



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: MARCH 19, 2014
SUBJECT: CITY MANAGER WRITTEN REPORT

ADMINISTRATION

Legislative Action - Request for Support for Proposition 13 Reform

Evolve has contacted the Town to ask for the City Council’s support for reformation of Proposition 13. This was something that Audit/Finance Committee Chair Conlon mentioned at the March 5 Study Session. The reformation addresses commercial property only. A representative from Evolve (Emil Margolis) will be present at the April City Council meeting to ask for the Council’s support via Resolution.

For more information on the topic, visit: http://www.evolve-ca.org/city_councils

Street Light Outages in Lindenwood

We received a report from a resident in Lindenwood regarding a number of street light outages. Some of the lights reported were reported in the past and were repaired. Staff and the contractor (Cal-West) will investigate the list.

- Greenoaks and James (has been under repair for over two years)
- Greenoaks and Deodora
- Rosewood and Wisteria
- end of Mosswood
- Irving and Heather
- Hawthorne and Laburnum (total of three out on Laburnum)

We’ll send the contractor out again and get back to the complainant.

Code Enforcement Activity – Right-of-Way on Parker Avenue

As the Council is aware, Parker Avenue has a wider than usual right-of-way. In 2010 the Council established an Overlay District to address development standards (height, floor area ratio, and setback). This was done in recognition of the fact that Parker Avenue has unique characteristics unlike any other area on the right-of-way.

In response to complaints, staff has been engaged in repeated code enforcement activity due to encroachments into that right-of-way (plantings, rocks, fencing, etc.).

Staff is working to address the issue(s) in a fair manner given the wider than usual right-of-way. One solution is abandonment of the excess right-of-way, another is the issuance of revocable licenses, and a third is continuation of code enforcement.

Staff will do some research on this and other solutions and provide a report to the Council for consideration.

Atherton Dames Carriage House Project

The Atherton Dames will be making a presentation before the City Council in April to ask for the Council's endorsement of their Carriage House project.

The Atherton Dames are embarking on their most significant fundraising goal, the restoration and renovation of the historic Carriage House at HPP. The Atherton Dames have retained the services of architect Rosekrans who has prepared plans to renovate the 123 year-old building. The plans outline a restoration of the historical elements of the Carriage House so that it's heritage can be viewed and preserved. The renovation of the Carriage House is a significant and one-of-a-kind undertaking by the Atherton Dames. Initial estimates for the project place its cost at approximately \$2,5 million dollars. In order to raise this significant amount the Atherton Dames have formed a capital campaign committee. They are seeking endorsement and support from the Town.

Rebuilding Together Peninsula

Rebuilding Together Peninsula has invited the Council to participate in their 25th National Rebuilding Day on April 26. The event includes a bus tour of projects from 2:30 pm to 4:30 pm concluding at the Annual Volunteer Picnic from 4 pm to 7 pm.

RSVP to info@rebuildingtogetherpeninsula.org.

Park Organizations – Use of Park Facilities (Liability)

There are a number of organizations that use the Park facilities on a regular basis through the Town. These include the Dames, the Arts Foundation, the HPP Foundation, etc. HPP Foundation has "office space" at the Park where a paid employee works. All of the groups have storage space at the Park. There are also other groups that use areas of the Park on a regular basis for storage and/or operations.

Staff is going through the list of users to determine which users have actual agreements with the Town and which do not and operate on an ad hoc basis. From a liability perspective, operating on an ad hoc basis is not ideal. We need to standardize the user groups for the purposes of liability. Should any member of any of these organizations trip and fall; harm themselves or

others, damage their own personal equipment or damage Town equipment or resources; or incur stolen property - the Town could in some way be held liable and financially responsible.

Staff is working to clear that up.

Meetings Related to the Budget – Calendar

The following are meetings that include items relevant to the 2014/2015 Budget process:

March 19 Regular Meeting

- Civic Center Project Master Plan (Capital Project Impact and Needs Analysis)

April 2 Study Session

- Bicycle | Pedestrian Master Plan (Capital Project Impact and Needs Analysis)
- Park Master Plan (Capital Project Impact and Needs Analysis)

May 7 Study Session

- Drainage Master Plan (Capital Project Impact and Needs Analysis)
- Revenue Enhancement Alternatives Part II
 - A more detailed discussion of the focused options together with an implementation schedule and revenue projection for each.
 - It is anticipated that following this meeting, staff will proceed with a Staff Report recommending implementation of one or more of the alternatives.

May 21 Regular Meeting

- Budget Kick-Off Report Part I
 - Staff Report covering the 2014/2015 Budget discussing the Town's General Fund and Operations Budget along with any alternatives for expenditure reduction.

June 4 Study Session

- Budget Report Part II
 - Staff Report focusing on Capital Projects Needs and Special Funds Budgets
- Parcel Tax Discussion
 - A discussion of the Parcel Tax proposed needs and expenditures along with a discussion of what rate(s) to set for the 2014/2015 tax year.

June 18 Regular Meeting

- Final Budget Report – Adoption

- In this Report, the staff recommendation would be for adoption of the budget with any included expenditure reduction scenarios as well as a recommendation for approval to pursue various selected revenue alternatives.
- Staff Report to Set Parcel Tax Rate
 - Following the City Council's discussion of June 4, the Staff Report would recommend a Resolution to Set the Parcel Tax Rate for the 2014/2015 Tax Year.

City Manager's Written Report

March 19, 2014

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COMMUNITY SERVICE DEPARTMENT

See attachment.

FINANCE DEPARTMENT

Finance Staff is working with OPENGOV transparency on the finishing touches on the transparency template for the Atherton application program. We anticipate finalizing the template and having the transparency application link running on the Town's website later this month. Finance Staff will also be participating in webinar training on the application.

Finance Department along with the Finance Committee performed its annual review of Town's Investment Policy. Staff worked in consultation with Cutwater Asset Management team to assist in recommendations to the Investment Policy. Recommended changes to the policy are presented to the City Council for approval. The recommended changes allow continued investment diversity for Town needs.

The Finance Department had HdL companies attend and present to the Finance Committee the FY 2013/14 Town of Atherton Property Tax review. Below is a view of the assessed property value growth:

Tax Year	Assessed Property Value	Growth year over year
2011/12	\$6,373,832,577	
2012/13	\$6,949,217,818	9.03%
2013/14	\$7,575,935,532	9.02%

The total change from FY 2012/13 to 2013/14 is \$626,717,714. The Countywide increase in assessed values is 5.9%. Atherton was the second highest in assessed property growth, with Foster City ahead at 9.2% Part of the year to year increase is in residential values due to the 2% Proposition 13 inflation adjustment, recapture of Proposition 8 prior reductions, and property sales due to transfer of ownership. The Town is showing increased property value growth as a whole and as this growth continues there will be some increase in secured property tax. Because there is no anticipated growth due to new development, the only growth anticipated is through the purchase of existing properties, razing of existing homes and new homes being reconstructed on the property.

As a result of the March 5 City Council Joint Study Session discussion on alternative revenues, staff will spend more time on gathering additional data on the narrowed list of revenue items such as utilities users tax, modification to the business license tax, and evaluating rents and use fees. As discussions on a budget reserve policy took place, staff will incorporate proposal of the budget reserve policy and use it as a framework as we begin budget preparations and discussion of priorities for the new Fiscal Year.

POLICE DEPARTMENT

Police Activity

There were 56 criminal investigations for the month of February. 18 offenders were cited, arrested or referred to the San Mateo County District Attorney's Office for prosecution. 12 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 warrants, narcotics, and burglary.

Of the 2,182 total police incidents for the month of February, 447 were officer initiated incidents, which resulted in 241 citations being issued for vehicle code violations. Officers also initiated 217 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 38 incidents this reporting period, 24 of which were security checks by officers.

933 House/Vacation checks were completed during the month of February.

Officers responded to 16 ordinance violation calls this month. These calls were for after-hour's construction, soliciting without a permit, leash law violators, loud music, and garbage cans left out.

School Incidents

Officers responded to 65 school incidents during this reporting period. The incidents included disturbances, thefts, mental health holds, medical calls, and traffic collisions.

The following depicts the number of incidents per school:

SCHOOL	TRAFFIC	OTHER	TOTAL
ENCINAL SCHOOL	2	3	5
LAS LOMITAS SCHOOL	0	1	1
LAUREL SCHOOL	0	3	3
MENLO-ATHERTON HIGH	0	24	24
MENLO COLLEGE	2	10	12
MENLO SCHOOL	0	5	5

SACRED HEART	2	4	6
SELBY LANE SCHOOL	5	4	9

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 7 minutes and 3 seconds, which met our goal of having an average response time of less than 8 minutes.

Disaster Preparedness

Nothing to report.

Special Events and Community Activities

Nothing to report.

Training

Atherton Police Department successfully merged the San Mateo County Gang action Team and South bay Gang Alliance. The first meeting after the merger was coordinated and held in the Town of Atherton at HP Park. Atherton PD continues to take an active role in coordinating the host agencies and locations to facilitate networking opportunities and free investigative training.

The following police personnel attended training in February for a total of 182 hours:

NAME	TRAINING/HOURS	DATES
J. Wade	LAPD leadership - # 2/ 40 hours	Feb. 3 - 6
D. Gomez	Inner Perspectives/16 hours	Feb. 5-6
TJ Boyle	Motor Training Update/20 hours	Feb. 10-11
B. Mills	Earthquake course/40 hours	Feb. 10-14
S. Hall	SLI # 6/ 24 hours	Feb. 13-15
D. Gomez	Field Training Officer Course/ 40 hours	Feb. 24 – Feb. 28

City Manager's Written Report

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S. Hall	Defending Warrantless Entries and Searches/ABAG/ 2 hours	Feb. 25
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PUBLIC WORKS DEPARTMENT:

- Sweep contracted monthly streets :
February 2014 Mileage 76 Tonnage 11.43 Yards 23

- Service requests –
 - Potholes – Heather/Hawthorn
 - Debris in bike lane – Valpariaso at SHS
 - Tree down – Walsh at Meadow
 - Tree down – James and Hawthorn
 - Fan repair – PD women's restroom
 - Graffiti – Lindenwood area
 - Graffiti – 95 Heather (re-cover)
 - Stuck water valve in Park
 - Flooding – Almendral/Tuscaloosa and Stockbridge at ECR
 - Replace missing streetlight globe in Lloyd Park
 - Broken irrigation line in park.

- 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.
- Rebuild and restore concrete street markers various locations.
- Restore one street pillar at Stockbridge & Austin
- Install safety improvements to Alameda/Stockbridge intersection area.
- Sight distance pruning various locations
- Rehab par-course station (1) at park
- Clear debris from Channel at ECR.
- Install new “not a through street” signs various locations
- Clean signs various locations around town.
- Remove unsightly debris buildup in N/W corner of park.
- 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.



Street pillar refurbished



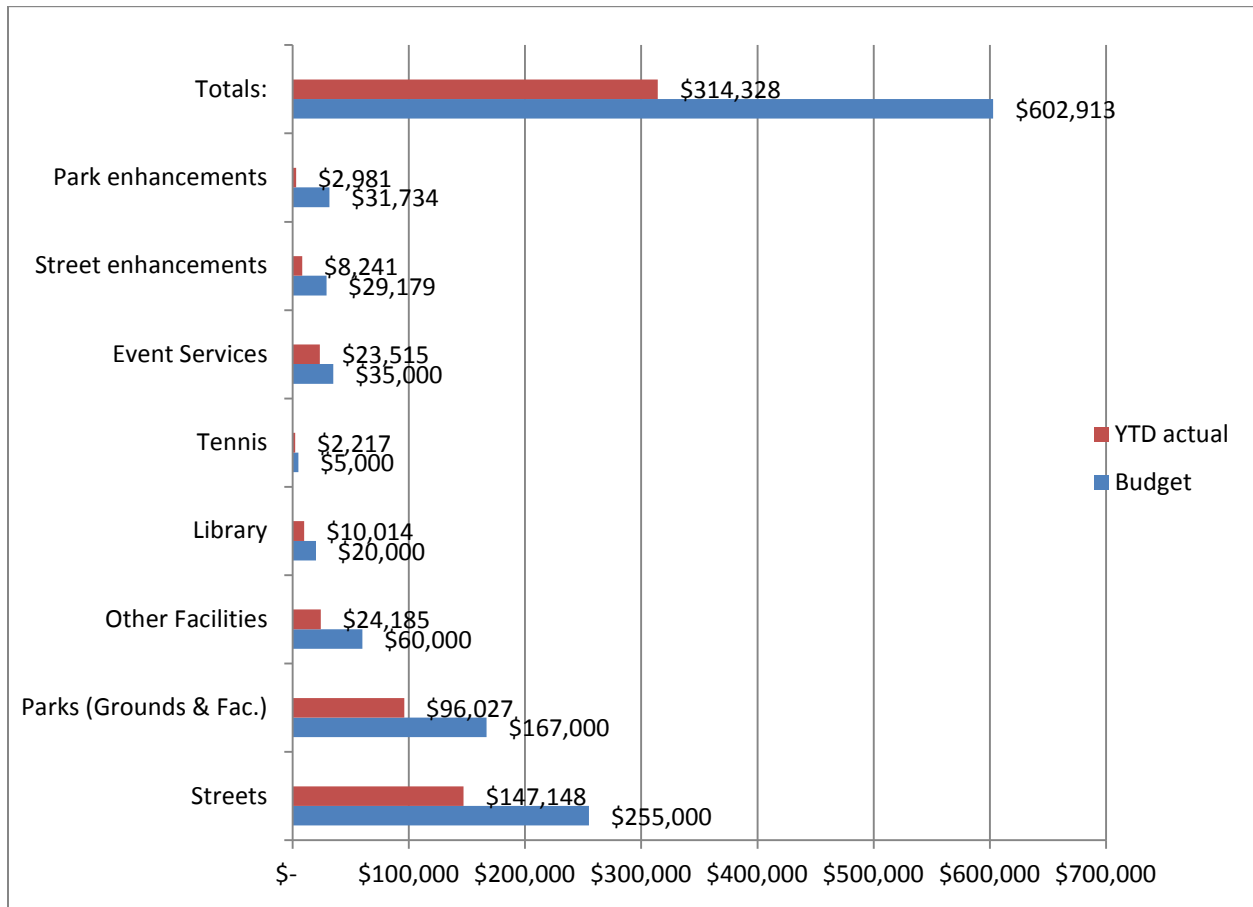
new flasher on Alameda



Sign cleaning efforts @ Stockbridge/Austin

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 255,000	\$ 147,148	57.71
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 167,000	\$ 96,027	57.50
A03	101-59-52031-059	Other Facilities	\$ 60,000	\$ 24,185	40.31
A04	213-30-52031-000	Library	\$ 20,000	\$ 10,014	50.07
A05	101-58-52031-000	Tennis	\$ 5,000	\$ 2,217	44.34
E06	101-58-52031-058	Event Services	\$ 35,000	\$ 23,515	67.19
		Street enhancements	\$ 29,179	\$ 8,241	28.24
		Park enhancements	\$ 31,734	\$ 2,981	9.39
		Totals:	\$ 602,913	\$ 314,328	52.13



MARCH 2014 HP PARK EVENTS/BOOKINGS

DATE/TIME	FACILITY	EVENT/CONTACT	SEATING SET-UP
March 3, 2014/ 11 am – 2 pm	Main House	Mike Kashiwagi	Seating in u shape for 15
March 3, 2014/ 6:30 pm– 8:00 pm	Main House	Foundation Meeting Frank Merrill	U shape seating for 7 Audience – 12 chairs
March 5, 2014/ 6:30 pm – 8:00 pm	Pavilion	Park & Rec meeting Steve Tyler	U-shape seating for 7 Audience – 12 chairs
March 6, 2014/ 7:00 am – 10:00 am	Pavilion	Pd Community Trust meeting Jennifer	U shape seating for 35 One table in back for refreshments
March 10-11, 2014/ 7:00 am – 5:00 pm	Main House	Pd Taser Training Jennifer	U shape seating for 20. Table in center for Lap top White board
March 11, 2014/ 6:00 pm – 9:30 pm	Pavilion	Alyse Tognotti 650-868-1307	Emailed set up 2- 25-14.
March 21, 2014/ 8 am – 4 pm	Pavilion	Julie Johnson 330-2001 ext. 2521	Emailed set up 2- 15-14.
	CLASS	FACILITY/DAYS USED	
	DISCUSSION MEETINGS	CM HOUSE/CH – FRIDAYS 0700 – 0800; SUNDAYS 0900-1000	
	ATHERTON LACROSSE	none	
	AYSO	none	

BARI HALPERIN – DOG CLASSES	March 24, 31 – 6:30 – 8:30 pm North Meadow
FREDDIE JACKSON – DOG CLASSES	March 4,6,11,13,18,20,25 &27 2- 4 pm – North Meadow
FOLK DANCE	March 5, 12, 19, 26 CH – 7 – 10 pm
MENLO-ATHERTON YOUTH LACROSSE	none
BAY AREA COUNTRY DANCE SOCIETY	CH –March 11 – 8 – 10 pm
TENNIS	TENNIS COURTS – DATES/TIMES VARY

Events Summary by Month FY
2013-14

Month	Revenue	MCE Cost
Jul-13	\$ 9,162.50	\$3,185.00
Aug-13	\$ 9,300.00	\$4,144.00
Sep-13	\$ 12,450.00	\$4,031.00
Oct-13	\$ 11,100.00	\$4,713.00
Nov-13	\$ 4,160.00	\$1,976.00
Dec-13	\$ 2,990.00	\$2,926.00
Jan-14	\$ -	\$1,373.00
Feb-14	\$ 1,820.00	\$1,168.00
Mar-14		
Apr-14		
May-14		
Jun-14		
Total FY 2013-14	50,982.50	\$23,516.00



Town of Atherton

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

Community Services Monthly Report February 2014

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
February 1, 2014 to February 28, 2014*

	January	Fiscal Year 2013-14
Total Construction Valuation¹:	\$26,758,314	\$114,829,193

REVENUE

Plan Check Fees Collected:	\$14,441	\$299,201
Permit Fees Collected:	\$170,655	\$756,914
Other Fees Collected:	\$5,680	\$34,991
TOTAL:	\$190,776	\$1,091,106

PLAN CHECK

Applications Received:	46	499
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	6	24
New Accessory Structures Issued:	24	124
Addition / Alteration Permits Issued:	9	80
Reroof / Water Well / Grading Permits Issued:	12	91
Plumbing/Mechanical/Electrical Permits Issued:	15	114
Demolition Permits Issued:	4	31
<u>Non-Residential:</u>		
New Permits Issued:	0	5
TOTAL Permits Issued:	70	469

Total Open Permits as of 02/28/14	296
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INSPECTIONS

Inspections Performed:	653	5,219
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Code Enforcement Activity Summary

February 1, 2014 to February 28, 2014

Code Enforcement responded to the following issues:

1. Dangerous Trees	3	10. Early Set Out-trash	47
2. Construction Law	11	11. Neighbor Law	2
3. Dog Barking	1	12. Animal	2
4. Building without permits	2	13. Litigation	0
5. Encroachments	8	14. Vehicles	0
6. Fence Violations	1	15. Unsecured Prop	0
7. Accessory Bld.	4	16. HOA Contact	0
8. Refuse	2	17. Admin/finance	10
9. Zoning	5	18. Admin/ordinance	2
		19. Public Nuisance	14
Number of Cases Closed = 43		Number of Cases Opened = 33	
Number of issues reviewed = 114		Total reviewed or opened = 147	

Planning Projects

February 1, 2014 to February 28, 2014

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	14	182
Planning Commission Items	4	20

During the month of February, the Planning Department had a total of 14 New Initial Review (Staff Level) applications.

At the February 26, 2014 the Planning Commission took the following action:

- Appointed Phil Lively as Chair and Eric Lane as Vice-Chair
- Approved a Special Structure Permit at 92 Inglewood Lane to allow a pool to be located up to the front yard setback.
- Recommended the City Council adopt an Ordinance amending Atherton Municipal Code Chapters 17.40 and 17.60 relating to Athletic Facilities
- Took no action on the request from an Atherton builder to amend the setback requirement between accessory structures and buildings

The following Items are Tentatively Scheduled for the March 26, 2014 Meeting:

- A Request for a Conditional Use Permit for Menlo Circus Club to permit the alteration of the main building, demolition of the existing pool building, and construction of a new pool building
- A request for two Special Structures Permits for 76 Ridgeview to allow a basement greater than the footprint of the first floor and a retaining wall taller than 6'.

Arborist Activity Summary

February 1, 2014 to February 28, 2014

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	10	5	17	46

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by

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

Plan Check Performance

February 1, 2014 to February 28, 2014

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	13	10	6	0
	Subsequent Rev.	22	5	3	0
Minor Plan Check	1st Review	7	3	1	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		42			

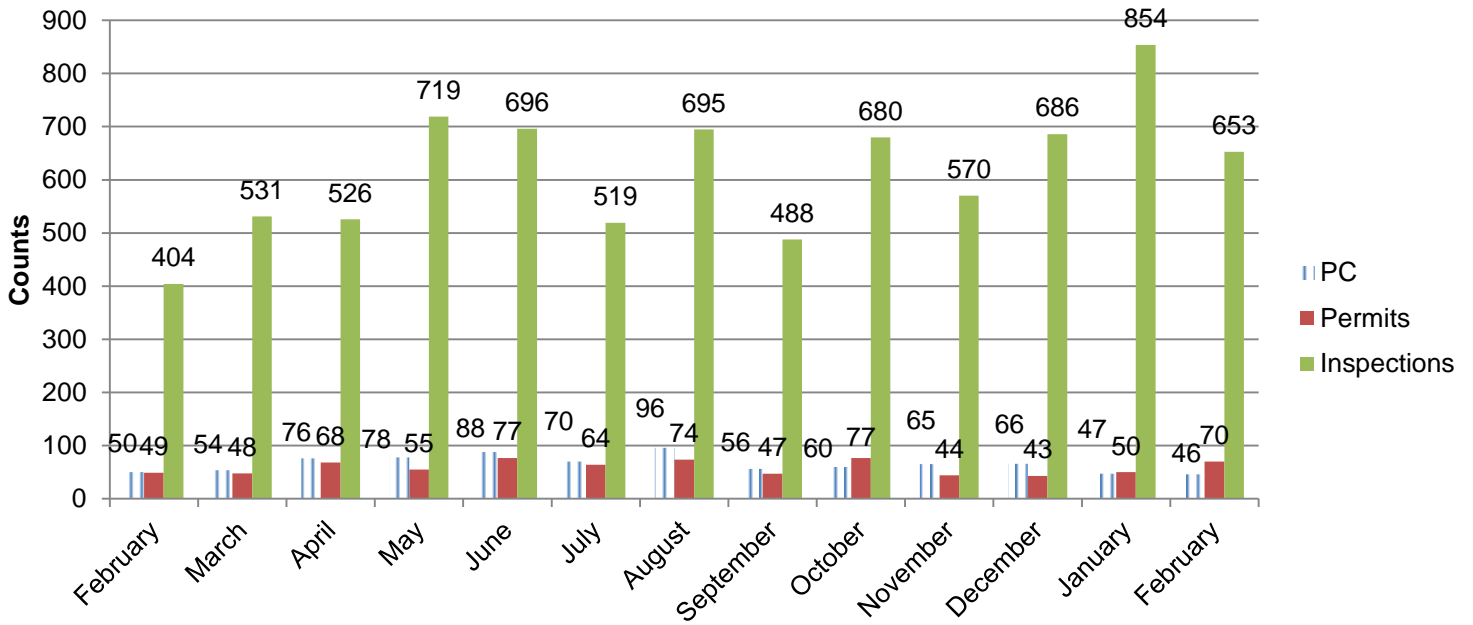
** Target: in working days

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

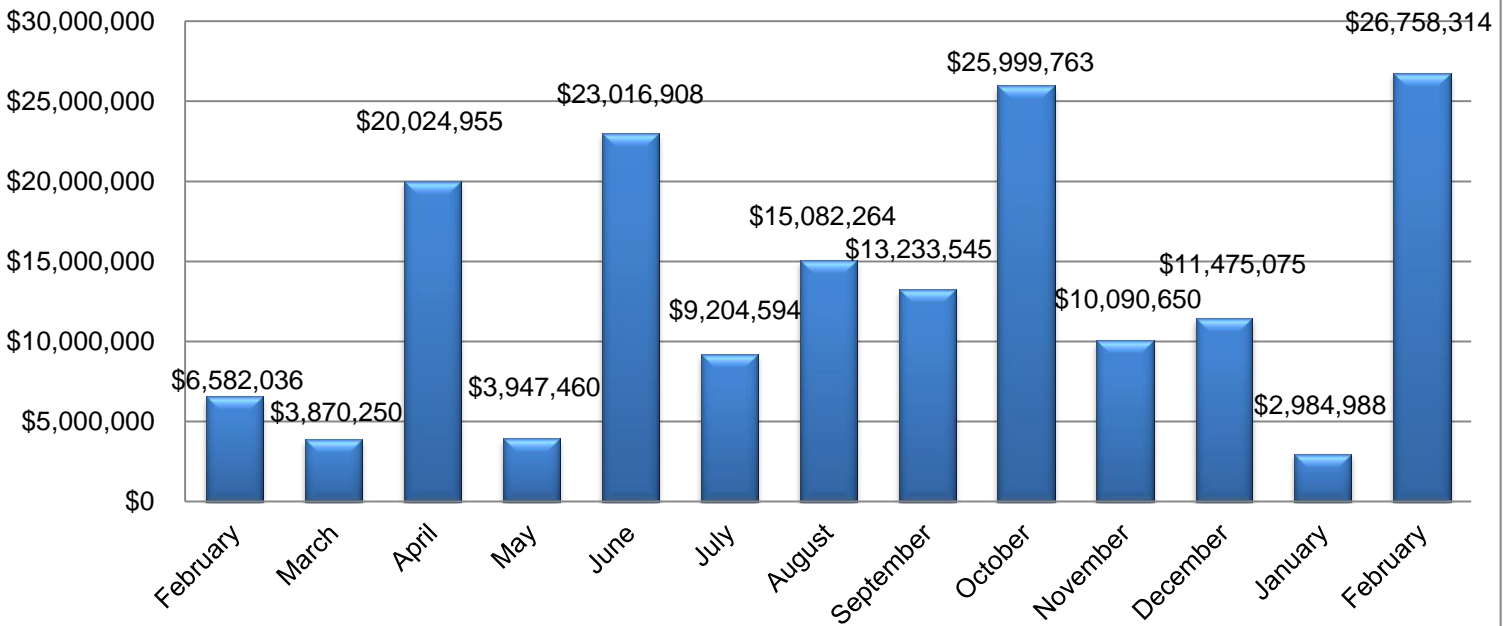
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

