



## 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: SEPTEMBER 20, 2017**

**SUBJECT: CITY MANAGER’S WRITTEN REPORT – DIRECTION ON OCTOBER STUDY SESSION TIMING**

#### **Direction Needed - Study Session Meeting - October**

The Park & Recreation Committee moved their October meeting time to 5 pm. Council Member DeGolia has asked if the Council could consider changing the start time for the October Study Session to 3 pm.

#### **CITY MANAGER’S OFFICE**

##### **1. Cash Flow Projections**

Robert is putting together a spreadsheet that will provide a big-picture summary of cash flow projections beginning in FY 2017/18 through the end of the Civic Center Project. As the Council is aware, with the passing of Measure A, the Town’s General Funds may be used toward the Civic Center Project. Based on projected revenue expectations, there are sufficient funds available via revenue over expenditure projections, ERAF, and current unallocated funds over the next three (3) fiscal years to fund the project as designed.

##### **2. Council Study Session Action Items - Timing**

As the Civic Center Project moves to bid in early 2018, there will be items that will need to move more quickly as action items than the Regular Council Meeting once a month. To accommodate, when needed, we will be adding quick action items to the Study Session Agendas to keep the project on track.

Over the next 6 months, you may see items for the project appear on both the Regular Agenda and Study Session Agenda as necessary.

##### **3. Council of Cities Dinner - SAVE THE DATE - October 27**

The Town is hosting the Council of Cities dinner meeting on October 27. Additional details and invitations will be sent in September.

#### 4. Graffiti on City Manager's Exterior Office Wall

As the Council may be aware, the exterior of my office wall was recently tagged with graffiti tagging me as "Nazi Scum" - the incident is under investigation. Late last week, an individual in a silver pick-up truck parked outside my office window, stepped up to my window, peered in and took a picture of me (at the time meeting with Steve Tyler). Steve and I watched the individual get back into his truck and drive away. When he noted that we were watching him, he rolled down his window, extended his arm, and gave us a hand/arm signal of some sort. The Police Department have identified the individual. The same individual was found on surveillance cameras taking photographs of the interior of the police lobby and photographs of each of the police officer photographs on the wall in the lobby (twice). During the second visit, police officers found and stopped the individual who attempted to drive away when contacted by officers. No citation was issued; but information on the individual has been flagged as a result of his erratic behavior (a "TRAK" flyer).

It is unknown at this time whether this is the same individual that tagged the outside of my office with graffiti.

Earlier this week, a Council Member reported being photographed at home while outside by an individual in a silver pick-up truck. Further investigation could not confirm whether it was the same individual; however, I am providing this information to all of the Council for increased situational awareness.

#### 5. CalWater Beach Gulch Dam

I was recently contacted by Dawn Smithson with CalWater. Ms. Smithson was advising that they (along with other water purveyors with dams) had a recent inspection by the State Department of Dam Safety. The inspection and follow-up report was a result of the Oroville incident. The Department of Dam Safety are producing a Report that will ultimately be posted online and released via the media. The result of the inspection on the Bear Gulch dam revealed that the dam is stable and well monitored; however, there are two pieces of information that may be concerning without background information.

The Bear Gulch Dam is classified as a Hazard Assessment - Extremely High. This is not due to any failure indicators in the dam itself. It is due to the proximity of the dam to populated areas. Meaning, if the dam were to fail, the resulting hazard would be high due to the proximity of the urban build-out.

The standards by which earthen dams are evaluated has recently changed due to the Oroville incident. As a result, the Bear Gulch Dam must reduce its level (already done) until a report reflecting its stability is completed. The reduced level requirement puts the dam in the "Fair" category as opposed to the "Good" category.

## 6. Euclid/Parker Drainage Channel

As the Council is aware, in January 2017 design work began (WRECO) for various drainage facility repairs. One of these facilities was the Euclid/Parker Drainage Channel connecting the flow of water from Polhemus to Stockbridge. The channel is an open channel u-ditch. Preliminary inspection and assessment (that including survey) reveals that the Town has a 10-foot wide easement at the rear of the Euclid properties. The u-ditch is supposed to travel from Polhemus to Stockbridge within this 10-foot easement. However, survey indicates that it meanders outside of the easement in many locations. Further, the survey indicates that some of the property owners on Euclid have encroached into the easement with minor development (walls, fences, etc.) and some of the property owners on Parker have encroached into the easement and into the property boundary of the property owners on Euclid.

The Town's responsibility is the u-ditch. It is required to be within the existing drainage easement and required to be maintained in an operable condition. Staff is preparing a summary of the preliminary report, preparing a recommendation for next steps (re-aligning the u-ditch within the channel where improvements are necessary), and assessing the impact on the properties involved. Once complete, staff will arrange a meeting of the affected/adjacent property owners to discuss next steps.

There will clearly be issues that will complicate an easy solution and for those property owners that feel that their issues are not being addressed, they may reach out to the Council. Please feel free to contact me if additional information is required.

## 7. CalPERS Actuarial Valuations for June 30, 2016

The 2016 Actuarial Valuation Reports are complete and uploaded to the [CalPERS website](https://www.calpers.ca.gov/page/employers/actuarial-services/employer-contributions/public-agency-actuarial-valuation-reports) - <https://www.calpers.ca.gov/page/employers/actuarial-services/employer-contributions/public-agency-actuarial-valuation-reports>. The 2016 Actuarial Valuation Reports set the employer contribution requirements and PEPR requirements for FY 2018/19.

The 2015 Reports projected Local Miscellaneous at a rate of 9.1% with a contribution requirement of \$183,236. The 2016 Report sets the rate at 9.635% with a contribution requirement of \$237,450. The 2015 Reports projected Safety at a rate of 21.4% with a contribution requirement of \$629,363. The 2016 Report sets the rate at 22.346% with a contribution requirement of \$627,361. The FY 2018/19 contribution requirement increased by \$52,212 from projections.

The increase reflects the lowering of the CalPERS discount rate from 7.5% to 7% with a 3-year phase-in.

## 8. Recruitment for Accounting Technician

As the Council is aware, we have had a temporary staffer working as our Accounting Technician after Amanda left for Woodside. Now that summer is over, we are opening a recruitment for the position next week and hope to have a person in the role permanently by October.

#### 9. ADAPT Assembly Point Signs

As the Council is aware, we are working with ADAPT for the placement of assembly point signage around Town for emergency preparedness. These will be low, natural looking sign posts (wood) with a small metal assembly point sign affixed to them. Staff and ADAPT are working with the property owners for placement. ADAPT block area captains are assisting in the coordination.

#### 10. Traffic Study on Alameda de las Pulgas

The City Council previously expressed concern regarding traffic flow and operations along the entire length of the Alameda de las Pulgas corridor through the Town. Traffic analyses along a portion of the corridor was recently completed by Los Lomas Elementary School, but did not focus on the entire corridor through the Town. To assess the impacts on the corridor through the Town with the potential of a request for a new traffic signal at the Walsh Road and Alameda de las Pulgas intersection, additional data and analysis is needed.

On April 10, 2017 Parisi Transportation Consulting submitted the final study to the Town and District. The focus of the study was to analyze the traffic conditions at intersections near the school during drop-off and pick-up periods and potential improvements. During the scoping process, the Town of Atherton requested the District provide level of service (LOS) calculations at Alameda de las Pulgas intersections of Walsh Road and Atherton Avenue (existing and future), traffic signal warrant analysis at Alameda de las Pulgas and Atherton Avenue, roundabout analysis at Atherton Avenue, and corridor travel times on Alameda de las Pulgas (existing and future) be included. These were included; but for school hours only. The study needs to be expanded to include commute hours.

Staff will be returning to the Council with a request to expand the study to collect additional traffic counts in the area as well as additional analysis of future intersection improvements along the corridor.

#### 11. Transparency Standards - Mosquito Vector Control District

In FY 2016/17, the San Mateo County Civil Grand Jury released a report titled "Can We See You Now?" Addressing independent Special District Website Transparency. The San Mateo County Mosquito and Vector Control District was one of the six independent districts to have completed the requirements and been awarded the District Transparency Certificate of Excellence.

#### 12. Planning Commission Action - August 23, 2017

The Planning Commission took the following action at last night's August 23, 2017 meeting:

- 264 Bay Road – Approved a Special Structures Permit to allow a habitable basement under an accessory building and a Variance to allow a detached garage to be located in the required front yard setback.
- 40 Isabella – Approved a Special Structures Permit to allow for a second floor addition to the main residence to continue the existing, legal non-conforming sidewall and main building heights.

- 150 Valparaiso/Sacred Heart School – Adopted a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program and approved a Conditional Use Permit to allow for the construction of a new Academic Arts Building, other site improvements, and the installation of up to 20 additional portable classrooms.

The next meeting of the Commission is September 27, 2017.

### 13. Tree Removal (Suppressed) Next to Library

As part of the Civic Center Project landscape review, suppressed trees adjacent to the Library were identified for removal. These are trees as part of the redwood stand that are not in good locations, crowding out other trees, and/or are otherwise compromised. Staff met with the adjacent property owner to discuss removal of these trees. The property owner is in 100% agreement with the determinations and removal plan. These will be addressed in the coming weeks.

### 14. Civic Center Project Discussions

With upcoming Civic Center Reports, there will be a number of items that will require Council discussion/action. These include:

- Land Use Entitlements - lot mergers, street vacations, and zoning (cafe)
  - *Staff is putting together of schedule of timing for these items. They first have to move through the Planning Commission before making their way to the City Council for discussion and action.*
- Pursuit of LEED Certifications for City Hall, Library, and Campus (as a group or individually)
  - *The September 20 Staff Report will include an opportunity to engage WRNS in this task order.*
- Solar - potential for a Power Purchase Agreement (PPA) - direction on whether to move forward with Solar as an Add Alternate with/without confirmation of a PPA
  - *The September 20 Staff Report will include an opportunity to discuss what direction to take on this issue.*
- Corporation Yard Development
  - *Staff is also presenting an option for the Council to consider regarding the Corporation Yard in the Civic Center. Currently, both the external improvements and internal improvements are part of the project. There may be an opportunity to complete the internal improvements ahead of the project itself (as a separate project). The external improvements (streets, sidewalk, fencing, etc.) would be done as part of the larger project; but, internal office, restroom, and locker renovations would be done in-house. Staff believes this an opportunity for the Town to save funds.*

### 15. Lindenwood Home Owners Association Meeting - September 17

I will be attending the LHA Meeting on Sunday, September 17 from 4 pm to 6 pm at 38 Flood Circle.

#### 16. Grand Boulevard Task Force Meeting

There is a GBI Meeting on Wednesday, September 27 from 10 am to 12 pm at the San Mateo County Transit District Auditorium, 1250 San Carlos Avenue, San Carlos.

#### 17. Revenue and Events Log - Park

Here is the [Revenue](http://ca-atherton.civicplus.com/DocumentCenter/View/4482) (<http://ca-atherton.civicplus.com/DocumentCenter/View/4482>) and [Event Log](http://ca-atherton.civicplus.com/DocumentCenter/View/4481) (<http://ca-atherton.civicplus.com/DocumentCenter/View/4481>) for the Park (August 2017).

#### 18. Draft Fire Fiscal Services Review

We have received the draft of Task 1 and 2 of the Fire Fiscal Services Review. The consultant is still working on Task 3. The draft of Task 1 and 2 will be reviewed by the Subcommittee (Wiest/Polito) and initial corrections/feedback will be provided to the consultant.

#### Special Event Permits - as of September 11, 2017

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

- September 16, 2017 – Las Lomas Fun Run – Las Lomas – 8 am – 11 am
- September 17, 2017 – Valpo Fun Run – Menlo School – 8:30 am – 10:30 am
- October 26, 2017 - Halloween Party - Circus Club - 7 pm - 9 pm
- October 27, 2017 - Football Under the Lights - Sacred Heart - 4 pm - 10:30 pm
- October 2018 - Menlo Circus Club - Palo Alto Elks Concours d'Elegance Car Show

#### Social Media

##### Twitter Stats – as of September 11, 2017

@TownofAtherton – 1,145 tweets, following 95, 223 followers

@Atherton\_CM – 519 tweets, following 150, 68 followers

#### **ATTACHMENTS**

Police Department Report

Public Works Department Report

Community Services Department Report

## POLICE DEPARTMENT

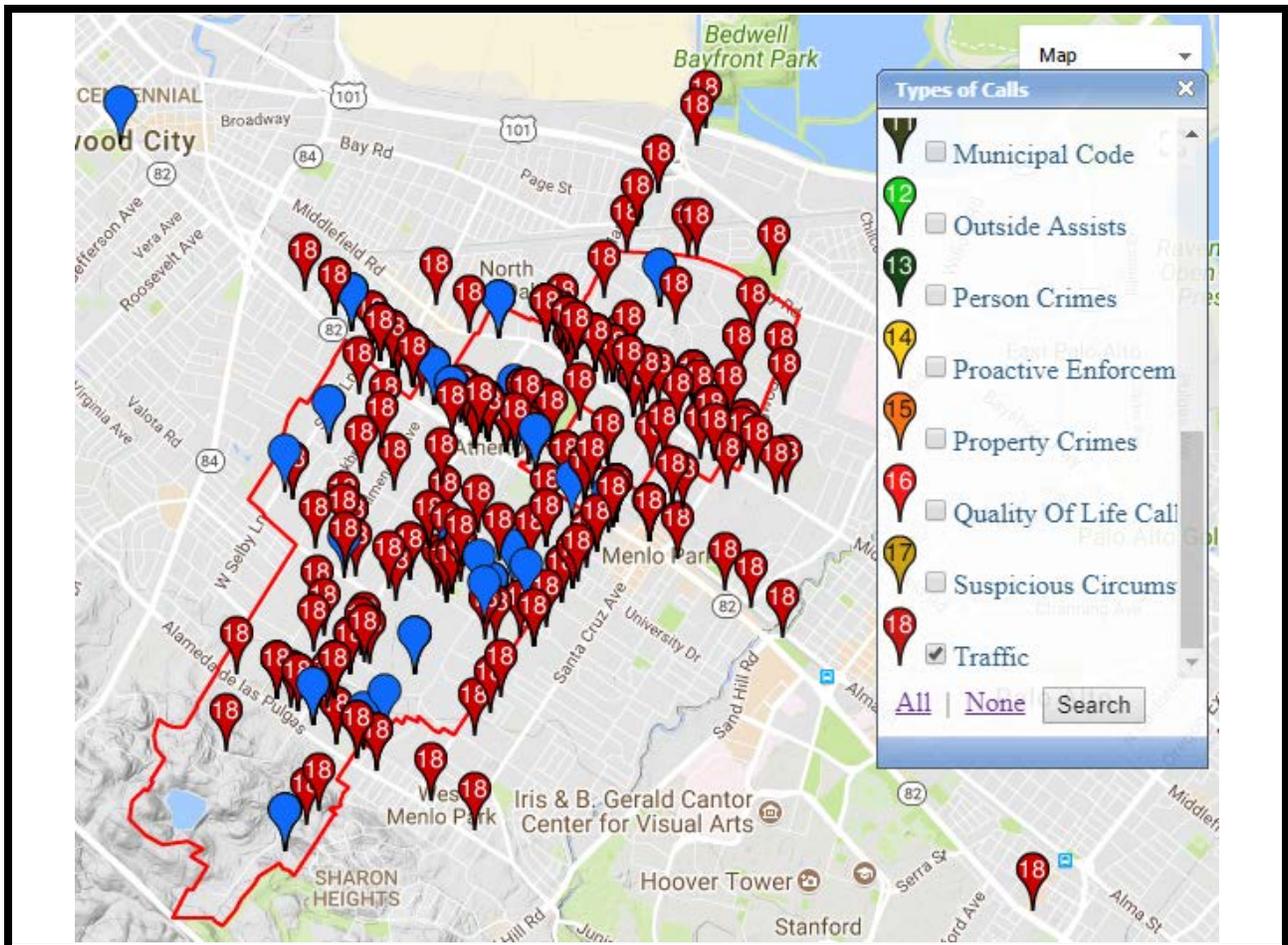
### Police Activity

There were 62 investigations for the month of August. 10 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses include driving on a suspended license, warrants, driving under the influence, possession of controlled substances, being under the influence of a controlled substance, bringing a controlled substance into the jail, and a weapons violation.

Of the 3,100 total police incidents for the month of August, 2,170 were officer-initiated incidents, which resulted in 376 citations being issued for vehicle code and other violations. Officers initiated 1,896 other types of incidents that included contacting suspicious people on the street or in cars, home checks, and security checks at schools and Holbrook Palmer Park.

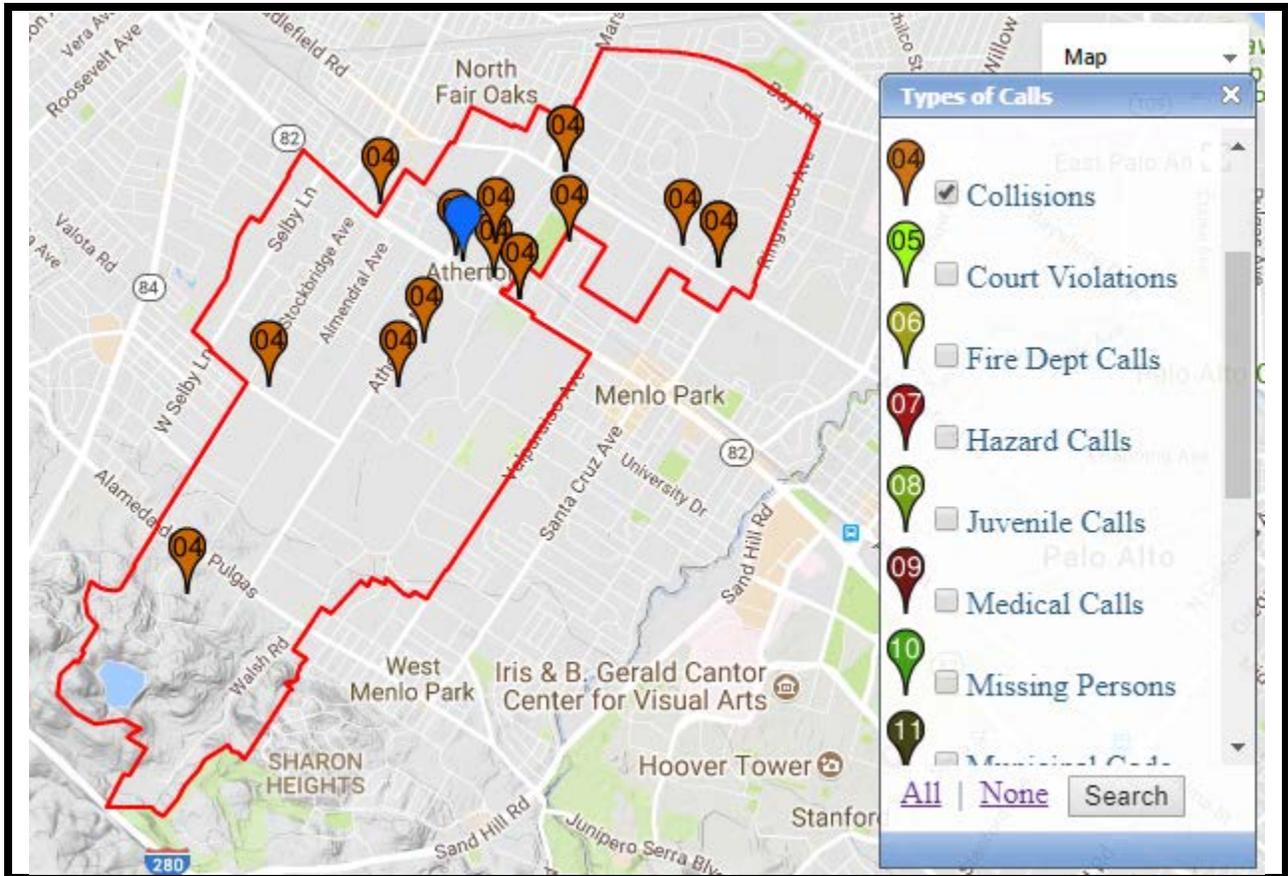
### Traffic Incidents

Overall, there were 447 specific traffic incidents for August. The map below indicates the locations of the incidents for the reporting period.



## Traffic Collisions

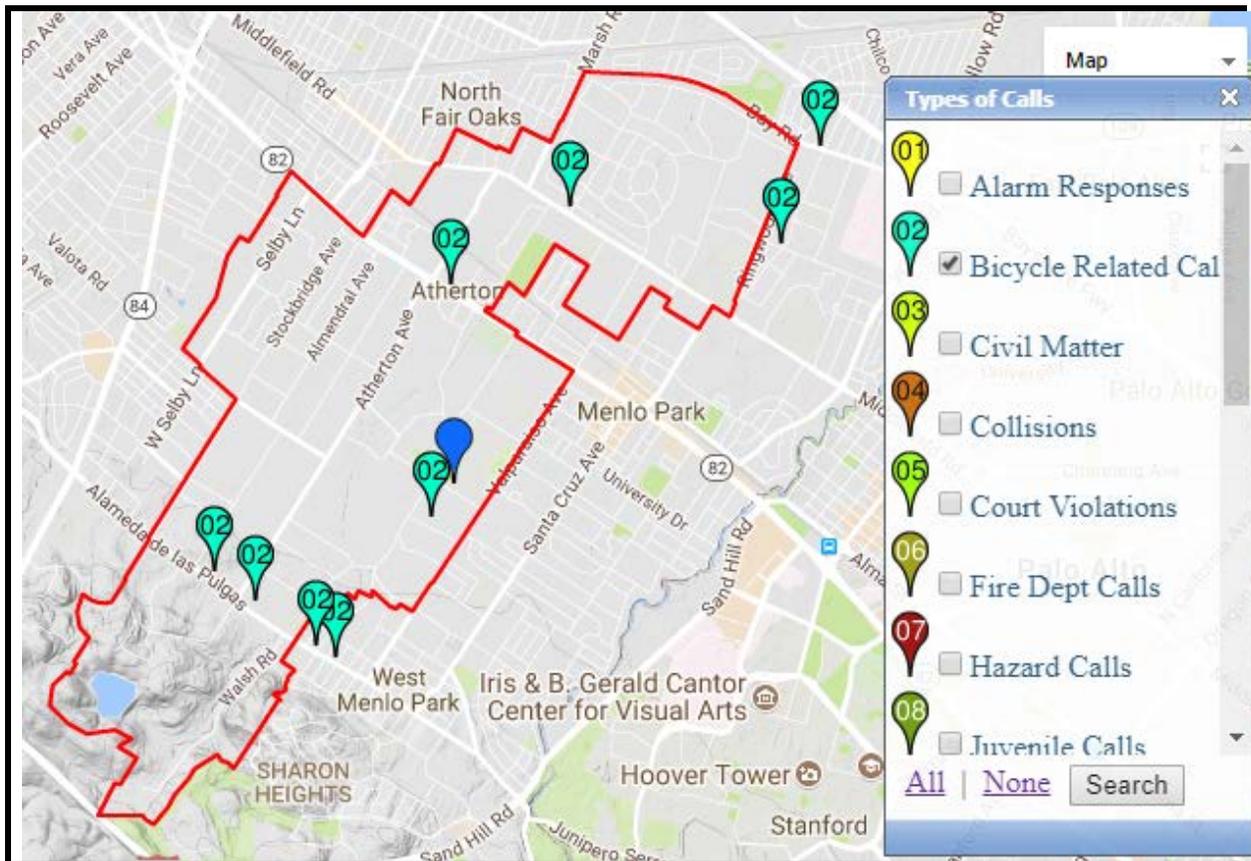
There were 18 specific “collisions” for August. The map below indicates the locations of the incidents for the reporting period.



## Bicycle Traffic Stops

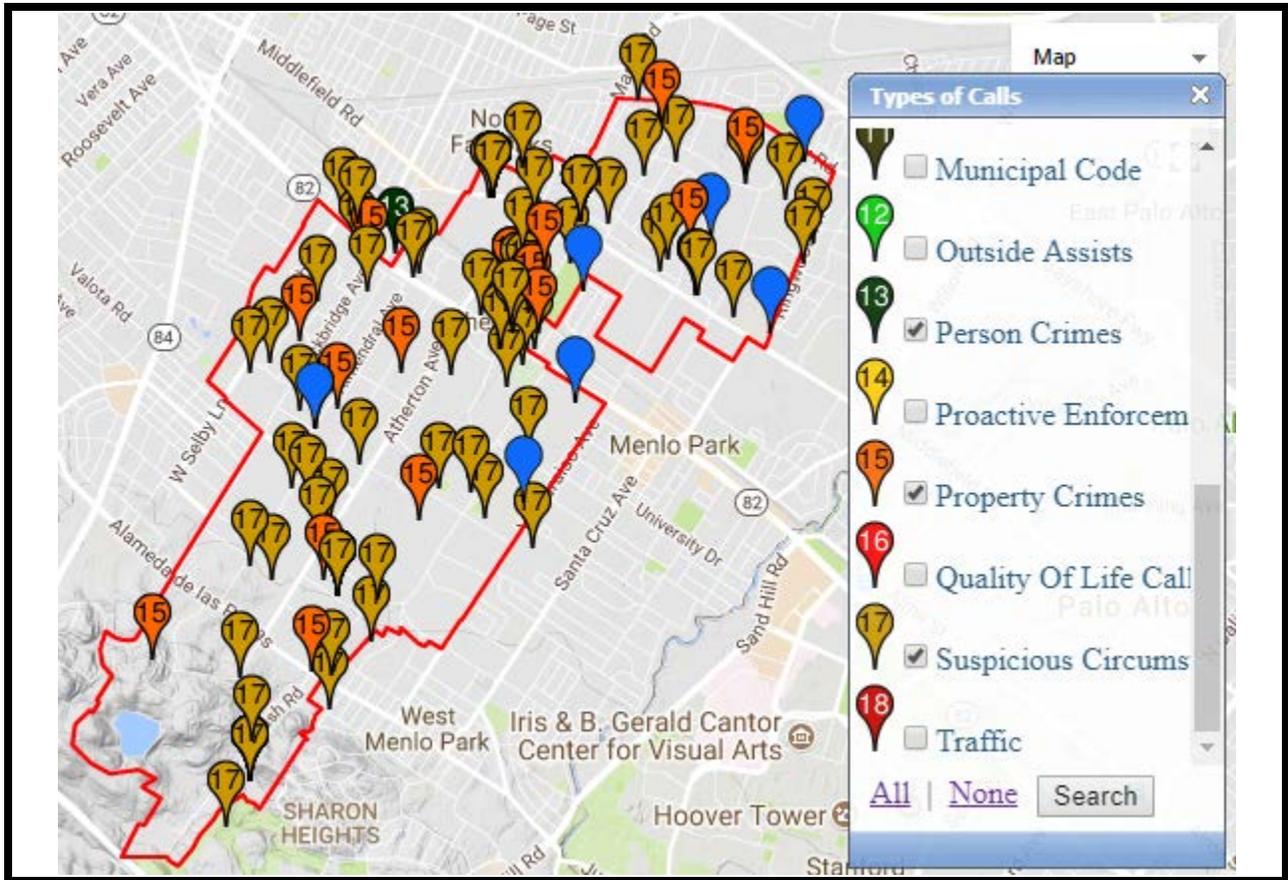
There were 12 bicycle stop incidents initiated for unsafe lane change (1), stop sign (6), and lighting equipment (5).

These stops resulted in 1 citation (1 warning and 0 notices to appear).



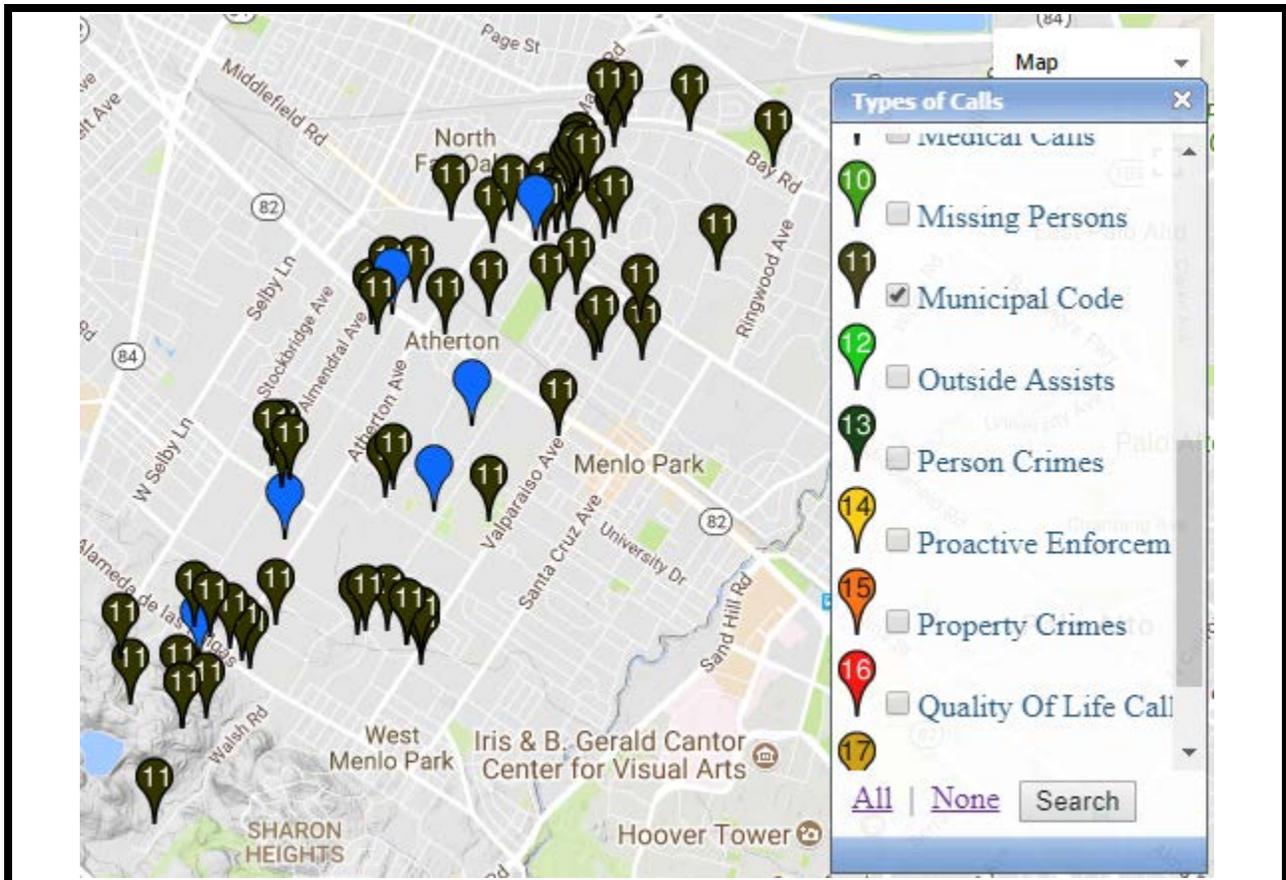
## Criminal Activity and Suspicious Circumstances

The Department responded to 166 locations (some locations multiple times) for property crimes (21), person crimes (2), and incidents of suspicious circumstances (139).



## Municipal Code Violations

The Department responded to 70 locations (some locations multiple times) for municipal code violations. These calls were for stop order enforcement, graffiti, temporary sanitation facility placement, working before or after hours at construction sites, heritage tree permit verifications, construction deliveries before 8AM, dumping complaints, fireworks, refuse bins being left in front of residences, persons in the park when closed, solicitor complaints, and open house real estate signage.



## Holbrook Palmer Park

Holbrook Palmer Park had 91 incidents this reporting period, 78 of which were security checks and foot patrols by officers. The other incidents were related to national night out, lost and found property, suspicious vehicles, water problems, traffic enforcement, and a homeless encampment near the railroad tracks.

## Premise Watch

Officers completed 1,374 House/Vacation checks during the month of August.

## School Incidents

Officers responded to 247 school incidents during this reporting period. The incidents included but were not limited to suspicious vehicles and persons, tree down with injuries, medical calls, animal related calls, reckless vehicles, and directed enforcement associated with the beginning of the school year:

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	4	1	4	3	6	5	2	2	-	3	5	6	41
	Security	20	8	14	17	11	7	11	14	11	7	6	15	141
	Traffic	-	-	7		2	1		4	1	1	1	1	18
<i>Knox School</i>	Other	1	-	-	4					-	-	-	-	5
	Security	-	-	-						-	-	-	-	-
	Traffic	-	-	-						-	-	-	-	-
<i>Las Lomitas</i>	Other	5	2	3	4	2	3	1	7	4	1	2	4	38
	Security	25	14	18	18	14	7	19	15	13	6	10	16	175
	Traffic	-	-	-					1	2	-	-	-	3
<i>Laurel</i>	Other	5	5	3	1	1	2	3	3	6	1	2	2	34
	Security	16	8	19	8	10	9	9	19	3	2	2	2	107
	Traffic	-	1	-				1	1	3	-	-	1	7
<i>M-A HS</i>	Other	17	17	28	12	17	14	12	23	24	22	21	9	216
	Security	28	23	16	21	26	21	25	38	21	30	24	20	293
	Traffic	1	8	2			1		13	4	1	1	-	31
<i>Menlo College</i>	Other	9	12	7	3	2	3	2	6	14	17	8	4	87
	Security	13	14	25	13	9	8	10	8	11	11	9	9	140
	Traffic	5	2	22	4	3		2	2	1	1	2	-	44
<i>Menlo School</i>	Other	6	5	2	1	2	3	1	3	8	7	7	5	50
	Security	5	9	12	7	5	7	11	18	4	1		4	83
	Traffic	-	1	-						-	-	-	2	3
<i>Sacred Heart</i>	Other	8	3	10	3	4	6	2	10	2	3	7	5	63
	Security	7	9	12	7	9	9	15	19	7	8	3	4	109
	Traffic	3	1	3	1	5	1		8	-	-	-	-	22
<i>Selby Lane</i>	Other		8	5	3	5	2	2	5	8	4	6	5	53
	Security	18	14	18	8	6	7	9	19	18	17	19	18	171
	Traffic	10	-	1			2		9	2	-	2	4	30
<b>Total</b>		<b>206</b>	<b>165</b>	<b>231</b>	<b>138</b>	<b>139</b>	<b>118</b>	<b>137</b>	<b>247</b>	<b>167</b>	<b>143</b>	<b>137</b>	<b>136</b>	<b>1,964</b>

## 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 **4 minutes, 26 seconds**, which met 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:

<b>MONTH</b>	<b>YEAR</b>	<b>RESPONSE TIME</b>
<b>July</b>	2017	4:48
<b>June</b>	2017	5:01
<b>May</b>	2017	5:38
<b>April</b>	2017	4:33
<b>March</b>	2017	4:33
<b>February</b>	2017	4:34

**TOTAL TRAINING HOURS FOR AUGUST 2017 – 158 HOURS**

<b>NAME</b>	<b>TRAINING/HOURS</b>	<b>DATES</b>
Larsen	Emergency Vehicle Operations – 8 hours	August 4
Frew	Instructor Development Workshop/16 hours	August 7-8
Kockler Johnson	Property Room Management /16 hours	August 7-8
Smiler	Tactical Rifle / 24 hours	August 10-12
McCulley	Child Exploitation Investigations /16 hours	August 14-15
Bollendorf Metzger Pronske	Train on the Train / Active Shooter / 2 hours each	August 24
Fogarty	Dispatcher Ethics and Leadership / 8 Hours	August 25
Smiler Clark	Force Options /Simulator / 8 hours	August 28
Gomez	CIT for FTO / 8 hours	August 29
MacDonald Rojas Robbins	Force Options/Simulator/ 8 hours	August 31

The below table depicts the amount of officer initiated activity and the number of traffic citations issued for the past six months:

<b>MONTH</b>	<b>OFFICER INITIATED ACTIVITY</b>	<b>CITATIONS</b>
<b>August</b>	2,170	376
<b>July</b>	2,346	303
<b>June</b>	1,879	290
<b>May</b>	1,780	468
<b>April</b>	1,706	352
<b>March</b>	1,683	395

## Code Enforcement Activity Report

Summary:

	<b>Activity</b>	<b>Total for Month</b>	<b>Year to Date (From 01/01/2017)</b>
1.	Opened Cases	32	176
2.	Resolved/Closed Cases	26	127
3.	Cases Pending	169	N/A
4.	Written/Formal Notices Issued	24	68
5.	Citations Issued	1	76
6.	Amount in Citations	\$1,500	\$23,600

During the month of August, there were over 109 incidents related to code enforcement. Those incidents included, but were not limited to: construction work hour violations, construction parking violations, dust and other construction related violations, right-of-way encroachments and obstructions, unpermitted work in the right-of-way, unpermitted construction work, unpermitted signs, overgrown and/or unmaintained vegetation, damage to heritage trees, animal related nuisances, trash receptacle violations, properties in 'abandoned conditions' and noise disturbances.

Code Enforcement staff assisted with translations, court duties, fleet maintenance issues and with construction hours/noise exemption permits. CE staff also assisted with the Felony/High Risk Car Stop in-house training for three (3) new officers, National Night Out event and during the Circus Club/Horse Show.

## TRAFFIC COMPLAINTS

The Atherton Police Department received three (4) traffic complaints during the month of August. The complaints were as follows:

- 1) Devish Garg, 2 Elm Place, reported speeding vehicles on James Avenue, from Catalpa Drive to Middlefield Road, at all hours of the day.

Results: 189 minutes spent in the area  
1 warning citation and 10 verbal warnings issued

- 2) Arthur Ringham, 197 Fair Oaks Lane, reported speeding vehicles on Fair Oaks Lane, from 9:30am to 11:00am, between the railroad tracks and Middlefield Road.

Results: 43 minutes spent in the area  
1 warning citation issued

- 3) Frank Walters, 23 Fairview Avenue, reported speeding vehicles on Fairview Avenue during the afternoon commute.

Results: 56 minutes spent in the area  
No contacts made

- 4) Jason Abra, 146 Park Lane, reported speeding vehicles on Park Lane, between Emilie Avenue and Elena Avenue, from 6:45am to 7:30 am, and again from 5:30pm to 7:00pm.

Results: No time spent in the area (complaint received on 8-31-17)  
\*This Traffic Complaint will be handled in September of 2017.

## POLICE DEPARTMENT

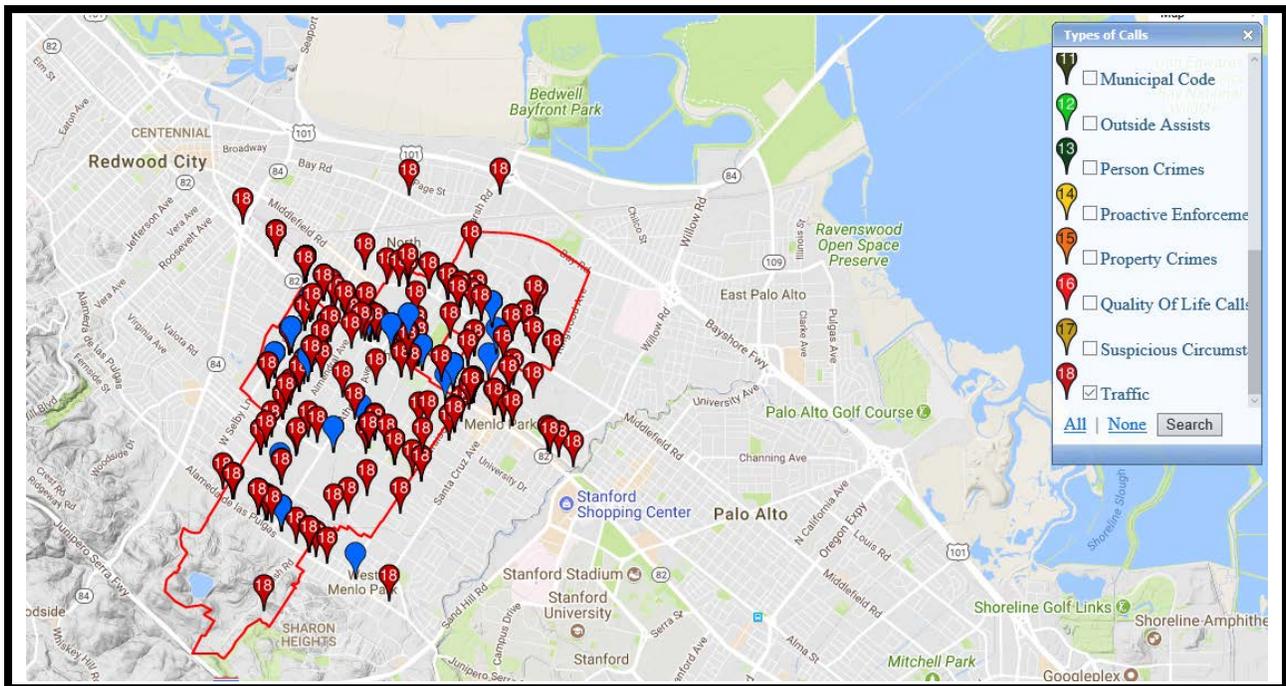
### Police Activity

There were 47 investigations for the month of July. 18 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses include driving on a suspended license, possession of a controlled substance, and warrants.

Of the 3,064 total police incidents for the month of July, 2,346 were officer-initiated incidents, which resulted in 302 citations being issued for vehicle code and other violations. Officers initiated 2,056 other types of incidents that included contacting suspicious people on the street or in cars, home checks, and security checks at schools and Holbrook Palmer Park.

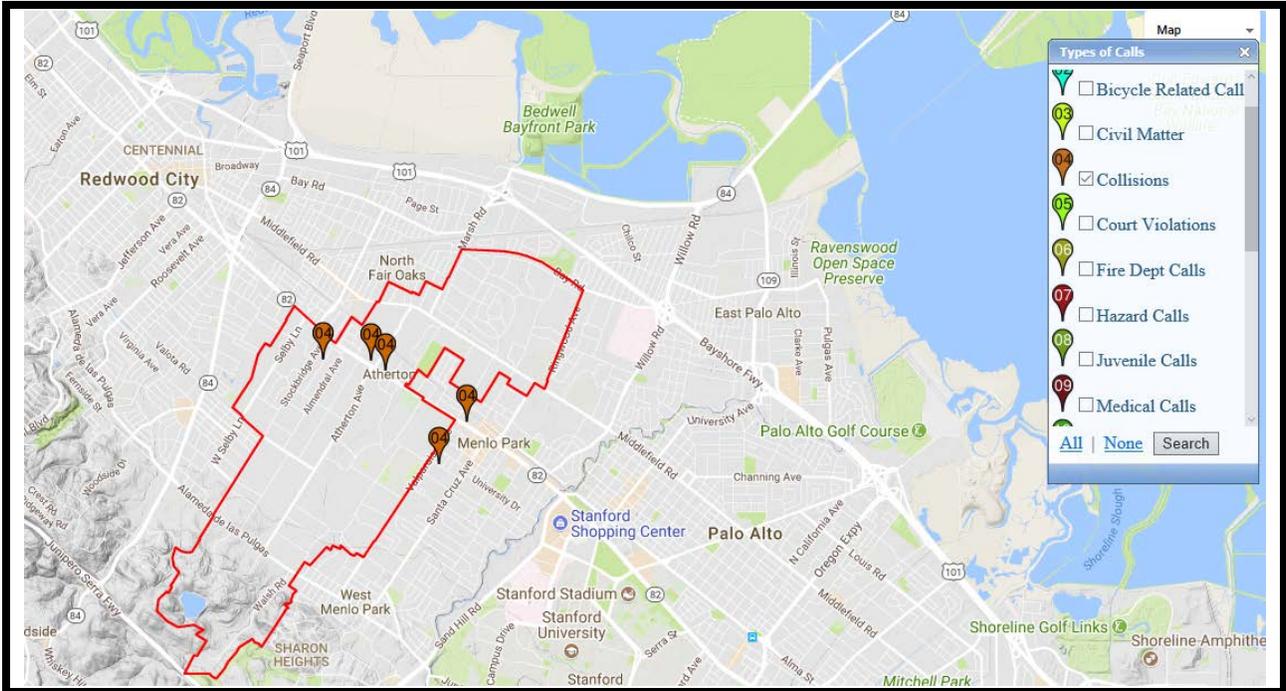
### Traffic Incidents

Overall, there were 327 specific traffic incidents for July. The map below indicates the locations of the incidents for the reporting period.



## Traffic Collisions

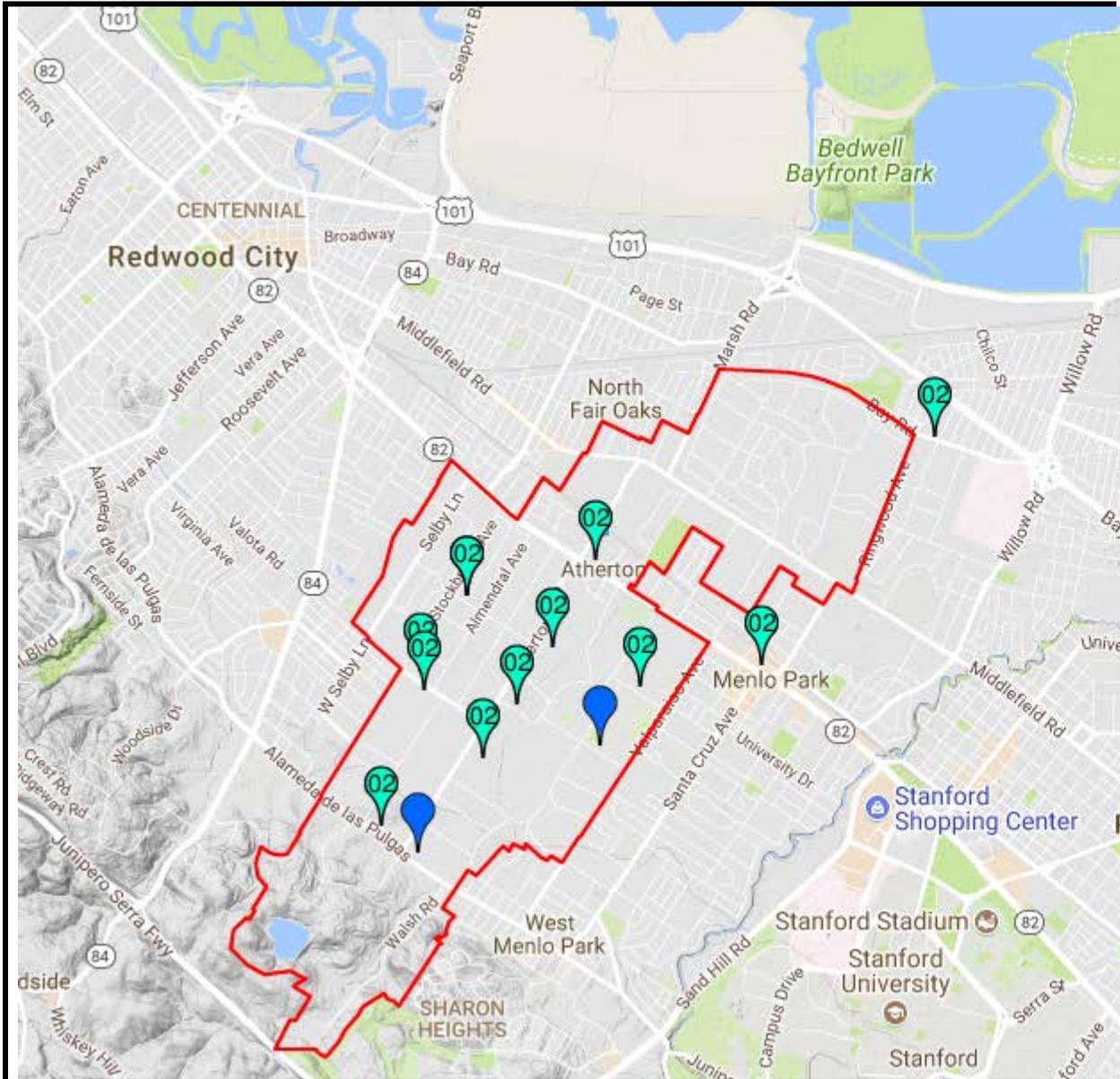
There were 7 specific “collisions” for July. The map below indicates the locations of the incidents for the reporting period.



## Bicycle Traffic Stops

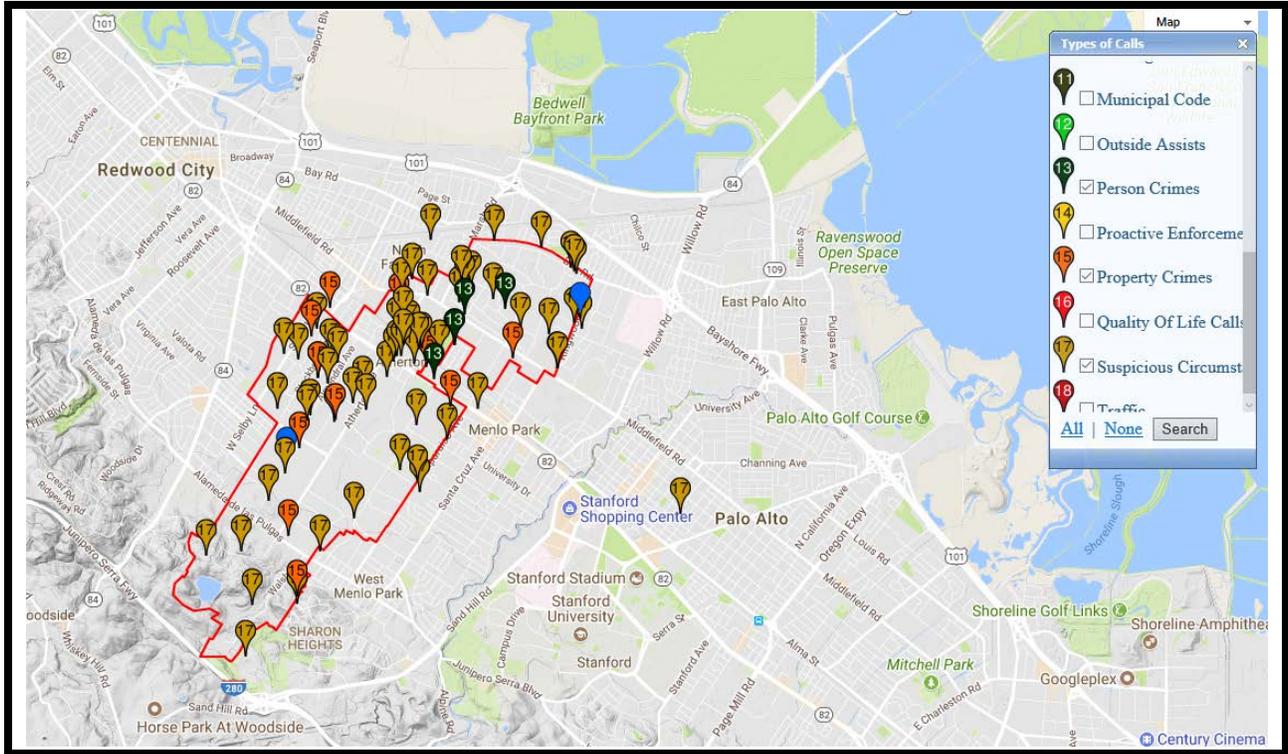
There were 14 bicycle stop incidents initiated for stop sign (8), and lighting equipment (6).

These stops resulted in 5 citations (4 warnings and 1 notice to appear).



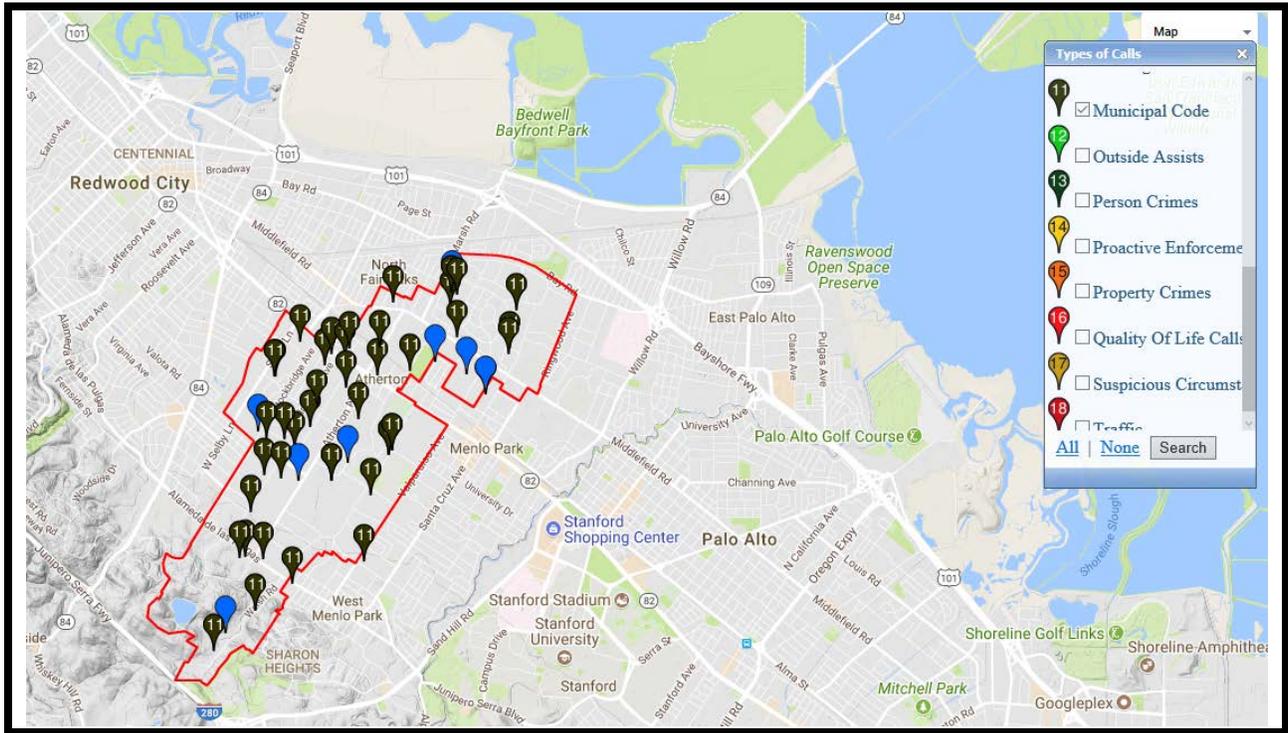
## Criminal Activity and Suspicious Circumstances

The Department responded to 82 locations (some locations multiple times) for property crimes (14), person crimes (4), and incidents of suspicious circumstances (67).



## Municipal Code Violations

The Department responded to 52 locations (some locations multiple times) for municipal code violations. These calls were for after-hours construction violations, garbage bins left out, garage sale without a permit, leash law violations, possible Air Bnb violations, and other code enforcement inspections.



## Holbrook Palmer Park

Holbrook Palmer Park had 92 incidents this reporting period, 79 of which were security checks and foot patrols by officers. The other incidents were related to off leash dogs, suspicious people, found property (lost cell phone) illegally parked vehicles, motorized scooter on the walking path, and an area check for a missing person.

## Premise Watch

Officers completed 1,572 House/Vacation checks during the month of July.

## School Incidents

Officers responded to 139 school incidents during this reporting period. The incidents included but were not limited to theft reports, alarms, parking complaints, suspicious persons, marijuana use, mental health evaluations, medical calls, and truant reports:

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	4	1	4	3	6	5	-	4	-	3	5	6	<b>41</b>
	Security	20	8	14	17	11	7	10	21	11	7	6	15	<b>147</b>
	Traffic	-	-	7		2	1	-	-	1	1	1	1	<b>14</b>
<i>Knox School</i>	Other	1	-	-	4		-	-	-	-	-	-	-	<b>5</b>
	Security	-	-	-			-	-	-	-	-	-	-	<b>-</b>
	Traffic	-	-	-			-	-	-	-	-	-	-	<b>-</b>
<i>Las Lomitas</i>	Other	5	2	3	4	2	3	3		4	1	2	4	<b>33</b>
	Security	25	14	18	18	14	7	17	6	13	6	10	16	<b>164</b>
	Traffic	-	-	-			-	-	-	2	-	-	-	<b>2</b>
<i>Laurel</i>	Other	5	5	3	1	1	2	3	3	6	1	2	2	<b>34</b>
	Security	16	8	19	8	10	9	9	2	3	2	2	2	<b>90</b>
	Traffic	-	1	-			-	-	-	3	-	-	1	<b>5</b>
<i>M-A HS</i>	Other	17	17	28	12	17	14	12	13	24	22	21	9	<b>206</b>
	Security	28	23	16	21	26	21	26	16	21	30	24	20	<b>272</b>
	Traffic	1	8	2			1	-	3	4	1	1	-	<b>21</b>
<i>Menlo College</i>	Other	9	12	7	3	2	3	2	7	14	17	8	4	<b>88</b>
	Security	13	14	25	13	9	8	9	3	11	11	9	9	<b>134</b>
	Traffic	5	2	22	4	3	-	3	2	1	1	2	-	<b>45</b>
<i>Menlo School</i>	Other	6	5	2	1	2	3	1	1	8	7	7	5	<b>48</b>
	Security	5	9	12	7	5	7	11	5	4	1		4	<b>70</b>
	Traffic	-	1	-			-	-	-	-	-	-	2	<b>3</b>
<i>Sacred Heart</i>	Other	8	3	10	3	4	6	1	4	2	3	7	5	<b>56</b>
	Security	7	9	12	7	9	9	15	7	7	8	3	4	<b>97</b>
	Traffic	3	1	3	1	5	1	-	-	-	-	-	-	<b>14</b>
<i>Selby Lane</i>	Other		8	5	3	5	2	2	2	8	4	6	5	<b>50</b>
	Security	18	14	18	8	6	7	9	13	18	17	19	18	<b>165</b>
	Traffic	10	-	1			2	-	2	2	-	2	4	<b>23</b>
<b>Total</b>		<b>206</b>	<b>165</b>	<b>231</b>	<b>138</b>	<b>139</b>	<b>118</b>	<b>133</b>	<b>114</b>	<b>167</b>	<b>143</b>	<b>137</b>	<b>136</b>	<b>1,827</b>

## 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 **4 minutes, 48 seconds**, which met 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:

<b>MONTH</b>	<b>YEAR</b>	<b>RESPONSE TIME</b>
<b>June</b>	2017	5:01
<b>May</b>	2017	5:38
<b>April</b>	2017	4:33
<b>March</b>	2017	4:33
<b>February</b>	2017	4:34
<b>January</b>	2017	5:12
<b>December</b>	2016	5:18
<b>November</b>	2016	5:12

**TOTAL TRAINING HOURS FOR JULY 2017 – 92 HOURS**

<b>NAME</b>	<b>TRAINING/HOURS</b>	<b>DATES</b>
<b>Bollendorf</b>	Patrol Rifle Instructor/ 40 hours	July 17-21
<b>Wade</b>	How To Deal With Difficult People/8 hours	July 18
<b>Kockler</b>	Domestic Violence Protocol Update/4 hours	July 18
<b>McCulley</b>	Crisis Intervention Training/8 hours	July 19
<b>McCulley</b>	Shotgun Training/8 hours	July 21
<b>MacDonald</b>	Patrol Rifle/24 hours	July 27-28

The below table depicts the amount of officer initiated activity and the number of traffic citations issued for the past six months:

<b>MONTH</b>	<b>OFFICER INITIATED ACTIVITY</b>	<b>CITATIONS</b>
<b>July</b>	2,346	302
<b>June</b>	1,879	282
<b>May</b>	1,780	468
<b>April</b>	1,706	352
<b>March</b>	1,683	395
<b>February</b>	1,585	165

## Code Enforcement Activity Report

July 1 – July 31, 2017

### Summary:

	<b>Activity</b>	<b>Total for Month</b>	<b>Year to Date (From 01/01/2017)</b>
1.	Opened Cases	39	144
2.	Resolved/Closed Cases	19	101
3.	Cases Pending	163	N/A
4.	Written/Formal Notices Issued	2	44
5.	Citations Issued	34	75
6.	Amount in Citations	\$11,700	\$22,100

During the month of July, there were over 103 incidents related to code enforcement. Those incidents included, but were not limited to: construction work hour violations, construction parking violations, dust and other construction related violations, right-of-way encroachments and obstructions, unpermitted construction work, unpermitted signs, overgrown and/or unmaintained vegetation, damage to heritage trees, unpermitted removal of heritage trees, animal related nuisances, HP Park hour violation, trash receptacle violations, business in residence, short-termed rental uses, noise disturbances, mobile vendor related violations and a fireworks related violation.

Code Enforcement staff assisted Officers in the field with translations, court duties and police fleet maintenance issues as they arose. CE staff also began handling construction hours/noise exemption permit approvals, which were previously only handled by Sergeants and Command Staff.

## TRAFFIC COMPLAINTS

### TRAFFIC COMPLAINTS

The Atherton Police Department received one (1) traffic complaint during the month of July. The complaint was as follows:

- 1) Robert Alexander, 123 Stockbridge Avenue, reported speeding vehicles on Stockbridge Avenue, and vehicles not stopping at the stop sign at Stockbridge Avenue and Austin Avenue, between 6:30am to 8:30am, 11:00am to 1:00pm, and 3:30pm to 6:00pm.

Results: 167 minutes spent in the area

2 citations, 4 warning citations, and 3 verbal warnings issued

## Public works update - AUGUST 2017

- Sweep contracted monthly streets :

JULY 2017	50 Miles	12 cu. Yards	3.5 tons
AUG 2017	42 Miles	12 cu. yards	3.0 tons
- Service requests –
  - Low manhole cover on Atherton Ave.
  - A/C problem at PD dispatch.
  - Radar signs at Atherton Ave. need recharge.
  - Trees limbs blocking signs - Various
  - Street tree requires care – Mt. Vernon
  - Pole light malfunction – Wilburn.
  - Bees at Gilmore House.
  - Weekend work request for las Lomitas School/.
  - Graffiti on Middlefield
  - Graffiti on Marsh Road..
  - Clean up – Cal Water Main break ECR and Watkins
  - Illegal dumping – Laurel Ave.
  - Graffiti on Town Hall.
  - Graffiti on Selby Lane.
  - Glass hanging from streetlight - Patricia.
  - Branch in road – Acorn at Greenoaks
  - Broken/hanging cabinet door at PD.
- Weekly litter removal on ECR (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.
- National Night out event – 8/1
- Shoulder repair – Belbrook Ave..
- Clean up of center islands - Various.
- Clean up of median islands - ECR.
- Weeding – Shoulder of Middlefield Road.
- Sign installation – Park and other various.
- Continue to remove debris and repair clogged sprinklers at park following main line break from July.
- Clean Atherton Channel at Station Lane (weeds).
- 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. Installed new park path widening and signage.



Leak at park ped bridge



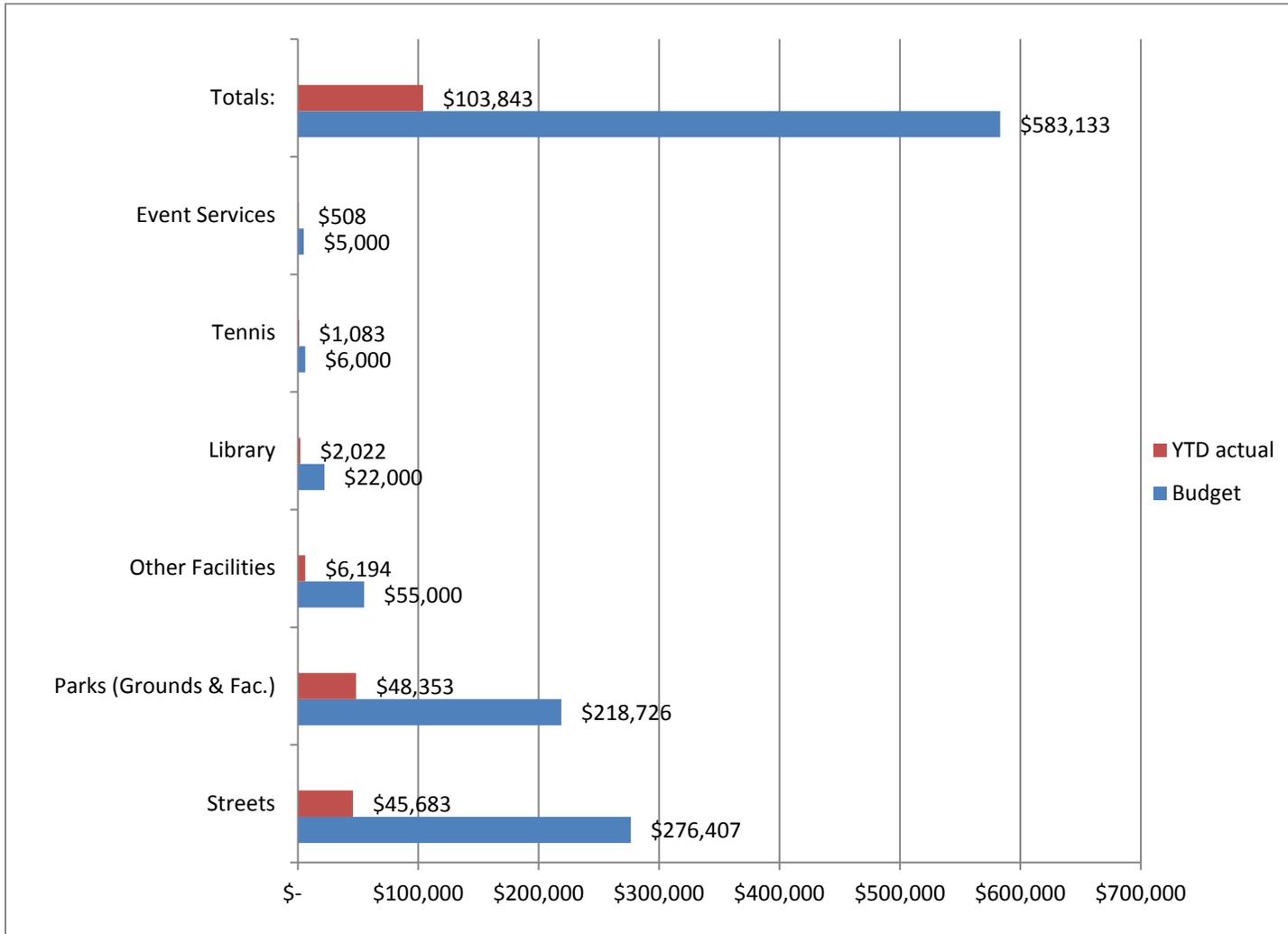
Seed pod removals



Graffiti on Middlefield Road

Town of Atherton  
MCE Corporation/Public Works Maintenance  
Rev. vs. Exp. Through August 2017

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 276,407	\$ 45,683	16.53
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 218,726	\$ 48,353	22.11
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 6,194	11.26
A04	213-30-52031-000	Library	\$ 22,000	\$ 2,022	9.19
A05	101-58-52031-000	Tennis	\$ 6,000	\$ 1,083	18.05
E06	101-58-52031-058	Event Services	\$ 5,000	\$ 508	10.16
<b>Totals:</b>			<b>\$583,133</b>	<b>\$103,843</b>	<b>17.81</b>



# **PARK & RECREATION COMMITTEE STAFF REPORT**

**TO: PARK AND RECREATION COMMITTEE**

**FROM: STEVE TYLER, PUBLIC WORKS SUPERINTENDENT**

**DATE: SEPTEMBER 6, 2017**

**SUBJECT: PARK GOINGS ON JULY/AUGUST 2017**

## **REGULAR STAFF**

- Perform 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 throughout 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 non-established trees throughout the park based on schedule.
  - Blow tennis courts 2 times per week and as required.
  
- Boulders for recognition plaques got installed at Event Garden as requested.
- Cyclone fences and hardware removed and stored at Little League field.
- “The Roscoe” stone/boulder got restored and back in place at North Meadow.
- Woodchips spread along walk way at North Meadow area.
- Dead brush got removed and hauled all around the property.
- Bike path damaged signs got restored and back in place next to Little League field.
- New drone and dog on leash signs installed in Park as requested.
- National Night Out event held August 1.
- Call for bids for tennis court resurfacing took place.
- M-ALL All Star tournament wrapped up and was a huge success.
- Nuts from Monkey Puzzle removed (again).
- Drinking fountain repairs.
- Repair access door underneath Main House.
  
- New and future planned projects;
  - Park Circulation plan.
  - Electric Vehicle Charging Stations will be installed in two different areas at property.
  - New Bike Rack getting install along and between tennis court and little league area.

## TENNIS COURT NUMBERS

### July

Private Hours- 132

Total hours of court usage- 395

Clinics/Summer Camps Students- 111

### August

Private Hours- 152

Total hours of court usage- 217

Clinics/Summer Camps Students- 37



Graffiti abatement along Marsh Road near stop light.



LEFT and BELOW -  
Donor rocks at park





LEFT - Camino al Lago following weed abatement effort.



LEFT BOTTOM- Wall repair at HP Park at Sussex.



## **Town of Atherton**

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

# **Community Services Monthly Report July 2017**

Submitted by:  
Mike Kashiwagi, PE  
Director of Community Services

## Town of Atherton Building Safety & Inspection

*Construction and Permit Summary  
July 1, 2017 to July 31, 2017*

	<b>Jul-17</b>	<b>Fiscal Year 2017-18</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$6,463,875	\$6,463,875

### REVENUE

<b>Plan Check Fees Collected:</b>	\$33,215	\$33,215
<b>Permit Fees Collected:</b>	\$62,171	\$62,171
<b>Other Fees Collected:</b>	\$8,818	\$8,818
<b>TOTAL:</b>	<b>\$104,204</b>	<b>\$104,204</b>

### PLAN CHECK

Applications Received:	76	76
------------------------	----	----

### PERMITS

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	1	1
New Accessory Structures Issued:	14	14
Addition / Alteration Permits Issued:	7	7
Reroof / Water Well / Grading Permits Issued:	15	15
Plumbing/Mechanical/Electrical Permits Issued:	18	18
Demolition Permits Issued:	3	3
<b><u>Non-Residential:</u></b>		
New Permits Issued:	0	0
<b>TOTAL Permits Issued:</b>	<b>58</b>	<b>58</b>

Total Open Permits as of 7/31/17	884
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### INSPECTIONS

Inspections Performed:	756	756
------------------------	-----	-----

Footnotes:

<sup>1</sup>Valuation: For permitted projects during this period.

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*July 1, 2017 to July 31, 2017*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	13	13
Planning Commission Items	7	7

During the month of July the Planning Department received 13 Initial Review applications.

The Planning Commission, at its July 26, 2017 meeting, took the following action.

1. Continued (per request of applicant to allow time to work with Town Arborist) the request of 124 Austin Avenue for a Heritage Tree Removal Permit to allow the removal of one heritage Norway spruce tree for consideration at the August 23, 2017 meeting.
2. Continued (per request of applicant to allow time to work with Town Arborist) the request of 264 Bay Road for a Special Structures Permit to allow a habitable basement under an accessory building and a Variance to allow a detached garage to be located in the required front yard setback for consideration at the August 23, 2017 meeting.
3. Continued the request of 172 Tuscaloosa Avenue to allow the relocation of two heritage oak trees. The Commission directed the project applicant to continue to work with the adjacent neighbor to address tree screening concerns for consideration at the August 23, 2017 meeting.
4. Approved the request of 55 Camino Por Los Arboles for a Special Structures Permit to allow portions of the vertical sidewalls of the main residence to exceed 22 feet (up to 23.5 feet) and portions of the main residence to exceed 30 feet (up to 33 feet).
5. Approved the request of 58 Mulberry Lane for a Heritage Tree Removal Permit to allow for the removal of one heritage palm tree and a Variance to allow a detached garage to be located in the required front yard setback.
6. Continued discussion on potential revisions to the Atherton Municipal Code Heritage Tree Ordinance. The Commission directed staff to come back for an additional study session with more qualitative/quantitative data as feasible regarding the different distance alternatives considered for a Tree Protection Zone (TPZ), and to further address means of Town enforcement regarding projects that do not comply with tree protection measures prior to and during the construction process.
7. Reappointed Eric Lane as Planning Commission Chair and Randy Lamb as Planning Commission Vice Chair.

**Arborist Activity Summary**

*July 1, 2017 to July 31, 2017*

	<b>Site Visits</b>			
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	26	20	6	42

## Town of Atherton Building Inspection & Plan Check

### Summary of New Single Family Residential Permits Issued by Month

Month	2017	2016	2015	2014	2013	2012
January	2	2	2	0	2	2
February	1	1	1	6	1	0
March	2	0	3	6	1	2
April	0	2	2	1	3	2
May	4	2	1	2	1	4
June	3	0	3	2	5	3
July	1	5	8	4	2	3
August		3	4	2	3	2
September		4	4	1	4	3
October		6	3	1	5	4
November		0	0	4	1	1
December		1	0	4	3	4
<b>Total New SFD Permits:</b>	<b>13</b>	<b>26</b>	<b>31</b>	<b>33</b>	<b>31</b>	<b>30</b>

### Plan Check Performance

*July 1, 2017 to July 31, 2017*

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
<b>Major Plan Check</b>	1st Review	114	10	9	0
	Subsequent Rev.	25	5	3	0
<b>Minor Plan Check</b>	1st Review	10	3	2	0
	Subsequent Rev.	2	2	2	0
<b>Total Number of Plan Checks</b>		<b>151</b>			

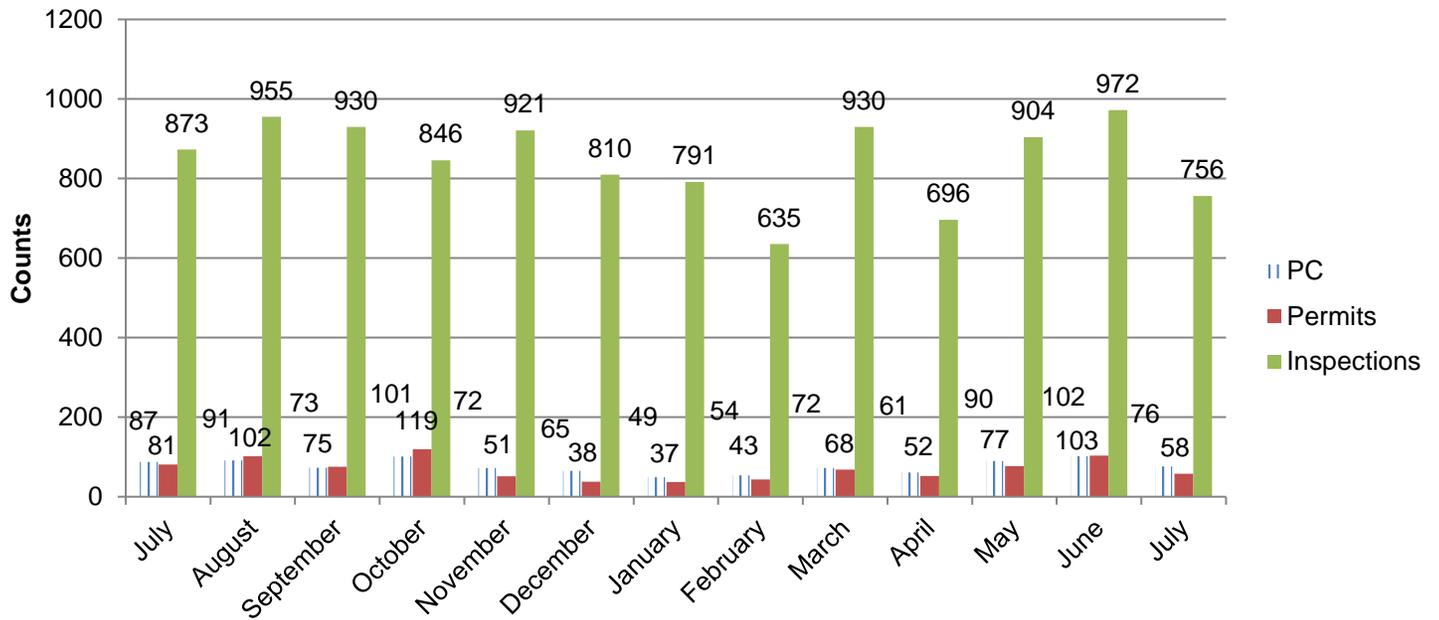
\*\* Target: in working days

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

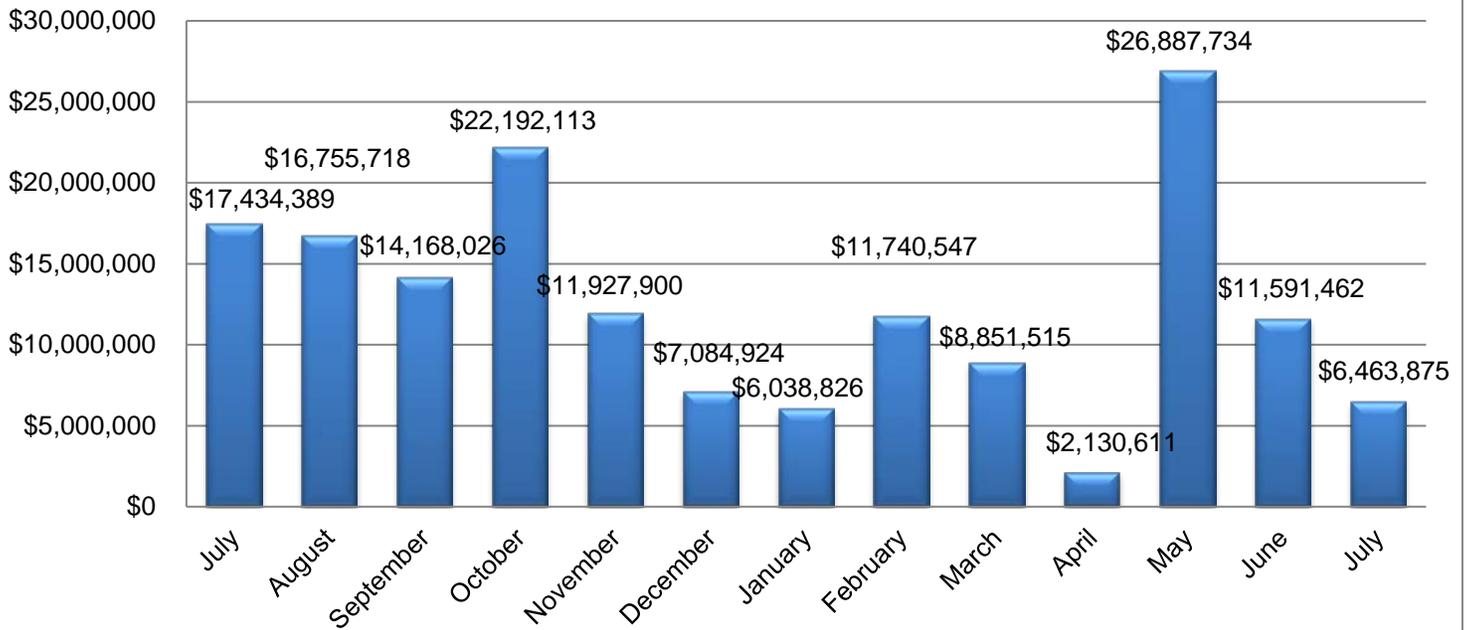
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

## Summary Graphs

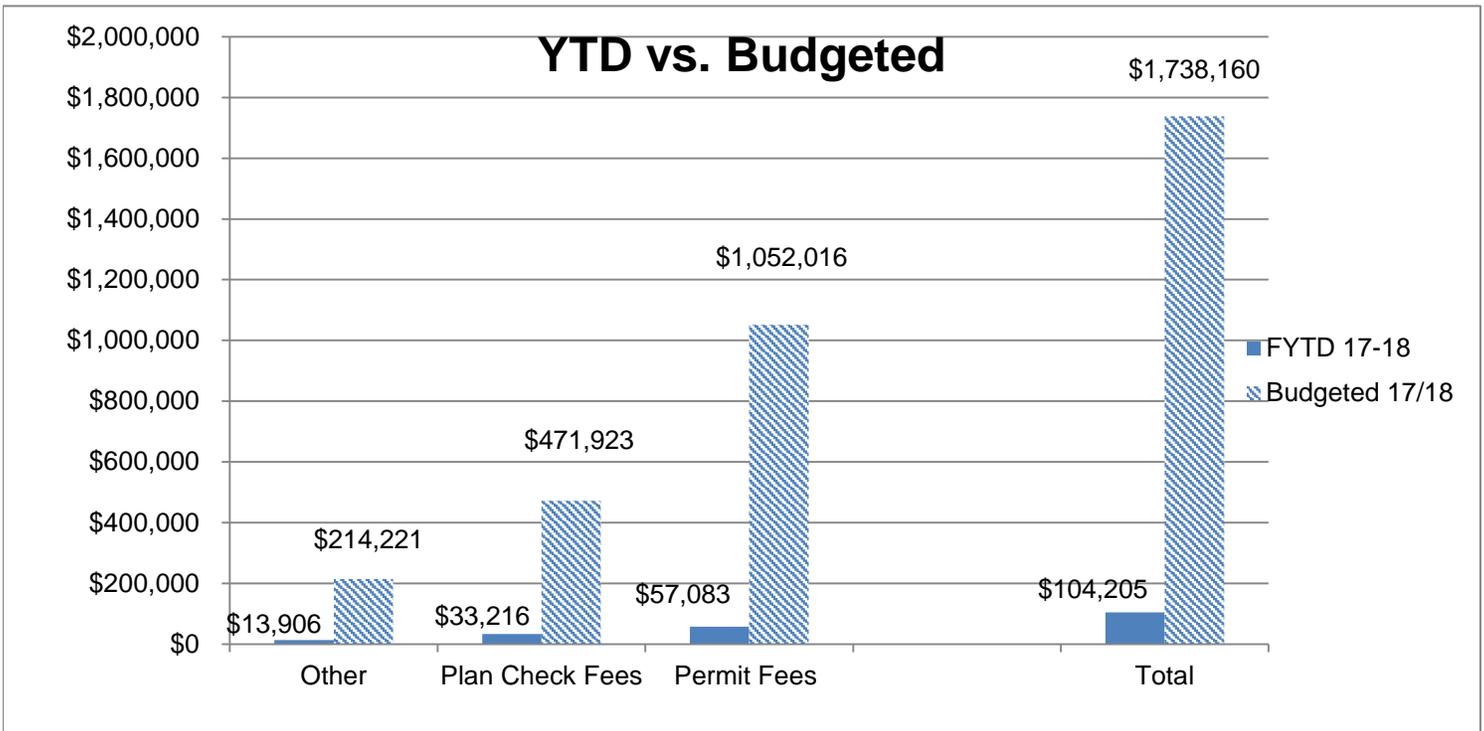
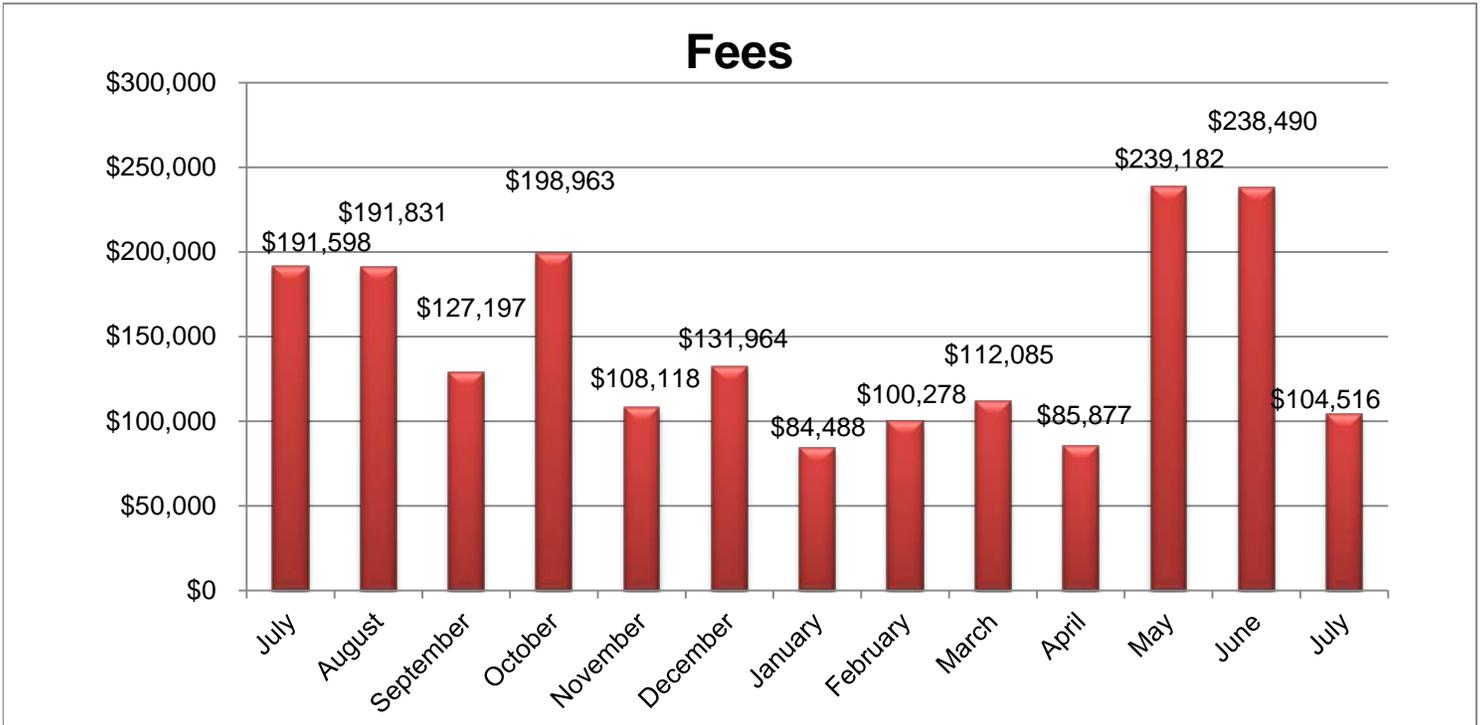
### Plan Checks, Permits, Inspections



### Valuation



## Summary Graphs





## **Town of Atherton**

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

# **Community Services Monthly Report August 2017**

Submitted by:  
Mike Kashiwagi, PE  
Director of Community Services

## Town of Atherton Building Safety & Inspection

*Construction and Permit Summary  
August 1, 2017 to August 31, 2017*

	<b>Aug-17</b>	<b>Fiscal Year 2017-18</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$14,997,196	\$21,461,071

### REVENUE

<b>Plan Check Fees Collected:</b>	\$24,442	\$57,657
<b>Permit Fees Collected:</b>	\$106,530	\$168,701
<b>Other Fees Collected:</b>	\$5,350	\$14,168
<b>TOTAL:</b>	<b>\$136,322</b>	<b>\$240,526</b>

### PLAN CHECK

Applications Received:	73	149
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### PERMITS

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	2	3
New Accessory Structures Issued:	17	31
Addition / Alteration Permits Issued:	10	17
Reroof / Water Well / Grading Permits Issued:	22	37
Plumbing/Mechanical/Electrical Permits Issued:	22	40
Demolition Permits Issued:	6	9
<b><u>Non-Residential:</u></b>		
New Permits Issued:	3	3
<b>TOTAL Permits Issued:</b>	<b>82</b>	<b>140</b>

Total Open Permits as of 8/31/17	890
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### INSPECTIONS

Inspections Performed:	811	1,567
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Footnotes:

<sup>1</sup>Valuation: For permitted projects during this period.

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*August 1, 2017 to August 31, 2017*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	24	37
Planning Commission Items	3	10

During the month of August the Planning Dept. received 24 Initial Review Applications.

The Planning Commission took the following action at last night's August 23, 2017 meeting:

1. 264 Bay Road – Approved a Special Structures Permit to allow a habitable basement under an accessory building and a Variance to allow a detached garage to be located in the required front yard setback.
2. 40 Isabella – Approved a Special Structures Permit to allow for a second floor addition to the main residence to continue the existing, legal non-conforming sidewall and main building heights.
3. 150 Valparaiso/Sacred Heart School – Adopted a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program and approved a Conditional Use Permit to allow for the construction of a new Academic Arts Building, other site improvements, and the installation of up to 20 additional portable classrooms.

**Arborist Activity Summary**

*August 1, 2017 to August 31, 2017*

	<b>Site Visits</b>			
	Tree Removal	Inspections	Info. / Consu.	
<b>TOTAL</b>	28	14	11	50

## Town of Atherton Building Inspection & Plan Check

### Summary of New Single Family Residential Permits Issued by Month

Month	2017	2016	2015	2014	2013	2012
January	2	2	2	0	2	2
February	1	1	1	6	1	0
March	2	0	3	6	1	2
April	0	2	2	1	3	2
May	4	2	1	2	1	4
June	3	0	3	2	5	3
July	1	5	8	4	2	3
August	2	3	4	2	3	2
September		4	4	1	4	3
October		6	3	1	5	4
November		0	0	4	1	1
December		1	0	4	3	4
<b>Total New SFD Permits:</b>	<b>15</b>	<b>26</b>	<b>31</b>	<b>33</b>	<b>31</b>	<b>30</b>

### Plan Check Performance

*August 1, 2017 to August 31, 2017*

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
<b>Major Plan Check</b>	1st Review	83	10	8	0
	Subsequent Rev.	99	5	4	0
<b>Minor Plan Check</b>	1st Review	12	3	2	0
	Subsequent Rev.	5	2	1	0
<b>Total Number of Plan Checks</b>		199			

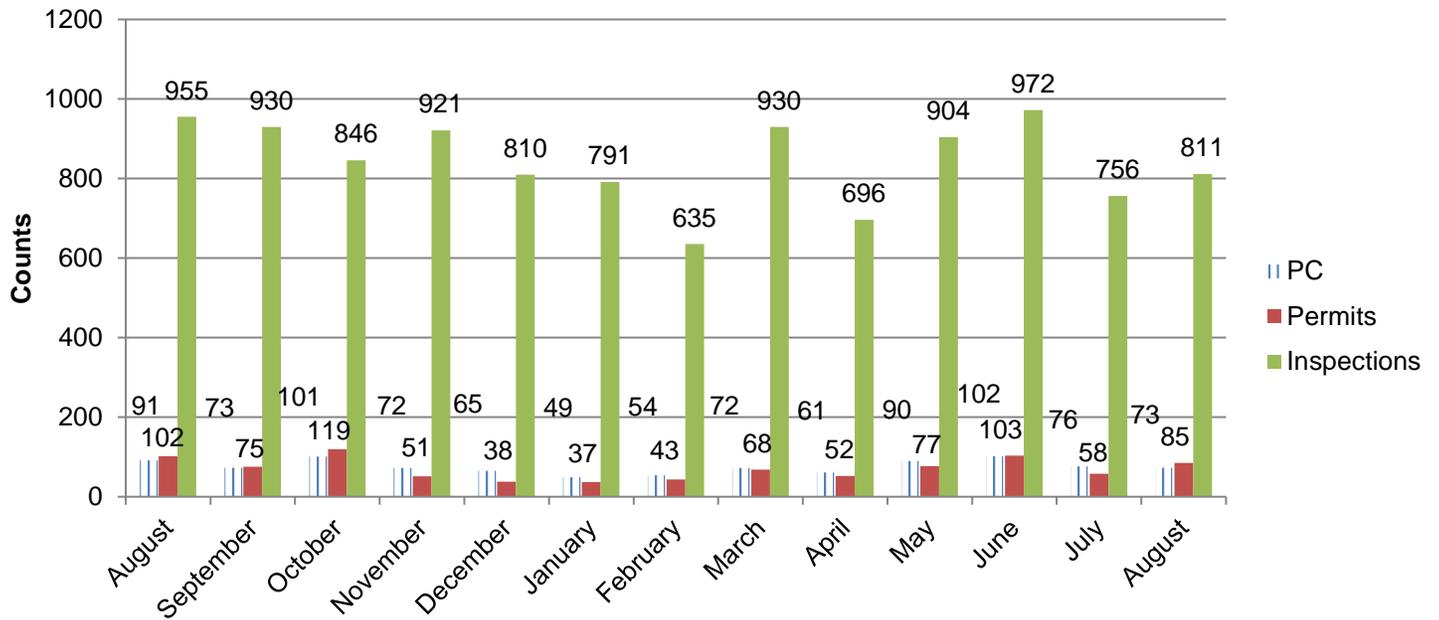
\*\* Target: in working days

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

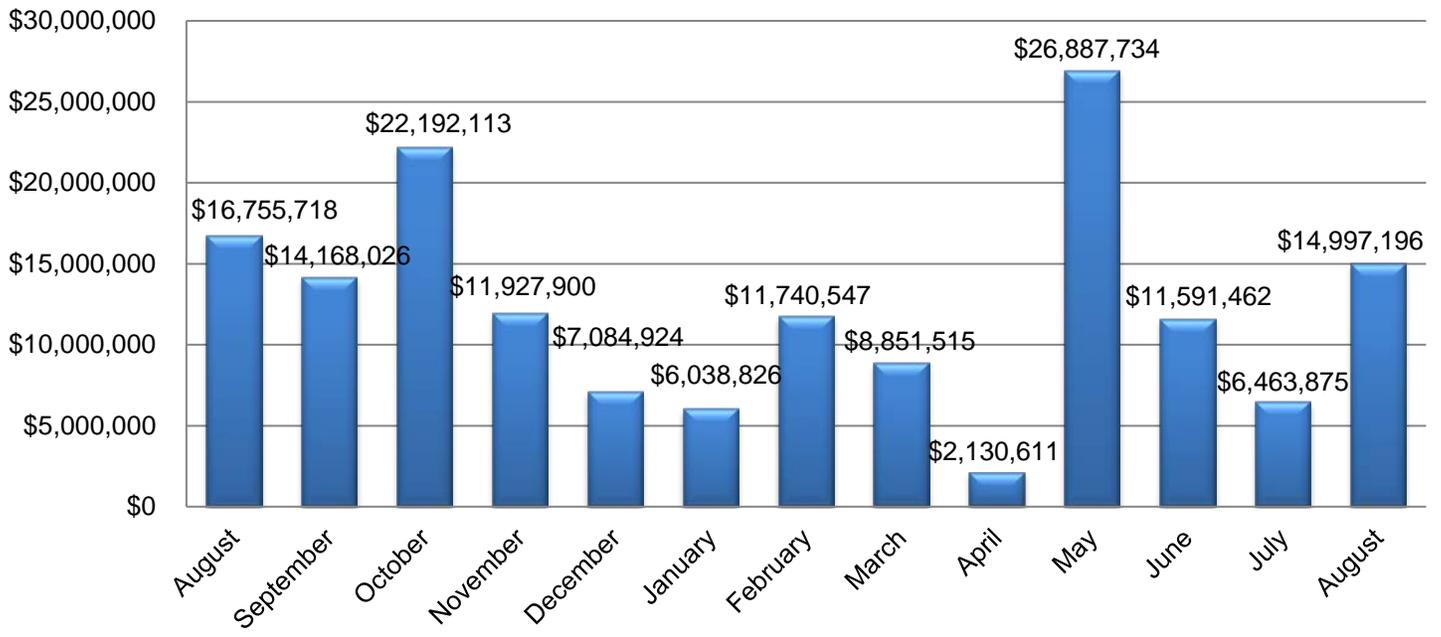
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

## Summary Graphs

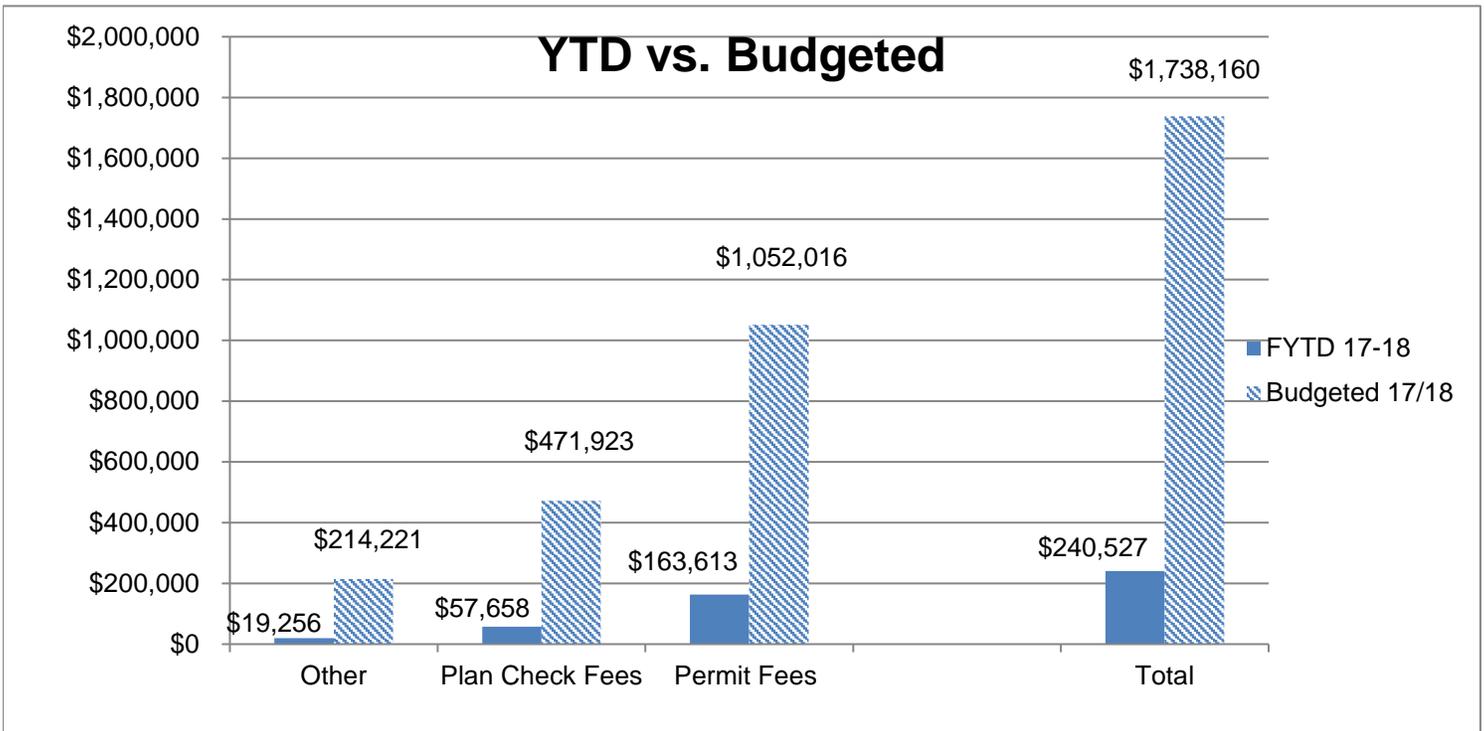
### Plan Checks, Permits, Inspections



### Valuation



## Summary Graphs



**Town of Atherton**

**September 14, 2017**

*Atherton IT Summary*

Interwest has been providing IT Support Services to the Town for the past 11 months. Below is a quick summary of changes and policies that IT has created since coming on board.

Prior to coming onboard Interwest developed an “Atherton IT Transition Communication Plan”. The plan described the different ways users can contact IT and went over the deployment of the helpdesk desktop shortcut link. Having the desktop shortcut helped users create trouble tickets on demand and keep track of all the items they submitted.

Interwest started providing 24x7x365 support to the Town and was onsite one full day per week. Part of Interwest’s transition plan was to start the process of creating an IT Action Items list that was updated on a weekly basis. The Action Items list was a priority list of IT issues Interwest saw as they were conducting their initial network assessment. **Attachment A** gives a brief description of completed Atherton IT Projects and also highlights long term projects for the Town.

## Attachment A

### Atherton IT Projects - Completed

User Login Issues - Streamline so every user does not have individual Logon profiles- Have it globally deployed
Network Monitoring Servers and Services including ISP - All Town Servers and Services on Interwest Network Monitoring System
Decommission old Public Works Server
Decommission old Finance Server
Upgrade RIMS and Mobile RIMS to the latest software
Town Network Out of IP Addresses: Added additional network IP Addresses to fix the Town network IP address issue.
Asset inventory all Desktops also labeled and added asset tags to each system.
Facilitate moving rack at the HP Park office from one office to another. 1. Reworked all wiring to be routed from one office and to an adjacent office 2. Labeled and inventory all hardware 3. Moved Server Rack from one location to another
Coordinate wiring for new 911 System
Deployed all new PC's including Surface tablets
Upgrade LAWNET router for PD
VPN Setup for the Town
APBNET system deployment
Streamline Town's Backup System
Network Traffic Reroute
Email Migration to a redundant Email store
New Spam Filter for Town – Barracuda
Facilitate Code Enforcement Software
Alarm System install in PD
PD Software Upgrade
Finance IT Assessment
Setup redundant City Hall Router
Helping with Civic Center IT Design – Ongoing
Network Upgrades – Installed/Configured new Cisco Switches

## **Atherton IT – Future Projects**

Assisting and Coordinating Relocation of Facilities and Town Civic Center Project
Consolidating and Decommissioning Servers
Automatic License Plate Reader for PD
IT Business Plan
Office 365 Email Migration
Phone System RFP