



## Item No. 6 Town of Atherton

### **CITY COUNCIL STAFF REPORT – MANAGER’S REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**  
**FROM: GEORGE RODERICKS, CITY MANAGER**  
**DATE: SEPTEMBER 19, 2018**  
**SUBJECT: CITY MANAGER’S WRITTEN REPORT**

### **CITY MANAGER’S OFFICE**

#### Articles of Note

- Almanac - Council OKs civic center design cuts but hears donors may renege on pledges  
(<https://www.almanacnews.com/news/2018/09/06/council-oks-civic-center-design-cuts-but-hears-donors-may-renege-on-pledges>)
- Almanac - How can Atherton cut cost of civic center?  
(<https://www.almanacnews.com/square/2018/09/04/wednesday-how-can-atherton-cut-cost-of-civic-center>)

#### Upcoming Conferences

ICMA Conference (Baltimore) - I will be attending the ICMA Conference September 22 through 26 in Baltimore.

#### Recology Franchise Renewal Discussions

Recology HAS responded to our most recent round of outstanding issues for discussion. The Subcommittee will meet to review the responses.

Issues were related to:

- Hours of collection
- Billing
- Performance Incentives
- Compensation
- Force Majeure

Water Detention Project (Cartan Field Evaluation)

Staff is setting up a meeting with the College and School to discuss the potential project options.

Once the group has narrowed the list to a couple of project options, we need to move forward with the CEQA analysis. Staff will be bringing a Request for Proposal to the Council in September to authorize release to select a consultant to do the environmental work. The environmental review process is expected to take 4 to 5 months. Once complete, we'll return to the Council for selection of a specific project option, approval of the development agreement and complete 20% design.

At that point, we'll need to decide whether to move forward with the project. At this time, given that timeline, we anticipate that we'll miss the first Caltrans deadline and lose some of the funding resulting in a smaller project.

Janitorial Contract RFB

Staff is putting together a Request for Bid for Janitorial Services. It will come to the Council in October for release.

Pedestrian Sting Operation - El Camino Real/Stockbridge

On September 4, the Police Department conducted a Pedestrian Crossing Sting Operation at El Camino Real and Stockbridge along with the CHP. During this operation, several vehicles were stopped for pedestrian right-of-way violations. In total, there were 12 moving violation citations issued, 5 warning citations, and 5 verbal warnings.

Park Event and Revenue Log

Linked here are the:

- Park Event Log - <http://www.ci.atherton.ca.us/DocumentCenter/View/5780/9-7-18---August-Park-Events>
- Park Revenue Log - <http://www.ci.atherton.ca.us/DocumentCenter/View/5781/9-7-18---HP-Park-Revenue-FY-18-19>

Delivery of Ford PD Vehicles

The 3 new police vehicles (Ford Explorers) have been built and we have been invoiced for them, but we do not expect delivery to the dealership until mid-October. The doors and roofs still need to be painted upon arrival, so we do not expect them to be delivered to the Town until November. This is about 2 months late.

**ATTACHMENTS**

Police Department Report  
Public Works Department Report  
Community Services Department Report

## POLICE DEPARTMENT

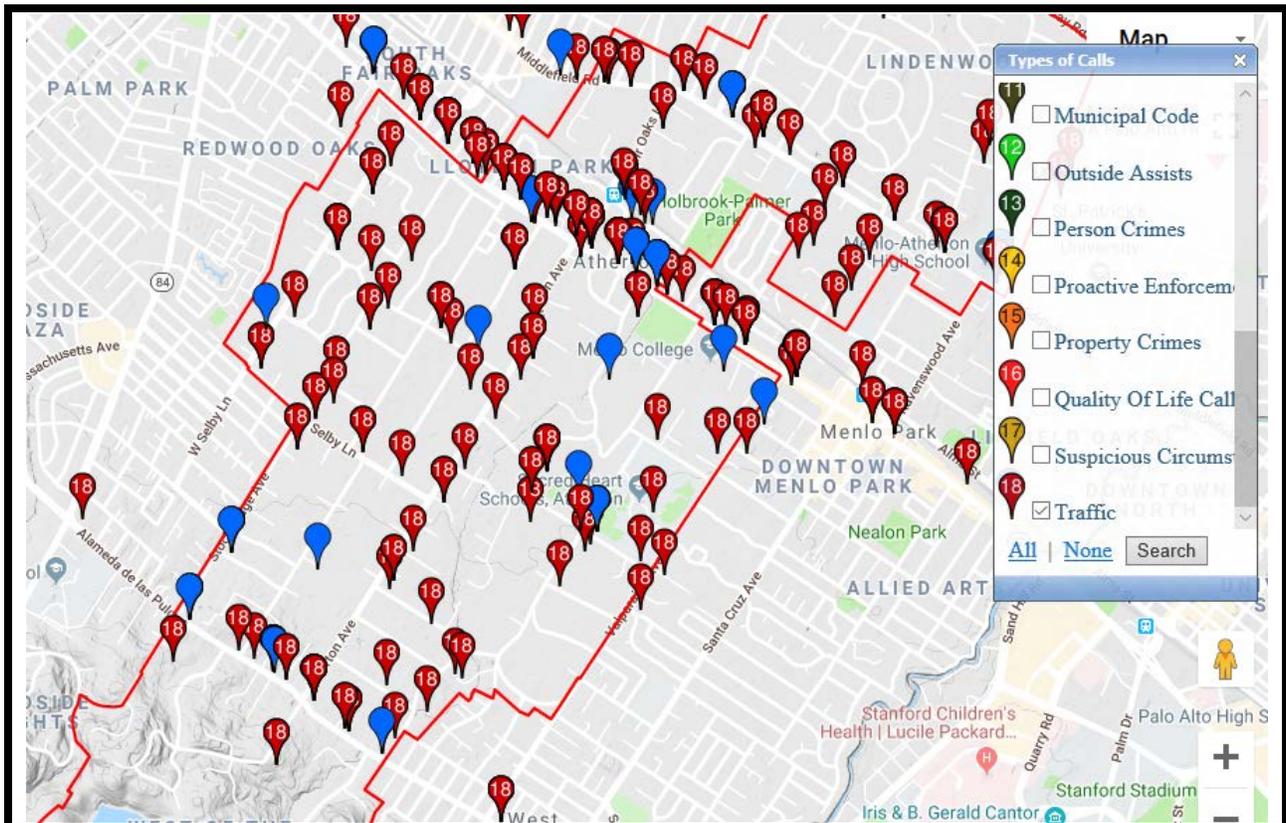
### Police Activity

There were 68 investigations for the month of August. 31 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses included driving under the influence, driving on a suspended license, driving without a license, warrant arrests, possession of a controlled substance, under the influence of a controlled substance, possession of drug paraphernalia, possession of marijuana on a school campus, and resisting arrest.

Of the 2,786 total police incidents for the month of August, 1,989 were officer-initiated incidents, which resulted in 520 citations being issued for vehicle code and other violations. Officers initiated 1,691 other types of incidents that included investigating suspicious vehicles, traffic collisions investigation outside assists to other agencies, citizen flag downs, home checks and extra patrols, code enforcement and construction checks, follow-up investigations, pedestrian stops, traffic enforcement details, medical calls, and welfare checks.

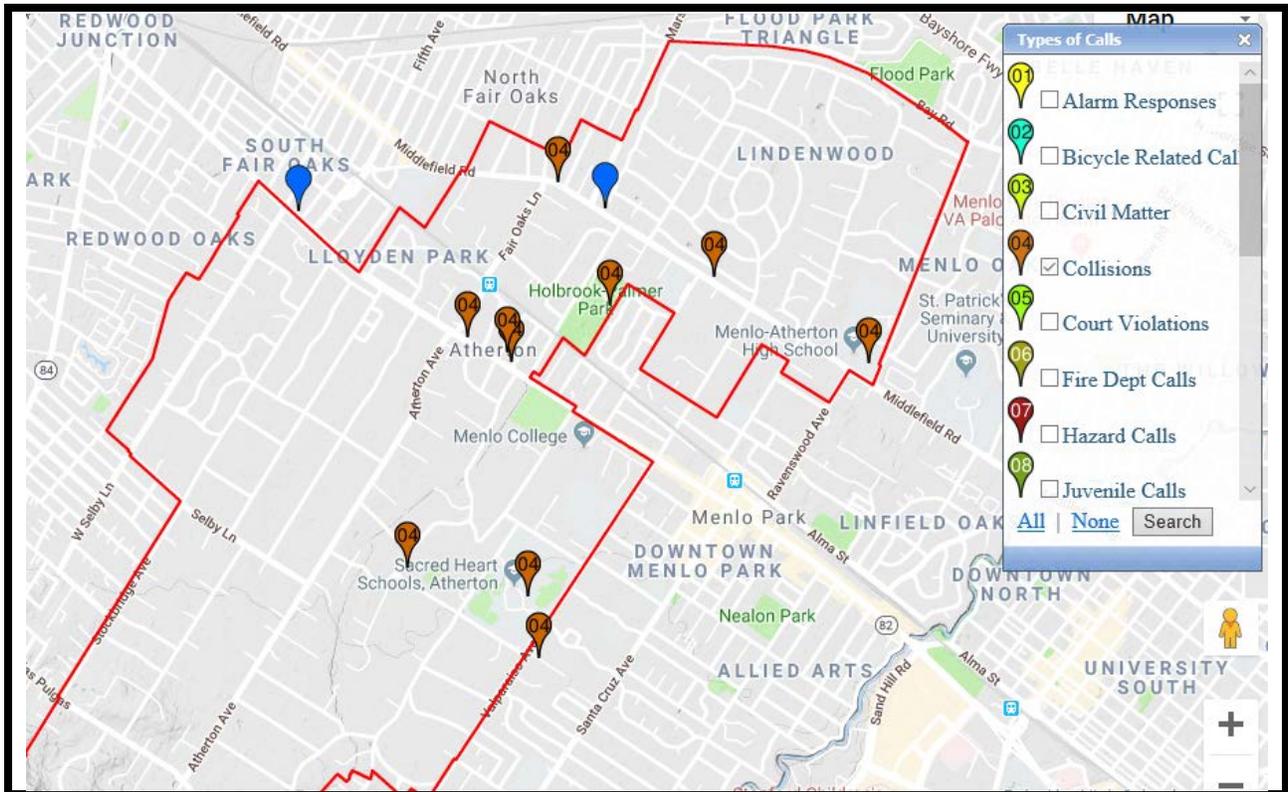
### Traffic Incidents

Overall, there were 347 traffic incident locations, some with multiple stops, for August. The map below indicates the locations of the incidents for the reporting period.



## Traffic Collisions

There were 13 collisions locations in August, some with multiple incidents. The map below indicates the locations of the incidents for the reporting period.



## Bicycle Traffic Stops

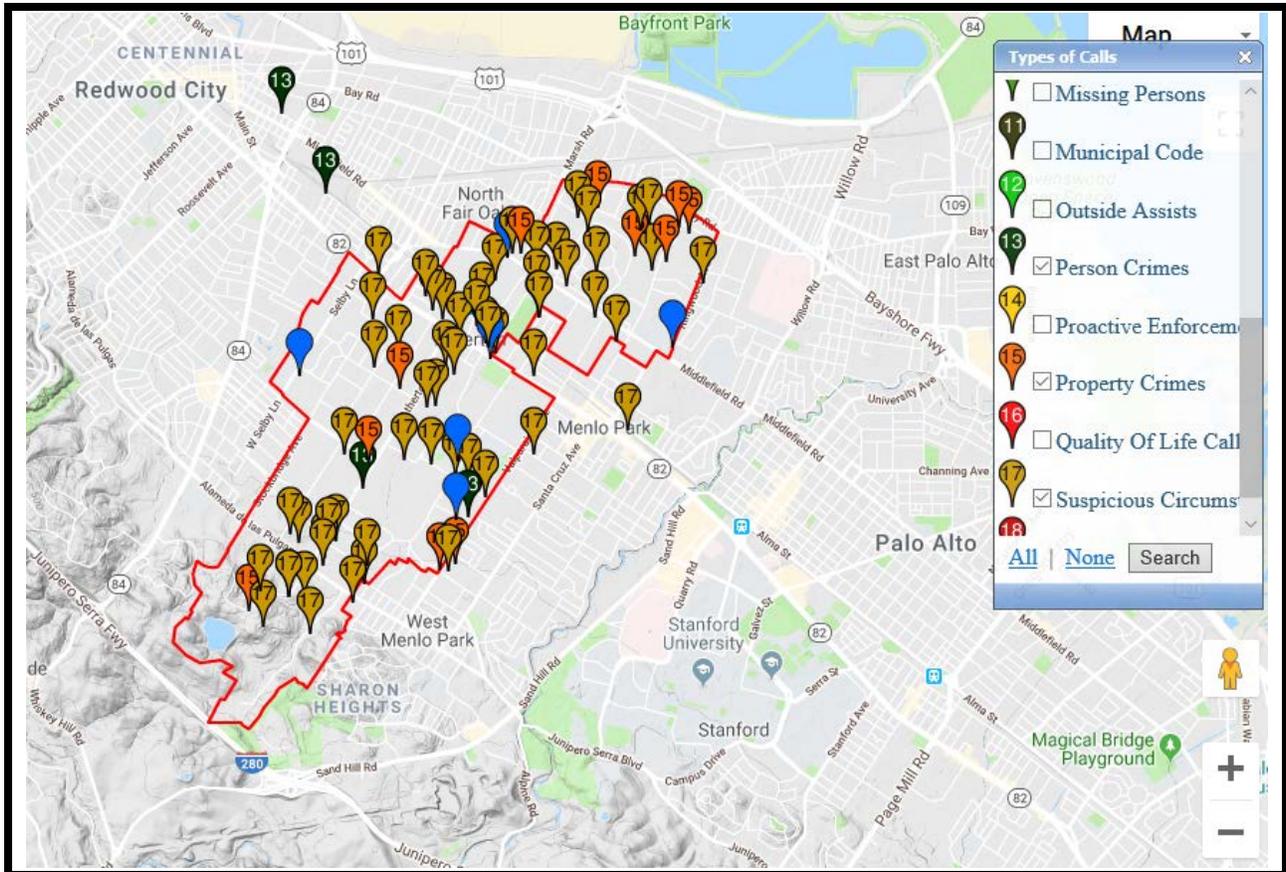
There were 10 bicycle stop incidents initiated for not wearing a bike helmet (1), stop sign violations (3), following too closely (1), riding on the wrong side of the road (1), and lighting equipment (4).

These stops resulted in 2 notices to appear and 8 verbal warnings.



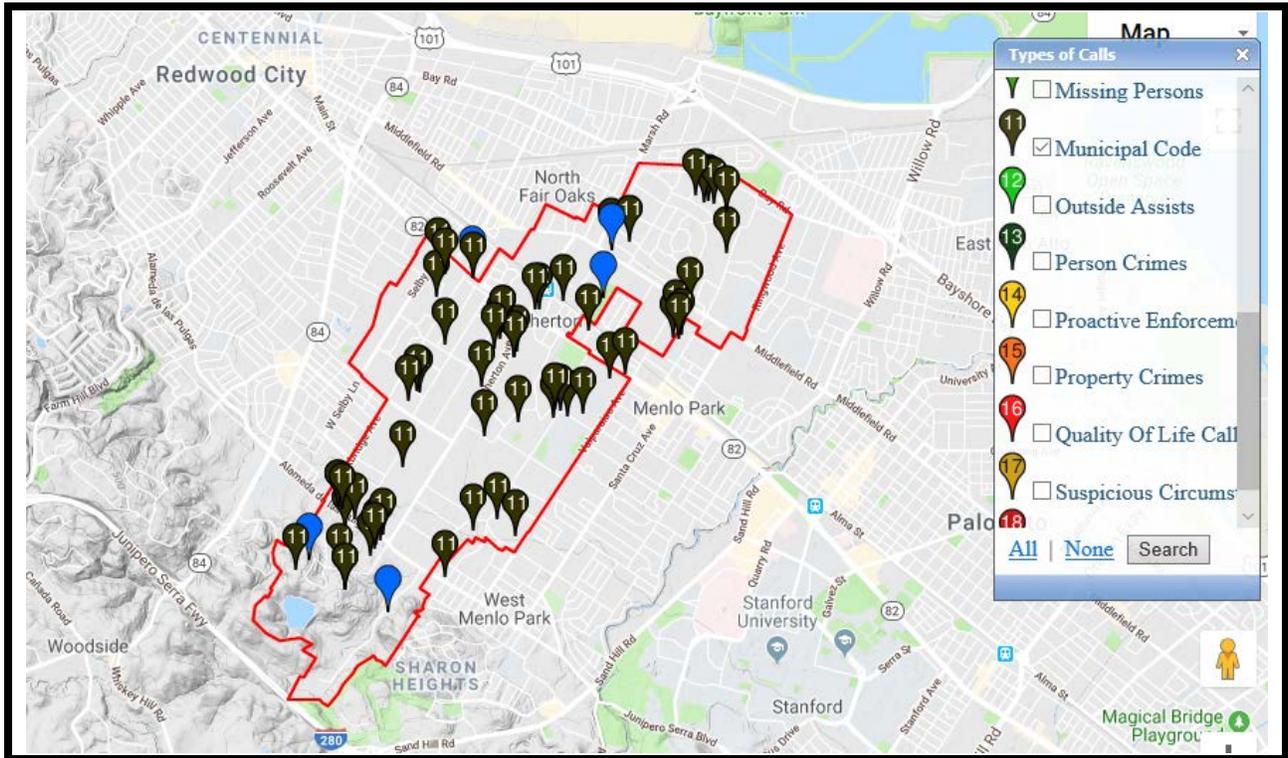
## Criminal Activity and Suspicious Circumstances

The Department responded to 83 locations (some locations multiple times) for property crimes (14), person crimes (6), and incidents of suspicious circumstances (65).



## Municipal Code Violations

The Department responded to 66 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to solicitor calls, construction parking, construction activity after hours, barking dog violations, inspections, right of way violations, and dogs off leash.



## Holbrook Palmer Park

Holbrook Palmer Park had 94 incidents this reporting period, 74 of which were security checks and foot patrols by officers. The other incidents were related to suspicious vehicles, a false alarm at Knox Pre-school, a non-injury collision, off-leash dogs, a man urinating in the bushes, found property (driver's license) and a walk through of the last "Concert in The Park" event of the summer.

## Premise Watch

Officers completed 1,087 House/Vacation checks during the month of August.

## School Incidents

Officers responded to 231 school incidents during this reporting period. The incidents included but were not limited to suspicious vehicles, suspicious people, theft reports, battery on school grounds, trespassing, a non-injury minor vehicle collision, a medical call, and a noise complaint (loud party call at Menlo College):

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	4	6	-	6	6	5	-	11	6	2	7	8	61
	Security	10	12	9	18	11	7	10	10	13	10	13	9	132
	Traffic	-	10	5	3	2	1	-	1	2	-	5	4	33
<i>Knox School</i>	Other	1	-	-	1		-	-	-	-	-	1	-	3
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomas</i>	Other	3	4	1	9	2	3	6	8	4	6	1	2	49
	Security	11	18	7	14	14	7	4	7	19	10	13	11	135
	Traffic	-	14	1	1		-	-	1	1	1	-	-	19
<i>Laurel</i>	Other	1	2	2	6	1	2	6	4	5	3	2	2	36
	Security	3	5	6	7	10	9	5	15	13	11	11	7	102
	Traffic	-	-	-	-		-	-	-	7	-	-	-	7
<i>M-A HS</i>	Other	22	58	29	22	17	14	18	35	20	38	35	16	324
	Security	31	32	30	35	26	21	18	33	50	32	40	35	383
	Traffic	4	5	-	2		1	1	3	1	1	2	4	24
<i>Menlo College</i>	Other	4	8	10	10	2	3	8	13	10	7	8	2	85
	Security	9	3	6	15	9	8	15	17	9	8	9	9	117
	Traffic	6	1	2	5	3	-	4	3	2	4	6	1	37
<i>Menlo School</i>	Other	4	5	6	6	2	3	4	3	11	4	6	9	63
	Security	10	7	7	9	5	7	8	8	16	5	18	12	112
	Traffic	11	-	-	-		-	-	-	-	-	1	17	29
<i>Sacred Heart</i>	Other	16	6	5	5	4	6	7	10	5	6	6	3	79
	Security	7	8	9	6	9	9	1	5	10	6	8	5	83
	Traffic	3	6	4	1	5	1	-	2	-	3	1	-	26
<i>Selby Lane</i>	Other	6	8	3	5	5	2	3	8	5	10	3	5	63
	Security	14	15	15	14	6	7	13	27	19	19	17	13	179
	Traffic	8	3	-	1		2	-	7	13	8	4	5	51
<b>Total</b>		<b>188</b>	<b>236</b>	<b>157</b>	<b>201</b>	<b>139</b>	<b>118</b>	<b>133</b>	<b>231</b>	<b>241</b>	<b>194</b>	<b>217</b>	<b>179</b>	<b>2,234</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, 31 seconds**, which met our goal of having an average response time of less than 8 minutes. Priority 1 calls take precedence over all other calls for service and require an immediate police response. The most common priority 1 calls are burglary, robbery, sexual assault, active physical altercations and residential burglary alarm activations, with the latter being the most frequent in Atherton. Response times are calculated from the time the call is dispatched until the time the officer arrives on the scene.

The table below depicts APD's Priority 1 response times for the past six months:

<b>MONTH</b>	<b>YEAR</b>	<b>RESPONSE TIME</b>
<b>July</b>	2018	4:52
<b>June</b>	2018	4:45
<b>May</b>	2018	4:54
<b>April</b>	2018	4:51
<b>March</b>	2018	5:33
<b>February</b>	2018	4:42

**Code 3** Emergency response time (when officers respond to an emergency call with lights and sirens): **3 minutes, 27 seconds**.

## TOTAL TRAINING HOURS FOR AUGUST 2018 – 100 HOURS

<b>NAME</b>	<b>TRAINING/HOURS</b>	<b>DATES</b>
Rojas	EVOC/8 hours	Aug. 3
Gutierrez	UCR (Crime Reporting)/16 hours	Aug. 6-7
Larsen/MacDonald	AR 15 Armorer Course/16 hours	Aug. 20-21
Rickel	Arrest and Control/4 hours	Aug. 20
MacDonald/Smiler	Bay Area Gang Alliance Symposium/8 hours	Aug. 22
Kockler	Automated LPR- Tech and Procedures/8 hours	Aug. 23
Dutta	Search, Seizure and Warrants/16 hours	Aug. 27-28

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

<b>MONTH</b>	<b>OFFICER INITIATED ACTIVITY</b>	<b>CITATIONS</b>
<b>August</b>	<b>1,989</b>	<b>520</b>
<b>July</b>	1,925	425
<b>June</b>	1,879	426
<b>May</b>	1,772	520
<b>April</b>	1,760	538
<b>March</b>	1,546	461

### Code Enforcement Activity Report

August 1 – August 31, 2018

Summary:

	<b>Activity</b>	<b>Total for Month</b>	<b>Year to Date (From 01/01/2018)</b>
1.	Opened Cases	13	185
2.	Resolved/Closed Cases	17	174
3.	Cases Pending	173	N/A
4.	Written/Formal Notices Issued	4	80
5.	Citations Issued	6	154
6.	Amount in Citations	\$4,700	\$65,700

During the month of August, there were over 77 incidents related to code enforcement. Those incidents included but were not limited to: construction work hour violations, construction parking violations, other construction related issues, lack of permits, right-of-way encroachments and obstructions, unpermitted construction work, grading and drainage issues, encroachment permit issues, overgrown and/or unmaintained vegetation, damage to a heritage trees, dead and dangerous trees, real estate signs, signs in the right-of-way, unmaintained/abandoned properties, noise nuisance, animal nuisances, fence issues, transient occupancies, substandard housing, set-back and other zoning violations.

Code Enforcement staff also assisted with fleet maintenance issues, construction hours/noise exemption permits, translations during investigations and court officer duties. CE staff attended the 2018 National Night Out event and formed a new partnership with San Mateo County Environmental Health. Together, staff conducted a joint enforcement effort in Atherton for Mobile Food Vendor violations.

## **TRAFFIC COMPLAINTS**

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

- 1) A resident reported speeding vehicles in the unit block of Tuscaloosa Avenue between 7:30am and 8:30am, and again between 4:45pm and 5:45pm.

Results: 37 minutes spent in the area during the morning commute  
54 minutes spent in the area during the afternoon commute  
No violations observed

- 2) A resident reported a speeding red sports car on eastbound Almedral Avenue, east of Austin Avenue, every day at approximately 5:30pm.

Results: 41 minutes spent in the area  
The vehicle was not contacted

## Public works update – July/August 2018

- Sweep contracted monthly streets :

July 2018	50 Miles	14 cu. Yards	3.8 tons
August 2018	50 Miles	11 cu. Yards	3.1 tons
  
- July Service requests –
  - Toilet repair at PD Lobby restroom
  - Removal of excess items from Heritage Room
  - Tree debris removal due to tree down at the intersection of Greenoaks at Mosswood
  - Fire Extinguishers and signage installation in the library mobile modular
  - Refresh striping at Oakwood
  - Graffiti Removal on Atherton Ave. at Mulberry Lane
  - Tree debris removal on Middlefield Road
  - AC Patch on Douglas Way
  - Finance Dept. storage boxes relocation
  - Signage installation on Middlefield at Watkins
  - EAP sign revision/reinstallation
  - Pressure wash gutter on Mandarin Way
  - PD shower ventilation repair.
  - Leak repair at the permit center
  - Tree debris removal on Elena by the Circus Club
  
- August Service requests –
  - Patched holes on Victoria Drive
  - Installed no parking signs in relations to the Horse Show at Menlo Circus Club
  - Setup for National Night Out
  - Tree limb removal from street at 2 Magnolia
  - Shoulder repair work at 52/66 Atherton Ave.
  - Changeable Message Board on Encinal Ave.
  - Pick-uped boxspring dumped at 71 Mandarin Way.
  - Sewer issue at PD restroom.
  - Gas line repair at HP Park.
  - Wasp issue at the Little League field restroom
  - Irrigation repair at the Reading Park
  - PD Parking Lot clean up near Adapt Trailers
  
- 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.
- Street marker installation on Edge Road at Ringwood
- Generator repair in the Public Works Corp Yard
- Channel cleaning along Watkins Ave at Station Lane
- Refresh limit line and stop legends as needed
- Irrigation of street trees
- Refresh white curbs as needed
- Installation of bikeway signs
- Gas line repair at HP Park main house
- 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.

**Atherton Channel Cleaning Before:**



**Atherton Channel Cleaning After:**

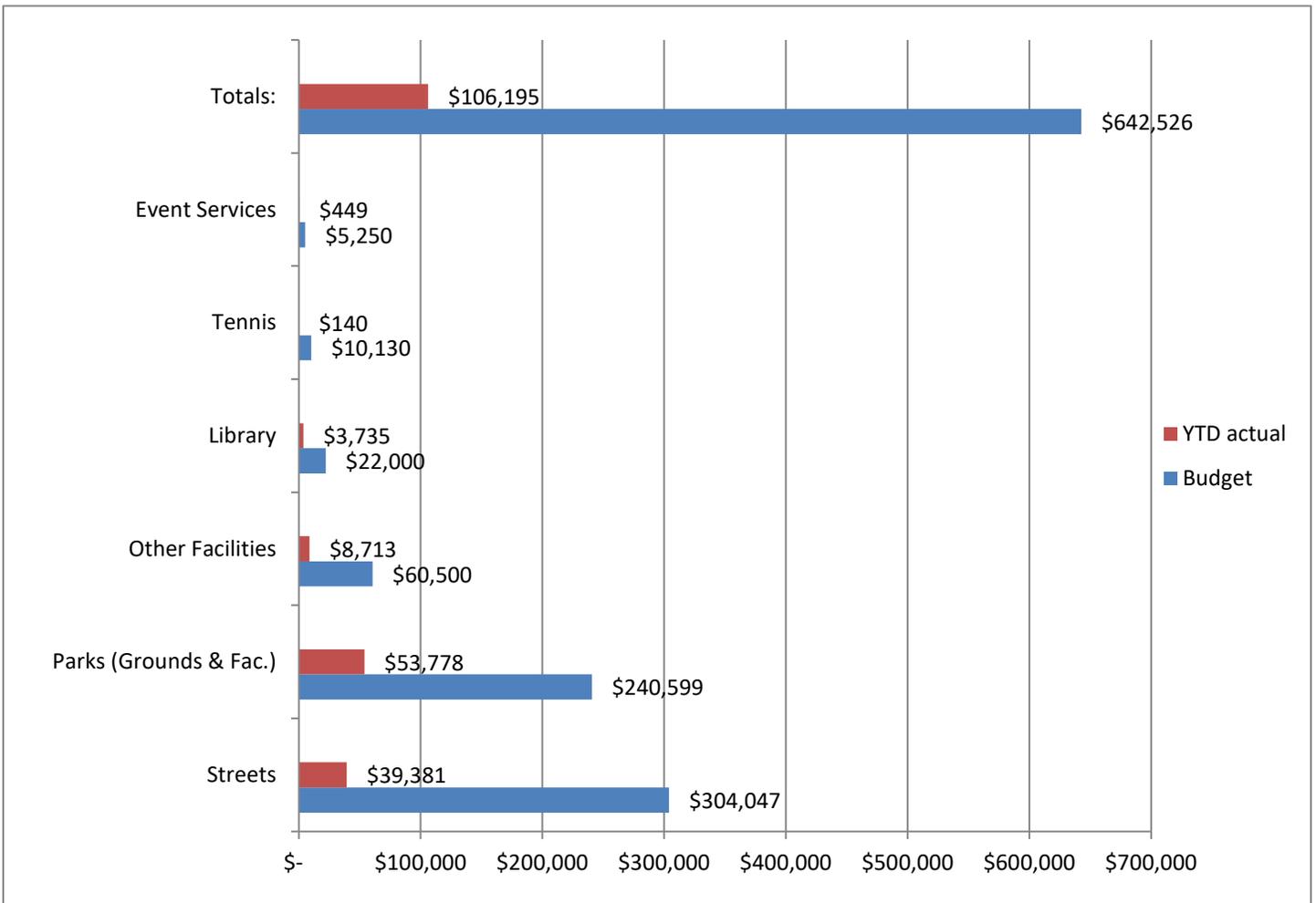


**Striping on Oakwood at W. Oakwood:**



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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 304,047	\$ 39,381	12.95
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 240,599	\$ 53,778	22.35
A03	101-59-52031-059	Other Facilities	\$ 60,500	\$ 8,713	14.40
A04	213-30-52031-000	Library	\$ 22,000	\$ 3,735	16.98
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 140	1.39
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 449	8.55
Totals:			\$ 642,526	\$ 106,195	16.53



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

**TO: PARK AND RECREATION COMMITTEE**

**FROM: SALLY BENTZ, PARK MANAGER**

**DATE: SEPT 5TH, 2018**

**SUBJECT: PARK GOINGS ON AUG 2018**

### **REGULAR STAFF**

For the month of August, 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 monitored daily.
  - Water non-established trees throughout the park based on schedule.
  - Blow tennis courts 2 times per week as required.
  
- Replaced and improved leaking valves at ball field area.
- Replaced and improved leaking valves next to playground restrooms.
- Replaced and improved leaking valves next to Main exit.
- Repaired 4" main line leak at water fountain grass area.
- Repaired gas leak at Main House area.
- Wasp pest control at Little League restrooms.
- Backfilled irrigation repair at Main pump area.
- Cleaned the water filters at the Event Garden.
- Redid the wire splicing at 2 wire automatic valves.
- Repaired water leak at Event Garden.
- Buried "Neatfine" drip lines at event garden.
- Repaired drip leaks from squirrel chewing at Event garden.
- Removed fallen branches from trees at HP Park property.
- Monkey puzzle seed casings were removed per WCA as requested.
- Wasp traps have been installed throughout the HP Park property and attractant will be added regularly.
- Agapanthus stems have been removed as scheduled.

- **New and future planned projects;**
  - Wooden gates at HP Park Corp-yard will be getting repaired and restored.
  - 2" flush lines at North Meadow lawn area will be buried and covered under valve box.

**Front entrance law area leak was fixed and sod added for National Night Out**



**Open hole in Corp-Yard was filled**



**Gas Leak at Main House was fixed**



## Wasp nest at Little League Bathrooms



## Tennis Numbers

July

Hours of court usage (# of crts x time) 275 hours

Clinics/Camps: 153

Lessons: 122

Events: 2 weekly coaches meetings

Total # of students: 307

August

Hours of court usage (# of crts x time) 255 hours

Clinics/Camps: 165

Lessons: 152

Events: 1 weekly coaches meeting

Total # of students: 345



## **Town of Atherton**

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

# **Community Services Monthly Report August 2018**

Submitted by:  
Interwest Consulting Group

## Town of Atherton Building Safety & Inspection

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

	<b>Aug-18</b>	<b>Fiscal Year 2018-19</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$14,272,035	\$36,937,541

### REVENUE

<b>Plan Check Fees Collected:</b>	\$42,529	\$81,756
<b>Permit Fees Collected:</b>	\$103,737	\$282,957
<b>Other Fees Collected:</b>	\$5,055	\$7,693
<b>TOTAL:</b>	<b>\$151,320</b>	<b>\$372,406</b>

### PLAN CHECK

Applications Received:	<b>76</b>	<b>145</b>
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### PERMITS

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	4	9
New Accessory Structures Issued:	16	44
Addition / Alteration Permits Issued:	16	26
Reroof / Water Well / Grading Permits Issued:	19	32
Plumbing/Mechanical/Electrical Permits Issued:	11	34
Demolition Permits Issued:	6	11
<b><u>Non-Residential:</u></b>		
New Permits Issued:	0	0
<b>TOTAL Permits Issued:</b>	<b>72</b>	<b>156</b>

Total Open Permits as of 8/31/18	<b>745</b>
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### INSPECTIONS

Inspections Performed:	<b>878</b>	<b>1,648</b>
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Footnotes:

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

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*August 1, 2018 to August 31, 2018*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	15	48
Planning Commission Items	3	3

The Planning Commission, at its August 22, 2018 hearing, took the following action:

1. Accepted the 2018 School Master Plan Update at 1000 El Camino Real (Menlo College).
2. Approved the Heritage Tree Removal Permit to allow for the removal of 5 heritage oak trees, approved the Special Structures Permit to allow the construction of a retaining wall up to 9 feet and approved a Variance to allow for more than 80% of a basement wall to face a public-right-of-way at 375 Walsh Road.
3. Accepted a report from staff on Basement Garages Under Accessory Buildings. Commission was satisfied with the subsequent Fire and Building Code requirements associated with such requests to address prior life and safety concerns they had expressed. Commission expressed desire for these basement garages to have an actual stairwell to grade as a means of basement access/egress versus just a basement ladder to grade.

The next regularly scheduled Commission meeting of September 26, 2018 is cancelled.

The following, next regularly scheduled Commission will be held on October 24, 2018.

**Arborist Activity Summary**

*August 1, 2018 to August 31, 2018*

	<b>Site Visits</b>			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
<b>TOTAL</b>	16	3	4	64

## 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	2	3	0	3	2	5
July	5	1	5	8	4	2
August	4	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>23</b>	<b>27</b>	<b>26</b>	<b>31</b>	<b>33</b>	<b>31</b>

### Plan Check Performance

*August 1, 2018 to August 31, 2018*

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	124	10	8	0
	Subsequent Rev.	79	5	4	0
Minor Plan Check	1st Review	4	3	2	0
	Subsequent Rev.	1	2	1	0
<b>Total Number of Plan Checks</b>		<b>208</b>			

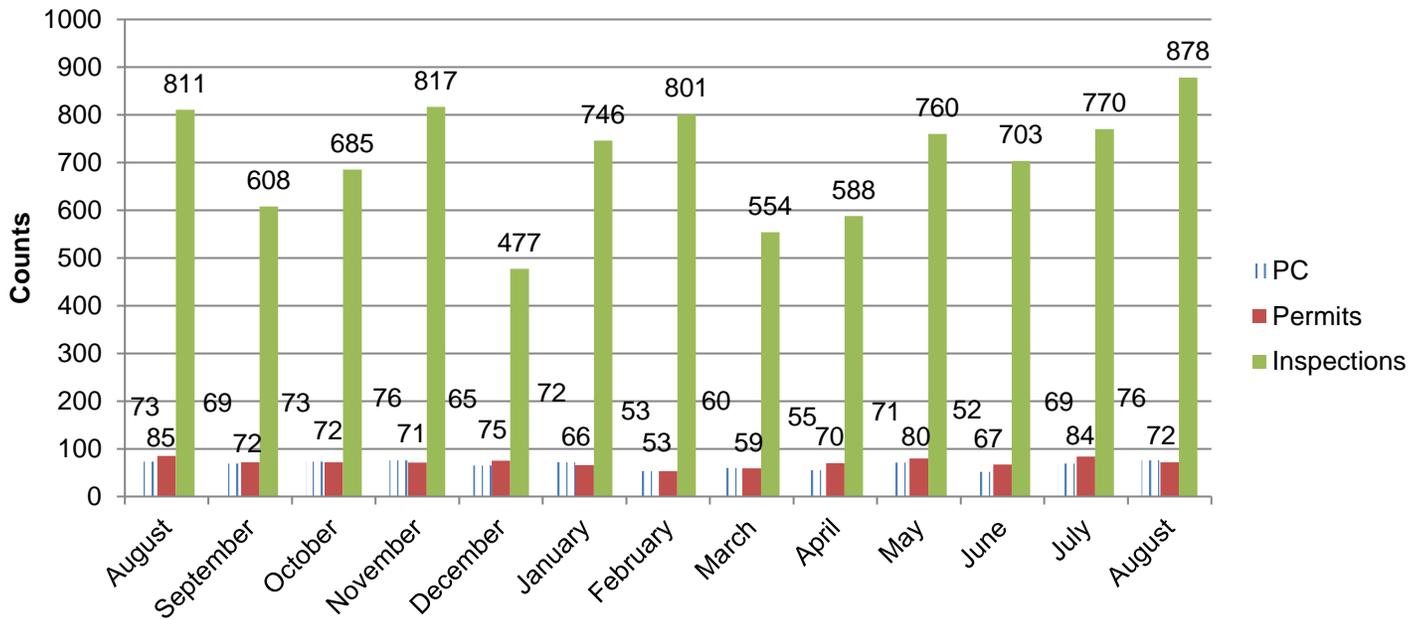
\*\* Target: in working days

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

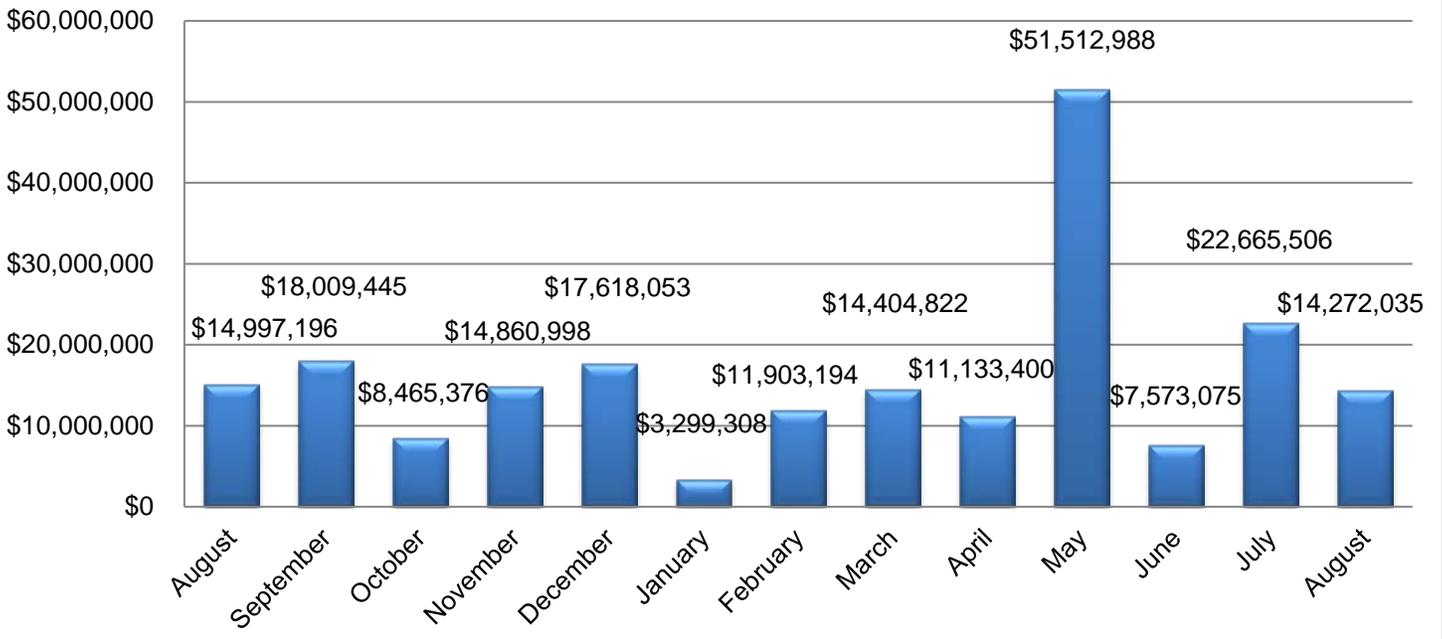
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

## Summary Graphs

### Plan Checks, Permits, Inspections

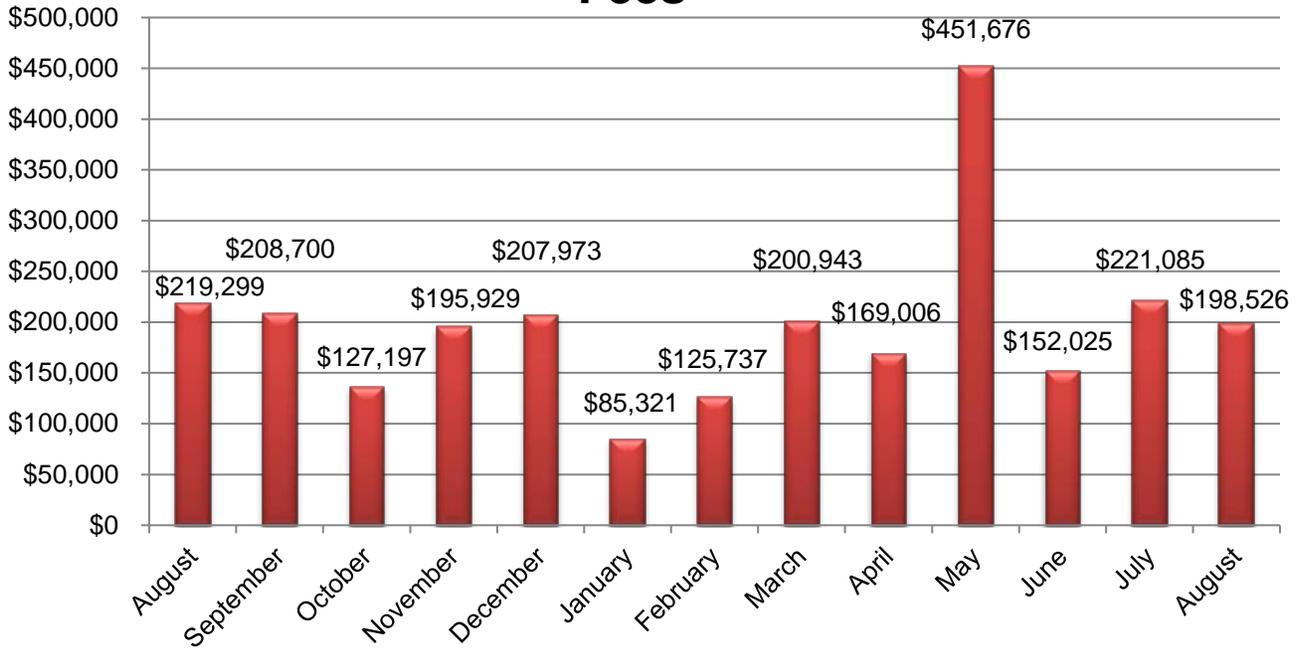


### Valuation



## Summary Graphs

### Fees



### YTD vs. Budgeted

