



Item No. 6 Town of Atherton

CITY COUNCIL STAFF REPORT – MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: JULY 16, 2014
SUBJECT: CITY MANAGER WRITTEN REPORT

CITY MANAGER’S OFFICE

As we begin FY 2014/15 there are many projects on the horizon. Staff remains focused on the high priority master plans (Park, Drainage, and Bike/Ped) as well as next steps in the Civic Center Project. Other large-scale projects include:

- Marsh Road Retaining Wall Project
- Hybrid Beacon Projects (ECR/Alejandra, ECR/Isabella)
- Operational Study on ECR (encompassing Selby)
- Municipal Code and Ordinance Updates

For the Civic Center Project, things will seem to move a bit slowly as the Town enters the environmental and design phases of the project. It is in these areas that we want to make sure that we dot the I’s and cross the T’s. All of the details must be in place before we bid the project’s construction.

On tonight’s Agenda you will find the award of contract for Project Management Services. The selected firm will provide technical input for the selection of architectural services, cost analysis and value engineering services, and construction management services.



Staff will prepare the request for qualifications (RFQ) for architectural services with input from the selected Project Manager as well as the Civic Center Advisory Committee. The RFQ will be before the City Council in September. It is anticipated that the selection of a firm for

architectural services will be presented to the Council in October. The project timeline remains on track.

ADMINISTRATION

Gilmore House Agreement

Staff and the Atherton Police Officers' Association have reached agreement on the use of the Gilmore House. Staff is completing the final cleaning, installing locks, and making a couple of minor purchases. It is anticipated that there will be a presence in the house in the coming weeks.

Technology Ad Hoc Committee

The City Council Technology Ad Hoc Committee meets every 3rd Tuesday at 4 pm at Town Hall. During its last meeting in June the Committee discussed the "big picture" focus, stakeholders, resources, community volunteers, interns, funding, and design.

National Night Out – August 5

The Town's first annual National Night Out will be held on Tuesday, August 5, 2014. The Town has organized various volunteer groups to assist with organizing the event and it is anticipated that it will be well attended. The plan is to have food, venues, kids games, music, etc.

Ordinance Updates

There are a number of ordinance updates on the horizon that will make their way to the Council. These include:

- Sign Ordinance Update
- Development Impact Fee Ordinance
- Encroachment Permit Ordinance Updates
- Construction Regulatory Ordinance/Policies
- Accessory Structure Ordinance Updates
- Wireless Communications Facilities Ordinance (modeled after Hillsborough Ordinance)

COMMUNITY SERVICES REPORT

Attached.

POLICE DEPARTMENT REPORT

Attached.

City Manager's Written Report
July 16, 2014
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PUBLIC WORKS DEPARTMENT REPORT

Attached.



Town of Atherton

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

Community Services Monthly Report June 2014

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
June 1, 2014 to June 30, 2014*

	June	Fiscal Year 2013-14
Total Construction Valuation¹:	\$9,518,250	\$168,512,477

REVENUE

Plan Check Fees Collected:	\$56,295	\$452,692
Permit Fees Collected:	\$77,399	\$1,131,921
Other Fees Collected:	\$7,874	\$63,414
TOTAL:	\$141,568	\$1,648,027

PLAN CHECK

Applications Received:	81	774
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	2	35
New Accessory Structures Issued:	18	186
Addition / Alteration Permits Issued:	8	121
Reroof / Water Well / Grading Permits Issued:	11	130
Plumbing/Mechanical/Electrical Permits Issued:	23	193
Demolition Permits Issued:	4	44
<u>Non-Residential:</u>		
New Permits Issued:	1	6
TOTAL Permits Issued:	67	715

Total Open Permits as of 06/30/14	747
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INSPECTIONS

Inspections Performed:	858	8,268
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Code Enforcement Activity Summary

June 1, 2014 to June 30, 2014

Code Enforcement responded to the following issues:

1. Dangerous Trees	5	10. Early Set Out-trash	17
2. Construction Law	28	11. Neighbor Law	4
3. Dog Barking	1	12. Animal	6
4. Building without permits	4	13. Litigation	2
5. Encroachments	4	14. Vehicles	2
6. Fence Violations	1	15. Unsecured Prop	3
7. Accessory Bld.	1	16. HOA Contact	0
8. Refuse	1	17. Admin/finance	31
9. Zoning	2	18. Admin/ordinance	0
		19. Public Nuisance	2
Number of Cases Closed = 50		Number of Cases Opened = 26	
Number of issues reviewed = 115		Total = 191	

Planning Projects

June 1, 2014 to June 30, 2014

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	26	288
Planning Commission Items	8	43

During the month of June, the Planning Department had a total of 26 New Initial Review (Staff Level) applications.

The Planning Commission, at its June 25, 2014 meeting took the following action:

1. Approved a Variance request at 397 Atherton Avenue to allow a detached garage closer to the front property line than is permitted.
2. Recommended the City Council approve a Tentative Parcel Map Certificate to create two lots at 93 Camino Por Los Arboles
3. Approved a Special Structures Permit at 1 Tallwood Court to allow a pool to be located at the front setback for the main residence
4. Approved a Special Structures Permit at 81 Somerset to allow a pool to be located at the front setback for the main residence
5. Denied a Variance request at 23 Fair Oaks Lane for a first floor addition into the required side yard setback
6. Approved a Special Structures Permit at 40 Isabella to allow a second story addition to an existing non-conforming main residence
7. Approved a Special Structures Permit at 8 Brittany Meadows to allow a basement under a detached accessory building
8. Provided direction to staff to review the Ordinance amending Atherton Municipal Code Chapter 17.40 regulating the separation between accessory structures. The Public Hearing was continued to the next meeting.

The next Planning Commission meeting is scheduled for July 23, 2014. Tentative Items are

- 81 Atherton Avenue- Special Structures Permit for Excessive Height
- Ordinance Amending Atherton Municipal Code Chapter 17.40 regulating the separation between accessory structures.
- 98 Sutherland- Two Variances- Lightwell within the side yard setback and basement under tennis court.

Arborist Activity Summary

June 1, 2014 to June 30, 2014

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	21	6	19	24

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2014	2013	2012
January	0	2	2
February	6	1	0
March	6	1	2
April	1	3	2
May	2	1	4
June	2	5	3
July		2	3
August		3	2
September		4	3
October		5	4
November		1	1
December		3	4
Total New SFD Permits:	17	31	30

Plan Check Performance

June 1, 2014 - June 30, 2014

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	61	10	7	0
	Subsequent Rev.	35	5	3	0
Minor Plan Check	1st Review	12	3	2	0
	Subsequent Rev.	3	2	1	0
Total Number of Plan Checks		111			

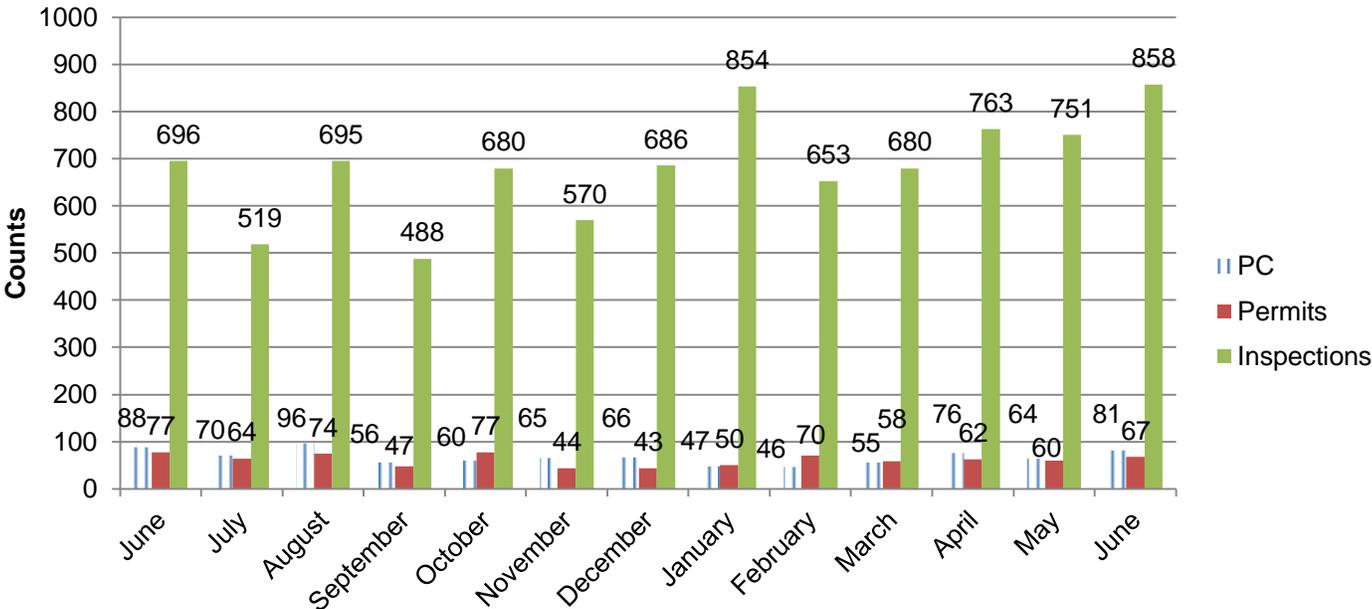
** Target: in working days

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

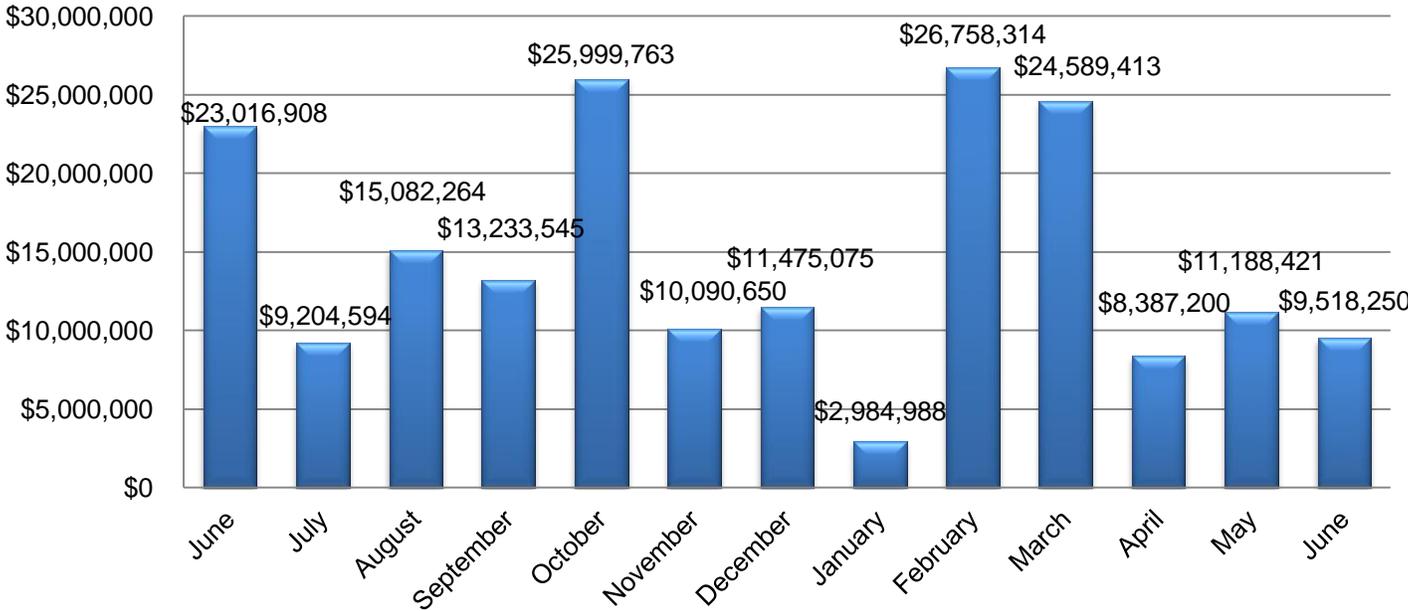
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs

Plan Checks, Permits, Inspections

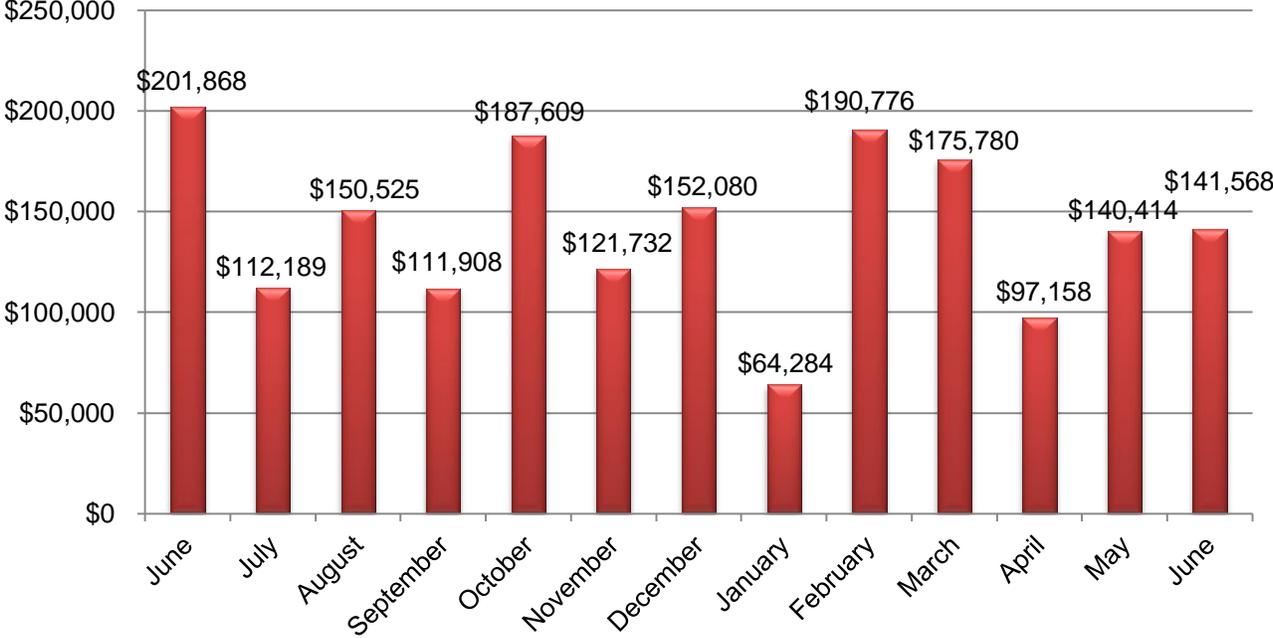


Valuation

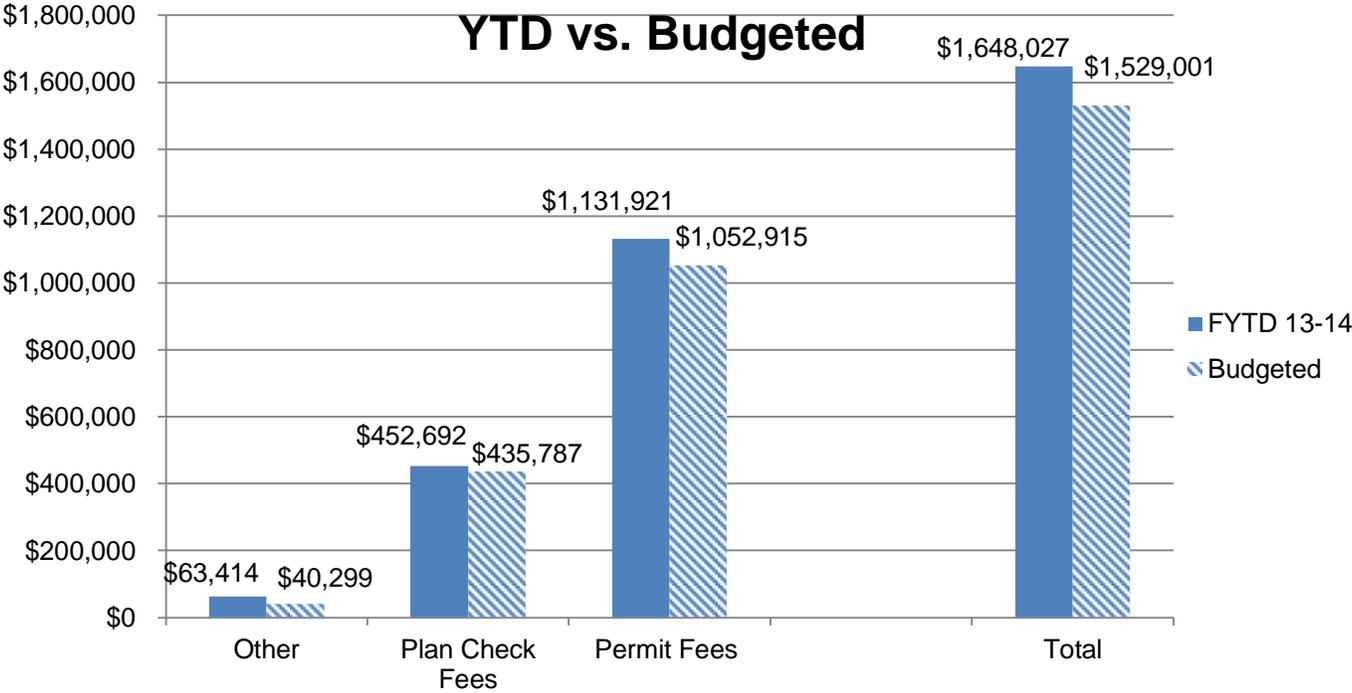


Summary Graphs

Fees



YTD vs. Budgeted





ATHERTON POLICE DEPARTMENT

Inter-Department Correspondence

To: George Rodericks, City Manager

Date: July 7, 2014

From: Edwin F. Flint, Chief of Police

Subject: Police Activity Report – June 2014

POLICE ACTIVITY

There were 55 criminal investigations for the month of June. 34 offenders were cited, arrested or referred to the San Mateo County District Attorney's Office for prosecution. 17 of those cases were for vehicle code violations that include driving without a license, driving on a suspended license, and driving under the influence of alcohol. The other arrests were for possession of a device used for smoking illegal narcotics, warrant arrests, public intoxication, terrorist threats, domestic violence, and possession of a controlled substance

Of the 2439 total police incidents for the month of June, 427 were officer initiated incidents, which results in 190 citations being issued for vehicle code violations. Officers also initiated 206 other types of incidents that included contacting suspicious people on the street or in cars, as well as security checks at schools and Holbrook Palmer Park.

Holbrook Palmer Park had 25 incidents this reporting period, 13 of which were security checks by officers.

1196 House/Vacation checks were completed during the month of June.

Officers responded to 15 ordinance violation calls this month. These calls were for soliciting without a permit, leash law violators, illegal fireworks, construction vehicles parked illegally, and after hours construction.

Other calls for service included:

Non-Injury Collision, Suspended Driver's License, Minor Injury Collision, Narcotics Case, Non-Injury Collision w/an Unlicensed Driver, Petty Theft, Burglary - Property Cases, Suspicious Circumstances, Drunk in Public, Terrorist Threats Domestic Violence, Petty Theft / ID Theft, Municipal Code (Dog) and an attempted theft.

SCHOOL INCIDENTS

Officers responded to 54 school incidents during this reporting period. The incidents included disturbances, alarms, thefts, medical calls, and traffic collisions. The following depicts the number of incidents per school:

SCHOOL	TRAFFIC	OTHER	TOTAL
Encinal	0	7	7
Las Lomas	0	2	2
Laurel	0	4	4
Menlo-Atherton High	1	27	28
Menlo College	3	3	6
Menlo School	0	0	0
Sacred Heart	0	3	3
Selby Lane	1	3	4

RESPONSE TIMES

The average response time for Priority 1 calls for service during this time period (incidents are categorized from 1 to 3 with one being the highest priority) was 8 minutes and 45 seconds, which exceeded our goal of having an average response time of less than 8 minutes.

DISASTER PREPAREDNESS

A Web EOC class was conducted by San Mateo County OES for some Town and Police staff.

This training will assist employees to use an Incident Command System, complete forms for FEMA for reimbursement, update the status of an incident all while staying on line interacting with other agencies in San Mateo County.

SPECIAL EVENTS AND COMMUNITY ACTIVITIES

Nothing to report.

TRAINING

The following personnel attended training in June for a total of 76 hours:

Guarducci	Less Lethal Instructor Course/Safari Land/40 hours	June 10-13
Gomez	Driver Training Update/16 hours	June 12-13
Guarducci	WRAP Training/4 hours	June 24
Barron, R. DellaSanta Flint Frew Hale Herren Mills, B. Tyler	Web EOC – San Mateo County OES Jeff Norris	June 26

Atherton Police Department, in conjunction with the San Mateo County Sheriffs office, facilitated yet another successful Bay Area Gang Alliance meeting hosted by COLMA Police Department on Wednesday June 25th.

Traffic Statistics for FY 13-14

Violation	Cites/Arrests	Warnings
Speed in Excess of Posted Limits	693	737
Other Moving Violations	491	697
Vehicle Equipment Violations	436	485
Parking Violations	207	78
Commercial (Truck) Violations	0	56
Bicycle Violations	0	18
Driving on a Suspended License	26	0
Unlicensed Driver	288	3
DUI Arrests	15	0
Other	20	4
TOTALS	2176	2078

Part One Property Crimes for FY 13-14

Cases Reported	
Homicide	0
Rape	2
Robbery	1
Aggravated Assault	10
Simple Assault	23
Burglary	35
Larceny	59
Stolen Vehicle	0
Arson	0
TOTALS	130

Public works update - JUNE 2014

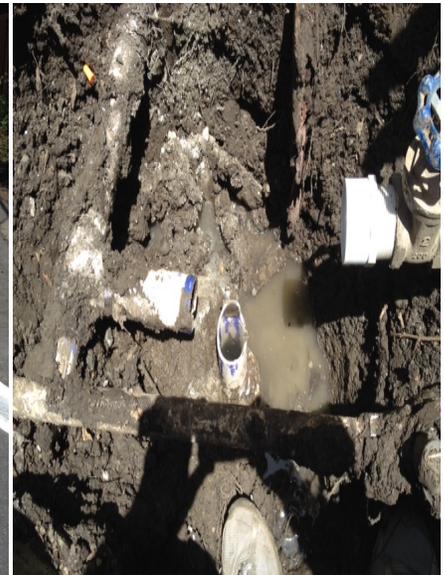
- Sweep contracted monthly streets :
June 2014 Mileage 35 Tonnage 11.43 Yards 24
- Service requests –
 - Pruning – vegetation blocking stop sign Austin/Tuscaloosa
 - Broken glass – Alameda @ Walsh
 - Broken glass – Middlefield & Heritage Ct.
 - Debris – basketball hoop N/B ECR
 - Radar sign post – 66 Barry return post to yard.
 - Pothole – Selby at Austin
- Weekly litter removal on ECR (Fridays 2 staff, 2 hours).
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp yard clean-up, vehicle/tool maintenance.
- Remove radar sign from 66 Barry.
- Irrigation repair – ECR median (2) side by side.
- Hand watering – new replants around Town.
- Sight distance pruning various locations
- Irrigation repair at Lloyd/Fair Oaks.
- Remove dead trees on Glenwood (Dutch Elm).
- Assist code enforcement to secure a property (swimming pool)
- Street micro-surface completed in streets.
- Refresh striping and pavement markings – various locations
- Move wood chips into locations throughout Town center and Park
- Refresh bike lane markings on Valparaiso, and Alameda
- Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/re-charged), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs.



Fresh stripes at James Gate



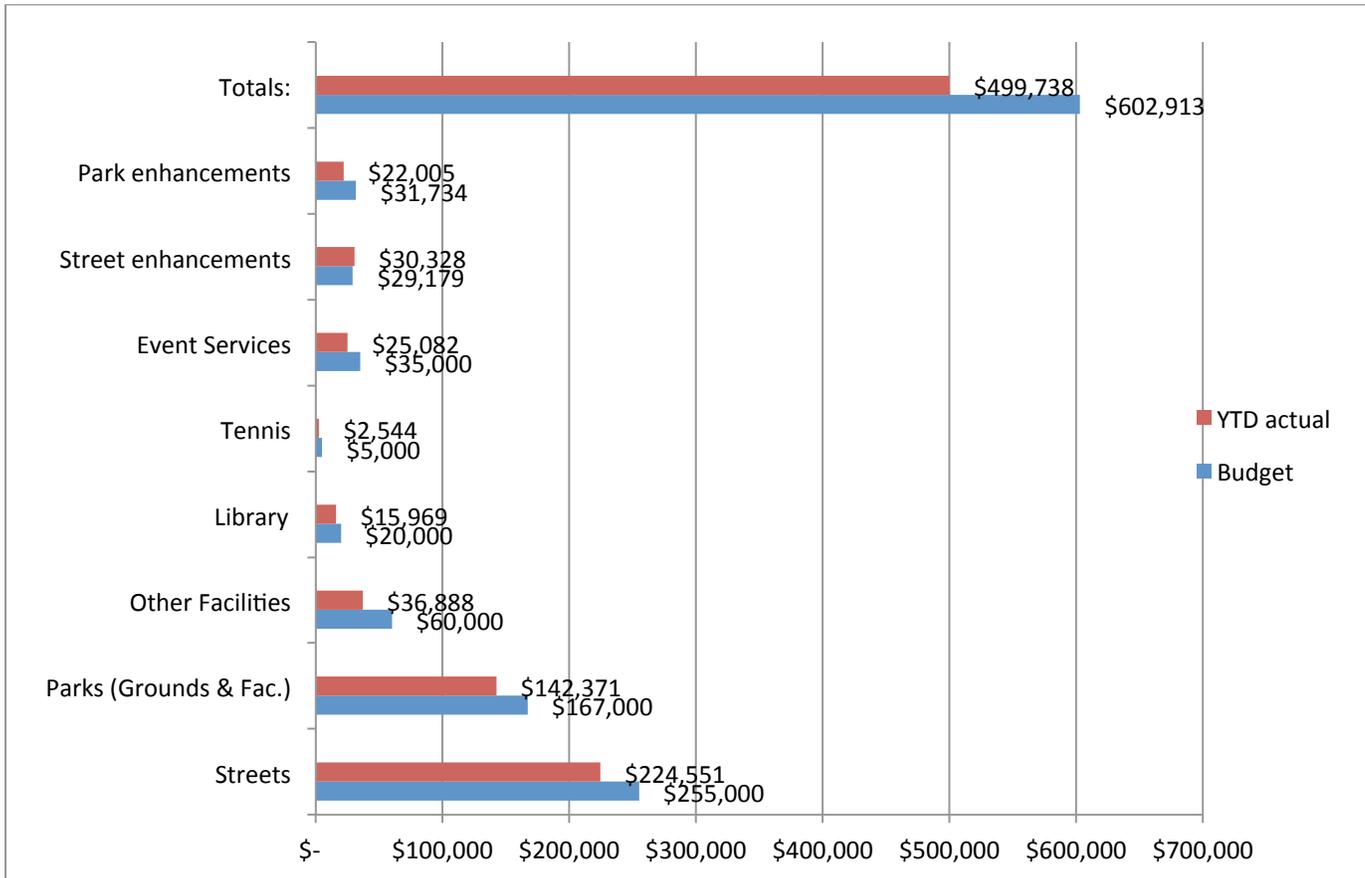
Bike marks on Valparaiso



Another break in the park

Town of Atherton
MCE Corporation/Public Works Maintenance
Budget vs. Actual through June 2014

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 255,000	\$ 224,551	88.06
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 167,000	\$ 142,371	85.25
A03	101-59-52031-059	Other Facilities	\$ 60,000	\$ 36,888	61.48
A04	213-30-52031-000	Library	\$ 20,000	\$ 15,969	79.85
A05	101-58-52031-000	Tennis	\$ 5,000	\$ 2,544	50.88
E06	101-58-52031-058	Event Services	\$ 35,000	\$ 25,082	71.66
		Street enhancements	\$ 29,179	\$ 30,328	103.94
		Park enhancements	\$ 31,734	\$ 22,005	69.34
		Totals:	\$ 602,913	\$ 499,738	82.89



HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 12 -13

DATE	FACILITY	TYPE OF EVENT	EVENT STATUS/ PAY OR FREE	TOTAL FEES PAID (not incl deposit)	ADMIN. CHARGES - (15% Res/30% Non-Res)	TOTAL COLLECTED	NOTES
6/2/14	Main House	Meeting/Town	No Cost	\$ -	\$ -	\$ -	M. Kashiwagi
6/2/14	Main House	Meeting/Designated Group	No Cost	\$ -	\$ -	\$ -	Foundation Monthly
6/4/14	Main House	Meeting/Town	No Cost	\$ -	\$ -	\$ -	S. Tyler Park & Rec
6/4/14	Main House	All Day Meeting	Pay/non res	\$ 700.00	\$ 210.00	\$ 910.00	C. Garcia
6/5/14	Carriage House	Social	No Cost	\$ -	\$ -	\$ -	Dames
6/5/14	Main House	Art Show /setup	No Cost	\$ -	\$ -	\$ -	B. Ullman
6/6/14	Main House	Art Show	No Cost	\$ -	\$ -	\$ -	B. Ullman
6/6/14	Pavilion	Charity Event	Pay/non res	\$ 1,200.00	\$ 360.00	\$ 1,560.00	T. Keller
6/7/14	Day Use	Baby shower	Pay/non res	\$ 200.00	\$ -	\$ 200.00	Lim-40ppl/No Show
6/8/14	Day Use	Picnic	Pay/non res	\$ 100.00	\$ -	\$ 100.00	Aram-20PPL
6/12/14	Carriage House	School Picnic	Pay/res	\$ 400.00	\$ 60.00	\$ 460.00	Encinal School
6/12/14	Pavilion	Company Picnic	Pay/non res	\$ 900.00	\$ 270.00	\$ 1,170.00	Events etc/VM Ware
6/14/14	Day Use	Picnic	Pay/non res	\$ 100.00	\$ -	\$ 100.00	Green-25ppl
6/14/14	Pavilion	Social	Pay/non res	\$ 2,500.00	\$ 750.00	\$ 3,250.00	Hartley-140ppl
6/14/14	Pavilion	Social	N/A	\$ 100.00	\$ -	\$ 100.00	Hartley 1 HR O/T
6/15/14	Day Use	Picnic	Pay/non res	\$ 100.00	\$ -	\$ 100.00	Romirez 25ppl
6/15/14	Day Use	Picnic	Pay/non res	\$ 100.00	\$ -	\$ 100.00	Galvan 24ppl
6/15/14	Day Use	Picnic	Pay/non res	\$ 100.00	\$ -	\$ 100.00	Jensen 15 ppl
6/21/14	Day Use	Picnic	Pay/non res	\$ 100.00	\$ -	\$ 100.00	Esmail 25ppl
6/21/14	Day Use	Picnic	Pay/non res	\$ 100.00	\$ -	\$ 100.00	Ramirez 25ppl
6/21/14	Day Use	Picnic	Pay/non res	\$ 200.00	\$ -	\$ 200.00	Fayers 40 ppl
6/21/14	Pavilion	Family Reunion	Pay/non res	\$ 2,500.00	\$ 750.00	\$ 3,250.00	Levin
6/21/14	Carriage House	Bar Mitzvah	Pay/non res	\$ 700.00	\$ 210.00	\$ 910.00	Meyer
6/22/14	Day Use	Picnic	Pay/non res	\$ 100.00	\$ -	\$ 100.00	Spain 25ppl
6/22/14	Day Use	Picnic	Pay/non res	\$ 200.00	\$ -	\$ 200.00	Robles 50ppl
6/24/14	Pavilion	Social	Pay/non res	\$ 900.00	\$ 270.00	\$ 1,170.00	J Wells
6/26/14	Pavilion	Picnic	Pay/non res	\$ 900.00	\$ 270.00	\$ 1,170.00	Stanford
6/28/14	Day Use	Picnic	Pay/non res	\$ 200.00	\$ -	\$ 200.00	Trevino 40ppl
6/28/14	Day Use	Picnic	Pay/non res	\$ 200.00	\$ -	\$ 200.00	Sufi 30ppl
6/28/14	Pavilion	Wedding	Pay/non res	\$ 2,500.00	\$ 750.00	\$ 3,250.00	Shelly 160ppl
6/29/14	Day Use	Picnic	Pay/non res	\$ 200.00	\$ -	\$ 200.00	Box 40ppl
TOTALS				\$ 15,300.00	\$ 3,900.00	\$ 19,200.00	

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 12 -13

Summary by Month FY 2013-14

Month	Total Fee Revenue - not including deposit	Total Admin. Revenue	MCE Cost	% Catering By Dana	Net To Town
Jul-13	\$ 9,162.50	\$ -	\$ (3,185.00)		\$ 5,977.50
Aug-13	\$ 9,300.00	\$ -	\$ (4,144.00)		\$ 5,156.00
Sep-13	\$ 12,450.00	\$ -	\$ (4,031.00)		\$ 8,419.00
Oct-13	\$ 11,100.00	\$ -	\$ (4,713.00)		\$ 6,387.00
Nov-13	\$ 4,160.00	\$ -	\$ (1,976.00)		\$ 2,184.00
Dec-13	\$ 2,990.00	\$ -	\$ (2,926.00)		\$ 64.00
Jan-14	\$ -	\$ -	\$ (1,373.00)		\$ (1,373.00)
Feb-14	\$ 1,820.00	\$ -	\$ (1,168.00)		\$ 652.00
Mar-14	\$ 2,090.00	\$ -	\$ -	\$ (3,000.00)	\$ (910.00)
Apr-14	\$ -	\$ -	\$ -	\$ (3,000.00)	\$ (3,000.00)
May-14	\$ 11,530.00	\$ 2,145.00	\$ -	\$ (5,765.00)	\$ 7,910.00
Jun-14	\$ 15,300.00	\$ 3,900.00	\$ -	\$ (7,650.00)	\$ 11,550.00
Total FY 2013-14	\$ 79,902.50	\$ 6,045.00	\$ (23,516.00)	\$ (19,415.00)	\$ 43,016.50

JULY 2014 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC. INFO.
July 7, 2014/ 11 am – 2 pm	CONTRACTORS ROUNDTABLE MEETING 20-30	NO SPECIAL REQUIREMENTS	Main House	Mike Kashiwagi	Set up/take down No staff present	Seating in square shape for 25	Supplied by building dept.	None	No fee
July 7, 2014/ 6:30 pm – 8:00 pm	Foundation Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Foundation Meeting Marylue Timpson**	Set up/take down No staff present	U shape seating for 7 Audience – 12 chairs	None	None	No fee
July 9, 2014/ 6:30 pm – 8:00 pm	Park & Rec. Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Park & Rec Meeting Steve Tyler**	Set up/take down No staff present	U shape seating for 7 Audience – 12 chairs	None	None	No fee
July 11, 2014/ 10am-4pm	Picnic Matsu- Makena 80people	No Special Requirements	Pavilion	Donna 926-1300	Caterers set up tables & chairs. Hugo run	Seating for 80, buffet, carnival food.	ABC	None	\$1170.00
July 13, 2014/10:30am- 5:00pm	Birthday Seaton 60 people	No Special Requirements	Main House	Mary 400-7751	Caterers set up tables and chairs, Hugo run	6- round tables, and chairs, buffet	ABC	None	\$1950.00
July 15, 2014/ 7:45am- 4:30pm	All Day Meeting 15-20 people	No Special requirements	Main House	Lian 497-8284	Julie set up Tables & run & Close Caterer drop off lunch	4 round tables, 40 chairs	Biancini's	None	\$910.00
July 16, 2014/ 7:45am- 4:30pm	All Day Meeting 15-20 people	No Special Requirements	Main House	Lian 497-8284	Julie & Santos Run & Close	4 round tables, 40 chairs	Biancinis	None	\$910.00
July 20, 2014/12pm- 4pm	Birthday Party 50-60 people	No special Requirements	Carriage House	Ajoy 415-305- 5274	No set up needed using North Meadow. Bounce House. Hugo run/Close	Open Carriage House	On Own	None	\$520.00
July 21-25 2014/ 7:30am- 5p	Six Seconds	No Special Requirements	Main House	Jenny 831- 763-1800	Julie & Santos setup, run & close	Seating for 30	On Own	None	\$4550.00
July 25, 2014/10am- 5pm	Picnic Netsuite 150+ people	Carpooling strongly encouraged	North Meadow	Kelly 510-701- 1109	Caterers setting up in North Meadow, Julie & Santos to run/close	20- round tables set up by ABC	ABC	None	\$910.00
July 26, 2014/ 8a-8p	Christening 80 ppl	No Special Requirements	Carriage house & NM	Maria 366-6359	Hugo Set up, run. Santos run/ close	8 round tables and chairs. Bounce House	On Own	None	\$910.00

JULY 2014 HP PARK EVENTS/BOOKINGS

		CLASS		FACILITY/DAYS USED				
		DISCUSSION MEETINGS		COUNCIL CHAMBERS/- FRIDAYS 0700 – 0800 CARRIAGE HOUSE/ - SUNDAYS 0900-1000				
		ATHERTON LACROSSE		July 14 – 18 – 9 am – noon July 28 – August 1 – 9 am - noon				
		AYSO		None				
		BARI HALPERIN – DOG TRNG		7/7, 7/14, 7/21,7/28 6-8 pm North Meadow				
		BAY AREA COUNTRY DANCE SOCIETY		CH –July 8 – 8 – 10 pm				
		FREDDIE JACKSON – DOG TRNG		July 1,3,15,17,22,24,29,31 NM 2-4				
		FOLK DANCE		July 2, 9, 16 CH – 8 – 10 pm				
		MENLO-ATHERTON YOUTH LACROSSE		July 3, 10, 17, 24, 31 5:30 – 8 pm				
		TENNIS		TENNIS COURTS – DATES/TIMES VARY				

** member has key from Pd to open and close facility.