



Item No. 20 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: ROBERT OVADIA, DIRECTOR OF PUBLIC WORKS

DATE: MAY 16, 2018

SUBJECT: DISCUSSION OF TEMPORARY HOUSING OPTIONS FOR PUBLIC SAFETY PERSONNEL; AND, IF APPROPRIATE, AUTHORIZE THE CITY MANAGER TO ENGAGE A DESIGN PROFESSIONAL

RECOMMENDATION

Authorize the City Manager to further explore renovation options of the Main House at Holbrook-Palmer Park by engaging a design professional and/or soliciting a design professional in the community for pro-bono work, including an analysis of retrofitting the building with automatic sprinklers.

BACKGROUND

As the Council is aware, the Gilmore House (also known as the Park House or City Manager's House) is currently occupied by the Police Chief. The house was previously used by the Police Department as shift housing for officers commuting long distances for their 12-hour shifts. The Police Chief and Police Officers shared use of portions of the house until April 30.

Due to incompatibility of use as a private home as well as intermittent housing, the Town provided notice to the Atherton Police Officers Association that the Gilmore House will no longer be available for this use. However, the need for intermittent use by police officers continues.

On May 2, 2018, the Council received a report on the potential use of the Main House at Holbrook-Palmer Park for temporary shift housing. At the study session, the Council expressed the desire to provide some sort of shift-housing accommodation as well as the desire to provide sprinklers at the Main House.

FINDINGS/ANALYSIS

At the meeting, the Council asked staff to return to the Council at its regular meeting on May 16, 2016, seeking authorization to further explore renovations at the Main House by engaging a

design professional and/or soliciting a design professional in the community for pro-bono work, including an analysis of retrofitting the building with automatic sprinklers. The Council further asked staff to evaluate other possible options to provide shift accommodations and that the City Attorney advise the Council on concerns and conflicts, real or perceived, should the Town move toward soliciting the community for police housing opportunities such as the use of pool and/or guest houses.

Following the Council meeting, staff solicited input from the police department personnel to better understand shift housing needs amongst police personnel. With the current 12-hour shift assignments for the officers and dispatchers, staff indicated that the average need and use would generate a mix of male/female users as follows:

Day Shift Users (i.e. sleeping over nighttime periods) –

- 2-3 users up to 2 times per week
- 4-5 users up to 4 times per week

Night Shift Users (i.e. sleeping during daytime periods) –

- 2-3 users up to 4 times per week

An additional three (3) users indicated that they would use the facility occasionally as overtime for court, shift coverage, holdovers, etc. were to arise.

With its existing layout, the Gilmore House was able to accommodate the needs of the officers and allowed for separate sleep areas for male and female personnel as well as for supervisor/subordinate. It should be noted that the needs for such a facility have historically fluctuated depending on work shifts, assignments, and personal circumstances. There have been times during which six (6) employees utilized the Gilmore House at night, and three (3) during the day, in a given week. And, there have been other times during which as few as two (2) employees utilized the Gilmore House at night and two (2) during the day.

Though not ideal, a minimum of two rooms with separate baths would be needed. A layout with a minimum of three bedrooms and bathrooms, an additional area that could accommodate another person and kitchen area would meet the majority need.

Staff will return to Council at a later date with additional information regarding the potential conflicts of interest in utilizing community provided housing. This issue is still being investigated by the City Attorney.

Staff is also continuing to investigate the potential of partnering with the Fire District for shared housing, the cost/feasibility of adding a modular building addition to the Gilmore House to accommodate separate housing needs for police personnel, feasibility/potential cost of housing stipends, and the use of local rental housing.

As these issues are worked through, staff will report back to the City Council. If the Council authorizes the City Manager to use the services of a design professional to assist, the design professional will assist not only in the considered modifications to the Main House but also where necessary for the development of modular housing near the Gilmore House.

FISCAL IMPACT

There would be no cost to further develop design services should staff be able to find a member of the community willing to offer pro-bono services or to donate such services. Staff will seek proposals from a design professional should the pro-bono or donation opportunities not be available. Staff does not expect the cost of such work to exceed the City Manager's signature authority; however, if it does, staff will return to Council for any required approvals before beginning work.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ___ has or ___ X has not been before a Town Committee or Commission.

- ___ Audit/Finance Committee (meets every other month)
- ___ Bicycle/Pedestrian Committee (meets as needed)
- ___ Civic Center Advisory Committee (meets as needed)
- ___ Environmental Programs Committee (meets every other month)
- ___ Park and Recreation Committee (meets each month)
- ___ Planning Commission (meets each month)
- ___ Rail Committee (meets every other month)
- ___ Transportation Committee (meets every other month)
- ___ Tree Committee (meets each month)

ATTACHMENTS

None