



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 21, 2018
SUBJECT: CITY MANAGER’S WRITTEN REPORT

CITY MANAGER’S OFFICE

1. Half Moon Bay Library Tour

On Friday, March 16 at 2 pm there is an open tour of the Half Moon Bay Library. Contact Karina Labrenz (labrenz@smcl.org) if you are interested in attending. Here is a video link of the building: <https://www.youtube.com/watch?v=YxjMKryytuQ>.

2. Park Survey

The Park Survey is complete, and the final document is being reviewed for any errors or inconsistencies before finalizing. I have a copy of the draft in my office if you are interested in looking it over. Most of the issues of property line fencing exists along the Felton Gables border. Of the approximate 1,450 linear feet of boundary, 1,067.31 feet is compromised with fence line on the Town’s property. Most of that distance, it is less than a foot onto Town property. A few areas (limited linear) as much as 2-3 feet.

This item is on the Agenda Look Ahead for discussion by the Council at the April 18 Council Meeting.

3. EPC Earth Day Update

The EPC Event Subcommittee has confirmed the date of Saturday, April 21 at the Menlo Park Performing Arts Center. Schedule/Program at this point is:

- 12:00-12:30: light lunch
- 12:30-2:00: movie
- 2:00 - 3:00: panel
- 3:00 - 4:00: desserts, Q & A, networking reception

Most immediate action items identified were the development of marketing and outreach materials, and associated efforts. Valerie & Jaskena will work directly on creating drafts of all marketing

and outreach materials. They will be working in concert with the film developer and his staff, to integrate existing promotional/marketing materials into Town documents as feasible. Final drafts will require Town approval. Once approved, they will be disseminated. Valerie and Jasenka will work on contacting additional potential sponsors for the event. List of potential panelists identified: Filmmaker David Schumacher, Ken Caldeira, Guy Kawasaki, Ross Koningstein, and Caroline and Jacob who are in the film.

4. WAZE Connected Citizens

Menlo Park recently partnered with WAZE with regards to two-way sharing of traffic data. Staff is looking into a similar partnership.

5. PD 2018 Chevy Tahoe Demo Vehicle

A representative from Chevrolet will be at Town Hall on Thursday, March 22 from 1 pm to 8 pm to answer questions and demo the 2018 Chevy Tahoe 4x4. The demo vehicle is the "Chief's Model" so it will not be setup as a patrol vehicle. Right now we are only looking at it as a possible new K9 vehicle, but we are also looking at the possibility of refurbishing one of our current Crown Victoria's and making it the K9. Depending on the outcome of the demo (and cost) the Tahoe could be a marked patrol vehicle.

6. Palo Alto Grade Separations

Linked here is a Report from the [City of Palo Alto on their considerations for Grade Separation](#).

(<http://www.ci.atherton.ca.us/DocumentCenter/View/4920>)

7. Park Revenue and Event Logs

Linked here is the:

- [Park Events](http://www.ci.atherton.ca.us/DocumentCenter/View/4923) - <http://www.ci.atherton.ca.us/DocumentCenter/View/4923>
- [Revenue Logs](http://www.ci.atherton.ca.us/DocumentCenter/View/4922) - <http://www.ci.atherton.ca.us/DocumentCenter/View/4922>

8. Planning Commission February Meeting Actions

The Planning Commission took the following action at last night's February 28, 2018 meeting:

- Approve a Special Structures Permit at 74 Barry Lane to allow for the construction of a portion of an accessory structure (swimming pool and equipment) to encroach within the required front yard setback.
- Approve a Special Structures Permit at 6 Cowell Lane to allow for the construction of an accessory structure (swimming pool) to encroach within the required side yard setback.
- Deny a Variance at 99 Orchard Hills Street to allow for a first floor addition to the main residence to encroach within the required side yard setback
- Deny a Heritage Tree Removal Permit at 222 Camino Al Lago to allow the removal of one heritage oak tree.

- Recommend City Council approval of amendments to Chapter 8.10 "Removal of and Damage to Heritage Trees" of Municipal Code and to the Town's *Tree Preservation Guidelines Standards and Specifications* document.

9. El Camino Real Complete Streets Project

As the Council is aware, the Complete Streets Study completed its analysis phase, but will not move toward construction or plan development without further allocated funding (i.e. Parcel Tax, Grant, or General Fund).

Linked here is the [Final Summary Report](http://www.ci.atherton.ca.us/DocumentCenter/View/4919).
(<http://www.ci.atherton.ca.us/DocumentCenter/View/4919>).

10. Animal Control Shelter Project

Linked here are a couple of recent presentations on the New Animal Control Shelter.

- [Presentation Regarding the Animal Control & Licensing - Annual Meeting \(February 27, 2018\)](http://www.ci.atherton.ca.us/DocumentCenter/View/4917)
(<http://www.ci.atherton.ca.us/DocumentCenter/View/4917>)
- [Shelter Status Report - February 2018](http://www.ci.atherton.ca.us/DocumentCenter/View/4918)
(<http://www.ci.atherton.ca.us/DocumentCenter/View/4918>)

11. Annual Master Plan and Transportation Demand Management Updates

Staff has contacted Menlo College, Menlo School and Sacred Heart Schools to advise that it is time for their annual updates for Transportation Demand and Master Plans.

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

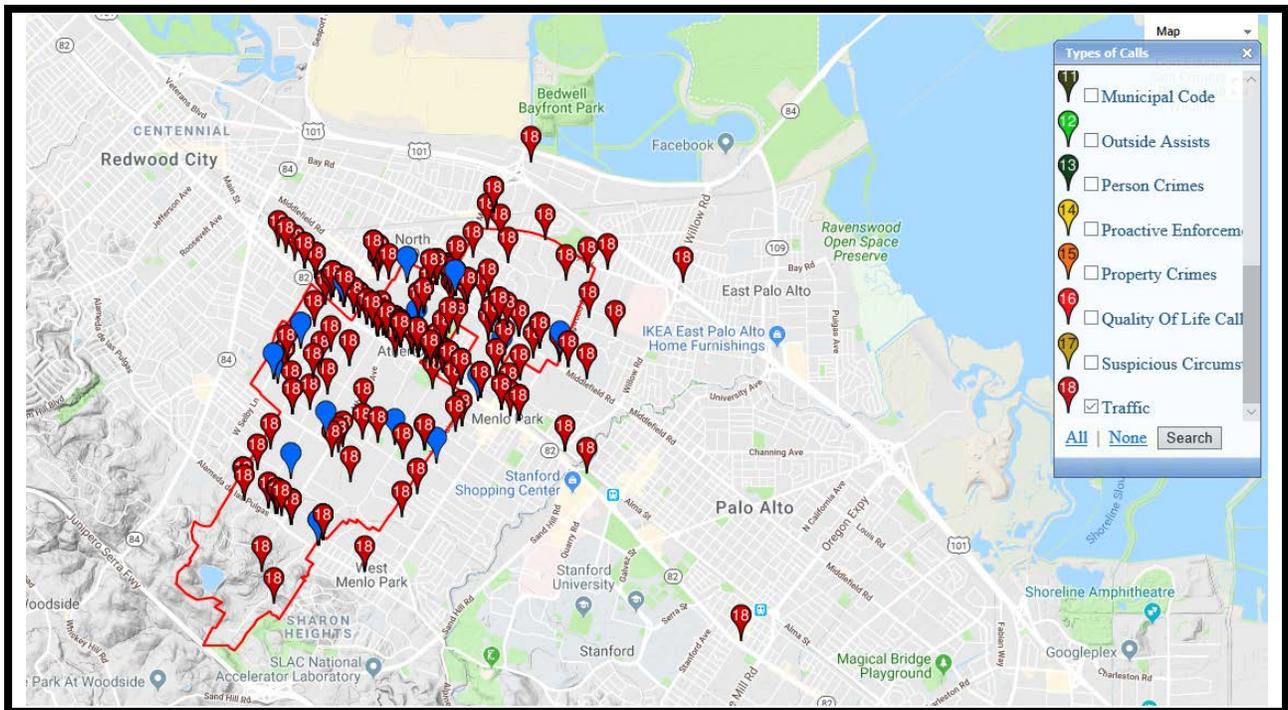
Police Activity

There were 58 investigations for the month of February. 20 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses included driving on a suspended license, DUI, possession of a controlled substance, possession of drug paraphernalia, warrant arrests, public intoxication, joy riding (bicycle), and violation of a domestic violence restraining order.

Of the 2,430 total police incidents for the month of February, 1,648 were officer-initiated incidents, which resulted in 349 citations being issued for vehicle code and other violations. Officers initiated 1,329 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.

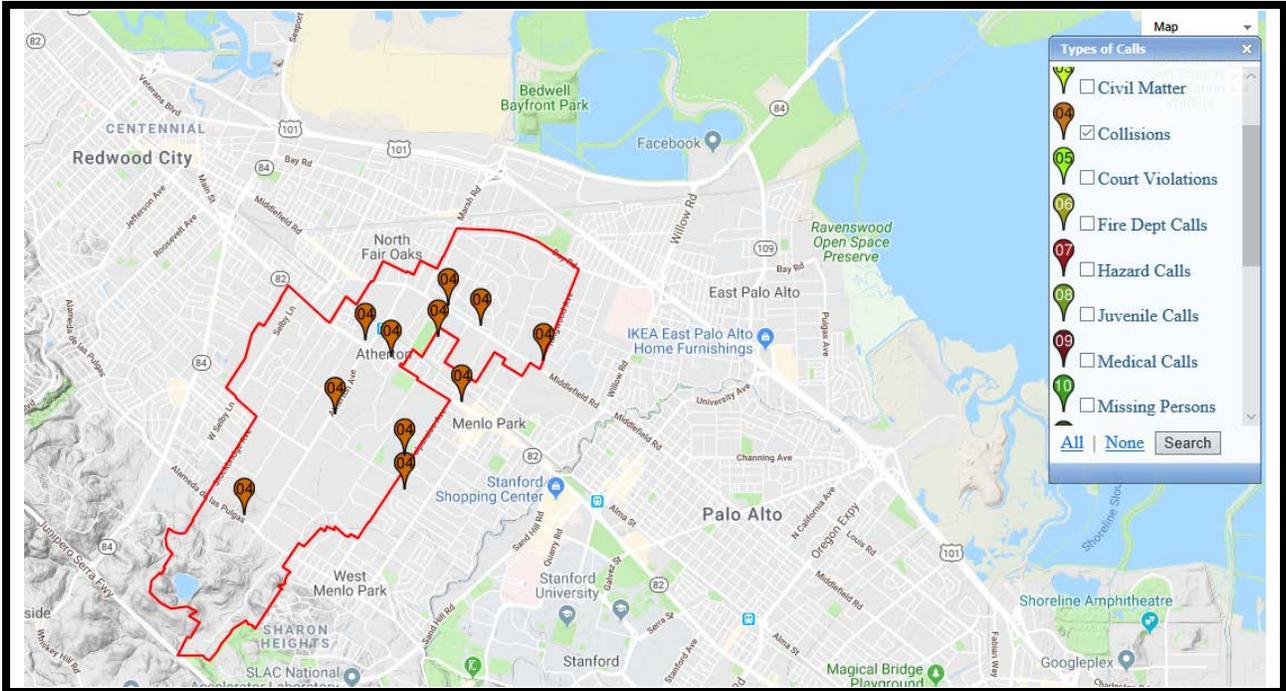
Traffic Incidents

Overall, there were 377 specific traffic incidents for February. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

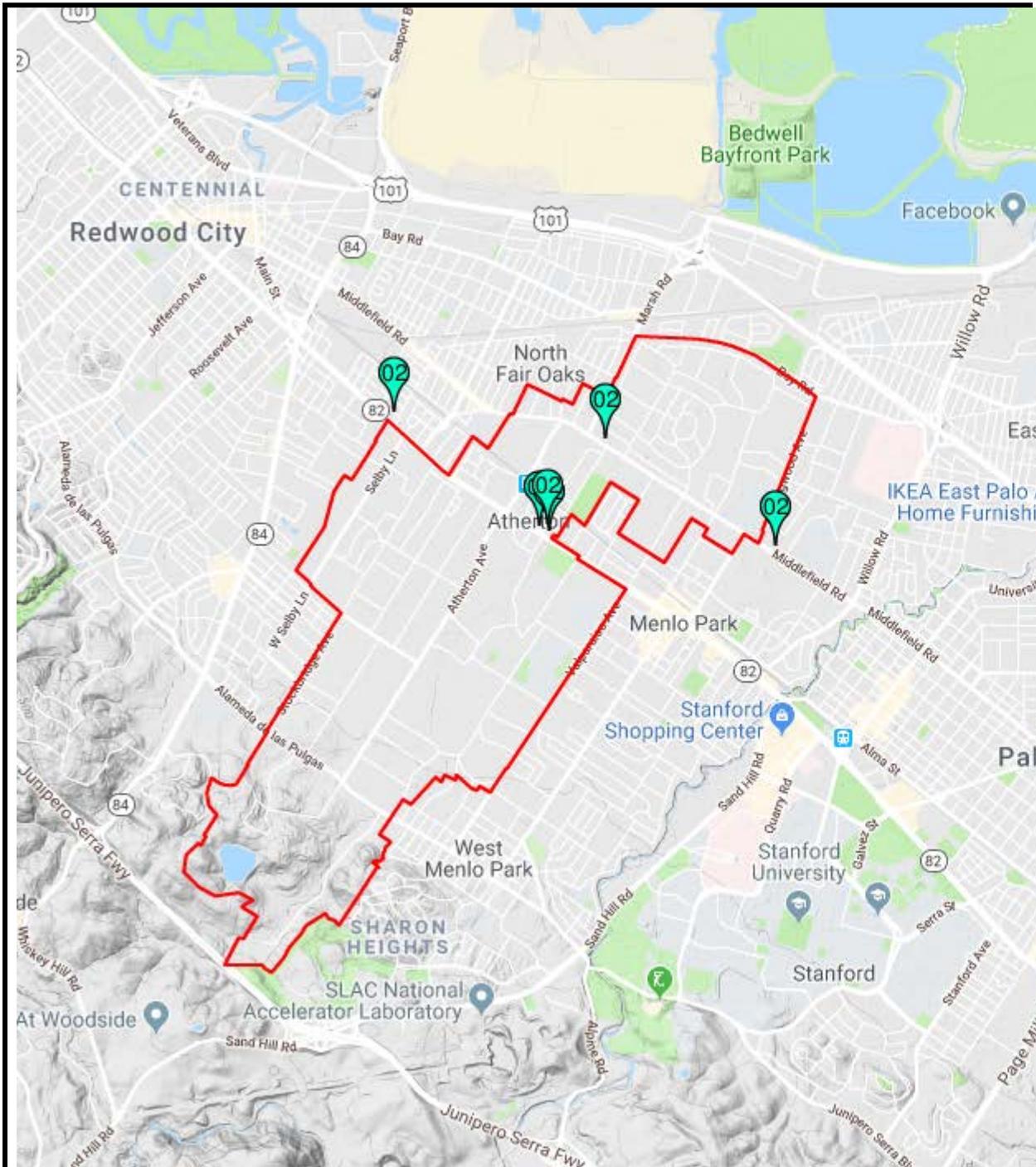
There were 12 specific “collisions” for February. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

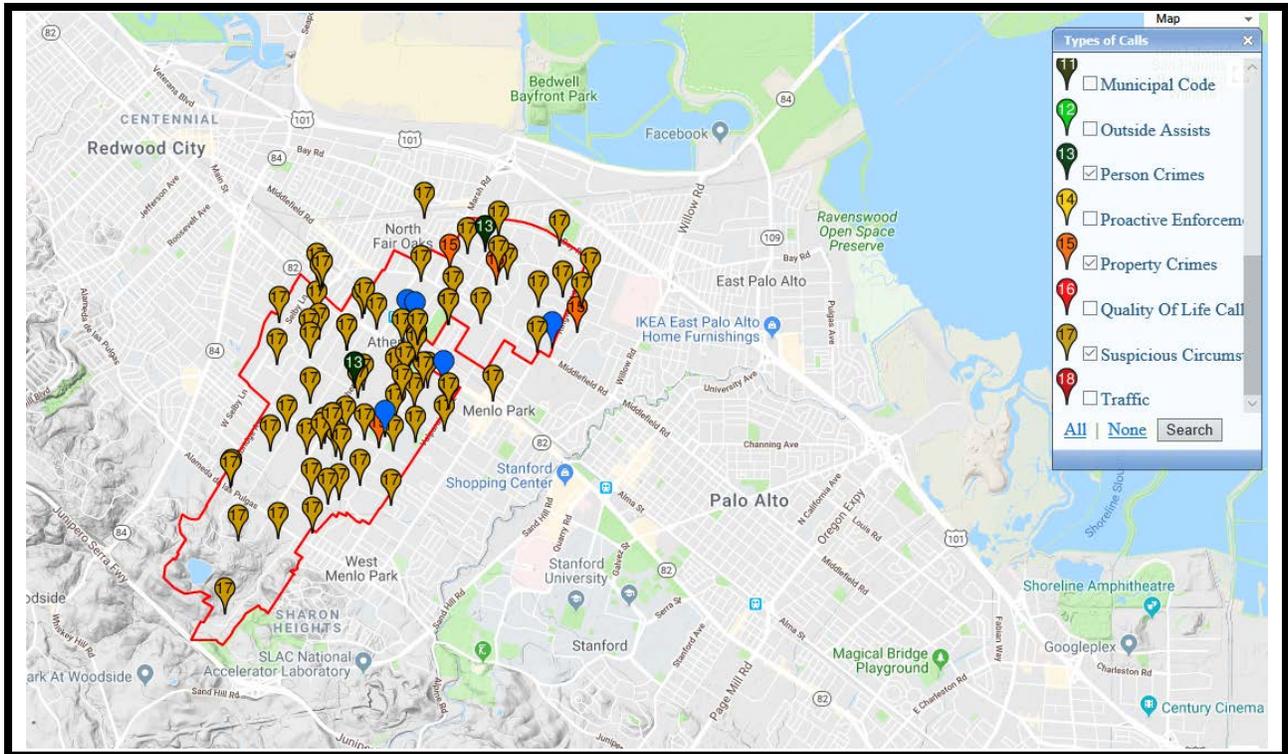
There were 7 bicycle stop incidents initiated for lighting equipment (6) and one stop sign violation.

These stops resulted in 5 verbal warnings and 2 warning citations.



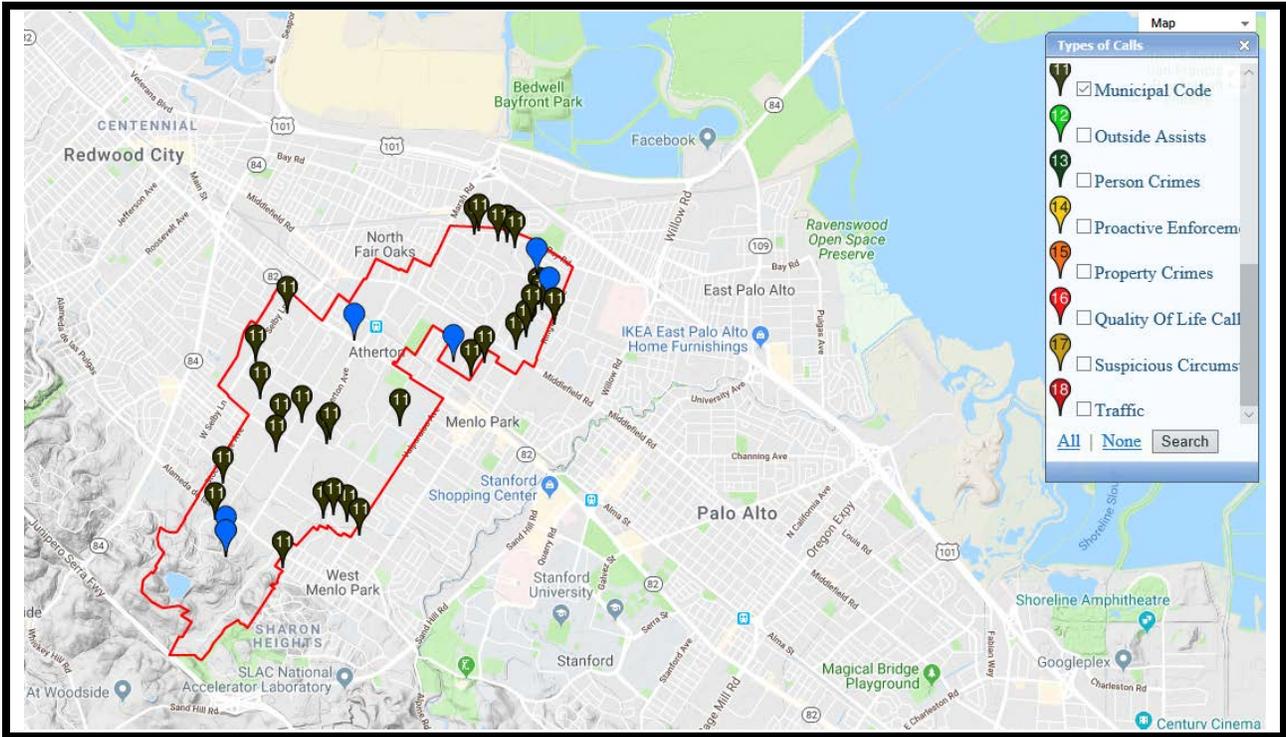
Criminal Activity and Suspicious Circumstances

The Department responded to 84 locations (some locations multiple times) for property crimes (9), person crimes (5), and incidents of suspicious circumstances (75).



Municipal Code Violations

The Police Department responded to 36 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to construction parking issues, right of way issues, off leash dogs, after hours construction, and illegal solicitors.



Holbrook Palmer Park

Holbrook Palmer Park had 112 incidents this reporting period, 89 of which were security checks and foot patrols by officers. The other incidents were for suspicious vehicles, suspicious people, off leash dogs, and a vehicle collision.

Premise Watch

Officers completed 813 House/Vacation checks during the month of February.

School Incidents

Officers responded to 236 school incidents during this reporting period. The incidents included but were not limited to suspicious vehicles and persons, a runaway juvenile, petty thefts, medical calls, traffic enforcement, a fire alarm, subpoena service, investigative case follow-up. It should be noted that there was an increase in the number of incidents due to proactive extra patrol checks as a bike theft deterrent.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	4	6	4	3	6	5	-	4	6	2	7	8	55
	Security	10	12	14	17	11	7	10	21	13	10	13	9	147
	Traffic	2	10	7		2	1	-	-	2	-	5	4	33
<i>Knox School</i>	Other	1	-	-	4		-	-	-	-	-	1	-	6
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	3	4	3	4	2	3	3		4	6	1	2	35
	Security	11	18	18	18	14	7	17	6	19	10	13	11	162
	Traffic	-	14	-			-	-	-	1	1	-	-	16
<i>Laurel</i>	Other	1	2	3	1	1	2	3	3	5	3	2	2	28
	Security	3	5	19	8	10	9	9	2	13	11	11	7	107
	Traffic	-	-	-			-	-	-	7	-	-	-	7
<i>M-A HS</i>	Other	22	58	28	12	17	14	12	13	20	38	35	16	285
	Security	31	32	16	21	26	21	26	16	50	32	40	35	346
	Traffic	4	5	2			1	-	3	1	1	2	4	23
<i>Menlo College</i>	Other	4	8	7	3	2	3	2	7	10	7	8	2	63
	Security	9	3	25	13	9	8	9	3	9	8	9	9	114
	Traffic	6	1	22	4	3	-	3	2	2	4	6	1	54
<i>Menlo School</i>	Other	4	5	2	1	2	3	1	1	11	4	6	9	49
	Security	10	7	7	7	5	7	11	5	16	5	18	12	110
	Traffic	11	-	-			-	-	-	-	-	1	17	29
<i>Sacred Heart</i>	Other	16	6	10	3	4	6	1	4	5	6	6	3	70
	Security	7	8	12	7	9	9	15	7	10	6	8	5	103
	Traffic	3	6	3	1	5	1	-	-	-	3	1	-	23
<i>Selby Lane</i>	Other	6	8	5	3	5	2	2	2	5	10	3	5	56
	Security	14	15	18	8	6	7	9	13	19	19	17	13	158
	Traffic	8	3	1			2	-	2	13	8	4	5	46
Total		190	236	226	138	139	118	133	114	241	194	217	179	2,125

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, 42 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. The Priority 1 Response Time table is not solely Code 3 (lights and siren) responses and includes other Priority 1, but not Code 3 responses. Generally, the response times for stand-alone Code 3 calls is lower than the aggregate for all Priority 1 calls. The Department will be updating this table with more detailed information in future reports.

MONTH	YEAR	RESPONSE TIME
January	2018	4:27
December	2017	5:49
November	2017	5:37
October	2017	4:50
September	2017	5:23
August	2017	4:26

TOTAL TRAINING HOURS FOR FEBRUARY 2018 – 291 HOURS

NAME	TRAINING/HOURS	DATES
Smiler	Search Warrants A-Z/16 hours	Feb. 1-2
Dutta	Interview and Interrogation/24 hours	Feb. 5-7
Bollendorf	Active Shooter Training/7 hours	Feb. 7
Larsen	Internal Affairs/24 hours	Feb. 12-14
Miller	Active Shooter for Dispatcher/8 hours	Feb. 19
Johnson	CAPE (property and evidence) conf.	Feb. 19-23
Frew	Advanced Exec. Asst./16 hours	Feb. 20-21
Cisco	Tactical Dispatcher Update/4 hours	Feb. 21
Cisco	Public Records Act/16 hours	Feb. 22-23
Gutierrez	Cal Nena Conference /24 hours	Feb. 26-Mar. 1
Larsen/Smiler	Taser Instructor Cert/8 hours	Feb. 27
Dutta/Rojas	Radar-Lidar Operator/32 hours	Feb. 27-Mar. 2
Gomez	Juvenile Law/32 hours	Feb. 27- Mar. 2

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
February	1,648	349
January	1,752	316
December	1,813	284
November	1,486	241
October	1,437	346
September	1,884	296

Code Enforcement Activity Report

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2018)
1.	Opened Cases	7	22
2.	Resolved/Closed Cases	13	20
3.	Cases Pending	172	N/A
4.	Written/Formal Notices Issued	3	5
5.	Citations Issued	21	22
6.	Amount in Citations	\$21,000	\$21,500

During the month of February, there were over 84 incidents related to code enforcement. Those incidents included but were not limited to: construction work hour violations, construction parking violations, other construction related issues, right-of-way encroachments and obstructions, unpermitted work in the right-of-way, unpermitted construction work, grading and drainage issues, overgrown and/or unmaintained vegetation, buildings in abandoned conditions, dead trees, real estate signs, mobile food vendors and zoning violations.

Code Enforcement staff also assisted with translations, fleet maintenance issues, assisted with construction hours/noise exemption permits, attended the Contractor’s Roundtable Meeting, Countywide Code Enforcement Taskforce Meeting and worked on the Town website re-design project.

TRAFFIC COMPLAINTS

Three (3) traffic complaints were received by the Atherton Police Department during the month of February. The complaints were as follows:

- 1) A resident reported drivers crossing over double yellow lines on Encinal Avenue, in front of Encinal School, during the afternoon pick-up times.

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

- 2) A resident reported construction trucks blocking Holbrook Lane between 8:00am and 9:00am.

Results: 13 minutes spent in the area
No violations

- 3) A resident reported speeding vehicles on James Avenue, Linden Avenue, and Catalpa Drive between the hours of 3:00pm and 7:00pm Monday through Friday.

Results: 53 minutes spent in the area
No violations

Public works update – February 2018

- Sweep contracted monthly streets :
February 2018 50 Miles 10 cu. Yards 3.0 tons
- Service requests –
 - Broken glass debris in roadway at the corner of Middlefield and Encinal
 - Repair water line at 83 Ashfield Road
 - Replaced water heater at Gilmore House
 - Tree growing into street light on Barry Lane cul-de-sac
 - Toilet clogged at Gilmore House
 - Replaced toilet seat in Town Hall Lobby.
 - Dames closet repair at HP Park Main House
- 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.
- Fire extinguisher recharge
- Storm drain repair at Monte Vista and Camino al Lago
- Debris removal at Storm drain inlets
- Bollard and AC berm repair at Middlefield at Oak Grove (NE Corner)
- EAP sign installation
- Sign replacements as needed
- Pothole repairs on varies streets as needed.
- 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.



AC Berm and Bollard Repair at
Middlefield/Oak Grove Intersection



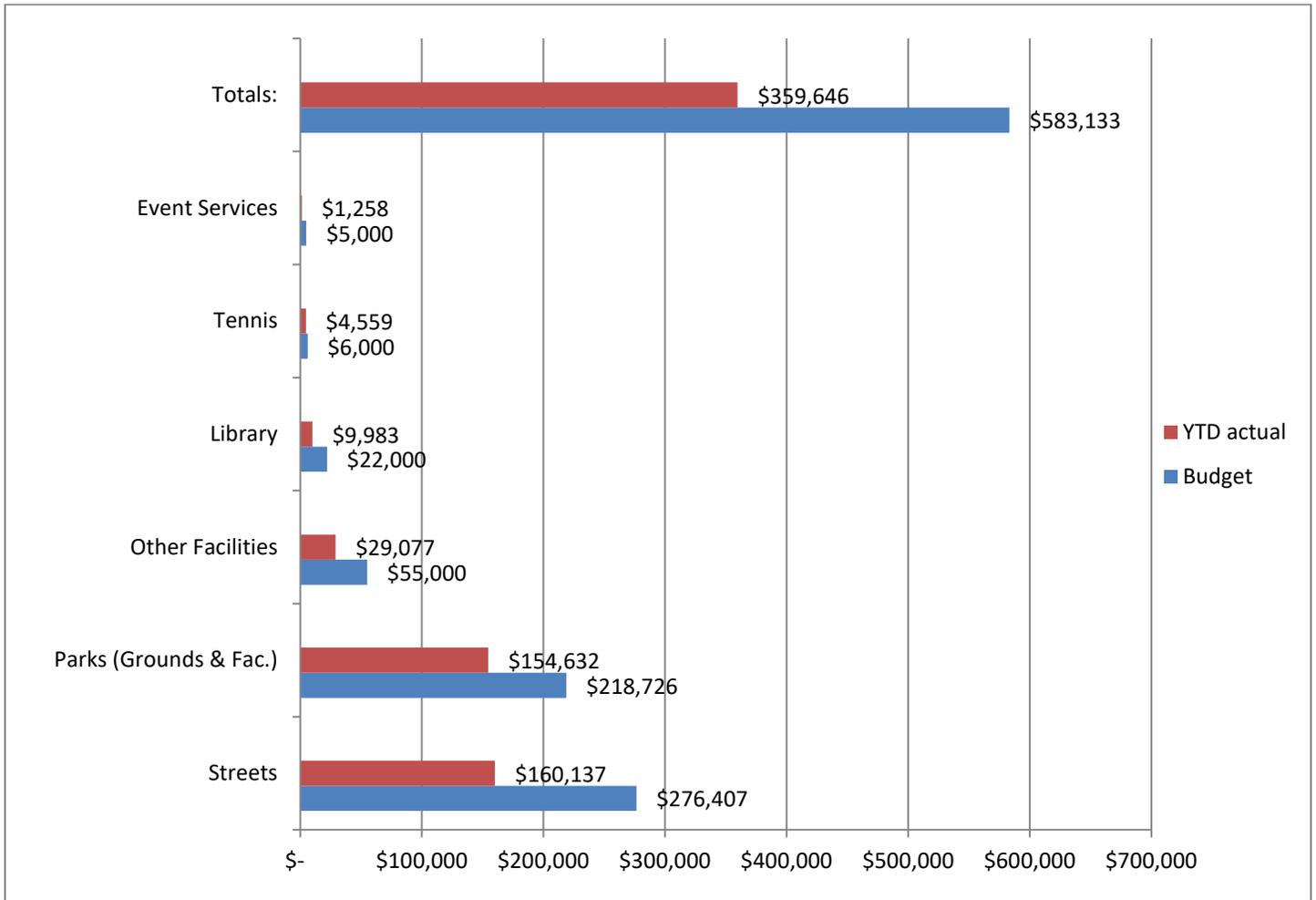
Emergency Assembly Point sign
installation



Camino al Lago Drainage ditch
repair

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through February 2018

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 276,407	\$ 160,137	57.94
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 218,726	\$ 154,632	70.70
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 29,077	52.87
A04	213-30-52031-000	Library	\$ 22,000	\$ 9,983	45.38
A05	101-58-52031-000	Tennis	\$ 6,000	\$ 4,559	75.98
E06	101-58-52031-058	Event Services	\$ 5,000	\$ 1,258	25.15
Totals:			\$ 583,133	\$ 359,646	61.67



PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE
FROM: SALLY BENTZ, PARK MANAGER
DATE: MARCH 7, 2018
SUBJECT: PARK GOINGS ON MARCH 2018

REGULAR STAFF

For the month of February, 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 through 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 none-established trees throughout the park based on schedule.
 - Blow tennis courts 2 times per week and as required.

- Clay court completed on time and ready for use.
- Buster pump failed due to faulting wires in the field and is under repair.
- New splicing wire or rewiring and grounding is getting done throughout the property in every valve decoder.
- Geotechnical will start infiltration testing for the future water capture, as soon as 03/02/18.
- New door handles and hardware got installed per subcontractor at Jennings Pavilion.
- Irrigation water leak repairs got completed at Ball Field, Main House and North Meadow areas.
- Low spots found at Water Fountain turf were backfilled, leveled and grass seed was applied.
- New locks were changed at all Tennis Courts gates except clay court.
- Air compressor at Main pump was troubleshoot due to failure.
- Two new 2" PVC Blow Outs got installed at North Meadow turf area to flush debris getting in the main lines.
- Permit/Certificate for Main house conveyor/elevator got processed and approved by State Industrial Relations.
- Friends of the Park room/closet got restored and new shelving is getting installed.

- **New and future planned projects;**

- Brick patio at Main House getting redone, due to uneven or lifted concrete.
- 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.
- Pavilion restrooms will get restored/renovated.



New clay court



New splicing wire or rewiring and grounding is getting done throughout the property in every valve decoder



Geotechnical will start infiltration testing for Water Capture Project



Town of Atherton

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

Community Services Monthly Report February 2018

Submitted by:
Interwest Consulting Group

Town of Atherton Building Safety & Inspection

*Construction and Permit Summary
February 1, 2018 to February 28, 2018*

	Feb-18	Fiscal Year 2017-18
Total Construction Valuation¹:	\$11,903,194	\$95,617,445

REVENUE

Plan Check Fees Collected:	\$13,101	\$361,204
Permit Fees Collected:	\$73,536	\$700,337
Other Fees Collected:	\$4,184	\$44,462
TOTAL:	\$90,821	\$1,106,003

PLAN CHECK

Applications Received:	53	557
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	2	17
New Accessory Structures Issued:	13	154
Addition / Alteration Permits Issued:	7	77
Reroof / Water Well / Grading Permits Issued:	12	104
Plumbing/Mechanical/Electrical Permits Issued:	17	148
Demolition Permits Issued:	2	28
<u>Non-Residential:</u>		
New Permits Issued:	0	20
TOTAL Permits Issued:	53	548

Total Open Permits as of 2/28/18	837
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INSPECTIONS

Inspections Performed:	801	5,701
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

February 1, 2018 to February 28, 2018

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	19	132
Planning Commission Items	5	23

At the February 28, 2018 Planning Commission Meeting, the Planning Commission took the following actions.

1. Approve a Special Structures Permit at 74 Barry Lane to allow for the construction of a portion of an accessory structure (swimming pool and equipment) to encroach within the required front yard setback.
2. Approve a Special Structures Permit at 6 Cowell Lane to allow for the construction of an accessory structure (swimming pool) to encroach within the required side yard setback.
3. Deny a Variance at 99 Orchard Hills Street to allow for a first floor addition to the main residence to encroach within the required side yard setback
4. Deny a Heritage Tree Removal Permit at 222 Camino Al Lago to allow the removal of one heritage oak tree.
5. Recommend City Council approval of amendments to Chapter 8.10 "Removal of and Damage to Heritage Trees" of Municipal Code and to the Town's Tree Preservation Guidelines Standards and Specifications document.

The next regularly scheduled meeting will be on March 28, 2018.

THE NEXT
regularly

Arborist Activity Summary

February 1, 2018 to February 28, 2018

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	11	12	5	42

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	0	2	2	2	0	2
February	2	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:	2	27	26	31	33	31

Plan Check Performance

February 1, 2018 to February 28, 2018

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	84	10	9	0
	Subsequent Rev.	111	5	4	0
Minor Plan Check	1st Review	7	3	1	0
	Subsequent Rev.	1	0	0	0
Total Number of Plan Checks		203			

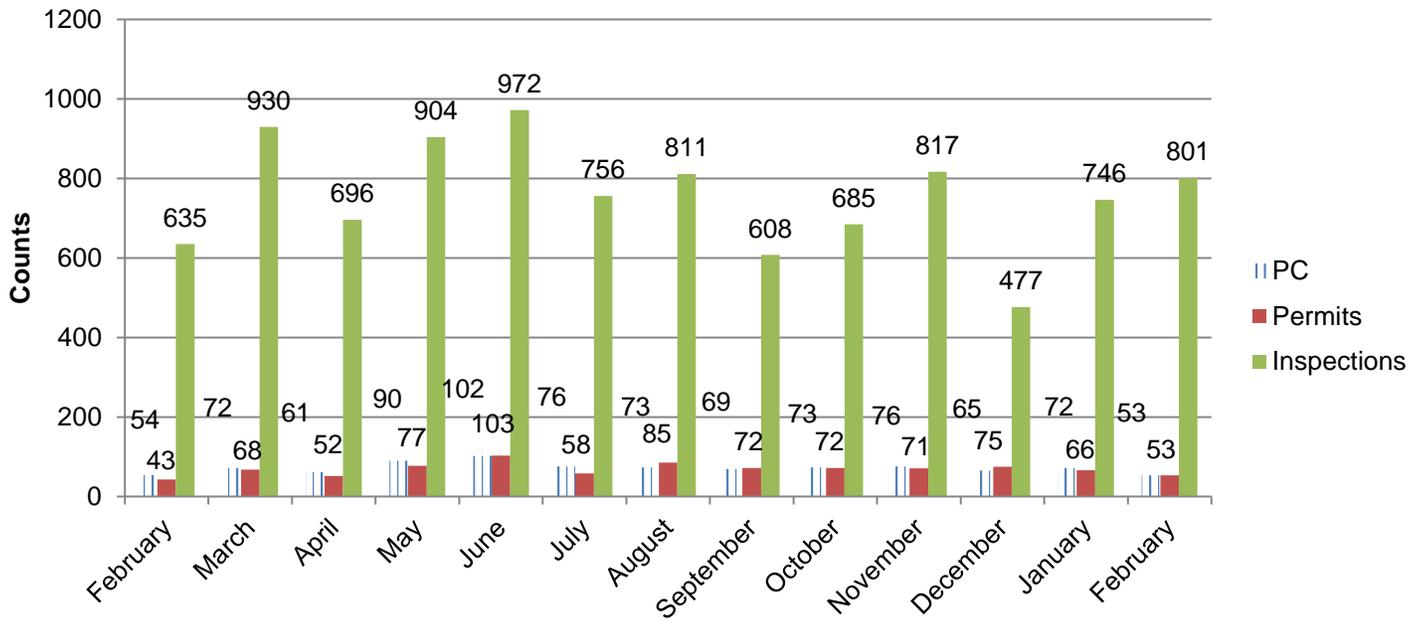
** Target: in working days

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

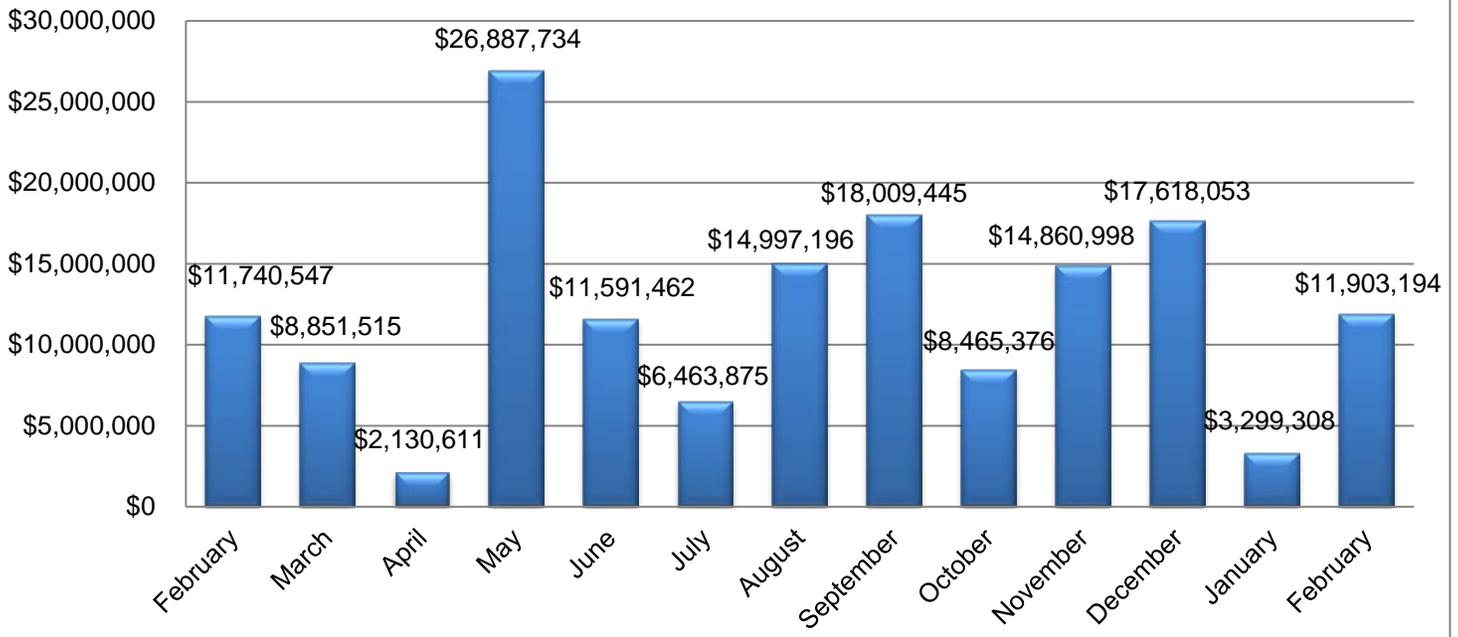
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

