



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: JANUARY 17, 2018
SUBJECT: CITY MANAGER’S WRITTEN REPORT

CITY MANAGER’S OFFICE

1. FPPC Training

Atherton is hosting a multi-agency FPPC Training (Campaign Filing and Economic Interest Statements) for City Clerks at the Pavilion on January 25. Costs for the training are passed on to each participating agency.

2. Neighborhood Meetings on Cell Sites - February 8

AT&T is planning upgrades to a number of their sites as well as installing repeaters at a few other sites. Neighbors will be advised and a meeting setup for February 8 to solicit input. As you are aware, the Town’s process is input oriented; but, the Town does not have the ability to deny the improvements. These are “small cell” sites that fit atop an existing utility pole.

Utility pole mounted installations are planned for 126 Elena, 2 Fair Oaks, 49 Stockbridge, 244 Camino Al Lago, 138 Isabella, 69 Tuscaloosa, 52 Isabella, and 30 Alejandra.

There are more planned as AT&T, T-Mobile, Sprint, and others seek to improve their service areas.

3. Caltrain Public Meeting on the PCEP

As a reminder, Caltrain has a scheduled informational meeting on the construction schedule and impacts related to their electrification project. The meeting is to be held on Thursday, January 18 at the Pavilion.

4. Park Events and Revenue Logs

Here are the [HP Park Revenue Log](#) and [December Park Events Log](#).

Links:

Revenue Log: <http://www.ci.atherton.ca.us/DocumentCenter/View/4749>

Events Log: <http://www.ci.atherton.ca.us/DocumentCenter/View/4748>

5. Police Department Operations Review

The Chief is finalizing analysis and actions during his department operations review. A few highlights –

- Currently, officer duty weapons consist of a mix of department issued pistols and personally owned pistols. This is the result of older, existing department policies that have not been updated. There is also a mix of pistol calibers (9 mm, .40, .45). This is not the industry standard and creates operational and training concerns. The Chief is in the process of evaluating a uniform pistol platform with a deployment plan scheduled for Summer 2018.
- Currently, there is no formal process for tracking and administrative review when the K9 unit is deployed. This will be developed and implemented in early 2018.
- Evidence - the Department is in compliance with all accreditation standards for Evidence and Property Control - with the noted exception of annual audits and spot checks. This has been corrected with the implementation of trimester spot checks of the system, to include audits of 10% of all items in the system and 100% audits of all drugs, money, and firearms in the system. As part of the new system audit, an outside independent contractor recently conducted a 100% audit of our system. The final report should be received soon and any findings will be reviewed and corrected.

6. Survey Work in the Park

As part of the Water Capture Project, contract staff will be performing topographic and boundary surveys in the Park as well as a structural assessment of the two bridges used for ingress and egress. They will be starting the work on January 8 and it should last about a week (it may be delayed due to rain).

7. Water Capture Facility Tour and Project

Theresa and Marty are arranging travel plans for a tour of the Southern California water capture facility project in Lakewood. If you have not responded to the email regarding the February 28 tour, please do so.

An update on the Project will be provided to the Park and Recreation Committee on January 10. Bob Roeser has been working with staff as a member of the Project Review Team. Rick Smelser, Interwest Project Manager, will provide an update on the schedule and ongoing activities.

Here are a couple more email links to water capture facility projects.

- Lakewood - http://stormtrap.com/project/bolivar-park-lakewood-ca/?_sft_location=us-west

- Santa Monica - <http://www.workzonecam.com/projects/reyes1/santamonica/workzonecam>

City Manager's Written Report

January 17, 2018

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ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

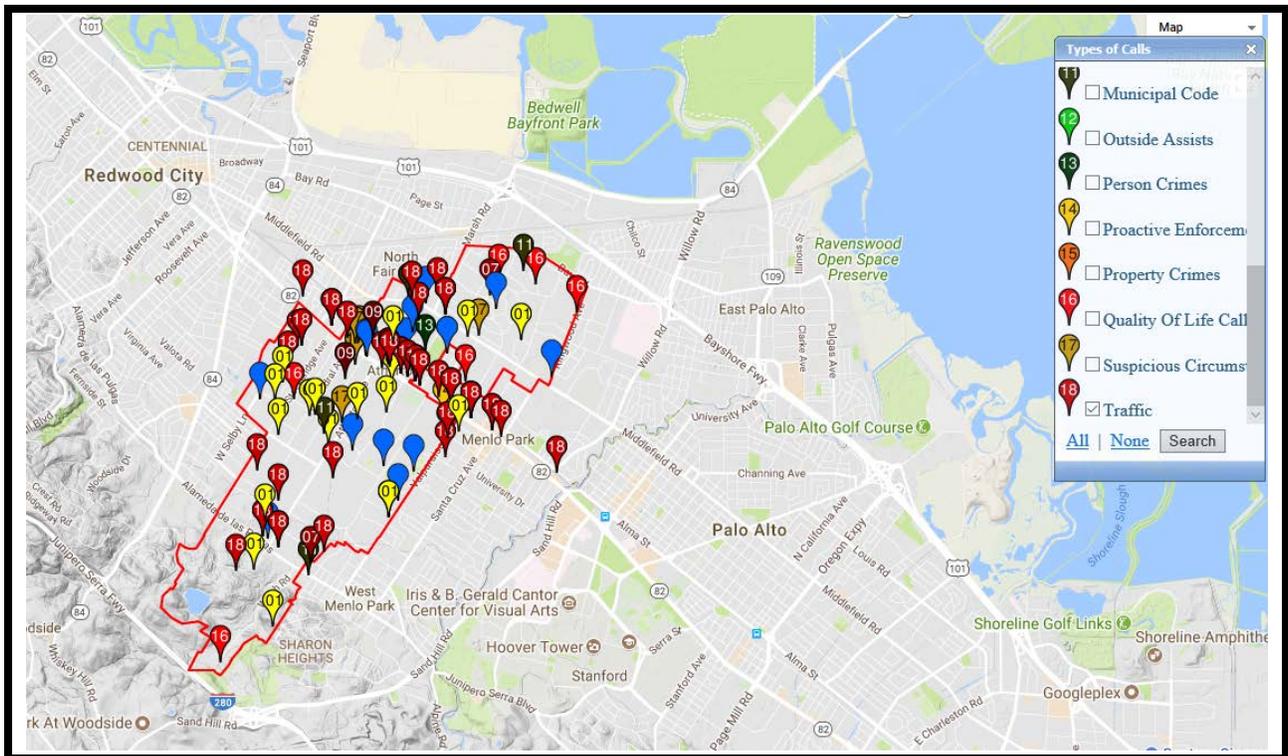
Police Activity

There were 71 investigations for the month of December. 19 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, DUI, false evidence of vehicle registration, warrants, violation of a court order, parole violation, possession of a controlled substance, and driving without a license.

Of the 2,560 total police incidents for the month of December, 1,813 were officer-initiated incidents, which resulted in 284 citations being issued for vehicle code and other violations. Officers initiated 1,401 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.

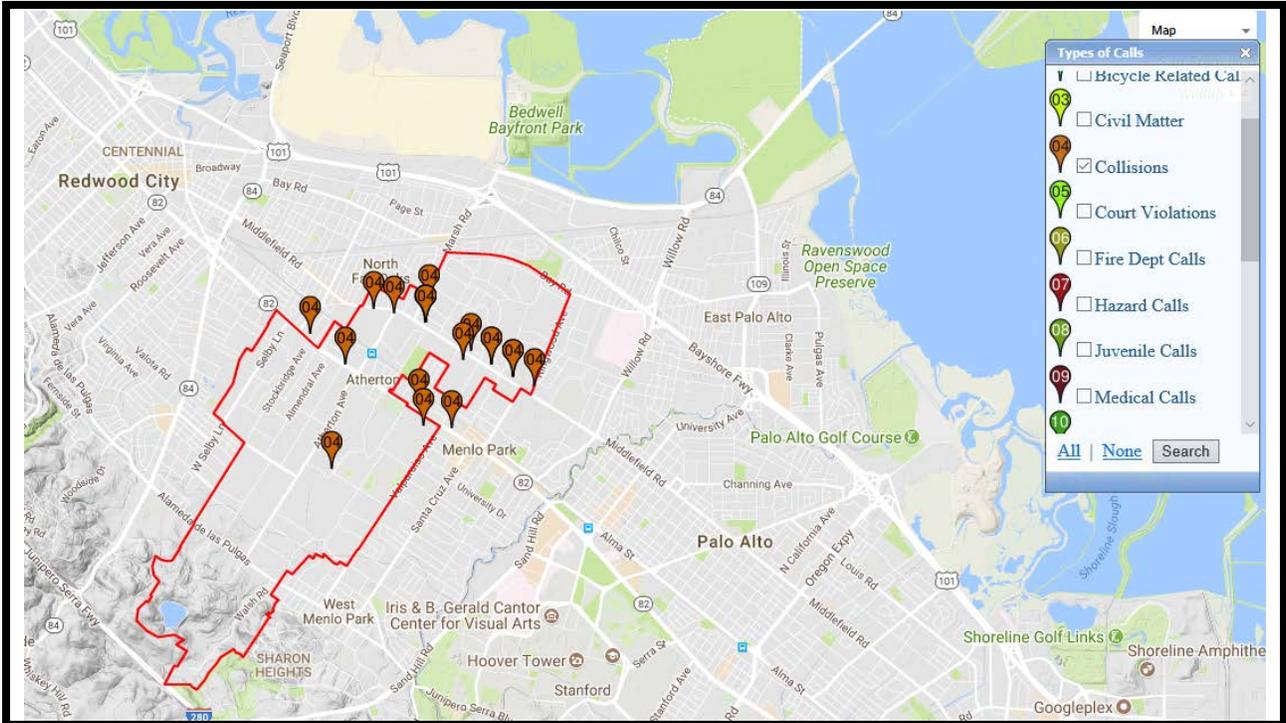
Traffic Incidents

Overall, there were 112 specific traffic incidents for December. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

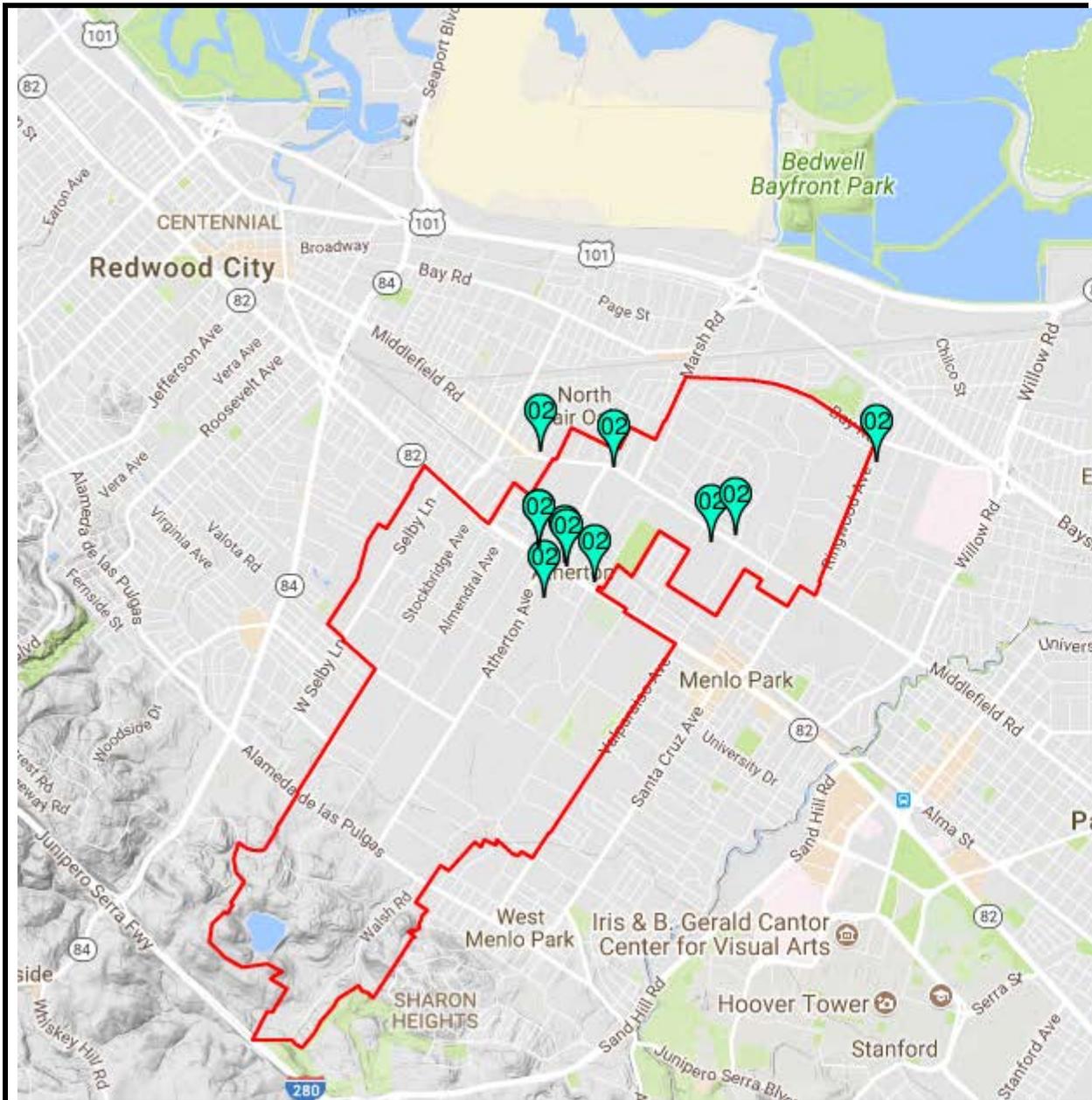
There were 20 specific “collisions” for December. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

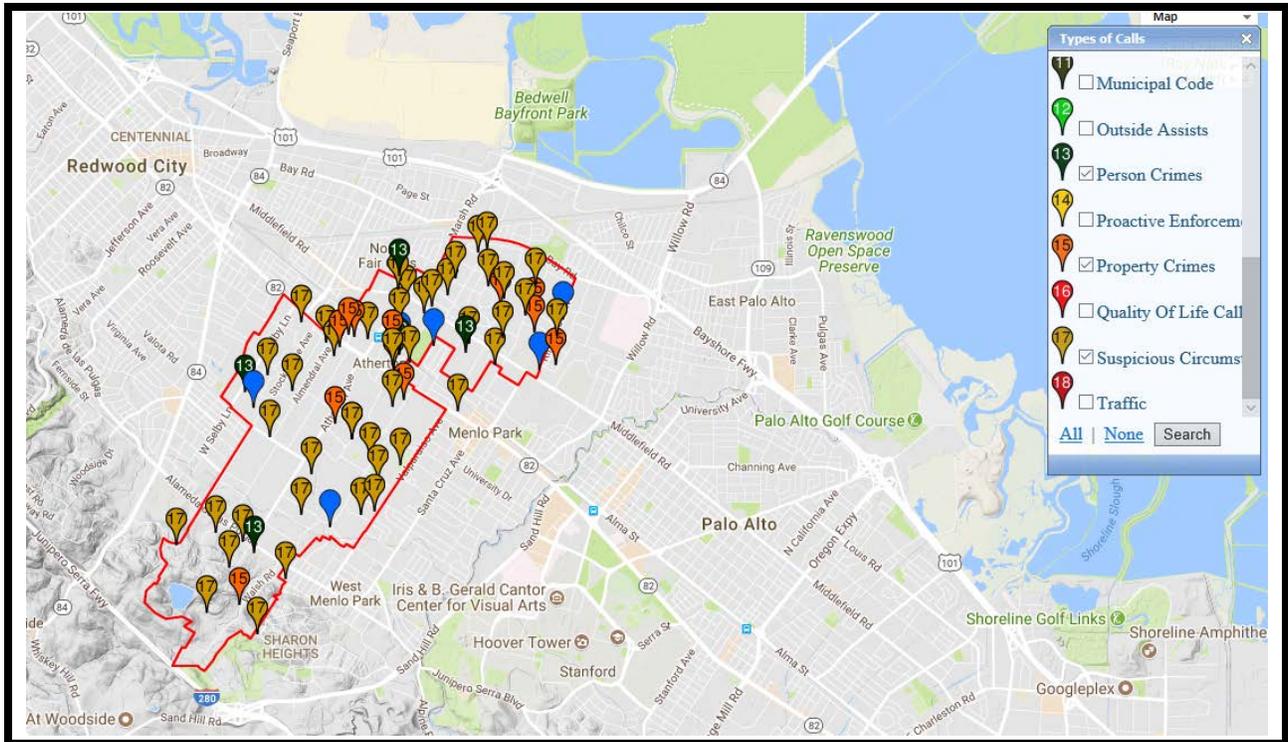
There were 10 bicycle stop incidents initiated for lighting equipment (7), riding on the wrong side of the road (3)

These stops resulted in 9 verbal warnings and 1 warning citation



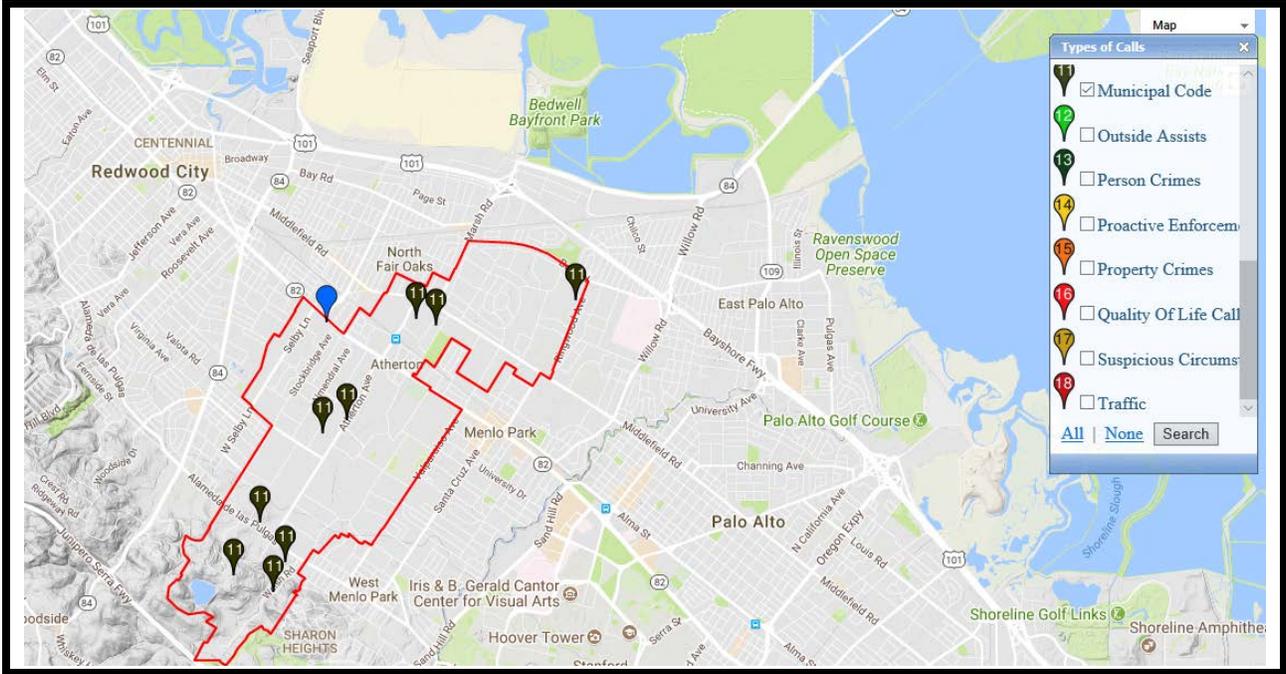
Criminal Activity and Suspicious Circumstances

The Department responded to 69 locations (some locations multiple times) for property crimes (14), person crimes (7), and incidents of suspicious circumstances (51).



Municipal Code Violations

The Police Department responded to 10 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to construction parking issues, after hours construction, a loud animal call (rooster), and loud music coming from a construction site.



Holbrook Palmer Park

Holbrook Palmer Park had 104 incidents this reporting period, 91 of which were security checks and foot patrols by officers. The other incidents were for suspicious vehicles, and the report of a subject smoking marijuana in the bathroom.

Premise Watch

Officers completed 992 House/Vacation checks during the month of December.

School Incidents

Officers responded to 179 school incidents during this reporting period. The incidents included but were not limited to suspicious vehicles and persons, a stolen vehicle, petty thefts, a missing person, a reckless driver, medical calls, and traffic enforcement:

| 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 | 6 | 2 | 7 | 8 | 50 |
| | Security | 20 | 8 | 14 | 17 | 11 | 7 | 10 | 21 | 13 | 10 | 13 | 9 | 153 |
| | Traffic | - | - | 7 | | 2 | 1 | - | - | 2 | - | 5 | 4 | 21 |
| <i>Knox School</i> | Other | 1 | - | - | 4 | | - | - | - | - | - | 1 | - | 6 |
| | Security | - | - | - | | | - | - | - | - | - | - | - | - |
| | Traffic | - | - | - | | | - | - | - | - | - | - | - | - |
| <i>Las Lomitas</i> | Other | 5 | 2 | 3 | 4 | 2 | 3 | 3 | | 4 | 6 | 1 | 2 | 35 |
| | Security | 25 | 14 | 18 | 18 | 14 | 7 | 17 | 6 | 19 | 10 | 13 | 11 | 172 |
| | Traffic | - | - | - | | | - | - | - | 1 | 1 | - | - | 2 |
| <i>Laurel</i> | Other | 5 | 5 | 3 | 1 | 1 | 2 | 3 | 3 | 5 | 3 | 2 | 2 | 35 |
| | Security | 16 | 8 | 19 | 8 | 10 | 9 | 9 | 2 | 13 | 11 | 11 | 7 | 123 |
| | Traffic | - | 1 | - | | | - | - | - | 7 | - | - | - | 8 |
| <i>M-A HS</i> | Other | 17 | 17 | 28 | 12 | 17 | 14 | 12 | 13 | 20 | 38 | 35 | 16 | 239 |
| | Security | 28 | 23 | 16 | 21 | 26 | 21 | 26 | 16 | 50 | 32 | 40 | 35 | 334 |
| | Traffic | 1 | 8 | 2 | | | 1 | - | 3 | 1 | 1 | 2 | 4 | 23 |
| <i>Menlo College</i> | Other | 9 | 12 | 7 | 3 | 2 | 3 | 2 | 7 | 10 | 7 | 8 | 2 | 72 |
| | Security | 13 | 14 | 25 | 13 | 9 | 8 | 9 | 3 | 9 | 8 | 9 | 9 | 129 |
| | Traffic | 5 | 2 | 22 | 4 | 3 | - | 3 | 2 | 2 | 4 | 6 | 1 | 54 |
| <i>Menlo School</i> | Other | 6 | 5 | 2 | 1 | 2 | 3 | 1 | 1 | 11 | 4 | 6 | 9 | 51 |
| | Security | 5 | 9 | 12 | 7 | 5 | 7 | 11 | 5 | 16 | 5 | 18 | 12 | 112 |
| | Traffic | - | 1 | - | | | - | - | - | - | - | 1 | 17 | 19 |
| <i>Sacred Heart</i> | Other | 8 | 3 | 10 | 3 | 4 | 6 | 1 | 4 | 5 | 6 | 6 | 3 | 59 |
| | Security | 7 | 9 | 12 | 7 | 9 | 9 | 15 | 7 | 10 | 6 | 8 | 5 | 104 |
| | Traffic | 3 | 1 | 3 | 1 | 5 | 1 | - | - | - | 3 | 1 | - | 18 |
| <i>Selby Lane</i> | Other | | 8 | 5 | 3 | 5 | 2 | 2 | 2 | 5 | 10 | 3 | 5 | 50 |
| | Security | 18 | 14 | 18 | 8 | 6 | 7 | 9 | 13 | 19 | 19 | 17 | 13 | 161 |
| | Traffic | 10 | - | 1 | | | 2 | - | 2 | 13 | 8 | 4 | 5 | 45 |
| Total | | 206 | 165 | 231 | 138 | 139 | 118 | 133 | 114 | 241 | 194 | 217 | 179 | 2,075 |

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 **5 minutes, 49 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:

| MONTH | YEAR | RESPONSE TIME |
|------------------|-------------|----------------------|
| November | 2017 | 5:37 |
| October | 2017 | 4:50 |
| September | 2017 | 5:23 |
| August | 2017 | 4:26 |
| July | 2017 | 4:48 |
| June | 2017 | 5:01 |

TOTAL TRAINING HOURS FOR DECEMBER 2017 – 87 HOURS

| NAME | TRAINING/HOURS | DATES |
|-------------|--|--------------|
| Dutta | Evoc Driver Training/8 hours | Dec. 4 |
| Gutierrez | Dispatch Fundamentals of Supervision/8 hours | Dec. 6 |
| Koehler | DOJ Records Training/4 hours | Dec. 6 |
| McCulley | Chief's/Sheriff Retreat/24 hours | Dec. 6-8 |
| Greene | Evoc- Driver Training update/8 hours | Dec. 8 |
| Kockler | Elder Abuse Investigation/8 hours | Dec. 12 |
| McCulley | Death Investigations/3 hours | Dec. 13 |
| MacDonald | Taser Instructor/16 hours | Dec. 13-14 |

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

| MONTH | OFFICER INITIATED ACTIVITY | CITATIONS |
|------------------|-----------------------------------|------------------|
| December | 1,813 | 284 |
| November | 1,486 | 241 |
| October | 1,437 | 346 |
| September | 1,884 | 296 |
| August | 2,170 | 376 |
| July | 2,346 | 303 |

Code Enforcement Activity Report
December 1 – December 31, 2017

Summary:

| | Activity | Total for Month | Year to Date (From 01/01/2017) |
|----|-------------------------------|------------------------|---------------------------------------|
| 1. | Opened Cases | 2 | 256 |
| 2. | Resolved/Closed Cases | 10 | 214 |
| 3. | Cases Pending | 170 | N/A |
| 4. | Written/Formal Notices Issued | 4 | 89 |
| 5. | Citations Issued | 12 | 121 |
| 6. | Amount in Citations | \$2,500 | \$39,300 |

During the month of December, there were over 56 incidents related to code enforcement. Those incidents included, but were not limited to: construction work hour violations, construction parking violations, recreational vehicles, right-of-way encroachments and obstructions, unpermitted work in the right-of-way, fire damaged structure, grading and drainage issues, unpermitted construction work, overgrown and/or unmaintained vegetation, dead trees, real estate signs and animal related nuisances.

Code Enforcement staff also assisted with translations, fleet maintenance issues, assisted with construction hours/noise exemption permits and forms part of the Town website re-design committee.

TRAFFIC COMPLAINTS

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

- 1) A citizen reported speeding vehicles, and vehicles not stopping at crosswalks, near Encinal School during the morning drop-off and afternoon dismissal times.

Results: This incident was sent to Patrol and Traffic for monitoring and enforcement as staffing and calls for service allowed.

- 2) A citizen requested enforcement of motorcyclists riding in the bike lane on Alameda de las Pulgas between the hours of 7:30am and 8:00am.

Results: This incident was sent to Patrol and Traffic for monitoring and enforcement as staffing and calls for service allowed.

- 3) A citizen reported speeding vehicles in the 300 and 400 block of Stockbridge Avenue, west of Alameda de las Pulgas, between 7:30am and 7:50am Monday through Friday.

Results: 10 minutes spent in the area
No violations

- 4) A citizen reported vehicles turning from westbound Fair Oaks Lane onto Lloyd Drive to avoid congestion. Vehicles on Lloyd Drive were speeding between 7:50am and 8:30am on commute days.

Results: 23 minutes spent in the area
No violations

Public works update – December 2017

- Sweep contracted monthly streets :
December 2017 50 Miles 14 cu. Yards 3.6 tons
- Service requests –
 - Tree down on Alameda de Las Pulgas
 - Lights in PD Parking lot not operational.
 - PD main door issue.
 - Posting sign board down on Selby Lane at Atherton Ave.
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- Sign/Paint shop relocation to the Park Corporation Yard
- Replacement of damaged bollard on Middlefield at Oak Grove (NE corner)
- HP Park Path repair excavation due to roots uplifting path
- HP Park Main house fumigation
- Sign replacements as needed
- Mulch installation on El Camino Real's center median
- Pothole repairs on varies streets.
- 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.



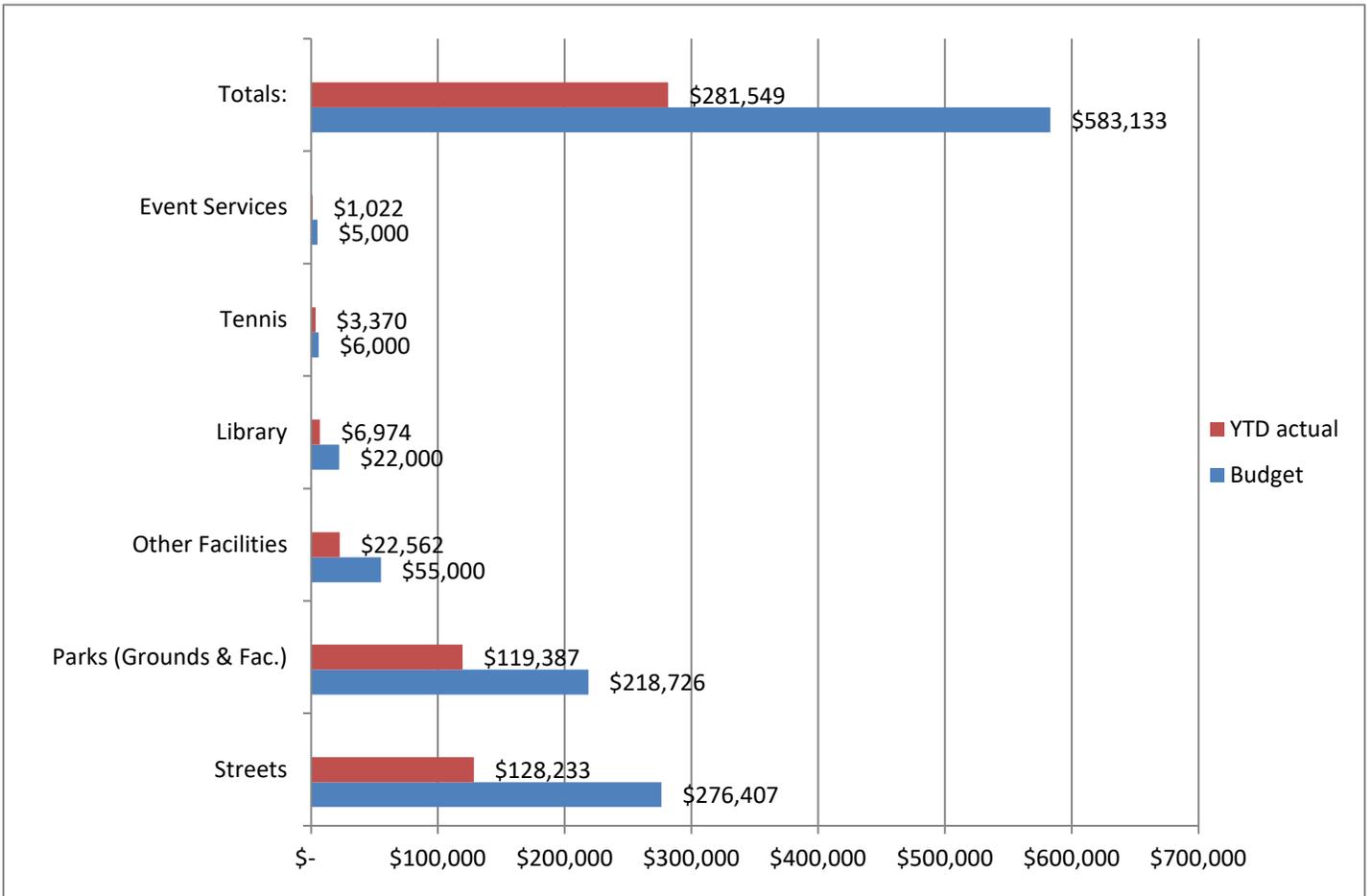
Path Path Excavation at
HP Park



Main house fumigation at
HP Park

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

| Short Code | Acct'g Code | Description | Budget Dollars | Actual Dollars | % used |
|------------|------------------|------------------------|----------------|----------------|--------|
| A01 | 101-53-52031-053 | Streets | \$ 276,407 | \$ 128,233 | 46.39 |
| A02 | 101-57-52031-057 | Parks (Grounds & Fac.) | \$ 218,726 | \$ 119,387 | 54.58 |
| A03 | 101-59-52031-059 | Other Facilities | \$ 55,000 | \$ 22,562 | 41.02 |
| A04 | 213-30-52031-000 | Library | \$ 22,000 | \$ 6,974 | 31.70 |
| A05 | 101-58-52031-000 | Tennis | \$ 6,000 | \$ 3,370 | 56.17 |
| E06 | 101-58-52031-058 | Event Services | \$ 5,000 | \$ 1,022 | 20.45 |
| Totals: | | | \$ 583,133 | \$ 281,549 | 48.28 |



PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: JANUARY 10TH, 2018

SUBJECT: PARK GOINGS ON DECEMBER 2017

REGULAR STAFF

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

- Performed regular maintenance tasks;
 - Pick litter/trash.
 - Remove trash bags.
 - Blow and pick up tree leaves and debris.
 - Inspect and maintain restrooms.
 - Inspect and maintain tennis courts.
 - Inspect and maintain playgrounds.
 - Inspect and maintain Main House elevator.
 - Control undesirable weeds trough out property.
 - Cut back and remove tree brush and dead vegetation.
 - Apply seasonal fertilizers to turf and plants.
 - Inspect and maintain landscape irrigation.
 - Inspect and maintain landscape irrigation well and filter system.
 - Potable water usage is being monitored daily.
 - Water non-established trees throughout the park based on schedule.
 - Blow tennis courts 2 times per week and as required.

- Cut back and trim tree brush at North Meadow.
- Complete outdoor lighting repairs and improvements at Main House.
- Started new waste recycle program at the park, to increase proper recycle waste.
- Got new waste bins/containers from Recology at the park.
- New improvements completed at Gilmore House.
- New and future planned projects;
 - Rebuilt U shape driveway between Main House and water fountain grass.
 - 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.
 - Pedestrian pathway from Watkins Ave in to the HP Park along Main exit drive way.
 - Little League building and Playground restroom doors will get upgraded with automatic locks due to outsiders over staying.
 - Main House building structure will be getting fumigated due to termite infestation.



Town of Atherton

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

Community Services Monthly Report December 2017

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

Town of Atherton Building Safety & Inspection

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

| | | |
|--|---------------|--------------------------------|
| | Dec-17 | Fiscal Year 2017-18 |
| Total Construction Valuation¹: | \$17,618,053 | \$80,414,943 |

REVENUE

| | | |
|-----------------------------------|------------------|------------------|
| Plan Check Fees Collected: | \$79,228 | \$264,380 |
| Permit Fees Collected: | \$107,500 | \$583,972 |
| Other Fees Collected: | \$3,023 | \$37,517 |
| TOTAL: | \$189,751 | \$885,869 |

PLAN CHECK

| | | |
|------------------------|-----------|------------|
| Applications Received: | 65 | 432 |
|------------------------|-----------|------------|

PERMITS

| | | |
|--|-----------|------------|
| <u>Residential:</u> | | |
| New Single Family Residential Permits Issued: | 3 | 15 |
| New Accessory Structures Issued: | 29 | 117 |
| Addition / Alteration Permits Issued: | 4 | 54 |
| Reroof / Water Well / Grading Permits Issued: | 4 | 84 |
| Plumbing/Mechanical/Electrical Permits Issued: | 17 | 116 |
| Demolition Permits Issued: | 3 | 24 |
| <u>Non-Residential:</u> | | |
| New Permits Issued: | 15 | 19 |
| TOTAL Permits Issued: | 75 | 429 |

| | |
|-----------------------------------|------------|
| Total Open Permits as of 12/31/17 | 828 |
|-----------------------------------|------------|

INSPECTIONS

| | | |
|------------------------|------------|--------------|
| Inspections Performed: | 477 | 4,154 |
|------------------------|------------|--------------|

Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

December 1, 2017 to December 31, 2017

| | This Month Activity | Fiscal Year to Date Activity |
|---------------------------|--------------------------------|---|
| Staff Level Reviews | 6 | 80 |
| Planning Commission Items | 3 | 18 |

During the month of December, Planning received 6 new Initial Reviews (Staff level) applications.

The Planning Commission took the following action at its December 6, 2017 hearing, :

1. The Planning Commission provided direction to staff on amendments to the Heritage Tree Ordinance.
2. General Plan Update: Received and accepted the process outline and schedule for the comprehensive General Plan update. Accepted the administrative draft Open Space and Conservation Element with the direction to the staff to try and address/incorporate the private "open space" or undeveloped land on private properties as a type of "open space" within the Town, given Atherton's unique position of being primarily residential with no true commercial or industrial land uses.
3. The 2018 Planning Commission meeting schedule was adopted.

The next regularly scheduled Planning Commission meeting will be held on January 24, 2018.

Arborist Activity Summary

December 1, 2017 to December 31, 2017

| | Site Visits | | | |
|--------------|--------------------|-------------|----------------|----|
| | Tree Removal | Inspections | Info. / Consu. | |
| TOTAL | 8 | 6 | 2 | 43 |

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

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

Plan Check Performance

December 1, 2017 to December 31, 2017

| Project Type | Cycles | No of Plan Checks | Target ** | Average Review Days | Overdue Plan Checks |
|------------------------------------|-----------------|-------------------|-----------|---------------------|---------------------|
| Major Plan Check | 1st Review | 94 | 10 | 9 | 0 |
| | Subsequent Rev. | 32 | 5 | 3 | 0 |
| Minor Plan Check | 1st Review | 8 | 3 | 1 | 0 |
| | Subsequent Rev. | 4 | 0 | 1 | 0 |
| Total Number of Plan Checks | | 138 | | | |

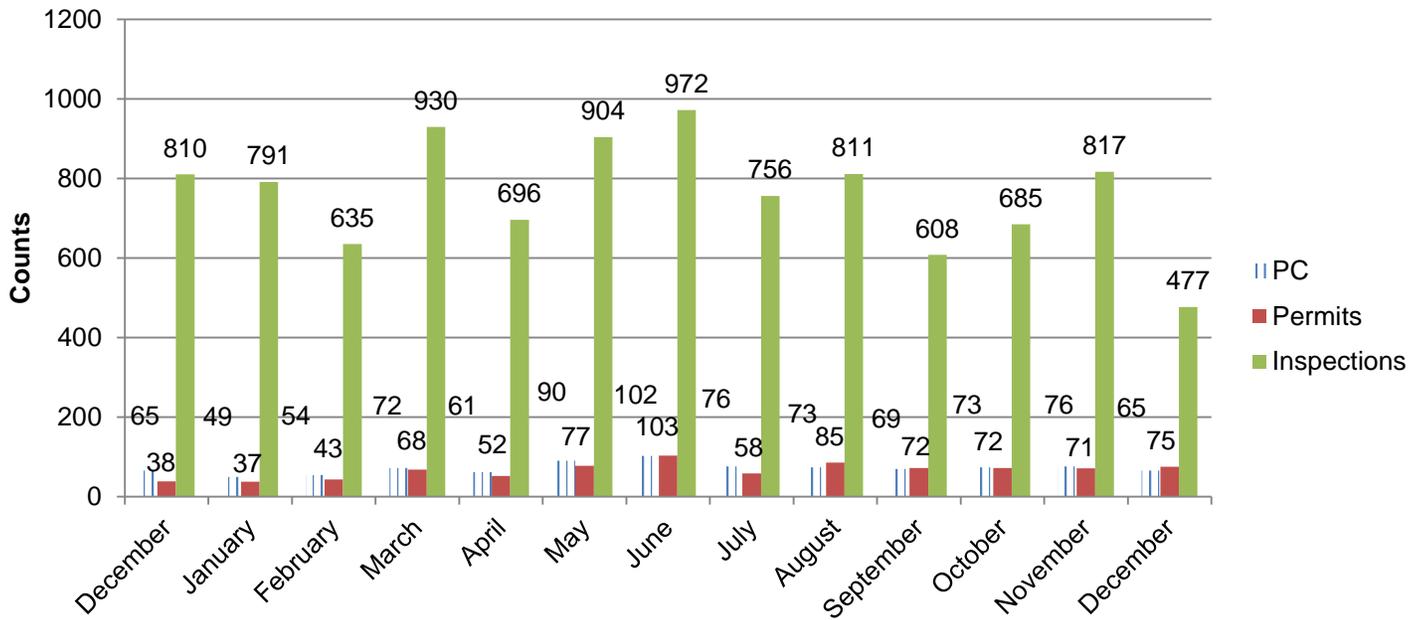
** Target: in working days

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

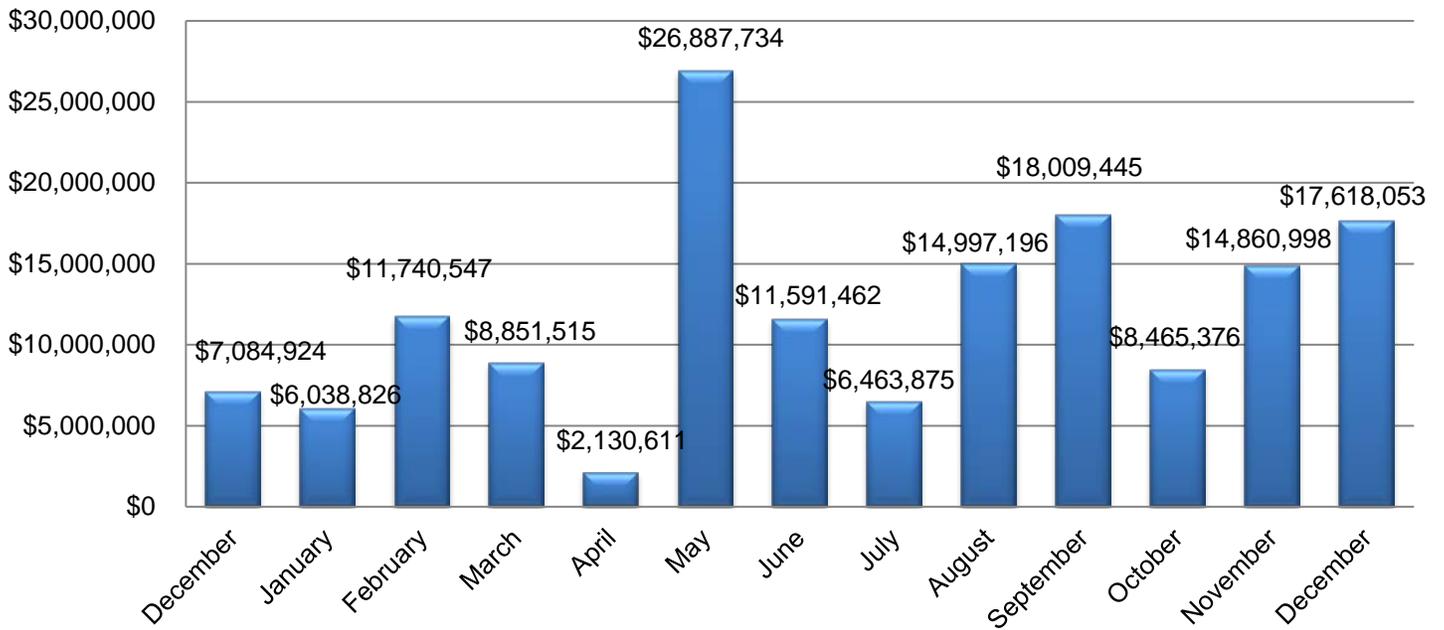
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

