



Item No. 6 Town of Atherton

CITY COUNCIL STAFF REPORT – MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: MAY 16, 2018

SUBJECT: CITY MANAGER’S WRITTEN REPORT

CITY MANAGER’S OFFICE

Articles of Note

- [Almanac - Atherton Council Considers Overnight Officer Quarters](https://www.almanacnews.com/news/2018/05/02/atherton-considering-offering-overnight-quarters-for-police-officers)
- [Almanac - Accident snarls traffic at ECR and Valparaiso Avenue](https://www.almanacnews.com/news/2018/05/02/accident-snarls-traffic-at-el-camino-real-and-valparaiso-avenue)
- [Almanac - Atherton looking for place for officers, dispatchers to sleep between shifts](https://www.almanacnews.com/news/2018/05/04/atherton-looking-for-place-for-officers-dispatchers-to-sleep-between-shifts)

Park & Recreation Committee - Rental Price Change for Pavilion

The P&R Committee met on Wednesday and voted to approve a recommendation to the City Council for a price increase for rental of the pavilion. This will make its way to the Council in June.

Park and Recreation Committee - Water Capture Project

The P&R Committee met and voted to not support the Water Capture Project in the Park. The Staff Report will be returning to the Council on May 16 with an update. It will include feedback from the P&R Committee. As the Council is aware, staff continues to explore options for this project. Some, but not all of those issues will be able to be addressed at the meeting (water quality, scaling of size of the facility, etc.); however, other issues, such as alternative locations are still in progress.

Development Agreement Ordinance

The City Attorney and Planning Staff are putting together a memorandum to the Council outlining a Development Agreement Ordinance and explaining the process of implementation of such an Agreement. The purpose of this discussion is to further follow-up on the possibility of a water detention facility at alternative private property location(s). It is anticipated that the process to adopt the ordinance, negotiate an agreement, conduct a 20% Design and move forward would be

City Manager's Written Report

May 16, 2018

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6 to 9 months. We have a deadline for fund expenditure from Caltrans. We are connecting with Caltrans to see if that deadline can be extended.

The Development Agreement Ordinance will make its way through the Planning Commission to the City Council in July for 1st Reading at the July Study Session and 2nd Reading/Adoption at the July Regular Meeting.

Bike/Ped Safety Event - May 26

The PD is hosting an education/community outreach event day for bicyclists and pedestrians on Saturday, May 26 from 8 am to noon. The location will be Atherton Avenue and Alameda. BPAC and CPTF members have been invited to attend. If you are out and about on that date/time - feel free to stop through.

Redwood City Survey - ECR Protected Bike Lanes

[Linked here is a survey from Redwood City](#) on possible changes to El Camino Real between Maple and Charter. The ECR Corridor Plan in Redwood City calls for maintaining existing travel lanes and eventually converting street parking to protected bicycle lanes. By narrowing the lanes to the allowable widths, this leaves 29 feet of space from curb to curb for bicycle lanes and medians. The City is asking, via survey, what residents would like to see in these areas - wide medians or wider bike lanes.

<http://www.redwoodcity.org/departments/community-development-department/policy-initiatives/general-plan-precise-plans/el-camino-real-corridor-plan/bike-ped-safety-improvement-study/-fsiteid-1>

Park Events and Revenue Log - April 2018

Linked here is the [Park Events Log](#) and the [Park Revenue Log](#).

Events Log - <http://www.ci.atherton.ca.us/DocumentCenter/View/5435/5-4-18---April-Park-events>

Revenue Log - <http://www.ci.atherton.ca.us/DocumentCenter/View/5436/5-4-18---HP-Park---Rev-Log-FY-17-18>

Support of Proposition 69 and Opposition to SB 1 Repeal

It has been requested that the City Council consider supporting Proposition 69 and Opposing the Repeal Measure for SB 1. As the Council is aware, SB 1 was signed last year to raise \$5 billion annually dedicated to transportation funding. SB 1 provides the Town with additional funding for streets and road projects.

Proposition 69 on the on the June 2018 ballot adds additional accountability for taxpayers by preventing the State Legislature from diverting or raiding this new revenue source. However, there is also a measure proposed for the ballot in November 2018 that would repeal SB 1. C/CAG is suggesting that municipalities support Proposition 69 and oppose the repeal of SB 1.

Unless there is objection by the Council, staff will prepare a letter from the Mayor regarding these measures.

City Manager's Written Report

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ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

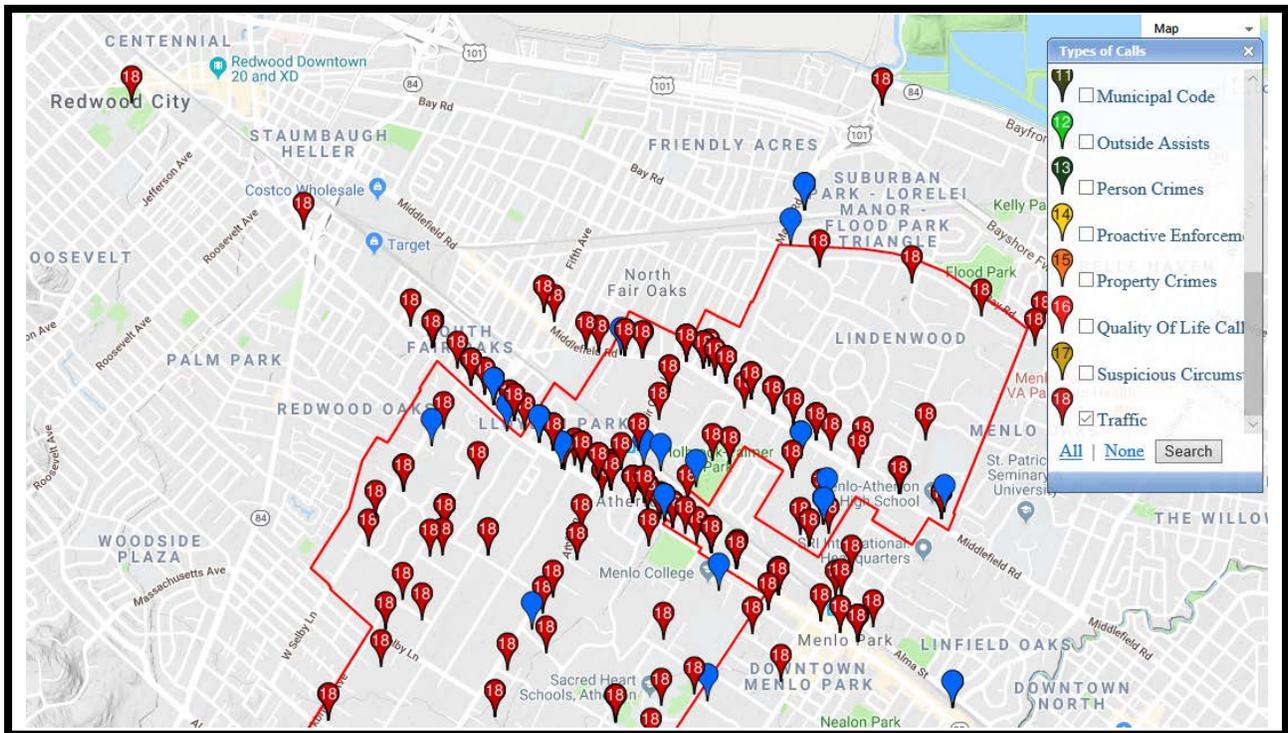
Police Activity

There were 61 investigations for the month of April. 20 offenders were cited, arrested, or referred to the San Mateo County District Attorney’s Office for prosecution. Those offenses included but were not limited to driving on a suspended license, an unlicensed driver, DUI, a warrant arrest, a residential burglary (college dorm room), and assault likely to cause great bodily injury (fight at MAHS).

Of the 2,608 total police incidents for the month of April, 1,760 were officer-initiated incidents, which resulted in 538 citations being issued for vehicle code and other violations. Officers initiated 1,387 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.

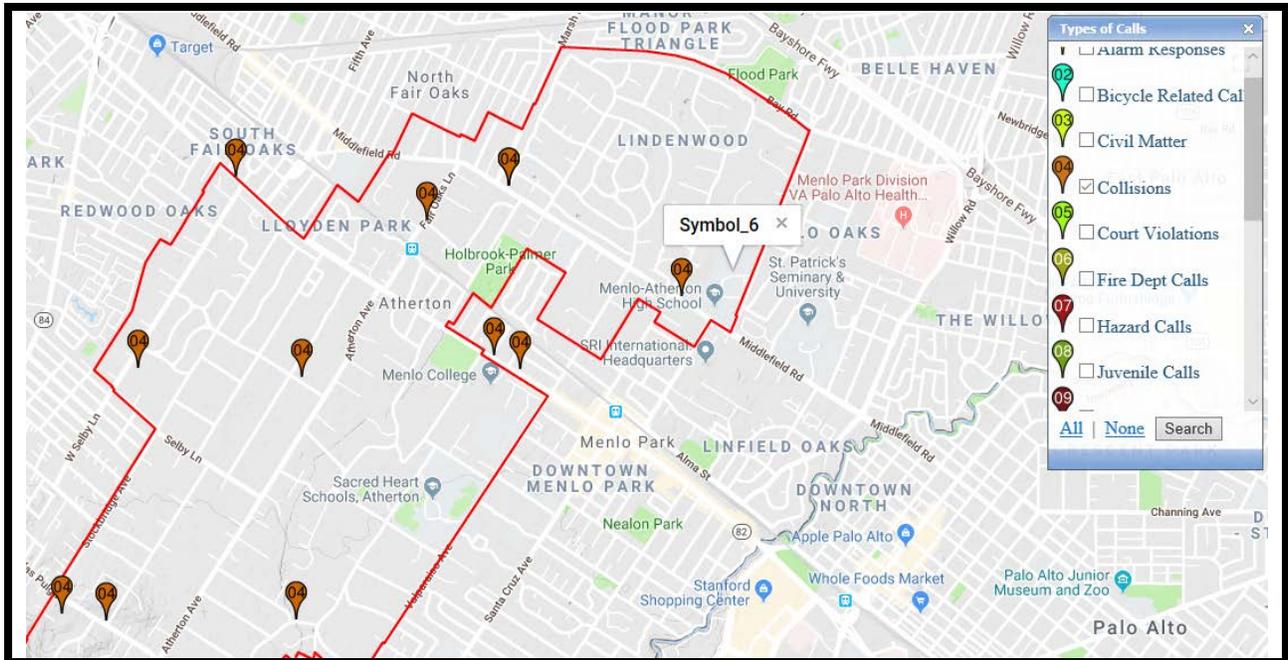
Traffic Incidents

Overall, there were more than 500 specific traffic incidents for April. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

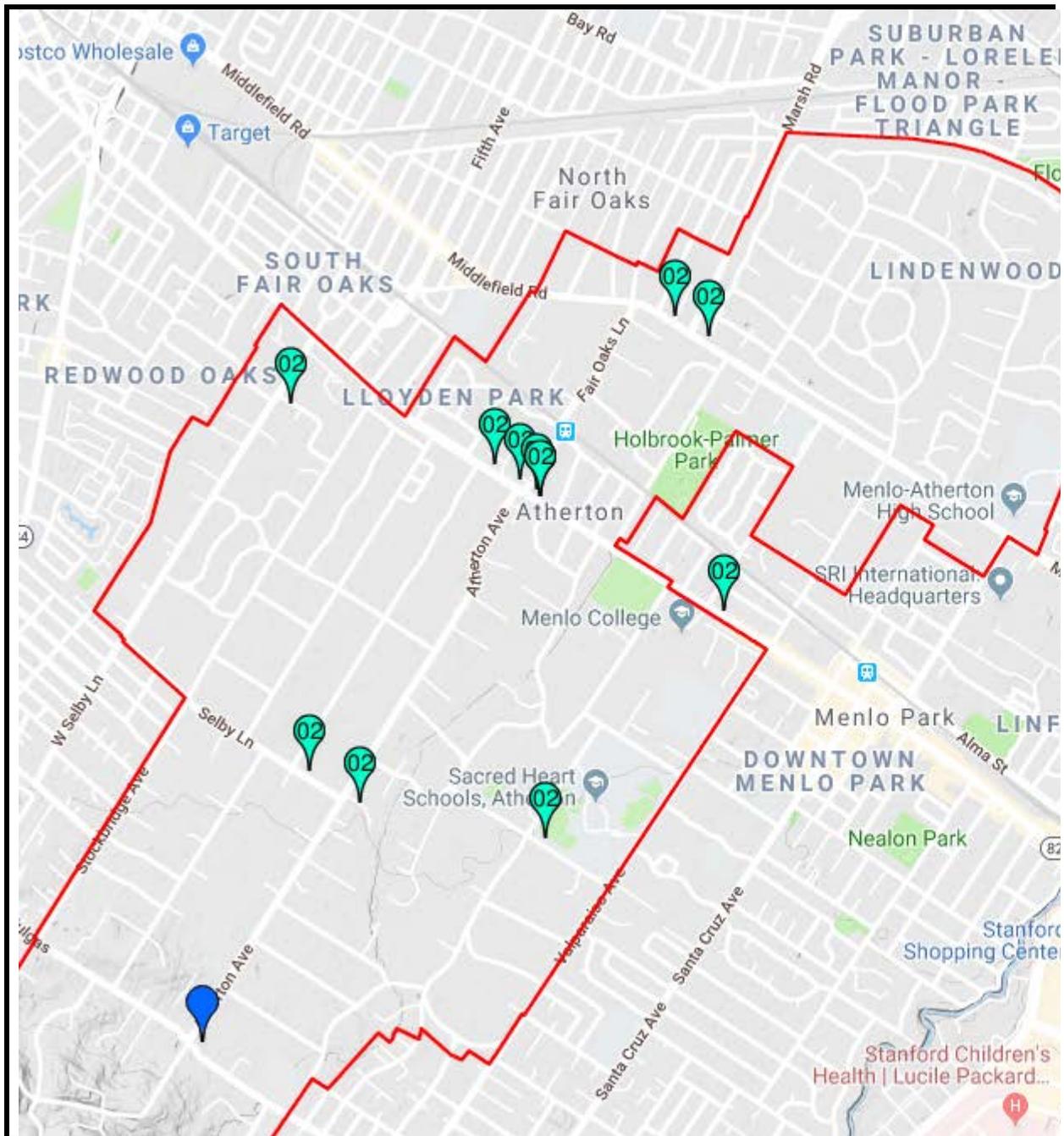
There were 12 specific “collisions” for April. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

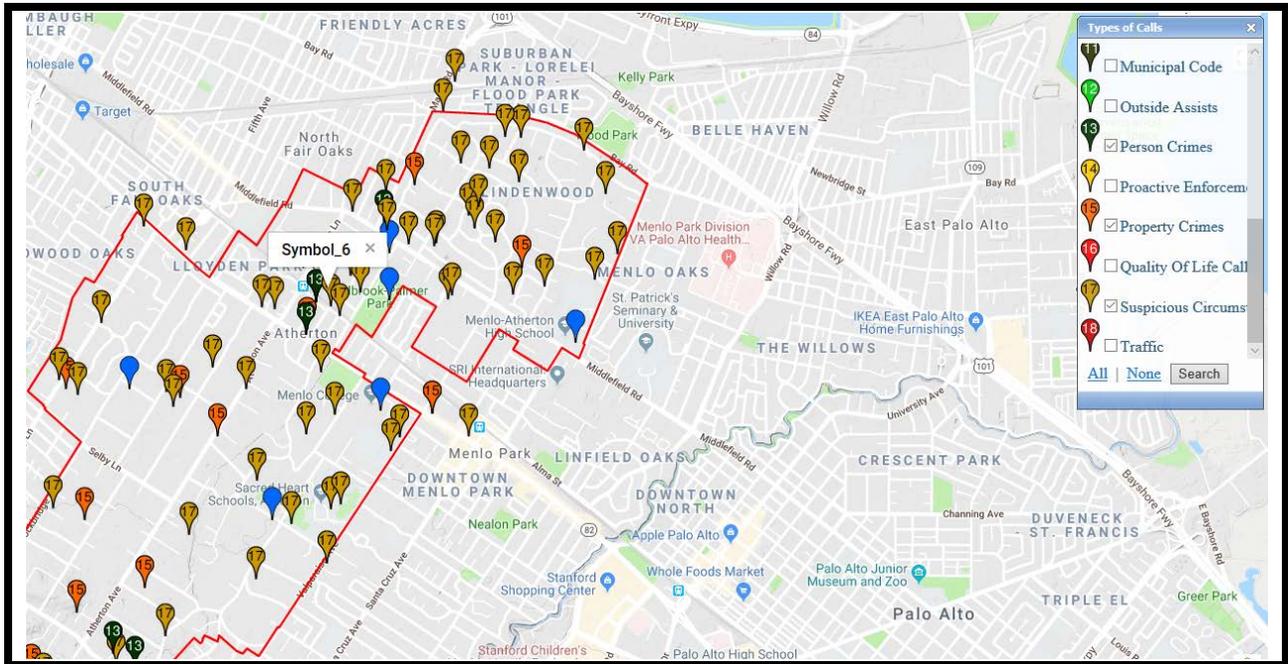
There were 13 bicycle stop incidents initiated for failing to stop at a stop sign (6), lighting equipment (6) and one red light violation.

These stops resulted in 10 verbal warnings, 2 warning citations, and 1 citation.



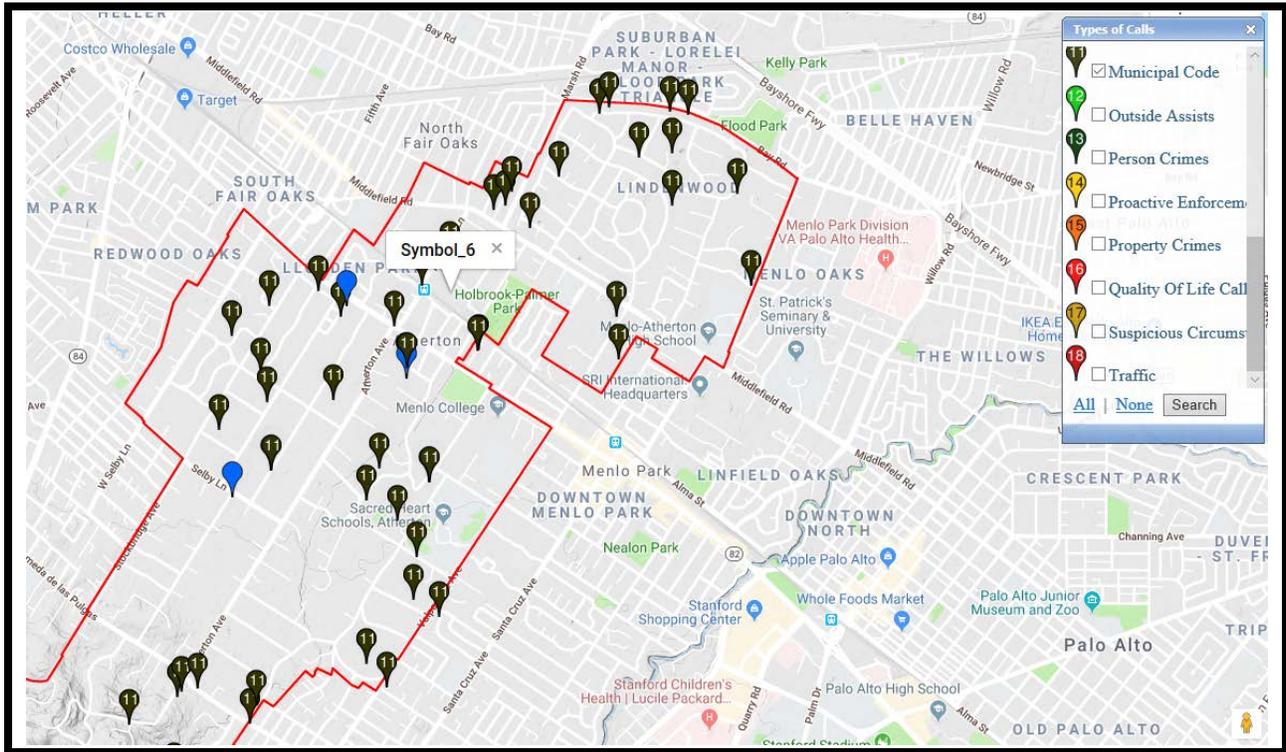
Criminal Activity and Suspicious Circumstances

The Department responded to 92 locations (some locations multiple times) for property crimes (15), person crimes (7), and incidents of suspicious circumstances (74).



Municipal Code Violations

The Police Department responded to 57 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to the complaint of a food truck with no permit, illegal solicitors, right of way issues, off leash dogs, after-hours construction, and garbage cans left out.



Holbrook Palmer Park

Holbrook Palmer Park had 98 incidents this reporting period, 84 of which were security checks and foot patrols by officers. The other incidents were for a water main break, suspicious vehicles, suspicious people, off leash dogs, people smoking marijuana at the park, and a burglary alarm at one of the park buildings.

Premise Watch

Officers completed 897 House/Vacation checks during the month of April.

School Incidents

Officers responded to 201 school incidents during this reporting period. The incidents included but were not limited to suspicious vehicles and persons, petty thefts, medical calls, traffic enforcement, vandalism, a physical altercations at the schools, a fire alarm activation, and an auto burglary.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	4	6	-	6	6	5	-	4	6	2	7	8	54
	Security	10	12	9	18	11	7	10	21	13	10	13	9	143
	Traffic	2	10	5	3	2	1	-	-	2	-	5	4	34
<i>Knox School</i>	Other	1	-	-	1		-	-	-	-	-	1	-	3
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	3	4	1	9	2	3	3		4	6	1	2	38
	Security	11	18	7	14	14	7	17	6	19	10	13	11	147
	Traffic	-	14	1	1		-	-	-	1	1	-	-	18
<i>Laurel</i>	Other	1	2	2	6	1	2	3	3	5	3	2	2	32
	Security	3	5	6	7	10	9	9	2	13	11	11	7	93
	Traffic	-	-	-	-		-	-	-	7	-	-	-	7
<i>M-A HS</i>	Other	22	58	29	22	17	14	12	13	20	38	35	16	296
	Security	31	32	30	35	26	21	26	16	50	32	40	35	374
	Traffic	4	5	-	2		1	-	3	1	1	2	4	23
<i>Menlo College</i>	Other	4	8	10	10	2	3	2	7	10	7	8	2	73
	Security	9	3	6	15	9	8	9	3	9	8	9	9	97
	Traffic	6	1	2	5	3	-	3	2	2	4	6	1	35
<i>Menlo School</i>	Other	4	5	6	6	2	3	1	1	11	4	6	9	58
	Security	10	7	7	9	5	7	11	5	16	5	18	12	112
	Traffic	11	-	-	-		-	-	-	-	-	1	17	29
<i>Sacred Heart</i>	Other	16	6	5	5	4	6	1	4	5	6	6	3	67
	Security	7	8	9	6	9	9	15	7	10	6	8	5	99
	Traffic	3	6	4	1	5	1	-	-	-	3	1	-	24
<i>Selby Lane</i>	Other	6	8	3	5	5	2	2	2	5	10	3	5	56
	Security	14	15	15	14	6	7	9	13	19	19	17	13	161
	Traffic	8	3	-	1		2	-	2	13	8	4	5	46
Total		190	236	157	201	139	118	133	114	241	194	217	179	2,119

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, 51 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
March	2018	5:33
February	2018	4:42
January	2018	4:27
December	2017	5:49
November	2017	5:37
October	2017	4:50

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens: 4 minutes, 0 seconds.

TOTAL TRAINING HOURS FOR April 2018 – 294 HOURS

NAME	TRAINING/HOURS	DATES
Vigil	IA course/24 hours	April 2-4
Larsen/Pronske/Robbins	WRAP Training/2 hours	April 2
Gomez	Campus LE/40 hours	April 2-6
Kockler	Ethics in LE/8 hours	April 3
Boyle	Force Options Simulator/8 hours	April 5
Basurto/Cisco/Clark/Dunphy/ Duta/Greene/Gutierrez/Hall/ Kockler/Koehler/Larsen/Macdonald/ Metzger/Miller/Pronske/Robbins/ Rojas/Tam/Vigil/McCulley/ Wade/Frew	Active Shooter Training/4 hours	April 9
Rickel	FTO Training Symposium/3 hours	April 11
Boyle/Metzger/Gatto	Motor Training- Safety/8 hours	April 11

Johnson	Basic Peer Support/24 hours	April 9-11
Robbins	Basic Patrol Rifle/24 hours	April 16-18
Bollendorf	LE Officer Safety Awareness/8 hours	April 18
Clark	EVOC/8 hours	April 30
Vigil/Smiler	Ballistic Shield Training/16 hours	April 30- May 1

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
April	1,760	538
March	1,546	461
February	1,648	349
January	1,752	316
December	1,813	284
November	1,486	241

Code Enforcement Activity Report
April 1 – April 30, 2018

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2018)
1.	Opened Cases	19	91
2.	Resolved/Closed Cases	22	82
3.	Cases Pending	171	N/A
4.	Written/Formal Notices Issued	8	27
5.	Citations Issued	31	83
6.	Amount in Citations	\$10,100	\$43,500

During the month of April, there were over 87 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, Tree Protection Zone violations, damage to a heritage trees, dead and dangerous trees, mobile food vendors, free speech signs, real estate signs, unmaintained properties, fire damaged structure, animal nuisances, zoning violations and neighbor disputes.

Code Enforcement staff also assisted with fleet maintenance issues, assisted with construction hours/noise exemption permits, provided translation assistance to Officers, worked on the Town website re-design project and assisted in an active threat investigation.

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TRAFFIC COMPLAINTS

The Atherton Police Department received two (2) traffic complaints during the month of April. The complaints were as follows:

- 1) A resident 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 Monday through Friday.

Results: 0 minutes spent in the area

- 2) A resident reported vehicles making right hand turns from Holbrook Lane to Middlefield Road in violation of the “No Right Turn” posted times Monday through Friday.

Results: 50 minutes spent in the area

2 citations, 1 warning citation, and 8 verbal warnings issued

Public works update – April 2018

- Sweep contracted monthly streets :
April 2018 50 Miles 14 cu. Yards 3.6 tons
- Service requests –
 - Streetlight outage Stockbridge at Nora
 - Refresh centerline striping on Fair Oaks Lane at ECR
 - Traffic Signal Detection issues on Middlefield at Oak Grove
 - Stop sign replacement on Selby Lane at W. Selby Lane
 - Electrical issues for wireless access points at HP Park
 - Arbor Day – Tree planting
 - Shoulder repair on Middlefield Road
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- Weed removal on Alameda de Las Pulgas
- Shrub pruning on Middlefield Road
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- Water line backflow testing
- 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.



Refresh center line striping on Fair Oaks at El Camino Real



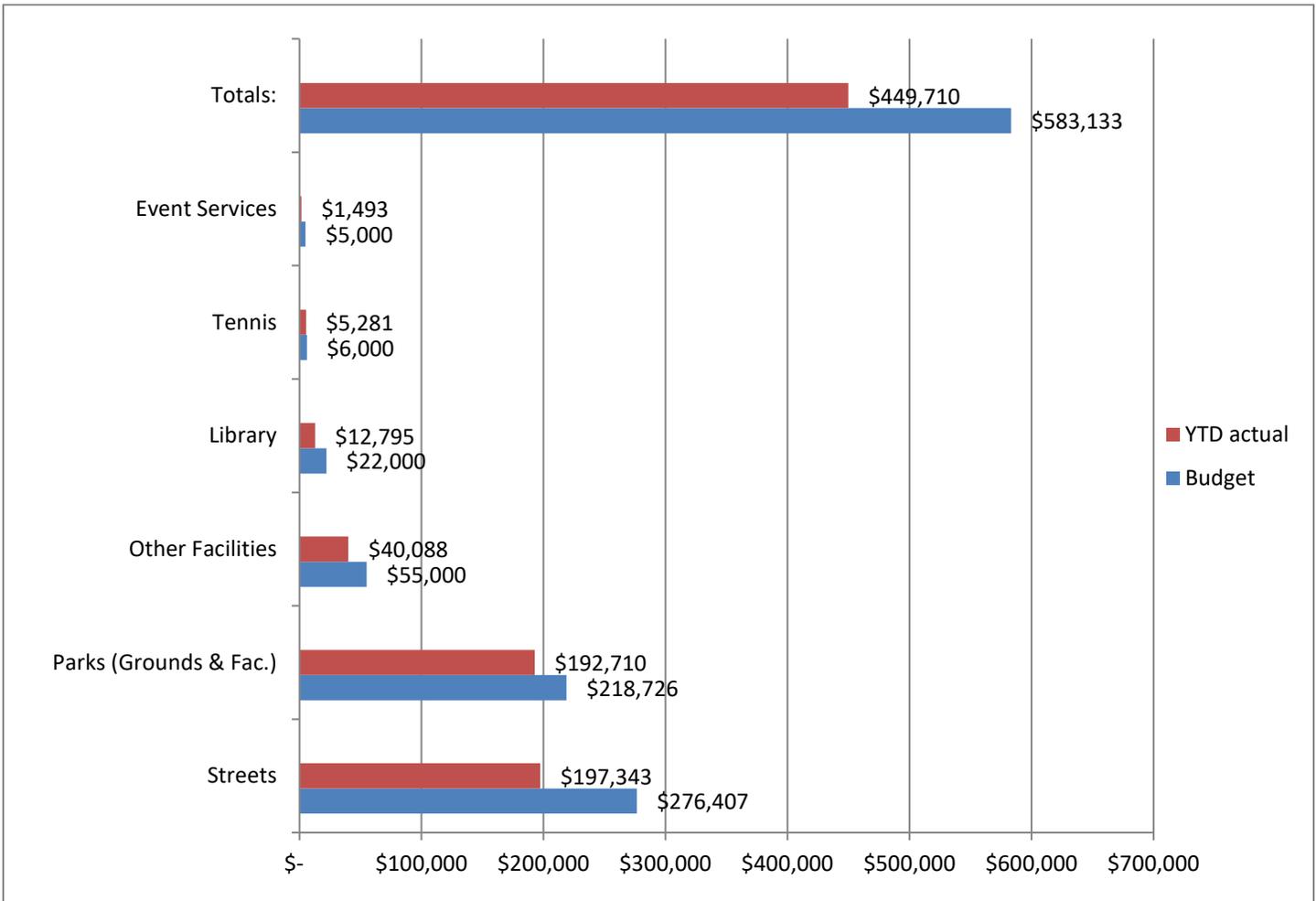
Shoulder Repair on Middlefield at Marsh Road



Stop sign replacement on Selby at W. Selby

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 276,407	\$ 197,343	71.40
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 218,726	\$ 192,710	88.11
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 40,088	72.89
A04	213-30-52031-000	Library	\$ 22,000	\$ 12,795	58.16
A05	101-58-52031-000	Tennis	\$ 6,000	\$ 5,281	88.01
E06	101-58-52031-058	Event Services	\$ 5,000	\$ 1,493	29.86
Totals:			\$ 583,133	\$ 449,710	77.12



PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: May 2nd, 2018

SUBJECT: PARK GOINGS ON APRIL 2018

REGULAR STAFF

For the month of April, 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 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.

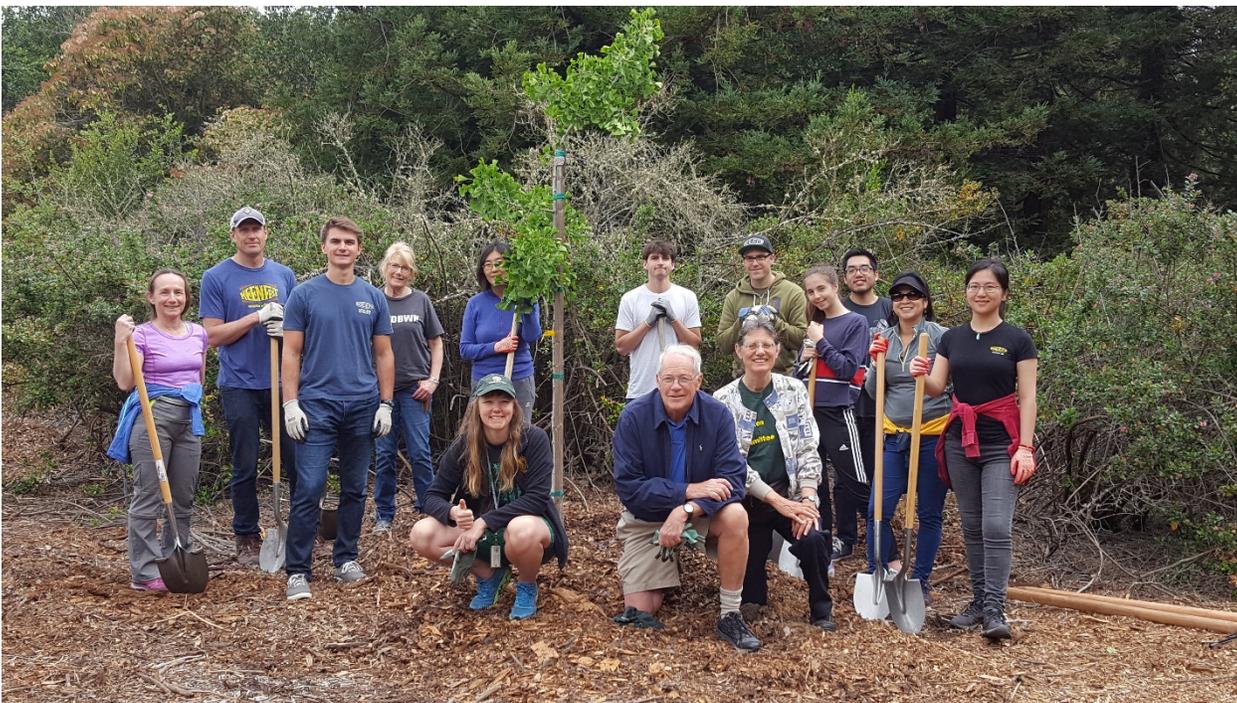
- Booster pump wire trouble shooting still in process of improvement.
- Door thumb protectors have been installed at tennis courts.
- More irrigation water leaks are in the process of getting repaired at Water Fountain grass and Main Exit area.
- Friends of the Park room/closet items are getting set back the week of 04/30 – 05/04.
- Playground woodchip/mulch was delivered and installed by JetMulch (Contractor).
- All fire extinguishers in HP Park property have been inspected and logged for proper functionality.
- Main line brake at Water fountain lawn has been fully repaired.
- Arbor Day on Friday 04/27 was a total success. 21 Trees got planted with the help of lots of volunteers.
- New benches were set at clay court.

- **New and future planned projects;**
 - Pavilion restrooms will get restored/renovated. Date, time has not been determine as yet.

Jetmulch for Playground



Arbor Day



Tennis Court Locks fixed



Player Capital Tennis

April

Hours of court usage (# of crts x time) 337 hours

Clinics: 154

Lessons: 162

Events: weekly coaches meetings, M-A court use

Total # of students: 417



Town of Atherton

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

Community Services Monthly Report April 2018

Submitted by:
Interwest Consulting Group

Town of Atherton Building Safety & Inspection

*Construction and Permit Summary
April 1, 2018 to April 30, 2018*

	Apr-18	Fiscal Year 2017-18
Total Construction Valuation¹:	\$11,133,400	\$121,155,667

REVENUE

Plan Check Fees Collected:	\$29,048	\$438,063
Permit Fees Collected:	\$88,821	\$888,729
Other Fees Collected:	\$4,156	\$53,261
TOTAL:	\$122,025	\$1,380,053

PLAN CHECK

Applications Received:	55	672
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	2	22
New Accessory Structures Issued:	16	185
Addition / Alteration Permits Issued:	15	101
Reroof / Water Well / Grading Permits Issued:	17	127
Plumbing/Mechanical/Electrical Permits Issued:	15	182
Demolition Permits Issued:	4	36
<u>Non-Residential:</u>		
New Permits Issued:	1	24
TOTAL Permits Issued:	70	677

Total Open Permits as of 4/30/18	857
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INSPECTIONS

Inspections Performed:	588	6,843
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

April 1, 2018 to April 30, 2018

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	28	188
Planning Commission Items	2	29

At the April 25, 2018 Planning Commission Meeting, the Planning Commission took the following actions.

1. Heritage Tree Removal Permit– 98 Hawthorne Avenue (APN 061-133-150) – Request for a Heritage Tree Removal Permit to allow the removal of one heritage pepper tree. APPROVED
2. Special Structures Permit– 283 Stockbridge Avenue (APN 070-012-430) – Request for a Special Structures Permit to portions of the vertical sidewalls of the main residence to exceed 22 feet. APPROVED

The next regularly scheduled meeting will be on May 23, 2018.

Arborist Activity Summary

April 1, 2018 to April 30, 2018

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	15	13	7	40

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	3	2	0	3	6	1
April	2	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:	7	27	26	31	33	31

Plan Check Performance

April 1, 2018 to April 30, 2018

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	91	10	8	0
	Subsequent Rev.	78	5	3	0
Minor Plan Check	1st Review	2	3	0	0
	Subsequent Rev.	1	0	0	0
Total Number of Plan Checks		172			

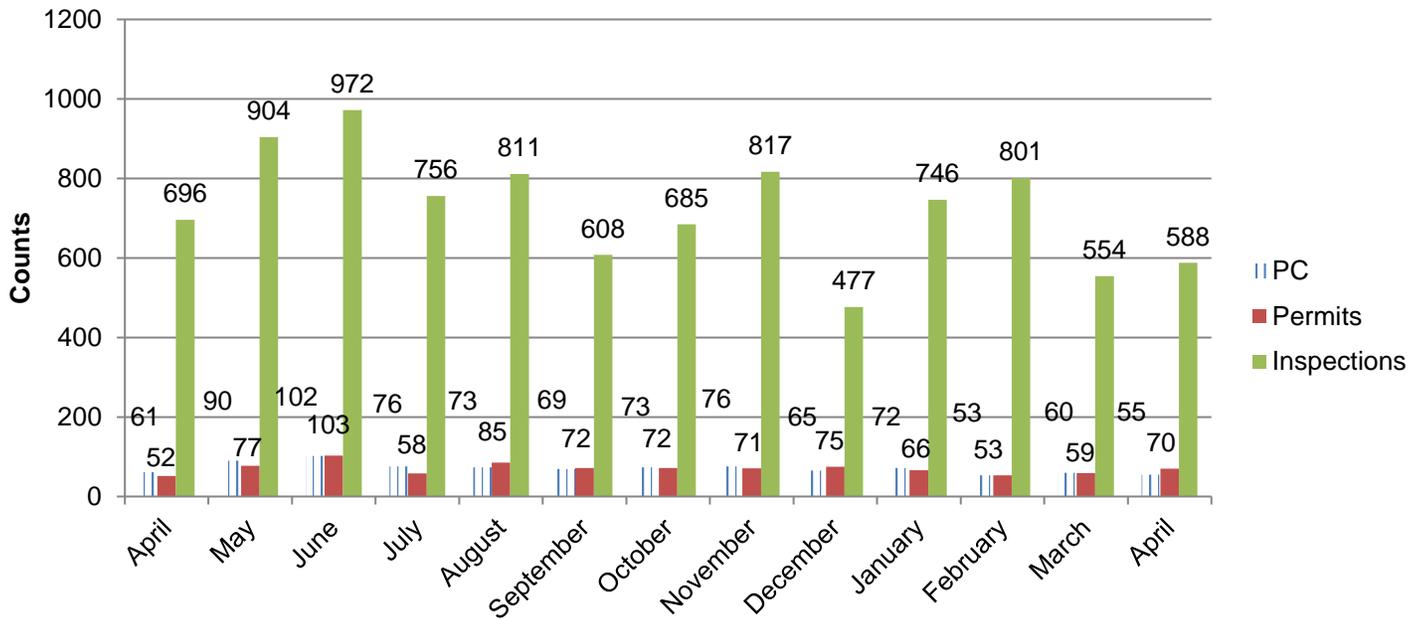
** Target: in working days

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

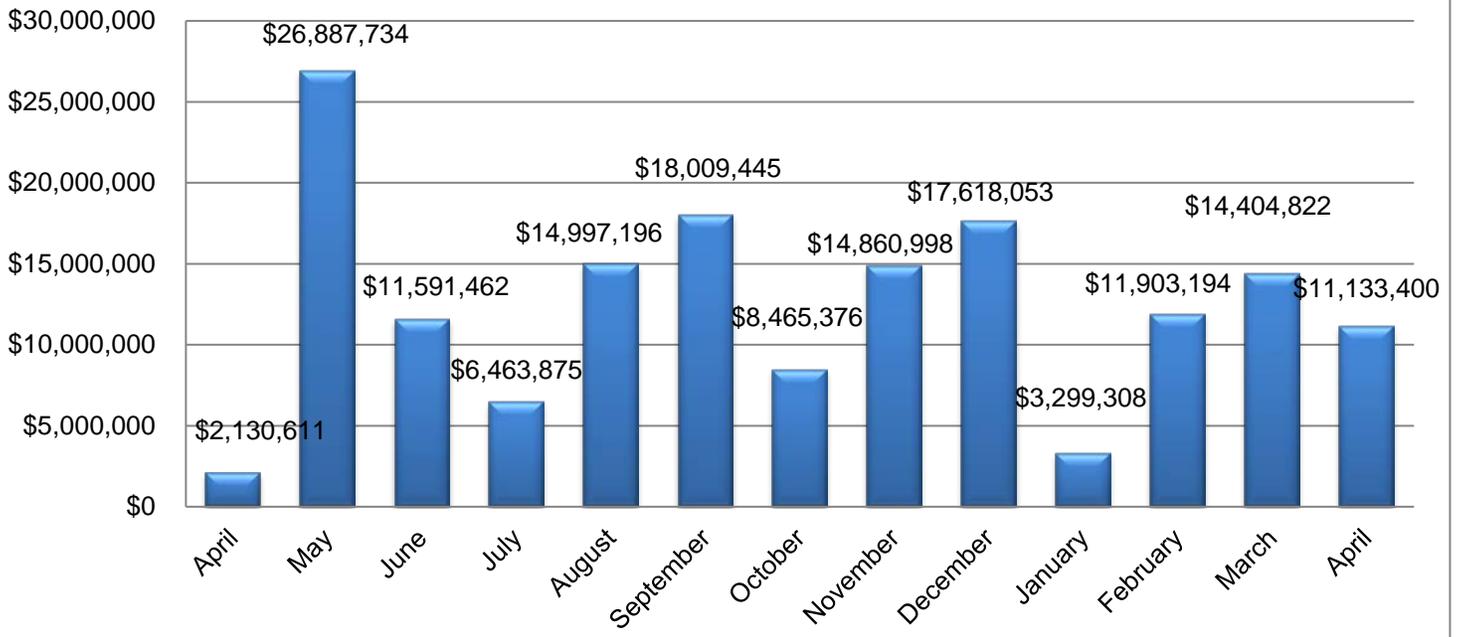
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections

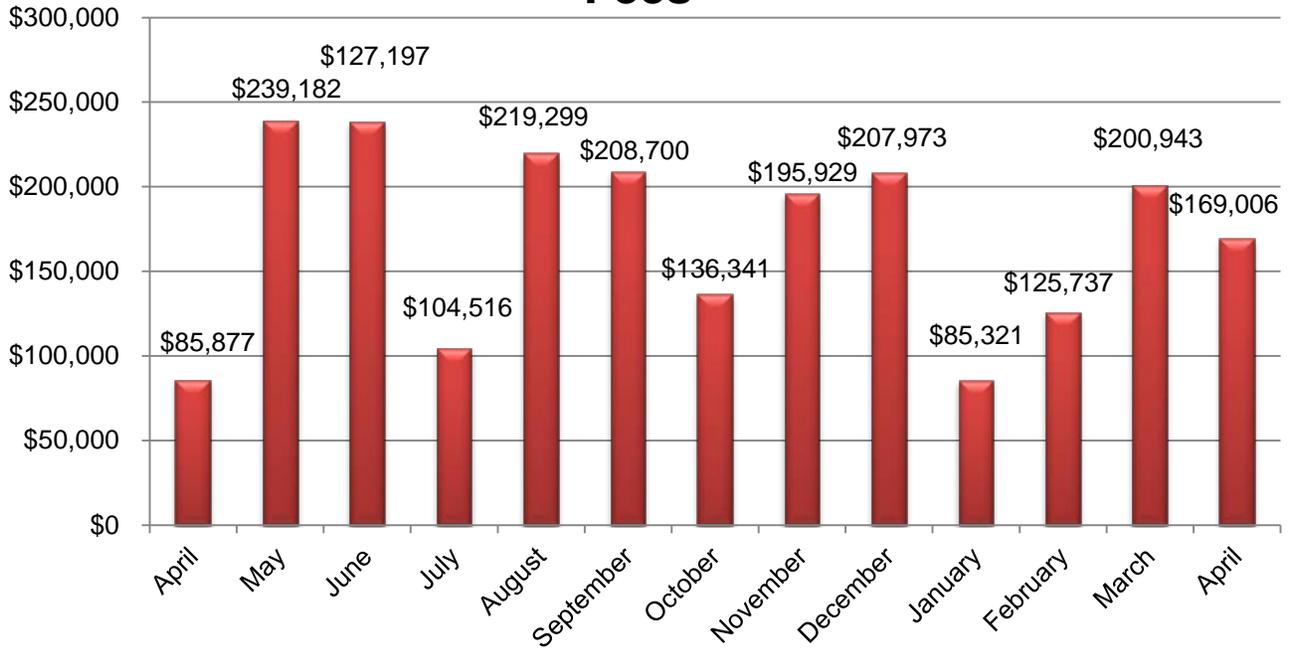


Valuation



Summary Graphs

Fees



YTD vs. Budgeted

