



## 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: JUNE 20, 2018**  
**SUBJECT: CITY MANAGER’S WRITTEN REPORT**

### **CITY MANAGER’S OFFICE**

#### Articles of Note

- [Almanac – Third Study Session on Atherton Budget](https://www.almanacnews.com/news/2018/06/06/today-third-study-session-on-atherton-budget)  
<https://www.almanacnews.com/news/2018/06/06/today-third-study-session-on-atherton-budget>
- [Almanac – Back to the Drawing Board for Atherton?](https://www.almanacnews.com/square/2018/06/09/back-to-the-drawing-board-for-atherton)  
<https://www.almanacnews.com/square/2018/06/09/back-to-the-drawing-board-for-atherton>

#### Refuse Subcommittee Meeting - June 5 - Recology Franchise Amendments

The Subcommittee met on June 5 to discuss final amendments to the Franchise Agreement. We will be meeting with representatives from Recology in late June to discuss. It is expected that this Draft Agreement will make its way to the full Council in July at the Study Session scheduled for 4 pm on July 18 in advance of the Regular Meeting.

The Franchise Agreement is a model agreement designed for the entirety of the SBWMA JPA. It includes numerous terms and clauses that are not applicable to the Town’s operations. The Subcommittee is attempting to frame the agreement such that it is more “Atherton-specific” in its terms. That may ultimately be possible for some of the terms, but for others, the SBWMA and Recology require that they be in the agreement for consistency across the JPA. In addition, the Subcommittee is addressing areas where the Town may ultimately opt-out of some services (mainly educational programs); areas and times of service delivery; and depreciation schedules for agency assets.

When the draft agreement comes to the Council, the Council will need to weigh the benefits of staying with the current service provider and staying in a JPA that may not be an exact fit any longer for the Town’s demographics as compared to other JPA members (i.e. commercial, industrial, residential). In the long-term, the JPA may incur costs of service and expansion that are driven by these other members. The Town may be required to shoulder a portion of that cost. While the JPA has made strides to limit the Town’s exposure, it still exists to some degree. The Council

will need to weigh those benefits against the opportunity and cost of soliciting and changing to a new service provider and exiting the JPA.

#### Fire Services Fiscal Review

Task 4 for the Fire Services Fiscal Review is complete in draft form. I reviewed it and shared it with the Subcommittee. The Subcommittee will meet toward the end of June and will be making a report to the City Council in July.

#### Library JPA Agreement Amendments

Amendments to the Library JPA Agreement will be presented to the Council at the July Regular Meeting for consideration.

#### League of Cities Annual Conference

The League of Cities Annual Conference Registration is now open. If you are interested in attending, please contact Theresa as soon as possible to guarantee a hotel reservation close to the conference center. The Conference is at the Long Beach Convention Center from September 12 to September 14, 2018. I will attending.

#### MCE Contract Extension/Amendment

The MCE Contract expires on June 30. Staff has been negotiating with MCE for a contract amendment and extension. MCE has agreed to commit an additional staff person at the park as well as increase the community service allocation to 1% from the previous 1/2% allocation. The contract is task driven so if the Town does not expend or use the services, we do not get charged for them. Currently the contract is operating at 80% efficiency as we are down 1 person. There is no *net change* in personnel in the new contract so the cost for the coming fiscal year remains the same as budgeted. MCE has requested that a CPI escalator be added in the amount of 2.5% (not to exceed) based on a stated BLS labor statistic for years 2 through 5. We are looking for a 3-year contract with 2 single-year extensions. The staff report will come to the Council in June.

#### Park Revenue and Event Log

Linked here is the [May 2018 Park Event Log](#) and [Park Revenue Log](#).

Event Log: <http://www.ci.atherton.ca.us/DocumentCenter/View/5520/6-8-18---May-Park-Events>

Revenue Log: <http://www.ci.atherton.ca.us/DocumentCenter/View/5519/6-8-18---HP-Park---Rev-Log-FY-17-18>

#### AT&T Modifications to Antenna Site @ City Hall

We have authorized AT&T to conduct modifications and technology upgrades to their facility at 91 Ashfield Road. The scope of work involves swapping 3 existing antennas with 3 similar antennas, swapping 3 remote radio units with 3 new units, installing 3 new radio units, 1 new surge suppression unit, and retrofitting 3 antenna mounts. They have been advised of the Town's intent

to demolish the building that houses the AT&T facility as part of the Civic Center Project. Our consent to their proposed upgrades is provided with the understanding that AT&T shall bear all costs for removal and/or relocation of the AT&T facility.

#### Townwide Traffic Operations Study

The Town-wide Traffic Operations Study by TJKM is nearing completion (presently in draft form). As the Council is aware, the primary purpose of this study is to identify current conditions at the Town's major intersections to help inform the General Plan Circulation Element and to establish "levels of service" at key intersections as we comment on the impact of regional projects. As expected, major intersections operate at unacceptable levels of service (E or F) during peak periods - areas of Valparaiso, Alameda de las Pulgas, and much of, if not all of Middlefield.

As expected, much of this traffic is related to cut-through traffic during certain times of the year.

#### Alameda de las Pulgas Corridor Study

The ADLP Corridor Study is also nearing completion (another month or so). The current status is that the group is evaluating the current as-builts for neighboring jurisdiction intersections as part of a corridor impact and signal timing analysis.

#### PG&E Wildfire Safety Program

PG&E will be reaching out to Atherton residents about additional precautionary measures to help reduce wildfire risks. Starting next week – the week of June 11 -- customers will receive letters with information about PG&E wildfire safety efforts, including the possible need to temporarily turn off power for safety when extreme fire danger conditions occur.

PG&E is asking customers to visit [pge.com/mywildfirealerts](http://pge.com/mywildfirealerts) to update their contact information and take action to update their emergency plans and supply kits for wildfire season.

The letter includes links to the California Public Utilities Commission's [High Fire-Threat District map](#) so they can see if they live in one of these areas, as well as [pge.com/wildfire\\_safety](http://pge.com/wildfire_safety) to help them stay emergency-ready and safe during an outage.

#### **ATTACHMENTS**

Police Department Report

Public Works Department Report

Community Services Department Report

## POLICE DEPARTMENT

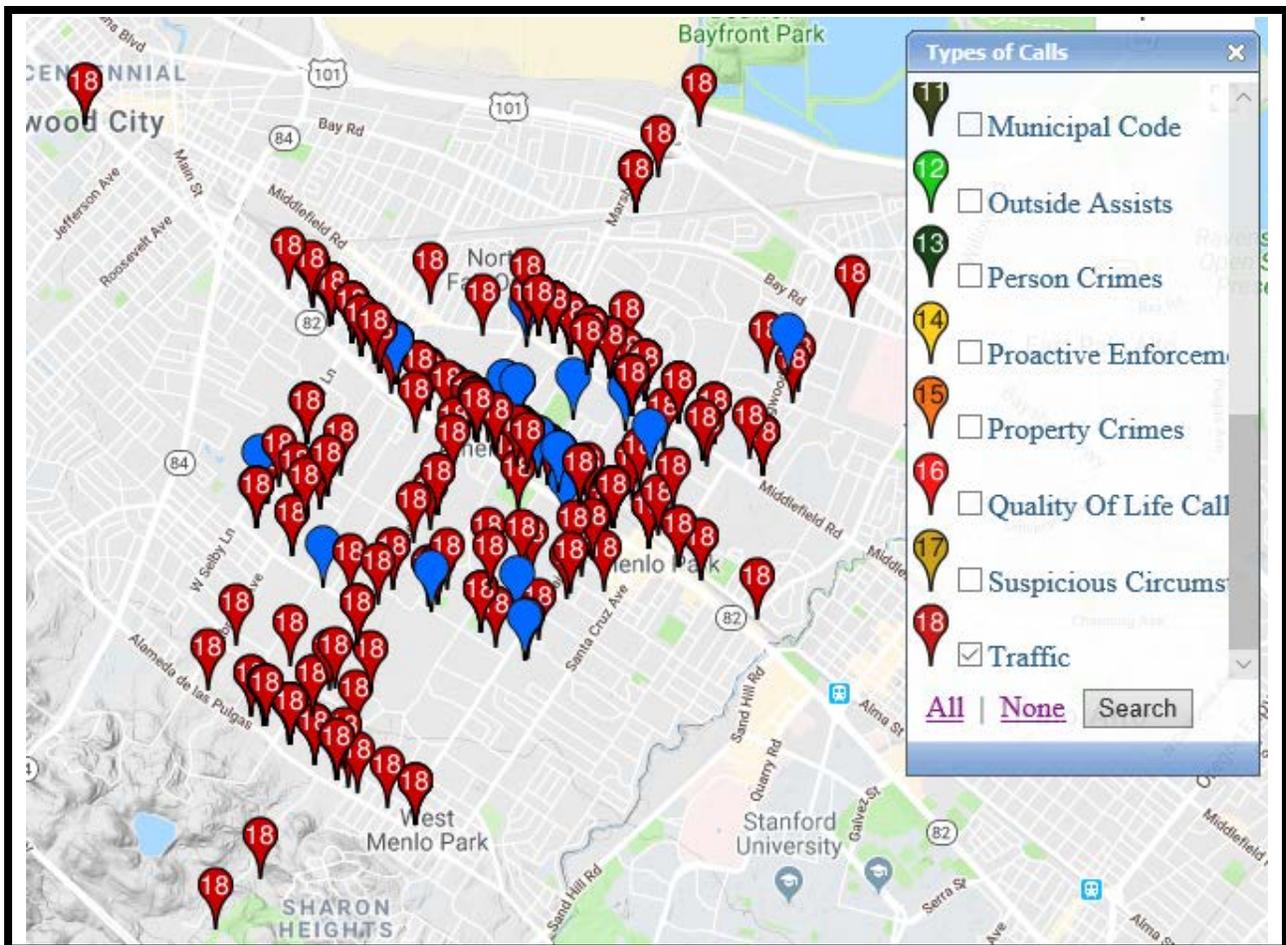
### Police Activity

There were 82 investigations for the month of May, 23 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses include driving under the influence, possession of a stolen vehicle, reckless driving, possession of a controlled substance, driving with a suspended license, battery, and warrant arrests.

Of the 2,694 total police incidents for the month of May, 1,772 were officer-initiated incidents, which resulted in 520 citations being issued for vehicle code and other violations. Officers initiated 1,412 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.

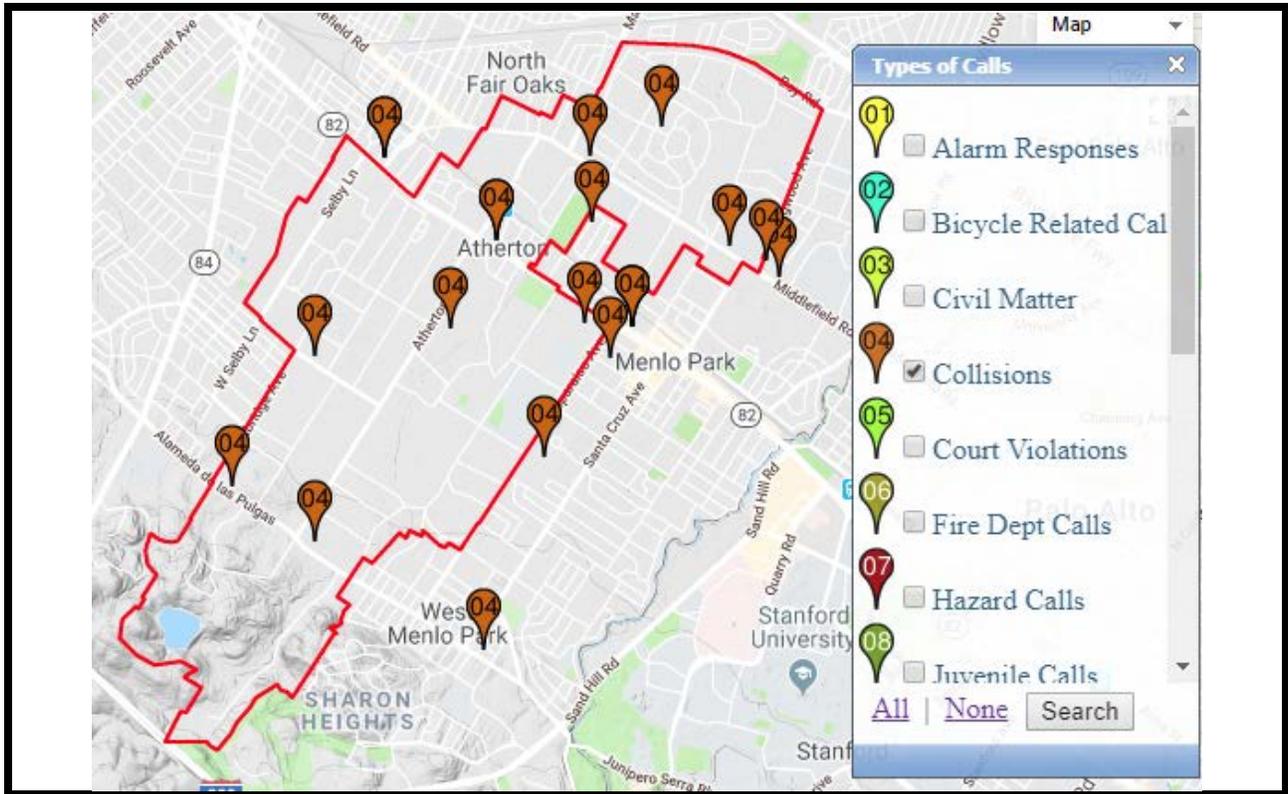
### Traffic Incidents

Overall, there were 547 specific traffic incidents for May. The map below indicates the locations of the incidents for the reporting period.



## Traffic Collisions

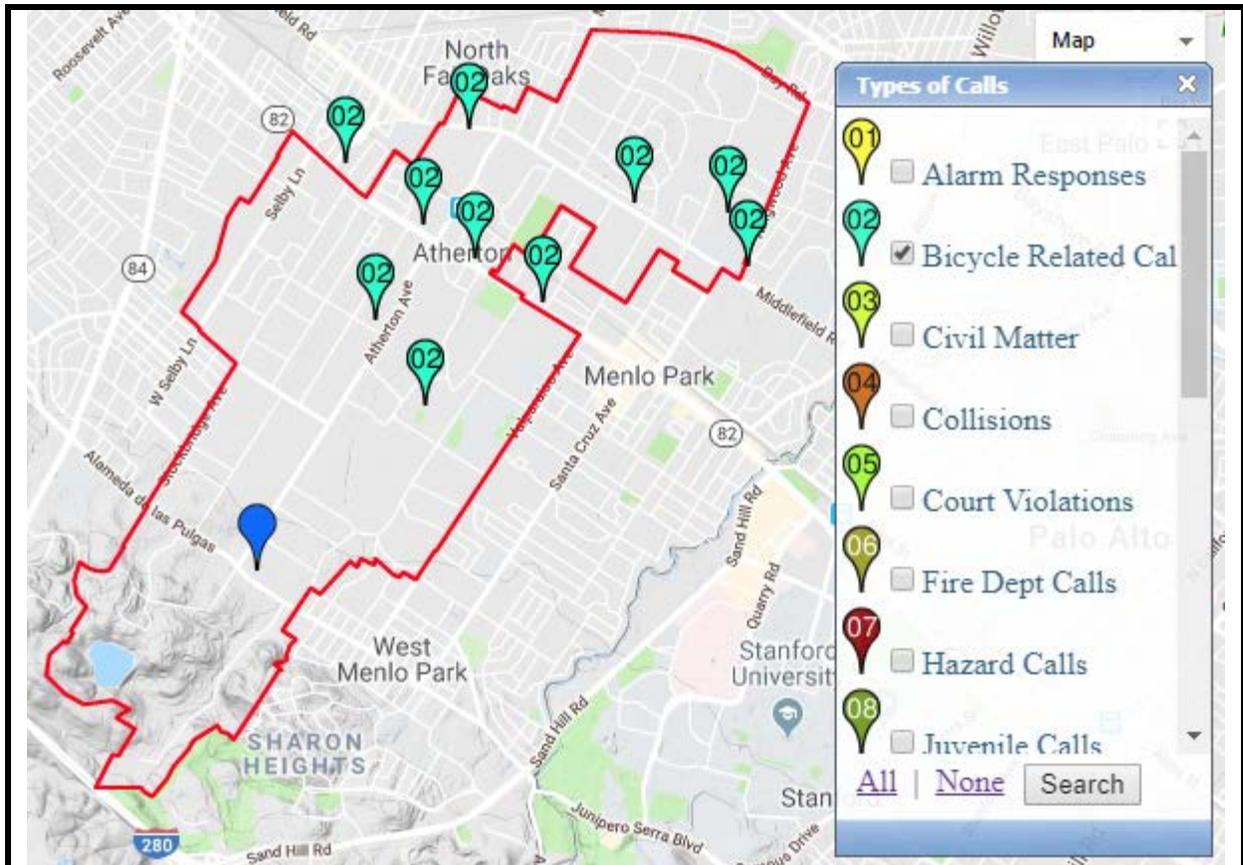
There were 21 specific “collisions” for May. The map below indicates the locations of the incidents for the reporting period.



## Bicycle Traffic Stops

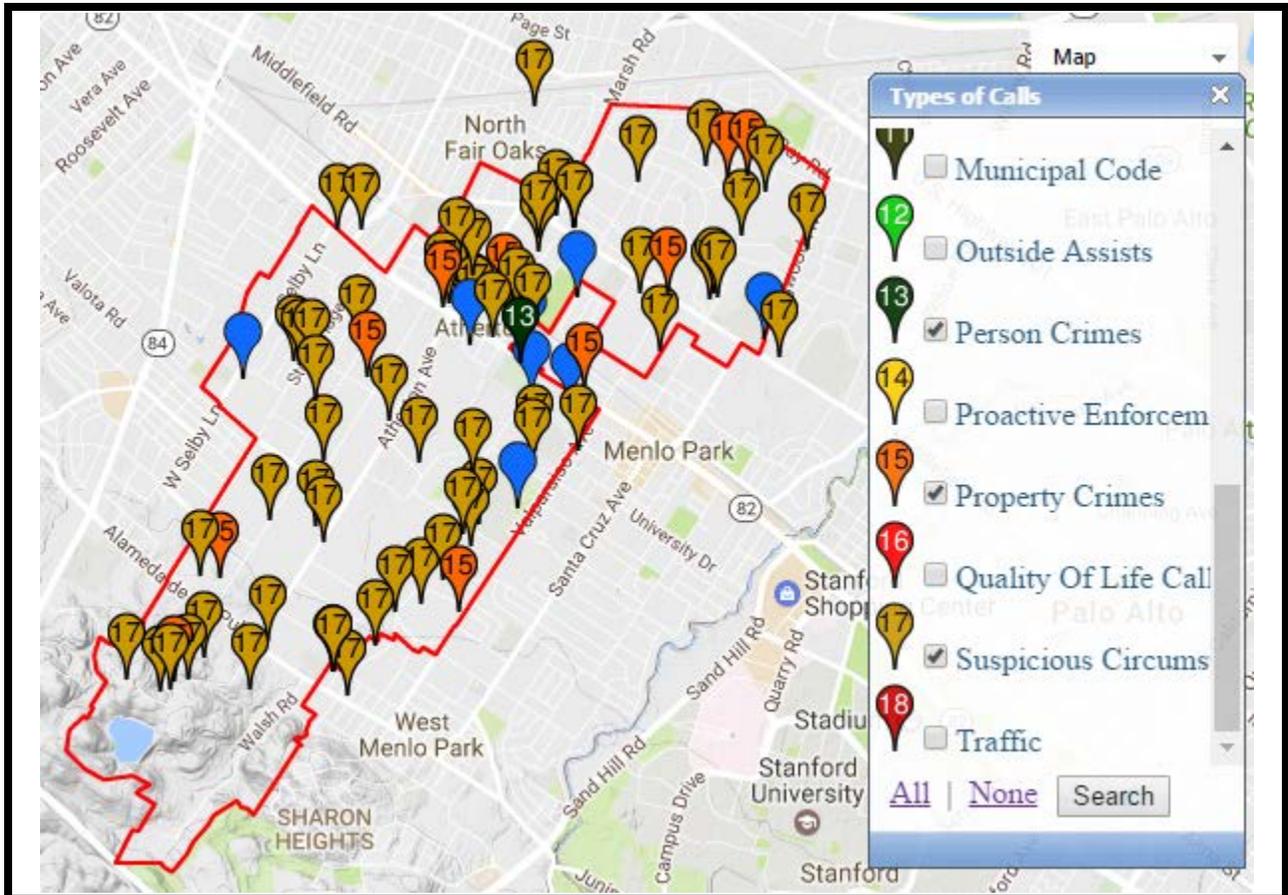
There were 15 bicycle stop incidents initiated for stop sign (5), not wearing a bike helmet (1), riding on the wrong side of the street (1), investigative (1), stop light (3), riding on a sidewalk (1), and lighting equipment (3).

These stops resulted in 4 citations (4 warning and 0 notices to appear).



## Criminal Activity and Suspicious Circumstances

The Department responded to 82 locations (some locations multiple times) for property crimes (11), person crimes (6), and incidents of suspicious circumstances (67).



## Municipal Code Violations

The Department responded to 50 locations (some locations multiple times) for municipal code violations. These calls were for possible use of residence for commercial purposes, abatement of debris in front of residences, barking dogs, right of way complaints, refuse and recycling containers not removed from the street, construction hours violations, noise violations, portable toilets placed on right of way, tree canopy fire danger concerns, and non-permitted solicitors.



## Holbrook Palmer Park

Holbrook Palmer Park had 52 incidents this reporting period, 33 of which were security checks and foot patrols by officers. The other incidents were related to vehicles and people in the park after hours, dogs off leash, traffic enforcement, found property, and a traffic collision investigation.

## Premise Watch

Officers completed 904 House/Vacation checks during the month of May.

## School Incidents

Officers responded to 267 school incidents during this reporting period. The incidents included but were not limited to protest walk outs, traffic complaints, suspicious vehicles, 9-1-1 hang-ups, graduation ceremonies, fundraiser running events, emailed threats to school officials, medical calls, theft investigations, traffic collisions, child protective service investigations, alarm responses, unauthorized people on campus, and a career day outreach event :

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
Encinal	Other	4	6	-	6	8	5		4	6	2	7	8	56
	Security	10	12	9	18	28	7	10	21	13	10	13	9	160
	Traffic	2	10	5	3	21	1			2		5	4	53
Knox School	Other	1	-	-	1		-	-	-	-	-	1	-	3
	Security	-	-	-	-	1	-	-	-	-	-	-	-	1
	Traffic	-	-	-	-		-	-	-	-	-	-	-	-
Las Lomitas	Other	3	4	1	9	5	3	3	-	4	6	1	2	41
	Security	11	18	7	14	16	7	17	6	19	10	13	11	149
	Traffic	-	14	1	1	1	-	-	-	1	1			19
Laurel	Other	1	2	2	6	2	2	3	3	5	3	2	2	33
	Security	3	5	6	7	10	9	9	2	13	11	11	7	93
	Traffic	-	-	-	-	1	-	-	-	7	-	-	-	8
M-A HS	Other	22	58	29	22	45	14	12	13	20	38	35	16	324
	Security	31	32	30	35	35	21	26	16	50	32	40	35	383
	Traffic	4	5	-	2	1	1		3	1	1	2	4	24
Menlo College	Other	4	8	10	10	4	3	2	7	10	7	8	2	75
	Security	9	3	6	15	18	8	9	3	9	8	9	9	106
	Traffic	6	1	2	5	4	-	3	2	2	4	6	1	36
Menlo School	Other	4	5	6	6	7	3	1	1	11	4	6	9	63
	Security	10	7	7	9	17	7	11	5	16	5	18	12	124
	Traffic	11	-	-	-	1	-	-	-	-	-	1	17	30
Sacred Heart	Other	16	6	5	5	3	6	1	4	5	6	6	3	66
	Security	7	8	9	6	5	9	15	7	10	6	8	5	95
	Traffic	3	6	4	1	2	1	-	-	-	3	1	-	21
Selby Lane	Other	6	8	3	5	5	2	2	2	5	10	3	5	56
	Security	14	15	15	14	22	7	9	13	19	19	17	13	177
	Traffic	8	3	-	1	5	2	-	2	13	8	4	5	51
<b>Total</b>		<b>190</b>	<b>236</b>	<b>157</b>	<b>201</b>	<b>267</b>	<b>118</b>	<b>133</b>	<b>114</b>	<b>241</b>	<b>194</b>	<b>217</b>	<b>179</b>	<b>2,247</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, 54 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>April</b>	2018	4:51
<b>March</b>	2018	5:33
<b>February</b>	2018	4:42
<b>January</b>	2018	4:27
<b>December</b>	2017	5:49
<b>November</b>	2017	5:37

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): 4 minutes, 1 seconds.

**TOTAL TRAINING HOURS FOR MAY 2018 – 143 HOURS**

<b>NAME</b>	<b>TRAINING/HOURS</b>	<b>DATES</b>
Hall	Arrest and Control /1300-1700 hours /4 hours	May 3
Basurto	CA. Criminal Justice Warrant Service Training / 24 Hours	May 9-11
Bollendorf	Drug Trends for Law enforcement / 3 hours	May 10
Bollendorf	EVOC / 8 hours	May 15
MacDonald Robbins Smiler Vigil	GTF Training Day/ 8 hours/ SMCO S/O	May 16
Kockler Bollendorf	Death Investigations / 16 hours	May 21- 22
MacDonald	Patrol Rifle Instructor / 40 hours	May 28 - June 1

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>May</b>	1,772	520
<b>April</b>	1,760	538
<b>March</b>	1,546	461
<b>February</b>	1,648	349
<b>January</b>	1,752	316
<b>December</b>	1,813	284

## Code Enforcement Activity Report

Summary:

	<b>Activity</b>	<b>Total for Month</b>	<b>Year to Date (From 01/01/2018)</b>
1.	Opened Cases	22	113
2.	Resolved/Closed Cases	21	103
3.	Cases Pending	172	N/A
4.	Written/Formal Notices Issued	14	41
5.	Citations Issued	6	89
6.	Amount in Citations	\$1,400	\$44,900

During the month of May, there were over 47 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 construction work, grading and drainage issues, overgrown and/or unmaintained vegetation, Tree Protection Zone violations, damage to a heritage trees, dead and dangerous trees, real estate signs, unmaintained properties, fire damaged structure, noise nuisance, animal nuisances, transient occupancies and other zoning violations.

Code Enforcement staff also assisted with fleet maintenance issues, assisted with construction hours/noise exemption permits, provided translation assistance to Officers and attended the National Night Out event planning meeting.

## TRAFFIC COMPLAINTS

The Atherton Police Department received three (3) traffic complaints during the month of May. The complaints were as follows:

- 1) 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:

93 minutes spent in the area

2 citations and 4 warning citations issued

- 2) A resident reported speeding vehicles on Selby Lane, Monday through Friday, from 3:00pm to 5:00pm.

Results:

112 minutes spent in the area

8 warning citations and 4 verbal warnings issued

- 3) A resident reported vehicles passing stopped vehicles in the bike lane and on the wrong side of the road in front of Encinal School during the afternoon pick-up times.

Results:

82 minutes spent in the area

1 citation, 7 warning citations, and 1 parking citation issued

## Public works update – May 2018

- Sweep contracted monthly streets :  
May 2018                      50 Miles                      11 cu. Yards                      2.9 tons
- Service requests –
  - Road marker replacement at Meadow and Walsh Road
  - Tree down on Park Lane at Santiago
  - Tree down on Middlefield and Fair Oaks Lane
  - Knox preschool leak repair
  - Bicycle event supplies and truck
  - Lobby Door not locking properly
  - Heritage room move to the HP Park.
  - Tree pruning at Reading park for Library Mobile Modulars.
- 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.
- Graffiti removal along Middlefield Road near Glenwood
- Water line backflow testing
- Centerline stripe debris removal on Fair Oaks Lane at ECR
- 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.



EAP sign install on  
Atherton at S-Curve



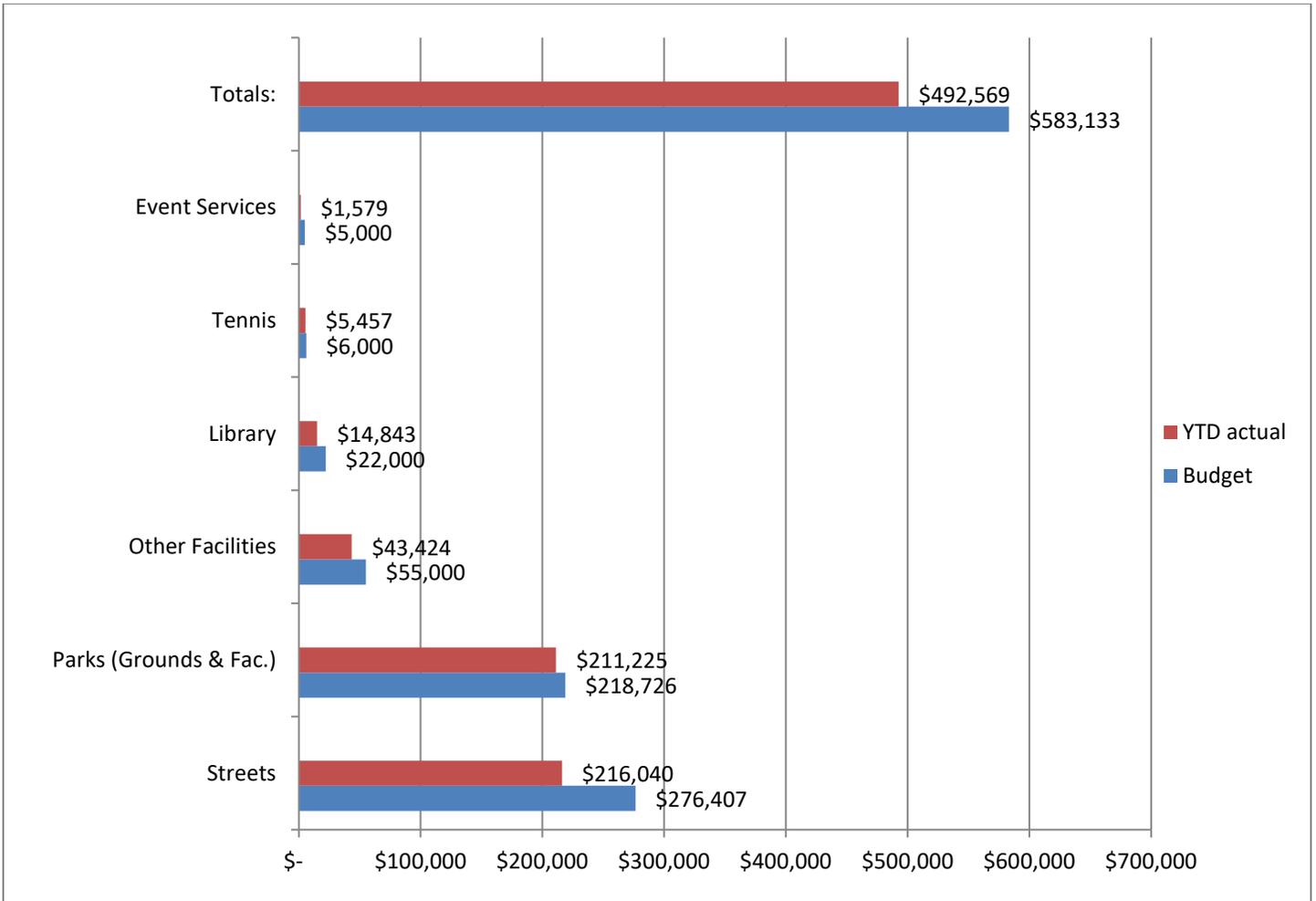
Road marker replacement on Walsh  
at Meadow



Pothole repair on Atherton  
at Edwards

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 276,407	\$ 216,040	78.16
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 218,726	\$ 211,225	96.57
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 43,424	78.95
A04	213-30-52031-000	Library	\$ 22,000	\$ 14,843	67.47
A05	101-58-52031-000	Tennis	\$ 6,000	\$ 5,457	90.94
E06	101-58-52031-058	Event Services	\$ 5,000	\$ 1,579	31.59
Totals:			\$ 583,133	\$ 492,569	84.47



## **PARK & RECREATION COMMITTEE STAFF REPORT**

**TO: PARK AND RECREATION COMMITTEE**

**FROM: SALLY BENTZ, PARK MANAGER**

**DATE: JUNE 6TH, 2018**

**SUBJECT: PARK GOINGS ON MAY 2018**

### **REGULAR STAFF**

For the month of May, 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.
  
- Contacted Rain Bird Tech Support to trouble shoot and improvement of “2 Wire” system at HP Park. There has been progress and will update.
- More irrigation water leaks are in the process of getting repair at Water Fountain grass and Main Exit area.
- Friends of the Park room/closet items have been placed back in.
- All fire extinguishers in HP Park property have been inspected and logged for proper functionality.
- All surveillance cameras at HP Park property have been dusted off and cleaned.
- Additional main line brake at Water fountain area has been repaired and ready to cement.
- Quote for new garbage and recycle containers for HP Park has been created and provided.
- Gigantic Eucalyptus tree inside Corp Yard dropped big branch and was removed immediately.
- Hand watering tree log was updated with new trees from Arbor Day event.
  
- **New and future planned projects;**
  - Pavilion restrooms will get restored/renovated. Date, time has not been determine as yet.
  - Vehicle turn around at Pavilion parking lot getting estimated for install.



**New trash cans were proposed**



**Leaks are being repaired**

**May Tennis #'s**

Hours of court usage (# of crts x time) 343 hours  
Clinics: 162  
Lessons: 157  
Events: 2 weekly coaches meetings  
Total # of students: 435



## **Town of Atherton**

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

# **Community Services Monthly Report May 2018**

Submitted by:  
Interwest Consulting Group

## Town of Atherton Building Safety & Inspection

*Construction and Permit Summary  
May 1, 2018 to May 31, 2018*

	<b>May-18</b>	<b>Fiscal Year 2017-18</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$51,512,988	\$172,668,655

### REVENUE

<b>Plan Check Fees Collected:</b>	\$60,796	\$498,859
<b>Permit Fees Collected:</b>	\$272,080	\$1,160,809
<b>Other Fees Collected:</b>	\$8,552	\$61,813
<b>TOTAL:</b>	<b>\$341,428</b>	<b>\$1,721,481</b>

### PLAN CHECK

Applications Received:	71	743
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### PERMITS

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	5	27
New Accessory Structures Issued:	29	214
Addition / Alteration Permits Issued:	8	109
Reroof / Water Well / Grading Permits Issued:	15	142
Plumbing/Mechanical/Electrical Permits Issued:	17	199
Demolition Permits Issued:	2	38
<b><u>Non-Residential:</u></b>		
New Permits Issued:	4	28
<b>TOTAL Permits Issued:</b>	<b>80</b>	<b>757</b>

Total Open Permits as of 5/31/18	893
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### INSPECTIONS

Inspections Performed:	760	7,603
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Footnotes:

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

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*May 1, 2018 to May 31, 2018*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	39	227
Planning Commission Items	7	36

At the May 23, 2018 Planning Commission Meeting, the Planning Commission took the following actions.

1. Found the Capital Improvement Program FY 2018/2020 consistent with the Town's General Plan.
2. Approved a Special Structures Permit at 76 Ridgeview to allow a garage basement under an accessory building.
3. Accepted the report on the 2017 Annual Master Plan Update at 50 Valparaiso Avenue (Menlo School).
4. Approved a Heritage Tree Removal Permit at 220 Park Lane to allow the removal of two heritage cedar trees.
5. Approved a Heritage Tree Removal Permit at 142 Almendral allow the removal of one heritage incense cedar tree.
6. 68 Euclid Avenue:
  - a. Adopted a Mitigated Negative Declaration concerning the project at 68 Euclid Avenue for the removal of eight heritage redwood trees
  - b. Approved a Heritage Tree Removal Permit at 68 Euclid to allow for removal of six heritage redwood trees.
7. Commissioner Reports
  - a. Directed to staff to study safety, egress, ventilation and other issues of concern related to basement garages with only one means of egress and report back to the Commission.
  - b. Chair Lane presented an overview of his thoughts from attending the May 16, 2018 City Council discussion regarding the Planning Commission recommendation of revisions to the Heritage Tree Ordinance. Chair Lane expressed that he felt the Commission's basis of recommendations was not adequately represented and that any additional items being considered as potential Ordinance revisions that were not discussed by the Commission should have been brought back for Commission discussion.

The next meeting is scheduled for June 27, 2018.

**Arborist Activity Summary**

*May 1, 2018 to May 31, 2018*

	<b>Site Visits</b>			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	22	8	8	62

## 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	5	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
<b>Total New SFD Permits:</b>	<b>12</b>	<b>27</b>	<b>26</b>	<b>31</b>	<b>33</b>	<b>31</b>

### Plan Check Performance

*May 1, 2018 to May 31, 2018*

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
<b>Major Plan Check</b>	1st Review	94	10	8	0
	Subsequent Rev.	80	5	4	0
<b>Minor Plan Check</b>	1st Review	5	3	2	0
	Subsequent Rev.	1	0	1	0
<b>Total Number of Plan Checks</b>		<b>180</b>			

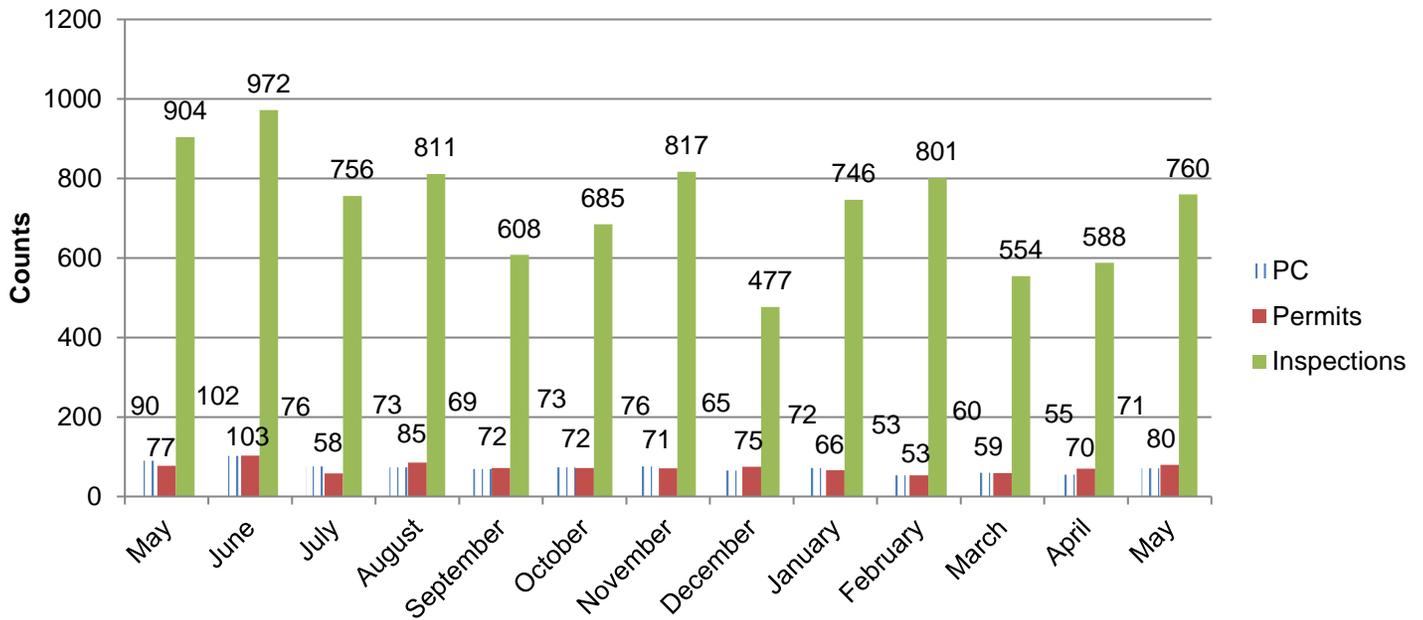
\*\* Target: in working days

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

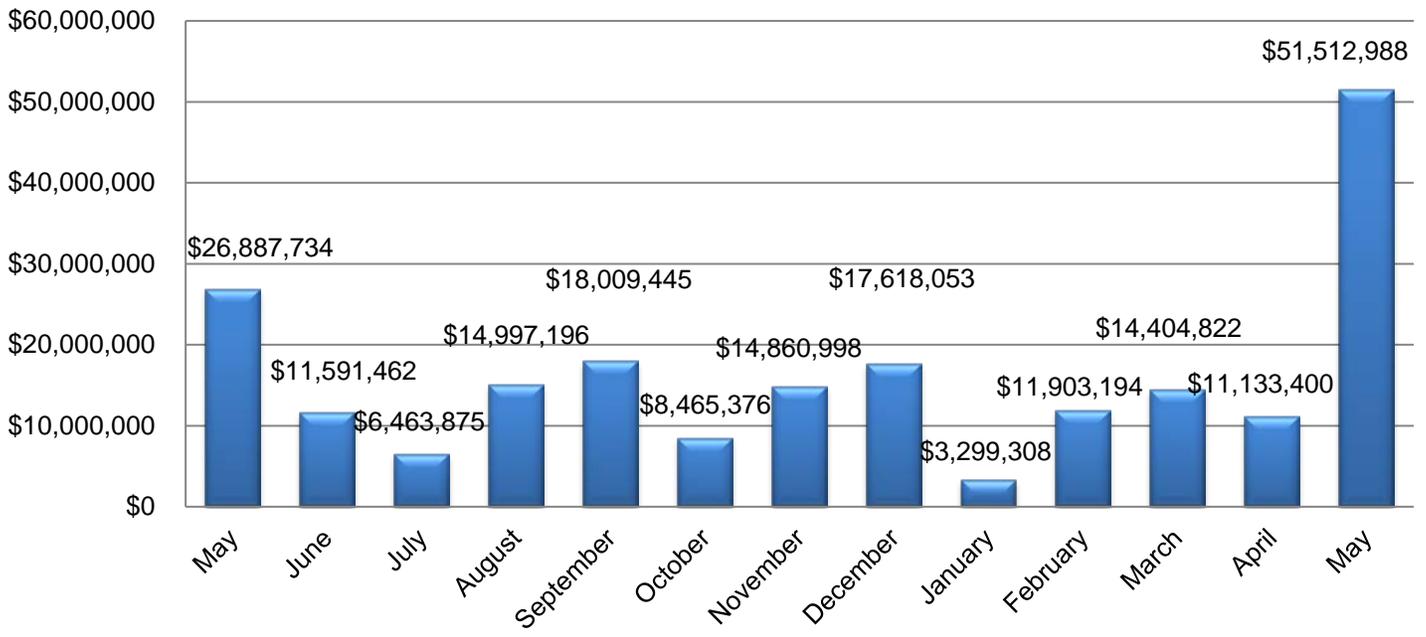
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

## Summary Graphs

### Plan Checks, Permits, Inspections



### Valuation



## Summary Graphs

