



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: APRIL 18, 2018
SUBJECT: CITY MANAGER’S WRITTEN REPORT

CITY MANAGER’S OFFICE

1. Articles of Note

- [Atherton Has New Clay Tennis Court](#)
 - o <https://www.almanacnews.com/news/2018/04/05/atherton-now-has-public-clay-tennis-court>
- [Bathroom Selfie Behind M-A Lockdown Was Not From The School Campus](#)
 - o <https://www.almanacnews.com/news/2018/04/05/bathroom-selfie-behind-m-a-lockdown-was-not-from-the-school-campus>
- [Menlo-Atherton High School on Lockdown](#)
 - o <https://www.almanacnews.com/news/2018/04/04/menlo-atherton-high-school-on-lockdown-school-official-says>
- [Today - First Look at Atherton 2018-19 Fiscal Year Budget](#)
 - o <https://www.almanacnews.com/news/2018/04/04/today-first-look-at-atherton-2018-19-fiscal-year-budget>
- [Atherton is wealthiest community in Nation, Bloomberg Says](#)
 - o <https://www.almanacnews.com/news/2018/04/02/atherton-is-wealthiest-community-in-nation-bloomberg-says>

2. Power Outage

The power outage that resulted in the loss of power for more than 6,000 properties occurred at 7:41 am at the Glenwood Substation. Town accounts affected were: 83 Ashfield, E/S Middlefield, 150 Watkins, 91 Ashfield, Station Lane, 93 Dinkelspiel Station Lane, ECR/Atherton, 160 Watkins. By 8:19 am, all but 5 customers had service restored. The remainder were restored by 8:32 a.m. Of the 6,114 accounts offline, 603 were in Atherton and 5,511 were in Menlo Park.

There appeared to be a longer than necessary delay in the generator operation for automatic cutover. Public Works will be investigating. The exact cause is yet not determined.

3. Kit Kat

Some of you are familiar with the frequent visits of a small red cat - the Town mascot. This was "Kit Kat" - owned by the residents at 80 Ashfield. Kit Kat was an indoor/outdoor cat that frequented Town Hall property. Last week, Building Inspector Adam Sanders witnessed Kit Kat being attacked by a dog. The dog jumped from the back window of a Lexus that was driving past the Library. The dog chased Kit Kat into the Public Works area, where Adam happened to be standing.



Adam took the time to dispose of the body. He didn't realize it was Kit Kat until he found a reward poster posted by the family at 80 Ashfield. Sergeant Rickel contacted the family in person and advised them of the news. They are both Veterinarians and said they knew she should have been kept inside but she just wasn't that kind of cat. They also understood Adam's actions regarding disposal, as he wasn't familiar with Kit Kat other than seeing her around the neighborhood.

4. Civic Center Bidders

As the Council is aware, one of the 5 qualified bidders dropped out prior to bid. A Mandatory Pre-Bid Conference was held on April 5. A representative from Lathrop Construction did not attend. Upon follow-up, they advised that due to the length of time between the pre-qualification and the state of the bid period they have been inundated with work. They no longer have the personnel available for the Town's project. Since that time, another bidder has dropped. We are now down to 2 pre-qualified bidders for the project. As always, the Council has the ability to reject all bids and rebid the project.

5. Gubernatorial Debate in San Jose - May 8

The Silicon Valley Community Foundation is inviting VIPs to attend *Decision 2018: The Race for Governor*, the final debate among major gubernatorial candidates before the June Primary Election. The debate will occur on Tuesday, May 8 at the California Theater in downtown San Jose from 6:30 p.m. – 8:00 p.m. and will be moderated by NBC News' *Meet the Press* moderator Chuck Todd. The debate will be broadcast live around the state on NBC television and NPR radio. Tickets to the event are free.

There is a following reception that begins at 5 pm. Invitees are allowed to bring 1 guest to attend the debate and reception. **To RSVP for yourself and one guest, [please click here](https://mailchi.mp/siliconvalleycf/decision-2018-the-race-for-governor-invitation-to-televised-candidates-debate-on-may-8)** where you will find additional information about the event. If you have any questions, please don't hesitate to contact me directly. (<https://mailchi.mp/siliconvalleycf/decision-2018-the-race-for-governor-invitation-to-televised-candidates-debate-on-may-8>)

6. Key Milestones for the Town's Water Capture Project (Project History)

On May 3, 2017 City Council authorized the City Attorney to review and the City Manager to sign a CIA with Caltrans to receive State funds to construct a stormwater capture facility at Las Lomas Elementary School, and adopted a Resolution No. 17-14 for the Town of Atherton (Town) to enter in to a Cooperative Implementation Agreement (CIA) with the California Department of Transportation (Caltrans). The link to the staff report is:

<http://www.ci.atherton.ca.us/DocumentCenter/View/4217>

The CIA was executed on May 24, 2017 between Caltrans and Town to construct a water capture facility in the Town of Atherton.

On May 17, 2017 City Council authorized the City Attorney to prepare and the City Manager to execute an agreement amendment with Richard Watson & Associates (RWA), Inc. for a not to exceed fee of \$85,000 to assist staff with: Development of a memorandum of understanding (MOU) to address project management, funding, and responsibilities between the Town and the Las Lomas Elementary School District (District); and Development of a MOU with Menlo Park, Woodside, and Stanford University for ongoing operations and maintenance (O&M) for the proposed storm water capture facility located at Las Lomas Elementary School; and Provide ongoing project management support during design and construction of the Las Lomas School Water Capture facility.

<http://ca-atherton.civicplus.com/DocumentCenter/View/4257>.

On July 19, 2017 City Council Authorize the City Attorney to review and the City Manager to sign a memorandum of understanding (MOU) with the Las Lomas School District to address project management, funding, and responsibilities for the proposed Las Lomas Elementary School storm water capture facility.

<http://ca-atherton.civicplus.com/DocumentCenter/View/4392>.

On August 1, 2017 City Council reviewed the response from the Las Lomas School District (District) for the proposed Las Lomas storm water capture facility and directed staff to begin discussions with Caltrans to amend the Cooperative Implementation Agreement (CIA) to relocate the water capture facility project to an alternate location, i.e., Holbrook-Palmer Park.

<http://ca-atherton.civicplus.com/DocumentCenter/View/4422>

On September 6, 2017 City Council: Adopted a Resolution for the Town of Atherton to enter in to a Cooperative Implementation Agreement (CIA) with the California Department of Transportation (Caltrans); and Authorize the City Attorney to review and the City Manager to sign an amended CIA with Caltrans to receive State funds to construct a stormwater capture facility at Holbrook-Palmer Park; and Authorize staff to issue a request for qualifications (RFQ) for an engineering design consultant.

<http://ca-atherton.civicplus.com/DocumentCenter/View/4483>.

On November 1, 2017 City Council authorized the City Attorney to prepare and the City Manager to execute a professional services agreement with Tetra Tech Inc., for a not to exceed fee of \$550,000 to prepare only Phase I - Preliminary Engineering Concept Design and estimate services necessary for the Holbrook-Palmer Park Water Capture Facility; Approved a Task Order for Interwest Consulting Group to provide Project Management Services through Preliminary Engineering Concept Design for a not to exceed fee of \$136,200; and Authorized the City Attorney to prepare and the City Manager to execute any necessary amendments thereto.

<http://www.ci.atherton.ca.us/DocumentCenter/View/4638>.

On January 10, 2018 staff presented the Water Capture Project to the Atherton Parks and Recreation Committee for feedback. Many of the committee members and residents in attendance were opposed to the project in the park for various reasons.

<http://ca-atherton.civicplus.com/Archive.aspx?ADID=2622>.

On February 28, 2018 City Council reviewed, discussed and received a presentation on design of water capture facility projects in Lakewood, California, agenda included: flights to and from LAX• visit to various water capture facilities including: Bolivar Park Water Capture Facility, Mayfair Park Water Capture Project Site, Long Beach Airport Water Capture Project.

<http://ca-atherton.civicplus.com/Archive.aspx?ADID=2651>

On March 7, 2018 staff presented an update on the Water Capture project to the Atherton Parks and Recreation Committee. There were approximately 50 in attendance with many questions and mostly opposed to the project. The majority of the concerns were: the disruption of the park, hazardous materials coming into the park, on-going O&M costs, why this is needed for flood control, why not somewhere else, costs to decommission this facility, why not do green streets instead.

<http://ca-atherton.civicplus.com/Archive.aspx?AMID=48&Type=Recent>.

On March 21, 2018 City Council discussed and provided feedback on the Special Meeting held on February 28, 2018, in Lakewood California, and provided direction that no additional public outreach for the Atherton Water Capture Facility Project was needed at this time pending the 20% concept plan. All the Councilmembers spoke very positively about the visit and how much they learned from the Lakewood projects. There were approximately 15 residents in attendance who voiced their concerns for the project in the Park. The majority of the concerns were: the disruption of the park, hazardous materials coming into the park, on-going O&M costs, why this is needed for flood control, why not somewhere else.

<http://ca-atherton.civicplus.com/DocumentCenter/View/4944>.

On April 18, 2018 staff will be presenting the 20% concept design for review and direction.

7. Mayors & Council Members Academy - June 2018 (from Theresa)

The conference details: <https://www.cacities.org/Resources-Documents/Education-and-Events-Section/MCMALW/LCC-Mayors-Adv-Leadership-FPO>

Friday Session: <https://www.cacities.org/Resources-Documents/Education-and-Events-Section/MCMALW/LCC-Mayors-Adv-Leadership-FPO>

Note that the Monterey Marriott, where the conference is being held, will NOT allow me to book rooms at the group rate offered by the League (\$183 per night). Over the phone they can only offer me \$329 rate per night. That means that I cannot book a room until I have registered you for the conference. So if you plan to go to the conference and you want to stay on site I would need to know ASAP so I can book your room.

Also, please be reminded that we have booked our Town Center Groundbreaking Ceremony for the morning of June 27 (10AM). Opening session for the conference begins at 1pm.

Mayors & Council Members Executive Forum - June 27-28, +29 2018 (Monterey)

The Mayors & Council Members Executive Forum is a valuable opportunity for elected officials of all tenures. Join us for 2 days of jam packed educational sessions, addressing the challenges that cities face, and cutting-edge approaches to handling all types of situations. Explore a wide range of topics that are pertinent to California's diverse local governments. There is also a Leadership Workshop to Follow on Friday (June 29) - requires special enrollment - please advise to select. Please advise early for hotel selection.

Note - if you plan to attend, please let us know early so we can get the conference hotel as opposed to an offsite hotel.

8. April 4, 2018 Park & Recreation Meeting - Water Capture Project

The City Council expected a recommendation or feedback from the Park & Recreation Committee following their March 7 Meeting. Following that presentation, the Committee did not really discuss the project proposal itself and did not provide a recommendation. However, the comments from the meeting were shared with the Council.

The proposal then moved up to the Council for next steps and feedback at the March 21 Council Meeting. At that meeting, the Council said that there would be no further public outreach or engagement (to include additional public meetings) until the Council saw the 20% Design Plans and Study and were able to make a determination as to next steps for the project and/or public outreach.

On April 18 when presented with the 20% Design and Study, I fully expect that the Council will either 1) decide not to move forward with the Project; or 2) decide that additional public outreach is necessary before accepting the 20% Design and directing that staff host 1 or more public outreach and education meetings - likely involving Park & Recreation.

The item was placed on the April 4 P&R Agenda in order to close the loop with P&R and provide them with an update on the status of the project - not to engender a recommendation from the Committee. That step will likely come later.

On April 4 at the Park & Recreation Meeting the agenda item was presented. While the Committee was not prepared to and could not make a formal recommendation on the Project given that the item was an update only, the Committee expressed a consensus that they would like to review the 20% Design and Study in order to make a formal recommendation to the Council on the project.

9. Park Events and Revenue Log

Linked here is the [March Park Events Log](#) and the [Park Revenue Log](#).

- Events Log - <http://ca-atherton.civicplus.com/DocumentCenter/View/4994>
- Revenue Log - <http://ca-atherton.civicplus.com/DocumentCenter/View/4993>

10. BPAC and Crime Prevention Task Force (CPTF) Education Events

The PD, BPAC and CPTF are planning two bicycle and pedestrian education and safety events. The first one will be in May before school lets out on Alameda/Atherton Avenue and at a location on Middlefield. The event(s) will be done again in August before school starts at the same locations. Enforcement efforts will continue as normal. The purpose of these field events is to educate users on proper safety and rules of the road for bicycles and pedestrians.

11. Little League - M-ALL Annual Meeting

Staff is setting up the annual M-ALL Meeting with the Town to discuss the year's activities and issues related to the field use.

12. Water Capture Project - Meeting with School and College

I am meeting with representatives from the School and College on April 19 to discuss the opportunity for a water capture project in, on, or near Cartan Field.

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

Public works update – March 2018

- Sweep contracted monthly streets :
March 2018 52 Miles 12 cu. Yards 3.2 tons
- Service requests –
 - Roof Leak at Play school.
 - Clogged toilet in PD.
 - Lane Markings on Watkins at Middlefield
 - Tree down at 91 Flood Circle
 - Broken irrigation at Town hall.
 - Ivy removal from Town trees at Lloyden Park.
 - Debris clearing in the channel.
 - Fence Repair at Gilmore House.
 - HP main house courtyard pavers repair
 - Debris clearing from the Channel
 - AC unit repair at PD's dispatch
 - Cabinet repair at PD's dispatch
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- Debris clearing at various storm drain inlet (during/after rain events)
- EAP sign installation
- Sign replacements as needed
- Pothole repairs on varies streets as needed.
- 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.

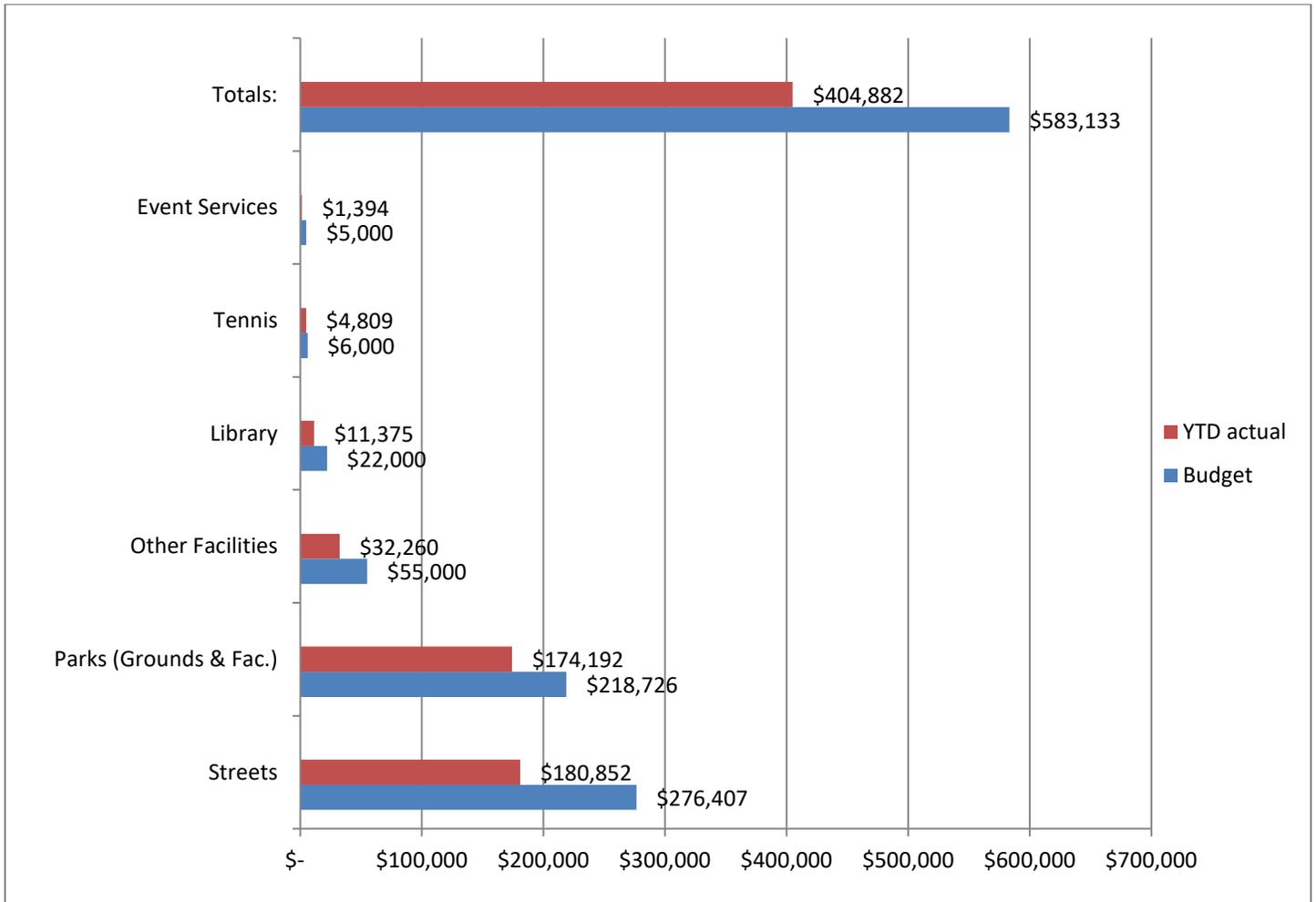


Courtyard Pavers Repair at
HP Park's main house



Debris removal in Atherton
Channel

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 276,407	\$ 180,852	65.43
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 218,726	\$ 174,192	79.64
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 32,260	58.65
A04	213-30-52031-000	Library	\$ 22,000	\$ 11,375	51.70
A05	101-58-52031-000	Tennis	\$ 6,000	\$ 4,809	80.15
E06	101-58-52031-058	Event Services	\$ 5,000	\$ 1,394	27.88
Totals:			\$ 583,133	\$ 404,882	69.43



PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE
FROM: SALLY BENTZ, PARK MANAGER
DATE: April 4th, 2018
SUBJECT: PARK GOINGS ON MARCH 2018

REGULAR STAFF

For the month of March, broken down is as follows:

- **Performed regular maintenance tasks;**
 - Pick litter/trash.
 - Remove trash bags.
 - Blow and pick up tree leaves and debris.
 - Inspect and maintain restrooms.
 - Inspect and maintain tennis courts.
 - Inspect and maintain playgrounds.
 - Inspect and maintain Main House elevator.
 - Control undesirable weeds trough out property.
 - Cut back and remove tree brush and dead vegetation.
 - Apply seasonal fertilizers to turf and plants.
 - Inspect and maintain landscape irrigation.
 - Inspect and maintain landscape irrigation well and filter system.
 - Potable water usage is being monitored daily.
 - Water none-stablished trees throughout the park based on schedule.
 - Blow tennis courts 2 times per week and as required.

- Clay court opening/inauguration event went really well.
- Booster pump wire trouble shooting has been corrected.
- Grounding of irrigation system still in process of getting done throughout the property.
- Geotechnical drilling and compaction analysis for the proposed water capture project have been completed. No references of future process have been related.
- New door thumb knobs has been installed at tennis courts #2, #3 and #4. Also combo locks have been set for tennis court shed and wood watering box next to court #3.
- More irrigation water leaks are in the process of getting repair at Water Fountain grass and Main Exit area.
- The two new 2” PVC Blow Outs installed at North Meadow turf area still require a cover to avoid damage or miss use.
- Permit/Certificate for Main house conveyor/elevator was received and set inside the unit as required.
- Friends of the Park room/closet items are in the process of getting set back in at the next couple of weeks.
- Vandalism incidents have been reported to PD as required.
- Playground sand pool has been back filed and completed as required.
- Digital screen has been delivered and in process of install at Pavilion.
- All lighting timers, analog clocks and watering timers have been adjusted to new daylight savings.
- All fire extinguishers in HP Park property have been inspected and logged for proper functionality.

- **New and future planned projects;**
 - Brick patio at Main House were shaved down to eliminate trip hazard.
 - Pedestrian pathway from Watkins Ave into the HP Park along Main exit drive way is in hold but still consider for future improvements.
 - Pavilion restrooms will get restored/renovated. Date, time has not been determine as yet.

Main House Bricks shaved down



New sand for the playground



Player Capital Tennis

January

Hours of court usage (# of crts x time) 245 hours

Clinics: 125

Lessons: 130

Events: 3- weekly coaches meetings

Total # of students: 353

February

Hours of court usage (# of crts x time) 305 hours

Clinics: 150

Lessons: 162

Events: 3- weekly coaches meetings

Total # of students: 395

March

Hours of court usage (# of crts x time) 345 hours

Clinics: 152

Lessons: 167

Events: "Let's Play Clay" court dedication

Total # of students: 411



Town of Atherton

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

Community Services Monthly Report March 2018

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
March 1, 2018 to March 31, 2018*

	Mar-18	Fiscal Year 2017-18
Total Construction Valuation¹:	\$14,404,822	\$110,022,267

REVENUE

Plan Check Fees Collected:	\$47,811	\$409,015
Permit Fees Collected:	\$99,571	\$799,908
Other Fees Collected:	\$4,643	\$49,105
TOTAL:	\$152,025	\$1,258,028

PLAN CHECK

Applications Received:	60	617
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PERMITS

Residential:		
New Single Family Residential Permits Issued:	3	20
New Accessory Structures Issued:	15	169
Addition / Alteration Permits Issued:	9	86
Reroof / Water Well / Grading Permits Issued:	6	110
Plumbing/Mechanical/Electrical Permits Issued:	19	167
Demolition Permits Issued:	4	32
Non-Residential:		
New Permits Issued:	3	23
TOTAL Permits Issued:	59	607

Total Open Permits as of 3/31/18	796
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INSPECTIONS

Inspections Performed:	554	6,255
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

March 1, 2018 to March 31, 2018

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	28	160
Planning Commission Items	4	27

At the March 28, 2018 Planning Commission Meeting, the Planning Commission took the following actions.

1. Denied a Heritage Tree Removal Permit at 28 Selby Lane to allow the removal of one heritage cedar tree. (vote 4-1)
2. Approved a Heritage Tree Removal Permit at 140 Valparaiso (Sacred Heart Schools Oakwood Retirement Facility) to allow the removal of two heritage oak trees (vote 5-0)
3. Reviewed and discussed Amendments to the administrative draft Land Use Element as part of the comprehensive Town General Plan Update.
4. Staff updated the Commission that their recommended amendments to the Heritage Tree Ordinance will be presented to Council for discussion (not formal consideration/adoption) at the April 18, 2018 Council meeting. Chair Lane may attend the meeting on behalf of the Commission. The Commission expressed to staff a desire for Council discussion as a potential policy matter:

NOTE: For requested heritage tree removals determined to be neither dead nor dangerous, but still not in "excellent" or "good" condition, as well as identified with some risk of failure, any consideration given to the trees long term viability, as well as its aesthetic/species relative to the potential long-term benefit of an associated replanting plan with perhaps more desirable tree species (oaks or other appropriate native species).

The next regularly scheduled meeting will be on April 25, 2018.

The next
regularly

Arborist Activity Summary

March 1, 2018 to March 31, 2018

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	17	11	3	41

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2018	2017	2016	2015	2014	2013
January	0	2	2	2	0	2
February	2	1	1	1	6	1
March	3	2	0	3	6	1
April		0	2	2	1	3
May		4	2	1	2	1
June		3	0	3	2	5
July		1	5	8	4	2
August		2	3	4	2	3
September		3	4	4	1	4
October		2	6	3	1	5
November		4	0	0	4	1
December		3	1	0	4	3
Total New SFD Permits:	5	27	26	31	33	31

Plan Check Performance

March 1, 2018 to March 31, 2018

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	88	10	8	0
	Subsequent Rev.	114	5	4	0
Minor Plan Check	1st Review	9	3	2	0
	Subsequent Rev.	0	0	0	0
Total Number of Plan Checks		211			

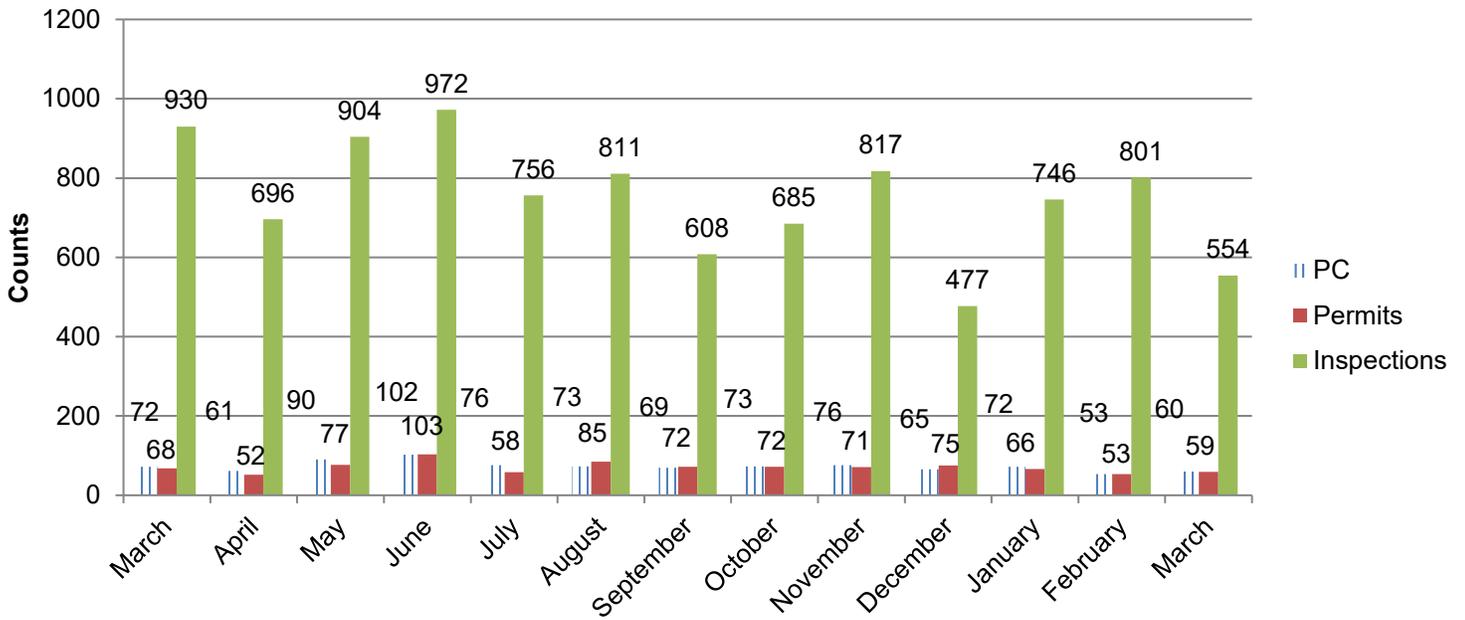
** Target: in working days

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

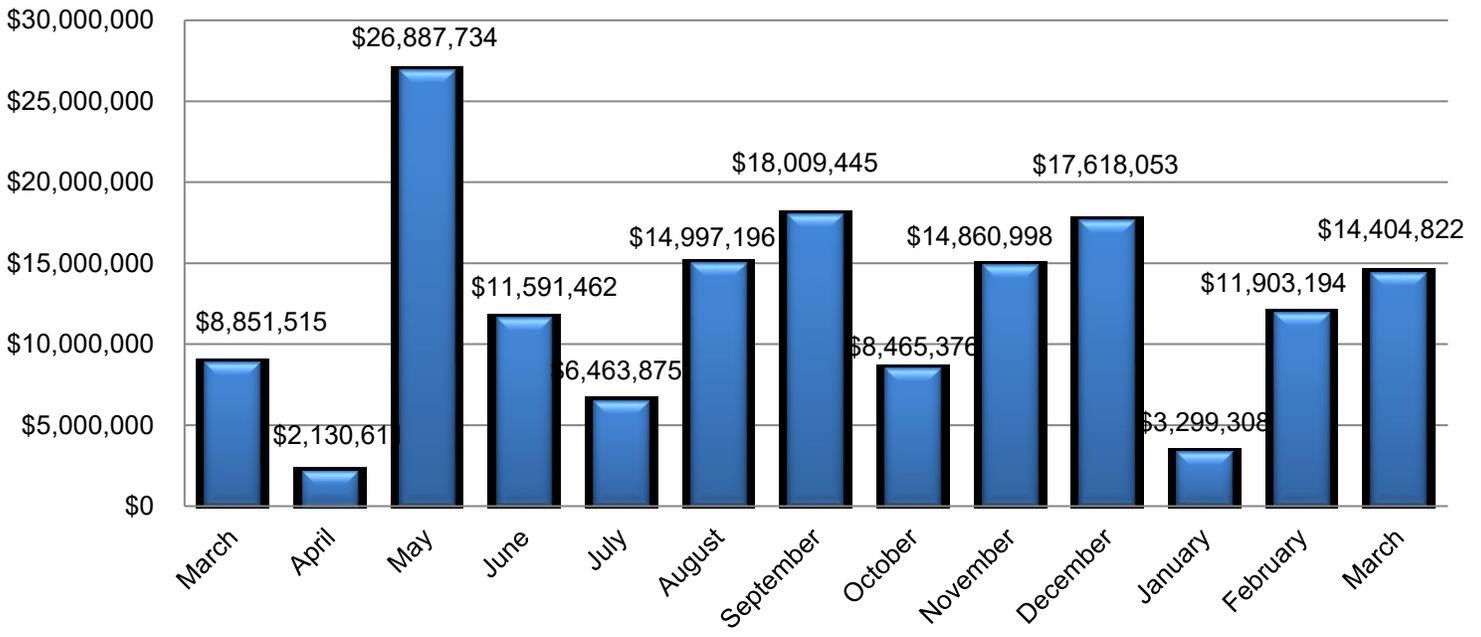
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

