



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: MAY 18, 2016

SUBJECT: CITY MANAGER’S WRITTEN REPORT

CITY MANAGER’S OFFICE

Budget Calendar for FY 2016/17 Budget

The budget calendar remains as follows:

- Public Meeting #4 - May 18, 2016 - City Council Regular Meeting
Presentation of the Capital Improvement Budget
- Public Meeting #5 - June 1, 2016 - City Council Study Session
Final Review of Entire Budget to include Special Revenue and Other Funds
Review of the Parcel Tax for FY 2016/17
- Public Meeting #6 - June 15, 2016 - City Council Regular Meeting
Public Hearing and Adoption of Budget
Adoption of the Parcel Tax for FY 2016/17

Marsh Road Project

Public meetings have been well received and staff is taking proactive steps to address issues raised. Construction is set to begin on May 31. There is detailed project information and notes on the Town’s webpage at ci.atherton.ca.us/marshroad.

Team-Building/Goals Update

This project has been a bit delayed. The Mayor and I will be meeting on Friday, May 20 with Nancy Hetrick to discuss the objectives for a 3-4 hour workshop on team-building (with Council and Executive Team). Date is TBD.

Mayor’s & Council Members Executive Forum (Monterey - June 22/23)

The Mayor’s & Council Members Executive Forum is set for Wednesday, June 22 to Thursday, June 23 - one overnight in Monterey. If you are interested in attending please let Theresa know. At this time, Council Member Wiest, Mayor Lewis, and I will be attending.

Atherton Fiber

Staff and legal counsel met with Atherton Fiber to hammer out the details of an encroachment or franchise agreement. We expect to have a working draft in the next couple of weeks. Given the timing and discussions, it looks like this will hit the Council agenda in June.

Atherton Fiber has a live website that we reference on the Town's website and will include in Atherton Online. It includes a survey to help get the word out. Until the actual agreement is finalized, we are referring queries to their website, but not actively advertising a partnership. The website is www.athertonfiber.com.

Fire District Nexus Fee Study

The City Attorney and Fire District Counsel have worked through the issues of the Fire District Nexus Fee Study. The District will be drafting an indemnification agreement that will be reviewed by the City Attorney. Once that is in acceptable form, we will be moving the project forward. ETA - June 2016.

Arts Foundation Open House

As the Council is aware, we have an Art in Public Places policy that allows the display of art through the Atherton Arts Foundation at Town Hall. We are working with the Arts Foundation to host a regular Open House for the resident artist with the first being scheduled for Thursday, June 9 from 4:30 pm to 6 pm. Please plan to attend this excellent opportunity to engage in community.

PAEC Grant through the California Energy Commission

As the Council is aware, we had discussed an award of approximately \$80,000 to assist with the technical and economic feasibility of incorporating sustainability features (beyond code requirements) into the new Civic Center. These were tasks the Town was undertaking anyway as part of the Civic Center Project. However, during the exchange of information, despite the Town's letter and Council action to the contrary, PAEC did not include the Town's information in the grant application. An attempt was made by PAEC to contact former Town contact Joe Horewedel, however, with Joe's passing, the connection was never made. Now, after reconnecting, PAEC was able to cobble together funds from other grantees to allow the Town's participation in Phase I at \$40,000. The Town remains eligible for Phase II awards up to \$800,000 - primarily targeting photovoltaic.

There remains a timing issue matching the PAEC Phase II grants with the timing of the actual Civic Center Project construction. We discussed this with PAEC and the only solution to the timing is to delay the actual installation of PV until the grant award can be made but plan for its installation during the project.

California Primary - Pre-Primary Events

With the California primary next month, there will undoubtedly be political events that occur between now and then involving the primary candidates. The Police Department is working regionally to be prepared for this eventuality.

Use of Drones

The City Attorney's Office has prepared a memorandum on the state of the law with respect to drones. This has been scheduled for the July 20 Regular Meeting.

Piwik Web Traffic

Linked here is the [April 2016 Website Report](#).

HP Park Revenue and Activity Logs

Linked here are the [April HP Park Activity Log](#) and the [Park Revenue Log](#). At the last meeting a question arose as to how the Park is doing from an event revenue perspective and are we booking up for the summer months. The Revenue Log is a good indicator of trends. The busy months are typically April through October. You can see the history of revenue for the past fiscal year. There was also some discussion of Park revenue versus Tennis revenue and how they are tracked for a good indicator of Park profit/loss.

Tennis Revenue is deposited into a separate Tennis Fund. Revenue from Park events and activities, other than Tennis, are deposited into the Town's General Fund. Expenses related to Tennis are paid from the Tennis Fund. The bulk of Park expenditures are paid by the Town's General Fund or Capital Improvement Fund. We track revenues separately and are able to develop a singular profit and loss statement but they are not deposited into separate singular accounts. They are tracked by line item - social fees, meeting fees, class fees, wedding fees, park day use fees, etc.

Total Park Revenues, excluding Tennis, were budgeted at \$152,299 for FY 2015/16. At the February 2016 Council Meeting it was noted that we adjusted Park Revenues to \$192,392 given the projections for activities and events at the Park. However, as shown on the Revenue Log, Revenues as of April 2016 are \$108,052 with two significant months remaining in the Fiscal Year. However, we may not reach the mid-year projection of \$192k. The contract with Catering by Dana is a percentage of revenues so the expenditure side of the budget will decrease accordingly.

CPUC Letter/Comments - Quiet Zone

Linked here is our first response from the Notice of Intent. The consultant will be responding to the [letter from the CPUC](#). A copy of the letter has been provided to Nerissa Dexter and Stephanie Anzia who are assisting the Town along with the consultant in the process. Once the consultant has had an opportunity to review the comments, we will provide a response.

CCAC Scope Moving Forward

During this mid-phase (Schematic to Design Development), the CCAC took the opportunity at the last meeting to talk through their scope and role in an effort to fine tune it moving forward with the project. Linked here is the [Scope Going Forward](#) document produced from the last meeting.

Special Event Permits Authorized as of May 6, 2016

This is a list of the upcoming Special Event Permits approved or under review.

- May
 - May 1 - 16th Annual Big Bear Run (7:30 am - 12 pm)*
 - May 21 - Menlo College Children's Champions (10 am - 1 pm)*
 - May 21 - ECR Cancer Benefit - Circus Club (6 pm - 11 pm)*
 - May 30 - Memorial Day BBQ - Circus Club (5 pm - 9 pm)*
- June
 - June 11 - Polo Match - Circus Club (10 am - 7 pm)*
 - June 18 - Polo Match - Circus Club (10 am - 7 pm)*
 - June 19 - Father's Day BBQ - Circus Club (5 pm - 9 pm)*
- July
 - July 4 - 4th of July BBQ - Circus Club (4 pm - 9 pm)*
 - July 9 - Polo Match - Circus Club (10 am - 7 pm)*
 - July 9 - Bike for Breath - Encinal Elementary School/Streets (4:30 am - 2 pm)*
 - July 16 - Polo Match - Circus Club (10 am - 7 pm)*
- August
 - August 8-14 - Horse Show - Requires separate permit*
 - August 13 - Bark For Life - HPP (10:30 am - 1:30 pm)*
- September
 - September 3 - Polo Match - Circus Club (10 am - 7 pm)*
 - September 5 - Labor Day BBQ - Circus Club (5 pm - 9 pm)*
 - September 10 - Polo Match - Circus Club (10 am - 7 pm)*
- October
 - October 27 - Halloween Party - Circus Club (7 pm - 9 pm)*

Twitter Stats – as of May 11

@TownofAtherton – 734 tweets, following 37, 110 followers

@Atherton_CM – 214 tweets, following 116, 37 followers

Key Hastags to search:

- **#AthertonTalks** - general twitter feed followed by the City Manager that may contain information on a multitude of Town topics
- **#AthertonCivicCenter** - twitter feed connected to the Atherton Civic Center Project
- **#AthertonHPP** - twitter feed connected to activities at Holbrook Palmer Park

- **#AthertonPolice** - twitter feed connected to activities of the Atherton Police Department
- **#AthertonECR** - twitter feed connected to improvements along El Camino Real
- **#AthertonTech** - twitter feed connected to technology improvements around Town, such as Atherton Fiber, Street Lights, Cameras, etc.
- **#AthertonPW** - twitter feed connected to activities of the Public Works Department.
- **#AthertonSustainability** - twitter feed connected to the Town of Atherton's sustainability plans, to include the Climate Action Plan
- **#AthertonPreparedness** - twitter feed connected to the Town of Atherton's preparedness efforts.
- **#AthertonFinance** – twitter feed connected to the Town's financial information.

ATTACHMENTS

Marsh Road Traffic Impact Report

Police Department Report

Public Works Department Report

Community Services Department Report

Atherton Website Report

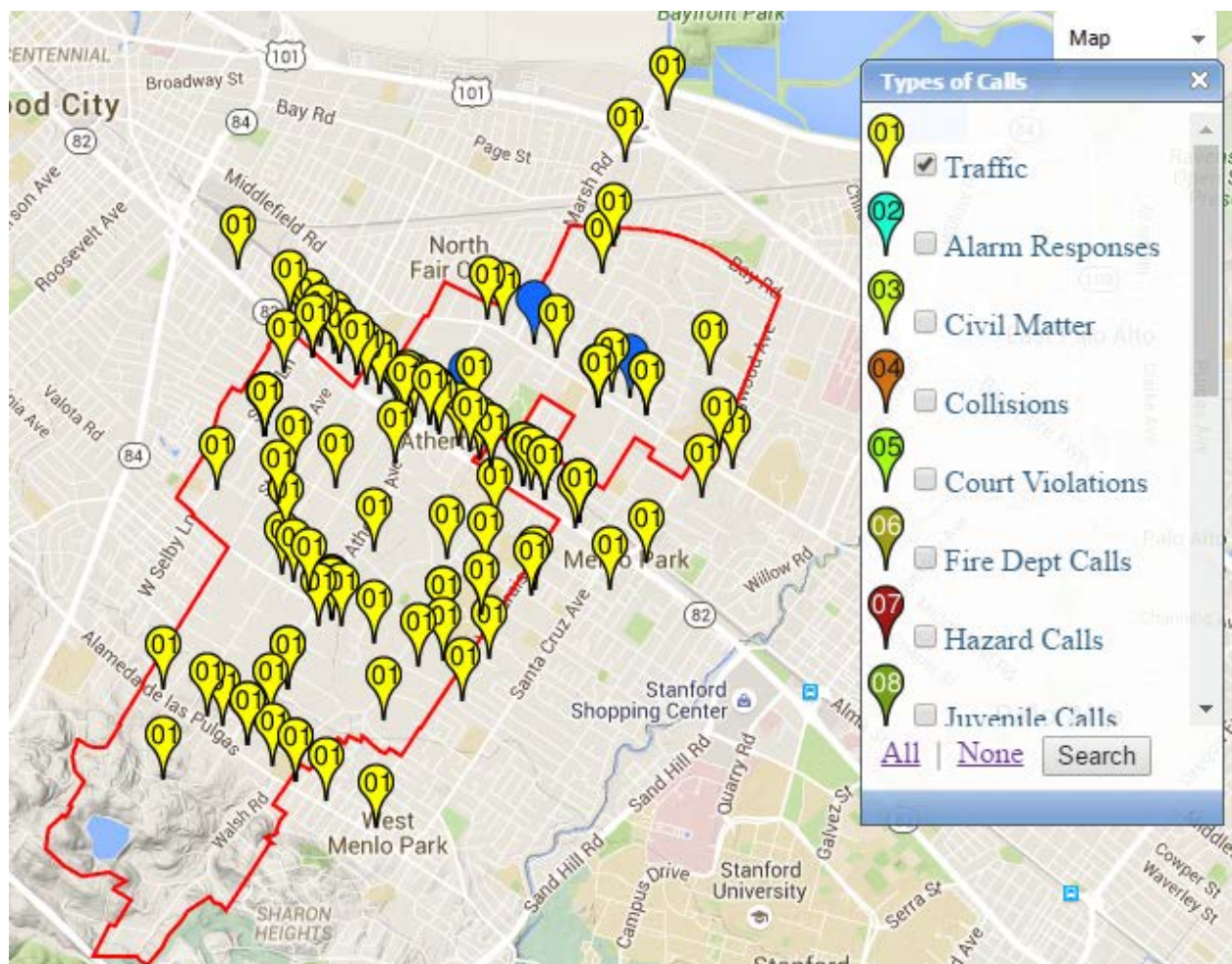
POLICE DEPARTMENT

Police Activity

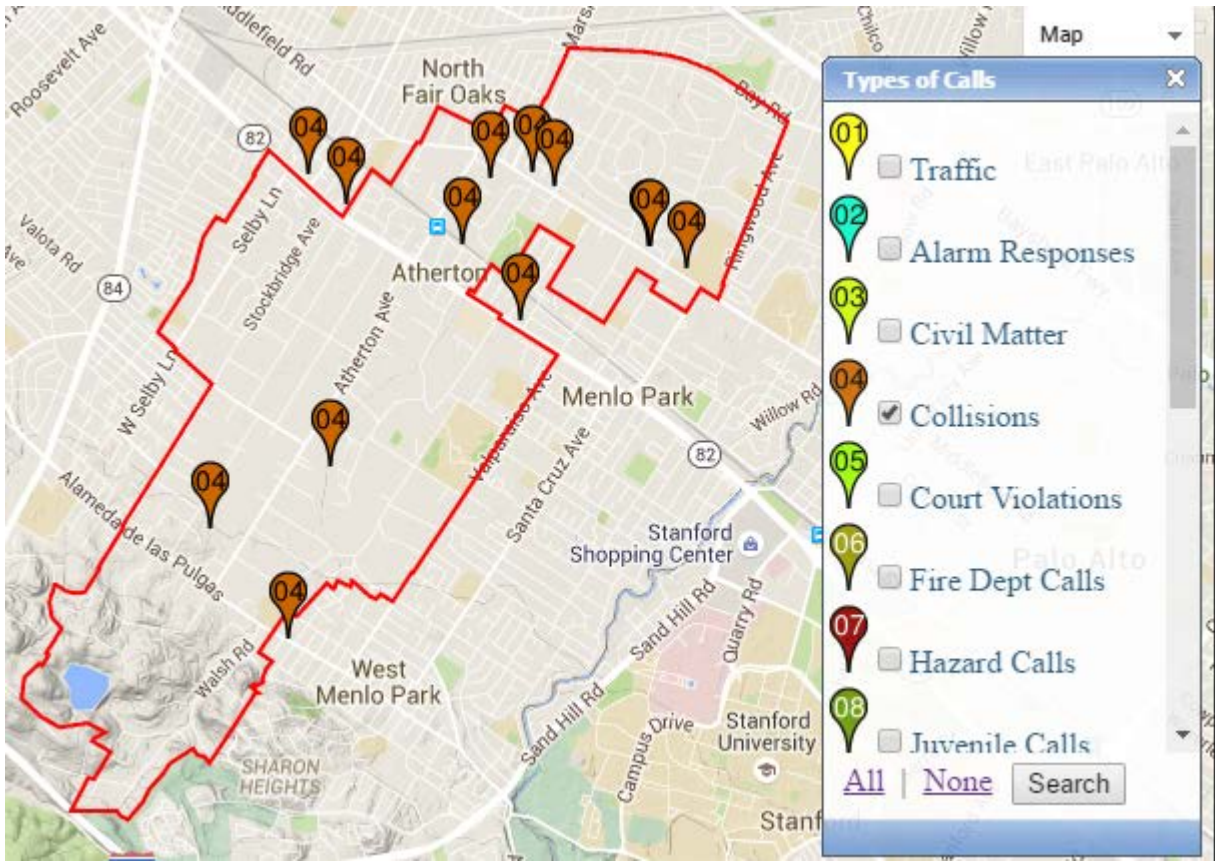
There were 67 criminal investigations for the month of April. 10 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses include driving without a license, driving with a suspended driver's license, trespassing, possession of a controlled substance, and transporting marijuana.

Of the 2,505 total police incidents for the month of April, 360 were officer-initiated incidents, which resulted in 101 citations being issued for vehicle code violations. Officers also initiated 278 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.

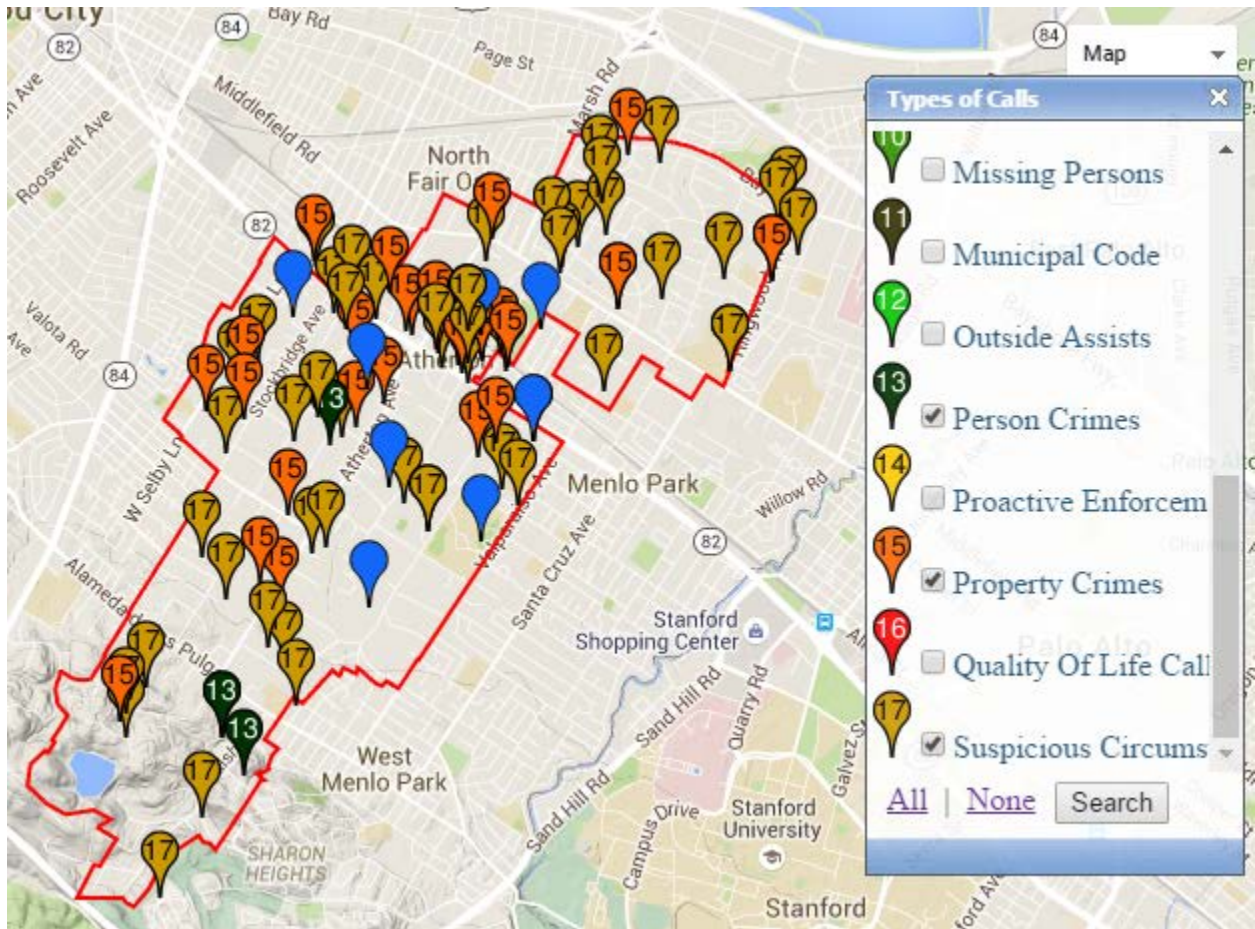
Overall, there were 120 specific traffic incidents for April 2016. The map below indicates the locations of the incidents for the reporting period.



Included in the above, there were 13 specific “collisions” for April 2016. The map below indicates the locations of the incidents for the reporting period.



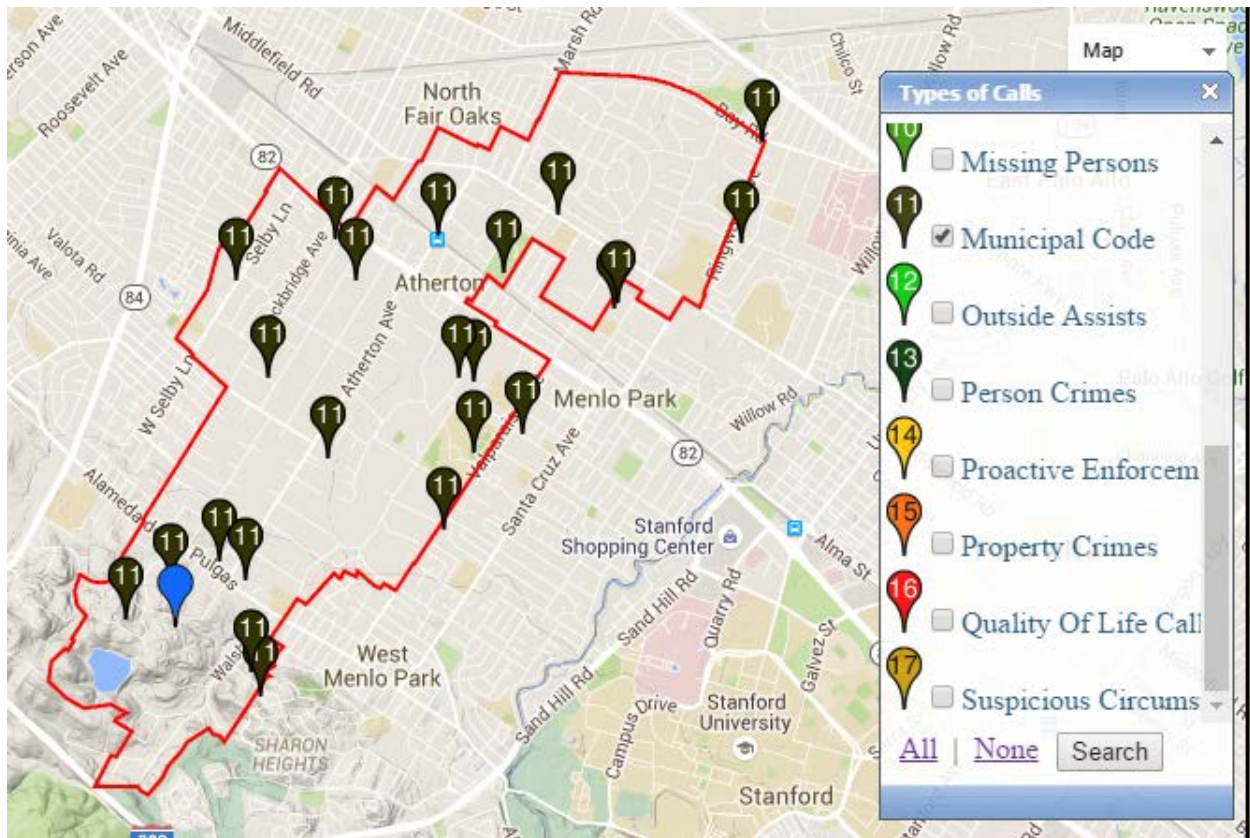
The Department responded to 103 locations (some locations multiple times) for property crimes (31), person crimes (4), and incidents of suspicious circumstances (68).



Holbrook Palmer Park had 64 incidents this reporting period, 47 of which were security checks by officers. The other incidents were suspicious persons and vehicles, off leash dogs, and a possible water leak

Officers completed 944 House/Vacation checks during the month of April.

Officers responded to 24 ordinance violation calls this month. These calls were for a report of a person selling fruit, loud music, after-hours construction, trash bins left out after collection, tree trimming after hours, gardening after hours, barking dogs, and dogs off leash.



School Incidents

Officers responded to 99 school incidents during this reporting period. The incidents included but were not limited to disturbances, scheduled traffic enforcement, petty thefts, a grand theft, medical calls, suspicious people, suspicious vehicles, restraining order violations, fire alarm activations, and other issues pertaining to juveniles. The following depicts the number of incidents per school:

SCHOOL	TRAFFIC	OTHER	TOTAL
Encinal	5	2	7
Las Lomas	0	15	15
Laurel	0	9	9
Menlo-Atherton High	1	16	17
Menlo College	0	20	20
Menlo School	0	10	10
Sacred Heart	2	11	13
Selby Lane	1	7	8

Response Times

The average response time for Priority 1 calls during this time period (calls are prioritized from 1 to 3 with Priority 1 being the highest priority) was 3 minutes and 56 seconds, which beat our goal of having an average response time of less than 8 minutes. Priority 1 calls take precedence over all other calls for service and require an immediate police response. The most common priority 1 calls are burglary, robbery, sexual assault, active physical altercations and residential burglary alarm activations, with the latter being the most frequent in Atherton. Response times are calculated from the time the call is dispatched until the time the officer arrives on the scene.

The table below depicts APD's Priority 1 response times for the past six months:

MONTH	YEAR	RESPONSE TIME
April	2016	3:56
March	2016	4:40
February	2016	5:45
January	2016	5:06
December	2015	3:59
November	2015	5:05

TOTAL TRAINING HOURS FOR April 2016 – 171 hours

NAME	TRAINING/HOURS	DATES
Cusseaux	Supervisory Leadership/24 hours	Apr. 3-6
Koehler	Wellness Management Awareness	Apr. 18
Mills	LHMP Workshop	Apr. 20
Bollendorf & Gatto	Firearms Instructor Course	Apr. 18-22
Larsen	Juvenile Officers Assoc. Conference	Apr. 20-22
Kockler	Force Science	Apr. 25-26
Barrera	Breaching Course	Apr. 30 – May 1

Code Enforcement Activity Report

April 1 – April 30, 2016

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2016)
1.	Opened Cases	17	57
2.	Resolved/Closed Cases	19	48
3.	Cases Pending	118	N/A
4.	Written/Formal Notices Issued	2	14
5.	Citations Issued	0	12
6.	Amount in Citations	\$0	\$5,200

During the month of March, there were 113 incidents related to code enforcement. Those incidents included, but were not limited to: construction hours violations, construction parking violations, dust and mud in roadway, other construction regulation violations, construction work without permits, right-of-way encroachments and obstructions, accumulations of trash and/or debris, overgrown vegetation, unmaintained and/or abandoned properties, over-height fencing and set-back violations.

Code Enforcement staff also assisted with police fleet maintenance issues as they arose.



Town of Atherton

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

Community Services Monthly Report April 2016

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
April 1, 2016 to April 30, 2016*

	April	Fiscal Year 2015-16
Total Construction Valuation¹:	\$6,478,122	\$106,236,077

REVENUE

Plan Check Fees Collected:	\$48,629	\$308,094
Permit Fees Collected:	\$65,534	\$766,516
Other Fees Collected:	\$7,342	\$75,433
TOTAL:	\$121,505	\$1,150,043

PLAN CHECK

Applications Received:	80	610
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	2	24
New Accessory Structures Issued:	15	151
Addition / Alteration Permits Issued:	7	78
Reroof / Water Well / Grading Permits Issued:	8	105
Plumbing/Mechanical/Electrical Permits Issued:	20	181
Demolition Permits Issued:	1	33
<u>Non-Residential:</u>		
New Permits Issued:	1	3
TOTAL Permits Issued:	54	575

Total Open Permits as of 4/30/2016	782
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INSPECTIONS

Inspections Performed:	841	7,864
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

April 1, 2016 to April 30, 2016

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	39	243
Planning Commission Items	3	43

At the April 27 Planning Commission meeting, the Commission took the following actions;

- 1) Approved the request of PG&E for the removal of one heritage Elm tree at 555 Middlefield Road, M-A High School with replacement planting. PG&E offered to make a presentation at a future Planning Commission meeting on its pipeline safety program.

- 2) Approved the request for a Special Structure Permits for increased sidewalk height and to allow a basement to extend beyond the main building footprint with modifications to the basement area, and approved the request for a Heritage Tree Removal Permit to allow the removal of two trees at 172 Tuscaloosa Avenue.

- 3) Approved the request for a Heritage Tree Removal Permit to allow the removal of five heritage Palm trees at 95 Mercedes Lane.

The next Planning Commission meeting is scheduled for May 25, 2016.

Arborist Activity Summary

April 1, 2016 to April 30, 2016

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	14	10	8	29

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2016	2015	2014	2013	2012
January	2	2	0	2	2
February	1	1	6	1	0
March	0	3	6	1	2
April	2	2	1	3	2
May		1	2	1	4
June		3	2	5	3
July		8	4	2	3
August		4	2	3	2
September		4	1	4	3
October		3	1	5	4
November		0	4	1	1
December		0	4	3	4
Total New SFD Permits:	5	31	33	31	30

Plan Check Performance

April 1, 2016 to April 30, 2016

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	73	10	8	0
	Subsequent Rev.	46	5	2	0
Minor Plan Check	1st Review	10	3	2	0
	Subsequent Rev.	1	2	1	0
Total Number of Plan Checks		130			

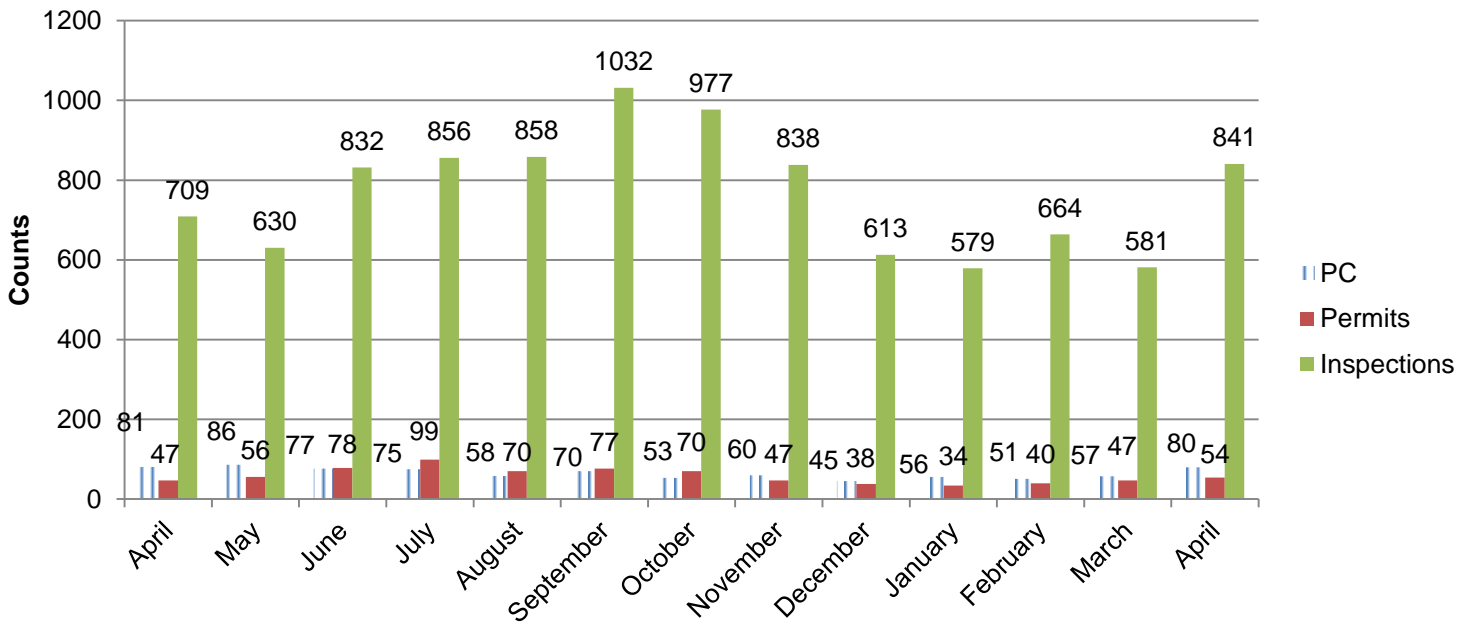
** Target: in working days

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

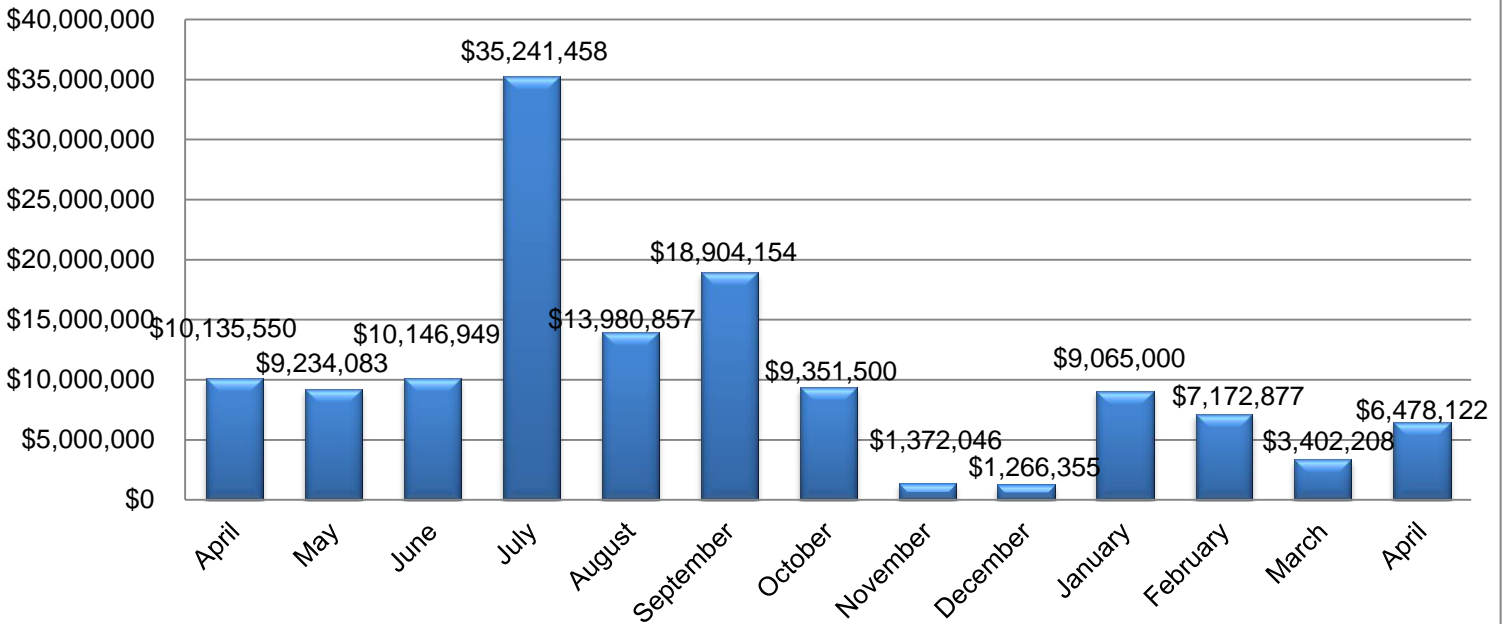
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

