics screened out in the Initial Study will also be addressed for each project alternative. Based on this analysis, the Environmentally Superior Alternative will be identified, as required by CEQA. The results of the alternatives analysis will be summarized in tabular form.

### **3. Cumulative and Growth-Inducing Impacts**

Section 15130 of the *CEQA Guidelines* requires that an EIR evaluate potential environmental impacts that are individually limited but cumulatively significant. These impacts can result from the proposed project alone or together with other projects.

The analysis of cumulative effects will address the potential impacts associated with the project in conjunction with other off-site, permitted, under-construction or probable future projects the projected build-out of the General Plan. Cumulative impacts will be summarized by topic and reasonable, feasible options for mitigating or avoiding the project's contribution to any significant cumulative effects will be identified.

The preferred methodology for conducting the cumulative impacts analysis will be developed and agreed upon during the early stages of the EIR preparation. Based upon the recent ruling in the *Communities for a Better Environment* case, the methodology should provide for a comprehensive accounting of the impacts that would result from all foreseeable future projects, including implementation of the Town's General Plan, projects planned or approved within the Town's, as well as growth projections outside the Town's jurisdiction.

The potential growth-inducing impacts of the proposed project will also be evaluated. CEQA considers a project to be growth-inducing if it would foster economic or population growth. Examples of projects that would typically have growth-inducing impacts include extensions or expansions of infrastructure beyond that needed to serve the project-specific demand, and development of industrial parks in undeveloped or sparsely developed areas. Although significant growth-inducing impacts are not anticipated, potential impacts will be evaluated to adequately describe the nature of the project in relation to existing and proposed development.

### **4. CEQA-Required Assessment Conclusions**

LSA will prepare the appropriate conclusions to fulfill CEQA requirements by providing assessment of the mandatory impact categories including:

- Effects found not to be significant (with a summary of the Initial Study findings);
- Unavoidable significant environmental impacts; and
- Significant irreversible environmental changes which would be caused by the proposed project, should it be implemented.

## **5. Administrative Draft EIR**

The information developed in Task D.1 through D.4 will be refined and organized into an Administrative Draft EIR. The EIR is expected to include the following components:

- Table of Contents
- Introduction
- Executive Summary and Impact and Mitigation Summary Table
- Project Description
- Setting, Impacts & Mitigation Measures
- Alternatives
- Cumulative and Growth-Inducing Impacts
- CEQA-Required Assessment Conclusions
- List of Persons and Organizations Contacted
- Bibliography
- Technical Appendices (as needed)

Up to ten (10) copies of the Administrative Draft EIR will be submitted to the Town for review and comment. As noted in Task C.3, the Screencheck Initial Study will also be included as an appendix to the Administrative Draft EIR. At the end of the review period, LSA will meet with Town staff to discuss comments on the Administrative Draft EIR.

## **6. Screencheck Draft EIR**

LSA will amend the Administrative Draft EIR based on one set of consistent and non-contradictory comments received from Town staff. LSA has allotted a reasonable amount of time for responding to changes; however, if this task were to exceed the cost allotted in the budget due to changes in the project description or requests for additional analysis that are not necessary to prepare a legally adequate document, the additional cost would be billed on a time-and-materials basis.

Up to five (5) copies of the Screencheck Draft EIR will be provided to Town staff to verify that all requested changes have been made and all appendix materials, references, and final graphics are acceptable.

## **7. Public Review Draft EIR**

LSA will make any minor necessary revisions to the Screencheck Draft EIR and prepare the public review Draft EIR. Up to fifty (50) hard copies and one (1) CD copy of the document in Microsoft

Word and PDF format will be prepared. LSA could also provide copies of the Draft EIR on CD. LSA will prepare a Notice of Completion, in accordance with the *CEQA Guidelines*, and coordinate with the Town to distribute the Draft EIR pursuant to CEQA and Town review procedures.

## **TASK E: FINAL EIR**

LSA will respond to comments on the project following the public review period.

### **1. Administrative Response to Comments Document**

The LSA team will formulate responses to comments on the Draft EIR, including written comments received from the public and agencies as well as verbal comments provided at the public hearing in regards to CEQA. Included in the Response to Comments Document will be a list of all commenters and any organizations with which they are formally affiliated, copies of all written comments, a paraphrased summary of all relevant verbal comments made at a public hearing and the responses to these comments. LSA will discuss the best approach to the responses with Town staff at a meeting following the close of the comment period. The budget estimate in Table 3 shows the level of professional effort assumed for this task. Should an unexpectedly large volume of comments be submitted or comment letters are received from attorneys, LSA will ask that staff consider an adjustment in the budget to cover work beyond the assumed level.

Up to ten (10) copies of the Administrative RTC document will be submitted to the Town for review and comment.

### **2. Screencheck Response to Comments Document**

After review by Town staff and receipt of one set of consolidated and non-contradictory comments, LSA will amend the Administrative Response to Comments Document and prepare a Screencheck version for final review by Town staff. We have allotted time for responding to changes; however, if this task were to exceed the cost allotted in the budget, the additional cost would be billed on a time and materials basis. One copy of the Screencheck version will be provided for review by Town staff.

### **3. Response to Comments Document**

Upon successful completion and approval of the RTC Document, up to fifty (50) bound copies will be prepared for public distribution and review. In addition to comments and responses, the document will include any necessary revisions to the Draft EIR.

### **4. Mitigation Monitoring and Reporting Program**

LSA will prepare a Mitigation Monitoring Program (MMRP) for this project and will identify responsibility for implementing and monitoring each mitigation measure listed in both the Initial Study and Final EIR, along with monitoring triggers and reporting frequency, subject to approval by Town staff. LSA will also work closely with Town staff to ensure the program is prepared in a format that will be easy for staff to implement and be tailored to the Town's Zoning and Building permit procedures. A checklist will be prepared listing these items and providing a column for verification of compliance. Monitoring will be dovetailed with existing processes of project design, development and review.

The mitigation Monitoring Program will be submitted to Town staff for review with the Administrative Response to Comments Document. The final Mitigation Monitoring Program can be included in the Response to Comments Document, or as a separate document as preferred by Town staff.

## **5. Notice of Determination**

LSA will provide a draft Notice of Determination (NOD) for the Town to file with the County Clerk upon certification of the EIR.

## **TASK G. PROJECT MANAGEMENT**

Judith and Theresa will also undertake a variety of general project management tasks throughout the process of preparing the environmental review documents and presenting the results to decision makers. Theresa will coordinate the day-to-day activities associated with the project. Project management tasks include regular client contact; contract negotiation and management; assistance to team members; schedule coordination; and development of products.

Judith will provide input on and monitor the scope, budget, and scheduling of the project. She will also be responsible for quality assurance for all work undertaken and will review all prepared text, tables, and graphics before these materials are presented as administrative review documents. She will provide the direction to all team members that will ensure an internally-consistent, and coherent document.

## **TASK H. MEETINGS AND PUBLIC HEARINGS**

Judith Malamut and Theresa Bravo will be available throughout the environmental review period to meet with the project team to gather information, review progress, review preliminary findings, discuss staff comments, offer input into discussions on project modifications, and consult on CEQA procedural matters. The cost estimate includes attendance by Judith and/or Theresa at the following meetings: project start-up meeting under Task A.1 (completed) and up to six additional in person and/or teleconference meetings with Town staff and the project team (one meeting completed on October 28, 2011). Attendance at some or all of these meetings may include review via teleconference of Town comments or strategy discussions on the environmental review process.

Under Task H, LSA has budgeted for attendance at up to six public meetings/hearings to present the results of the environmental review documentation and to answer questions. Our budget for this task also includes preparation of any necessary presentation materials that may be required. Attendance by LSA at additional meetings will be billed on a time-and-materials basis. Our estimated cost for each additional meeting (assuming a four-hour meeting, including travel time) is: \$680 for Judith and \$400 for Theresa.

## PRELIMINARY SCHEDULE

The preliminary work schedule for preparation and completion of the environmental review process is shown in Table 2. Specific dates are shown to illustrate the timeline; however, dates may need to be refined. LSA will finalize the schedule with the Town once we are authorized to proceed under the revised scope of work. Please note that this schedule is flexible, and we are happy to work with the Town to adapt the schedule to fit ongoing departmental priorities and scheduling.

**Table 2: Preliminary Schedule**

Milestone	Responsible Party	Weeks to Complete	Cumulative Week	Date
Authorization to Proceed	Town	--	--	November 17, 2011
Prepare and Publish NOP	Town/LSA	1	1	November 21, 2011
<i>Scoping Session</i>	--	--	--	<i>December 1, 2011</i>
<i>30 day comment period for NOP</i>	--	4	--	<i>December 20, 2011</i>
Prepare Project Description	LSA	1	2	December 1, 2011
Town Review of Project Description	Town	1	3	December 8, 2011
LSA Prepares Administrative Draft Initial Study	LSA	5	5	December 22, 2011
Town Review of Administrative Draft Initial Study	Town	2	7	January 5, 2012
LSA Prepares Administrative Draft EIR/Screen IS	LSA	2	9	January 19, 2012
Town Review of Administrative Draft EIR/Screen IS	Town	2	11	February 2, 2012
LSA Prepares Screencheck EIR	LSA	2	13	February 16, 2012
Town Review of Screencheck EIR	Town	2	15	March 1, 2012
Production and Distribution of Draft EIR/IS	LSA	1	16	March 8, 2012
<i>Planning Commission DEIR Hearing</i>	--	--	--	<i>April 25, 2011</i>
<i>45 day comment period for Draft EIR</i>	--	6	22	<i>April 23, 2012</i>
LSA Prepares Admin. Draft Response to Comments	LSA	2	24	May 7, 2012
Town Review of Admin. Draft Response to Comments	Town	1	25	May 14, 2012
LSA Prepares Screencheck Draft Response to Comments	LSA	1	26	May 21, 2012
Town Review of Screencheck Draft Response to Comments	Town	1	27	May 28, 2012
Distribution of Response to Comments	LSA	1	28	June 4, 2012
<i>Final EIR City Council Hearing</i>	<i>Town</i>	<i>1</i>	<i>29</i>	<i>June 20, 2012</i>
<i>Parks and Recreation Commission Hearing</i>	<i>Town</i>	--	--	<i>July 5, 2012</i>
<i>Planning Commission GP and Zoning Amendments Hearing</i>	<i>Town</i>	--	--	<i>August 22, 2012</i>
<i>City Council GP and Zoning Amendments Hearing</i>	<i>Town</i>	--	--	<i>September 19, 2012</i>

## **BUDGET ESTIMATE**

For completion of the scope of work set forth in this proposal and accomplished according to the schedule outlined, the LSA team proposes a total budget not to exceed \$155,565. This includes our previously approved total budget amount of \$69,335, for a requested increase of \$86,230. A detailed breakdown of the budget is provided in Table 3. As is always the case with our proposed scope and cost estimate, we are open to suggestions for refinement to meet Town needs.

**Table 3  
Atherton Library Replacement Project Revised Cost Estimate**

<b>LABOR COSTS</b>																											
	<b>LSA Associates, Inc.</b>																			<b>Baseline Environmental Consulting</b>					<b>Team Total</b>		
	Principal-in-Charge (Malamut)	Project Manager (Bravo)	Word Processing (Cronan)	Graphics and Production (Linder)	Project Management (and non-technical analysis) Subtotal	Principal - Biologist (Lacy)	Wildlife Biologist (Stidle)	Botanist/Arborist (Milliken)	Biological Resources Subtotal	Associate - Cultural Resources (Pulcheon)	Senior Cultural Resources Manager (Jones)	Architectural Historian (Hibma)	Cultural Resources Subtotal	Principal - Transportation (Macias)	Transportation Planner (Black)	Principal - Air/Noise (Chung)	Senior Air/GCC Planner (Fischer)	Noise/Air Specialist (Ault)	Air Quality/Noise/Transportation Subtotal	<b>LSA Total</b>	Principal - Senior Hydrologist (Abelli-Amen)	Senior Geologist (Page)	Senior Environmental Scientist (Bodine)	Environmental Scientist (Sutton)		Clerical	<b>Baseline Total</b>
	Hourly Rate:	\$170	\$100	\$95	\$105	\$135	\$90	\$85	\$110	\$80	\$70	\$145	\$100	\$190	\$125	\$105	\$160	\$140	\$130	\$110	\$90						
<b>Task A Project Initiation</b>																											
(1) Start-Up Meeting/Site Visit	4	4			\$1,080		6		\$540		8		\$640						\$0	\$2,260				4		\$520	\$2,780
(2) Data Gathering and Evaluation		6			\$600		2		\$180		8		\$640						\$0	\$1,420						\$0	\$1,420
(3) Project Description	4	12	1	2	\$2,185				\$0				\$0						\$0	\$2,185						\$0	\$2,185
(4) Notice of Preparation	2	4	1	2	\$1,045				\$0				\$0						\$0	\$1,045						\$0	\$1,045
(5) Scoping Session	6	8			\$1,820				\$0				\$0						\$0	\$1,820						\$0	\$1,820
(6) Significance Criteria	1	4			\$570				\$0				\$0						\$0	\$570						\$0	\$570
(7) Work Program Refinement	4	8			\$1,480	1			\$135		2		\$160	4	6		2		\$1,430	\$3,205	2					\$320	\$3,525
<b>Subtotal for Task A</b>	<b>21</b>	<b>46</b>	<b>2</b>	<b>4</b>	<b>\$8,780</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>\$855</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>\$1,440</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>\$1,430</b>	<b>\$12,505</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>\$840</b>	<b>\$13,345</b>
<b>Task B Preliminary Environmental Screening Analysis</b>																											
(1) Administrative Draft Screening Analysis	6	12	1	2	\$2,525				\$0				\$0						\$0	\$2,525						\$0	\$2,525
a. Biological Resources					\$0	1	6	16	\$2,035				\$0						\$0	\$2,035						\$0	\$2,035
b. Cultural Resources					\$0				\$0	12	32	41	\$6,750						\$0	\$6,750						\$0	\$6,750
c. Transportation and Circulation					\$0				\$0				\$0	10	46				\$6,050	\$6,050						\$0	\$6,050
(2) Final Screening Analysis	2	6		2	\$1,150				\$0				\$0						\$0	\$1,150						\$0	\$1,150
<b>Subtotal for Task B</b>	<b>8</b>	<b>18</b>	<b>1</b>	<b>4</b>	<b>\$3,675</b>	<b>1</b>	<b>6</b>	<b>16</b>	<b>\$2,035</b>	<b>12</b>	<b>32</b>	<b>41</b>	<b>\$6,750</b>	<b>10</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$6,050</b>	<b>\$18,510</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$18,510</b>
<b>Task C Initial Study</b>																											
(1) Administrative Draft IS	8	24	4	4	\$4,560	2	8	2	\$1,160	1	2		\$270	2	4	2	20	16	\$5,250	\$11,240	4	12	20	12	3	\$6,510	\$17,750
(2) Screencheck Draft IS	6	12	4	2	\$2,810				\$0	1	1		\$190	1	2		2		\$595	\$3,595			2			\$260	\$3,855
(3) Public Review Draft IS	4	8	4	8	\$2,700	1	1		\$225				\$0	1	1		4		\$745	\$3,670			3			\$390	\$4,060
<b>Subtotal for Task C</b>	<b>18</b>	<b>44</b>	<b>12</b>	<b>14</b>	<b>\$10,070</b>	<b>3</b>	<b>9</b>	<b>2</b>	<b>\$1,385</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>\$460</b>	<b>4</b>	<b>7</b>	<b>2</b>	<b>26</b>	<b>16</b>	<b>\$6,590</b>	<b>\$18,505</b>	<b>4</b>	<b>12</b>	<b>25</b>	<b>12</b>	<b>3</b>	<b>\$7,160</b>	<b>\$25,665</b>
<b>Task D Draft EIR</b>																											
(1) Setting, Impacts, and Mitigation Measures																											
a. Land Use and Planning	2	20	4	4	\$3,140				\$0				\$0						\$0	\$3,140						\$0	\$3,140
b. Aesthetics	2	20	4	4	\$3,140				\$0				\$0						\$0	\$3,140						\$0	\$3,140
c. Historic Resources	1	4	2		\$760				\$0	8	26	12	\$3,800						\$0	\$4,560						\$0	\$4,560
d. Transportation and Circulation	6	10	4	6	\$3,030				\$0				\$0	8	50				\$6,160	\$9,190						\$0	\$9,190
e. Parks and Recreation	2	16	1		\$2,035				\$0				\$0						\$0	\$2,035						\$0	\$2,035
(2) Alternatives	6	32	4	2	\$4,810	1	2	2	\$485	8	12	10	\$2,540	8	16	2	8	4	\$4,560	\$12,395	4	2	2	2		\$1,400	\$13,795
(3) Cumulative and Growth Inducing Impacts	2	6			\$940				\$0				\$0						\$0	\$940						\$0	\$940
(4) CEQA-Required Assessment Conclusions	1	4			\$570				\$0				\$0						\$0	\$570						\$0	\$570
(5) Administrative DEIR	8	12	6	6	\$3,760				\$0				\$0						\$0	\$3,760						\$0	\$3,760
(6) Screencheck DEIR	8	16	6	4	\$3,950				\$0				\$0						\$0	\$3,950						\$0	\$3,950
(7) Public Review Draft EIR	6	12	8	12	\$4,240				\$0				\$0						\$0	\$4,240						\$0	\$4,240
<b>Subtotal Task D</b>	<b>44</b>	<b>152</b>	<b>39</b>	<b>38</b>	<b>\$30,375</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>\$485</b>	<b>16</b>	<b>38</b>	<b>22</b>	<b>\$6,340</b>	<b>16</b>	<b>66</b>	<b>2</b>	<b>8</b>	<b>4</b>	<b>\$10,720</b>	<b>\$47,920</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>\$1,400</b>	<b>\$49,320</b>
<b>TOTAL LABOR FOR DRAFT EIR</b>	<b>91</b>	<b>260</b>	<b>54</b>	<b>60</b>	<b>\$52,900</b>	<b>6</b>	<b>25</b>	<b>20</b>	<b>\$4,760</b>	<b>30</b>	<b>91</b>	<b>63</b>	<b>\$14,990</b>	<b>34</b>	<b>125</b>	<b>4</b>	<b>36</b>	<b>20</b>	<b>\$24,790</b>	<b>\$97,440</b>	<b>10</b>	<b>14</b>	<b>31</b>	<b>14</b>	<b>3</b>	<b>\$9,400</b>	<b>\$106,840</b>

**Table 3  
Atherton Library Replacement Project Revised Cost Estimate**

<b>LABOR COSTS</b>																											
	<b>LSA Associates, Inc.</b>																				<b>Baseline Environmental Consulting</b>					<b>Team Total</b>	
	Principal-in-Charge (Malamut)	Project Manager (Bravo)	Word Processing (Cronan)	Graphics and Production (Linder)	Project Management (and non-technical analysis) Subtotal	Principal - Biologist (Lacy)	Wildlife Biologist (Sidle)	Botanist/Arborist (Milliken)	Biological Resources Subtotal	Associate - Cultural Resources (Pulcheon)	Senior Cultural Resources Manager (Jones)	Architectural Historian (Hibma)	Cultural Resources Subtotal	Principal - Transportation (Macias)	Transportation Planner (Black)	Principal - Air/Noise (Chung)	Senior Air/GCC Planner (Fischer)	Noise/Air Specialist (Aull)	Air Quality/Noise/Transportation Subtotal	<b>LSA Total</b>	Principal - Senior Hydrologist (Abelli-Amen)	Senior Geologist (Page)	Senior Environmental Scientist (Bodine)	Environmental Scientist (Sutton)	Clerical		<b>Baseline Total</b>
	Hourly Rate:	\$170	\$100	\$95	\$105		\$135	\$90	\$85		\$110	\$80	\$70		\$145	\$100	\$190	\$125	\$105			\$160	\$140	\$130	\$110		\$90
<b>Task E Final EIR</b>																											
(1) Administrative Draft RTC Document	16	48	6	8	\$8,930	1	2		\$315	4	6	4	\$1,200	12	10		1	1	\$2,970	\$13,415	4	2				\$920	\$14,335
(2) Screencheck Draft RTC Document	8	16	6	4	\$3,950				\$0	1	2	1	\$340	8	8				\$1,960	\$6,250						\$0	\$6,250
(3) Final RTC Document	8	12	6	8	\$3,970				\$0				\$0	4	4				\$980	\$4,950						\$0	\$4,950
(4) Mitigation Monitoring and Reporting Program	2	6	4		\$1,320				\$0				\$0						\$0	\$1,320						\$0	\$1,320
(5) Notice of Determination		1			\$100				\$0				\$0						\$0	\$100						\$0	\$100
<b>Subtotal Task E</b>	<b>34</b>	<b>83</b>	<b>22</b>	<b>20</b>	<b>\$18,270</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>\$315</b>	<b>5</b>	<b>8</b>	<b>5</b>	<b>\$1,540</b>	<b>24</b>	<b>22</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>\$5,910</b>	<b>\$26,035</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$920</b>	<b>\$26,955</b>
<b>Task F Project Management</b>																											
<b>Subtotal for Task F</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>\$1,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$1,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$1,880</b>
<b>Task G Meetings and Public Hearings</b>																											
Assumes 6 Team Meetings and 6 Public Hearings	40	36	6	4	\$11,390	0	0	0	\$0	0	0	0	\$0	0	0	0	0	0	\$0	\$11,390	0	0	0	0	0	\$0	\$11,390
<b>Subtotal for Task G</b>	<b>40</b>	<b>36</b>	<b>6</b>	<b>4</b>	<b>\$11,390</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$11,390</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$11,390</b>
<b>TOTAL LABOR (ALL TASKS)</b>	<b>169</b>	<b>391</b>	<b>82</b>	<b>84</b>	<b>\$84,440</b>	<b>7</b>	<b>27</b>	<b>20</b>	<b>\$5,075</b>	<b>35</b>	<b>99</b>	<b>68</b>	<b>\$16,530</b>	<b>58</b>	<b>147</b>	<b>4</b>	<b>37</b>	<b>21</b>	<b>\$30,700</b>	<b>\$136,745</b>	<b>14</b>	<b>16</b>	<b>31</b>	<b>14</b>	<b>3</b>	<b>\$10,320</b>	<b>\$147,065</b>
<b>MISCELLANEOUS COSTS</b>																											
1. Deliveries/Faxes																			\$150	\$150						\$0	\$150
2. Intersection Counts (6)																			\$1,750	\$1,750						\$0	\$1,750
3. Parking Counts (4 days)																			\$1,600	\$1,600						\$0	\$1,600
4. Travel																			\$900	\$900						\$0	\$900
5. Maps; Plans; Reports; Databases																			\$1,000	\$1,000						\$300	\$1,300
6. Printing (Assumes 50 copies of the Draft EIR)																			\$2,800	\$2,800						\$0	\$2,800
<b>TOTAL MISCELLANEOUS COSTS</b>																			<b>\$8,200</b>	<b>\$8,200</b>						<b>\$300</b>	<b>\$8,500</b>
<b>TOTAL LSA TEAM BUDGET</b>																											
<b>TOTAL COST</b>																			<b>\$144,945</b>	<b>\$144,945</b>						<b>\$10,620</b>	<b>\$155,565</b>

**FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BY AND  
BETWEEN THE TOWN OF ATHERTON AND LSA ASSOCIATES**

This First Amendment to the Professional Services Agreement by and between the Town of Atherton ("Town") and LSA Associates ("Consultant") for professional environmental consulting services associated with the preparation of environmental studies and documents ("First Amendment") is entered into as of the 17th day of November, 2011, ("Effective Date"), by and between Town and Consultant.

**RECITALS**

- A. Town and Consultant are parties to that certain Professional Services Agreement for environmental consulting services dated April 29, 2011 ("Agreement").
- B. Town desires to obtain additional environmental consulting services related to proposed Atherton Library Building Project.
- C. Town and Consultant now desire to enter into this First Amendment to provide for the additional services as described below.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing Recitals and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby amend the Agreement as follows:

- 1. Exhibit A, Scope of Services. Exhibit A to the Agreement is amended by replacing Exhibit A in its entirety with the LSA Associates - Atherton Library Building Project Environmental Impact Report Draft Revised Work Program (November 1, 2011) attached and made a part of this First Amendment.
- 2. Exhibit B, Schedule of Performance. Exhibit B to the Agreement is amended by replacing Exhibit B in its entirety with the LSA Associates – Preliminary Schedule attached and made a part of this First Amendment.
- 3. Exhibit C, Compensation. Exhibit C to the Agreement is amended by replacing Exhibit C in its entirety with the LSA Associates – Budget Estimate attached and made a part of this First Amendment.
- 4. Agreement in Effect. The parties acknowledge and agree that the Agreement, except as amended by this First Amendment, remains unmodified and in full force and effect in accordance with its terms.
- 5. Counterpart Signatures. This First Amendment may be signed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement.

IN WITNESS THEREOF, the parties have executed this First Amendment as of the Effective Date.

**TOWN OF ATHERTON:**

By: \_\_\_\_\_ / \_\_\_\_\_  
John Danielson, Interim City Manager  
(Date)

**ATTEST:**

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney

**CONSULTANT:**

By: \_\_\_\_\_ / \_\_\_\_\_  
Name: \_\_\_\_\_ (Date)  
Title: \_\_\_\_\_

By: \_\_\_\_\_ / \_\_\_\_\_  
Name: \_\_\_\_\_ (Date)  
Title: \_\_\_\_\_



LSA ASSOCIATES, INC.  
 20 EXECUTIVE PARK, SUITE 200  
 IRVINE, CALIFORNIA 92614

949.553.0686 TEL  
 949.553.8076 FAX

BERKELEY  
 CARLSBAD  
 FORT COLLINS

FRESNO  
 PALM SPRINGS  
 POINT RICHMOND

RIVERSIDE  
 ROCKLIN  
 SAN LUIS OBISPO  
 S. SAN FRANCISCO

**TRANSMITTAL**

TO: Theresa N. Dellasanta, Deputy City Clerk  
Town of Atherton  
91 Ashfield Road  
Atherton, CA 94027

DATE: May 02, 2011

- FOR YOUR REVIEW       FOR YOUR FILES
- AT YOUR REQUEST       FOR YOUR INFORMATION
- FOR YOUR APPROVAL       DISTRIBUTION

SUBJECT: Fully Executed Agreement

PROJECT: Atherton Library CEQA Project  
 PROJECT NUMBER: TOA1101

ITEMS BELOW ARE TRANSMITTED:  HERewith  UNDER SEPARATE COVER  VIA: US Mail

<u>DATE</u>	<u>COPIES</u>	<u>DESCRIPTION</u>
<u>5/2/2011</u>	<u>1</u>	<u>Fully Executed Agreement for the Atherton Library CEQA Project</u>

GENERAL REMARKS: \_\_\_\_\_

COPIES TO: Billing File: Berkeley  
 BY: Christine Brady, Contracts Administrator

## CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is entered into as of the \_\_\_\_ day of April, 2011 by and between the TOWN OF ATHERTON ("Town") and LSA Associates, Inc. ("Consultant").

### RECITALS

WHEREAS, Town desires to obtain professional environmental analysis and reporting services in connection with the proposed Atherton Library Building Project; and issued a Request for Quotation with requirements (Exhibit F); and

Whereas Consultant responded to this RFQ with its proposal and plan to fulfill all required aspects of the required work (Exhibit E); and

WHEREAS, Consultant hereby warrants to Town that Consultant is skilled and able to provide such services described in this Agreement; and

WHEREAS, all of the costs associated with this Agreement shall be paid out of the Library Building Fund; and

WHEREAS, Town desires to retain Consultant in accordance with the terms of this Agreement to provide the services described herein.

### AGREEMENT

NOW, THEREFORE, in consideration of their mutual covenants, the parties hereto agree as follows:

1. Incorporation of Recitals. The recitals set forth above are hereby incorporated into this Agreement as if set forth herein in full.

2. Project Coordination.

A. Town. The City Manager or his designee shall represent Town for all purposes under this Agreement as the Project Manager. The Project Manager shall supervise the progress and execution of this Agreement.

B. Consultant. Consultant hereby assigns Judith H. Malamut to have overall responsibility for the progress and execution of this Agreement, she agreed to be a key person and not subject to change or substitution without the written permission of the Project Manager, and her agreements are binding;

3. Scope and Performance of Services

A. Scope of Services. Subject to such policy direction and approvals as Town through its Project Manager may determine from time to time, Consultant shall perform the services outlined in the "Scope of Work" attached as Exhibit A ("Services"). Town shall

have the right to amend the Scope of Work by written notification to Consultant. In such event, and if the amount of time required to perform the amended Scope of Work exceeds that set forth in this Agreement, the compensation and time of performance shall be subject to renegotiation upon written demand of either party. Consultant shall not commence any work exceeding the Scope of Work without prior written authorization from the Project Manager. Failure of Consultant to secure the Project Manager's written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the contract price or time of performance, whether by way of restitution, quantum meruit, or any other form of compensation.

B. Time of Performance. The Services are to commence on or after April 22, 2011 and must be completed not later than December 31, 2011. Consultant shall perform the Services in accordance with the "Schedule of Performance" attached as Exhibit B. Any changes to the dates in either this Section or Exhibit B must be approved in writing by the Project Manager. Any changes to the Schedule of Performance required by the Project Manager made in good faith shall not result in any changes in compensation due Consultant, and Consultant agrees to hold harmless and indemnify Town from any damages as a result of any such extension of the Schedule of Performance.

C. Standard of Quality. Town relies upon the professional ability of Consultant as a material inducement to entering into this Agreement. All work performed by Consultant under this Agreement shall be in accordance with all applicable legal requirements and shall meet the highest standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

4. Compensation and Method of Payment.

A. Compensation. The compensation to be paid to Consultant, including payment for professional services and reimbursable expenses, shall be at the rate and schedule attached as Exhibit C, "Compensation." However, in no event shall the amount Town pays Consultant exceed Sixty Nine Thousand Three Hundred Thirty-Five Dollars (\$69,335.00) ("Cost Ceiling"). Payment by Town under this Agreement shall not be deemed a waiver of unsatisfactory or incomplete work, even if such defects were known to Town at the time of payment.

B. Timing of Payment.

Consultant shall submit itemized monthly invoices reflecting work performed since the last payment or after submission of the initial invoice in the first instance. Town shall make payment in full, within thirty (30) days after approval of the invoice by the Project Manager which shall not be unreasonably withheld.

B-1 Audit right. Town shall have up to 24 months following completion of this contract for the purposes of auditing supporting records for any invoice period. Any such audits will be announced and scheduled within two weeks of notification of intent to audit by Town. Similarly, Town reserves the right to dispute any bills for that period should it find issues with

supporting documentation. Any disputes shall be in writing and shall be addressed and resolved within 30 days of date of notice.

C. Changes in Compensation. Consultant shall not undertake any work that will incur costs in excess of the Cost Ceiling without prior written authorization from the Project Manager.

D. Taxes. Consultant shall pay all taxes, assessments and premiums under the federal Social Security Act, any applicable unemployment insurance contributions, Workers' Compensation insurance premiums, sales taxes, use taxes, personal property taxes, or other taxes or assessments now or hereafter in effect and payable by reason of or in connection with the Services to be performed by Consultant.

5. Term. This Agreement shall commence upon its execution and shall continue in full force and effect until completed, amended, or otherwise terminated as provided herein.

6. Inspection. Consultant shall furnish Town with every reasonable opportunity for Town to ascertain that the Services of Consultant are being performed in accordance with the requirements and intentions of this Agreement. All work done and all materials furnished, if any, shall be subject to the Project Manager's inspection and approval. The inspection of such work shall not relieve Consultant of any of its obligations to fulfill the Agreement as prescribed.

7. Ownership of Documents. Title to all plans, specifications, maps, estimates, reports, manuscripts, drawings, descriptions and other final work products compiled by Consultant under the Agreement shall be vested in and owned by Town, and none shall be used in any manner whatsoever, by any person, firm, corporation, or agency without the express written consent of Town. Basic sketches, charts, computations, and other data prepared or obtained under the Agreement shall be made available, upon request, to Town without restriction or limitation on their use. Consultant may retain copies of the above-described information but agrees not to disclose any information gathered, created or generated in any way as part of this Agreement without the written permission of the Project Manager.

A. Employment of Other Consultants, Specialists or Experts. Consultant will not employ or otherwise incur an obligation to pay other consultants, specialists, or experts for services in connection with this Agreement without the prior written approval of Town. All consultants, specialists, or experts approved by Town are listed in Exhibit D, and such persons are hereby agreed to be key persons and not subject to change or substitution without the written permission of the Project Manager.

8. Conflict of Interest.

A. Consultant covenants and represents that neither it, nor any officer or principal of its firm or any person, consultant, or entity, has, or shall acquire any interest in the Library project, including any subsequent phase of design of the project, or other interest, directly or indirectly, which would conflict in any manner with the interests of Town or hinder Consultant's performance of the Services. Consultant further covenants that in the performance of this Agreement no person having any such interest shall be employed by it as an officer,

employee, agent, or subcontractor without the express written consent of Town. Consultant agrees at all times to avoid conflicts of interest, or the appearance of any conflicts of interest in the performance of the Agreement.

B. Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

(1) will conduct research and arrive at conclusions with respect to its rendition of information, advice, recommendation, or counsel independent of the control and direction of Town or of any Town official; and

(2) possesses no authority with respect to any Town decision beyond the rendition of information, advice, recommendation, or counsel. (2 Cal. Code Regs. § 18700(a)(2).)

9. Liability of Members of Town. No member of Town, including without limitation any officer, employee, or agent, shall be personally liable to Consultant in the event of any default or breach of Town, or for any amount that may become due to Consultant or any successor in interest, or for any obligations directly or indirectly incurred under the terms of this Agreement.

10. Indemnity. Consultant hereby agrees to defend (by counsel reasonably satisfactory to the Town), indemnify, and hold harmless Town, its officers, agents, employees, volunteers, and servants, from and against any and all claims, demands, damages, costs, liabilities, or obligations brought on account of or arising out of any acts, errors, or omissions of Consultant, its officers, employees, agents, and subcontractors undertaken pursuant to this Agreement, excepting liabilities due to the sole negligence or willful misconduct of Town. Town has no liability or responsibility for any accident, loss, or damage to any work performed under this Agreement whether prior to its completion and acceptance or otherwise. Consultant's duty to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in California Civil Code Section 2778. This indemnification obligation and creation of liability is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for Consultant under Workers' Compensation, disability, or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by Consultant and shall continue to bind the parties after termination/completion of this Agreement.

11. Independent Contractor; Not an Agent of Town. It is expressly agreed that Consultant, in the performance of the Services agreed to be performed hereunder, shall act as and be an independent contractor and not an agent or employee of Town, and Consultant, its officers, employees and agents shall not have any power to bind or commit Town contractually or financially.

12. Compliance with Laws.

A. General. Consultant shall exercise the highest standard of professional care in complying with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations. Consultant represents and warrants to Town that it has and shall, at its sole cost and

expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals which are legally required for Consultant to practice its profession.

B. Workers' Compensation. Consultant certifies that it is aware of the provisions of the California Labor Code that require every employee to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Consultant certifies that it will comply with such provisions before commencing performance of the Agreement and at all times in the performance of the Agreement.

C. Prevailing Wage. Consultant and Consultant's subconsultants (if any) shall, to the extent required by the California Labor Code, pay not less than the latest prevailing wage rates to workers and professionals as determined by the Director of Industrial Relations of the State of California pursuant to California Labor Code, Part 7, Chapter 1, Article 2. Copies of the applicable wage determination are on file at Town's Public Works Department.

D. Injury and Illness Prevention Program. Consultant certifies that it is aware of and has complied with the provisions of California Labor Code § 6401.7, which requires every employer to adopt a written injury and illness prevention program.

E. Town Not Responsible. Town is not responsible or liable for Consultant's failure to comply with any and all of its requirements under this Section.

F. Town is not Liable for schedule or cost impacts. Town is not Liable for schedule or cost impacts due to its delays in meeting its obligations (other than payments) unless Consultant provides written notification to Town of its schedule impact at least 5 working days in advance of any critical path item.

G. Waiver of Subrogation. Consultant and Consultant's insurance company agree to waive all rights of subrogation against Town, its elected or appointed officials, officers, agents, employees, and volunteers for losses paid under Consultant's Workers' Compensation insurance policy that arise from the work performed by Consultant for Town.

13. Confidential Information. All data, documents, discussions or other information developed or received by or for Consultant in performance of this Agreement are confidential and not to be disclosed to any person except as authorized by Town or as required by law.

14. Assignment; Subcontractors; Employees.

A. Assignment. Consultant shall not assign, delegate, transfer, or convey its duties, responsibilities, or interests in this Agreement or any right, title, obligation, or interest in or to the same or any part thereof without Town's prior written consent. Any assignment without such approval shall be void and, at Town's option, shall immediately permit this Agreement to be deemed void.

15. Subcontractors; Employees. Consultant shall be responsible for employing or engaging all persons necessary to perform the Services. No subcontractor of Consultant shall be

recognized by Town as such; rather, all subcontractors are deemed to be employees of Consultant, and Consultant agrees to be responsible for their performance. Consultant shall give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subcontractors, if any, and shall keep the work under its control. If any employee or subcontractor of Consultant fails or refuses to carry out the provisions of this Agreement or appears to be incompetent or to act in a disorderly or improper manner, it shall be discharged immediately from the work under this Agreement on demand of the Project Manager

16. Insurance.

A. Minimum Scope of Insurance.

(1) Consultant agrees to secure and maintain for the duration of this Agreement, a General Liability insurance policy insuring it in an amount not less than Two Million Dollars (\$2,000,000.00) combined single limit per occurrence and in the aggregate for bodily injury, personal injury, and property damage.

(2) Consultant agrees to secure and maintain for the duration of this Agreement, an Automobile Liability insurance policy insuring it and its staff in an amount not less than One Million Dollars (\$1,000,000.00) combined single limit per accident for bodily injury and property damage.

(3) Consultant shall secure and maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from Consultant's operations under this Agreement, whether such operations be by Consultant or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than One Million Dollars (\$1,000,000.00) on an occurrence basis.

(4) A Workers' Compensation and Employers' Liability policy written in accordance with the laws of the State of California and providing coverage for any and all employees of Consultant.

(5) All of the following endorsements are required to be made a part of each of the required policies, except for the Professional Liability and Workers' Compensation and Employers' Liability policies, as stipulated below:

(a) "The Town of Atherton, its officials, officers, agents, employees, and volunteers are hereby added as additional insureds, but only with respect to work done by, for, or on behalf of the named insured."

(b) "This policy shall be considered primary insurance with respect to any other valid and collectible insurance Town may possess, including any self-insured retention Town may have, and any other insurance Town possesses shall be considered excess insurance only and shall not contribute to it."

(c) "This insurance shall act for each insured and additional insured as though a separate policy had been written for each. This, however, will not act to increase the limit of liability of the insuring company."

(6) Consultant shall provide to Town all certificates of insurance with original endorsements reflecting coverages required by this section. Certificates of such insurance shall be filed with Town on or before commencement of performance of this Agreement. Town reserves the right to require complete, certified copies of all required insurance policies at any time.

(7) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Town, its officials, officers, agents, employees, and volunteers.

(8) Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

B. All Coverages. Each insurance policy required shall provide that coverage shall not be canceled, except after 30-days' prior written notice by certified mail, return receipt requested, delivered to Town. Current certification of such insurance shall be kept on file by the Project Manager at all times during the term of this Agreement.

C. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII or as otherwise approved by the Project Manager.

D. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by Town. At Town's option, Consultant shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

E. Verification of Coverage. Consultant shall furnish Town with original Certificate(s) of Insurance verifying Consultant's receipt of the required insurance coverage.

#### 17. Termination of Agreement; Default.

A. This Agreement and all obligations hereunder may be terminated at any time, with or without cause, by Town upon 5-days' written notice to Consultant.

B. In the event this Agreement is terminated by Town without cause, Consultant shall be entitled to any compensation owing to it hereunder up to the time of such termination, it being understood that any payments are full compensation for services rendered before the time of payment.

C. Upon termination of this Agreement with or without cause, Consultant shall immediately turn over to the City Manager any and all copies of studies, sketches, drawings, computations, and other data, whether or not completed, prepared by Consultant or its subcontractors, or given to Consultant or its subcontractors, in connection with this Agreement. Such materials are the permanent property of Town. Consultant, however, shall

not be liable for Town's use of incomplete materials or for Town's use of complete documents if used for services other than those contemplated by this Agreement.

18. Merger; Amendment. This Agreement constitutes the complete and exclusive statement of the agreement between Town and Consultant and shall supersede all prior negotiations, representations, or agreements, either written or oral. This document may be amended only by written instrument, signed by both Town and Consultant. All provisions of this Agreement are expressly made conditions.

19. Interpretation. This Agreement shall be interpreted as though it was a product of a joint drafting effort and no provisions shall be interpreted against a party on the ground that the party was solely or primarily responsible for drafting the language to be interpreted.

20. Enforcement of Agreement. If a lawsuit, action, arbitration or other proceeding of any nature whatsoever is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights under this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs.

21. Time of the Essence. Time is of the essence of this Agreement, and the parties shall endeavor to perform all requirements and tasks set forth in the Agreement in a timely manner.

22. Written Notification. Any notice, demand, request, consent, approval or other communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, first class mail to the other party at the address set forth below. Either party may change its address by notifying the other party in writing of the change of address. Notice shall be deemed communicated and received within 3 business days from the time of mailing if mailed as provided in this section.

If to Town:

City Clerk  
Town of Atherton - Town Hall  
91 Ashfield Road  
Atherton, CA 94027

Attn: Library Environmental Study  
Cc: City Attorney

If to Consultant:

Judith H. Malamut, Principal  
LSA Associates, Inc.  
2215 Fifth Avenue  
Berkeley, CA 94710

23. Consultant's Books and Records.

A. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to either charges for services, expenditures, and/or disbursements charged to Town for a minimum period of five (5) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

B. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Attorney, City Auditor, City Manager, or a designated representative of any of these officers. Copies of such documents shall be provided to Town for inspection when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.

C. Town may, by written request by any of the above-named officers, require that custody of the records be given to Town and that the records and documents be maintained in the City Manager's office.

24. Agreement Binding. The terms, covenants, and conditions of this Agreement shall apply to, and shall bind, the heirs, successors, executors, administrators, assigns, and subcontractors of both parties.

25. Equal Employment Opportunity. Consultant is an equal opportunity employer and agrees to comply with all applicable state and federal regulations governing equal employment opportunity. Consultant will not discriminate against any employee or applicant for employment because of race, age, sex, creed, color, sexual orientation, marital status or national origin. Consultant will take affirmative action to ensure that applicants are treated during such employment without regard to race, age, sex, creed, color, sexual orientation, marital status, or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant further agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

26. Town Not Obligated to Third Parties. Town shall not be obligated or liable for payment hereunder to any party other than the Consultant.

27. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that either party may have hereunder.

28. Severability. If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or

provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had not been contained herein.

29. Exhibits. The following exhibits are attached to this Agreement and incorporated herein by this reference:

- A. Exhibit A: Scope of Work
- B. Exhibit B: Schedule of Performance
- C. Exhibit C: Compensation
- D. Exhibit D: Consultants, Specialists, or Experts
- E. Exhibit E: Proposal
- F. Exhibit F: RFP

30. Execution. This Agreement may be executed in counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

31. Applicable Law; Venue. This Agreement shall be construed and interpreted according to California law. In the event that suit is brought by either party, the parties agree that trial of such action shall be held exclusively in a state court in the County of San Mateo, California.

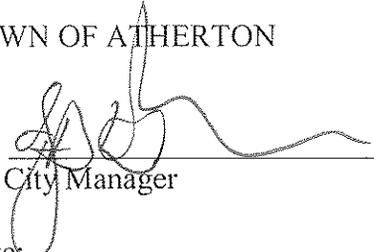
32. Authority. Each individual executing this Agreement on behalf of one of the parties represents that he or she is duly authorized to sign and deliver the Agreement on behalf of such party and that this Agreement is binding on such party in accordance with its terms.

33. Order of Precedence: This Agreement, RFP, Consultant's Proposal

IN WITNESS WHEREOF, Town and Consultant have executed this Agreement as of the date first above written.

TOWN OF ATHERTON

CONSULTANT

By:   
City Manager

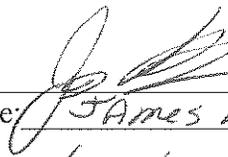
By:   
Title: Rob McLain

Date:

Date: 4/29/2011

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
City Attorney

By:   
\_\_\_\_\_  
Title: JAMES BAUM, CFO

Date: 4/29/21

ATTEST:  
By:   
\_\_\_\_\_  
City Clerk

## EXHIBIT A: SCOPE OF WORK

This chapter outlines the work program for completing the Screening Analysis and environmental documentation for the Atherton Library Replacement Project in compliance with CEQA. A summary of the work program is provided in Table 1. Our proposed work schedule and budget are presented in Chapters 4 and 5, respectively.

### TASK A. PROJECT INITIATION

Task A includes preliminary environmental review tasks, including a start-up meeting and site visit, preliminary data gathering and evaluation, preparation of a preliminary project description that describes both sites, and refinement to the scope of work, if necessary.

#### 1. Start-Up Meeting/Site Visit

LSA will meet with Town staff to discuss expectations regarding the tasks to be undertaken as part of the environmental documentation effort for the Atherton Library Replacement Project. As a part of this meeting, LSA will:

- Identify relevant information and data needs regarding the existing library site and the Holbrook-Palmer Park site and environmental documents beyond those the Town has already made available;
- Discuss the appropriate assumptions for development of the preliminary project description; and
- Discuss the Town's desired schedule for the planning process.

In conjunction with the start-up meeting, LSA staff will visit the project sites and photograph their surroundings, document existing conditions and site features, and confirm information provided in the background studies or data provided by the Town. We encourage participation in the site visit by Town staff to share observations about the project. LSA's natural resources staff and technical specialists will conduct field surveys as described in their scopes under Tasks B and A, below.

#### 2. Data Gathering and Evaluation

Existing data and analyses applicable to the project site and vicinity, including the Town of Atherton General Plan, General Plan EIR, and Zoning Ordinance, will be collected, evaluated, and distributed to the project team. The Atherton Library Needs Assessment and Holbrook-Palmer Park Master Plan

**Table 1: Work Program Outline**

<b>TASK A. PROJECT INITIATION</b> <ol style="list-style-type: none"><li>1. Start-Up Meeting/Site Visit</li><li>2. Data Gathering and Evaluation</li><li>3. Preliminary Project Description</li></ol>
<b>TASK B. PRELIMINARY ENVIRONMENTAL SCREENING ANALYSIS</b> <ol style="list-style-type: none"><li>1. Administrative Draft Screening Analysis<ol style="list-style-type: none"><li>a. Biological Resources</li><li>b. Cultural Resources</li><li>c. Transportation and Circulation</li></ol></li><li>2. Final Screening Analysis</li></ol>
<b>TASK C. DRAFT IS/MND AND MMRP</b> <ol style="list-style-type: none"><li>1. Draft Project Description</li><li>2. Administrative Draft IS/MND</li><li>3. Public Review Draft IS/MND</li><li>4. Response to Comments</li><li>5. Mitigation Monitoring and Reporting Program</li></ol>
<b>TASK D. PROJECT MANAGEMENT</b>
<b>TASK E. MEETINGS AND PUBLIC HEARINGS</b>

will also be reviewed, in addition to preliminary work products developed by Group 4 Architecture. As part of this task, LSA will also contact responsible agencies and Town departments that may have information about the project sites.

LSA will also work with Town staff to identify noticing requirements and will assist in preparation of environmental review and meeting notification as necessary and throughout the duration of the environmental review process. During this phase, LSA will also assist the Town with development of the mailing list and will recommend appropriate persons and agencies, outside of local distribution, that should be included. LSA will provide additions and updates to the mailing list when necessary.

### **3. Preliminary Project Description**

LSA will work with the Town and Group 4 Architecture to draft a preliminary project understanding that describes the potential for construction of a new library at each of the project sites. This description will include, as appropriate, figures showing the location and boundaries of both project sites, aerial photographs of the sites and surrounding areas, and any preliminary development plans (PDFs of graphics to be provided by the Town or Group 4 Architecture). In addition, this description will include a discussion of the setting, background, and objectives of the library replacement project. A draft of the project description will be submitted to the Town for review and acceptance before the LSA team begins conducting the screening analyses. This preliminary project description will be used in the memorandum prepared as part of Task B, Preliminary Environmental Screening Analysis and will also be used to inform the project description prepared as part of Task C.1, Draft IS/MND Project Description.

## **TASK B. PRELIMINARY ENVIRONMENTAL SCREENING ANALYSIS**

LSA will conduct a preliminary screening analysis that identifies the potential environmental constraints at each of the potential project sites. The screening analysis will address biological resources, cultural resources, and traffic and transportation and the results of the analysis will be presented in a memorandum, as described in our approach outlined in Chapter 1. In addition to the written analysis, results will also be summarized in a matrix format to allow a visual comparison of potential impacts and mitigations that may be required at each site.

In the event that the Screening Analysis identifies potentially significant impacts that may not be reduced or avoided with implementation of mitigation measures, LSA will immediately notify the Town and work with staff to strategize on the next phase of environmental review. Preparation of an EIR would require a scope and budget adjustment.

LSA will prepare three drafts of the Screening Analysis: an Administrative Draft and Screencheck Draft for review by Town staff, and a Final Draft, which will be presented to Town decision-makers and the public. The following discussion summarizes the tasks that LSA will conduct to complete the Screening Analysis.

## 1. Administrative Draft Screening Analysis

The Administrative Draft Screening Analysis will include a brief description of each of the project sites, as previously described under Task A.3, Prepare Preliminary Project Description. Our proposed analysis for each of the issue topics to be discussed in the screening analysis is detailed below.

It is anticipated that the Administrative Draft will be submitted to the Town for review in electronic format, unless paper copies are requested.

**a. Biological Resources.** Both the Dinkelspiel Lane and Holbrook-Palmer Park sites are located within the developed portion of the Town of Atherton. Although the Town supports an abundance of native and ornamental trees, the dense residential and commercial development and railroad corridor provide limited habitat for native wildlife except those species that are tolerant of human disturbance. Such disturbance-tolerant species are not typically special-status species or species for which impacts require mitigation. Therefore, the issues expected to be associated with these developed sites include the presence of heritage trees that may be removed or impacted by the construction of the new library and impacts to nesting birds from construction activities during the nesting season. Wetlands are not expected on either site as both sites are developed and landscaped. In order to assess the biological issues at each of the sites, LSA biologists will review the available literature for each site including the California Natural Diversity Data Base (CNDDB). A biologist and arborist will visit each site to generally map vegetation and any habitats. The occurrence of potential wetlands will be noted, if present. Based on our field visit, literature review, and professional experience work in the urban areas of San Mateo County, the biologist will prepare a brief write up for the Screening Analysis on the constraints at each site and mitigation measures that would be required to compensate for any loss of habitat. The Screening Analysis will also include an assessment of the impacts to heritage trees at each site, although a formal tree survey will not be conducted.

**b. Cultural Resources.** Each of the potential project sites is developed with buildings over 50 years in age. The Holbrook-Palmer site in particular contains buildings that are one of the few remaining examples of late 19th century estate farm architecture in the Bay Area. For the Screening Analysis, an architectural historian and archaeologist will conduct a “windshield” survey of the project sites to identify potentially historical buildings and to assess their archaeological sensitivity. Cultural resources records searches will be completed at the Northwest Information Center (NWIC) of the California Historical Resources Information System, Sonoma State University, Rohnert Park; and the University of California Museum of Paleontology (UCMP), Berkeley to identify recorded cultural resources (e.g., prehistoric and historical archaeological sites, historical buildings and structures, and fossils) within, and immediately adjacent to, each of the sites. The NWIC, an affiliate of the California Office of Historic Preservation, is the official state repository of cultural resources reports and records for San Mateo County. The UCMP maintains a fossil-locality database that indicates the locations of recorded fossil discoveries in the Bay Area. In addition, the following inventories will be reviewed as part of the analysis: *California Inventory of Historic Resources* (California Department of Parks and Recreation 1976), the Office of Historic Preservation’s *Five Views: An Ethnic Historic Site Survey for California* (1988), *California Historical Landmarks* (1996), *California Points of Historical Interest* (1992), and the *Directory of Properties in the Historic Property Data File* (which contains the listings of the National Register of Historic Places, National Historic Landmarks, California Register of Historic Resources, California Historical Landmarks, and California Points of Historical Interest). Relevant local inventories will also be reviewed.

c. **Transportation and Circulation.** LSA will prepare a technical traffic and parking analysis that evaluates the two proposed site alternatives. The traffic and parking analysis will evaluate the effects of the proposed project at each site on the existing roadway network. Three scenarios will be evaluated in the analysis:

1. No Project (Existing Condition)
2. Existing plus new Library at Dinkelspiel Lane site
3. Existing plus new Library at Holbrook-Palmer Park site

The following six intersections will be evaluated:

- Fair Oaks Lane/Dinkelspiel (Station) Lane;
- Watkins Avenue/Dinkelspiel (Station) Lane;
- Fair Oaks Lane/El Camino Real;
- Watkins Avenue/El Camino Real; and
- Watkins Avenue/Holbrook-Palmer Park entrance; and
- Watkins Avenue/Holbrook-Palmer Park exit.

LSA will contract with a qualified data collection firm to collect AM and PM peak hour traffic counts during a typical weekday at all the subject intersections. The data collection firm will also collect midday peak hour (or other peak period as determined in consultation with Town staff) traffic counts on a Saturday at the driveways to Holbrook-Palmer Park. The cost of this task is included in the cost estimate as a reimbursable expense.

The new library's trip generation will be determined using trip rates from the Institute of Transportation Engineers, *Trip Generation*, 8th Edition. Trip distribution patterns for each site will be developed and applied to the trip generation to determine the existing plus project traffic volumes for each alternative. Levels of service at the study area intersections will be evaluated and a comparison table showing the levels of service for each project scenario will be provided in the traffic and parking analysis.

The potential parking demand of the 11,100 square foot library will be determined using parking rates from the Institute of Transportation Engineers, *Parking Generation*, 4th Edition. The available parking spaces at each site alternative will be compared to the parking demand of the project to determine whether adequate parking would be provided. To ascertain the existing parking available at each site, parking surveys will need to be conducted. LSA recommends collecting weekday parking accumulation counts one day at the existing library site during its operating hours of 10:00 a.m. to 8:00 p.m. and at Holbrook-Palmer Park during the same hours. On a Saturday, parking accumulation counts would be collected from 10:00 a.m. to 5:00 p.m. at Holbrook-Palmer Park. The cost of this task is included in the cost estimate as a reimbursable expense.

LSA will compare forecast parking generation for the new library to available parking spaces at the existing library site to determine the potential for parking impacts of development at the existing site. LSA will also compare forecast parking generation for the new library to parking spaces provided on the site plan for the Holbrook-Palmer Park library site to determine potential parking impacts in that

scenario. LSA will discuss potential for parking impacts for typical weekday for both sites and Saturday operations for the Holbrook-Palmer Park site.

The results of the traffic and parking studies will be detailed in an attachment to the Screening Analysis memorandum, which will contain a brief summary of the findings.

## **2. Final Screening Analysis**

Based on a single set of consolidated, non-contradictory comments received from the Town, LSA will make any necessary revisions to the Screening Analysis and prepare the Screencheck Draft Screening Analysis. The Screencheck Draft will be provided to the Town to verify that all requested changes have been made and all references and final graphics are acceptable. This memorandum will be provided in an electronic format and a compare version (with changes noted in strikethrough and underline) will also be included.

Upon confirmation that all requested changes have been incorporated, LSA will finalize the Screening Analysis and provide the final document and related attachments in an electronic format suitable for posting to the Town's website and distribution to the public. A limited number of hard copies may also be produced upon request.

See Task E for a description of meeting attendance associated with this task.

## **TASK C. DRAFT IS/MND AND MMRP**

Once the results of the Screening Analysis described in Task B have been reviewed by the public and Town decision makers, it is anticipated that one of the two sites will be chosen for development of the new library. This scope of work assumes that an Initial Study/Mitigated Negative Declaration (IS/MND) will be the appropriate environmental document to satisfy the requirements of CEQA. As discussed under Task B, if the results of the Screening Analysis indicate that a Focused EIR might be required to address any of the environmental issue topics, LSA would strategize with Town staff and prepare a scope and budget adjustment to complete any additional or alternative environmental documentation that might be identified.

An Initial Study will be prepared in accordance with CEQA and the *CEQA Guidelines* and will utilize the Environmental Checklist Form (Appendix G of the *CEQA Guidelines*) with any modifications required by the Town as Lead Agency. Information and data gathered during the Screening Analysis phase will be used as applicable. In preparing the checklist, LSA will respond to the checklist questions for the various impact topics and add concise explanatory comments related to each topic. Mitigation measures will be recommended where necessary to reduce potentially significant environmental impacts to a less-than-significant level. This scope of work assumes that upon completion of the Initial Study, a recommendation will be made that a Mitigated Negative Declaration will satisfy CEQA documentation requirements. The scope of work for preparation of an Initial Study is discussed below.

### **1. Draft Project Description**

LSA will use the preliminary project understanding and other information gathered as part of Task B to prepare the project description for development of the library at the selected site. The draft project description will include the elements necessary to comply with CEQA, including, but not limited to,

the purpose, timing, and physical elements of demolition of any existing buildings and construction and operation of the new library. The project description will include, as appropriate, figures showing the location and boundaries of the project area, aerial photographs of the project site and surrounding area, and any conceptual building plans prepared by Group 4 Architecture. In addition, the project description will include a discussion of the setting, background, and objectives of the project. The project description will describe the overall approval process for the project and identify all discretionary and anticipated subsequent approvals. Relevant agencies and reviewing bodies will be identified. A draft of the project description will be submitted to the Town for review and acceptance before the LSA team begins conducting the impact analyses.

## 2. Administrative Draft IS/MND

LSA will prepare an Administrative Draft IS/MND with the following components. Figures and tables will be provided as appropriate to illustrate the project site, the proposed project and the study's findings.

- Project Description
- CEQA Environmental Checklist Form
- Mandatory Findings of Significance
- Contacts and Bibliography
- Mitigated Negative Declaration
- Technical Appendices

Up to ten (10) bound copies of the Administrative Draft IS/MND will be submitted to the Town for review and comment. LSA will also provide one (1) MS Word and PDF version in electronic format.

The topics that will be analyzed in the Initial Study are discussed briefly below. For biological resources, cultural resources, and traffic and transportation, the findings of the Screening Analysis will form the basis of the applicable Initial Study discussions and the potential for project impacts would already likely be determined for these issue topics prior to this phase of environmental review. These impacts will be further defined and specific mitigation measures will be recommended to reduce impacts to a less-than-significant level, as appropriate. The type and severity of some potential impacts may vary depending on the site that is selected for the new library, while other impacts would likely be the same at both sites. Therefore, the description of the analysis to be performed for the environmental issue topics identifies the minimum level of effort that will likely be required to complete the environmental review for either site.

- ***Aesthetics.*** LSA will evaluate existing visual conditions in and around the project site, including public views of and from the project site. The project's impact on scenic vistas and the visual character of surrounding development will be discussed. Visual simulations are not proposed as part of this scope of work. It is not anticipated that the new building would cast new shade or shadow onto adjacent or nearby uses or natural resources at either location; however, new sources of light and glare would likely result at either site. Potential impacts to day and nighttime views will be identified and mitigation measures will be recommended, as appropriate.
- ***Agricultural and Forestry Resources.*** Atherton is a residential urban community and is characterized as urban and built-up land by the California Department of Conservation, Farmland

Mapping and Monitoring Program. As such, the project would not result in significant impacts to agricultural or forestry resources and this environmental issue topic will be briefly addressed.

- **Air Quality.** LSA will prepare an air quality analysis for the proposed project, based in part on the traffic analysis prepared as part of Task A. The air quality analysis will include the following components: 1) assessment of baseline air quality in the area, as documented by nearby air monitoring stations; 2) assessment of traffic and construction impacts; 3) assessment of operational impacts; and 4) recommendation of mitigation measures consistent with Bay Area Air Quality Management District (BAAQMD) guidelines.
- **Biological Resources.** The proposed project involves construction of a new library in a developed urban area. The results of the field reconnaissance and records review conducted as part of the Screening Analysis will be used to respond to the Initial Study checklist questions for biological resources and mitigation measures will be further defined and recommended, as appropriate.
- **Cultural Resources.** Both of the potential project sites contain buildings and structures that may qualify for listing in the California Register of Historical Resources (California Register). The eligibility of the buildings on the preferred site must be determined as part of the CEQA review to identify if historical resources will be affected by the proposed project. According to the *Atherton Library RFP Questions and Answers* posted on the Town's website, the existing library building and Council Chambers are "potentially historic" and need to be evaluated. The Holbrook-Palmer Park site also includes historic structures. The historical evaluation will include background research conducted at local archives, as appropriate, and a field review conducted by a qualified architectural historian. The results of the evaluation will be presented in the Initial Study and impacts associated with cultural resources will be identified and described, and if appropriate, mitigation measures will be recommended to reduce significant impacts to cultural resources.
- **Geology and Soils.** Baseline will conduct a site reconnaissance and use information obtained from the Town of Atherton General Plan and San Mateo County General Plan, and available United States Geological Survey and California Geological Survey maps and reports to prepare responses to the Initial Study checklist questions for this topic. The soil types occurring at the project site will be described based on information from the Natural Resource Conservation Service Soil Survey database and other available sources. Soil characteristics that may have environmental impact implications, such as highly expansive, corrosive, or erodible soil hazards, will be discussed. Potential sources of regional earthquakes will be evaluated and expected levels of seismic shaking (and related potential for ground failure) in the vicinity of the project site will be described. Potential impacts will be identified and feasible mitigation measures will be developed, as appropriate.
- **Global Climate Change.** LSA will evaluate the project's impacts on global climate change and greenhouse gas emissions in accordance with the CEQA Guidelines Amendments that became effective on March 18, 2010. The guidelines state that a lead agency should make a good-faith effort, based on available information, to describe, calculate or estimate the amount of GHG emissions resulting from a project and determine if the project is consistent with GHG reduction plans. LSA will provide a quantitative assessment of GHG emissions associated with all relevant sources related to the project for which project data are available, including construction activities, vehicle emissions, energy consumption, and water usage using the BAAQMD's recently released BGM Greenhouse Gas Calculator model. LSA will also provide a qualitative assessment of the project's consistency with relevant plans and regulations.

- **Hazards and Hazardous Materials.** Baseline will identify and evaluate potential hazards and hazardous materials conditions associated with the project based on a review of past and current land uses. Regulatory databases will be reviewed to evaluate reported releases of hazardous materials in the project vicinity that could affect future development and operation of the project site. Available State and local documents will also be reviewed to assess potential project impacts related to emergency response and evacuation plans, aviation hazards, and wildland fire hazards. Mitigation measures will be recommended, if appropriate.
- **Hydrology and Water Quality.** Based on a site reconnaissance and available site plans, project reports, and publically available data, Baseline will identify and evaluate the hydrologic and water quality impacts associated with the project. One potential impact identified in the RFP was the potential for the project to create runoff that could exceed the capacity of existing or proposed stormwater drainage systems; this would be particularly relevant if the Holbrook-Palmer Park site was selected because much of the site is open space. Based on information provided by the Town, Baseline will document the capacity of existing stormwater drainage system to which the project would discharge, and would evaluate if the stormwater drainage system would have adequate capacity to accommodate potential increases in peak flow rates resulting from the project. Other potentially significant impacts that will be evaluated include stormwater runoff quality impacts associated with the construction and post-construction phases of the project. Feasible mitigation measures will be recommended, as appropriate.
- **Land Use and Planning Policy.** The land use and planning section will evaluate the project's compatibility with surrounding land uses and determine the project's consistency with applicable land use and conservation policies and regulations that could lead to significant physical impacts. If the Holbrook-Palmer Park site is selected, the requirements for a General Plan amendment and Park Master Plan amendment will also be addressed.
- **Mineral Resources.** The project site is located in a developed urban area and there are no known mineral resources on or in the vicinity of the project site. As such, the project would not affect mineral resources and this topic will be briefly discussed.
- **Noise.** LSA will prepare a noise analysis for the proposed project, based in part on the traffic analysis. The noise analysis will include the following components: 1) a description of existing noise conditions in and around the project site; 2) quantitative assessment of noise impacts related to vehicular traffic trips resulting from the proposed project and project construction activities; and 3) preparation of mitigation measures consistent with best practice standards.
- **Population and Housing.** The proposed project would not provide new housing or a substantial number of new jobs in the Town, but would provide updated and expanded library services to existing residents in Atherton. As such, LSA will provide brief responses to the Initial Study checklist questions for this topic.
- **Public Services.** This section will evaluate the potential impacts on public services, including police, fire, and schools. LSA will determine if the proposed project would result in increased demand for public services and would require an expansion of existing infrastructure or facilities. A brief discussion of the library's existing and future services will also be provided.
- **Recreation.** LSA will analyze the effects of the proposed project on existing and planned recreational facilities. If the Holbrook-Palmer Park site is selected, potential impacts to this recreational amenity will also be addressed.

- **Transportation and Traffic.** The results of the Screening Analysis will be used to respond to the Initial Study checklist questions for this topic. Potential traffic, circulation, and parking impacts identified in the Screening Analysis will be summarized and mitigation measures will be recommended, as appropriate.
- **Utilities and Service Systems.** LSA will summarize the impacts that could result from implementation of the proposed project to the following utilities and service systems: water supplies; wastewater treatment and capacity; stormwater facilities; and solid waste disposal.
- **Mandatory Findings of Significance.** The Initial Study environmental checklist will conclude by responding to the series of questions as set forth in Appendix G, Section XVII of the *CEQA Guidelines*. Potential cumulative impacts of the proposed project combined with the incremental effects of other approved, proposed, or reasonably foreseeable projects in the vicinity of the site will be briefly discussed.

As stated above, the analysis associated with these topics will be included in an Administrative Draft Initial Study that will be provided to the Town for review.

### **3. Public Review Draft IS/MND**

LSA will amend the Administrative Draft IS/MND based on a single set of consolidated non-contradictory comments provided by the Town. The Screencheck Draft IS/MND will be provided to the Town to verify that all requested changes have been made and all appendix materials, references, and final graphics are acceptable. LSA will also provide one (1) MS Word compare version, if requested, and a “clean” PDF version, both in electronic format.

LSA will produce copies of the Public Review Draft IS/MND for public distribution and submittal to the State Clearinghouse. Our budget assumes publication of up to 50 copies (hard copies/CDs) of the Draft IS/MND (but additional copies could be produced on a time-and-materials basis). LSA will also prepare a Notice of Completion, in accordance with the *CEQA Guidelines*, and coordinate with the Town to distribute the Draft IS/MND pursuant to CEQA and Town review procedures. LSA will also provide PDF versions of the IS/MND and a copy-ready version of the document, if desired by the Town.

### **4. Response to Comments**

LSA will review public and agency comments received on the IS/MND during the public review period, and prepare responses in a memorandum format, as necessary. This scope and budget assume up to approximately 40 hours to prepare responses to comments. Should an unexpectedly large volume of comments be submitted, LSA will request an adjustment in the budget to cover work beyond the assumed level.

### **5. Mitigation Monitoring and Reporting Program**

Before the Mitigated Negative Declaration is adopted, LSA will prepare a Mitigation Monitoring and Reporting Program (MMRP) for all mitigation measures in the IS/MND. The MMRP will list mitigation measures that are recommended in the IS/MND and provide standards and timelines for monitoring these measures. Electronic copies of the final MMRP would be submitted to the Town as part of the Final IS/MND, unless hard copies are requested.

## **TASK D. PROJECT MANAGEMENT**

Judith and Theresa will also undertake a variety of general project management tasks throughout the process of preparing the environmental review documents and presenting the results to decision makers. Theresa will coordinate the day-to-day activities associated with the project. Project management tasks include regular client contact; contract negotiation and management; assistance to team members; schedule coordination; and development of products.

Judith will provide input on and monitor the scope, budget, and scheduling of the project. She will also be responsible for quality assurance for all work undertaken and will review all prepared text, tables, and graphics before these materials are presented as administrative review documents. She will provide the direction to all team members that will ensure an internally-consistent, and coherent document.

## **TASK E. MEETINGS AND PUBLIC HEARINGS**

Judith Malamut and Theresa Bravo will be available throughout the environmental review period to meet with the project team to gather information, review progress, review preliminary findings, discuss staff comments, offer input into discussions on project modifications, and consult on CEQA procedural matters. The cost estimate includes attendance by Judith and/or Theresa at the following meetings: project start-up meeting under Task A.1 and up to two additional meetings with Town staff and the project team. Attendance at some or all of these meetings may include review via teleconference of Town comments or strategy discussions on the Screening Analysis (Task A) or IS/MND (Task B).

Under Task E, LSA has budgeted for attendance at up to four public meetings/hearings to present the results of the Screening Analysis and IS/MND and to answer questions, as detailed in the Town's RFP. Our budget for this task also includes preparation of any necessary presentation materials that may be required. Attendance by LSA at additional meetings, will be billed on a time-and-materials basis. Our estimated cost for each additional meeting (assuming a four-hour meeting, including travel time) is: \$680 for Judith and \$400 for Theresa.

## **EXHIBIT B: SCHEDULE OF PERFORMANCE**

The preliminary work schedule for preparation and completion of the environmental review process is shown in Table 2. Specific dates are shown to illustrate the timeline; however, dates may need to be refined. LSA will finalize the schedule with the Town at the project start-up meeting. Preparation of the Preliminary Project Understanding is contingent upon receipt of a description of the library use (e.g., approximate size, hours of operation, existing level of use, and user groups) from the Town and Group 4 Architecture. Based on this schedule, an Administrative Draft of the Screening Analysis would be ready for review by the Town approximately 2 weeks after approval of the preliminary project understanding. The Final IS/MND would be ready for adoption within approximately 7 months of authorization to proceed.

Please note that this schedule is flexible, and we are happy to work with the Town to adapt the schedule to fit ongoing departmental priorities and scheduling.

**Table 2: Proposed Schedule**

Milestone	Responsible Party	Weeks to Complete	Cumulative Week	Date
Authorization to Proceed	Town	Week of	1	April 18, 2011
Project Start-Up Meeting and Data Gathering	Town/LSA	Week of	2	April 25, 2011
Prepare Preliminary Project Description	LSA	1	3	May 2, 2011
Town Review of Project Description	Town	1	4	May 9, 2011
Prepare Administrative Draft Screening Analysis	LSA	4	6	May 23, 2011
Town Review of Administrative Draft Screening Analysis	Town	2	8	June 6, 2011
LSA Prepares Screencheck and Final Screening Analysis	LSA	2	10	June 20, 2011
<i>Public Meeting/Hearings to Review Screening Analysis</i>	<i>Town/LSA</i>	<i>2</i>	<i>12</i>	<i>TBD</i>
<i>Selection of Library Building Project Site</i>	<i>Town</i>	<i>2</i>	<i>14</i>	<i>TBD</i>
Prepare Project Description	LSA	1	15	July 25, 2011
Town Review of Project Description	Town	1	16	August 1, 2011
LSA Prepares Administrative Draft Initial Study	LSA	3	18	August 15, 2011
Town Review of Administrative Draft Initial Study	Town	2	20	August 29, 2011
LSA Prepares Screencheck Draft Initial Study	LSA	1	21	September 2, 2011
Town Review of Screencheck Draft Initial Study	Town	1	22	September 12, 2011
Production and Distribution of Draft IS/MND	LSA	1	23	September 19, 2011
<i>30-Day Comment Period for Draft IS/MND</i>	<i>--</i>	<i>4</i>	<i>27</i>	<i>October 18, 2011</i>
<i>Public Hearing on the Draft IS/MND</i>	<i>Town/LSA</i>	<i>--</i>	<i>--</i>	<i>TBD</i>
LSA Prepares Admin. Draft RTC and MMRP	LSA	2	29	November 1, 2011
Town Review of Admin. Draft RTC and MMRP	Town	1	30	November 8, 2011
LSA Prepares Screencheck and Final RTC and MMRP	LSA	1	31	November 15, 2011
Distribution of RTC and Final IS/MND	LSA	1	32	November 22, 2011
Final IS/MND Adoption Hearing	Town	1	33	<i>TBD</i>

Note: Some milestone tasks begin prior to completion of the task above. Therefore, the sum of the task durations may not equal the cumulative date.

## **EXHIBIT C: COMPENSATION**

For completion of the scope of work set forth in this proposal and accomplished according to the schedule outlined, the LSA team proposes a total budget not to exceed \$69,335. A detailed breakdown of the budget is provided in Table 3. As is always the case with our proposed scope and cost estimate, we are open to suggestions for refinement to meet Town needs.

This proposed budget and scope are effective for 90 days.



**EXHIBIT D: CONSULTANTS, SPECIALISTS, OR EXPERTS**

**B**rUCE Abelli-Amen is a Principal, Certified Hydrogeologist, and a CEQA project manager. He has experience in all phases of CEQA and NEPA projects, including managing large multi-disciplinary teams of specialists in the preparation of Expanded Initial Studies, Mitigated Negative Declarations, and Environmental Impact Reports and Statements. He has managed CEQA projects for landfill decommissioning, new wastewater treatment plants, mining projects, mixed-use developments, and major water transmission infrastructure projects.

Mr. Abelli-Amen not only manages CEQA projects, but also specializes in conducting technical analyses for particularly challenging projects. His expertise in geology, soils and seismicity, hydrology and water quality, NPDES permitting, and hazardous materials, has provided clients with thorough and legally defensible analyses for complex projects. He has conducted hydrology and water quality impact analyses for a variety of projects, including proposed commercial, industrial, residential, transportation, and agricultural uses.

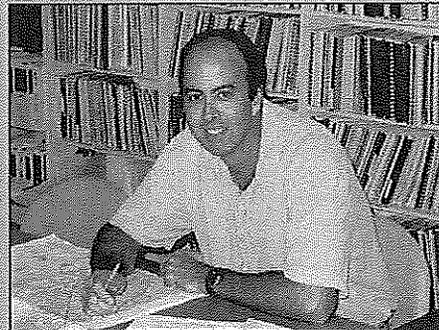
He has designed and implemented groundwater aquifer tests and remediation systems for the cleanup of contaminated shallow groundwater aquifers. He has managed numerous UST investigations and is familiar with local, state, and federal regulatory requirements for such investigations. He has experience managing large-scale soil and groundwater remediation projects. He has supervised soil excavation, bioremediation, and backfill operations, as well as the installation of groundwater extraction systems for the removal of free product and dissolved compounds.

Mr. Abelli-Amen has acted as project manager and technical lead on pre-construction and construction-period groundwater monitoring projects. These projects have focused on characterization of water resources for both biotic resource sustainability and water supply for various domestic and commercial water users.

#### Recent Projects

- New Irvington Tunnel EIR, Hetch Hetchy Water Conveyance System, SFPUC, CEQA Project Manager and Director of Pre-construction Groundwater Monitoring Program.
- Third Street Light Rail EIR, San Francisco, Technical Lead on Hydrology and Water Quality, Geology, Soils, and Seismicity
- Doyle Drive Replacement Project, San Francisco, Technical Lead on Hydrology and Water Quality and Pre-construction Groundwater Monitoring Program.

M.S., Environmental Systems, Applied Geology,  
Humboldt State University  
B.S., Geological Sciences, UC Santa Barbara  
40-hour OSHA training  
Certified Hydrogeologist No. 96  
Professional Geologist No. 5593  
21 years of experience



#### Presentations and Publications

Abelli-Amen, B. and Potter, S., 2004, CEQA Projects and Cumulative Impacts to Stormwater Runoff Quality: What Are the Options for Effective Mitigation?, *AEP Environmental Monitor*, Summer Issue

Abelli-Amen, B. and Parfrey, E., 2002, Survey of Land Use Conflicts Associated with Vineyard and Pesticide Use, *AEP Environmental Monitor*, Fall Issue.

**C**heri Page is a senior professional geologist. She has managed environmental projects throughout the San Francisco Bay Area for the past 24 years.

Ms Page has managed environmental evaluations of lumber mills, landfills, chemical plants, semiconductor manufacturing plants, dry cleaners, underground storage tanks, agricultural properties, mixed use, and residential properties. Soil and groundwater investigations have included managing groundwater monitoring well installation, definition of aquifer characteristics, groundwater flow, definition of vertical and horizontal extent of chemical plumes, design of soil sampling plans, implementing quality assurance/quality control programs, and development of appropriate remedial actions.

Ms. Page is experienced in regulatory agency negotiation and compliance. Many of her project sites have been successfully remediated or closed by the lead regulatory agency using risk-based remediation approaches.

Ms. Page has performed third-party reviews of environmental documents for litigation support. She has also performed third-party reviews of environmental investigation and clean-up costs for environmental insurers.

Ms. Page also performs geological and hazardous materials impact evaluations as part of the CEQA process for project-specific and program EIRs.

Ms. Page has conducted over 100 Phase I and II Environmental Site Assessments for property buyers, sellers, developers, and lenders. She is an expert on standard industry practice and current ASTM standards for Phase I reports.

### Recent Projects

- Cloverdale Mill Remediation, 2006-2007, Mission Valley Properties, Project manager
- Fulton Road Wetlands Mitigation Bank, 2006
- Doyle Drive Reconstruction Project, 2008-present, San Francisco, Project manager, site investigation for waste classification and soil reuse evaluation

M.S., Geology, Cal State Hayward  
 B.S., Geology, Georgia State University  
 PG No. 5288  
 40-hour OSHA training  
 24 years of experience



### Presentations and Publications

Compliance with new 2005 ASTM Standard for Phase I Environmental Site Assessments, Kleinfelder Annual Meeting, 2006.

Donna Bodine is a senior environmental scientist and project manager. She has managed the preparation of Water Quality Management Plans and Water Quality Technical Reports for large new development and redevelopment projects. She has evaluated the surface water impacts (water quality and stream channel hydromodification) associated with project stormwater and dry weather discharges and provided technical support to obtain Clean Water Act Section 401 Water Quality Certifications from the Regional Water Quality Control Boards.

Ms. Bodine has provided technical support and training services to municipal stormwater programs in the San Francisco Bay Area, Fresno, and Sacramento related to compliance with the National Pollutant Discharge Elimination System (NPDES) Stormwater Permit requirements. Her technical experience includes: Best Management Practice (BMP) guidance manual development; stormwater runoff/BMP monitoring and water quality special studies; facility inspections; annual report preparation; stormwater program effectiveness evaluation, and assistance with permit renewal negotiations with the Regional Water Quality Control Boards. Ms. Bodine has trained staff (including program agency staff, co-permittees, and industrial facility staff) on regulatory compliance, BMP implementation, and stormwater monitoring.

Ms. Bodine has designed, implemented, and managed monitoring studies to assist in the design of and to evaluate the effectiveness of stormwater treatment systems, such as detention basins and bioretention areas, to assess baseline water quality conditions for CEQA analyses, and to evaluate the effects of watershed activities on water quality. She has prepared monitoring and quality assurance plans, managed field sampling and laboratory analytical activities, evaluated data quality, and performed statistical data analysis. Ms. Bodine has also provided support on BMP implementation and monitoring projects funded

by state grants (Proposition 50/13) and administered by the State or Regional Boards; this includes preparation of Project Assessment and Evaluation Plans, Monitoring Plans, and Quality Assurance Project Plans consistent with Surface Water Ambient Monitoring Program (SWAMP) requirements.

M.S., Materials Science and Mineral Engineering, UC Berkeley

B.S., Materials Science and Engineering, Massachusetts

Institute of Technology

14 years of experience



#### Publications

Bodine, Donna, 2009, Stormwater Runoff: An Approach for Evaluating Long-Term Impacts and Identifying Mitigation Measures for Development Projects, *AEP Environmental Monitor*, Summer.

Bodine, Donna, 2005, Critical Assessment of Stormwater Treatment and Control Selection Issues, Water Environment Research Foundation Report No. 02-SW-1. (Contributing author)

Bodine, Donna, 2006, Evaluation of Best Management Practices for Highway Runoff Control, National Cooperative Highway Research Program, Report 566, Transportation Research Board. (Contributing author.)

Patrick Sutton is an environmental scientist. He has worked as a field scientist for hazardous waste sites, and managed state-funded and privately-financed soil and groundwater remediation projects. Remediation projects have included residential properties, service stations, landfills, drycleaners, railroads, and other commercial properties impacted with lead, mold, asbestos, petroleum hydrocarbons, chlorinated solvents, polychlorinated biphenyls, and heavy metals.

Mr. Sutton has prepared impact evaluations for geology, hazardous materials, and water quality sections for CEQA documents for residential, commercial, and industrial projects, as well as community colleges, community parks, and highway improvements projects. He has also performed Phase I site assessments in accordance with ASTM standards. He has prepared Initial Site Assessments and Aerially Deposited Lead Investigations in accordance with Caltrans requirements for major transportation projects in the Bay Area.

Mr. Sutton has supervised the installation of groundwater monitoring wells and remediation systems. Remedial system installations have included air sparge, soil vapor extraction, enhanced bioremediation, permanganate injection, and groundwater extraction systems. He has supervised the general earthwork operations, construction of retaining walls, installation of subsurface utilities, pad preparations for buildings, and demolition for several large-scale commercial development projects. One of the construction projects required the design and implementation of a six-month blast-monitoring program. Through his work associated with groundwater and soil sampling, remediation system maintenance, and earthwork operations, he is experienced in the use of a wide variety of portable environmental monitoring and sampling equipment.

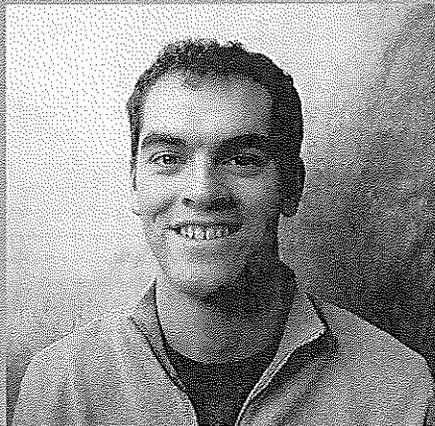
#### Recent Projects

- Santa Clara Valley Transportation Authority, *Interstate-880 High Occupancy Vehicle Lane Widening Project*, Initial Site Assessment and

Aerially Deposited Lead Investigation, Project Manager, 2008.

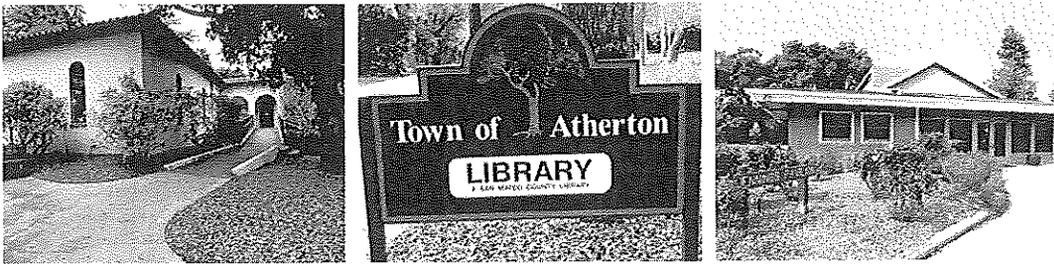
- City of Antioch, *Roddy Ranch Project*, Geology and Soils section of the Draft Environmental Impact Report, Project Manager, 2008.
- San Francisco Public Utilities Commission, *New Irvington Tunnel Project*, Hazards and Hazardous Materials section of the Draft Environmental Impact Report and data management from groundwater baseline study, Project Scientist, 2008.
- San Francisco Public Utilities Commission, *Harry Tracy Water Treatment Plant Improvement Project*, Phase I Site Assessment in support of CEQA review, Project Manager, 2008.
- Solano County Transportation Authority, *North Connector Project*, Phase I and Initial Site Assessment, Project Manager, 2007.

B.S., Environmental Science, Dickinson College  
Carlisle, Pennsylvania  
Registered Environmental Assessor I No. 30198  
40-hour OSHA training  
6 years of experience



PROPOSAL FOR SERVICES

ATHERTON LIBRARY BUILDING PROJECT  
ENVIRONMENTAL DOCUMENTATION



LSA

April 2011

PROPOSAL FOR SERVICES

ATHERTON LIBRARY BUILDING PROJECT  
ENVIRONMENTAL DOCUMENTATION

Submitted to:

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Town of Atherton  
Town Administrative Offices  
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Atherton, CA 94027

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LSA

April 2011

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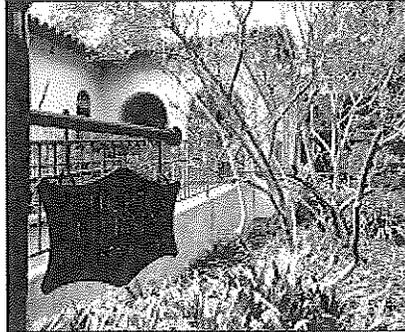
### APPENDIX – FIRM QUALIFICATIONS AND RESUMES

LSA Associates, Inc.  
Baseline Environmental Consulting

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# 1. INTRODUCTION



## A. PROJECT UNDERSTANDING

The Town of Atherton is seeking an environmental consultant to prepare the environmental review document for the Atherton Library Building Project (proposed project), pursuant to the requirements of the California Environmental Quality Act (CEQA). Our project understanding and approach are based on the information provided in the Request for Proposals (RFP), discussions with Neal Martin, Town Planner, and review of the background documents available on the Town's website.

The existing library is located at 2 Dinkelspiel (Station) Lane and occupies the former police chief's residence since it was relocated from the Atherton Town Hall (now Council chambers) since 1968. Based on the expressed interest in the improvement of the Atherton Library and the completion by the Town of a Structural Facility Evaluation, the Library completed a Library Needs Assessment during fiscal year 2009-2010. The Library Needs Assessment findings indicate that the existing facility presents significant barriers to the effective delivery of modern library services. The report recommends that in order to effectively meet identified service needs, the facility would require an increase from the current 4,790 square feet to approximately 11,100 square feet.

The recommendations in the Library Needs Assessment also resulted in the formation of the Atherton Library Building Steering Committee (ALBSC) which will oversee construction of the new library and guide the planning process, including the hiring of an architectural firm and an environmental consultant. An architectural firm, Group 4 Architecture Research + Planning, Inc. has been hired to develop a library building program, and preliminary concept drawings for Phase I of the project, and to complete the site selection process. The site approval process, overall concept of the new library, environmental review, and community participation will also be completed during Phase I, which will then provide the basis for Phase II, the schematic design phase.

Two possible sites are to be analyzed: the existing library site on Dinkelspiel (Station) Lane and a site at the Holbrook-Palmer Park. The existing library is adjacent to the Caltrain corridor, the historic Atherton Council Chambers, and a residential neighborhood. The Holbrook-Palmer Park site is located at 150 Watkins Avenue and includes: a late 19th century Water Tower and Carriage House, a mid-20th century activities building (Pavilion) rented for private and community events, and a mid-20th century residence (Main House) converted to accommodate private and community meetings and functions. The Water Tower and Carriage House buildings are some of the few remaining examples of

late 19th century estate farm architecture in the Bay Area, and are significant contextual elements that will need to be accommodated and respected at the Holbrook-Palmer Park site.

## B. APPROACH

Environmental review for the Atherton Library Building Project would be conducted in two phases. Group 4 Architecture Research + Planning, Inc. will prepare preliminary conceptual design plans for both the Dinkelspiel site and the Holbrook-Palmer Park site. For the first phase of the analysis, LSA will conduct a preliminary screening analysis to determine the potential environmental constraints at each site and inform the site selection process. The screening analysis will address the following environmental issue topics: biological resources; cultural resources; and transportation and circulation. The analysis will consider the questions for each of these topics as outlined in Appendix G, Environmental Checklist of the *CEQA Guidelines*. The Screening Analysis will identify potential impacts that would likely occur at each of the sites and may also identify potential mitigation measures that would likely be required to reduce significant impacts. In addition to the written analysis, results will also be summarized in a matrix format to allow a visual comparison of potential impacts that may occur at each site.

It is anticipated that the second phase of environmental review would be in the form of an Initial Study/Mitigated Negative Declaration (IS/MND). However, in the event that the Screening Analysis identifies potentially significant impacts that may not be reduced or avoided with implementation of mitigation measures, it is possible that preparation of a Focused Environmental Impact Report (EIR) may be required. If this need becomes evident during preparation of the Screening Analysis, LSA will immediately notify the Town and work with staff to strategize on the next phase of environmental review. Preparation of an EIR would require a scope and budget adjustment.

## C. PROJECT TEAM

To fully evaluate the potential environmental effects discussed in these documents, LSA has assembled a project team that provides the full range of required expertise to undertake this assignment. The project team will consist of the following key staff members:

- **Theresa Bravo, Senior Planner** will serve as the Project Manager for the environmental review and will be in charge of the day-to-day activities associated with the project. Theresa's project management tasks include regular client contact; oversight of team members; schedule coordination; and development of products.
- **Judith H. Malamut, AICP, Principal**, will serve as the Principal-in-Charge and will provide input on scope, budget, and scheduling of the project, and quality assurance for all work undertaken. She will also provide direction to all team members that will ensure an internally-consistent, coherent document. She will review all text, tables, and graphics before these materials are presented to the Town as administrative review documents.

We have augmented our team with one subconsultant, **Baseline Environmental Consulting** (Geology, Soils, and Seismicity; Hazards and Hazardous Materials; and Hydrology and Water Quality). Baseline is a long-time partner with LSA – our collaboration results in a seamless work

relationship and certified documents. The Statement of Qualifications, included in Chapter 2 of this proposal, further describes our team's experience and includes references.

#### D. KEY STRENGTHS

We believe that the following key strengths of the LSA team will be advantageous to the Town of Atherton:

- **CEQA Experience for Public Facilities.** From the Principal-in-Charge and Project Manager on down, LSA's staff that will be assigned to this project has current experience preparing the environmental documentation for public projects, including library and parks projects. We have recently prepared the *Prewett Park Community Center IS/MND* and the *Watson Park Master Plan IS/MND* and are currently preparing technical analyses for the *Dixon Library EIR*. LSA also prepared the *Central Library Restoration and Expansion Project IS/MND* in 2000 and the *West Branch Library Renovation and Expansion Project IS/MND* in 2003, both for the City of Berkeley. Historic resources and architectural character were primary issues for both projects, and received thorough discussion in the environmental documents.
- **Attentive Project Management.** **Theresa Bravo** has nearly 8 years of experience in environmental impact assessment and planning and is adept at managing schedules, budgets and teams in the preparation of environmental documents. **Judith Malamut, AICP**, has 24 years of experience serving as Project Manager and/or Principal-in-Charge on CEQA and NEPA documents. The Town of Atherton will find that LSA is exceptionally responsive and will go the extra mile to ensure a successful project outcome – adoption or certification of the appropriate CEQA document.
- **Preparation of well written, defensible, and publicly accessible CEQA documents and practical planning reports.** LSA produces legally sound CEQA documents that are written in a manner that makes them easy to read and understandable to a diverse audience – including planners, designers, attorneys, decision makers, interested members of the community, and local interest groups. We also strive to provide adequate background information to help interested individuals and community interest groups understand topics that do not always fall within the requirements of CEQA (e.g., socio-economic issues, policy consistency) when these issues are locally important. Simple attributes such as clear formatting, a well-organized heading structure, effective use of tables and graphics, and explicit descriptions of project impacts and mitigation measures facilitate the creation of readable and useful documents.
- **Range and Depth of In-House Services.** LSA has provided environmental assessment services since the first environmental mandates were enacted in the 1970s. LSA has more than 32 years of experience helping clients comply with CEQA. Over the years, LSA has addressed a broad range of environmental issues. Working with specialists across disciplines, our environmental planners offer deep knowledge of science and regulation, solid problem-solving skills, and well-rounded solutions.
- **Understanding of Town's needs.** Through our experience working with public agencies, we know that Town staff may be stretched thin by the time and effort required to manage the planning and environmental review processes. To facilitate the Town's document review process, LSA can provide "compare" versions of documents, showing the explicit changes made between drafts (allowing the Town to concentrate on text changes without having to reread the entire

document). We also have significant experience assisting staff with the preparation of notices, staff reports and resolutions and can be available to help as needed. We believe that the ability of LSA staff to work independently of, but in close communication with, staff is one of our greatest assets.

- **Communication.** Our project managers and associates are trained to communicate – by memo, by email, and by phone – in ways that are clear, concise and early enough that decisions requiring higher level input can be addressed before they become problems. We will also be available to assist staff with the preparation of staff reports and presentations for all public hearings.

## 2. TEAM QUALIFICATIONS, EXPERIENCE AND REFERENCES



LSA has assembled a project team to undertake the Screening Analysis and prepare the CEQA documentation for the Atherton Library Building Project that provides the full range of required expertise. Our team consists of seasoned staff with substantial experience evaluating the environmental issues that will inform the Town's site selection decision.

As prime consultant, LSA will manage the contract, oversee the work of our subconsultant, be responsible for the accuracy and quality of all technical documentation, and represent the team at all meetings and public hearings. We will be responsible for producing the digital and paper copy versions of the CEQA documents and the Mitigation Monitoring and Reporting Program.

LSA can accomplish the majority of the environmental analysis with in-house staff. Our sole subconsultant is Baseline Environmental Consulting, on board for geology, soils and seismicity; hazards and hazardous materials; and hydrology and water quality. We have a long-standing relationship with Baseline, having worked with them for more than 20 years.

This section includes firm profiles, key personnel qualifications, and selected project summaries and references for LSA.

### A. LSA ASSOCIATES, INC.

#### 1. Firm Description

LSA provides multi-disciplinary land use and environmental planning services. As planners and environmental analysts, we are active in all aspects of community development, land use planning, and public involvement. As technical specialists, we provide expertise in transportation, air quality, global climate change, noise, biological resources, water quality, hazards, and cultural resources. Environmental analysis has been the cornerstone of LSA's professional practice and continues as one of the firm's key practice areas. Our understanding of both development planning and the public interest results in realistic and fair recommendations. We offer efficient and responsive support to State, regional, and local government, private sector, and institutional clients.

The Atherton Library Building Project will be managed and staffed primarily from LSA's Berkeley office.

## 2. Key Personnel

Short biographies of the staff we have selected for the project are provided below. Full resumes of key personnel that highlight their education, training, and certifications are included in the appendix to this proposal.

Key staff identified below, especially Judith Malamut, Principal-in-Charge, and Theresa Bravo, Project Manager, will be available throughout the duration of the project and will play consistent lead roles from start to finish. Key project staff will not be replaced without prior approval from the Town.

- **Judith Malamut, AICP, Principal**, will serve as Principal-in-Charge. She has 24 years of experience; her activities with LSA focus on project management for environmental review documents, policy planning, and environmental analysis. Her experience with civic and campus projects is particularly noteworthy. She successfully guided the following projects through environmental review: *Prewett Park Community Center Project IS/MND* for the City of Antioch; *Sierra Point Biotech Project EIR* for the City of Brisbane; *California Maritime Academy Master Plan EIR* for California State University; and *Downtown Specific Plan Amendments and Regional Performing Arts Theater EIR* for the City of Livermore. She also managed the *West Branch Library Expansion CEQA Documentation* for the Berkeley Public Library and the *Berkeley Montessori School Initial Study* for Berkeley Montessori School. Judith's ability to guide clients through the environmental process and her thoughtful approach to problem-solving has resulted in multiple assignments from long-term clients, such the cities of Berkeley, Livermore, San Jose, Fairfield, Brisbane, and California State University.

*As Principal-in-Charge, Judith will provide input on and monitor the scope, budget, and scheduling of the project. She will be ultimately responsible for the quality of all project work, and will review all in-house prepared text, tables, and graphics before these materials are presented to the Town as administrative review documents.*
- **Theresa Bravo, Senior Planner** will serve as the Project Manager for the environmental review and will be in charge of the day-to-day activities associated with the project. Theresa's project management tasks include regular client contact; oversight of team members; schedule coordination; and development of products. Theresa recently served as Project Manager for the *City Maintenance Center Relocation Site Study* for the City of Albany, an opportunities and constraints analysis for the potential relocation of the corporation yard. She was also the Project Manager for the *Prewett Park Community Center Project IS/MND* for the City of Antioch; *Downtown Family Housing Environmental Documentation* for the City of Mountain View and the *Green Valley Plaza Focused EIR/IS* for the City of Fairfield.

*As the Project Manager, Theresa will oversee the environmental review effort. Theresa will be the primary point of contact with the Town and project team. Her management tasks include budget and schedule control, report preparation, and meeting/hearing attendance.*

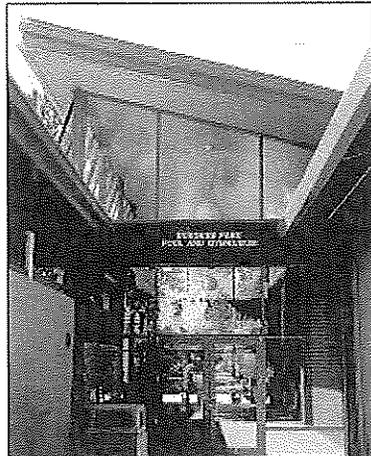
Theresa and Judith have a comprehensive understanding of CEQA and the environmental review process, have worked on many projects with distinct or unusual operating characteristics, and have been successful at guiding complex projects through the review and approval process. They are the current senior management team for the *WinCo Foods Project EIR* for the City of Vallejo and the *California Maritime Academy Dining Facility CEQA* and *California Maritime Academy Physical Education and Pool Facility Project IS/MND* for California State University, California Maritime Academy.

- **Meghan Macias, Principal/Transportation Planner**, will manage the transportation, circulation and parking analysis. Meghan's primary responsibilities include oversight of transportation and planning projects, including comprehensive traffic impact analyses, traffic operations analyses, and parking studies. She has provided transportation consulting services for a diversity of projects, including Caltrans roadway and highway improvement projects, commercial and industrial facilities, hospitals, and several school district projects (including campus expansions). Meghan is currently managing the traffic impact analyses for the *Clayton Community Church Expansion Project EIR* for the City of Clayton and the *WinCo Foods Project EIR* for the City of Vallejo.
- **Amy Fischer, Associate**, will address issues of construction and operational air quality and climate change for the project. Amy has a comprehensive knowledge of air quality emission reduction measures which she incorporates into the analyses and report findings through air quality modeling and mitigation programs. She regularly contributes to EIR sections dealing with global climate change and greenhouse gas emissions. Amy is fluent in the methodologies and assumptions recommended in the air quality impact assessment guidelines of the BAAQMD. She is thoroughly familiar with the updated BAAQMD CEQA Guidelines (June 2010) and adopted thresholds of significance. She recently prepared the air quality and noise analysis for the *Dixon Library Project EIR* for the City of Dixon, the *1300 El Camino Mixed Use Project EIR* for the City of Menlo Park and the *Jensen Lane Elementary School EIR* for the Windsor Unified School District. Amy regularly appears at workshops and public hearings to explain the technical analyses in relation to CEQA. **Phil Ault, Air/Noise Specialist** will assist Amy with the air quality and noise analyses. **Tung-chen Chung, Ph.D., Principal**, will review the global climate change, air quality, and noise analyses for quality assurance.
- **Tim Lacy, Principal**, will direct the biological analyses and prepare the biological resources section of the Initial Study checklist. He has extensive experience and technical expertise in the areas of endangered and threatened species, wetland and terrestrial ecology, natural resource management, and biological impact assessment and mitigation; and has served as the biology task manager for numerous EIRs. **Dan Sidle, Biologist**, and **Tim Milliken, Botanist**, will assist Tim with the biological task. Tim Milliken is also a certified arborist and will address the issue of heritage trees on site.
- **Andrew Pulcheon, AICP, Associate**, will be responsible for analysis of cultural resources. He is a Registered Professional Archaeologist and a Registered Professional Historian. He meets the Secretary of Interior's Standards for prehistoric and historical archaeology, and history. Mr. Pulcheon has 15 years of experience in cultural resources management, including archival research; laboratory analysis; ethnographic, historical, and architectural research; field survey; prehistoric and historical excavation; laboratory analysis; and collections management. Mr. Pulcheon is experienced in preparing Memoranda of Agreement and Historic Property Treatment Plans, Section 106 and CEQA cultural resource evaluations; Initial Studies; and project- and program-level Environmental Impact Reports in both urban and rural settings. He recently participated in the cultural resources evaluation of the Dixon Public Library project, a construction project that would affect an historic Carnegie library structure. Andrew will be assisted by **E. Timothy Jones, Senior Cultural Resources Manager** and **Michael Hibma, Architectural Historian**.

### 3. Relevant Experience

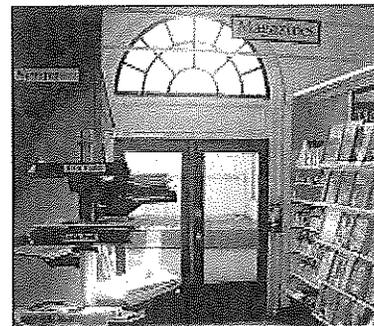
LSA has successfully completed the CEQA documentation for libraries, and other civic projects with similar issues. Representative projects are described below.

**Prewett Park Community Center IS/MND** for the City of Antioch. The Prewett Family Park Master Plan was originally adopted by the Antioch City Council in 1991. This plan envisioned development of a community center, including a community hall, gymnasium, classrooms, library, and entry lobby on the existing project site. Over the years, portions of the park, including the existing aquatics complex, were constructed in accordance with the 1991 Master Plan. LSA prepared a Mitigated Negative Declaration (MND) to examine the environmental impacts of the next phased build-out of the Master Plan, including some components that were not included in the original plan. The MND evaluated a library, senior day care facility, police substation, and health club, among other things. In addition to the standard items on the City's checklist, LSA prepared technical studies for biological resources (i.e., burrowing owl surveys), air quality, and traffic. The proposed project will serve the fast-growing population in the newer areas of this East Contra Costa city.



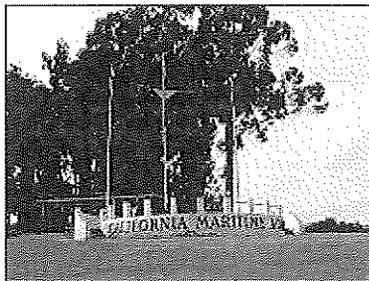
**Burgess Gymnasium and Gymnastics Center EIR** for the City of Menlo Park. LSA prepared the CEQA documentation for the demolition of an existing gymnasium (used for both basketball and gymnastics), and construction of a new gymnasium and a new gymnastics center on two sites within Burgess Park. Burgess Park, located adjacent to the Civic Center complex, provides baseball fields, soccer fields, tennis courts, a skatepark, aquatics center, playgrounds, picnic areas, a recreation center, gymnasium and associated paths and parking areas. The gymnasium is funded by a private donor and the gymnastic center is funded by Measure T, passed in 2001 to help renovate and expand City parks and recreation facilities. Using our recent Menlo Park EIRs for background, LSA prepared an Initial Study and focused EIR. The EIR analyzed intensification of land use, and focused on transportation, circulation and parking, and project alternatives.

**West Branch Library Expansion CEQA Documentation** for the Berkeley Public Library. LSA prepared a Mitigated Negative Declaration for the proposed renovation and expansion of the West Branch of the Berkeley Public Library. Located on University Avenue near San Pablo Avenue, the West Branch is the second largest of four branch libraries and is a City Structure of Merit. Built in 1923 in the Classical Revival style, the library has undergone previous modifications that almost completely destroyed its original architectural character. The library seeks additional space to house an expanding collection and accommodate reader areas, community meeting and special program rooms and staff work areas.



**Berkeley Montessori School Initial Study for the Berkeley Montessori School.** LSA prepared an Initial Study for a new campus for the elementary, middle school, and administration operations of the Berkeley Montessori School. Campus population, including students and staff, is about 250. The school proposed to rehabilitate and reuse the historic Santa Fe Railway Depot building on University Avenue in Berkeley, and construct new classrooms and administrative space on the site. The design incorporated a shared parking and circulation system with a neighboring synagogue to avoid traffic congestion on University Avenue and facilitate drop-off and pick-up of students.

**Dixon Library EIR (Technical Analyses)** for the Dixon Public Library. To better serve its growing clientele, the Dixon Public Library is proposing the construction of a new library that would be approximately three times the size of the existing library. The existing library is comprised of three connected structures, including an original 1912 Carnegie building. The proposed project would demolish the 1958 and 1990 building additions and explore alternatives that would restore or reconstruct the Carnegie library building. LSA prepared an Initial Study that focused out some environmental topics; the EIR examined traffic, air quality, greenhouse gases, noise, and cultural resources in depth. With respect to cultural resources, LSA assessed the ability of the new library design to visually mesh with the streetscape and surroundings of the project area, including the commercial frontages and park. The impact of relocating the library and creating a new street-facing orientation, as well as possibly lower the building on its foundation, were considered as part of the historical resource effects assessment. The threshold used by LSA to gauge if a significant impact would occur is whether the post-project building would still convey the reasons for its historical significance, and retain its eligibility for listing in the California Register of Historical Resources and the National Register of Historic Places. Air quality, greenhouse gases, and noise – among other topics – were also analyzed in the EIR. With respect to air quality, the project is within the jurisdiction of the Yolo-Solano Air Quality Management District (YSAQMD), which is under non-attainment status for ozone and particulate matter for state standards. Because the library could generate additional vehicle trips which could increase regional carbon monoxide and ozone precursor emissions, the potential for the project to conflict with the air quality plan was discussed in the EIR. Short-term air pollutant emissions associated with construction were also discussed. The potential of the project to contribute to greenhouse emissions and noise impacts, both construction and operational, were also analyzed. Mitigation measures were recommended for short-term construction impacts. Operation of the library would not be expected to result in higher ambient noise levels unless the increase in traffic affected local streets. Group 4 Architects is the architect of record.

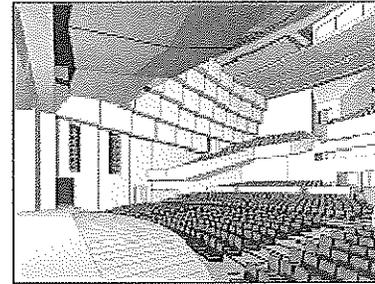


**Master Plan EIR Addendum for the Dining Center**

**Replacement Project** for the California State University. LSA prepared the CEQA documentation for a new two-story, 24,000 square foot dining center on the California Maritime Academy (CMA) campus in Vallejo, California. The dining center provides breakfast, lunch, and dinner to the majority of CMA students, as well as some faculty and staff. With the growth in student population in recent years, the existing dining center no longer adequately meets the needs of the peak demand for food service.

The Addendum discussed the relationship to the Campus Master Plan, completed in 2002, reiterated applicable mitigation measures as well as modified measures, and outlined approvals needed for the project. An environmental checklist was prepared to support the Addendum. LSA was able to rely on baseline data gathered for the Master Plan EIR, prepared by LSA.

**Downtown Specific Plan Amendments and Regional Performing Arts Theater Subsequent EIR** for the City of Livermore. A new 2,000-seat performing arts theater has been proposed for the downtown. The Downtown Specific Plan area consists of approximately 272 acres located near the geographic center of the City of Livermore. The plan area is in Livermore's historic Downtown area, located about a half mile south of I-580. In 2003, LSA prepared a program EIR for the City of Livermore General Plan and Downtown Specific Plan. In 2008, LSA was asked to prepare a Subsequent EIR to analyze amendments to the Downtown Specific Plan. The Subsequent EIR also evaluated the construction of a regional theater at a "project" level, but the other amendments were analyzed at a "program" level of review. LSA collaborated and coordinated closely with City staff, especially those in the planning department and in the public works traffic division, and the project team to respond quickly and strategically to City requirements and needs, to determine scope revisions, and to prepare a legally-adequate EIR that addressed all the alternatives for the 2,000-seat theater at a project level of review. This project required experienced and intelligent project management, a comprehensive understanding of the overall programmatic and a project environmental review process and the political context, in addition to a fluency in the details of the various technical analyses needed to support the EIR. LSA managed the numerous subconsultants on the project and worked collaboratively with key staff to ensure a complete technical analysis of the Plan Amendments as well as the theater project.



## **B. BASELINE ENVIRONMENTAL CONSULTING**

### **1. Firm Description**

Baseline is a multi-disciplinary environmental consulting firm, founded in 1985, with expertise in the areas of geology, hydrology, engineering geology, engineering, risk assessment, and planning. Baseline's staff have certifications and/or registrations in their respective technical fields and practice in these professions. In addition, all staff are involved in the preparation of environmental CEQA/NEPA documents. Depending on the project, Baseline functions as either a prime consultant or a subconsultant to other firms. As a prime consultant, Baseline has prepared environmental documents on gravel extraction projects, infrastructure improvements, bridge replacements/retrofitting, residential subdivisions, commercial projects, and new towns. As a subconsultant, Baseline generally assists in the preparation of technical sections such as air quality, noise, geology, hydrology, water supply, and public health.

### **2. Key Personnel**

Baseline and LSA have successfully collaborated on CEQA documents for over 20 years. Bruce, Donna, and Patrick will concentrate their efforts on the topics of geology, seismicity, soils; hydrology and water quality; and hazards for the Initial Study document.

- *Bruce Abelli-Amen, P.G., C.Hg., Principal and Senior Hydrogeologist*, has been with Baseline for more than 20 years. Bruce has managed EIRs and Negative Declarations and has analyzed technical issues, including those relating to hydrology and water quality, geology, soils, seismicity, and public health and safety, for over 200 environmental documents. Bruce will provide technical review for this project.

- **Cheri Page, P.G., Senior Geologist** has more than 25 years of experience conducting geologic and hazardous materials investigations. She has managed environmental evaluations of lumber mills, landfills, chemical plants, semiconductor manufacturing plants, dry cleaners, underground storage tanks, agricultural properties, mixed use, and residential properties. Soil and groundwater investigations have included managing groundwater monitoring well installation, definition of aquifer characteristics, groundwater flow, definition of vertical and horizontal extent of chemical plumes, design of soil sampling plans, implementing quality assurance/quality control programs, and development of appropriate remedial actions.
- **Donna Bodine, Senior Environmental Scientist**, has 13 years of experience related to storm-water treatment systems, water quality, and permitting. She has managed the preparation of Water Quality Management Plans and Water Quality Technical Reports for large new development and redevelopment projects. Donna has designed, implemented and managed monitoring studies to evaluate the effectiveness of stormwater treatment systems, such as detention basins and natural treatment systems and has assessed baseline water quality conditions for CEQA analyses. She has also provided technical support and training services to municipal stormwater programs in the San Francisco Bay area, Fresno, and Sacramento related to compliance with NPDES Stormwater Permit requirements.
- **Patrick Sutton, Environmental Scientist**, will contribute to the geosciences sections of the CEQA documentation. He has worked as a field scientist for hazardous waste sites, and managed state-funded and privately-financed soil and groundwater remediation projects. Remediation projects have included residential properties, service stations, landfills, drycleaners, railroads, and other commercial properties contaminated with lead, mold, asbestos, petroleum hydrocarbons, chlorinated solvents, polychlorinated biphenyls, and heavy metals. Patrick has performed Phase I site assessments in accordance with ASTM standards. He is also thoroughly familiar with protocols for soil, groundwater, and asbestos sampling.

### 3. Relevant Experience

Baseline has prepared the geology, soils and seismicity, hydrology and water quality, and public health and hazards sections for the following recent EIRs as part of LSA's team:

- *Prewett Park Community Center IS/MND* for the City of Antioch
- *The Preserve at Redwood Shores EIR* for the City of Redwood City
- *1300 El Camino Real Mixed-Use Project EIR* for the City of Menlo Park
- *Sierra Point Biotech Project EIR* for the City of Brisbane
- *Downtown Specific Plan Amendments and Regional Performing Arts Theater* for the City of Livermore

## C. REFERENCES

We encourage you to contact our references regarding the quality of our current work, management of budget and schedule, and attentiveness to project needs.

*Prewett Park Community Center Project IS/MND*  
Lonnie Karste, Project Manager, City of Antioch  
925-779-7023

*Burgess Gymnasium and Gymnastics Center EIR*  
Nathan Scribner, City of Menlo Park, Engineering Division  
650-330-6751

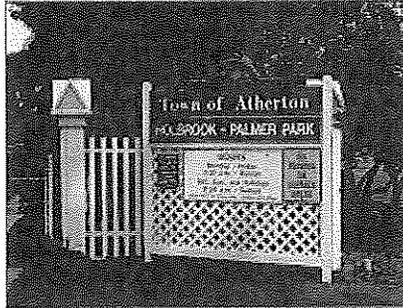
*California Maritime Academy Projects CEQA*  
Stephanie Giordano, Principal University Planner, California State University  
562-951-4929

*City of Berkeley Projects*  
Greg Powell, Senior Planner, City of Berkeley  
510-981-7414

*Downtown Specific Plan Amendments and Regional Performing Arts Theater Subsequent EIR*  
Susan Frost, Principal Planner, City of Livermore  
925-960-4450

*Berkeley Montessori School IS (now The Berkeley School)*  
Mohammad Kaerouni, Business and Facilities Manager  
510-665-8800

### 3. PROPOSED WORK PROGRAM



This chapter outlines the work program for completing the Screening Analysis and environmental documentation for the Atherton Library Replacement Project in compliance with CEQA. A summary of the work program is provided in Table 1. Our proposed work schedule and budget are presented in Chapters 4 and 5, respectively.

#### TASK A. PROJECT INITIATION

Task A includes preliminary environmental review tasks, including a start-up meeting and site visit, preliminary data gathering and evaluation, preparation of a preliminary project description that describes both sites, and refinement to the scope of work, if necessary.

##### 1. Start-Up Meeting/Site Visit

LSA will meet with Town staff to discuss expectations regarding the tasks to be undertaken as part of the environmental documentation effort for the Atherton Library Replacement Project. As a part of this meeting, LSA will:

- Identify relevant information and data needs regarding the existing library site and the Holbrook-Palmer Park site and environmental documents beyond those the Town has already made available;
- Discuss the appropriate assumptions for development of the preliminary project description; and
- Discuss the Town's desired schedule for the planning process.

**Table 1: Work Program Outline**

<b>TASK A. PROJECT INITIATION</b> <ol style="list-style-type: none"><li>1. Start-Up Meeting/Site Visit</li><li>2. Data Gathering and Evaluation</li><li>3. Preliminary Project Description</li></ol>
<b>TASK B. PRELIMINARY ENVIRONMENTAL SCREENING ANALYSIS</b> <ol style="list-style-type: none"><li>1. Administrative Draft Screening Analysis<ol style="list-style-type: none"><li>a. Biological Resources</li><li>b. Cultural Resources</li><li>c. Transportation and Circulation</li></ol></li><li>2. Final Screening Analysis</li></ol>
<b>TASK C. DRAFT IS/MND AND MMRP</b> <ol style="list-style-type: none"><li>1. Draft Project Description</li><li>2. Administrative Draft IS/MND</li><li>3. Public Review Draft IS/MND</li><li>4. Response to Comments</li><li>5. Mitigation Monitoring and Reporting Program</li></ol>
<b>TASK D. PROJECT MANAGEMENT</b>
<b>TASK E. MEETINGS AND PUBLIC HEARINGS</b>

In conjunction with the start-up meeting, LSA staff will visit the project sites and photograph their surroundings, document existing conditions and site features, and confirm information provided in the background studies or data provided by the Town. We encourage participation in the site visit by

Town staff to share observations about the project. LSA's natural resources staff and technical specialists will conduct field surveys as described in their scopes under Tasks B and A, below.

## **2. Data Gathering and Evaluation**

Existing data and analyses applicable to the project site and vicinity, including the Town of Atherton General Plan, General Plan EIR, and Zoning Ordinance, will be collected, evaluated, and distributed to the project team. The Atherton Library Needs Assessment and Holbrook-Palmer Park Master Plan will also be reviewed, in addition to preliminary work products developed by Group 4 Architecture. As part of this task, LSA will also contact responsible agencies and Town departments that may have information about the project sites.

LSA will also work with Town staff to identify noticing requirements and will assist in preparation of environmental review and meeting notification as necessary and throughout the duration of the environmental review process. During this phase, LSA will also assist the Town with development of the mailing list and will recommend appropriate persons and agencies, outside of local distribution, that should be included. LSA will provide additions and updates to the mailing list when necessary.

## **3. Preliminary Project Description**

LSA will work with the Town and Group 4 Architecture to draft a preliminary project understanding that describes the potential for construction of a new library at each of the project sites. This description will include, as appropriate, figures showing the location and boundaries of both project sites, aerial photographs of the sites and surrounding areas, and any preliminary development plans (PDFs of graphics to be provided by the Town or Group 4 Architecture). In addition, this description will include a discussion of the setting, background, and objectives of the library replacement project. A draft of the project description will be submitted to the Town for review and acceptance before the LSA team begins conducting the screening analyses. This preliminary project description will be used in the memorandum prepared as part of Task B, Preliminary Environmental Screening Analysis and will also be used to inform the project description prepared as part of Task C.I, Draft IS/MND Project Description.

## **TASK B. PRELIMINARY ENVIRONMENTAL SCREENING ANALYSIS**

LSA will conduct a preliminary screening analysis that identifies the potential environmental constraints at each of the potential project sites. The screening analysis will address biological resources, cultural resources, and traffic and transportation and the results of the analysis will be presented in a memorandum, as described in our approach outlined in Chapter 1. In addition to the written analysis, results will also be summarized in a matrix format to allow a visual comparison of potential impacts and mitigations that may be required at each site.

In the event that the Screening Analysis identifies potentially significant impacts that may not be reduced or avoided with implementation of mitigation measures, LSA will immediately notify the Town and work with staff to strategize on the next phase of environmental review. Preparation of an EIR would require a scope and budget adjustment.

LSA will prepare three drafts of the Screening Analysis: an Administrative Draft and Screencheck Draft for review by Town staff, and a Final Draft, which will be presented to Town decision-makers

and the public. The following discussion summarizes the tasks that LSA will conduct to complete the Screening Analysis.

### 1. Administrative Draft Screening Analysis

The Administrative Draft Screening Analysis will include a brief description of each of the project sites, as previously described under Task A.3, Prepare Preliminary Project Description. Our proposed analysis for each of the issue topics to be discussed in the screening analysis is detailed below.

It is anticipated that the Administrative Draft will be submitted to the Town for review in electronic format, unless paper copies are requested.

**a. Biological Resources.** Both the Dinkelspiel Lane and Holbrook-Palmer Park sites are located within the developed portion of the Town of Atherton. Although the Town supports an abundance of native and ornamental trees, the dense residential and commercial development and railroad corridor provide limited habitat for native wildlife except those species that are tolerant of human disturbance. Such disturbance-tolerant species are not typically special-status species or species for which impacts require mitigation. Therefore, the issues expected to be associated with these developed sites include the presence of heritage trees that may be removed or impacted by the construction of the new library and impacts to nesting birds from construction activities during the nesting season. Wetlands are not expected on either site as both sites are developed and landscaped. In order to assess the biological issues at each of the sites, LSA biologists will review the available literature for each site including the California Natural Diversity Data Base (CNDDDB). A biologist and arborist will visit each site to generally map vegetation and any habitats. The occurrence of potential wetlands will be noted, if present. Based on our field visit, literature review, and professional experience work in the urban areas of San Mateo County, the biologist will prepare a brief write up for the Screening Analysis on the constraints at each site and mitigation measures that would be required to compensate for any loss of habitat. The Screening Analysis will also include an assessment of the impacts to heritage trees at each site, although a formal tree survey will not be conducted.

**b. Cultural Resources.** Each of the potential project sites is developed with buildings over 50 years in age. The Holbrook-Palmer site in particular contains buildings that are one of the few remaining examples of late 19th century estate farm architecture in the Bay Area. For the Screening Analysis, an architectural historian and archaeologist will conduct a "windshield" survey of the project sites to identify potentially historical buildings and to assess their archaeological sensitivity. Cultural resources records searches will be completed at the Northwest Information Center (NWIC) of the California Historical Resources Information System, Sonoma State University, Rohnert Park; and the University of California Museum of Paleontology (UCMP), Berkeley to identify recorded cultural resources (e.g., prehistoric and historical archaeological sites, historical buildings and structures, and fossils) within, and immediately adjacent to, each of the sites. The NWIC, an affiliate of the California Office of Historic Preservation, is the official state repository of cultural resources reports and records for San Mateo County. The UCMP maintains a fossil-locality database that indicates the locations of recorded fossil discoveries in the Bay Area. In addition, the following inventories will be reviewed as part of the analysis: *California Inventory of Historic Resources* (California Department of Parks and Recreation 1976), the Office of Historic Preservation's *Five Views: An Ethnic Historic Site Survey for California* (1988), *California Historical Landmarks* (1996), *California Points of Historical Interest* (1992), and the *Directory of Properties in the Historic Property Data File* (which contains the listings of the National Register of Historic Places, National Historic Landmarks, California Register of

Historic Resources, California Historical Landmarks, and California Points of Historical Interest). Relevant local inventories will also be reviewed.

**c. Transportation and Circulation.** LSA will prepare a technical traffic and parking analysis that evaluates the two proposed site alternatives. The traffic and parking analysis will evaluate the effects of the proposed project at each site on the existing roadway network. Three scenarios will be evaluated in the analysis:

1. No Project (Existing Condition)
2. Existing plus new Library at Dinkelspiel Lane site
3. Existing plus new Library at Holbrook-Palmer Park site

The following six intersections will be evaluated:

- Fair Oaks Lane/Dinkelspiel (Station) Lane;
- Watkins Avenue/Dinkelspiel (Station) Lane;
- Fair Oaks Lane/El Camino Real;
- Watkins Avenue/El Camino Real; and
- Watkins Avenue/Holbrook-Palmer Park entrance; and
- Watkins Avenue/Holbrook-Palmer Park exit.

LSA will contract with a qualified data collection firm to collect AM and PM peak hour traffic counts during a typical weekday at all the subject intersections. The data collection firm will also collect midday peak hour (or other peak period as determined in consultation with Town staff) traffic counts on a Saturday at the driveways to Holbrook-Palmer Park. The cost of this task is included in the cost estimate as a reimbursable expense.

The new library's trip generation will be determined using trip rates from the Institute of Transportation Engineers, *Trip Generation*, 8th Edition. Trip distribution patterns for each site will be developed and applied to the trip generation to determine the existing plus project traffic volumes for each alternative. Levels of service at the study area intersections will be evaluated and a comparison table showing the levels of service for each project scenario will be provided in the traffic and parking analysis.

The potential parking demand of the 11,100 square foot library will be determined using parking rates from the Institute of Transportation Engineers, *Parking Generation*, 4th Edition. The available parking spaces at each site alternative will be compared to the parking demand of the project to determine whether adequate parking would be provided. To ascertain the existing parking available at each site, parking surveys will need to be conducted. LSA recommends collecting weekday parking accumulation counts one day at the existing library site during its operating hours of 10:00 a.m. to 8:00 p.m. and at Holbrook-Palmer Park during the same hours. On a Saturday, parking accumulation counts would be collected from 10:00 a.m. to 5:00 p.m. at Holbrook-Palmer Park. The cost of this task is included in the cost estimate as a reimbursable expense.

LSA will compare forecast parking generation for the new library to available parking spaces at the existing library site to determine the potential for parking impacts of development at the existing site. LSA will also compare forecast parking generation for the new library to parking spaces provided on the site plan for the Holbrook-Palmer Park library site to determine potential parking impacts in that scenario. LSA will discuss potential for parking impacts for typical weekday for both sites and Saturday operations for the Holbrook-Palmer Park site.

The results of the traffic and parking studies will be detailed in an attachment to the Screening Analysis memorandum, which will contain a brief summary of the findings.

## **2. Final Screening Analysis**

Based on a single set of consolidated, non-contradictory comments received from the Town, LSA will make any necessary revisions to the Screening Analysis and prepare the Screencheck Draft Screening Analysis. The Screencheck Draft will be provided to the Town to verify that all requested changes have been made and all references and final graphics are acceptable. This memorandum will be provided in an electronic format and a compare version (with changes noted in strikethrough and underline) will also be included.

Upon confirmation that all requested changes have been incorporated, LSA will finalize the Screening Analysis and provide the final document and related attachments in an electronic format suitable for posting to the Town's website and distribution to the public. A limited number of hard copies may also be produced upon request.

See Task E for a description of meeting attendance associated with this task.

## **TASK C. DRAFT IS/MND AND MMRP**

Once the results of the Screening Analysis described in Task B have been reviewed by the public and Town decision makers, it is anticipated that one of the two sites will be chosen for development of the new library. This scope of work assumes that an Initial Study/Mitigated Negative Declaration (IS/MND) will be the appropriate environmental document to satisfy the requirements of CEQA. As discussed under Task B, if the results of the Screening Analysis indicate that a Focused EIR might be required to address any of the environmental issue topics, LSA would strategize with Town staff and prepare a scope and budget adjustment to complete any additional or alternative environmental documentation that might be identified.

An Initial Study will be prepared in accordance with CEQA and the *CEQA Guidelines* and will utilize the Environmental Checklist Form (Appendix G of the *CEQA Guidelines*) with any modifications required by the Town as Lead Agency. Information and data gathered during the Screening Analysis phase will be used as applicable. In preparing the checklist, LSA will respond to the checklist questions for the various impact topics and add concise explanatory comments related to each topic. Mitigation measures will be recommended where necessary to reduce potentially significant environmental impacts to a less-than-significant level. This scope of work assumes that upon completion of the Initial Study, a recommendation will be made that a Mitigated Negative Declaration will satisfy CEQA documentation requirements. The scope of work for preparation of an Initial Study is discussed below.

## 1. Draft Project Description

LSA will use the preliminary project understanding and other information gathered as part of Task B to prepare the project description for development of the library at the selected site. The draft project description will include the elements necessary to comply with CEQA, including, but not limited to, the purpose, timing, and physical elements of demolition of any existing buildings and construction and operation of the new library. The project description will include, as appropriate, figures showing the location and boundaries of the project area, aerial photographs of the project site and surrounding area, and any conceptual building plans prepared by Group 4 Architecture. In addition, the project description will include a discussion of the setting, background, and objectives of the project. The project description will describe the overall approval process for the project and identify all discretionary and anticipated subsequent approvals. Relevant agencies and reviewing bodies will be identified. A draft of the project description will be submitted to the Town for review and acceptance before the LSA team begins conducting the impact analyses.

## 2. Administrative Draft IS/MND

LSA will prepare an Administrative Draft IS/MND with the following components. Figures and tables will be provided as appropriate to illustrate the project site, the proposed project and the study's findings.

- Project Description
- CEQA Environmental Checklist Form
- Mandatory Findings of Significance
- Contacts and Bibliography
- Mitigated Negative Declaration
- Technical Appendices

Up to ten (10) bound copies of the Administrative Draft IS/MND will be submitted to the Town for review and comment. LSA will also provide one (1) MS Word and PDF version in electronic format.

The topics that will be analyzed in the Initial Study are discussed briefly below. For biological resources, cultural resources, and traffic and transportation, the findings of the Screening Analysis will form the basis of the applicable Initial Study discussions and the potential for project impacts would already likely be determined for these issue topics prior to this phase of environmental review. These impacts will be further defined and specific mitigation measures will be recommended to reduce impacts to a less-than-significant level, as appropriate. The type and severity of some potential impacts may vary depending on the site that is selected for the new library, while other impacts would likely be the same at both sites. Therefore, the description of the analysis to be performed for the environmental issue topics identifies the minimum level of effort that will likely be required to complete the environmental review for either site.

- *Aesthetics.* LSA will evaluate existing visual conditions in and around the project site, including public views of and from the project site. The project's impact on scenic vistas and the visual character of surrounding development will be discussed. Visual simulations are not proposed as part of this scope of work. It is not anticipated that the new building would cast new shade or shadow onto adjacent or nearby uses or natural resources at either location; however, new sources

of light and glare would likely result at either site. Potential impacts to day and nighttime views will be identified and mitigation measures will be recommended, as appropriate.

- **Agricultural and Forestry Resources.** Atherton is a residential urban community and is characterized as urban and built-up land by the California Department of Conservation, Farmland Mapping and Monitoring Program. As such, the project would not result in significant impacts to agricultural or forestry resources and this environmental issue topic will be briefly addressed.
- **Air Quality.** LSA will prepare an air quality analysis for the proposed project, based in part on the traffic analysis prepared as part of Task A. The air quality analysis will include the following components: 1) assessment of baseline air quality in the area, as documented by nearby air monitoring stations; 2) assessment of traffic and construction impacts; 3) assessment of operational impacts; and 4) recommendation of mitigation measures consistent with Bay Area Air Quality Management District (BAAQMD) guidelines.
- **Biological Resources.** The proposed project involves construction of a new library in a developed urban area. The results of the field reconnaissance and records review conducted as part of the Screening Analysis will be used to respond to the Initial Study checklist questions for biological resources and mitigation measures will be further defined and recommended, as appropriate.
- **Cultural Resources.** Both of the potential project sites contain buildings and structures that may qualify for listing in the California Register of Historical Resources (California Register). The eligibility of the buildings on the preferred site must be determined as part of the CEQA review to identify if historical resources will be affected by the proposed project. According to the *Atherton Library RFP Questions and Answers* posted on the Town's website, the existing library building and Council Chambers are "potentially historic" and need to be evaluated. The Holbrook-Palmer Park site also includes historic structures. The historical evaluation will include background research conducted at local archives, as appropriate, and a field review conducted by a qualified architectural historian. The results of the evaluation will be presented in the Initial Study and impacts associated with cultural resources will be identified and described, and if appropriate, mitigation measures will be recommended to reduce significant impacts to cultural resources.
- **Geology and Soils.** Baseline will conduct a site reconnaissance and use information obtained from the Town of Atherton General Plan and San Mateo County General Plan, and available United States Geological Survey and California Geological Survey maps and reports to prepare responses to the Initial Study checklist questions for this topic. The soil types occurring at the project site will be described based on information from the Natural Resource Conservation Service Soil Survey database and other available sources. Soil characteristics that may have environmental impact implications, such as highly expansive, corrosive, or erodible soil hazards, will be discussed. Potential sources of regional earthquakes will be evaluated and expected levels of seismic shaking (and related potential for ground failure) in the vicinity of the project site will be described. Potential impacts will be identified and feasible mitigation measures will be developed, as appropriate.
- **Global Climate Change.** LSA will evaluate the project's impacts on global climate change and greenhouse gas emissions in accordance with the CEQA Guidelines Amendments that became effective on March 18, 2010. The guidelines state that a lead agency should make a good-faith effort, based on available information, to describe, calculate or estimate the amount of GHG emissions resulting from a project and determine if the project is consistent with GHG reduction plans. LSA will provide a quantitative assessment of GHG emissions associated with all relevant

sources related to the project for which project data are available, including construction activities, vehicle emissions, energy consumption, and water usage using the BAAQMD's recently released BGM Greenhouse Gas Calculator model. LSA will also provide a qualitative assessment of the project's consistency with relevant plans and regulations.

- **Hazards and Hazardous Materials.** Baseline will identify and evaluate potential hazards and hazardous materials conditions associated with the project based on a review of past and current land uses. Regulatory databases will be reviewed to evaluate reported releases of hazardous materials in the project vicinity that could affect future development and operation of the project site. Available State and local documents will also be reviewed to assess potential project impacts related to emergency response and evacuation plans, aviation hazards, and wildland fire hazards. Mitigation measures will be recommended, if appropriate.
- **Hydrology and Water Quality.** Based on a site reconnaissance and available site plans, project reports, and publically available data, Baseline will identify and evaluate the hydrologic and water quality impacts associated with the project. One potential impact identified in the RFP was the potential for the project to create runoff that could exceed the capacity of existing or proposed stormwater drainage systems; this would be particularly relevant if the Holbrook-Palmer Park site was selected because much of the site is open space. Based on information provided by the Town, Baseline will document the capacity of existing stormwater drainage system to which the project would discharge, and would evaluate if the stormwater drainage system would have adequate capacity to accommodate potential increases in peak flow rates resulting from the project. Other potentially significant impacts that will be evaluated include stormwater runoff quality impacts associated with the construction and post-construction phases of the project. Feasible mitigation measures will be recommended, as appropriate.
- **Land Use and Planning Policy.** The land use and planning section will evaluate the project's compatibility with surrounding land uses and determine the project's consistency with applicable land use and conservation policies and regulations that could lead to significant physical impacts. If the Holbrook-Palmer Park site is selected, the requirements for a General Plan amendment and Park Master Plan amendment will also be addressed.
- **Mineral Resources.** The project site is located in a developed urban area and there are no known mineral resources on or in the vicinity of the project site. As such, the project would not affect mineral resources and this topic will be briefly discussed.
- **Noise.** LSA will prepare a noise analysis for the proposed project, based in part on the traffic analysis. The noise analysis will include the following components: 1) a description of existing noise conditions in and around the project site; 2) quantitative assessment of noise impacts related to vehicular traffic trips resulting from the proposed project and project construction activities; and 3) preparation of mitigation measures consistent with best practice standards.
- **Population and Housing.** The proposed project would not provide new housing or a substantial number of new jobs in the Town, but would provide updated and expanded library services to existing residents in Atherton. As such, LSA will provide brief responses to the Initial Study checklist questions for this topic.
- **Public Services.** This section will evaluate the potential impacts on public services, including police, fire, and schools. LSA will determine if the proposed project would result in increased demand for public services and would require an expansion of existing infrastructure or facilities. A brief discussion of the library's existing and future services will also be provided.

- **Recreation.** LSA will analyze the effects of the proposed project on existing and planned recreational facilities. If the Holbrook-Palmer Park site is selected, potential impacts to this recreational amenity will also be addressed.
- **Transportation and Traffic.** The results of the Screening Analysis will be used to respond to the Initial Study checklist questions for this topic. Potential traffic, circulation, and parking impacts identified in the Screening Analysis will be summarized and mitigation measures will be recommended, as appropriate.
- **Utilities and Service Systems.** LSA will summarize the impacts that could result from implementation of the proposed project to the following utilities and service systems: water supplies; wastewater treatment and capacity; stormwater facilities; and solid waste disposal.
- **Mandatory Findings of Significance.** The Initial Study environmental checklist will conclude by responding to the series of questions as set forth in Appendix G, Section XVII of the *CEQA Guidelines*. Potential cumulative impacts of the proposed project combined with the incremental effects of other approved, proposed, or reasonably foreseeable projects in the vicinity of the site will be briefly discussed.

As stated above, the analysis associated with these topics will be included in an Administrative Draft Initial Study that will be provided to the Town for review.

### **3. Public Review Draft IS/MND**

LSA will amend the Administrative Draft IS/MND based on a single set of consolidated non-contradictory comments provided by the Town. The Screencheck Draft IS/MND will be provided to the Town to verify that all requested changes have been made and all appendix materials, references, and final graphics are acceptable. LSA will also provide one (1) MS Word compare version, if requested, and a “clean” PDF version, both in electronic format.

LSA will produce copies of the Public Review Draft IS/MND for public distribution and submittal to the State Clearinghouse. Our budget assumes publication of up to 50 copies (hard copies/CDs) of the Draft IS/MND (but additional copies could be produced on a time-and-materials basis). LSA will also prepare a Notice of Completion, in accordance with the *CEQA Guidelines*, and coordinate with the Town to distribute the Draft IS/MND pursuant to CEQA and Town review procedures. LSA will also provide PDF versions of the IS/MND and a copy-ready version of the document, if desired by the Town.

### **4. Response to Comments**

LSA will review public and agency comments received on the IS/MND during the public review period, and prepare responses in a memorandum format, as necessary. This scope and budget assume up to approximately 40 hours to prepare responses to comments. Should an unexpectedly large volume of comments be submitted, LSA will request an adjustment in the budget to cover work beyond the assumed level.

### **5. Mitigation Monitoring and Reporting Program**

Before the Mitigated Negative Declaration is adopted, LSA will prepare a Mitigation Monitoring and Reporting Program (MMRP) for all mitigation measures in the IS/MND. The MMRP will list

mitigation measures that are recommended in the IS/MND and provide standards and timelines for monitoring these measures. Electronic copies of the final MMRP would be submitted to the Town as part of the Final IS/MND, unless hard copies are requested.

#### **TASK D. PROJECT MANAGEMENT**

Judith and Theresa will also undertake a variety of general project management tasks throughout the process of preparing the environmental review documents and presenting the results to decision makers. Theresa will coordinate the day-to-day activities associated with the project. Project management tasks include regular client contact; contract negotiation and management; assistance to team members; schedule coordination; and development of products.

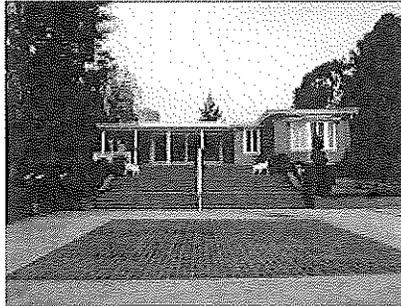
Judith will provide input on and monitor the scope, budget, and scheduling of the project. She will also be responsible for quality assurance for all work undertaken and will review all prepared text, tables, and graphics before these materials are presented as administrative review documents. She will provide the direction to all team members that will ensure an internally-consistent, and coherent document.

#### **TASK E. MEETINGS AND PUBLIC HEARINGS**

Judith Malamut and Theresa Bravo will be available throughout the environmental review period to meet with the project team to gather information, review progress, review preliminary findings, discuss staff comments, offer input into discussions on project modifications, and consult on CEQA procedural matters. The cost estimate includes attendance by Judith and/or Theresa at the following meetings: project start-up meeting under Task A.1 and up to two additional meetings with Town staff and the project team. Attendance at some or all of these meetings may include review via teleconference of Town comments or strategy discussions on the Screening Analysis (Task A) or IS/MND (Task B).

Under Task E, LSA has budgeted for attendance at up to four public meetings/hearings to present the results of the Screening Analysis and IS/MND and to answer questions, as detailed in the Town's RFP. Our budget for this task also includes preparation of any necessary presentation materials that may be required. Attendance by LSA at additional meetings, will be billed on a time-and-materials basis. Our estimated cost for each additional meeting (assuming a four-hour meeting, including travel time) is: \$680 for Judith and \$400 for Theresa.

## 4. SCHEDULE



The preliminary work schedule for preparation and completion of the environmental review process is shown in Table 2. Specific dates are shown to illustrate the timeline; however, dates may need to be refined. LSA will finalize the schedule with the Town at the project start-up meeting. Preparation of the Preliminary Project Understanding is contingent upon receipt of a description of the library use (e.g., approximate size, hours of operation, existing level of use, and user groups) from the Town and Group 4 Architecture. Based on this schedule, an Administrative Draft of the Screening Analysis would be ready for review by the Town approximately 2 weeks after approval of the preliminary project understanding. The Final IS/MND would be ready for adoption within approximately 7 months of authorization to proceed.

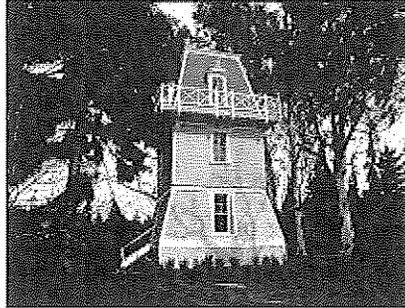
Please note that this schedule is flexible, and we are happy to work with the Town to adapt the schedule to fit ongoing departmental priorities and scheduling.

**Table 2: Proposed Schedule**

Milestone	Responsible Party	Weeks to Complete	Cumulative Week	Date
Authorization to Proceed	Town	Week of	1	April 18, 2011
Project Start-Up Meeting and Data Gathering	Town/LSA	Week of	2	April 25, 2011
Prepare Preliminary Project Description	LSA	1	3	May 2, 2011
Town Review of Project Description	Town	1	4	May 9, 2011
Prepare Administrative Draft Screening Analysis	LSA	4	6	May 23, 2011
Town Review of Administrative Draft Screening Analysis	Town	2	8	June 6, 2011
LSA Prepares Screencheck and Final Screening Analysis	LSA	2	10	June 20, 2011
Public Meeting/Hearings to Review Screening Analysis	Town/LSA	2	12	TBD
Selection of Library Building Project Site	Town	2	14	TBD
Prepare Project Description	LSA	1	15	July 25, 2011
Town Review of Project Description	Town	1	16	August 1, 2011
LSA Prepares Administrative Draft Initial Study	LSA	3	18	August 15, 2011
Town Review of Administrative Draft Initial Study	Town	2	20	August 29, 2011
LSA Prepares Screencheck Draft Initial Study	LSA	1	21	September 2, 2011
Town Review of Screencheck Draft Initial Study	Town	1	22	September 12, 2011
Production and Distribution of Draft IS/MND	LSA	1	23	September 19, 2011
30-Day Comment Period for Draft IS/MND	--	4	27	October 18, 2011
Public Hearing on the Draft IS/MND	Town/LSA	--	--	TBD
LSA Prepares Admin. Draft RTC and MMRP	LSA	2	29	November 1, 2011
Town Review of Admin. Draft RTC and MMRP	Town	1	30	November 8, 2011
LSA Prepares Screencheck and Final RTC and MMRP	LSA	1	31	November 15, 2011
Distribution of RTC and Final IS/MND	LSA	1	32	November 22, 2011
Final IS/MND Adoption Hearing	Town	1	33	TBD

Note: Some milestone tasks begin prior to completion of the task above. Therefore, the sum of the task durations may not equal the cumulative date.

## 5. BUDGET



For completion of the scope of work set forth in this proposal and accomplished according to the schedule outlined, the LSA team proposes a total budget not to exceed \$69,335. A detailed breakdown of the budget is provided in Table 3. As is always the case with our proposed scope and cost estimate, we are open to suggestions for refinement to meet Town needs.

This proposed budget and scope are effective for 90 days.





## Town of Atherton

Town Administrative Offices  
91 Ashfield Road  
Atherton, California 94027  
650-752-0500  
Fax 650-688-6528

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March 11, 2011

### **Request for Proposals for Environmental Document Preparation Atherton Library Building Project**

The Town of Atherton is seeking proposals from qualified environmental consultants to prepare an Initial Study and either a Mitigated Negative Declaration or an Environmental Impact Report and a Mitigation Monitoring Program for the Atherton Library Building Project in the Town of Atherton.

Library service in Atherton is currently provided through the San Mateo County Library Joint Powers Authority (JPA). The San Mateo County Library began providing library service to the Atherton community in 1931 in what is now Town Hall (now used as the City Council chambers). In 1968 the library was relocated to 2 Dinkelspiel (Station) Lane in what had been the police chief's house. This is its current location.

In 1999, the San Mateo County Library Joint Powers Authority was established. The formation of the JPA shifted governance from the County Board of Supervisors to the JPA Governing Board, which consists of representatives from each member entity. The JPA is comprised of the cities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside, and the unincorporated areas of the county. Library service and operations are provided by the San Mateo County Library and facilities are owned and maintained by each member entity; in this case, by the Town of Atherton.

Based on expressed interest in the improvement of the Atherton Library and the completion by the Town of a Structural Facility Evaluation, the Library completed a Library Needs Assessment during FY 2009-10. The Library Needs Assessment findings indicate that the existing facility presents significant barriers to the effective delivery of library services including:

- Inability to house an adequate collection for a community of its size
- A need to increase the number and types of seating available
- A need to increase the number of public computers available
- A need to provide areas for library related programs and events

- A need to create spaces or zones for various uses, such as quiet study areas, browsing areas, and spaces dedicated for children and teens

The report recommends that in order to effectively meet identified service needs, the facility would require an increase from the current 4,790 square feet to approximately 11,100 square feet.

The Library Needs Assessment was studied by the Atherton Library Needs Task Force and they recommended a new library should be constructed and that the project be overseen by an Atherton Library Building Steering Committee (ALBSC). The City Council approved the recommendations on June 16, 2010 by adopting Resolution No. 10-30 "Library Partnering". The ALBSC has been formed and part of its work is to guide an RFP process resulting in hiring an architectural firm to assist with the site selection process for two alternative sites. In addition, the ALBSC is also to guide an RFP process that will result in hiring an environmental consultant to evaluate potential environmental impacts associated with the alternative concept plans.

An architectural firm, Group 4 Architecture Research + Planning, Inc., has been hired to develop a library building program and preliminary concept drawings for Phase I of the project, and to complete the site selection process. The concept drawings will be used in the planning and environmental review process, and at least one public forum charrette will be held during Phase I. The purpose of Phase I is to complete the site selection and approval process, identify the overall concept of the new library, complete the environmental review, and engage the community, which will provide the basis for Phase II, the schematic design phase.

The environmental consultant would work with the architect and analyze each alternative for potential environmental impacts. It is expected that the environmental analysis would be in the form of an Initial Study. The Initial Study would be utilized to compare the potential environmental impacts of each alternative site and assist decision-makers in determining the most appropriate site for the new library.

Two possible sites are to be analyzed; the existing library site on Dinkelspiel (Station) Lane and a site at Holbrook-Palmer Park. The existing library site is located at 2 Dinkelspiel (Station) Lane adjacent to the Caltrain corridor, the historic Atherton City Council Chambers and a residential neighborhood. The Holbrook-Palmer Park proposed site at 150 Watkins Avenue includes: a late 19<sup>th</sup> century Water Tower and Carriage House, a mid-20<sup>th</sup> century activities building (Pavilion) rented for private and community events, and a mid-20<sup>th</sup> century residence (Main House) converted to accommodate private and community meetings and functions. The Water Tower and Carriage House buildings are one of a few remaining examples of late 19<sup>th</sup> century estate farm architecture in the Bay Area, and are the most significant contextual elements that will need to be accommodated and respected. It is anticipated that the new library site in Holbrook-Palmer Park will require replacement of an existing building.

Additional background on the project is available on the Town of Atherton website, [www.ci.atherton.ca.us](http://www.ci.atherton.ca.us), on the Home Page under the heading "Atherton Library Building Steering Committee".

Potential environmental issues are listed below. The consultant will be expected to address each Initial Study topic in detail during the analysis. However, certain topics such as agricultural resources, mineral resources, population and housing, etc. could be "screened out" if it is determined that there would be no possible impact.

- Aesthetics – would the introduction of a new building have the potential to degrade the existing visual character or quality of the site and its surroundings?
- Biological Resources – would the project result in the removal of any heritage trees?
- Cultural Resources – would the new building cause a substantial adverse change in the significance of a historical resource?
- Hydrology and Water Quality – would the project create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems?
- Land Use and Planning – the Holbrook-Palmer Park site would require a General Plan amendment and Park Master Plan amendment. Therefore, a potential conflict with an applicable land use plan and policy exists.
- Recreation - the Holbrook-Palmer Park site may convert land currently used for park purposes to land used for library purposes. Would such a conversion result in a potentially significant environmental effect?
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In general, the proposed scope of work should include or address the items listed below:

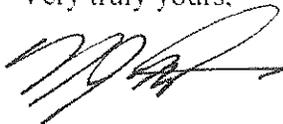
- Completion of analyses of all relevant environmental factors for each of the two alternative sites, using the CEQA Environmental Checklist Form as a basis.
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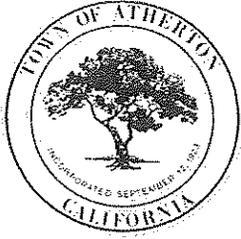
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Thank you.

Very truly yours,



Neal J. Martin, Town Planner



## Town of Atherton

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March 11, 2011

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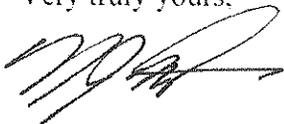
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Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'N. J. Martin', with a long horizontal flourish extending to the right.

Neal J. Martin, Town Planner

## Atherton Library Building Project – Schedules for IS/MND or EIR

Note: The Schedules below represent the shortest reasonable time frames for the environmental and project review processes. Experience has shown that unforeseen delays and meeting continuances often result in schedule extensions.

Draft 11/1/11

Note: Shaded cells show Project decision steps.

<b>Month</b>	<b>Dates</b>	<b>Initial Study/Mitigated Negative Declaration (IS/MND)</b>	<b>Environmental Impact Report (EIR)</b>
November 2011	November 16	City Council decides to proceed with IS/MND	City Council decides to proceed with EIR
	November 17	LSA begins IS/MND	LSA begins EIR
December 2011	December 1-10		EIR Scoping Meeting held
January 2012	January 20	LSA delivers admin. draft IS/MND	
February 2012	February 3	Staff submits comments on admin. draft IS/MND	
	February 17	LSA delivers public review draft IS/MND; 21 day public review period begins	LSA delivers admin. draft EIR
	February 28		Staff submits comments on admin. draft EIR
March 2012	March 12	21 day public review period ends	
	March 15		LSA completes Draft EIR
	March 15 – May 1		Draft EIR circulated for 45 day public review (public submits written comments)
	March 26	LSA completes final IS/MND including revisions and public comments	
April 2012	April 18	Consideration and approval of IS/MND by City Council	
	April 18	City Council initiates General Plan and Zoning Amendments*, requests General Plan Committee recommendation	
	April 25		Planning Commission holds public hearing on Draft EIR adequacy

May 2012	May 1		45 day public review ends, LSA begins to prepare Response to Comments
	May 2	Park and Recreation Commission public hearing and recommendation on Park Master Plan and about specific location, size and scope of library sites in HP Park	
	May 17	General Plan Committee holds special meeting to consider General Plan and Zoning amendments and other issues as directed by City Council	
June 2012	June 1		LSA submits Response to Comments and Final EIR
	June 20		City Council certifies Final EIR
	June 20		City Council initiates General Plan and Zoning Amendments*, requests General Plan Committee recommendation
	June 27	Planning Commission public hearing on General Plan and Zoning amendments; makes recommendation to Council*	
July 2012	July 5		Park and Recreation Commission public hearing and recommendation on Park Master Plan and about specific location, size and scope of library sites in HP Park
	July 18	City Council public hearing on General Plan and Zoning amendments, Park Master Plan; and considers adoption of a specific project location, size and scope; 1 <sup>st</sup> Reading of Zoning Amendment	General Plan Committee holds special meeting to consider General Plan and Zoning amendments and other issues as directed by City Council

August 2012	August 15	City Council Consent Calendar; 2 <sup>nd</sup> Reading of Zoning Amendment	
	August 22		Planning Commission public hearing on General Plan and Zoning amendments; makes recommendation to Council*
September 2012	September 14	Zoning Ordinance becomes effective	
	September 19		City Council public hearing on General Plan and Zoning amendments, Park Master Plan; and considers adoption of a specific project location, size and scope; 1 <sup>st</sup> Reading of Zoning Amendment
October 2012	October 17		City Council Consent Calendar; 2 <sup>nd</sup> Reading of Zoning Amendment
November 2012	November 16		Zoning Ordinance becomes effective

\* These steps may not be necessary if selected site is not in Holbrook Palmer Park.



## Town of Atherton

### CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL  
JOHN DANIELSON, CITY MANAGER**

**FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR**

**DATE: FOR THE MEETING OF NOVEMBER 2, 2011**

**SUBJECT: PARK EVENTS – REVENUE VS. DIRECT COSTS**

#### **INTRODUCTION:**

At the October 19, 2011 Atherton Council meeting, staff asked for direction from Council regarding continuation of booking events at the park for the 2012 calendar year. Council directed staff to report to them the direct costs associated with performing these events. These costs would differ from past program expenditures in that when calculating them, only expenses that would be directly related to running an actual program would be considered.

To begin these calculations, staff made the following assumptions as to what was considered a park “event”.

#### EVENTS WOULD INCLUDE THE FOLLOWING TYPES OF RENTALS;

- Weddings
- Social events – birthday parties, memorial services, bar mitzvahs, graduations, etc.
- Corporate meetings/seminars

The following programs would continue, but their costs would not be included in the event analysis;

- Town sponsored meetings – Dames, Foundation, Council, Park & Rec, etc.
- Town sponsored training – Police/fire, county stormwater, human resources, etc.

- Classes – Yoga, dogs, AA, folk dance, sing a long, etc.

**ANALYSIS:**

**COSTS**

Facility repairs – Carpets, HVAC, glass, locks	\$3000.00
Custodial – restrooms, carpets	\$3300.00
Landscape supplies – plant materials/chips	\$1500.00
Utilities - electricity, gas, water, sewer, phone	\$5200.00
Misc. supplies – paper, mats	\$500.00
<b>Materials total</b>	<b>\$13,500</b>
Labor – 1000 hrs for upkeep of facilities @ \$25 hr.	\$25,000
<b>EVENT TOTAL</b>	<b>\$38,500</b>

**REVENUES**

Prediction of the potential revenues is done by taking an average of the past 4 years of revenues as follows;

<u>FY</u>	<u>REVENUE</u>
2007-2008	252,408*
2008-2009	280,537
2009-2010	241,000
2010-2011	265,775
4 YEAR AVERAGE (ROUNDED UP)	\$260,000

\* Adjusted to exclude FY 2004 to FY 2007 revenues recorded in FY 2008.

One of the criteria that play a major impact on the 2012 revenues is the time in which the town begins booking events. Already, many people have skipped over the park as a venue for 2012 because we are under 1 year out for summer weddings. The sooner the town decides on its plans for 2012 the more successful it will be with revenue.

**FISCAL IMPACT:**

If the town indeed reached its average of \$260,000 in bookings the 2012 calendar year, the towns portion (under the current contract with Bianchini's catering) would be 50% or \$130,000. The direct cost of keeping the facilities at the standard expected to perform these rentals would be approximately \$38,500.

Gross revenues	\$260,000
Town portion	\$130,000
Direct expenses	\$38,500
Net revenue	\$91,500

One of the

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Community Services Director

---

John Danielson  
City Manager

Attachments:

Written Council Report  
Mayor Jim Dobbie

ITEM 21

October 28,

Attended the Council of Cities dinner in Portola Valley which featured Congress Woman Anna Eshoo give a very interesting talk on the wheels of government in Washington and how messed up the System is.

October 29,

Attended the presentations of the Mayors Diversity Celebration Awards at the Redwood City History Museum. Atherton's candidate was Hanna Malak a senior at Menlo School who has been a key part of our Disaster Awareness Program and a leader in local Blood Drives.

## ITEM 21

### Council Report – November 2011 – Jerry Carlson

#### High Speed Rail

- Senator Simitian Town meeting – When Prop. 1A was passed Simitian's district voted 60% to 40% in favor of the measure. A recent poll indicates about an even split for HSR, however if the cost and funding for the project is tied down the respondents by a 67% to 33% are not in favor of going ahead with the project.
- A more 'realistic' Draft Business Plan with a system cost of nearly \$100 billion has been issued by the Authority. Assembly Rich Gordon will be holding a HSR budget hearing, at the Palo Alto Council Chambers, on November 15<sup>th</sup>, 1:30-4:30pm re what money the legislature should consider granting to the program. The budget decisions will be a 'water shed' time as to whether HSR will have enough funds to meet the construction start date in 2012 in order to secure federal funds. Public comments as well as designated spoke persons will be heard at the hearing.
- In December, Congressman is expecting to hold hearings in California that may help decide whether Congress supports the HSR project going forward or whether the funds should be redirected to the Northeast corridor – Boston to Washington D.C.
- The new business plan adopts the 'blended system' approach to co-share existing Caltrain tracks during Phase 1 but still keeps the door open for eventually having separate HSR tracks. The timetable has been pushed back from 2020 to the mid 2030's. By then costs will be many times greater than is now projected.
- Smitian called any involvement in the HSR corridor project by MTC as being a "big mistake". They should keep their hands off any such involvement.

#### Caltrain

- Continuing to update their Blended Capacity Analysis to include operating capacity for handling both Caltrain and HSR on two tracks. Also will be looking at time rail crossing traffic will be stopped by train operations; alternative placement of passing tracks and other details in their second report.
- Government Affairs Mgr. Seamus Murphy indicated that the new signaling system will have to be installed by 2015 and speeds would be limited to 110 mph. Grade separations would be needed in order to travel 125 mph. Modeling an electrified Caltrain system indicates each train could make 13 to 14 stops between San Jose and San Francisco and still makes the complete trip in one hour.

#### Dumbarton Rail Line

- The EIR is nearing completion analyzing three rail options and a couple of bus options for moving passengers from Union City station to the Peninsula. At least one option involves having a third track come south from Redwood Junction to Fair Oaks Avenue, in Atherton.

#### Redwood City Library

- The library is located across the street from the City Center right next to the Caltrain tracks. The Dumbarton rail meeting was held on the second floor of the library Wednesday evening between 6:00-8:00pm. There was no noticeable affect from passing trains during the course of the meeting despite that the building is the old fire station that has been remodeled for library use.

#### Peninsula Division – California League of Cities

- The topic was ‘Hiring a City Manager’ with Mayors from Mountain View and Los Gatos, City Manager from Half Moon Bay and an outside consultant discussed processes they have used in the past. Quite a lot of ‘want-to-be’ city managers attended the meeting along with other elected officials.

#### Atherton Civic Interest League

- ACIL’s combined business meeting and community workshop resulted in ideas how this organization might add value to the community. I have asked them to share their community action plans firmed up to share them with the council.

#### PGE

- As a result of C/CAG meetings with PGE and PUC representatives and conversations with San Bruno and Burlingame council members I have asked staff to contact PGE to give a gas line status report to our town. A meeting is in the process of being set up.

#### Felton Gables Gate

- A recent meeting was held with the Felton HOA president and an Atherton resident to revisit the Felton/Holbrook Palmer Gate situation. The goal is to gain access for Atherton school kids attending the Menlo Schools to be able to access the Menlo Park area through the Felton gate. Discussions are continuing.

#### Disaster Relief

- The committee is regrouping to complete the recruiting of co-captain organizers for each town sector for disaster relief purposes. About half of the area is now covered. A funding request plan will be submitted to the council in the future. The council may wish to underscore community safety as being our first priority and encourage people to take CERT training and become involved in the sector groups. Taking care of our seniors and others in times of disaster need to be addressed before something happens.

#### Waste Removal

- Recent meetings with Recology and South Bay Waste Management Authority have been productivity in better understanding their cost allocations and what options there are to off set the prospect of further surprise increases in the future. A recent tour of the new transfer facility in San Carlos is impressive but underutilized in terms of potential capacity it was built to handle. We were surprised to learn at the high cost to Recology for disposing of the town’s green waste as being nearly \$19.00 per green bucket per month. Homeowners with a lot of green buckets may want to look at other disposal options.

#### Ruling on Atherton Law Suit against HSR Program EIR

- A new ruling has just been received and an analysis has been request from Attorney Sturart Flashman.

**ITEM 22-A**

Town of Atherton  
Master Facilities Plan

The Town shall undertake the project for a Master Plan of all Town Facilities incorporating the planning that has already been done by the Atherton Library Steering Committee and Town Center Task Force and also incorporating the existing library site, existing Council Chambers site and all other Town facilities; i.e., Building, Planning, Public Works, Maintenance Yard, Police Department, Historical Association, Library, Arts and other Town-related facilities, including those in the park and in the town center area.

The Master Plan is to be completed within 6 months and is not intended to delay the processes underway for either the new library or the town center projects. The council will allocate up to \$100,000 for the project from the \$1.8 million in the Building Department Fund on a pro-rata basis with the Library Fund paying its pro-rata share.

The purpose of the Town Master Plan is to evaluate all the service requirements for our town residents and ensure the facilities will accommodate their needs in the most economical and efficient means possible.

We respectfully request that this item be on the next regular Council meeting agenda.

/s/ Jerry Carlson

/s/ Elizabeth Lewis

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Jerry Carlson

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Elizabeth Lewis

**ITEM 22-B**

Polling Town Voters

The Town shall undertake a poll of its registered residents concerning the preferred location of the new town library. Each registered voter will be provided with a ballot to indicate their choice as to location - Holbrook-Palmer Park or the Town Center.

The ballot will ask two questions:

Do you favor the new library be located in Holbrook Palmer Park? Yes\_\_\_ No\_\_\_

Do you favor the new library be located in the town center area? Yes\_\_\_ No\_\_\_

This purpose of the survey is to allow all town residents to participate in expressing their will for where this permanent structure would best serve the needs of our community. The cost of the survey will be \$25,000 or less.

We respectfully request that this item be on the next regular Council meeting agenda

/s/ Jerry Carlson

/s/ Elizabeth Lewis

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Jerry Carlson

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Elizabeth Lewis