



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

CITY MANAGER’S OFFICE

Upcoming Meetings

- November 7 - Study Session | *CANCELLED AT THIS TIME*
- November 14 - Regular Meeting | 7 pm
- December 5 - Study Session | *CANCELLED AT THIS TIME ALTHOUGH MAY BE NEEDED FOR CIVIC CENTER*
- December 6 - Special Meeting | Holiday Party and Council Reorganization
- December 19 - Regular Meeting | 7 pm

1. Articles of Note

- [Atherton Looks at funding options for dated stormwater collection system](https://www.almanacnews.com/news/2018/10/02/wednesday-atherton-looks-at-funding-options-for-dated-stormwater-collection-system)
 - <https://www.almanacnews.com/news/2018/10/02/wednesday-atherton-looks-at-funding-options-for-dated-stormwater-collection-system>

2. Holiday Party/Council Reorganization - December 6

The Council has set Thursday, December 6 as the 2018 Town Holiday Party. Prior years has traditionally had this event following reorganization of the Council and the Agenda for that evening’s meeting typically had other items on it of limited length. However, it never fails that those items typically take longer than anticipated. Last year, the Council made it to the Holiday Party far after most of the guests had already been through the event.

To remedy, this year, Council Reorganization will be scheduled for December 6 as the only item on the Agenda and will be done as a meeting at the Pavilion as the start of the Holiday Party.

3. Holiday Closure

Town Hall has historically closed for the extended holiday in December and staff uses banked leave time or leave without pay for the period of closure. The closure has been well received and

there have been no issues that arose during the breaks. The closure does not affect the Police Department staff. The Town also benefits in that we are divested of leave time that we might otherwise have to payout or cash out. There have been no negative comments received from the public and/or contractors.

Below are the closures in the past few years, including the actual paid holiday days:

- In 2013, Town Hall was closed from Monday, December 23 through Wednesday, January 1 - 8 days.
- In 2014, Town Hall was closed from Wednesday, December 24 through Friday, January 2 - 8 days.
- In 2015, Town Hall was closed from Thursday, December 24 through Friday, Friday, January 1 - 7 days.
- In 2016, Town Hall was closed from Friday, December 23 at noon through Monday, January 2 - 6.5 days.
- In 2017, Town Hall was closed Monday, December 25 through Monday, January 1 - 6 days.

For 2018, Christmas Day falls on a Tuesday and New Year's Day falls on the following Tuesday. Town Hall will be closed Monday, December 24 through Tuesday, January 1 - 7 days. As with prior closures, there are 2 paid holidays in the closure schedule and the remaining days are made up by any banked leave or unpaid leave (5 days).

Except for Christmas and New Year's days, the closures do not affect construction hours and operation. Inspections are limited to critical path inspections. The closures do not affect emergency operations or any necessary field activity for Public Works or the Police Department.

4. PD-All Schools Meeting

The Town hosts an annual All Schools Meeting. This year's meeting is set for Tuesday, October 30 at 9 am in the Pavilion. The agenda topics include: trends in student population, new case law surrounding juvenile investigations, Big 5 and Sexual Abuse. This is typically a Police-Schools Meeting hosted by the School Resource Officer and Police Department.

5. Assessment Districts

I sent an email summarizing the rudimentary steps that need to be taken to create an assessment district under Proposition 218 and/or add an assessment to an existing district under the same. I also sent an informational 2017 League of California Cities publication regarding Propositions 26 and 218 that you might find a helpful read.

6. Citizen's Academy

The Academy didn't reach the level of interest needed to move forward so we are postponing the event until Spring 2019 and will revamp it a bit in the interim. Those that signed up have been advised. We needed about 20 attendees and we got about half that.

7. SRO Funding

MOUs have been sent out to the various Districts and are in process at Sequoia, Las Lomita and Menlo School. Menlo City School District has signed on and we expect Menlo College to do so as well. That leaves only SHS and Redwood City SD. Excellent progress by the Chief.

8. Halloween Event - October 26

This year's Halloween Event will be held on Friday, October 26 from 3 pm to 6 pm. Staff is working with local residents and other volunteers to make the event another success. We will be using the emptied old Library Building as a haunted house. The haunted house will be designed and built by MA High School Leadership Class. It will be designed for 7 to 12 year olds. The Library will be empty the week of October 22 as the Library staff move the week prior into the temporary building prior to demolition.

There will be story time, a photo booth, a pumpkin station, imagination playground, costumes, balloon makers, a jumpy house, music, prizes, and ice cream truck, donuts, coffee, cookies, and beverages.

9. Surf Air Letter to County Board of Supervisors

I received a call from Mike Callagy to discuss the Town's September 20 letter to the Board of Supervisors. Mike wanted to advise me that the County supports the Town's perspective.

10. Stanford Development

The County will be connecting with the Town to ask for our participation in joint comments to a proposed development agreement between Santa Clara County and Stanford on their proposed development (traffic, housing, etc.).

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

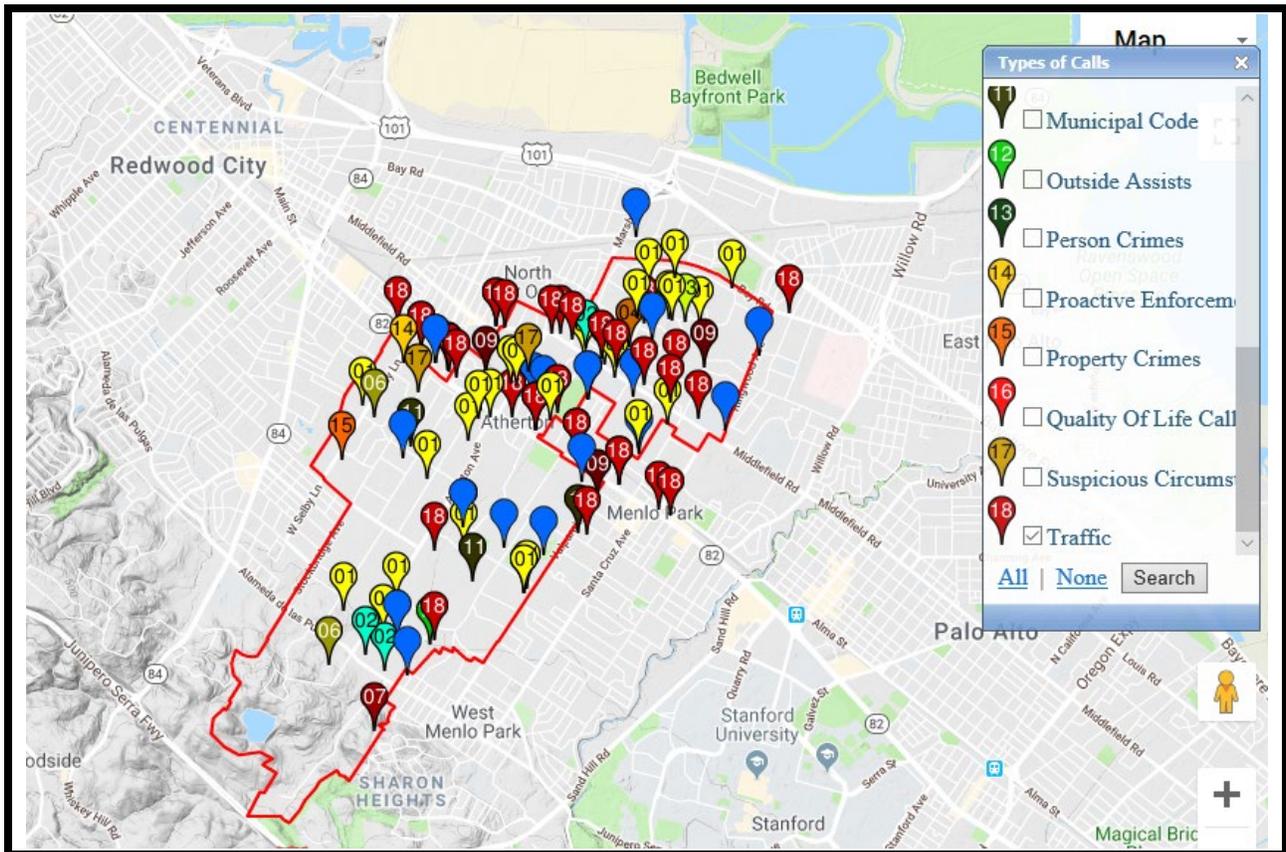
Police Activity

There were 78 investigations for the month of September. 23 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, warrant arrests, possession of stolen property, resisting arrest, battery on school grounds, and false information to a police officer.

Of the 2,334 total police incidents for the month of September, 1,553 were officer-initiated incidents, which resulted in 517 citations being issued for vehicle code and other violations. Officers initiated 1,211 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.

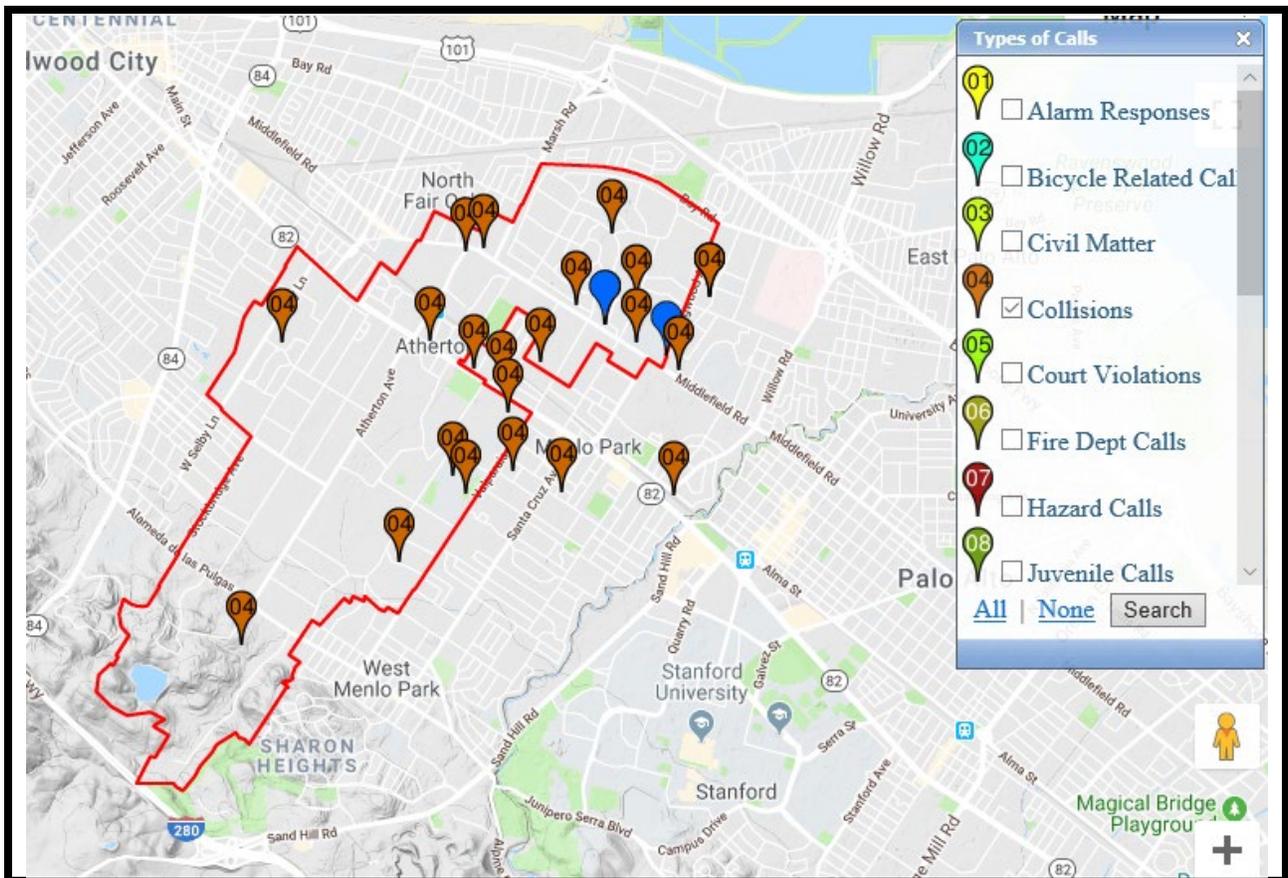
Traffic Incidents

Overall, there were 105 traffic incident locations, some with multiple stops, for September. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

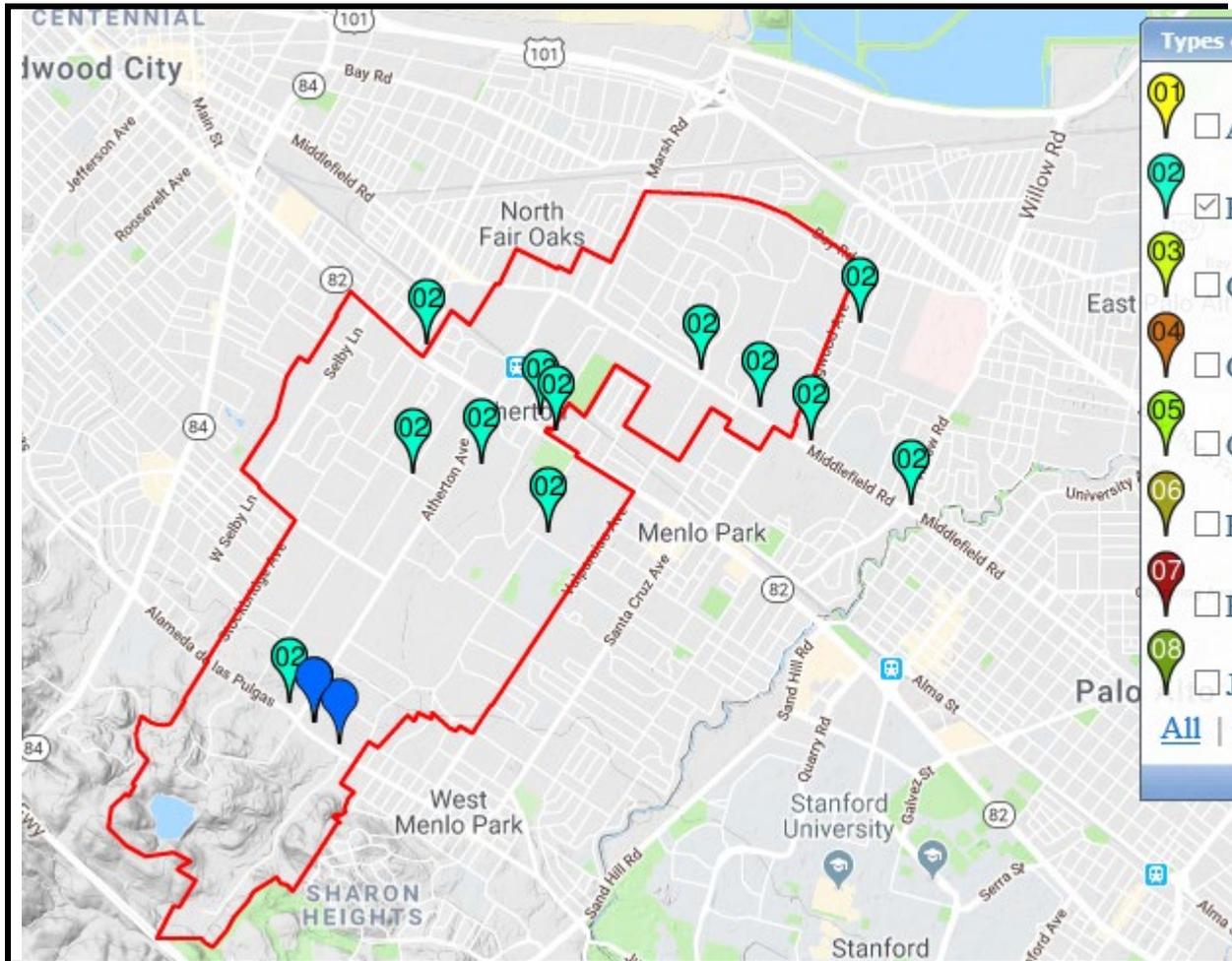
There were 25 collision locations in September, some with multiple incidents. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

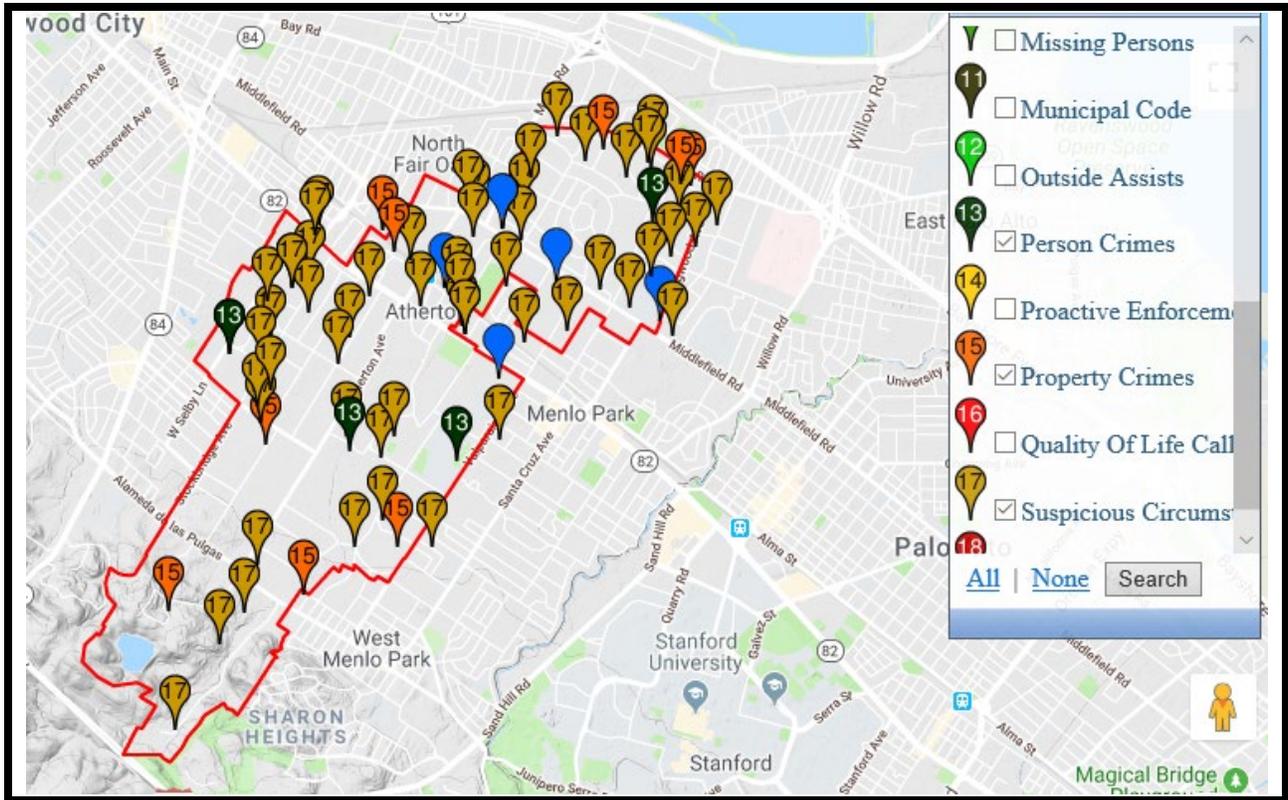
There were 12 bicycle stop incidents initiated for stop sign violations (4), riding in the middle of the road (1), and lighting equipment (7).

These stops resulted in 1 warning citation and 11 verbal warnings.



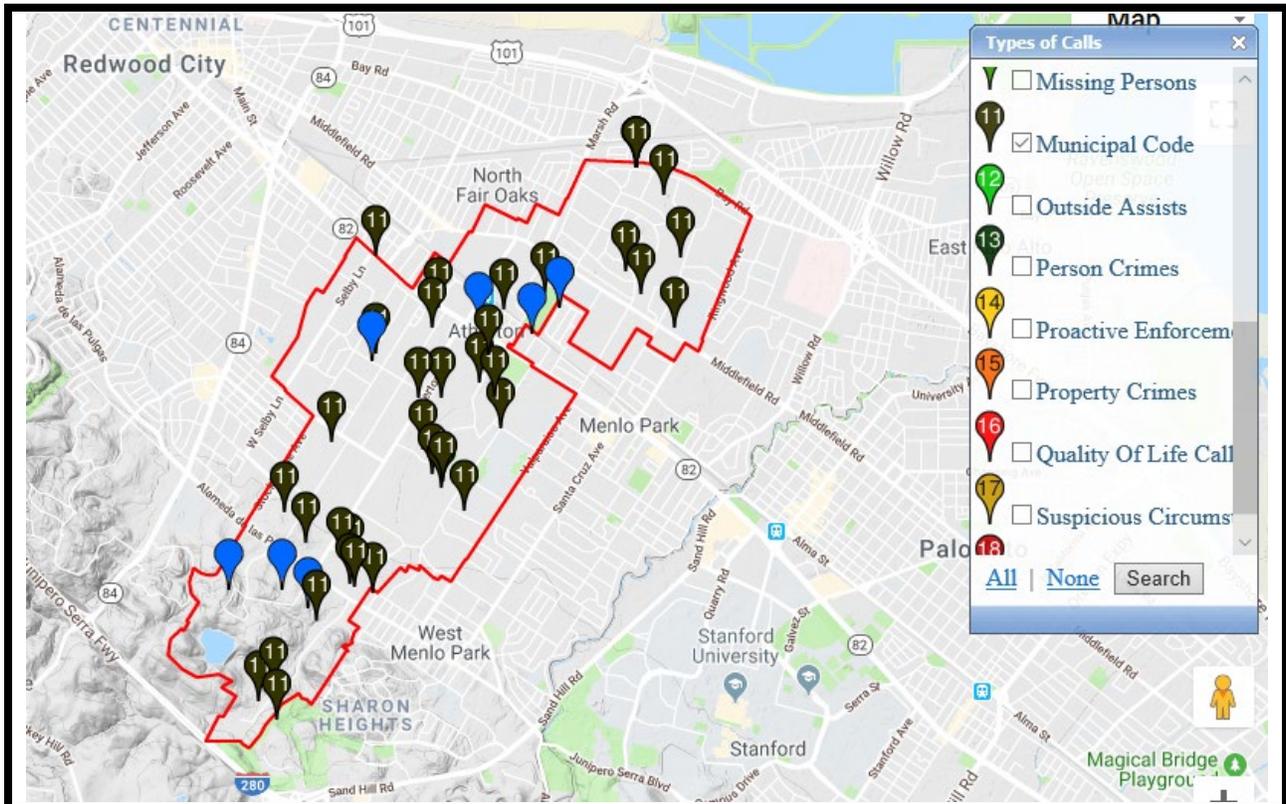
Criminal Activity and Suspicious Circumstances

The Department responded to 77 locations (some locations multiple times) for property crimes (13), person crimes (6), and incidents of suspicious circumstances (64).



Municipal Code Violations

The Department responded to 47 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to after-hours construction, construction parking, illegal solicitors, inspections, and off leash dog complaints.



Holbrook Palmer Park

Holbrook Palmer Park had 69 incidents this reporting period, 56 of which were security checks and foot patrols by officers. The other incidents were related to suspicious vehicles, suspicious people, off-leash dogs, parking complaints, an auto burglary, and people in the park after hours.

Premise Watch

Officers completed 722 House/Vacation checks during the month of September.

School Incidents

Officers responded to 276 school incidents during this reporting period. The incidents included but were not limited to traffic enforcement, fire alarms, a child protective services referral, suspicious vehicles, suspicious people, theft reports, battery on school grounds, trespassing, a non-injury minor vehicle collision, a minor injury vehicle collision, medical calls, and public intoxication:

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	18	2	7	8	73
	Security	10	12	9	18	11	7	10	10	20	10	13	9	139
	Traffic	-	10	5	3	2	1	-	1	2	-	5	4	33
<i>Knox School</i>	Other	1	-	-	1		-	-	-	-	-	1	-	3
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	3	4	1	9	2	3	6	8	6	6	1	2	51
	Security	11	18	7	14	14	7	4	7	12	10	13	11	128
	Traffic	-	14	1	1		-	-	1	-	1	-	-	18
<i>Laurel</i>	Other	1	2	2	6	1	2	6	4	3	3	2	2	34
	Security	3	5	6	7	10	9	5	15	10	11	11	7	99
	Traffic	-	-	-	-		-	-	-	-	-	-	-	-
<i>M-A HS</i>	Other	22	58	29	22	17	14	18	35	50	38	35	16	354
	Security	31	32	30	35	26	21	18	33	37	32	40	35	370
	Traffic	4	5	-	2		1	1	3	3	1	2	4	26
<i>Menlo College</i>	Other	4	8	10	10	2	3	8	13	11	7	8	2	86
	Security	9	3	6	15	9	8	15	17	22	8	9	9	130
	Traffic	6	1	2	5	3	-	4	3	1	4	6	1	36
<i>Menlo School</i>	Other	4	5	6	6	2	3	4	3	5	4	6	9	57
	Security	10	7	7	9	5	7	8	8	13	5	18	12	109
	Traffic	11	-	-	-		-	-	-	1	-	1	17	30
<i>Sacred Heart</i>	Other	16	6	5	5	4	6	7	10	9	6	6	3	83
	Security	7	8	9	6	9	9	1	5	8	6	8	5	81
	Traffic	3	6	4	1	5	1	-	2	1	3	1	-	27
<i>Selby Lane</i>	Other	6	8	3	5	5	2	3	8	7	10	3	5	65
	Security	14	15	15	14	6	7	13	27	27	19	17	13	187
	Traffic	8	3	-	1		2	-	7	10	8	4	5	48
Total		188	236	157	201	139	118	133	231	276	194	217	179	2,269

Response Times

The average response time for Priority 1 calls during this time period (calls are prioritized from 1 to 3 with Priority 1 being the highest priority) was **5 minutes, 20 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
August	2018	4:31
July	2018	4:52
June	2018	4:45
May	2018	4:54
April	2018	4:51
March	2018	5:33

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): **1 minute, 55 seconds**.

TOTAL TRAINING HOURS FOR SEPTEMBER 2018 – 356 HOURS

NAME	TRAINING/HOURS	DATES
Dutta	Street Survival/16 hours	Sept. 10-11
Diaz	CA. Massage Therapy Council/Eliminate Illicit Massage Business/2 hours	Sept. 12
Basurto	CCUG Conference/24 hours	Sept. 11-14
Greene	K9 Handler/160 hours	Sept. 17-Oct. 12
Hall/Larsen/Metzger/Pronske/Bollendorf/Robbins/Dutta Massagli/McCulley/Wade/Clark/Mijangos/Diaz/ Miller/Gutierrez/Koehler/Romero	In-House Training- Elder Abuse/Gas Mask Fit Testing 2 hours- DT training- Range Training/4 hours	Sept. 25

Kockler/Rickel/Vigil/Dunphy/Gomez/Gatto MacDonald/Smiler/Rojas/Boyle/Johnson/Basurto/Cisco/Tam	In-House Training- Elder Abuse/Gas Mask Fit Testing 2 hours- DT training- Range Training/4 hours	Sept. 27
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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
September	1,553	517
August	1,989	520
July	1,925	425
June	1,879	426
May	1,772	520
April	1,760	538

Code Enforcement Activity Report
September 1 – September 30, 2018

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2018)
1.	Opened Cases	29	214
2.	Resolved/Closed Cases	26	200
3.	Cases Pending	176	N/A
4.	Written/Formal Notices Issued	18	98
5.	Citations Issued	8	162
6.	Amount in Citations	\$3,300	\$69,000

During the month of September, there were over 42 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, signs in the right-of-way, unmaintained/abandoned properties, fence issues, transient occupancies, set-back and other zoning violations.

Code Enforcement staff assisted with fleet maintenance issues, construction hours/noise exemption permits and translations for Officers. CE staff also presented a case before City Council involving the appeal of a Notice and Order.

CE staff attended a training on Illicit Massage Businesses, as well as the yearly departmental mandatory training sessions.

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 Almendral 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 –September 2018

- Sweep contracted monthly streets :
September 2018 50 Miles 12 cu. Yards 3.2 tons
- September Service requests –
 - Toilet repair at Permit Center
 - No Parking sign placement for ADAPT event
 - Shopping cart pickup on ECR at Winchester Drive
 - Cleaned and/or replaced signs along Middlefield Road
 - Refreshed striping along Elena Avenue/Faxon Road raised curb divider
 - Painted islands along Elena Avenue/Faxon Road
 - Relocate items in the PD Property Room
 - Speed Radar Sign relocation
 - Quail Court roadway repair
 - “No Parking” signs removal and installation of new “No Parking” signs along NB Elena Avenue
 - Sidewalk removal at the Reading Park
 - Fence Repair at HP Park
 - Battery replacement for Speed radar sign on James Avenue
 - Trimming around speed limit sign on Walsh Road at Meadow Lane
 - Tree removal at Atherton Library site
 - Repair bathroom door lock at Admin Building Lobby
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda de las Pulgas.
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- Refresh limit line and stop legends as needed
- Irrigation of street trees
- Refresh white curbs 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.

Cleaning street signs on Middlefield Road:



Installation of No Stopping sign on Walsh Road at Broadacres Road:

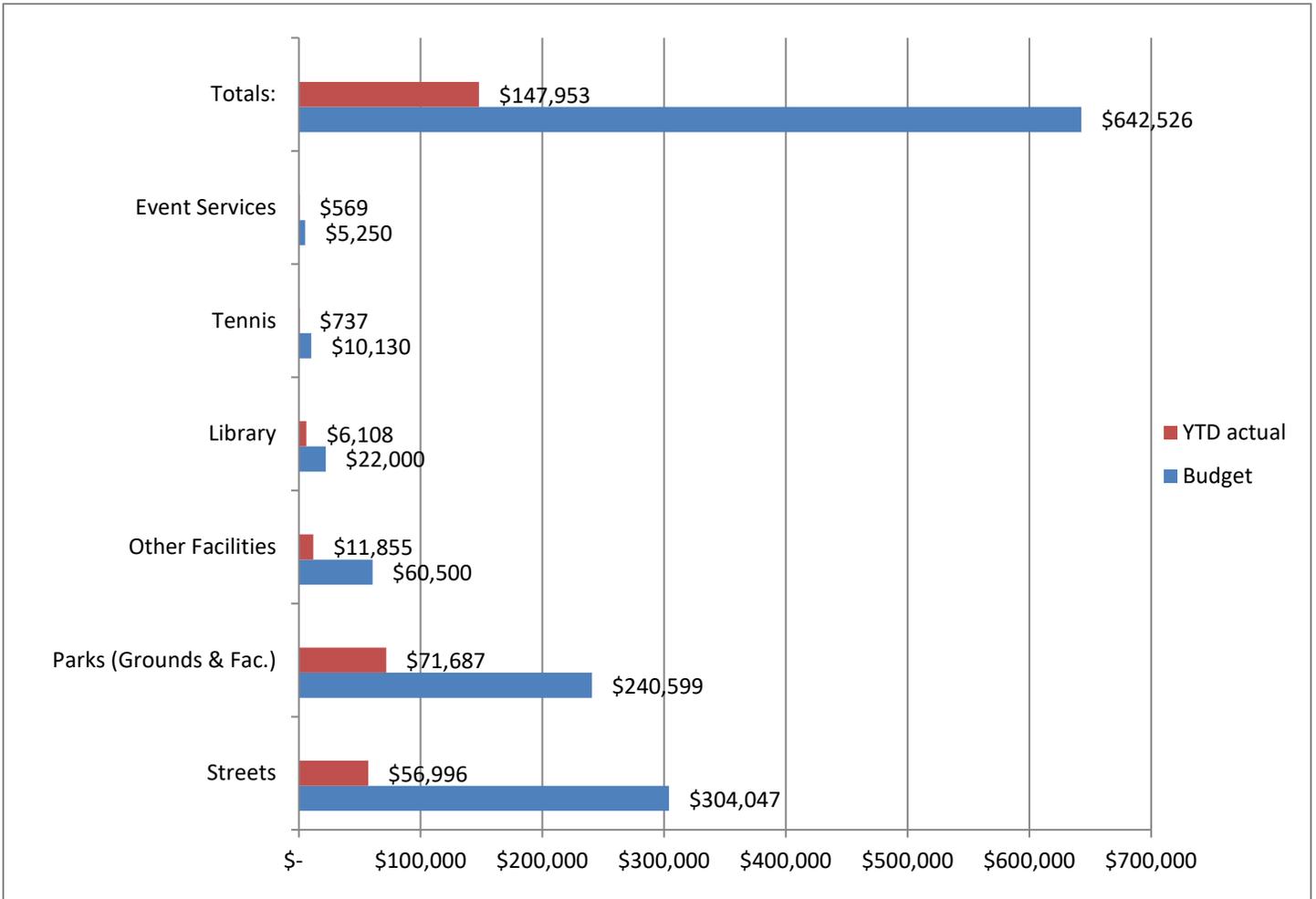


Refreshed striping on Elena Avenue/Faxon Road:



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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 304,047	\$ 56,996	18.75
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 240,599	\$ 71,687	29.80
A03	101-59-52031-059	Other Facilities	\$ 60,500	\$ 11,855	19.60
A04	213-30-52031-000	Library	\$ 22,000	\$ 6,108	27.76
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 737	7.27
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 569	10.84
Totals:			\$ 642,526	\$ 147,953	23.03



PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: OCTOBER 3, 2018

SUBJECT: PARK GOINGS ON SEPTEMBER 2018

REGULAR STAFF

For the month of September, 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.

- Wooden gates at HP park corp-yard got fixed and restored.
- New signs got installed at Art Room.
- New tennis court equipment got installed due to broken, damaged or wear/torn.
- Rose bushes are in process of getting pruned.
- Bushes along Jennings pavilion parking lot got cut back from light poles.
- New flush valves were set below grade.
- Wiring at newly installed valves in the ball field completed.
- Little League cyclone cages gates and fences got fixed and restored.
- All Trash cans throughout the property got all washed off and cleaned for better appearance.
- Dead Elm trees at Playground and picnic area got removed by West Coast Arborists.
- Cobwebs got dusted throughout the property.
- All surveillance cameras got dusted and cleaned.

- **New and future planned projects;**
 - Repair water drinking fountain at tennis court area.
 - Continue repairs and improve irrigation throughout property.
 - Complete wire splicing on all automatic flow valves.
 - Repair wooden cover behind playground restrooms.
 - Repair door at Main House on Fountain side.

Tennis Numbers

September

Hours of court usage (# of crts x time) 330 hours

Clinics/Camps: 172

Lessons: 161

Events: 2 weekly coaches meeting

Total # of students: 367

New Art Sign:



New tennis nets installed:



Pruning around lighting:



Dying Elm trees and stump from playground removed:



Little league cages fixed





Town of Atherton

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

Community Services Monthly Report September 2018

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety & Inspection**

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

	Sep-18	Fiscal Year 2018-19
Total Construction Valuation¹:	\$5,610,158	\$42,547,699

REVENUE

Plan Check Fees Collected:	\$8,838	\$90,594
Permit Fees Collected:	\$60,904	\$343,861
Other Fees Collected:	\$3,871	\$11,564
TOTAL:	\$73,613	\$446,019

PLAN CHECK

Applications Received:	64	209
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PERMITS

Residential:		
New Single Family Residential Permits Issued:	1	10
New Accessory Structures Issued:	13	58
Addition / Alteration Permits Issued:	9	35
Reroof / Water Well / Grading Permits Issued:	18	50
Plumbing/Mechanical/Electrical Permits Issued:	21	55
Demolition Permits Issued:	4	15
Non-Residential:		
New Permits Issued:	0	0
TOTAL Permits Issued:	66	223

Total Open Permits as of 9/30/18	860
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INSPECTIONS

Inspections Performed:	949	2,597
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

September 1, 2018 to September 30, 2018

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	17	65
Planning Commission Items	0	3

The September 26, 2018 Planning Commission Meeting was cancelled.

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

Arborist Activity Summary

September 1, 2018 to September 30, 2018

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	13	8	3	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	1	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:	24	27	26	31	33	31

Plan Check Performance

September 1, 2018 to September 30, 2018

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	65	10	7	0
	Subsequent Rev.	92	5	4	0
Minor Plan Check	1st Review	15	3	2	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		172			

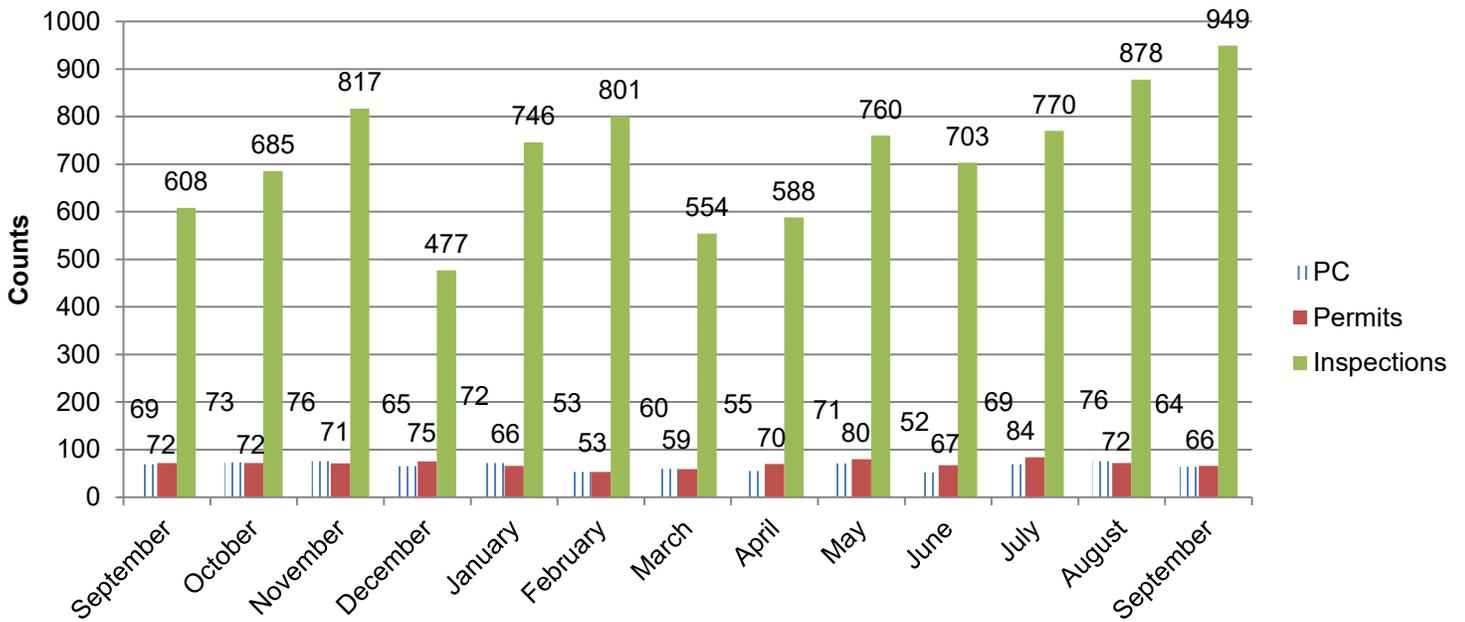
** Target: in working days

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

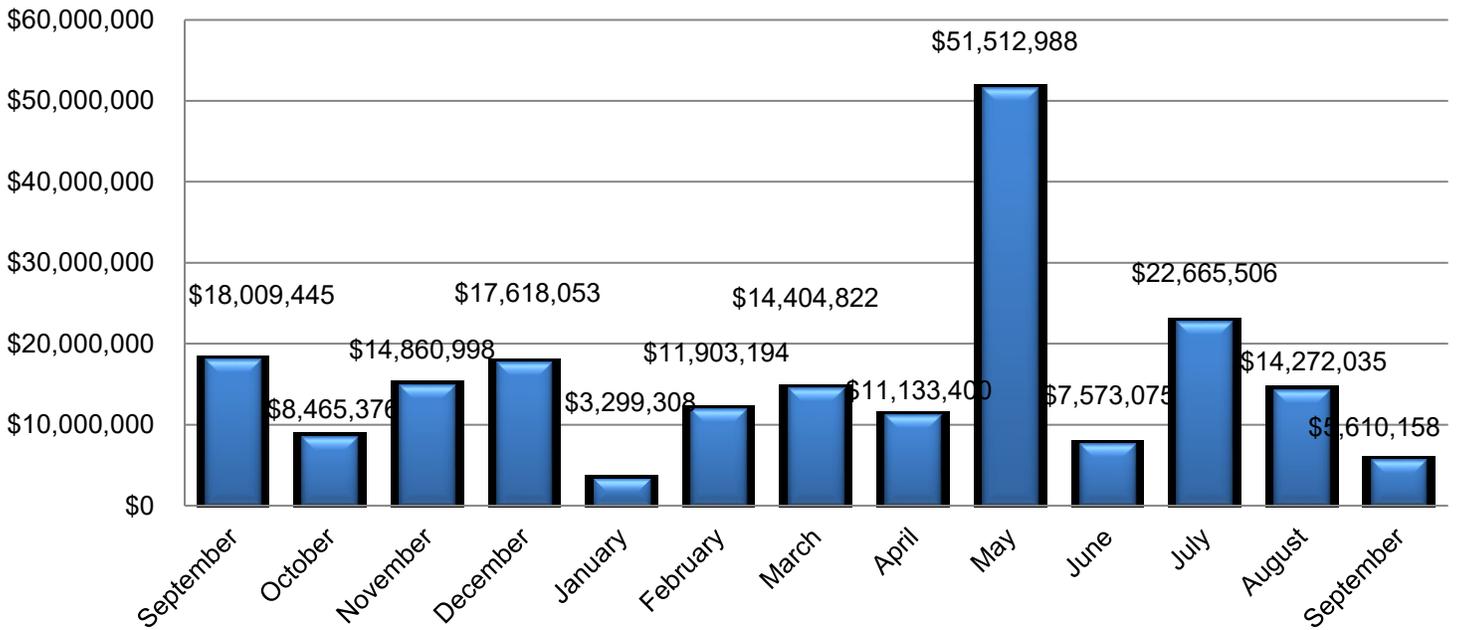
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

