



**AGENDA**  
**Town of Atherton**  
**CITY COUNCIL**  
**ATHERTON CHANNEL DRAINAGE DISTRICT**  
**January 18, 2012**  
**7:00 p.m.**  
**COUNCIL CHAMBERS**  
94 Ashfield Road  
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**
- Proclamation to Tim Lynch – Retired Atherton Sergeant
- Introduction of Brad Mills – Atherton Sergeant
- 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.)*
- 7:45 P.M.     5.     **REPORT OUT OF CLOSED SESSION**
- 7:45 P.M.     6.     **CITY MANAGER'S REPORT**
- 7:50 P.M.     7.     **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**
- 7:50 P.M.     **CONSENT CALENDAR** (Items 8-17)
- (Consent Calendar items are routine in nature and are generally considered in one motion and adopted by a single vote of the City Council. If discussion regarding a Consent Calendar item is desired, the member(s) of the City Council, public, and/or staff wishing to pull the item should so indicate at the time the Mayor calls for consideration of the Consent Calendar.)*
8.     **APPROVAL OF DECEMBER 21, 2011 REGULAR MEETING**

**Recommendation:** Approve December 21, 2011 regular meeting minutes

**9. APPROVAL OF BILLS AND CLAIMS FOR DECEMBER, 2011 IN THE AMOUNT OF \$1,173,541**

**Recommendation:** Approve Bills and Claims in the amount of \$1,173,541

**10. ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION AND APPROVAL OF CONTRACT CHANGE ORDERS IN THE AMOUNT OF \$80,930.34 FOR THE UPPER ATHERTON CHANNEL CREEK STABILIZATION AND SLOPE RESTORATION PHASE II PROJECT**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** Accept work and authorize recording of a notice of completion and approving contract change orders in the amount of \$80,930.34 for a total project cost of \$643,905.34 for the Upper Atherton Channel Creek Stabilization and Slope Restoration Project, Project Number 56037

**11. APPROVE A CONTRACT AMENDMENT FOR BKF ENGINEERS FOR DESIGN SERVICES IN THE AMOUNT OF \$28,443.59 AND CONSTRUCTION AND PERMIT COMPLIANCE SERVICES IN THE AMOUNT OF \$24,400.00 FOR THE UPPER ATHERTON CHANNEL CREEK STABILIZATION AND SLOPE RESTORATION PHASE II PROJECT**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** Approve 2 Contract Amendments for BKF Engineers; one for design services in the amount of \$28,443.59 and one for construction and permit compliance services in the amount of \$24,400 on the Upper Atherton Channel Creek Stabilization and Slope Restoration Phase II Project, project number 56037 and increase the Upper Atherton Channel Creek Stabilization and Slope Restoration Project budget by \$52,843.59

**12. APPROVE THE OWNERSHIP, OPERATIONS, AND MAINTENANCE AGREEMENT BETWEEN THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AND THE COUNTY OF SAN MATEO AND THE TOWN OF ATHERTON FOR THE SAN MATEO COUNTY SMART CORRIDORS PROJECT**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** Approve and authorize the City Manager to execute the Ownership, Operations, and Maintenance Agreement between the City/County Association of Governments (C/CAG) of San Mateo County and the County of San Mateo and the Town of Atherton for the San Mateo County Smart Corridor Project

**13. APPROVE RECOMMENDATION OF ATHERTON TRANSPORTATION COMMITTEE TO ELIMINATE STREET PARKING AT ADDRESS 273 ALAMEDA DE LAS PULGAS**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** Approve recommendation of Atherton Transportation Committee to eliminate stopping in front of residence at 273 Alameda de las Pulgas

**14. APPROVE THE RECOMMENDATION OF THE ATHERTON TRANSPORTATION COMMITTEE TO INSTALL A NEW SCHOOL CROSSWALK AT THE INTERSECTION OF EMILIE AND MACBAIN**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** Approve the installation of a new school crosswalk on Emile Avenue at the intersection of Emile Avenue and MacBain Avenue

**15. EXTEND CONTRACT BETWEEN TOWN AND JOHN DANIELSON FOR INTERIM CITY MANAGER SERVICES**

**Report:** Deputy City Clerk Theresa DellaSanta

**Recommendation:** Approval amendment to extend services with John Danielson for interim city manager services

**16. APPROVAL OF BUDGET AMENDMENT TO HIRE AN EXECUTIVE SEARCH FIRM TO RECRUIT A PERMANENT CITY MANAGER**

**Report:** City Manager John Danielson

**Recommendation:** Approve budget amendment to hire an executive search firm to recruit a permanent City Manager in the amount not to exceed \$25,000

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

**Report:** Deputy City Clerk Theresa DellaSanta

**Recommendation:** Approve Council Committee Assignments prepared by Mayor Widmer

**8:00 P.M. PUBLIC HEARINGS - None**

**8:00 P.M. REGULAR AGENDA – (Items 18-20)**

**18. TOWN CENTER TASK FORCE RECOMMENDATION TO APPROVE NICHOLS, MELBURG AND ROSETTO TO WORK WITH THE TOWN ON THE NEW TOWN CENTER PROJECT**

**Report:** Town Center Task Force

**Recommendation:** 1. Approve Nichols Melburg & Rossetto AIA & Associates, Inc. (NM&R) as the architectural firm to work with the Town of Atherton on the new town center project. 2. Authorize the TCTF to notify NM&R of their selection and to meet with them to determine cost of public outreach program. 3. Authorize the TCTF to review with City Manager and staff current head count and verify space needs as compared with those of 2010.

**19. ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION AND APPROVAL OF CONTRACT CHANGE ORDERS IN THE AMOUNT OF \$ 322,483.18 FOR THE FLETCHER DRIVE/RIDGEVIEW DRIVE PAVEMENT AND DRAINAGE IMPROVEMENT PROJECT**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** Accept work and authorize recording of a notice of completion and approving contract change orders in the amount of \$322,483.18 for a total project cost of \$1,689,946.65 for the Fletcher Drive/Ridgeview Drive Pavement and Drainage Project, Project Number 56033

**20. CONSIDER RECOMMENDATION OF THE ATHERTON TRANSPORTATION COMMITTEE TO INSTALL THREE “KEEP CLEAR” ZONES ON MIDDLEFIELD ROAD AT THE INTERSECTIONS WATKINS, JAMES AND LINDEN AVENUES FOR A 3 MONTH TRIAL PERIOD**

**Report:** Public Works Director Mike Kashiwagi

**Recommendation:** Consider recommendation of Atherton Transportation Committee to install three (3) keep clear zones on Middlefield Road at the intersections of Watkins, James and Linden Avenues for a 3 month trial period

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

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

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)**

# *PROCLAMATION*

## **IN RECOGNITION OF ATHERTON POLICE SERGEANT TIMOTHY S. LYNCH**

**WHEREAS, Timothy S. Lynch**, a veteran Police Officer with more than 31 years of dedicated service to the Town of Atherton; and

**WHEREAS**, the City Council of the Town of Atherton, along with the entire community, would like to honor the contributions that Sergeant Lynch has made during his law enforcement career; and

**WHEREAS**, Sergeant Lynch's involvement as a Crime Scene and Evidence Technician, and Coordinator for our K-9 Team; and

**WHEREAS**, Sergeant Lynch's organizational skills and his ability to manage our monthly patrol schedule made him an invaluable asset to this organization; and

**WHEREAS**, Sergeant Lynch worked tirelessly over his three decades of law enforcement service which included the following ranks: Reserve Officer, Patrolman, Detective, Corporal, and Sergeant; and

**NOW, THEREFORE, as Mayor of the Town of Atherton, and on behalf of the Atherton City Council**, I hereby commend the outstanding community service performed by Sergeant Tim Lynch during his distinguished career and wish him the best in his retirement.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the Town of Atherton to be affixed this 18th day of January, 2012.

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William R. Widmer, Mayor  
Town of Atherton



## 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 JANUARY 18, 2012**

**SUBJECT: CITY MANAGER WRITTEN REPORT**

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

**FINANCE DEPARTMENT:** None

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

**POLICE DEPARTMENT:**

Please join me in being the first to congratulate Sergeant Tim Lynch on a well-deserved retirement, and to commend him on 31 years of faithful and dedicated service to the citizens of Atherton. Tim hired on with the Atherton Police Department in July of 1984 as a Reserve Officer and was eventually hired as a fulltime police officer. Tim worked his way through the ranks in the Department from patrol, detectives, corporal, and finally sergeant. Tim also worked as a Crime Scene and Evidence Technician and K-9 Coordinator. Sergeant Lynch will be officially recognized by the Mayor and City Clerk with the reading of a proclamation at the January 18, 2012 City Council meeting. Police Officer Brad Mills was promoted to Sergeant on December 25, 2011 to fill the sergeant's vacancy created by Sergeant Tim Lynch's retirement. Brad has been with the Atherton Police Department for more than 20 years and has served in a variety of capacities such as Field Training Officer (FTO), Motorcycle Officer, Acting Sergeant, and with the San Mateo County Gang Task Force (GTF). Brad has done exceptional work in all of his assignments with the Atherton Police Department. It was no surprise to see Brad do well in a very competitive sergeant's promotional process with quality candidates from both inside and outside to the organization.

Every year Mothers' Against Drunk Drivers (MADD) hosts their annual Awards Banquet in February to honor those police officers who made significant contributions to reducing the number of drunk drivers on our streets and highways. These officers receive recognition and awards from MADD based on the number of DUI arrests in a year, i.e. Silver = 12-23 arrests; Gold = 24+ arrests. The Atherton Police Department made a total of 59 DUI arrests in 2011. While none of our officers made 25 or more DUI arrests to qualify for the Gold award, we did have three (3) officers that qualified for the Silver award. The APD officers who made the most DUI arrests in 2011 and will receive the Silver award are:

- 1) Officer Dave Metzger – 21 total DUI arrests
- 2) Officer David Gomez – 13 total DUI arrests
- 3) Sergeant Anthony Kockler – 13 total DUI arrests

Each year across the nation thousands of people are killed or injured by impaired drivers. The emotional and economic impact of such senseless and tragic events is staggering. Please join me in commending the men and women of the Atherton Police Department, especially our three recipients of the Silver award, for their outstanding work and commitment to keeping our community safe by removing impaired drivers from our roadways.

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

#### **Hoover Street Crosswalk**

Construction began late December 2011. The contractor, Republic ITS, has installed the concrete ADA ramps, decomposed granite walking path and signage. In-pavement warning lights and striping will be installed within the next week. The crosswalk will be operational by the end of January.

#### **San Mateo County Storm Drain Improvement Project**

A pre-construction meeting was held with the Contractor in mid-December and construction began January 9, 2012 with the installation of the tree protection and saw-cutting of the asphalt along Camino de los Robles. Trenching for the storm drain pipe installation will follow thereafter. County will handle all of the inspections on this project. This project is estimated to be complete by the end of January.

#### **Other reportable items for Public Works Streets/Parks/Facilities:**

- Entire sweep of Town (203 miles, 112 cubic yards(or 119.84 tons of debris removed) completed 12/16/2011
- Guardrail repaired Middlefield at Marsh (responsible party sent invoice)
- Leaf removal from non-sweepable areas (30 yds)

- Facility maintenance (clean walls, doorframes, handprints)
- Concrete gutter repairs;
  - Walsh at Valley
  - Reservoir Road cul de sac
- Park maintenance with emphasis on converting over to two wire system.
- Town Center clean-ups (3 ea)
- Service requests;
  - Move furniture at Permit Center
  - 3 calls for tree issues (low limbs, branches down)
  - Plumbing issues at HP Park restrooms
  - Repair at CM House (garage door)
  - Clean PD Garage
  - Down signs
  - Last minute meeting – set up
  - Banners
  - Vandalism – Council Chambers sign knocked over/permit center ramp railing damaged
  - Debris dumped on Stockbridge
  - Leak at Library restroom
- Lighting check of all facilities
- Garage door maintenance
- Prep sand bag area for residents (new sand, stock bag bin, tools).
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp yard clean-up, vehicle/tool maintenance,



**Town of Atherton**  
Building Department

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

**Community Services**  
Monthly Report  
December 2011

Submitted by:  
Mike Kashiwagi, PE  
Director of Community Services

**Town of Atherton  
Building Safety & Inspection**

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

	November	Fiscal Year 2011-12
<b>Total Construction Valuation<sup>1</sup>:</b>	\$ 13,314,223.50	\$ 114,768,188.00

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$64,905.63	\$ 205,389.90
<b>Permit Fees Collected:</b>	\$47,537.85	\$ 568,425.30
<b>TOTAL:</b>	<b>\$ 112,443.48</b>	<b>\$ 773,815.20</b>

**PLAN CHECK**

Applications Received:	<b>54</b>	<b>360</b>
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**PERMITS**

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	1	20
New Accessory Structures Issued:	3	73
Addition / Alteration Permits Issued:	8	81
Reroof Permits Issued:	1	44
Plumbing/Mechanical/Electrical Permits Issued:	9	77
<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>22</b>	<b>298</b>

**INSPECTIONS**

Inspections Performed:	<b>567</b>	<b>2741</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

*December 1, 2011 to December 31, 2011*

CE responded to the following types of cases:

1. Dangerous Trees	1 o	10. Early Set Out-trash	15 c
2. Construction Law	3 c / 1 o	11. Neighbor Law	0
3. Dog Barking	1 c / 1 o	12. Animal	1 o
4. Building without permits	0	13. Litigation	3 o
5. Encroachments	3 o	14. Vehicles	0
6. Fence Violations	2 o	15. Unsecured Prop	1 o
7. Accessory Bld.	2 c / 1 o	16. HOA Contact	2 c / 2 o
8. Refuse	0	17. Admin/finance	0
9. Zoning	1 o	18. Admin/ordinance	1 c / 1 o
		19. Public Nuisance	0
<b>Number of Cases Closed = 24</b>		<b>Number of Cases Still open = 18</b>	

c: Closed

o: Open

### Planning projects

*December 1, 2011 to December 31, 2011*

	This Month Activity	Year to Date Activity
Staff Level Reviews	20	108
Planning Commission Items	1	5

The Planning Commission cancelled its December meeting due to a lack of agenda items.  
The next Planning Commission meeting is scheduled for January 25, 2012.

### Arborist Activity Summary

*December 1, 2011 to December 31, 2011*

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
<b>TOTAL</b>	10	16	6	16

**Town of Atherton  
Building Safety & Inspection**

**Summary of New Single Family Residential**

Month	2011
January	-
February	-
March	-
April	-
May	-
June	-
July	3
August	4
September	6
October	5
November	1
December	1
<b>Total New SFD Permits:</b>	<b>20</b>

**Plan Check Performance**

*November 1, 2011 to November 30, 2011*

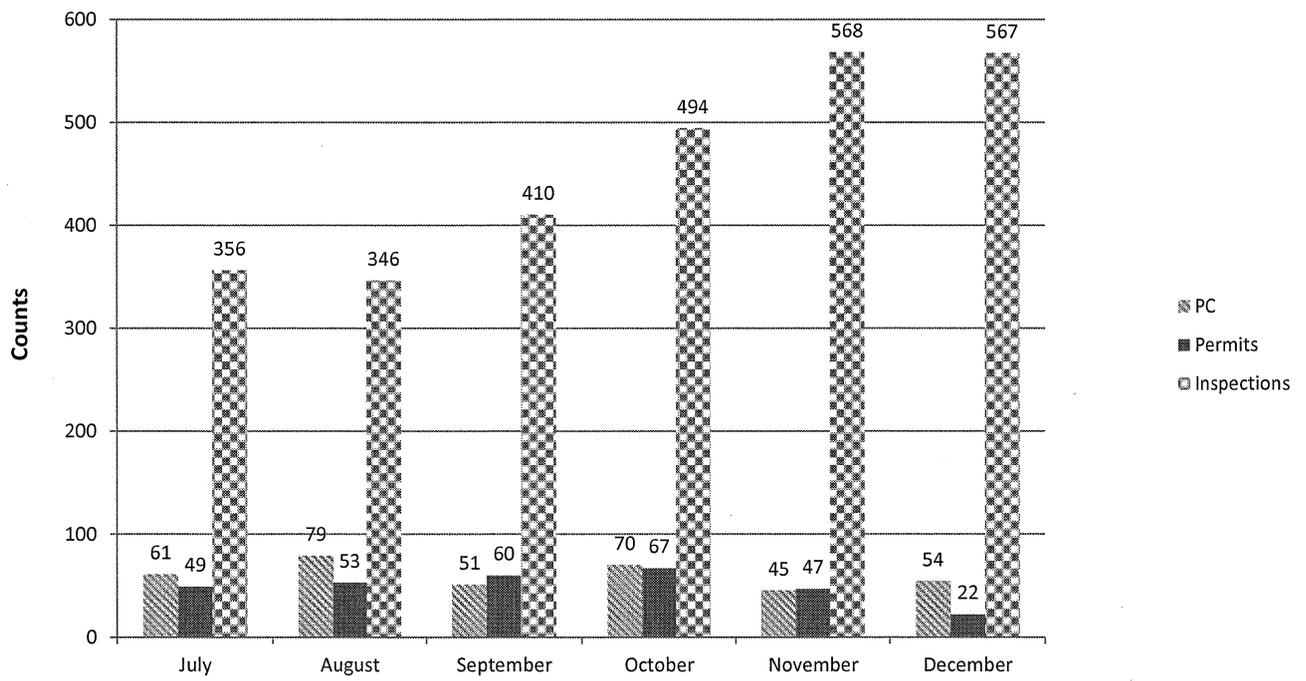
	Cycles	Target	No. of days exceeded	Average Review Days
Major Plan Check	1st Review	10	0	7
	Subsequent Rev.	5	0	3
Minor Plan Check	1st Review	3	0	3
	Subsequent Rev.	2	0	-

Target: in working days

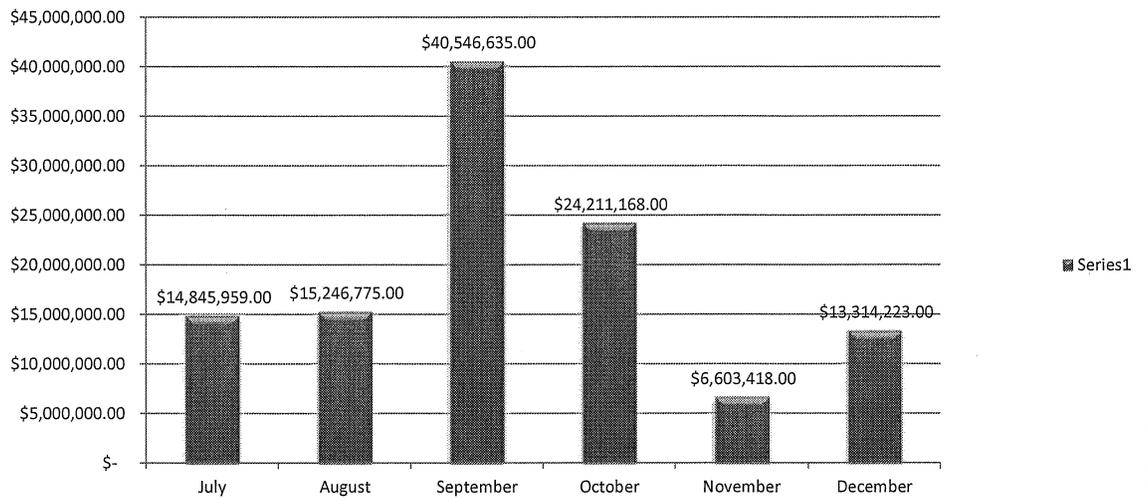
Major Plan Check: New Houses, New Accessory Structures, New non-Residential

Minor Plan Check: Additions, alterations, Misc.

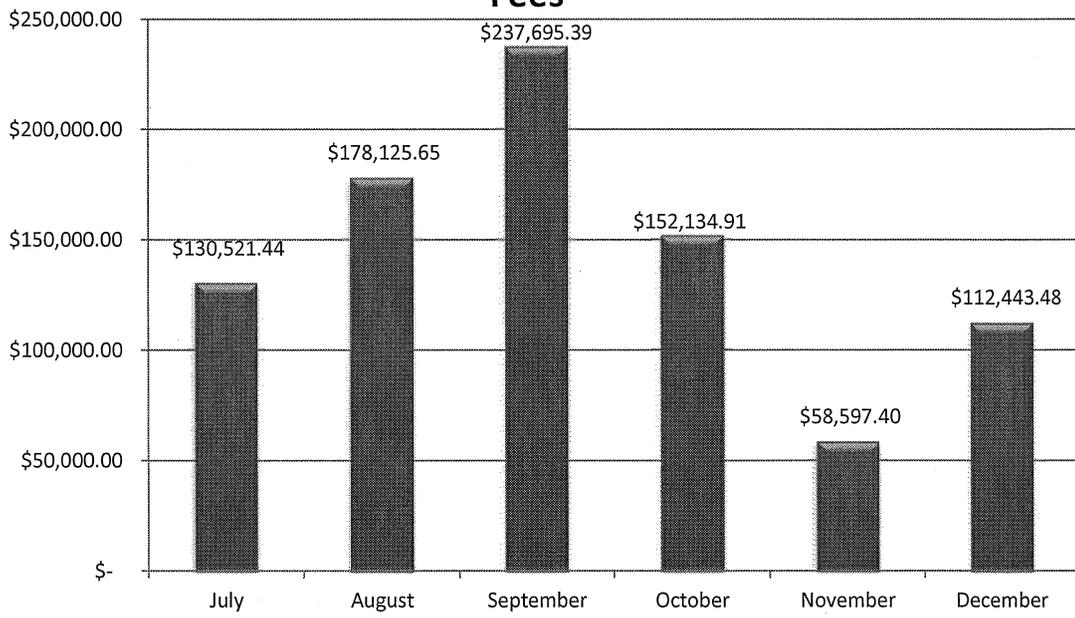
### Plan Checks, Permits, Inspections



### Valuation



### Fees



**TOWN OF ATHERTON**  
CLAIMS LIST **DECEMBER 2011**

	<u>Amount</u>
A/P Checks (#13180-13324)	\$ 529,621
Payroll Checks (#295-320)	23,719
Direct Deposit - Payroll	292,418
Electronic Transfer - A/P & Payroll	327,783
<b>DECEMBER 2011 Total</b>	<b>1,173,541</b>

I, John Danielson, Interim City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers **295-320** (payroll), and **13180-13324** (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to **\$1,173,541** are true and correct based on the information provided to me and that there are sufficient funds for payment.

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

The above claims, check numbers **295-320** (payroll), and **13180-13324** (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to **\$1,173,541** are true and correct and are authorized for payment.

\_\_\_\_\_  
Bill Widmer  
Mayor, Town of Atherton

**SOURCE OF FUNDS**

<b>101</b>	General Fund	\$ 1,017,034
<b>105</b>	Tennis	59
<b>201</b>	Special Parcel Tax	92,385
<b>202</b>	Measure A	215
<b>213</b>	Library	33,730
<b>610</b>	Equipment Replacement	5,000
<b>616</b>	Employee Benefits	25,118
	<b>TOTAL</b>	<b>1,173,541</b>

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of December 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	7190/11-22-11LH	General Fund	Finance	Lodging - Calpers Educational Forum L. Ho 10/23/11 - 10/26/11	514.44
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	Power cord for the hand held radar unit PD 10/27/11	127.10
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	External power source - IT Sheena PD	48.70
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	Hitch ball GVWR 8000 lb - Disaster trailer PD 11/10/11	75.42
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	Wireless access/outdoor use PD 11/14/11	92.40
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(6) lunch boxes - Sgt. oral board panel PD 10/20/11	94.39
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	2012 Legislative update training fee K. Nichols 12/1/11	80.00
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	2012 Public Records Act course fee J. Mattes PD 4/26/12 - 4/27/1	250.00
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	2012 Canine Program Management fee (K-9) D. Metzger 3/21-3/23/12	393.00
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	Monthly crime reports PD November 2011	99.00
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	Plastic 36x48 chair mat J. Mattes 10/25/11	32.46
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(2) HP CE322A Yellow toners cartridge PD10/31/11	143.80
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(2) HP CE323A Magenta toners cartridge PD10/31/11	143.80
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(2) HP CE321A Cyan toners cartridge PD10/31/11	143.80
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	Discount coupon toners cartridge PD10/31/11	(45.00)
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	Stamp for cases B. Mills PD 11/7/11	77.11
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(1) HP 124A Cyan toner cartridge PD 11/10/11	98.14
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(2) HP 124A black toner cartridge PD 11/10/11	176.79
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(1) HP 124A magenta toner cartridge PD 11/10/11	98.14
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(1) MP4 touch PD 11/10/11 (No charge item off-set by discount)	85.13
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	Discount coupon off-set purchase based on \$\$ spent PD 11/10/11	(104.99)
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(1) HP LJ2600 toner cartridge PD 11/10/11	98.14

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of December 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(1) ct 8.5X11 multiuse paper PD 11/15/11	53.03
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(1) HP 11A toner cartridge PD 11/15/11	149.37
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	(2) HP Q7551A black toner cartridge PD 11/15/11	311.74
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	Helmet kit- external mount boom microphone dual speaker B. Mills	304.41
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5432/11-22-11JF	General Fund	Police	Motor helmet B. Mills PD 11/11/11	463.98
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5408/11-22-11ST	General Fund	DPW-Park Program	Internet service HP Park November 2011	60.00
13180	12/2/2011	IMPAC. GOVERNMENT SERVICES	5408/11-22-11ST	General Fund	DPW-Park Program	(2) Pods rental , onsite storage HP Park November 2011	378.88
<b>13180 Total</b>							4,443.18
13181	12/2/2011	AFLAC		General Fund		PR Batch 501 11 2011 Flex Participation Fee - ER	25.00
13181	12/2/2011	AFLAC		General Fund		PR Batch 501 11 2011 Flex Participation Fee - EE	37.50
13181	12/2/2011	AFLAC	November2011	General Fund	Police	Adj Admin fee for S. Pardorla November 2011	12.50
<b>13181 Total</b>							75.00
13182	12/2/2011	TEAMSTERS LOCAL 856 H & W		General Fund		PR Batch 501 11 2011 Dental Insurance	4,464.00
13182	12/2/2011	TEAMSTERS LOCAL 856 H & W	Dec2011	General Fund	Police	Dental for S. Pardorla December 2011	144.00
<b>13182 Total</b>							4,608.00
13183	12/2/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 501 12 2011 Teamsters Dues	53.54
<b>13183 Total</b>							53.54
13184	12/2/2011	VISION SERVICE PLAN		General Fund		PR Batch 501 11 2011 Vision Insurance	507.41
13184	12/2/2011	VISION SERVICE PLAN	December2011	General Fund	Police	Vision for B. Lane November 2011	10.88
13184	12/2/2011	VISION SERVICE PLAN	December2011	General Fund	Police	Vision for B. Lane December 2011	10.88
13184	12/2/2011	VISION SERVICE PLAN	December2011	General Fund	DPW-Street Maint.	Vision for M. Rubalcana December 2011	10.88
<b>13184 Total</b>							540.05
13185	12/8/2011	ACCONTEMPS	34422393	General Fund	Finance	Temp Phonpradith, Noy 11/21/11 - 11/23/11	959.52
<b>13185 Total</b>							959.52
13186	40885	AT&T ADVERTISING SOLUTIONS	8103362367/1211	General Fund	DPW-Park Program	HP Park yellow pages advertising December 2011	45.50

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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
<b>13186 Total</b>							45.50
13187	12/8/2011	AT&T CALNET 2	000002836937	General Fund	Non-Dept	8099 Town Hall Front Desk line 10/27/11 - 11/26/11	426.20
13187	12/8/2011	AT&T CALNET 2	000002836936	General Fund	Non-Dept	0600 PBX line 10/27/11 - 11/26/11	111.94
13187	12/8/2011	AT&T CALNET 2	000002820752	General Fund	Police	1953 Circuit number PD to 590 Hamilton-RC 10/20/11 - 11/19/11	96.90
13187	12/8/2011	AT&T CALNET 2	000002820753	General Fund	Police	8343 83 Ashfield/KCEA radio PD 10/20/11 - 11/19/11	57.20
13187	12/8/2011	AT&T CALNET 2	000002820754	General Fund	Police	5840 83 Ashfield to Industrial Rd PD 10/20/11 - 11/19/11	265.37
13187	12/8/2011	AT&T CALNET 2	000002820751	General Fund	Police	1053 Teleminder loop line PD 10/20/11 - 11/19/11	84.05
13187	12/8/2011	AT&T CALNET 2	000002820758	General Fund	Police	6691 Cal water/Bear gulch voter PD 10/20/11 - 11/19/11	76.51
13187	12/8/2011	AT&T CALNET 2	000002820757	General Fund	Police	6690 Mp police to PD voter 10/20/11 - 11/19/11	66.22
13187	12/8/2011	AT&T CALNET 2	000002820755	General Fund	Police	7360 Circuit data line PD 10/20/11 - 11/19/11	359.15
13187	12/8/2011	AT&T CALNET 2	000002820756	General Fund	Police	6689 MP fire to PD voter 10/20/11 - 11/19/11	66.22
13187	12/8/2011	AT&T CALNET 2	000002836934	General Fund	Police	0686 Alarm PD shed 10/27/11 - 11/26/11	15.61
13187	12/8/2011	AT&T CALNET 2	000002836935	General Fund	Police	0280 Disaster line PD 10/27/11 - 11/26/11	210.50
<b>13187 Total</b>							1,835.87
13188	12/8/2011	BKF ENGINEERS	11110432	Special Tax	DPW-Engineering	Upper Atherton channel restoration 9/19/11 - 10/16/11	55,095.30
<b>13188 Total</b>							55,095.30
13189	12/8/2011	BURKE,WILLIAMS&SORENSEN LLP	151473	General Fund	City Attorney	Review and finalize FY 2011 audit letter response October 2011	171.60
<b>13189 Total</b>							171.60
13190	12/8/2011	CAL WATER SERVICE	91512681/0911	General Fund	Administration	91 Ashfield Rd. 9/3/11 - 10/4/11	86.05
13190	12/8/2011	CAL WATER SERVICE	90069321/1011	General Fund	DPW-Street Maint.	Station Ln/Amtrak station 10/5/11 - 11/2/11	255.89
13190	12/8/2011	CAL WATER SERVICE	62040688/1011	General Fund	DPW-Street Maint.	99 Ashfield Rd. 10/5/11 - 11/2/11	52.82
<b>13190 Total</b>							394.76
13191	12/8/2011	CLARK PEST CONTROL	12099695	Library Fund	Non-Dept	Pest control services library November 2011	95.00
13191	12/8/2011	CLARK PEST CONTROL	12099695/Aug	Library Fund	Non-Dept	Pest control services library August 2011	95.00
<b>13191 Total</b>							190.00

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13192	12/8/2011	CONTRACT SWEEPING SERVICES	INV110001716	General Fund	DPW-Street Maint.	Monthly sweeping services November 2011	992.70
<b>13192 Total</b>							992.70
13193	12/8/2011	DE LAGE FINANCIAL SERVICES,INC	11739765	General Fund	Planning	Lease sharp MXM453N copier Planning 11/15/11 - 12/14/11	50.50
13193	12/8/2011	DE LAGE FINANCIAL SERVICES,INC	11739765	General Fund	Building	Lease sharp MXM453N copier Building 11/15/11 - 12/14/11	50.50
13193	12/8/2011	DE LAGE FINANCIAL SERVICES,INC	11739765	General Fund	DPW-Engineering	Lease sharp MXM453N copier DPW Eng 11/15/11 - 12/14/11	50.50
<b>13193 Total</b>							151.50
13194	12/8/2011	GALLAGHER & BURK, INC	41010813	Special Tax		10% retention -Fletcher Dr/Ridgeview pvmt & drainage improvement	(200.00)
13194	12/8/2011	GALLAGHER & BURK, INC	41010813	Special Tax	DPW-Engineering	Fletcher Dr/Ridgeview pvmt & drainage improvements	2,000.00
<b>13194 Total</b>							1,800.00
13196	12/8/2011	INTERWEST CONSULTING GROUP, INC	11685	General Fund	Building	Inspection services for permit issued prior to 8/22/11	12,240.00
13196	12/8/2011	INTERWEST CONSULTING GROUP, INC	11685	General Fund	Building	58% of Total revenue October 2011	94,340.20
13196	12/8/2011	INTERWEST CONSULTING GROUP, INC	11683	General Fund	DPW-Engineering	Interim public works director M. Kashiwagi 10/1/11 - 10/31/11	11,125.00
13196	12/8/2011	INTERWEST CONSULTING GROUP, INC	11683	Library Fund	Non-Dept	Atherton library project M. Kashiwagi 10/1/11 - 10/31/11	3,375.00
<b>13196 Total</b>							121,080.20
13197	12/8/2011	INTOXIMETERS, INC.	347482	General Fund	Police	2 new Portable Alco-sensor IV with mem instrument set PD	1,380.63
<b>13197 Total</b>							1,380.63
13198	12/8/2011	J & N PRINTING	9361	General Fund	Administration	(10) boxes resident mailer envelopes	411.35
<b>13198 Total</b>							411.35
13199	12/8/2011	KUSHNER ALEXANDER	HVAV-Retention	Special Tax		Retention for PD HVAC project	2,798.50
<b>13199 Total</b>							2,798.50
13201	12/8/2011	MERCER JOSEPH	Oct-Dec2011	Employee Benefits F	DPW-Park Maint.	Retiree health reimbursement Oct - Dec 2011	212.82
<b>13201 Total</b>							212.82
13202	12/8/2011	MID-PENINSULA ANIMAL HOSPITAL	475218	General Fund	Police	Hospital visits - Lotty 11/27/11 Emergency vet call	2,141.92
<b>13202 Total</b>							2,141.92
13203	12/8/2011	NATIONAL DATA & SURVEYING SERVICES	11-7441	General Fund	DPW-Engineering	Speed survey at Holbrook Ln, Palmer Ave, & San Benito Ave.	540.00
<b>13203 Total</b>							540.00

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13204	12/8/2011	OFFICE DEPOT	587319822001	General Fund	Administration	(2) USB flash drives Admin	19.38
13204	12/8/2011	OFFICE DEPOT	587319511001	General Fund	Administration	(4) Cases copy papers Admin	165.00
13204	12/8/2011	OFFICE DEPOT	587319511001	General Fund	DPW-Engineering	(4) Cases copy papers DPW/Bldg	164.95
<b>13204 Total</b>							349.33
13205	12/8/2011	OFFICE TEAM	34437646	General Fund	Administration	Temp help bulk mailing for library project 11/22/11 - 11/23/11	242.00
13205	12/8/2011	OFFICE TEAM	34437647	General Fund	Administration	Temp help bulk mailing for library project 11/22/11 - 11/23/11	253.00
<b>13205 Total</b>							495.00
13207	12/8/2011	OJO TECHNOLOGY	Silver2011-2012	General Fund	Police	Town's surveillance system maint. support 10/15/11 - 10/14/2012	2,998.73
<b>13207 Total</b>							2,998.73
13208	12/8/2011	PACIFIC PENINSULA GROUP	APW11-00110	General Fund		Refund bond deposit APW11-00110, 18 Monte Vista Ave.	2,500.00
13208	12/8/2011	PACIFIC PENINSULA GROUP	APW11-00106	General Fund		Refund bond deposit APW11-00106, 18 Monte Vista Ave.	2,500.00
<b>13208 Total</b>							5,000.00
13209	12/8/2011	PETTY CASH	November2011	General Fund	Police	Motor safety course fee A. Kockler 9/21/11	20.00
13209	12/8/2011	PETTY CASH	November2011	General Fund	Police	Motor safety course fee T. Marks 9/21/11	20.00
13209	12/8/2011	PETTY CASH	November2011	General Fund	Police	Lunch - Bulletproof mind training K. Nichols 9/26/11	10.71
13209	12/8/2011	PETTY CASH	November2011	General Fund	Police	Parking fee - PG&E training K. Nichols 10/5/11	13.75
13209	12/8/2011	PETTY CASH	November2011	General Fund	Police	Toll fee - Social media training K. Nichols 11/2/11	5.00
13209	12/8/2011	PETTY CASH	November2011	General Fund	Police	Toll fee for 2 patrol cars K. Nichols 11/16/11	10.00
13209	12/8/2011	PETTY CASH	November2011	General Fund	Police	Battery for Chief's car key 8/11/11	4.32
<b>13209 Total</b>							83.78
13210	12/8/2011	PG & E	74579693321/111	General Fund	Police	83 Ashfield Rd PD 10/25/11 - 11/22/11	1,739.54
13210	12/8/2011	PG & E	86713555828/111	General Fund	DPW-Street Maint.	Signal Encinal/Middlefield 10/26/11 - 11/23/11	35.90
13210	12/8/2011	PG & E	34579695882/111	General Fund	DPW-Street Maint.	Signal El Camino/Atherton 10/25/11 - 11/22/11	73.31
13210	12/8/2011	PG & E	92913025489/111	General Fund	DPW-Street Maint.	Station Lane 10/25/11 - 11/22/11	71.68

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13210	12/8/2011	PG & E	95313129439/111	General Fund	DPW-Street Maint.	93 Dinkelspiel Station Ln 10/25/11 - 11/22/11	160.50
13210	12/8/2011	PG & E	08963023620/111	General Fund	DPW-Park Maint.	160 Watkins (CM house) 10/26/11 - 11/23/11	59.54
13210	12/8/2011	PG & E	91663025566/111	Library Fund	Non-Dept	Atherton Library 10/25/11 - 11/22/11	423.27
13210	12/8/2011	PG & E	91663025566/611	Library Fund	Non-Dept	Atherton Library 5/25/11 - 6/25/11	639.19
<b>13210 Total</b>							3,202.93
13211	12/8/2011	POTTS BRUCE	November2011	General Fund	Police	DARE card holders 9/9/11	34.64
13211	12/8/2011	POTTS BRUCE	November2011	General Fund	Police	DARE stamp 10/25/11	19.47
13211	12/8/2011	POTTS BRUCE	November2011	General Fund	Police	(250) sheets 8.5x11 index paper 9/12/11	10.34
13211	12/8/2011	POTTS BRUCE	November2011	General Fund	Police	(12) stress balls 10/19/11	47.43
13211	12/8/2011	POTTS BRUCE	November2011	General Fund	Police	CA teaching credential permit 10/1/11	57.00
13211	12/8/2011	POTTS BRUCE	November2011	General Fund	Police	(250) pcs Pencils assortment & erasers 10/8/11	51.00
13211	12/8/2011	POTTS BRUCE	November2011	General Fund	Police	(18) DARE soccer balls & basketballs 10/12/11	139.61
<b>13211 Total</b>							359.49
13212	12/8/2011	REPUBLIC ITS INC	RR-119342	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Encinal September 2011	104.67
13212	12/8/2011	REPUBLIC ITS INC	RR-119342	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Marsh September 2011	104.67
13212	12/8/2011	REPUBLIC ITS INC	RR-119342	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Oak Grove September 2011	104.67
13212	12/8/2011	REPUBLIC ITS INC	RR-119343	General Fund	DPW-Street Maint.	Repair signal lights w/traffic eng. Middlefield/Encinal Sept 201	499.03
13212	12/8/2011	REPUBLIC ITS INC	RR-119343	General Fund	DPW-Street Maint.	Repair signal lights w/traffic eng. Middlefield/Oak Grove Sept 1	558.16
<b>13212 Total</b>							1,371.20
13213	12/8/2011	SAN MATEO CNTY CONTROLLERS OFFICE	LAFCO FY 11-12	General Fund	Non-Dept	Local Agency Formation Commission FY 2011-2012	1,041.00
<b>13213 Total</b>							1,041.00
13214	12/8/2011	SAN MATEO CNTY ENVIRONMENTAL H	211868	General Fund	DPW-Street Maint.	99 Station Ln - Public Works Corp. inspection fee	616.00
<b>13214 Total</b>							616.00
13215	12/8/2011	SAN MATEO CNTY FORENSIC LAB	CL03022	General Fund	Police	Phlebotomy services PD case	260.00

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13215	12/8/2011	SAN MATEO CNTY FORENSIC LAB	CL03022	General Fund	Police	RCFL cost allocation PD lab fees	49.18
<b>13215 Total</b>							309.18
13217	12/8/2011	SPRINT	130538811-048	General Fund	Police	Mobile data communication PD 10/26/11 - 11/25/11	431.51
<b>13217 Total</b>							431.51
13218	12/8/2011	USPS	StandardMail-12	General Fund	Administration	Renewal fee Standard Mail permit#26 1/1/12 - 12/31/12	190.00
<b>13218 Total</b>							190.00
13219	12/8/2011	VERIZON WIRELESS	1032966757	General Fund	Building	Wireless services Building 10/22/11 - 11/21/11	0.51
13219	12/8/2011	VERIZON WIRELESS	1032966757	General Fund	Police	Wireless services PD 10/22/11 - 11/21/11	146.50
13219	12/8/2011	VERIZON WIRELESS	1032966757	General Fund	DPW-Engineering	Wireless services DPW Eng 10/22/11 - 11/21/11	12.04
13219	12/8/2011	VERIZON WIRELESS	1032966757	General Fund	DPW-Street Maint.	Wireless services DPW Street Maint 10/22/11 - 11/21/11	5.50
13219	12/8/2011	VERIZON WIRELESS	1032966757	General Fund	DPW-Park Maint.	Wireless services DPW Park Maint 10/22/11 - 11/21/11	0.17
13219	12/8/2011	VERIZON WIRELESS	1032966757	General Fund	DPW-Park Program	Wireless services DPW Park Program 10/22/11 - 11/21/11	0.34
<b>13219 Total</b>							165.06
13220	12/8/2011	VETERINARY MEDICAL SPECIALISTS	230274	General Fund	Police	Hospital visits - Lotty 11/30/11 Emergency Vet call	3,144.00
<b>13220 Total</b>							3,144.00
13221	12/8/2011	VOYAGER FLEET SYSTEMS INC.	869016477111	General Fund	Police	Motorcycle fuel PD November 2011	133.26
<b>13221 Total</b>							133.26
13222	12/8/2011	VPI INC	2011M-3797M6	General Fund	Police	Voice print software support & maintenance PD 12/15/11 - 12/15/11	937.00
13222	12/8/2011	VPI INC	2011M-3797M6	General Fund	Police	Priority replacement hardware coverage PD 12/15/11 - 12/15/12	1,396.43
<b>13222 Total</b>							2,333.43
13223	12/8/2011	WILLIAMS SCOTSMAN, INC	96059021	General Fund	Police	Trailer rental PD 11/29/11 - 12/28/11	698.33
<b>13223 Total</b>							698.33
13224	12/8/2011	WITMER-TYSON IMPORTS INC	T8954	General Fund	Police	Monthly K-9 maintenance training November 2011	500.00
13224	12/8/2011	WITMER-TYSON IMPORTS INC	T8954	General Fund	Police	Dog food November 2011	59.54
13224	12/8/2011	WITMER-TYSON IMPORTS INC	T8954	General Fund	Police	Police dog boarding - Rex 11/17/11 - 11/26/11	180.00
13224	12/8/2011	WITMER-TYSON IMPORTS INC	T8954	General Fund	Police	Dog bath by handler November 2011	10.00

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13224	12/8/2011	WITMER-TYSON IMPORTS INC	T8954	General Fund	Police	Dog walking services November 2011	35.00
<b>13224 Total</b>							784.54
13225	12/12/2011	ALFONSO JOE	246	General Fund		Refund park deposit Inv#246, 11/19/11	500.00
<b>13225 Total</b>							500.00
13226	12/12/2011	DONAHUE JOSEPH	223	General Fund		Refund park deposit Inv# 223, 11/18/11	250.00
<b>13226 Total</b>							250.00
13227	12/12/2011	GASARA KAILASH	248	General Fund		Refund park deposit Inv# 248, 11/18/11	250.00
<b>13227 Total</b>							250.00
13228	12/12/2011	MORGAN DINA	226	General Fund		Refund park deposit Inv# 226, 11/19/11	200.00
<b>13228 Total</b>							200.00
13229	12/12/2011	SAN MATEO COUNTY	237	General Fund		Refund park deposit Inv# 237, 11/17/11	250.00
<b>13229 Total</b>							250.00
13230	12/12/2011	STANFORD UNIVERSITY LIBRARIES	243	General Fund		Refund park deposit Inv# 243, 11/15/11	250.00
<b>13230 Total</b>							250.00
13231	12/16/2011	ABAG POWER PURCHASING POOL	8004028	General Fund	Administration	91 Ashfield - admin 10/25/11 - 11/22/11	20.38
13231	12/16/2011	ABAG POWER PURCHASING POOL	8004028	General Fund	Planning	Station Lane/Town Hall 10/25/11 - 11/22/11	11.17
13231	12/16/2011	ABAG POWER PURCHASING POOL	8004028	General Fund	Building	Station Lane/Town Hall 10/25/11 - 11/22/11	67.05
13231	12/16/2011	ABAG POWER PURCHASING POOL	8004028	General Fund	Police	91 Ashfield - PD 10/25/11 - 11/22/11	34.70
13231	12/16/2011	ABAG POWER PURCHASING POOL	8004028	General Fund	DPW-Engineering	Station Lane/Town Hall 10/25/11 - 11/22/11	33.53
13231	12/16/2011	ABAG POWER PURCHASING POOL	8004028	General Fund	DPW-Street Maint.	99 Dinkenspiel Corp Off/Storage 10/25/11 - 11/22/11	77.67
13231	12/16/2011	ABAG POWER PURCHASING POOL	8004028	General Fund	DPW-Park Maint.	160 WATKINS (CM House) 10/26/11 - 11/23/11	64.86
13231	12/16/2011	ABAG POWER PURCHASING POOL	8004028	General Fund	DPW-Park Program	150 Watkins HP Activities 10/26/11 - 11/23/11	24.08
13231	12/16/2011	ABAG POWER PURCHASING POOL	8004028	General Fund	DPW-Park Program	150 Watkins Town of Atherton 10/26/11 - 11/23/11	164.36
13231	12/16/2011	ABAG POWER PURCHASING POOL	8004028	Library Fund	Non-Dept	Library/Dinkenspiel/Sta Ln 10/25/11 - 11/22/11	52.41
<b>13231 Total</b>							550.21
13232	12/16/2011	ACCOUNTEMPS	34464384	General Fund	Finance	Temp Phonpradith, Noy 11/28/11 - 12/1/11	1,279.36

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<b>13232 Total</b>							1,279.36
13233	12/16/2011	ADVANTAGE: PRINT, MARKETING AND MORE	45746	General Fund	Police	(250) Business cards K Lopez (name change- Nichols to Lopez) & T Dennis PD	121.69
<b>13233 Total</b>							121.69
13234	12/16/2011	APCO INTERNATIONAL, INC.	353597/2012	General Fund	Police	2012 Assoc of Public-Safety Comm Official membership J. Mattes	120.00
<b>13234 Total</b>							120.00
13235	12/16/2011	APPLIED MICROFILM SYSTEMS INC	Jan1-Dec31,2012	General Fund	Building	Cannon NP680 reader-printer maintenance service 1/1/12 - 12/31/1	975.00
<b>13235 Total</b>							975.00
13236	12/16/2011	AT&T CALNET 2	000002851971	General Fund	Non-Dept	4866 Fax post office credit card Admin 11/1/11 - 11/30/11	15.04
13236	12/16/2011	AT&T CALNET 2	000002849160	General Fund	Non-Dept	4866 Fax post office credit card Admin 11/1/11 - 11/30/11	0.31
13236	12/16/2011	AT&T CALNET 2	000002849157	General Fund	Police	5396 ESL service line PD 11/1/11 - 11/30/11	60.60
<b>13236 Total</b>							75.95
13237	12/16/2011	CA DEPT JUSTICE ACCOUNTING OFF	882204	General Fund	Police	Fingerprint apps/solicitors prints-tran PD K. Tran applicant	32.00
<b>13237 Total</b>							32.00
13238	12/16/2011	CITY OF REDWOOD CITY	BR26575	General Fund	Non-Dept	IT Support services 29.1 hrs for October 2011	4,098.74
13238	12/16/2011	CITY OF REDWOOD CITY	BR26576	General Fund	Non-Dept	100 Seat websense license 9/26/11 - 9/26/14	3,300.00
13238	12/16/2011	CITY OF REDWOOD CITY	BR26612	General Fund	Police	Replace brake light switch Crwn victoria patrol 10/27/11	98.01
13238	12/16/2011	CITY OF REDWOOD CITY	BR26612	General Fund	Police	PM service oil filter, lubricant Camry hybrid 10/28/11	201.49
13238	12/16/2011	CITY OF REDWOOD CITY	BR26612	General Fund	Police	Install radar system command unit 11/9/11	477.96
13238	12/16/2011	CITY OF REDWOOD CITY	BR26612	General Fund	Police	Corrected Oct billing error for 2008 Ford Taurus	(443.49)
13238	12/16/2011	CITY OF REDWOOD CITY	BR26612	General Fund	Police	Extra light bulbs for replacement Crwn victoria 11/14/11	35.67
13238	12/16/2011	CITY OF REDWOOD CITY	BR26612	General Fund	Police	PM serv oil filter/front inner seal leaking Command unit 11/14/1	263.90
13238	12/16/2011	CITY OF REDWOOD CITY	BR26612	General Fund	Police	Replace 4 tires mount & balance Camry hybrid 10/28/11	1,000.24
13238	12/16/2011	CITY OF REDWOOD CITY	BR26612	General Fund	Police	Repair leaking coolant/clean spark plug Crwn victoria 10/16/11	935.61
13238	12/16/2011	CITY OF REDWOOD CITY	BR26649	General Fund	Police	Fuel charge PD 10/16/11 - 11/15/11	4,230.62

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13238	12/16/2011	CITY OF REDWOOD CITY	BR26649	General Fund	DPW-Engineering	Fuel charge DPW Engineering 10/16/11 - 11/15/11	97.16
13238	12/16/2011	CITY OF REDWOOD CITY	BR26649	General Fund	DPW-Street Maint.	Fuel charge DPW Street Maintenance 10/16/11 - 11/15/11	89.92
<b>13238 Total</b>							14,385.83
13239	12/16/2011	CRW SYSTEMS INC	11-490	Equipment Replacem	Building	Upgrade trakit -linking PermitTRAK records to LandTRAK Bldg Dept	5,000.00
<b>13239 Total</b>							5,000.00
13240	12/16/2011	CSG CONSULTANTS INC	021178	General Fund	Non-Dept	Code enforcement services 10/1/11 - 10/28/11	4,532.00
<b>13240 Total</b>							4,532.00
13242	12/16/2011	DUNBAR ARMORED INC	2989922	General Fund	Finance	Armored car services fee December 2011	100.00
13242	12/16/2011	DUNBAR ARMORED INC	2989922	General Fund	Finance	Armored car services fuel surcharge December 2011	15.95
13242	12/16/2011	DUNBAR ARMORED INC	2989922	General Fund	Non-Dept	Armored car services maintenance fee December 2011	10.66
<b>13242 Total</b>							126.61
13243	12/16/2011	EMBARCADERO PUBLISHING CO	11/30/11	Library Fund	Non-Dept	Notice of Preparation a Draft Environmental Impact Report librar	928.00
<b>13243 Total</b>							928.00
13244	12/16/2011	FOODVILLE MEAT, INC.	1365	General Fund	DPW-Park Program	Rental Pavilion for meeting Inv# 231, 11/10/11	200.00
13244	12/16/2011	FOODVILLE MEAT, INC.	1365	General Fund	DPW-Park Program	Rental Carriage house for birthday party Inv# 235, 11/11/11	100.00
13244	12/16/2011	FOODVILLE MEAT, INC.	1365	General Fund	DPW-Park Program	Rental Main house for meeting Inv# 221, 11/11/11	250.00
13244	12/16/2011	FOODVILLE MEAT, INC.	1365	General Fund	DPW-Park Program	Rental Carriage house for reception Inv# 241, 11/13/11	175.00
13244	12/16/2011	FOODVILLE MEAT, INC.	1365	General Fund	DPW-Park Program	Rental Main house for meeting Inv# 243, 11/15/11	200.00
13244	12/16/2011	FOODVILLE MEAT, INC.	1365	General Fund	DPW-Park Program	Rental Main house for meeting Inv# 237, 11/17/11	200.00
13244	12/16/2011	FOODVILLE MEAT, INC.	1365	General Fund	DPW-Park Program	Rental Pavilion for meeting Inv# 248, 11/18/11	200.00
13244	12/16/2011	FOODVILLE MEAT, INC.	1365	General Fund	DPW-Park Program	Rental Main house for meeting Inv# 222, 11/18/11	200.00
13244	12/16/2011	FOODVILLE MEAT, INC.	1365	General Fund	DPW-Park Program	Rental Carriage house for anniversary Inv# 228, 11/19/11	275.00
13244	12/16/2011	FOODVILLE MEAT, INC.	1365	General Fund	DPW-Park Program	Rental Pavilion for birthday party Inv# 246, 11/19/11	1,000.00
13244	12/16/2011	FOODVILLE MEAT, INC.	1365	General Fund	DPW-Park Program	The difference between \$6000 minimum svcs monthly per contract	3,200.00
<b>13244 Total</b>							6,000.00

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13245	12/16/2011	J.P. COOKE CO	142788	General Fund	Building	(2) N22 custom xstamper "redlined corrections" Bldg Dept	181.34
13245	12/16/2011	J.P. COOKE CO	142930	General Fund	Building	(1) N13 custom xstamper office copy Bldg Dept	32.28
13245	12/16/2011	J.P. COOKE CO	142930	General Fund	Building	(1) N13 custom xstamper county copy Bldg Dept	32.28
13245	12/16/2011	J.P. COOKE CO	142930	General Fund	Building	(1) N10 custom xstamper field copy Bldg Dept	30.39
13245	12/16/2011	J.P. COOKE CO	142930	General Fund	Building	(1) N28 custom xstamper Town of Atherton Bldg Dept	109.90
13245	12/16/2011	J.P. COOKE CO	142930	General Fund	Building	(1) Self-inker No.2 band stamp Bldg Dept	88.34
13245	12/16/2011	J.P. COOKE CO	142930	General Fund	Building	(1) M43 message date stamp town of Atherton Bldg Dept	91.49
13245	12/16/2011	J.P. COOKE CO	142930	General Fund	Building	(1) N13 custom xstamper revisions Bldg Dept	32.28
<b>13245 Total</b>							598.30
13246	12/16/2011	KOFF & ASSOCIATES, INC.	1297	General Fund	Administration	Employee orientation meetings for classification study Nov 2011	700.00
13246	12/16/2011	KOFF & ASSOCIATES, INC.	1297	General Fund	Administration	Emp orientation meetings for classification study-mileage Nov201	44.40
<b>13246 Total</b>							744.40
13247	12/16/2011	LCC PENINSULA DIVISION	1100	General Fund	Administration	League of CA Cities 2012 membership due Admin	100.00
<b>13247 Total</b>							100.00
13248	12/16/2011	LINDSTROM CO, INC	APW11-00156	General Fund		Refund road bond deposit APW11-00156, 187 James Ave.	2,500.00
<b>13248 Total</b>							2,500.00
13249	12/16/2011	LIPELES STEWART	BP10-00331	General Fund		Refund grading & drainage deposit BP10-00331, 25 Euclid Ave.	1,000.00
<b>13249 Total</b>							1,000.00
13250	12/16/2011	LSA ASSOCIATES, INC.	112219	Library Fund	Non-Dept	Environmental consulting services Library November 2011	10,705.15
<b>13250 Total</b>							10,705.15
13251	12/16/2011	MUNISERVICES LLC	ECKCO/Dec11	General Fund		Bus Lic ECKCO	150.00
13251	12/16/2011	MUNISERVICES LLC	Randall Adams	General Fund		Bus Lic Randall Adams Painting	150.00
<b>13251 Total</b>							300.00
13252	12/16/2011	PACIFIC PENINSULA GROUP	APW11-00124	General Fund		Refund road bond deposit APW11-00124, 92 Faxon Rd.	2,500.00
<b>13252 Total</b>							2,500.00
13253	12/16/2011	POTTS BRUCE	December2011	General Fund	Police	DARE fabric for coin prizes PD	4.04

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13253	12/16/2011	POTTS BRUCE	December2011	General Fund	Police	DARE Red Ribbon cash prizes PD Gold Coin Winners	400.00
13253	12/16/2011	POTTS BRUCE	December2011	General Fund	Police	(24) DARE stress balls PD	78.19
<b>13253 Total</b>							482.23
13254	12/16/2011	PURCHASE POWER	38852315/1111	General Fund	Non-Dept	Postage meter refill 11/7/2011	979.00
13254	12/16/2011	PURCHASE POWER	38852315/1111	General Fund	Non-Dept	Postage meter refill trans fee 11/7/2011	19.99
<b>13254 Total</b>							998.99
13255	12/16/2011	RAPID NOTIFY INC	RN1697	General Fund	Police	Emergency notification system annual renewal 1/1/12 - 12/31/12	1,650.00
<b>13255 Total</b>							1,650.00
13256	12/16/2011	RECALL SECURE DESTRUCTION SERV	2303051859	General Fund	Police	Shred document PD 11/4/11	48.00
13256	12/16/2011	RECALL SECURE DESTRUCTION SERV	2303051859	General Fund	Police	Shred document PD 11/18/11	48.00
13256	12/16/2011	RECALL SECURE DESTRUCTION SERV	2303051859	General Fund	Police	Shred document security administration fee PD 11/18/11	15.00
<b>13256 Total</b>							111.00
13257	12/16/2011	RENNE SLOAN HOLTZMAN SAKAI LLP	19820	General Fund	Administration	2012 Police Officers Association Negotiations	1,552.34
13257	12/16/2011	RENNE SLOAN HOLTZMAN SAKAI LLP	19820	General Fund	Administration	2012 Police Officers Association Negotiations	55.10
<b>13257 Total</b>							1,607.44
13258	12/16/2011	SACRED HEART SCHOOLS	BP10-00521	General Fund		Refund grading & drainage deposit BP10-00521, 150 Valparaiso Ave	1,500.00
<b>13258 Total</b>							1,500.00
13259	12/16/2011	SAN MATEO CNTY CONTROLLERS OFFICE	November2011	General Fund		Allocation of parking penalties PD November 2011	391.20
<b>13259 Total</b>							391.20
13260	12/16/2011	SAN MATEO CNTY FORENSIC LAB	CL03052	General Fund	Police	Toxicology urine screens case#11625 PD	48.00
13260	12/16/2011	SAN MATEO CNTY FORENSIC LAB	CL03052	General Fund	Police	Phlebotomy services and RCFL cost allocation PD	829.18
<b>13260 Total</b>							877.18
13261	12/16/2011	SAN MATEO CNTY INFO SERV DEPT	1YAT11111	General Fund	Police	Microwave micro channel PD November 2011	152.00
13261	12/16/2011	SAN MATEO CNTY INFO SERV DEPT	1YAT11111	General Fund	Police	MessageSwitch lines PD November 2011	1,154.08
13261	12/16/2011	SAN MATEO CNTY INFO SERV DEPT	1YAT11111	General Fund	Police	CompuCom, Reflection license renewal & fee PD November 2011	138.16
<b>13261 Total</b>							1,444.24

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13262	12/16/2011	TURBO DATA SYSTEMS INC	18390	General Fund	Police	Citation processing for November 2011	65.73
<b>13262 Total</b>							65.73
13263	12/16/2011	YOAKUM JASON	Nov28-Dec9,2011	General Fund	Police	Meal - Institute of Crmnl Invstgtn Core trnng J. Yoakum 11/28/11	10.04
13263	12/16/2011	YOAKUM JASON	Nov28-Dec9,2011	General Fund	Police	Meal - Institute of Crmnl Invstgtn Core trnng J. Yoakum 11/29/11	11.66
13263	12/16/2011	YOAKUM JASON	Nov28-Dec9,2011	General Fund	Police	Meal - Institute of Crmnl Invstgtn Core trnng J. Yoakum 12/1/11	10.04
13263	12/16/2011	YOAKUM JASON	Nov28-Dec9,2011	General Fund	Police	Meal - Institute of Crmnl Invstgtn Core trnng J. Yoakum 12/2/11	7.75
13263	12/16/2011	YOAKUM JASON	Nov28-Dec9,2011	General Fund	Police	Meal - Institute of Crmnl Invstgtn Core trnng J. Yoakum 12/5/11	9.71
13263	12/16/2011	YOAKUM JASON	Nov28-Dec9,2011	General Fund	Police	Meal - Institute of Crmnl Invstgtn Core trnng J. Yoakum 12/6/11	10.80
13263	12/16/2011	YOAKUM JASON	Nov28-Dec9,2011	General Fund	Police	Meal - Institute of Crmnl Invstgtn Core trnng J. Yoakum 12/7/11	9.71
13263	12/16/2011	YOAKUM JASON	Nov28-Dec9,2011	General Fund	Police	Meal - Institute of Crmnl Invstgtn Core trnng J. Yoakum 12/8/11	7.75
13263	12/16/2011	YOAKUM JASON	Nov28-Dec9,2011	General Fund	Police	Meal - Institute of Crmnl Invstgtn Core trnng J. Yoakum 12/8/11	14.00
<b>13263 Total</b>							91.46
13264	12/20/2011	HUBB SYSTEMS, LLC	INV-CA024	General Fund	Police	Data911 Mobile Digital Video Control Unit (reimbursable)	6,105.71
13264	12/20/2011	HUBB SYSTEMS, LLC	INV-CA024	General Fund	Police	Digital video rear camera/ Bracket kit -D9-12-2003	678.80
13264	12/20/2011	HUBB SYSTEMS, LLC	INV-CA024	General Fund	Police	Sony EX20D front view camera -D9-12-2012	156.85
13264	12/20/2011	HUBB SYSTEMS, LLC	INV-CA024	General Fund	Police	MobileVid software license -D9-012-011	870.74
13264	12/20/2011	HUBB SYSTEMS, LLC	INV-CA024	General Fund	Police	VidNet digital video server software license -D9-012-031	1,394.24
<b>13264 Total</b>							9,206.34
13265	12/20/2011	SOUTH PENINSULA VETERINARY EMERGENCY CLINIC	26358	General Fund	Police	Hospital visits Lotty PD 11/28/11	1,600.73
<b>13265 Total</b>							1,600.73
13266	12/22/2011	COMPARINI ALBERT	245	General Fund		Refund park deposit Inv# 245, 12/8/11	250.00
<b>13266 Total</b>							250.00
13267	12/22/2011	JACKSON CHRISTINA	250	General Fund		Refund park deposit Inv# 250, 12/9/11	250.00
<b>13267 Total</b>							250.00

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13268	12/22/2011	MUSIC FOR MINORS, INC	244	General Fund		Refund park deposit Inv# 244, 12/7/11	250.00
<b>13268 Total</b>							250.00
13269	12/22/2011	ZHANG YULEI	251	General Fund		Refund park deposit Inv# 251, 12/12/11 - 12/13/11	250.00
<b>13269 Total</b>							250.00
13270	12/22/2011	ACCOUNTEMPS	34510944	General Fund	Finance	Temp Phonpradith, Noy 12/5/11 - 12/8/11	1,279.36
<b>13270 Total</b>							1,279.36
13271	12/22/2011	ADVANTAGE: PRINT, MARKETING AND MORE	45788	General Fund	Police	(250) Business cards J. Yoakum PD	70.42
<b>13271 Total</b>							70.42
13272	12/22/2011	AHN JIM	BP11-00364	General Fund		Refund recycling deposit BP11-00364, 246 Oak Grove Ave.	1,000.00
<b>13272 Total</b>							1,000.00
13273	12/22/2011	AT&T CALNET 2	000002849159	General Fund	Non-Dept	4859 HP Main house 11/1/11 - 11/30/11	60.29
13273	12/22/2011	AT&T CALNET 2	000002870661	General Fund	Police	7653 Fax request service PD 11/10/11 - 12/9/11	14.36
13273	12/22/2011	AT&T CALNET 2	000002870660	General Fund	Police	6452 Voice print 911 PD 11/10/11 - 12/09/11	15.61
13273	12/22/2011	AT&T CALNET 2	000002872191	General Fund	Police	1804 Dispatch fax PD 11/10/11 - 12/9/11	16.72
13273	12/22/2011	AT&T CALNET 2	000002870662	General Fund	Police	2801 Trailer PD 11/10/11 - 12/9/11	155.25
13273	12/22/2011	AT&T CALNET 2	000002870663	General Fund	Police	3220 Fax admin PD 11/10/11 - 12/9/11	15.68
13273	12/22/2011	AT&T CALNET 2	000002870026	General Fund	Police	9297 Dinkelspiel alarm line PD 11/10/11 - 12/9/11	15.62
13273	12/22/2011	AT&T CALNET 2	000002870664	General Fund	Police	9743 Direct connect fax line PD 11/10/11 - 12/9/11	16.25
13273	12/22/2011	AT&T CALNET 2	000002870659	General Fund	Police	6131 Emergency line PD 11/10/11 - 12/9/11	103.22
13273	12/22/2011	AT&T CALNET 2	000002870665	General Fund	Police	6500 Main line PD 11/10/11 - 12/9/11	440.30
<b>13273 Total</b>							853.30
13274	12/22/2011	CAL WATER SERVICE	62126158/1111	General Fund	City Council	94 Ashfield 10/5/11 - 11/2/11	355.75
13274	12/22/2011	CAL WATER SERVICE	91512681/1011	General Fund	Administration	91 Ashfield 10/5/11 - 11/2/11	39.37
13274	12/22/2011	CAL WATER SERVICE	91512699/1111	General Fund	Planning	Station Lane Meter 10/5/11 - 11/2/11	2.90
13274	12/22/2011	CAL WATER SERVICE	91512699/1111	General Fund	Building	Station Lane Meter 10/5/11 - 11/2/11	17.39

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13274	12/22/2011	CAL WATER SERVICE	91512664/1111	General Fund	Police	83 Ashfield 10/5/11 - 11/2/11	75.68
13274	12/22/2011	CAL WATER SERVICE	91512699/1111	General Fund	DPW-Engineering	Station Lane Meter 10/5/11 - 11/2/11	8.70
13274	12/22/2011	CAL WATER SERVICE	62051509/1111	General Fund	DPW-Street Maint.	Alameda/Atherton 10/5/11 - 11/2/11	93.17
13274	12/22/2011	CAL WATER SERVICE	62051499/1111	General Fund	DPW-Street Maint.	El Camino Real 10/5/11 - 11/2/11	393.98
13274	12/22/2011	CAL WATER SERVICE	97947324/1111	General Fund	DPW-Street Maint.	El Camino Real (2) 10/27/11 - 11/28/11	72.42
13274	12/22/2011	CAL WATER SERVICE	62040688/1111	General Fund	DPW-Street Maint.	99 Ashfield Rd. 11/3/11 - 12/5/11	52.82
13274	12/22/2011	CAL WATER SERVICE	90069321/1111	General Fund	DPW-Street Maint.	Station Lane/Amtrak station 11/3/11 - 12/5/11	174.10
13274	12/22/2011	CAL WATER SERVICE	62051537Fire111	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 11/1/11 - 11/30/11	29.31
13274	12/22/2011	CAL WATER SERVICE	62051537/1111	General Fund	DPW-Park Program	150 Watkins 10/27/11 - 11/28/11	181.33
13274	12/22/2011	CAL WATER SERVICE	89783897/1111	Library Fund	Non-Dept	Maple 10/5/11 - 11/2/11	395.14
13274	12/22/2011	CAL WATER SERVICE	97127159/1111	Library Fund	Non-Dept	2 Station Lane 10/5/11 - 11/2/11	54.92
<b>13274 Total</b>							1,946.98
13275	12/22/2011	CENTRAL MAINTENANCE COMPANY	3152-1211	General Fund	DPW-Park Maint.	Janitorial services Park December 2011	550.00
13275	12/22/2011	CENTRAL MAINTENANCE COMPANY	3152-1211	General Fund	DPW-Building Maint.	Janitorial services PD December 2011	419.00
13275	12/22/2011	CENTRAL MAINTENANCE COMPANY	3152-1211	General Fund	DPW-Building Maint.	Janitorial services Admin December 2011	319.00
13275	12/22/2011	CENTRAL MAINTENANCE COMPANY	3152-1211	General Fund	DPW-Building Maint.	Janitorial services Bldg/Planning December 2011	245.00
13275	12/22/2011	CENTRAL MAINTENANCE COMPANY	3152-1211	General Fund	DPW-Building Maint.	Janitorial services Public Works December 2011	130.00
13275	12/22/2011	CENTRAL MAINTENANCE COMPANY	3152-1211	Library Fund	Non-Dept	Janitorial services Library December 2011	332.00
<b>13275 Total</b>							1,995.00
13276	12/22/2011	CENTRO BUSINESS FORMS INC	195770	General Fund	Finance	2011 W-2, 1099 form, and envelopes Fin	148.96
<b>13276 Total</b>							148.96
13277	12/22/2011	FACTEAU BILL	BP10-00596	General Fund		Refund grading & drainage deposit BP10-00596, 67 Rosewood Dr.	1,000.00
<b>13277 Total</b>							1,000.00
13278	12/22/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8179	Library Fund	Non-Dept	Library project -travels & auto expenses reimburse Nov 2011	132.20

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<b>13278 Total</b>							132.20
13279	12/22/2011	J & N PRINTING	9415	General Fund	Administration	(10) Boxes #10 window envelopes Admin	309.60
13279	12/22/2011	J & N PRINTING	9422	General Fund	DPW-Engineering	(500) Business cards D. Huynh DPW Engineering	48.71
<b>13279 Total</b>							358.31
13280	12/22/2011	KIELTY KEVIN R.	2159	General Fund	Planning	Kielty arborist services 26% Planning Dept Nov 2011	2,340.00
13280	12/22/2011	KIELTY KEVIN R.	2159	General Fund	Building	Kielty arborist services 74% Building Dept Nov 2011	6,660.00
<b>13280 Total</b>							9,000.00
13281	12/22/2011	MAZE & ASSOCIATES	1032	General Fund	Finance	Annual financial report audit FY 2011	3,276.00
13281	12/22/2011	MAZE & ASSOCIATES	1032	General Fund	Finance	GANN limit agreed upon procedures audit FY 2011	149.00
13281	12/22/2011	MAZE & ASSOCIATES	1032	General Fund	Finance	GANN limit agreed upon procedures audit FY 2011	201.00
13281	12/22/2011	MAZE & ASSOCIATES	1032	Measure A	DPW-Engineering	Measure A audit FY2011	65.00
13281	12/22/2011	MAZE & ASSOCIATES	1032	Measure A	DPW-Engineering	Measure A audit FY2011	150.00
<b>13281 Total</b>							3,841.00
13282	12/22/2011	MCE CORPORATION	1111136	General Fund	DPW-Street Maint.	Streets maintenance services November 2011	19,432.68
13282	12/22/2011	MCE CORPORATION	1111136	General Fund	DPW-Park Maint.	Parks maintenance services November 2011	11,424.57
13282	12/22/2011	MCE CORPORATION	1111136	General Fund	DPW-Building Maint.	Facilities maintenance services November 2011	3,230.00
13282	12/22/2011	MCE CORPORATION	1111136	Tennis Fund	DPW-Park Program	Tennis courts maintenance services November 2011	58.90
13282	12/22/2011	MCE CORPORATION	1111136	Library Fund	Non-Dept	Library maintenance services November 2011	1,936.00
<b>13282 Total</b>							36,082.15
13283	12/22/2011	METRO MOBILE COMMUNICATIONS INC	33368	General Fund	Police	(2) Portable radio/Kenwood TK5320K Digital	1,180.55
13283	12/22/2011	METRO MOBILE COMMUNICATIONS INC	33368	General Fund	Police	(2) KRA23M2 stubby antenna	29.66
13283	12/22/2011	METRO MOBILE COMMUNICATIONS INC	33368	General Fund	Police	(4) KNB-48L 2550 mAh Li-Ion battery	530.43
13283	12/22/2011	METRO MOBILE COMMUNICATIONS INC	33368	General Fund	Police	(2) KMC-41M speaker/microphone	208.92
13283	12/22/2011	METRO MOBILE COMMUNICATIONS INC	33368	General Fund	Police	(2) KEP-1 earphone kit	113.66

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13283	12/22/2011	METRO MOBILE COMMUNICATIONS INC	33368	General Fund	Police	(2) KBH-8DS swivel kit	56.94
13283	12/22/2011	METRO MOBILE COMMUNICATIONS INC	33368	General Fund	Police	(1) KSC326K 6-unit charger	681.98
<b>13283 Total</b>							2,802.14
13284	12/22/2011	NEAL MARTIN & ASSOCIATES	1185	General Fund	Pass-thru	Sacred heart pass-thru 11/1/11 - 11/30/11	263.38
13284	12/22/2011	NEAL MARTIN & ASSOCIATES	1176	General Fund	Planning	Contract planning services 10/1/11 - 10/31/11	9,611.01
13284	12/22/2011	NEAL MARTIN & ASSOCIATES	1177	General Fund	Planning	Housing element planning services 10/1/11 - 10/31/11	602.00
13284	12/22/2011	NEAL MARTIN & ASSOCIATES	1185	General Fund	Planning	Contract planning services 11/1/11 - 11/30/11	9,563.26
13284	12/22/2011	NEAL MARTIN & ASSOCIATES	1186	General Fund	Planning	Housing element planning services 11/1/11 - 11/30/11	225.75
13284	12/22/2011	NEAL MARTIN & ASSOCIATES	1178	Library Fund	Non-Dept	Library relocation planning services 10/1/11 - 10/31/11	5,986.01
13284	12/22/2011	NEAL MARTIN & ASSOCIATES	1187	Library Fund	Non-Dept	Library relocation planning services 11/1/11 - 11/30/11	6,226.01
<b>13284 Total</b>							32,477.42
13285	12/22/2011	NILE VIRGINIA R	December16,2011	Library Fund	Non-Dept	Bulk mailing postcard announcing comm mtng library proj	340.09
13285	12/22/2011	NILE VIRGINIA R	December16,2011	Library Fund	Non-Dept	Print a banner announcing comm meeting library project	97.18
13285	12/22/2011	NILE VIRGINIA R	December16,2011	Library Fund	Non-Dept	Foam core board for mounting posters library project	121.07
13285	12/22/2011	NILE VIRGINIA R	December16,2011	Library Fund	Non-Dept	Adhesive foam core board library project	62.84
<b>13285 Total</b>							621.18
13286	12/22/2011	PG & E	5678831050/1211	General Fund	Administration	Ashfield/Town Hall 10/25/11 - 11/22/11	521.99
13286	12/22/2011	PG & E	5678831560/1211	General Fund	Planning	Station Lane 10/25/11 - 11/22/11	15.60
13286	12/22/2011	PG & E	5678831560/1211	General Fund	Building	Station Lane 10/25/11 - 11/22/11	93.61
13286	12/22/2011	PG & E	5678831560/1211	General Fund	DPW-Engineering	Station Lane 10/25/11 - 11/22/11	46.81
13286	12/22/2011	PG & E	5678831025/1211	General Fund	DPW-Street Maint.	Signal-Middlefield/Oak Grove 10/26/11 - 11/23/11	38.49
13286	12/22/2011	PG & E	5678831015/1211	General Fund	DPW-Street Maint.	Signal E/S Middlefield 10/26/11 - 11/23/11	46.92
13286	12/22/2011	PG & E	5678831020/1211	General Fund	DPW-Street Maint.	Signal-Marsh/Middlefield 10/26/11 - 11/23/11	8.57

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of December 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13286	12/22/2011	PG & E	5678831002et/12	General Fund	DPW-Street Maint.	Street Lights 11/1/11 - 12/1/11	4,059.14
13286	12/22/2011	PG & E	5678831040/1211	General Fund	DPW-Park Maint.	Pump 150 Watkins 10/26/11 - 11/23/11	69.28
13286	12/22/2011	PG & E	5678831030/1211	General Fund	DPW-Park Program	Activity Bldg 150 Watkins 10/26/11 - 11/23/11	305.66
13286	12/22/2011	PG & E	5678831035/1211	General Fund	DPW-Park Program	Modular Building 150 Watkins 10/26/11 - 11/23/11	406.81
<b>13286 Total</b>							5,612.88
13287	12/22/2011	R & S ERECTION S.M. INC	G22306	General Fund	DPW-Building Maint.	Replace antenna kit receiver - gate PD	213.00
<b>13287 Total</b>							213.00
13288	12/22/2011	S&M ENGINEERING	APW11-00114	General Fund		Refund road bond deposit APW11-00114, 60 Monte Vista Ave.	2,500.00
<b>13288 Total</b>							2,500.00
13289	12/22/2011	SAN MATEO CNTY HUMAN RESOURCE DEPT	CI11-0047	General Fund	Finance	Excel 2007 Intermediate training J. Pan 11/1/11	100.00
<b>13289 Total</b>							100.00
13290	12/22/2011	SAN MATEO CNTY LAW ENFORCEMENT	Pony# POL175/12	General Fund	Police	2012 Membership J. Frew PD (Traning Mgrs Assoc.)	75.00
<b>13290 Total</b>							75.00
13291	12/22/2011	SAN MATEO CNTY SHERIFF'S OFFIC	9013	General Fund	Police	Live scan service for November 2011 PD	18.00
<b>13291 Total</b>							18.00
13292	12/22/2011	SAN MATEO REGIONAL NETWORK INC	19905	General Fund	Police	Monthly T-1 access services fee December 2011	385.00
<b>13292 Total</b>							385.00
13293	12/22/2011	SETCOM CORP	10718	General Fund	Police	(2) Motocycle cable kit-2012 BMW R1200	1,486.94
13293	12/22/2011	SETCOM CORP	10718	General Fund	Police	(2) SuperMic - 2012 BMW R1200	1,528.50
<b>13293 Total</b>							3,015.44
13294	12/22/2011	SHEN ALBERT	Dec 1, 2011	General Fund		Refund park deposit (Kaiser) event date 12/1/11	250.00
<b>13294 Total</b>							250.00
13295	12/22/2011	TELECOMMUNICATIONS ENGINEERING	41605	General Fund	Police	Facility mgmt & Maint for public safety communication center PD	934.00
<b>13295 Total</b>							934.00
13296	12/22/2011	UCCELLI & ASSOCIATES	41295	Library Fund	Non-Dept	Atherton EIR scoping meeting reporter Library project	325.00
13296	12/22/2011	UCCELLI & ASSOCIATES	41295	Library Fund	Non-Dept	Per diem Atherton EIR scoping meeting reporter Library project	250.00
13296	12/22/2011	UCCELLI & ASSOCIATES	41295	Library Fund	Non-Dept	Delivery fee Atherton EIR scoping meeting reporter Library proj	22.42

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of December 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
<b>13296 Total</b>							597.42
13297	12/22/2011	US BANCORP EQUIPMENT FINANCE INC.	192198299	General Fund	Police	Transitional charge -Lease Sharp MXM283N copier PD 11/25/11	166.02
13297	12/22/2011	US BANCORP EQUIPMENT FINANCE INC.	192198299	General Fund	Police	Lease Sharp MXM283N copier PD 11/25/11 - 12/25/11	237.18
13297	12/22/2011	US BANCORP EQUIPMENT FINANCE INC.	192198299	General Fund	Police	One time fee -Lease Sharp MXM283N copier PD 11/25/11	81.18
<b>13297 Total</b>							484.38
13298	12/22/2011	VU DUC	12431	Library Fund	Non-Dept	(2500) Postcards for new library community meeting 9/8/11	866.00
<b>13298 Total</b>							866.00
13299	12/22/2011	W.R. FORDE ASSOCIATES	6859	Special Tax		10% retention -Upper Atherton channel creek stabilization	(3,632.30)
13299	12/22/2011	W.R. FORDE ASSOCIATES	6859	Special Tax	DPW-Engineering	Upper Atherton channel creek stabilization & slope restoration	36,323.01
<b>13299 Total</b>							32,690.71
13300	12/22/2011	WHEATON JILL	Dec6-7, 2011	General Fund	Police	Mileage Driver trnng update J. Wheaton 12/6/11 - 12/7/11	56.98
13300	12/22/2011	WHEATON JILL	Dec6-7, 2011	General Fund	Police	Lunch Driver trnng update J. Wheaton 12/6/11	12.50
13300	12/22/2011	WHEATON JILL	Dec6-7, 2011	General Fund	Police	Lunch Driver trnng update J. Wheaton 12/7/11	16.23
<b>13300 Total</b>							85.71
13303	12/27/2011	DANIELSON ASSOCIATES INC	170	General Fund	Administration	Interim City Manager November 2011	7,500.00
<b>13303 Total</b>							7,500.00
13304	12/30/2011	F.P. INTERNATIONAL	252	General Fund		Refund park deposit Inv# 252, 12/16/11	250.00
<b>13304 Total</b>							250.00
13305	12/30/2011	SATULOVSKY CLAUDIA	247	General Fund		Refund park deposit Inv# 247, 12/13/11	250.00
<b>13305 Total</b>							250.00
13306	12/30/2011	ACCONTEMPS	34582774	General Fund	Finance	Temp Phonpradith, Noy 12/12/11 - 12/15/11	1,279.36
<b>13306 Total</b>							1,279.36
13307	12/30/2011	ADVANTAGE: PRINT, MARKETING AND MORE	45818	General Fund	Police	(250) Business cards B. Mills PD	71.81
<b>13307 Total</b>							71.81
13308	12/30/2011	AT&T CALNET 2	000002896783	General Fund	Police	1953 Circuit # from PD to 590 Hamilton 11/20/11 - 12/19/11	96.60
13308	12/30/2011	AT&T CALNET 2	000002896784	General Fund	Police	8343 83 Ashfield/KCEA radio PD 11/20/11 - 12/19/11	57.18
13308	12/30/2011	AT&T CALNET 2	000002896782	General Fund	Police	1053 Teleminder loop line PD 11/20/11 - 12/19/11	84.05

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of December 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13308	12/30/2011	AT&T CALNET 2	000002896787	General Fund	Police	6689 MP fire to PD voter 11/20/11 - 12/19/11	66.22
13308	12/30/2011	AT&T CALNET 2	000002896786	General Fund	Police	7360 Circuit data line PD 11/20/11 - 12/19/11	359.15
<b>13308 Total</b>							663.20
13309	12/30/2011	CA CHAMBER COMMERCE	10561019	General Fund	Administration	(5) 2012 CA Employer posters - English	142.55
13309	12/30/2011	CA CHAMBER COMMERCE	10561019	General Fund	Administration	(2) 2012 CA Employee poster - Spanish	57.01
<b>13309 Total</b>							199.56
13310	12/30/2011	COAST TO COAST DEVELOPMENT, INC.	BP10-00327	General Fund		Refund recycling deposit BP10-00327, 132 Selby Ln	1,000.00
<b>13310 Total</b>							1,000.00
13311	12/30/2011	COMCAST	0122498/1211	General Fund	Non-Dept	13 Static IP 12/21/11 - 1/20/11	19.95
13311	12/30/2011	COMCAST	0122498/1211	General Fund	Non-Dept	50mg Business class HSI 12/21/11 - 1/20/11	189.95
<b>13311 Total</b>							209.90
13312	12/30/2011	COUNTY OF SACRAMENTO	14353	General Fund	Police	White vinyl decals to be placed on patrol cars Pd Motto	323.25
<b>13312 Total</b>							323.25
13313	12/30/2011	CRITICAL REACH	12-26	General Fund	Police	2012 Annual fee for TRAK-CriticalReach PD	265.00
<b>13313 Total</b>							265.00
13314	12/30/2011	CUTWATER INVESTOR SERVICES CORP.	15631A	General Fund	Finance	Investment advisory services 11/1/11 - 11/30/11	1,000.00
<b>13314 Total</b>							1,000.00
13315	12/30/2011	DFM ASSOCIATES	2012 Elec Code	General Fund	Non-Dept	2012 CA Elections Code	52.77
<b>13315 Total</b>							52.77
13316	12/30/2011	GOVERNMENT FINANCE OFFICERS ASSOCIATION	0104762S	General Fund	Finance	Gov't Finance Officers Assoc membership 12/1/11 - 11/30/12	50.00
<b>13316 Total</b>							50.00
13317	12/30/2011	INTERWEST CONSULTING GROUP, INC	11795	General Fund	Building	Inspection services for permit issued prior 8/22/11	9,960.00
13317	12/30/2011	INTERWEST CONSULTING GROUP, INC	11795	General Fund	Building	58% of Total revenue November 2011	39,957.51
13317	12/30/2011	INTERWEST CONSULTING GROUP, INC	11794	General Fund	DPW-Engineering	Interim PW director M. Kashiwagi 11/1/11 - 11/30/11	14,230.00
13317	12/30/2011	INTERWEST CONSULTING GROUP, INC	11794	Library Fund	Non-Dept	Library project manager M. Kashiwagi 11/1/11 - 11/30/11	270.00
<b>13317 Total</b>							64,417.51
13318	12/30/2011	IRVINE & JACHENS INC.	8305	General Fund	Police	Refurbish badge #14 PD	27.50

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of December 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13318	12/30/2011	IRVINE & JACHENS INC.	8304	General Fund	Police	Replace new badge #11 PD	191.06
<b>13318 Total</b>							218.56
13319	12/30/2011	K. WELTON INC.	BP11-00658	General Fund		Refund recycling deposit BP11-00658, 98 Placitas Ave.	4,091.00
<b>13319 Total</b>							4,091.00
13320	12/30/2011	MUNISERVICES LLC	Ideal Roofing	General Fund		Business License Ideal Roofing Co.	150.00
<b>13320 Total</b>							150.00
13321	12/30/2011	NEC CORPORATION OF AMERICA	TM0000028748	General Fund	Non-Dept	Update time in the NEAX2000 & delete mailbox 326	163.00
<b>13321 Total</b>							163.00
13322	12/30/2011	OSTENBERG ROBERT	BP10-00656	General Fund		Refund recycling deposit BP10-00656, 82 Belbrook Way	1,000.00
13322	12/30/2011	OSTENBERG ROBERT	BP10-00463	General Fund		Refund recycling deposit BP10-00463, 82 Belbrook Way	1,000.00
<b>13322 Total</b>							2,000.00
13323	12/30/2011	SAN MATEO CNTY HUMAN RESOURCE DEPT	CI11-0059	General Fund	Finance	Excel 2003/2007 calculations trnng J. Pan 12/6/11	100.00
<b>13323 Total</b>							100.00
13324	12/30/2011	STEVENS MARY	85 Qeen Ct.	General Fund		Refund Utility bond deposit 85 Queens Ct.	5,000.00
<b>13324 Total</b>							5,000.00
<b>Grand Total</b>							529,620.63



## 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 JANUARY 18, 2012**

**SUBJECT: ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE  
OF COMPLETION AND APPROVAL OF CONTRACT CHANGE  
ORDERS IN THE AMOUNT OF \$80,930.34 FOR THE UPPER  
ATHERTON CHANNEL CREEK STABILIZATION AND SLOPE  
RESTORATION PHASE II PROJECT**

### **RECOMMENDATION**

Accept work and authorize recording of a notice of completion and approving contract change orders in the amount of \$80,930.34 for a total project cost of \$643,905.34 for the Upper Atherton Channel Creek Stabilization and Slope Restoration Project, Project Number 56037.

### **INTRODUCTION**

The Council awarded a construction contract in June 2011 to W.R. Forde Associates for \$562,975.00.

In July 2011, the contractor and the biologist found San Francisco Dusky-Footed Woodrats, a threatened mammal. As required by the permit from the Department of Fish and Game, and other permitted agencies, the biologist contacted the department requesting authorization to continue with construction. The Department of Fish and Game stated that the biologist would need to mitigate the issue prior to continuing construction. Staff and BKF Engineers requested a proposal for biological services that would meet the requirements on Fish and Game.

The required mitigation measures included daily monitoring during construction, passively trapping and relocating the woodrats upstream from the project site; which caused delays during construction. The contractor was required to change their operations to allow for the mitigation of the woodrats. As part of the mitigation issue, the Department of Fish and Game required hand digging of the weirs in lieu of hand operated machinery, movement of the large boulders that

lined the bottom of the creek by manual labor in lieu of equipment to reduce the disturbance of the woodrat habitat. The required mitigation to hand dig to move the boulders cost the contractor additional time and labor above the construction contract.

In November 2011, the permitting agencies came out to inspect the construction site and requested additional materials to be utilized to stabilize the embankment opposite to the restored slope along the Gupta's property. They had also requested replacement materials to protect future woodrats and red-legged frog movement from being hindered or trapped by the materials used during the construction. This removal of previously installed material, by the contractor, and replaced it with new materials cost the contractor additional time, labor, and materials.

### **ANALYSIS**

The original contract price was for \$562,975.00. There were 4 field directive change orders totaling \$11,425.34 and quantity increases of \$6,205.00, bringing the total contract to \$643,905.34. The contract changes were as follows:

1. Original Contract	\$562,975.00
2. Quantity Increases	\$ 6,205.00
3. Change Order No. 1 – Plants per biological opinion	\$ 1,304.39
4. Change Order No. 2 – off-haul debris (concrete grade beams, overly-saturated soil, concrete Rip-rap)	\$ 5,920.85
5. Change Order No. 3 – Caissons left in place for concrete Piers due to saturated soil	\$ 4,200.00
6. Change Order No. 4 – Woodrat mitigation Piers due to saturated soil	\$ 63,300.00
<hr/>	
TOTAL	\$643,905.34

These costs are based on regular unit prices and industry standard time and materials costs. The costs of repair of these unforeseen conditions exceed the contingency of the contract. Staff recommends that the contract amount and authorization be increased by the amount of the change order.

### **FISCAL IMPACT**

The current approved budget for this project is \$562,975.00. The funding source is a combination of Gas Tax and Parcel Tax. The final construction cost is \$643,905.34. Therefore an additional \$80,930.34 is required to compensate the contractor for work performed and close out this project. The recommended source of this funding is Parcel Tax reserves.

Staff Report  
January 18, 2011  
Page 3 of 3

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
Interim City Manager

Attachment: Notice 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**

**UPPER ATHERTON CHANNEL CREEK STABILIZATION AND SLOPE RESTORATION  
PROJECT  
PROJECT NO. 56037  
ATHERTON, CALIFORNIA**

NOTICE IS HEREBY GIVEN THAT Michael Kashiwagi, Engineer of Work for the Town of Atherton, County of San Mateo, California, on the 18<sup>st</sup> day of January, 2012 did file with the City Clerk of said Town a Certificate of Completion for the work described in the construction contract awarded to W.R. Forde Associates on the 15<sup>th</sup> day of June, 2011, said contract being executed on the 24<sup>th</sup> day of June, 2011.

That said work and improvements were accepted as completed on the 24<sup>th</sup> day of November, 2011 and that acceptance for completion of said work was ordered by Motion of the City Council of said Town, adopted on the 18<sup>st</sup> day of January, 2012, and that the name of the surety on the Contractor's bond for performance, labor and materials on said project is Travelers Casualty and Surety Company of America, ISU Sander, Jacobs, Cassayre Insurance Services, 3200 Villa Lane, Napa, CA 94558.

That said work and improvements consisted of installation of weirs and slope restoration as described in the plans and specifications approved by the City Council of the Town of Atherton pursuant to motion, adopted the 18<sup>th</sup> day of August, 2010.

That I, Duncan L. Jones, 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:** Upper Atherton Channel Creek Stabilization and Slope Restoration Project  
**PROJECT NUMBER:** 56037  
**LOCATION:** Atherton Channel Creek, 500 feet East of Walsh Road at Reservoir Road

**NOTICE IS HEREBY GIVEN:**

1. That on November 24, 2011, the Public Works project known as Upper Atherton Channel Creek Stabilization and Slope Restoration Project Number 56037 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:  
W.R. Forde Associates  
984 Hensley Street  
Richmond, CA 94801
4. That the name and address of the Contractor's surety is:  
Travelers Casualty and Surety Company of America,  
ISU Sander, Jacobs, Cassayre Insurance Services,  
3200 Villa Lane, Napa, CA 94558.
5. That the project is described as:  
Installation of weirs and slope restoration, as more particularly described in the plans and specification approved by the City Council of the Town of Atherton pursuant to Motion, adopted the 18<sup>st</sup> day of January, 2012.

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

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



## 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 JANUARY 18, 2012**

**SUBJECT: APPROVE A CONTRACT AMENDMENT FOR BKF ENGINEERS  
FOR DESIGN SERVICES IN THE AMOUNT OF \$28,443.59 AND  
CONSTRUCTION AND PERMIT COMPLIANCE SERVICES IN  
THE AMOUNT OF \$24,400.00 FOR THE UPPER ATHERTON  
CHANNEL CREEK STABILIZATION AND SLOPE  
RESTORATION PHASE II PROJECT**

#### **RECOMMENDATION:**

Approve 2 Contract Amendments for BKF Engineers; one for design services in the amount of \$28,443.59 and one for construction and permit compliance services in the amount of \$24,400 on the Upper Atherton Channel Creek Stabilization and Slope Restoration Phase II Project, project number 56037 and increase the Upper Atherton Channel Creek Stabilization and Slope Restoration Project budget by \$52,843.59.

#### **INTRODUCTION:**

Design of the Upper Atherton Channel Creek Stabilization and Slope Restoration Phase II Project began on August 21, 2008 to restore pools and repair the creek embankments. Council previously approved a Professional Service Agreement in the amount not to exceed \$151,653 plus a 10% contingency of \$15,165.30, bringing the approved amount to \$166,818.30.

In February 2010, the Department of Fish and Game and other permitting agencies required analytical support for the pre and post conditions of the Atherton channel project site as a condition to receiving the regulatory permits required for project construction. The supporting analysis required BKF Engineers to performed a HEC-RAS modeling along with a narrative. This additional work was not included in the original BKF Engineers' contract. In May 2010,

BKF Engineers completed the modeling and submitted the report to the permitting agencies. The final cost to perform the additional work was \$28,443.59.

In July 2011, council approved a consultant service agreement with BKF Engineers to provide construction and permit compliance services for the Upper Atherton Channel Creek Restoration and Slope Stabilization Phase II in the amount of \$168,353.

Construction of the Upper Atherton Channel Creek Stabilization and Slope Restoration Phase II Project began in July 2011. While working on clearing and grubbing of the creek embankment, the contractor encountered unanticipated field conditions. The contractor and the biologist found the San Francisco Dusky-Footed Woodrat, a threaten mammal. As required by permit from the Department of Fish and Game, and other permitted agencies, the biologist contacted the department requesting authorization to continue with construction.

The department of Fish and Game stated that the biologist would need to mitigate the issue prior to continuing on with construction. Staff and BKF Engineers requested a proposal for biological services that would meet the requirements on Fish and Game. The mitigation measures included daily monitoring during construction, passively trapping and relocating the woodrats upstream from the project site.

In August 2011, a contract amendment was approved for the project biologist to trap and relocate the woodrats in the amount of \$29,430.00 per the regulatory requirements. BKF Engineers did not include their fees as part of the contract amendment stating unknown additional time required to provide design changes to the construction plans necessary for the remaining woodrat habitat within the construction site, construction oversight and agency coordination.

In October 2011, the consultant requested a permit time extension from the regulatory agencies to complete the construction of the weirs and the restoration of the slopes that was delayed due to the woodrat mitigation.

### **ANALYSIS:**

The design services contract amendment included required coordination with the permitting agencies, modeling of the pre and post water levels of the creek for 25, 100, and 500 year flood stage levels according to the placement locations of the weirs, along with the height of the weirs.

The construction services contract amendment included construction oversight and management of the contractors; design changes to the plans and specification of the project site to allow for the woodrat nest; and agency coordination with the permitting agencies for permit compliance.

### **FISCAL IMPACT:**

Current authorization for BKF Engineers for design services is \$166,818.30, the increase due to the amendment cost in the amount of \$28,443.59 would bring the total authorization to \$195,261.89.

Current authorization for BKF Engineers for construction services is \$197,983.00. An increase due to the amendment cost in the amount of \$24,400.00 bringing the new total for construction services to \$222,383.00.

The current authorized budget for consultant design and construction services is \$364,801.30. The current budget needed to be increased by \$52,843.59 bringing to total design and construction services budget to \$417,664.89. Source of funding will be Parcel Tax.

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
Interim City Manager



## 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 JANUARY 18, 2012**

**SUBJECT: APPROVE THE OWNERSHIP, OPERATIONS, AND MAINTENANCE  
AGREEMENT BETWEEN THE CITY/COUNTY ASSOCIATION OF  
GOVERNMENTS OF SAN MATEO COUNTY AND THE COUNTY OF  
SAN MATEO AND THE TOWN OF ATHERTON FOR THE SAN MATEO  
COUNTY SMART CORRIDORS PROJECT**

### **RECOMMENDATION**

Approve and authorize the City Manager to execute the Ownership, Operations, and Maintenance Agreement between the City/County Association of Governments (C/CAG) of San Mateo County and the County of San Mateo and the Town of Atherton for the San Mateo County Smart Corridor Project.

### **BACKGROUND**

The proposed Agreement addresses ownership, operations, and maintenance responsibilities for new electronic directional signs, closed circuit television, vehicle detection systems, communication conduit and fiber, and upgraded traffic signal software necessary to implement the San Mateo County Smart Corridors Project. The San Mateo Smart Corridor Project will utilize Intelligent Transportation System (ITS) elements and strategies to improve the regions capability and capacity to manage and respond to major traffic incidents on the US 101 Corridor. The ITS improvements will provide the capabilities to direct and guide traffic diverted from US 101 during a major traffic incident back on to US 101 to minimize impacts and disruption to local streets, business, and residents. During a major incident, Caltrans will take over the operations of the traffic signals and directional signage to efficiently manage incidents and minimize impacts to local streets.

Other project stakeholders entering into similar agreements for this project include the cities of East Palo Alto, Menlo Park, Redwood City, San Carlos, Belmont, San Mateo, Burlingame,

Millbrae, and San Bruno. In December 2008, the Town of Atherton entered into a MOU with C/CAG acknowledging an agreement to work cooperatively to develop and implement the Smart Corridors Project.

## **DISCUSSION**

By entering into this Agreement, the Town is basically agreeing to the following:

- Continue to be responsible for operating and maintaining current system (traffic signals, detection equipment, traffic controller, etc)
- Assume ownership of “new” Smart Corridors equipment (upgraded traffic controllers, electronic directional signs, closed circuit TV camera’s, communications conduit/fiber, vehicle detection system, etc.) after construction and acceptance of the new improvements
- Assume associated energy costs of “new” Smart Corridor equipment
- C/CAG will be responsible for maintaining the “new” Smart Corridor equipment with the exception of the communication lines which will be the responsibility of the Town
- Town will notify C/CAG of known damage to the Smart Corridor equipment and assist C/CAG in seeking reimbursement from the responsible party
- Town will relinquish operational control of the traffic signals and “new” Smart Corridor equipment to Caltrans during incidents on the US 101 Corridor

Staff believes the construction and implementation of the San Mateo County Smart Corridor project will be beneficial to the Town of Atherton and all communities within San Mateo County. The resulting ITS capabilities and capacities will allow for effective traffic management which will minimize impacts, inconvenience, and delays on local streets. The Town of Atherton will also benefit from the equipment upgrades and access to real time traffic information provided by the project.

## **FISCAL IMPACT**

All funding for the planning, design, and construction of the San Mateo County Smart Corridor Project as well as the maintenance of the “new” Smart Corridor equipment is the responsibility of C/CAG. The Town of Atherton will be responsible for energy costs of the new system and costs associated with the maintenance and protection of the communication system.

Energy costs for the new system is expected to be nominal. The annual cost to maintain and protect the communication system is difficult to quantify since we do not have historical information regarding the need for field locating this system due construction activity. Staff

Staff Report  
January 18, 2011  
Page 3 of 3

believes the benefits of the upgraded system hardware and software as well as the improved traffic monitoring capabilities provided by the construction of the Smart Corridor Project will result in a net positive financial benefit to the Town.

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
Interim City Manager

Attachment: Ownership, Operation, and Maintenance Agreement

**OWNERSHIP, OPERATION and MAINTENANCE AGREEMENT**  
**Between**  
**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG)**  
**And**  
**THE COUNTY OF SAN MATEO**  
**And**  
**TOWN OF ATHERTON**  
**For the**  
**SAN MATEO COUNTY SMART CORRIDORS**

This Agreement by and between the City/ County Association of Governments of San Mateo County, hereinafter referred to as “C/CAG”, the County of San Mateo, acting by and through its Department of Public Works, hereinafter referred to as “County”, and the Town of Atherton, hereinafter referred to as “CITY,” is for the purpose of outlining and defining the roles, responsibilities, terms, and conditions for the ownership, operation, and maintenance of equipment and components that are incorporated and integrated into the San Mateo County Smart Corridors Project, hereinafter referred to as “Smart Corridors”, “Smart Corridors Project” or “the Project”.

**RECITALS**

- A. C/CAG and CITY entered into a prior Memorandum of Understanding (MOU), on December 4, 2008, acknowledging an agreement to work cooperatively to develop and implement the Smart Corridors Project.
- B. This Agreement is intended to identify the overall commitment and responsibilities regarding ownership, operations, and maintenance of the Smart Corridors unique equipment located within the CITY right-of-way during day-to-day operations and during major traffic incidents, as applicable.
- C. The Smart Corridors Project is located along predefined designated arterial routes, parallel and perpendicular to the US 101, including and not limited to SR 82 (El Camino Real) between I-380 and Santa Clara County Line
- D. The Smart Corridors Project enables the Project stakeholders to implement traffic management strategies through the deployment of Intelligent Transportation System (ITS) elements along state routes and major local streets.
- E. In addition to CITY, other project stakeholders with access to selective Smart Corridors specific equipment currently include the City of East Palo Alto, City of Menlo Park, Town of Atherton, City of Redwood City, City of San Carlos, City of Belmont, City of San Mateo, City of Burlingame, City of Millbrae and City of San Bruno. These stakeholders, who are not signatories to this Agreement, will enter into separate

agreements with C/CAG for the maintenance and operation of Smart Corridors specific equipment located within their respective jurisdictional boundaries.

- F. Caltrans District 4, who will have full access to Smart Corridors equipment throughout the Project limits, who is not a signatory to this Agreement, will enter into a separate agreement with C/CAG for the maintenance and operations of the Smart Corridors.
- G. The County will enter into a separate agreement with C/CAG with regard to the construction of portions of the Smart Corridors Project on local arterials (the “C/CAG-County Agreement”).

## **AGREEMENT**

The parties hereto agree as follows:

The new Intelligent Transportation System (ITS) elements to be installed for the Smart Corridors Project, referred to as “New” equipment, include the following equipment and components:

- Directional signs (trailblazers and other)
- Fixed or pan-tilt-zoom (PTZ) closed-circuit television cameras (CCTV)
- Communications (conduit, fiber, copper, wireless, software, and associated equipment)
- Arterial changeable message signs (Arterial Dynamic Message Signs – ADMS)
- Vehicle detection systems
- Center-to-center communications between San Mateo County Hub (SMCHub) and District 4 Traffic Management Center (D4TMC)
- Power supply line and equipment

The following elements, located within CITY right-of-way, are considered existing CITY owned equipment that is being upgraded to meet the operational needs of the Smart Corridors, referred to as “Upgraded” equipment:

- Traffic signal controllers, cabinets, signal interconnect equipment, and signal operating software systems

C/CAG agrees to seek and secure the necessary funding required for maintaining the Smart Corridors “New” equipment located within CITY’s right-of-way.

When a major incident occurs on the US 101 such that capacity is severely reduced, Caltrans will take over operations and control of the Smart Corridor traffic signals and ITS equipment. This duration will be referred to as “during major traffic incidents” in this Agreement. Normal operations, without incidents, will be referred to as “during daily operations” in this Agreement.

“Exhibit A” includes a summary of the Smart Corridors equipment and devices and general agreement as to ownership, maintenance and operations responsibilities.

Caltrans will advertise, award, and administer the construction contract for portions of the Smart Corridor Project located on State right of way. Pursuant to the C/CAG-County Agreement, the County will advertise, award, and administer the construction contract for portions of the Smart Corridors Project located on local arterials.

During the term of the C/CAG-County Agreement the County will own the Smart Corridor equipment added or constructed pursuant to that agreement (the “Newly Constructed Equipment”). As stated below, the County will relinquish all interest it might have in any and of all Newly Constructed Equipment and Smart Corridors equipment to CITY, and other cities, respectively, upon completion of construction. Upon completion of construction and said transfer of interest, County shall have no further obligations, rights or interests in the Newly Constructed Equipment.

### **Ownership**

1. CITY shall continue to own the traffic signal system located within CITY right-of-way, which were “Upgraded” by the Smart Corridor Project.
2. Upon termination of the C/CAG-County Agreement, CITY shall own and accept from the County and/or C/CAG, ownership and all of C/CAG’s and County’s interest in the “New” Smart Corridors equipment, including all Newly Constructed Equipment and which includes directional signs, CCTV cameras, communications (conduit, fiber, equipment), and vehicle detection system, and the electrical costs located within CITY right-of-way.

### **Operations**

1. CITY shall continue to operate the Smart Corridor “upgraded” City-owned traffic signal controllers, traffic signals, and operational software system located within City right-of-way at CITY’s expense, during daily operations.
2. CITY shall have the rights to view full system CCTV camera images, during both daily operations and during incidents. During daily operations cities and Caltrans may control PTZ(s) with priority given to the owning jurisdiction. A framework to establish priority, rules, and defaults will be developed in a separate agreement with Caltrans.
3. CITY shall have access to view full system vehicle detection data, during both daily operations and during incidents. Control of the vehicle detection system will remain with Caltrans.
4. CITY shall have the opportunity of shared control of the directional signs during daily operations under a separate agreement with Caltrans.

5. CITY shall relinquish all control of signals, control of all PTZ cameras, and control of directional signs to Caltrans during incidents. If Caltrans is unable to assume control of these systems due to technical reasons control will remain with the CITY.
6. Additional agreements between CITY and Caltrans and possibly other Cities, may be developed as needed for operating Smart Corridors equipment located in the CITY limits during major traffic incidents.

## **Maintenance**

1. CITY shall maintain the Smart Corridor upgraded CITY-owned traffic signal controllers, traffic signals, signal interconnect equipment, and operational software system located within CITY's right-of-way at CITY's expense.
2. CITY shall assume the associated electrical costs of the Smart Corridor devices located within CITY's right-of-way.
3. Except for communication lines, C/CAG shall maintain the "New" Smart Corridor equipment, including directional signs, CCTV cameras, and vehicle detection system and the ADMS signs located within CITY's right-of-way to the extent that funding is available. Except for communication lines, CITY will not be held responsible for maintenance of this "New" equipment.
4. C/CAG will not pay for graffiti removal on smart corridor equipment. CITY shall be responsible for graffiti removal on devices located within CITY's right-of-way.
5. C/CAG agrees to obtain a maintenance contractor that specializes in ITS equipment. C/CAG or its maintenance contractor will obtain an encroachment permit from the CITY for work within the CITY's right-of-way.
6. C/CAG or its assignee, shall serve as lead agency to administer the maintenance service contract or to oversee administration of the maintenance service contract for its Smart Corridor maintenance responsibility.
7. If CITY is aware of smart corridor equipment damage caused by a third party, CITY will notify and assist C/CAG in pursuing a claim against the offending party.
8. Maintenance activities of the Smart Corridor equipment shall include but are not limited to the following tasks: adopt a performance-based approach, establish a proactive annual maintenance program, perform regular maintenance, repairs, and replacements; assure equipment is functioning properly.

Maintenance programs established for the Smart Corridor equipment shall in no way be a standard of maintenance higher than that required by law.

9. Maintenance service shall be scheduled on an annual basis.

10. For fiber conduits that do not interconnect signals, the City is responsible to protect the communication lines by marking the location of these lines on construction plans and by marking the locations in the field during construction. The City will be responsible to repair any damage to the communication lines caused by City Staff and contractors working for the City. The City is also required to include the following language in any encroachment permits granted to any third party working in the City's right of way.

*“Fiber optic communication lines are present in the City right of way. It is the responsibility of the contractor to protect the integrity of those communication lines during construction. The contractor will be liable for all damages to the communication lines. Through the application and granting of the encroachment permit, the City/ County Association of Governments (C/CAG) is specifically authorized to pursue any claims against the contractor for the cost to repair any damage caused to the fiber optic communication lines.”*

11. For all fiber conduits not covered by Paragraph 10 above, the City is responsible to protect the communications lines by marking the location of these lines on construction plans and by marking the locations in the field during construction. The City will be responsible to repair any damage to the communication lines caused by City staff, contractors working for the City, or any third party working under an encroachment permit issued by the City.
12. For communication line damage caused by construction activities not under permit, as owner, the City will maintain this facility in a similar manner to that of other City owned utilities. C/CAG will be responsible for repair and maintenance of any malfunction of the communication lines not related to construction and maintenance activities.

### **Funding for Maintenance Activities**

1. C/CAG shall seek to secure the necessary funding required for maintaining the Smart Corridors “New” equipment located within CITY's right-of-way.

This agreement shall be effective as of January 1, 2011 and continue until 2060, unless sooner terminated, or otherwise extended, by the agreement of the parties.

This agreement may be modified only in writing and by mutual consent of both Agencies.

**Hold Harmless/ Indemnity**

CITY shall indemnify and save harmless C/CAG and County, their agents, officers, and employees from all claims, suits or actions to the extent caused by the negligence, error, acts or omissions of CITY, its agents officers or employees related to or resulting from performance, or non-performance under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date set forth above

AGREED AND EXECUTED BY:

**TOWN OF ATHERTON**

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY**

By: \_\_\_\_\_  
Name, Title

By: \_\_\_\_\_  
Bob Grassilli, C/CAG Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Counsel for Town of Atherton

By: \_\_\_\_\_  
Counsel for C/CAG

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**COUNTY OF SAN MATEO DEPARTMENT OF PUBLIC WORKS**

By: \_\_\_\_\_  
James C. Porter,  
County of San Mateo Director of Public Works

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Counsel for County of San Mateo

Date: \_\_\_\_\_

**Agency: Atherton**

SMART CORRIDORS EQUIPMENT					OPERATIONS <sup>1</sup>		MAINTENANCE <sup>9</sup>	
Description	Location	Ownership <sup>3</sup>	Qty	Unit	Daily	Incident	Financial Responsibility	% Split <sup>8</sup>
Signals <sup>7</sup>	State ROW	Caltrans	2	EA	Existing Agreements	Caltrans	Existing Agreements	Existing Agreements
	City	City	3	EA	Existing Agreements	Caltrans	Existing Agreements	Existing Agreements
Fixed/PTZ CCTV Cameras	State ROW	Caltrans	3	EA	Caltrans	Caltrans	Caltrans	100%
	City	City	3	EA	Caltrans/City <sup>11</sup>	Caltrans <sup>4</sup>	C/CAG	100%
Directional Signs	State ROW	Caltrans	2	EA	Caltrans	Caltrans	Caltrans	100%
	City	City	3	EA	Caltrans <sup>5</sup>	Caltrans	C/CAG	100%
ADMS	State ROW	Caltrans	4	EA	Caltrans <sup>10</sup>	Caltrans	Caltrans	100%
Vehicle Detection System	State ROW	Caltrans	1	EA	Caltrans	Caltrans	Caltrans	100%
	City	City	1	EA	Caltrans <sup>6</sup>	Caltrans <sup>6</sup>	C/CAG	100%
Communications Infrastructure <sup>2</sup>	State ROW	Caltrans	8,500	LF	n/a	n/a	Caltrans	100%
	City	City	8,060	LF	n/a	n/a	City <sup>13</sup>	100%
Communications Equipment <sup>12</sup>	State ROW	Caltrans	1	LS	n/a	n/a	Caltrans	100%
	City	City	1	LS	n/a	n/a	C/CAG <sup>13</sup>	100%

Revised 12/19/2011

**Notes:**

- 1) Assume operational cost is the responsibility of agency operating equipment during day-to-day and incidents
- 2) Includes conduit, fiber, twisted wire copper, pull boxes, splice enclosures, etc.
- 3) Each city owns equipment located within each respective city limits
- 4) Allow City to view CCTV images, but not control PTZ
- 5) Caltrans administers operation. Caltrans and City jointly develop operation plan to be determined in future agreements.
- 6) The Smart Corridor System manages VDS at all times. All agencies shall have access to data.
- 7) Includes signals, poles, controllers, controller modules, conduits, software, power, signal cabinets, etc (Smart Corridor Routes Only)
- 8) Amend existing maintenance agreements between Caltrans and City as necessary
- 9) Preferred Option: Combine funds from all agencies and fund one maintenance contract
- 10) City may request Caltrans to display messages to be determined in future agreements
- 11) Shared operation with priority and operating rules to be determined in future agreements.
- 12) Includes network switches, routers, modems, wireless AP, antennas, cabinets etc.
- 13) Maintenance responsibility of existing communications equipment shall remain with the City.



## 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 JANUARY 18, 2012**

**SUBJECT: APPROVE RECOMMENDATION OF ATHERTON TRANSPORTATION  
COMITTEE TO ELIMINATE STREET PARKING AT ADDRESS 273  
ALAMEDA DE LAS PULGAS.**

### **RECOMMENDATION**

Approve recommendation of Atherton Transportation Committee to eliminate stopping in front of residence at 273 Alameda de las Pulgas.

### **BACKGROUND**

The resident of 273 Alameda de las Pulgas requested consideration for placement of two (2) “No Parking Anytime” or “No Stopping Anytime” signs in front of their property. This property sits adjacent (North) of the Los Lomitas Elementary School complex.

The overflow parking from Los Lomitas school complex spills into street parking in front of this property on a daily basis. The resident presented these signs as necessary to the safe egress of their property as this parking presents a safety risk for the residents, their family and staff who attempt to navigate their vehicles out of their property onto Alameda. Parking impacts visibility of oncoming Transportation when attempting to negotiate egress from their driveway(s).

### **DISCUSSION**

The Atherton Transportation Committee considered and approved this request at their November 9, 2011 meeting. Staff concurs with this recommendation and suggests that “No Stopping Anytime” signs be used instead of “No Parking Anytime” signs for this particular situation because;

- “No Stopping Anytime” signs are the Atherton standard for placement within 300’ of a school.

- “No Stopping Anytime” signs are currently being used in the immediate areas around the school and up to this property line.

**FISCAL IMPACT**

The cost of these signs is estimated to be \$400.

This project will be funded out from the Public Works general fund 101-53-52031-053.

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
Interim City Manager

Attachment:



## 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 JANUARY 18, 2012**

**SUBJECT: APPROVE THE RECOMMENDATION OF THE ATHERTON  
TRANSPORTATION COMMITTEE TO INSTALL A NEW SCHOOL  
CROSSWALK AT THE INTERSECTION OF EMILIE AND MACBAIN**

### **RECOMMENDATION**

Staff recommends City Council approve the installation of a new school crosswalk on Emile Avenue at the intersection of Emile Avenue and MacBain Avenue.

### **DISCUSSION**

At the November 9, 2011 meeting of the Atherton Transportation Committee, representatives from Menlo School presented information requesting the installation of a new school crosswalk on Emilie Avenue at MacBain Avenue. A recent initiative of Menlo School is to promote and encourage students and families to walk or ride bicycles to school in an effort to decrease vehicle trips and reduce vehicular congestion. The purpose of the new crosswalk is to improve pedestrian and bicycle safety by directing students to cross Emilie at a single location.

The request for the new crosswalk was supported by the Transportation Committee. As part of their support for this project, the Transportation Committee requested Menlo School to outreach to residents in the vicinity of the proposed crosswalk to inform them of the purposed crosswalk and solicit any issues or concerns. The Transportation Committee also agreed and supported the offer by Menlo School to fund the crosswalk installation. On December 8, 2011, Menlo School conducted a community meeting with affected neighbors. In addition to Menlo School and Town of Atherton staff, the meeting was also attended by one resident and an individual representing Sacred Heart School.

**ANALYSIS**

Town of Atherton Public Works staff has field reviewed the proposed location of the crosswalk and supports it's installation provided that all signing and striping associated with the new crosswalk complies with current regulatory standards. An Exhibit was prepared by staff delineating and identifying the crosswalk location as well as the necessary signage and is included as an attachment to this report. As shown on the Exhibit, in addition to the painting of the new crosswalk, we are also recommending the installation of 4 new signs as well as the in-crosswalk sign.

**FISCAL IMPACT**

The estimated cost to install the crosswalk and appurtenances is approximately \$1,100. The cost for this installation will be funded by the Menlo School.

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
Interim City Manager

Attachment: Exhibit – Proposed Crosswalk Installation

# City of Atherton

PARK LN

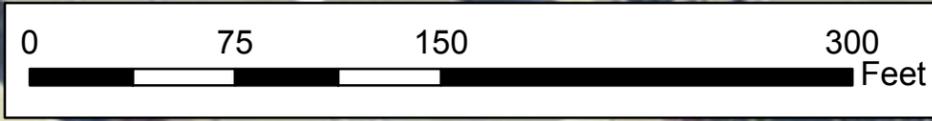
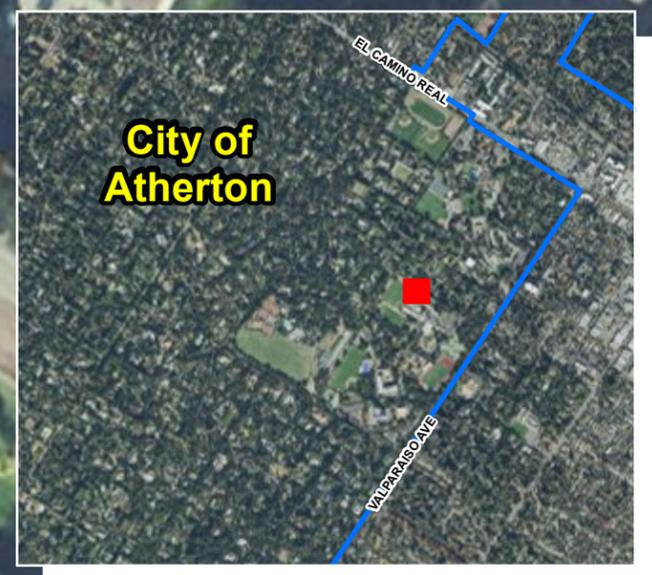
MAC BAIN AVE

HOWARD WY



EMILIE AVE

St Josephs Elementary School





## Town of Atherton

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: THERESA N. DELLASANTA, DEPUTY CITY CLERK**

**DATE: FOR THE MEETING OF JANUARY 18, 2012**

**SUBJECT: APPROVE AN AMENDMENT TO THE INTERIM CITY  
MANAGER CONTRACT FOR SERVICES**

#### **RECOMMENDATION:**

Approve an amendment with Danielson Associates to extend the Interim City Manager services of the contract for a period not to exceed twelve (12) months, until no later than January 3, 2013, and authorize City Manager to execute amendment on behalf of the Town.

#### **INTRODUCTION:**

The Town hired Danielson Associates on January 3, 2011. CalPERS has an adopted policy towards retired annuitants that limits the amount of time that can be spent with one employer. CalPERS offers some relief from this in the form of an appeal letter from the governing body of the employer, in this case the Atherton City Council to the CalPERS Board asking for an extension. City Council approved and sent a letter to CalPERS in December of 2011.

#### **FISCAL IMPACT:**

\$15,000 per month.

**AMENDMENT TO THE INTERIM CITY MANAGER CONTRACT FOR SERVICES**

THIS AMENDMENT to the INTERIM CITY MANAGER CONTRACT FOR SERVICES dated December 22, 2010 is entered into this \_\_\_\_\_ day of January 2012, by and between the **Town of Atherton**, hereinafter referred to as "Town," and **Danielson Associates, Inc.** hereinafter referred to as "Danielson."

**RECITALS**

WHEREAS, on December 22, 2010, Town and Danielson entered into a Contract for professional interim City Manager services for a period of 12 months, expiring on or about January 2, 2012; and

WHEREAS, Town and Danielson desire to amend the contract to extend if as outlined in following:

NOW, THEREFORE, IN CONSIDERATION OF THE FAITHFUL PERFORMANCE OF THE TERMS SET FORTH HEREIN, THE PARTIES HEREBY AMEND THE Contract for Services AS FOLLOWS:

1. Extension of Contract Term. Notwithstanding any of the provisions of the Agreement, the term for performance of that Contract is hereby extended for a period not to exceed 12 additional months, until no later than January 2, 2013, unless prohibited from such extended service by action of CalPERS denying the extension requested by Town, or unless a new permanent appointment of a City Manager occurs.

2. Except as modified by paragraph 1, all terms and provisions of the Contract remain in full force and effect.

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

**TOWN OF ATHERTON:**

**JOHN DANIELSON:**

\_\_\_\_\_/\_\_\_\_\_  
Mayor (Date)

\_\_\_\_\_/\_\_\_\_\_  
John Danielson (Date)  
Interim City Manager

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



## Town of Atherton

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

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

**DATE: FOR THE MEETING OF JANUARY 18, 2012**

**SUBJECT: ADOPTION OF A RESOLUTION APPROVING BUDGET AMENDMENT FOR FY 2011-12 FOR RECRUITMENT OF PERMANENT CITY MANAGER**

### **RECOMMENDATION**

Adopt the resolution approving an appropriation of \$25,000 from General Fund reserves for the recruitment of a permanent City Manager and provide staff direction related to the recruitment process.

### **DISCUSSION**

The Council has requested that the contract for the Interim City Manager be extended for up to one year. However, the Council would like to begin planning for the recruitment of a permanent City Manager. There are several options for the Council to consider and discuss related to this process. The Council should discuss the timing of this process and the possible options below and provide direction to staff:

1. Seek the assistance of a professional executive search firm. Staff will develop a Request for Proposal for professional services, solicit and evaluate proposals based on specific selection criteria and make a recommendation to City Council to interview the top firms. Council will interview the top firms and provide direction to the City Manager to negotiate a contract which will come back to Council. Council should discuss the level of involvement they would like to play in the selection process for the executive search firm.
2. Provide direction to the City Manager to establish a timeline and process for the in-house recruitment of a permanent City Manager. The City Manager will work with Council to develop the criteria and attributes necessary to be a viable candidate for City Manager. The City will proceed with advertising

and recruitment of candidates and recommend the top candidates to the Council to be interviewed. This option will provide the Council with a customized process that will include specific details of the needs of the organization and the fiscal impact will be less significant.

### **FISCAL IMPACT**

The General Fund Budget does not include an appropriation for the recruitment of a City Manager and therefore an additional appropriation of \$25,000 is proposed. This appropriation will come from General Fund reserves.

Attachment: Budget Amendment Resolution

**RESOLUTION NO. 12-xx**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF  
ATHERTON APPROVING BUDGET AMENDMENT FOR FY 2011-12  
FOR RECRUITMENT OF PERMANENT CITY MANAGER**

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**WHEREAS**, it is in the best interest of the Town of Atherton that the Fiscal Year 2011-12 Operating Budget be amended as set below, .and incorporated herein.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the Town of Atherton does hereby approve an amendment to the FY 2011-12 Town Budget to enact the changes identified below:

1. Increase appropriation to General Fund expenditures (01-12-54010-012) in the amount of \$25,000 from General Fund undesignated fund balance.

**PASSED AND ADOPTED** at a meeting of the City Council of the Town of Atherton held on the 18th day of January, 2012, by the following vote:

AYES: Council Members:  
NOES: Council Members:  
ABSTAIN: Council Members:  
ABSENT: Council Members:

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William R. Widmer  
Mayor

ATTEST:

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Theresa N. DellaSanta  
Deputy City Clerk

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William Connors  
City Attorney



**Town of Atherton**

**CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**  
**FROM: THERESA N. DELLASANTA, DEPUTY CITY CLERK**  
**DATE: FOR THE REGULAR MEETING OF JANUARY 18, 2012**  
**SUBJECT: CITY COUNCIL STANDING COMMITTEE REORGANIZATION**

**RECOMMENDATION:**

Approve City Council Standing Committee Assignments.

**BACKGROUND:**

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

## CITY COUNCIL STANDING COMMITTEES

<b>Committee</b>	<b>Members</b>	<b>Alternate</b>	<b>Bills (Member) Selection</b>	<b>Bills (Alt) Selection</b>
<b>AUDIT COMMITTEE</b>			Widmer Dobbie	Lewis
<b>ENVIRONMENTAL PROGRAMS COMMITTEE</b>	McKeithen		Kathy Lewis	Widmer
<b>FINANCE COMMITTEE</b>		Carlson (H)	Widmer Dobbie	Lewis
<b>GENERAL PLAN COMMITTEE</b>	Carlson (H)		Dobbie Carlson	Widmer
<b>LIBRARY COMMITTEE</b>	McKeithen		McKeithen Carlson-if we expand this- need to discuss	Dobbie
<b>RAIL COMMITTEE</b>	Carlson (H)		Carlson  Lewis	
<b>TRANSPORTATION COMMITTEE</b>	Dobbie McKeithen Carlson (M)		Dobbie McKeithen	Widmer

<b>TOWN CENTER TASK FORCE</b>	Carlson (M)		Lewis Widmer	Carlson

## **OTHER GOVERNMENTAL COMMITTEE ASSIGNMENTS**

<b>AGENCY</b>	<b>MEMBER</b>	<b>ALTERNATE</b>	<b>Mayor (member) Selections</b>	<b>Mayor (Alt) Selections</b>
Association of Bay Area Governments (ABAG)			Widmer	Dobbie
City/County Association of Governments (C/CAG)	Carlson (H)	McKeithen	Carlson	Widmer
Holbrook-Palmer Park Foundation	Carlson (M)		Carlson	Dobbie
League of California Cities	Carlson (H)	McKeithen	Carlson	McKeithen
Library JPA Governing Board (San Mateo County)	McKeithen Carlson (M)		McKeithen	Dobbie
Peninsula Traffic Congestion Relief Alliance			Lewis	Widmer
San Francisco Airport/Community Roundtable			Lewis	Widmer
San Mateo County Emergency Services Council			Dobbie	Carlson

San Mateo County Sub-Regional Housing Policy Advisory	Carlson (M)		Carlson	Lewis
2020 Gateway Committee			Dobbie	Widmer
Grand Blvd. Task Force			Lewis	Carlson
Menlo Park Fire Protection District	Carlson (M)		Widmer	Carlson
Peninsula Cities Consortium	Carlson (H)	McKeithen	Carlson	McKeithen



## **ITEM 18**

### **CITY COUNCIL COMMITTEE REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: TOWN CENTER TASK FORCE  
ELIZABETH LEWIS, CHAIR**

**DATE: FOR THE REGULAR MEETING OF JANUARY 18, 2012**

**SUBJECT: TOWN CENTER TASK FORCE RECOMMENDATION TO  
APPROVE NICHOLS, MELBURG AND ROSETTO TO WORK  
WITH THE TOWN ON THE NEW TOWN CENTER PROJECT**

#### **RECOMMENDATION:**

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

1. Approve Nichols Melburg & Rossetto AIA & Associates, Inc.(NM&R) as the architectural firm to work with the Town of Atherton on the new town center project.
2. Authorize the TCTF to notify NM&R of their selection and to meet with them to determine cost of public outreach program.
3. Authorize the TCTF to review with City Manager and staff current head count and verify space needs as compared with those of 2010.

The Town Center Task Force (TCTF) has worked very well together, each contributing expertise to the process. The TCTF is made up of 2 Council Members and 6 volunteer residents. In November 2011, Committee Member Pat Haines submitted her resignation because she is moving out of town. She has recommended a resident of the CARA neighborhood as a replacement; however the City Clerk recommended that the replacement be handled in February/March 2012 when new committee members for all Town committees are selected. It is the TCTF's desire to continue with the same group of residents and Council Members.

The TCTF members are:  
Council Member Lewis, Chair  
Council Member Carlson, Vice-Chair

Steve Dostart  
Didi Fisher  
Pat Haines – resigned November 2011 moved out of town  
Rose Hau  
Philip Lively  
John Shenk

## **BACKGROUND**

The Town Center Task Force (TCTF) was formed in March 2010 to refine the scope of the project outlined in the Blue Ribbon Task Force report, to research finance alternatives, choose an architect through an RFQ process to create a design, create public outreach, and engage the community in the process. The TCTF submitted a final report which consisted of a Statement of Qualifications (SOQ) and all associated exhibits, cost estimates and financing alternatives to Council at their regularly scheduled September 2010 meeting. The TCTF noted that the cost benefit for renovating a new town center as opposed to rebuilding is about 3 – 5%. The TCTF recommended building a new facility because it will have a significant reduction of construction time versus the phasing construction time of remodeling or renovating an existing structure; i.e., approximately 18 months for new construction versus 3 – 4 years for renovation. Council unanimously voted to have the TCTF move to the next phase of issuing the SOQ for purposes of selecting an architect, to continue to research and collect financing options, and to create public outreach. At the Special Meeting of Council on September 30 for other matters, final approval of the SOQ was unanimously approved.

## **SUMMARY OF 2011 – A complete summary of the work is in a binder in the City Clerk’s office for review.**

The TCTF has met regularly throughout 2011. It was determined that the call for architects to submit their Statements of Qualifications (SOQ) and participate in the design competition would be on a “pro-bono” basis at no cost to the Town and that they would not be compensated for their time or for their conceptual renderings. The SOQ was sent March 2011.

Four firms responded. From the vetting process (Tab #2) three firms were chosen for interviews with one firm dropping out during the process. The two firms who finally participated in the pro-bono design competition are Nichols Melburg and Rossetto and Siegel & Strain/Goring & Straja.

On October 12, 2011 a Special Meeting for Community Input was held at Jennings Pavilion, Holbrook Palmer Park. Presentations were made by both firms showing their Concept Designs and discussing their process.

Methods used by the TCTF for public outreach and advertising of this meeting included: resident volunteers sent out hand-addressed and hand stamped letters which included a fact sheet outlining the need for a new town center. Information was also distributed

widely by the use of numerous email lists such as the Town's email list, the Athertonians list, the Registrar of Voter's email list, the Awristachatz's list along with many other personal email strings. Over 60 residents attended this meeting and the response was very positive. The conceptual design presentations have been posted on the Town's website and displayed in the Town's Council Chambers continuously since the October 12, 2011 meeting.

To further engage the residents of Atherton in the process of choosing an architect, an email was sent to as many residents as possible including the scoring matrix which the TCTF used to independently evaluate the architecture firms to make their recommendation to Council at the January 18, 2012 council meeting. This scoring matrix has also been posted to the Town's website for resident feedback.

Coverage by the local newspapers such as The Almanac Newspaper and the Daily News has been good. The Almanac ran a cover story on December 7, 2011 about the design competition featuring photos of the two conceptual designs.

## **TIMELINE 2012**

### **Architect Selection**

On January 5, 2012, with all members present, the TCTF independently filled out the Matrix forms to evaluate the two firms. To address a concern raised by a council member in December 2011, the TCTF used both the original Matrix and the revised Matrix in their evaluation. The results were essentially the same.

Based on the criteria developed by the TCTF it is the recommendation of the TCTF that Council approve the selection of Nichols Melburg and Rossetto.

### **Public Outreach Phase - added**

According to the Process document previously presented to Council, at this time we would be moving into the DESIGN DEVELOPMENT PHASE AND COSTS portion; however, the TCTF recommends that a **PUBLIC OUTREACH PHASE** be inserted and conducted before this Design Development Phase in order to elicit broad input from the community. This is needed to evaluate the level of interest in the new town center project because of the private financial support the project will require. Input from NM&R will be valuable at this stage.

The TCTF recommends that it meet with NM&R to outline steps for this new **PUBLIC OUTREACH** phase including funding required.

TCTF will bring back to Council the outline for **PUBLIC OUTREACH** process and associated costs for approval.

TCTF further recommends that no other funds be allocated or spent beyond this point until the private fund raising efforts are under way.



## 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 JANUARY 18, 2012**

**SUBJECT: ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE  
OF COMPLETION AND APPROVAL OF CONTRACT CHANGE  
ORDERS IN THE AMOUNT OF \$ 322,483.18 FOR THE FLETCHER  
DRIVE/RIDGEVIEW DRIVE PAVEMENT AND DRAINAGE  
IMPROVEMENT PROJECT**

### **RECOMMENDATION**

Accept work and authorize recording of a notice of completion and approving contract change orders in the amount of \$322,483.18 for a total project cost of \$1,689,946.65 for the Fletcher Drive/Ridgeview Drive Pavement and Drainage Project, Project Number 56033.

### **INTRODUCTION**

In April 2010, City Council awarded the bid for construction of the Fletcher Ridgeview Improvement Project to Gallagher and Burk, Inc. in the amount of \$922,055.00. At that time the Council also approved an expenditure budget of \$1,014,260.50 consisting of the bid amount of \$922,055.00 plus a 10% contingency of \$92,205.50.

In September 2010, Council approved Contract Change Order #1 in the amount of \$140,300. This change order was due to overly saturated native sub-grade soils which required removal, replacement, and compaction prior to construction of the new improvements. In April 2011, Contract Change Order #2 in the amount of \$305,108.47 was approved. Change order #2 was necessary due to construction delays and design changes associated with numerous utility conflicts resulting from existing utilities that were either unmarked or improperly shown on the construction plans.

The issue of incorrect topographic information and unknown or incorrect utility location information continued to negatively impact construction progress and costs until project

completion in November 2011. Accordingly, additional costs were necessary to complete the project. The detail of required field changes and their associated costs are provided in Attachment 1 of this report and is the basis of Contract Change Order #3.

### **ANALYSIS**

The original contract amount for the Fletcher Ridgeview Project was \$922,055.00. Change Order #3 in the amount of \$322,483.18 brings the Final Construction Cost to \$1,689,946.65. Required contract change orders for this project was 83% of the original bid. A portion of the required change orders were due to unanticipated and unforeseen conditions which are not uncommon for this type of project. However, there were also numerous situations where design errors and omissions caused delays and re-design resulting in project cost increases.

For this project, the Town of Atherton contracted with the engineering firm of Wilsey and Ham for the design and construction oversight. In June 2011, staff sent a letter to Wilsey and Ham notifying them that due to the type and amount of change orders, the Town would immediately begin investigating the cause and damages to the Town resulting from what we believed to be design errors and omissions. The letter also notified Wilsey and Ham of the Towns intent seek recovery from responsible parties.

As a result of this investigation and change order review, on November 1, 2011, the Town provided Wilsey and Ham with a detailed spreadsheet identifying all change orders to date along with our assessment of what we attribute to design errors and omissions. On November 14, 2011, Town staff met with representatives from Wilsey and Ham to review our analysis and to clarify or answer any questions. At this point, we are waiting for a response from the design engineer.

Staff will continue to keep Council informed as we work through the process of quantifying the amount of damages attributed to design error and omissions with the design consultant and their insurance carrier.

### **FISCAL IMPACT**

The original contract price was for \$922,055.00. There were 15 field directive change orders totaling \$760,876.15 and quantity increases of \$7,015.50 bringing the total contract to \$1,689, 946.65. The contract changes were as follows:

- |   |   |              |
|---|---|--------------|
| 1. Original Contract                              | = | \$922,055.00 |
| 2. Change Order No. 1 – Subgrade Stabilization of | = | \$140,300.00 |

Storm drain trench (Approved Sept. 2010)		
3. Change Order No. 2 – Utility conflicts (Approved April 2011)	=	\$305,108.47
4. Change Order No. 3 – Utility conflicts/winterization/ Unforeseen issues	=	\$322,483.18
	<hr/>	
	TOTAL	\$1,689,946.65

These costs are based on regular unit prices and industry standard time and materials costs. The costs of repair of these unforeseen conditions exceed the contingency of the contract. Staff recommends that the contract amount and authorization be increased by the amount of the change order.

The current approved budget for this project is \$1,459,668.50. The funding source is a combination of Gas Tax and Parcel Tax. The final construction cost is \$1,689,946.65. Therefore an additional \$230,278.15 is required to compensate the contractor for work performed and close out this project. The recommended source of this funding is Parcel Tax.

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
Interim City Manager

Attachment: Attachment 1 – Contract Change Order No. 3  
Notice of Completion

## ATTACHMENT 1 – Contract Change Order #3

### 1. Field Change Orders

5.1 - Resurveying for revised inlets/storm Detention system	=	\$ 2,242.28
5.2 - Pothole additional utilities not shown on Plans	=	\$ 655.39
5.3 - Construction of retaining wall/keystone Wall	=	\$ 38,827.99
5.4 - Subgrade stabilization of roadway	=	\$115,130.38
5.5 - Adjustment to storm drain system due to utility conflicts	=	\$ 69,875.47
5.6 - Delays due to unknown gas line (unmarked PG&E line)	=	\$ 13,708.17
5.7 - Removal of unknown concrete slurry cap	=	\$ 443.71
5.8 - Replacement of damage landscaping at 2 Mesa Ct.	=	\$ 3,744.00
5.9 - Modification due to design oversight (driveways, thickness of AC, etc)	=	\$ 47,921.33
5.10 - Removal of Winterization Materials	=	\$ 2,529.97
5.11 - Water line and Sewer line break outside of construction area	=	\$ 2,143.29
5.12 - Video existing 15" CMP to repair in lieu of replacing	=	\$ 1,113.38
5.13 – Sanitary sewer line conflict with concrete detention system	=	\$ 2,722.94
2. Contract Quantity Increases (additional AC, additional pipes, etc)	=	\$ 7,015.50
3. Asphalt Price Adjustment	=	\$ 14,409.38
	=	\$322,483.18

**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**

**FLETCHER DRIVE/RIDGEVIEW DRIVE PAVEMENT AND DRAINAGE  
IMPROVEMENTS PROJECT  
PROJECT NO. 56033  
ATHERTON, CALIFORNIA**

NOTICE IS HEREBY GIVEN THAT Michael Kashiwagi, Engineer of Work for the Town of Atherton, County of San Mateo, California, on the 18<sup>st</sup> day of January 2012 did file with the City Clerk of said Town a Certificate of Completion for the work described in the construction contract awarded to Gallagher and Burk, Inc. on the 21<sup>st</sup> day of April, 2010, said contract being executed on the 2<sup>nd</sup> day of August 2010.

That said work and improvements were accepted as completed on the 21<sup>st</sup> day of October, 2011 and that acceptance for completion of said work was ordered by Motion of the City Council of said Town, adopted on the 18<sup>st</sup> day of January, 2012, and that the name of the surety on the Contractor's bond for performance, labor and materials on said project is Travelers Casualty and Surety Company of America, One Tower Square, Hartford, CT 06183.

That said work and improvements consisted of Drainage and Pavement Improvements as described in the plans and specifications approved by the City Council of the Town of Atherton pursuant to motion, adopted the 16<sup>th</sup> day of December, 2009.

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:** FLETCHER DRIVE/RIDGEVIEW DRIVE PAVEMENT AND DRAINAGE IMPROVEMENTS PROJECT  
**PROJECT NUMBER:** 56033  
**LOCATION:** FLETCHER DRIVE (FROM ALTA VISTA DRIVE TO RIDGEVIEW DRIVE) AND RIDGEVIEW DRIVE (FROM FLETCHER DRIVE TO ATHERTON AVENUE)

**NOTICE IS HEREBY GIVEN:**

1. That on October 21, 2011, the Public Works project known as FLETCHER DRIVE/RIDGEVIEW DRIVE PAVEMENT AND DRAINAGE IMPROVEMENTS PROJECT Project Number 56033 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:  
Gallagher and Burk, Inc.  
344 High Street  
Oakland, CA 94601
  
4. That the name and address of the Contractor's surety is:  
Travelers Casualty and Surety Company of America  
One Tower Square  
Hartford, CT 06183
  
5. That the project is described as:  
Drainage and Pavement Improvements, as more particularly described in the plans and specification approved by the City Council of the Town of Atherton pursuant to Motion, adopted the 21<sup>st</sup> day of December, 2011.

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

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



## 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 JANUARY 18, 2012**

**SUBJECT: CONSIDER RECOMMENDATION OF THE ATHERTON  
TRANSPORTATION COMMITTEE TO INSTALL THREE “KEEP  
CLEAR” ZONES ON MIDDLEFIELD ROAD AT THE INTERSECTIONS  
WATKINS, JAMES AND LINDEN AVENUES FOR A 3 MONTH TRIAL  
PERIOD.**

### **RECOMMENDATION**

Consider recommendation of Atherton Transportation Committee to install three (3) keep clear zones on Middlefield Road at the intersections of Watkins, James and Linden Avenues for a 3 month trial period.

### **BACKGROUND**

A concerned Atherton resident, brought forth the idea of installing “KEEP CLEAR” pavement markings at the intersections of Middlefield Road at Watkins, James and Linden Avenues to assist motorists making turning movements (mainly left turns) from these cross streets onto Middlefield Road.

The Atherton Police Department said “KEEP CLEAR” zones are legal and the vehicle code will allow the police to cite motorists who fail to adhere to them.

### **DISCUSSION**

The Atherton Transportation Committee discussed the problem/solution during the November 9, 2011 meeting and voted 5-2 to install the markings for a 3 month “trial period” and assess the effectiveness of the zones.

During the 3 month “trial period”, paint will be used to mark the “KEEP CLEAR” zones.

The “KEEP CLEAR” zones will consist of 2 each (1 each direction) “DO NOT BLOCK INTERSECTION R10-7” signs and 2 each (1 each direction) “KEEP CLEAR” pavement markings at each of the three intersections.

**FISCAL IMPACT**

Estimated cost to install these markings will be as follows;

Labor/equipment	56 hrs (inc. t-control)	\$1680.00
Materials:	5 gals white traffic paint	\$100.00
	6 signs/posts/cement	\$520.00
<b>Total</b>		<b>\$2300.00</b>

The cost for removal of these markings (should we choose to abandon them after trial) will be approximately \$1500.00.

Staff recommends that should this trial prove successful, the “KEEP CLEAR” pavement markings be re-done using thermoplastic pavement markings at an estimated cost of \$1500.00 per intersection.

This project will be funded out from the Public Works general fund 101-53-52031-053.

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
Interim City Manager

Attachment:

## Council Report – January, 2012 – Jerry Carlson

Due to the Holidays the numbers of Council related activities were relatively few since the last Council meeting.

Atherton use of the Felton Gables gate as a safer route to school is still in the discussion phase. There are indications that the HOA supports the idea although still working through concerns of some of their residents. An even better potential route between the park and Felton Gables is being explored as well.

The ADAPT (Disaster Preparedness) group is continuing to impress. There were over 30 people attending the last meeting. The group will be making a periodic report to be included in the City Manager's update. There is still a challenge in getting every Atherton household prepared to be self sustaining for a week in the event of a disaster.

A recent locally held High Speed Rail strategy session with Peninsula and Central Valley representatives, including 'grass-roots' organizations, was a demonstration as to how far and how successful the opposition to HSR plans has developed. Atherton residents provided the 'spark' that lit the fire that is now raging throughout the state.

In retrospect, the Town and Council should take pride that Atherton was the sole Peninsula community that turned down Prop. 1A; the Council was the first to formally oppose the High Speed Rail project; Atherton was the first to sign up to sue the HSR Authority over the Program EIR; two of the town residents William Grindley and Alan Enthoven (along with Palo Alto's Bill Warren) have been exceedingly effective with Sacramento and Washington D.C. legislators in fighting this ill conceived project.

The Rail Committee members felt we should follow Palo Alto's lead if we want to continue using a professional lobbyist on HSR, in Sacramento. Palo Alto has made a choice and the contract they signed leaves open for Atherton and other cities to join with them.

However, the advice that I am presently following is to wait another one to two months to see how certain events play out including:

- GAO is planning to take a look at the project
- Observing the reaction of California legislators re the latest Peer Review and the expected new LAO Report
- U S Congress action on a transportation package and HSR
- Kings County law suit that includes not starting construction
- Palo Alto's experience with their new lobbyist.

Walsh Road residents have recently raised some past concerns re safety items which the town staff is in the process of addressing.