



## 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:** NOVEMBER 14, 2018  
**SUBJECT:** CITY MANAGER’S WRITTEN REPORT

### CITY MANAGER’S OFFICE

#### Upcoming Meetings

- December 5 - Study Session | Cancelled
- December 6 - Special Meeting | Holiday Party and Council Reorganization
- December 19 - Regular Meeting | 7 pm

Note, City Hall is closed on November 12 (Veteran’s Day), November 22 and 23 (Thanksgiving Holiday), and December 24 through January 1.

#### 1. Articles of Note

- [Surf Air Returns to San Carlos Airport](https://www.almanacnews.com/news/2018/10/29/surf-air-returns-to-san-carlos-airport)
  - (<https://www.almanacnews.com/news/2018/10/29/surf-air-returns-to-san-carlos-airport>)

#### 2. Invitation to Staff and Councilmembers to Attend Meeting on County Flood Protection Agency

The County sent out an invitation to staff and Council to attend one of two upcoming meetings to provide additional input on the development of a San Mateo County Flood & Shoreline Protection Agency:

- November 14 from 10 am to 12 pm at City of Brisbane Meeting Room, 50 Park Place
- December 3 from 9:30 am to 11:30 am at San Mateo Public Library

I plan to attend the November 14 meeting.

### 3. Bulletproof Vest Partnership 2018 Awards

We applied for and have received a \$10,000 award from the Bureau of Justice Assistance Bulletproof Vest Partnership for the purchase of qualified armored vests. The award will cover the costs of up to 11 armored vests during the next 22 months.

### 4. Women in Law Enforcement

The Chief wanted to share the linked video shown at the recent CalChief's Training Symposium regarding [Women Leaders in Law Enforcement](#).

(<https://www.youtube.com/watch?v=zigqhhICAPQ>)

### 5. Motor Unit Training

The Motor Unit recently attended bi-annual motor training at the San Jose Police Motor Training Facility. All of our officers passed the mandatory areas of instruction. This is the first year of this newly established bi-annual motor certification training program.

### 6. Library Demo

The Library Demolition will begin on November 13. There may be visible pre-demolition work prior to that date.

### 7. Menlo Circus Club Horse Show

As mentioned prior, we are exploring the idea of a Conditional Use Permit to accommodate the annual Horse Show rather than a separate Special Event Permit. The CUP will have standard conditions and requirements that must be adhered to for the event, can be reviewed on a regular basis, and can include a requirement for reimbursement.

We met with Betsy Gliksbarg and Wendy Baum this week to discuss the best way to approach and follow up.

### 8. Stanford GUP

Last week staff met with the County, Menlo Park, East Palo Alto, Woodside, Portola Valley and Redwood City to discuss the Stanford Project. Stanford would like to work with Santa Clara County on a Development Agreement. San Mateo County has asked for a seat at the table for jurisdictions affected by Stanford. Most of the issues revolve around affordable housing, traffic, drainage, and tax payments. The EIR notes that the intersection in Atherton studied (Middlefield and Marsh) would have "no significant impact" with the baseline project. However, with the 2035 cumulative project there would be a significant impact. It could be mitigated to a less than significant impact via the addition of a 2nd westbound left-turn lane and second receiving lane on the south leg. This would involve some coordination between Atherton and Menlo Park. No

City Manager's Written Report

November 14, 2018

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funding was identified. It would be an unavoidable impact – however, expansion of the road width is not supported.

The County's comment letter on the draft EIR is attached. Feedback from the Town is due by November 9 so that the County can incorporate it into their additional feedback. Please advise if you have anything specific to add; staff will add comments and provide them to the County after our further review.

**ATTACHMENTS**

Police Department Report

Public Works Department Report

Community Services Department Report

# POLICE DEPARTMENT

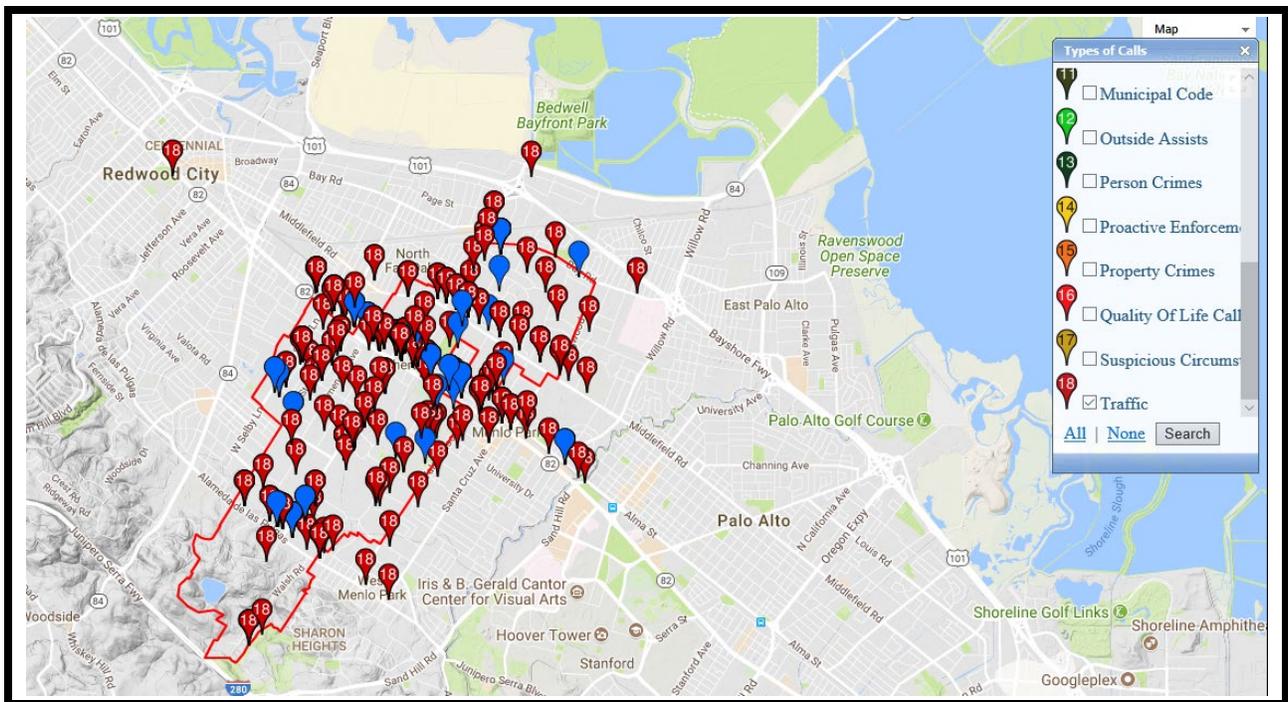
## Police Activity

There were 59 investigations for the month of October. 21 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses include a minor in possession of alcohol, driving on a suspended license, warrants, exhibition of speed, and illegal possession of Xanax.

Of the 2,191 total police incidents for the month of October, 1,437 were officer-initiated incidents, which resulted in 346 citations being issued for vehicle code and other violations. Officers initiated 1,131 other types of incidents that included contacting suspicious people on the street or in cars, home checks, and security checks at schools and Holbrook Palmer Park.

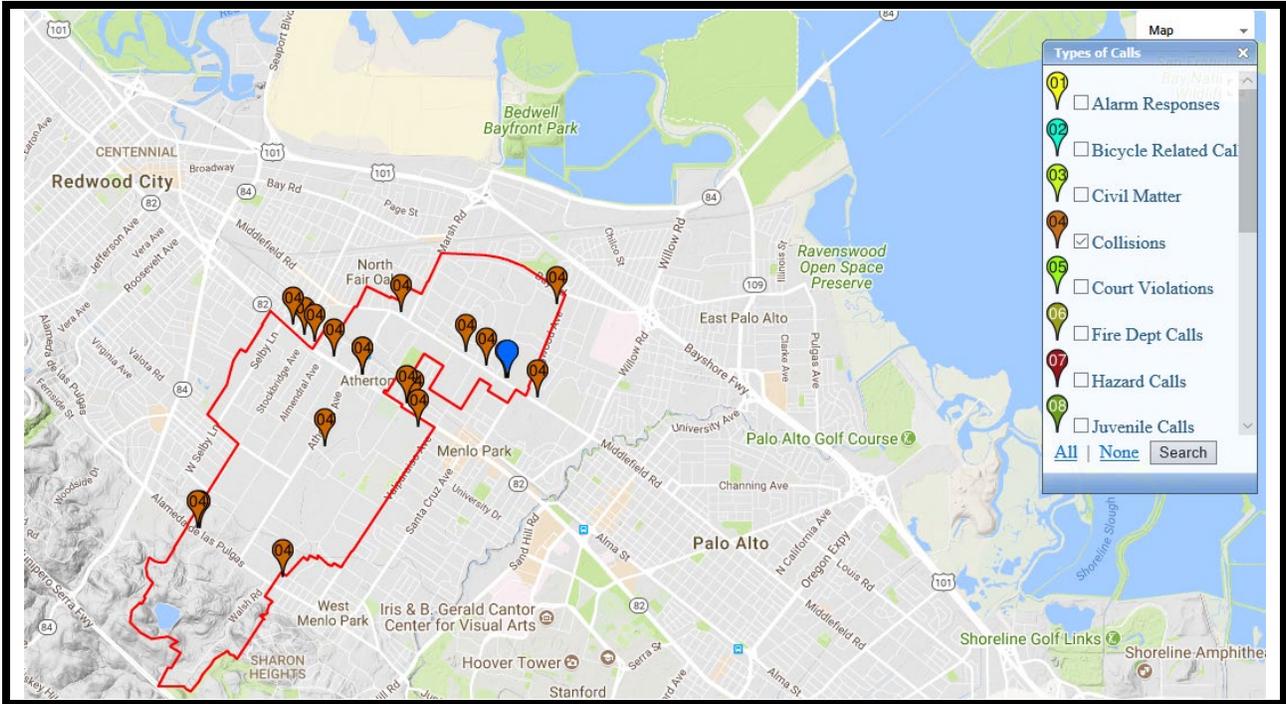
## Traffic Incidents

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



## Traffic Collisions

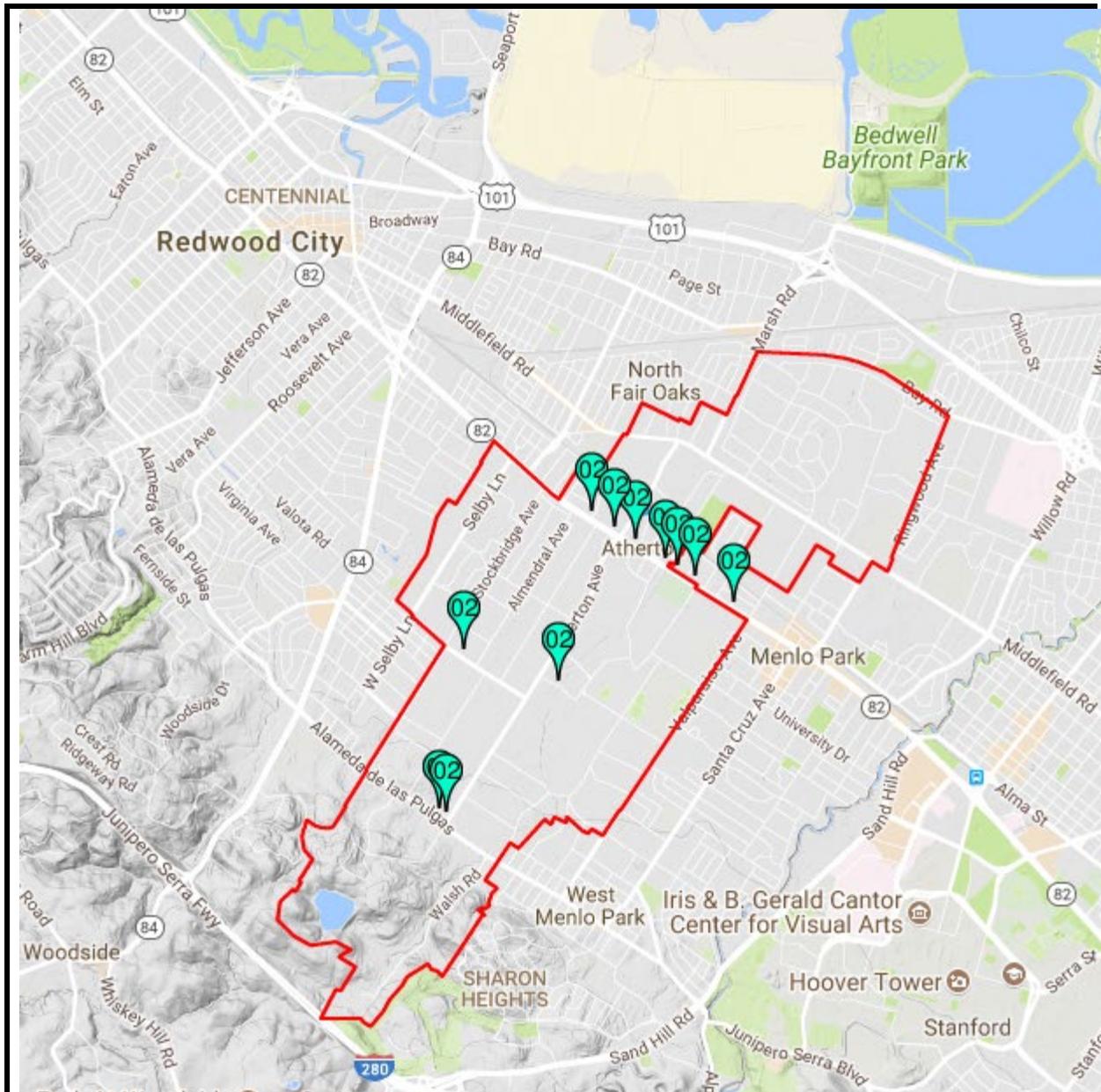
There were 21 specific “collisions” for October. The map below indicates the locations of the incidents for the reporting period.



## Bicycle Traffic Stops

There were 11 bicycle stop incidents initiated for riding in crosswalk against red light (1), riding on the wrong side of the street (3), stop sign (4), lighting equipment (2), and Juveniles riding bikes after hours (3am).

These stops resulted in 4 warning citations and 7 verbal warnings.



## Criminal Activity and Suspicious Circumstances

The Department responded to 76 locations (some locations multiple times) for property crimes (9), person crimes (3), and incidents of suspicious circumstances (67).



## Municipal Code Violations

The Department responded to 61 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to after-hours construction, barking dog complaints, construction parking issues, and right of way violations.



## Holbrook Palmer Park

Holbrook Palmer Park had 98 incidents this reporting period, 83 of which were security checks and foot patrols by officers. The other incidents were for traffic stops, a suspicious vehicle, and off leash dog complaints.

## Premise Watch

Officers completed 642 House/Vacation checks during the month of October.

## School Incidents

Officers responded to 194 school incidents during this reporting period. The incidents included but were not limited to suspicious vehicles and persons, student threatened to assault his teacher, medical calls, non-student on campus, security at football game, case follow-up for theft, multiple petty thefts, and evaluation of lockdown drills for students and faculty:

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	4	1	4	3	6	5	-	4	6	2	5	6	46
	Security	20	8	14	17	11	7	10	21	13	10	6	15	152
	Traffic	-	-	7		2	1	-	-	2	-	1	1	14
<i>Knox School</i>	Other	1	-	-	4		-	-	-	-	-	-	-	5
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	5	2	3	4	2	3	3		4	6	2	4	38
	Security	25	14	18	18	14	7	17	6	19	10	10	16	174
	Traffic	-	-	-			-	-	-	1	1	-	-	2
<i>Laurel</i>	Other	5	5	3	1	1	2	3	3	5	3	2	2	35
	Security	16	8	19	8	10	9	9	2	13	11	2	2	109
	Traffic	-	1	-			-	-	-	7	-	-	1	9
<i>M-A HS</i>	Other	17	17	28	12	17	14	12	13	20	38	21	9	218
	Security	28	23	16	21	26	21	26	16	50	32	24	20	303
	Traffic	1	8	2			1	-	3	1	1	1	-	18
<i>Menlo College</i>	Other	9	12	7	3	2	3	2	7	10	7	8	4	74
	Security	13	14	25	13	9	8	9	3	9	8	9	9	129
	Traffic	5	2	22	4	3	-	3	2	2	4	2	-	49
<i>Menlo School</i>	Other	6	5	2	1	2	3	1	1	11	4	7	5	48
	Security	5	9	12	7	5	7	11	5	16	5		4	86
	Traffic	-	1	-			-	-	-	-	-	-	2	3
<i>Sacred Heart</i>	Other	8	3	10	3	4	6	1	4	5	6	7	5	62
	Security	7	9	12	7	9	9	15	7	10	6	3	4	98
	Traffic	3	1	3	1	5	1	-	-	-	3	-	-	17
<i>Selby Lane</i>	Other		8	5	3	5	2	2	2	5	10	6	5	53
	Security	18	14	18	8	6	7	9	13	19	19	19	18	168
	Traffic	10	-	1			2	-	2	13	8	2	4	42
<b>Total</b>		<b>206</b>	<b>165</b>	<b>231</b>	<b>138</b>	<b>139</b>	<b>118</b>	<b>133</b>	<b>114</b>	<b>241</b>	<b>194</b>	<b>137</b>	<b>136</b>	<b>1,952</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, 50 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>September</b>	2017	5:23
<b>August</b>	2017	4:26
<b>July</b>	2017	4:48
<b>June</b>	2017	5:01
<b>May</b>	2017	5:38
<b>April</b>	2017	4:33

#### **TOTAL TRAINING HOURS FOR OCTOBER 2017 – 616 HOURS**

<b>NAME</b>	<b>TRAINING/HOURS</b>	<b>DATES</b>
All Personnel	In House Training/12 hours (320 hours)	October 3-5
Gomez	SRO course/40 hours	October 16-20
McCulley	IACP/24 hours	October 21-24
Rojas	Rifle Course/24 hours	October 23-25
Hall/Koehler	RIMS Conference/32 hours	October 23-27
Fogarty	Dispatch Fundamentals/8 hours	October 25
MacDonald	Gang Task Force/48 hours	October 25-28
Bollendorf	COPS West/24 hours	October 29- Nov. 1
Basurto/Gutierrez, Koehler	Active Shooter Situations	October 30
McCulley	Sexual Assault Investigation/40 hours	Oct. 30-Nov. 3

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>October</b>	1,437	346
<b>September</b>	1,884	296
<b>August</b>	2,170	376
<b>July</b>	2,346	303
<b>June</b>	1,879	290
<b>May</b>	1,780	468

Code Enforcement Activity Report  
October 1 – October 31, 2017

Summary:

	<b>Activity</b>	<b>Total for Month</b>	<b>Year to Date (From 01/01/2017)</b>
1.	Opened Cases	39	230
2.	Resolved/Closed Cases	35	180
3.	Cases Pending	170	N/A
4.	Written/Formal Notices Issued	14	84
5.	Citations Issued	23	100
6.	Amount in Citations	\$10,900	\$35,000

During the month of October, there were over 101 incidents related to code enforcement. Those incidents included, but were not limited to: construction work hour violations, construction parking violations, recreational vehicles, right-of-way encroachments and obstructions, unpermitted work in the right-of-way, grading and drainage issues, unpermitted construction work, a dangerous building, overgrown and/or unmaintained vegetation, substandard housing, damage to heritage trees, dead trees, unpermitted and real estate signs, animal related nuisances and trash receptacle violations.

Code Enforcement staff attended the mandatory departmental training sessions, assisted with translations, fleet maintenance issues, assisted with construction hours/noise exemption permits and participated in the Halloween event.

CE staff also forms part of the Town website re-design group and attended the kick-off meeting.

## **TRAFFIC COMPLAINTS**

The Atherton Police Department received four (4) traffic complaints during the month of October. The complaints were as follows:

- 1) A resident on the unit block of Valley Road reported large trucks on Valley Road and Walsh Road were not covering their material, which was causing debris to land on the roadway.

Results: 11 minutes spent in the area  
No violations observed

- 2) A resident on the unit block of Fair Oaks Lane, reported westbound vehicles on Fair Oaks Lane passing stopped vehicles on the dirt shoulder, creating depressions in the dirt shoulder.

Results: 11 minutes spent in the area  
No violations observed

- 3) An unknown RP reported drivers on Greenoaks Drive at James Avenue were driving the corner too quickly while children were walking to school.

Results: 77 minutes spent in the area  
2 warning citations issued

- 4) A resident on the unit block of Selby Lane, reported vehicles not stopping at the stop sign located at Selby Lane and Austin Avenue.

Results: 296 minutes spent in the area  
1 citation, 7 warning citations, 6 verbal warnings issued

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## Public works update –October 2018

- Sweep contracted monthly streets :  
October 2018                      50 Miles                      10 cu. Yards                      3.0 tons
  
- September Service requests –
  - Admin lobby bathroom door lock repair
  - PD trailer's gutter leak repair
  - Repair Carriage House door
  - Repair Town Hall irrigation
  - Tree down at 50 Tallwood Court
  - Removed broken bumper stop in front of Town Hall
  - Sign replacement at Fair Oaks Lane at Station Lane
  - Installed plywood for telecom service at Temporary Library Facility
  - Library Sign relocation to the Temporary Library Facility
  - Removal of illegal dumping on Placitas Avenue
  - Pothole repair on Britton Avenue
  - Pothole repair on Santiago Avenue
  - AC ramp installation at Reading Park
  - Toilet repair at PD – Women's
  - Pest control issue at PD
  - Pest control cleanup at PD
  - Repair sliding door at HP Park Carriage House
  - Repair door at HP Park Main House
  - Moving furniture for Haunted House
  - Cleanup debris on Watkins Avenue
  - Move filing cabinet to Heritage room
  - Repair fence at Town Center
  - Repair of pedestrian signal at Middlefield Road/Encinal Avenue
  
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter removal on 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.
- Refresh limit line and stop legends as needed
- Channel repair at Broadacres
- Storm drain cleaning throughout Town
- Gutter cleaning for all Town own facilities
- Euclid/Parker Ditch cleanup
- 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.

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### Euclid/Parker Ditch cleaning



### Illegal Dump on Placitas



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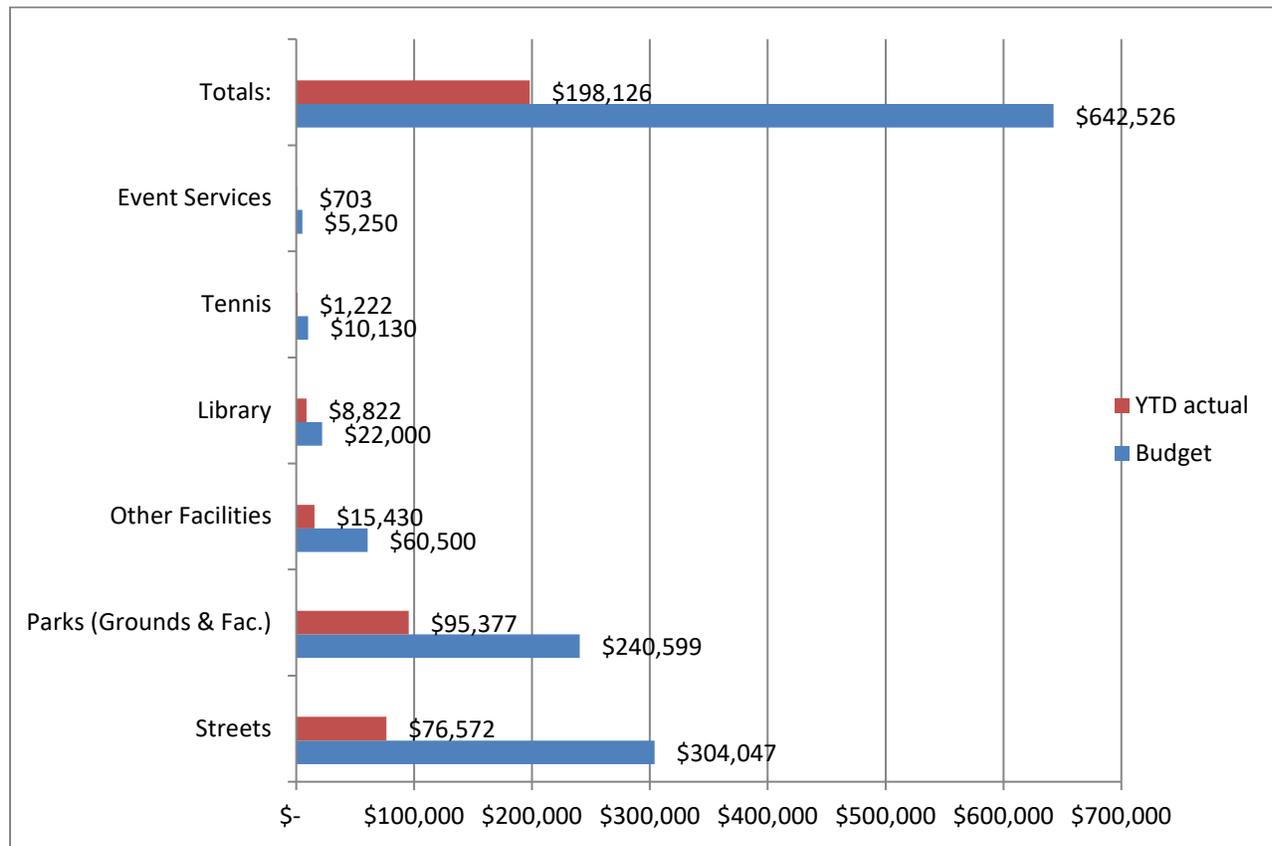
## Library sign relocation



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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 304,047	\$ 76,572	25.18
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 240,599	\$ 95,377	39.64
A03	101-59-52031-059	Other Facilities	\$ 60,500	\$ 15,430	25.50
A04	213-30-52031-000	Library	\$ 22,000	\$ 8,822	40.10
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 1,222	12.06
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 703	13.39
Totals:			\$ 642,526	\$ 198,126	30.84



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

**TO: PARK AND RECREATION COMMITTEE**

**FROM: SALLY BENTZ, PARK MANAGER**

**DATE: NOV 7TH, 2018**

**SUBJECT: PARK GOINGS ON OCT 2018**

### **REGULAR STAFF**

For the month of September, broken down is as follows:

- **Performed regular maintenance tasks;**
  - Pick up 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.
  
- Rose bushes were pruned/dead head as required.
- Water drinking fountain by tennis courts was repaired and was cleaned/maintained for public to use.
- New blue recycle garbage cans got installed at tennis courts for guest recycle needs.
- Tree brush has been removed at North Meadow area as per request.
- New irrigation automatic valves have been replaced and improved for efficient performance.
- Broken bollard run over by vehicle was fixed and restored.
- New lighting covers and bulbs got replaced at Jennings Pavilion.
- Gophers are under control with traps set by pest control contractor.

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- Lateral leak creating muddy areas got repaired at Ball Field to prevent hazard issues.
- **New and future planned projects;**
  - Finish and complete all wire splicing on all automatic flow valves.
  - Repair wooden cover behind playground restrooms.
  - Repair and restore door at Main House on Water Fountain side.
  - Repair and or replace broken equipment at playground structures.
  - Purchase light covers at Carriage House fans.
  - Install water filter and quick coupler connector for clay court at Tennis Courts area.
  - Repair roof hole on shed, South of Tennis Courts.
  - Restore wall cover inside playground restrooms.

### **Tennis Numbers**

October

Hours of court usage (# of crts x time) 312 hours

Clinics/Camps: 147

Lessons: 164

Events: 2 weekly coaches meeting

Clay Court Bookings: 12 paid hours – sometimes the coaches may hit on students that is not accounted for

Total # of students: 342

### **Gopher holes traps set**



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**Broken bollard was fixed**



**Brush was cleared along pathway corner at North meadow**





## **Town of Atherton**

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

# **Community Services Monthly Report October 2018**

Submitted by:  
Interwest Consulting Group

## Town of Atherton Building Safety & Inspection

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

	<b>Oct-18</b>	<b>Fiscal Year 2018-19</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$22,358,884	\$64,906,583

### REVENUE

<b>Plan Check Fees Collected:</b>	\$31,449	\$122,043
<b>Permit Fees Collected:</b>	\$142,997	\$486,858
<b>Other Fees Collected:</b>	\$5,179	\$16,743
<b>TOTAL:</b>	<b>\$179,624</b>	<b>\$625,644</b>

### PLAN CHECK

Applications Received:	<b>57</b>	<b>266</b>
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### PERMITS

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	4	14
New Accessory Structures Issued:	25	83
Addition / Alteration Permits Issued:	17	52
Reroof / Water Well / Grading Permits Issued:	13	63
Plumbing/Mechanical/Electrical Permits Issued:	15	70
Demolition Permits Issued:	4	19
<b><u>Non-Residential:</u></b>		
New Permits Issued:	1	1
<b>TOTAL Permits Issued:</b>	<b>79</b>	<b>302</b>

Total Open Permits as of 10/31/18	<b>917</b>
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### INSPECTIONS

Inspections Performed:	<b>889</b>	<b>3,486</b>
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Footnotes:

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

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*October 1, 2018 to October 31, 2018*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	13	78
Planning Commission Items	0	3

The October 24, 2018 Planning Commission Meeting was cancelled.

The next regularly scheduled Planning Commission Meeting will be held on December 5, 2018.

**Arborist Activity Summary**

*October 1, 2018 to October 31, 2018*

	<b>Site Visits</b>			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
<b>TOTAL</b>	18	13	5	75

## 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	4	2	6	3	1	5
November		4	0	0	4	1
December		3	1	0	4	3
<b>Total New SFD Permits:</b>	<b>28</b>	<b>27</b>	<b>26</b>	<b>31</b>	<b>33</b>	<b>31</b>

### Plan Check Performance

*October 1, 2018 to October 31, 2018*

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	83	10	8	0
	Subsequent Rev.	88	5	3	0
Minor Plan Check	1st Review	3	3	2	0
	Subsequent Rev.	4	2	1	0
<b>Total Number of Plan Checks</b>		<b>178</b>			

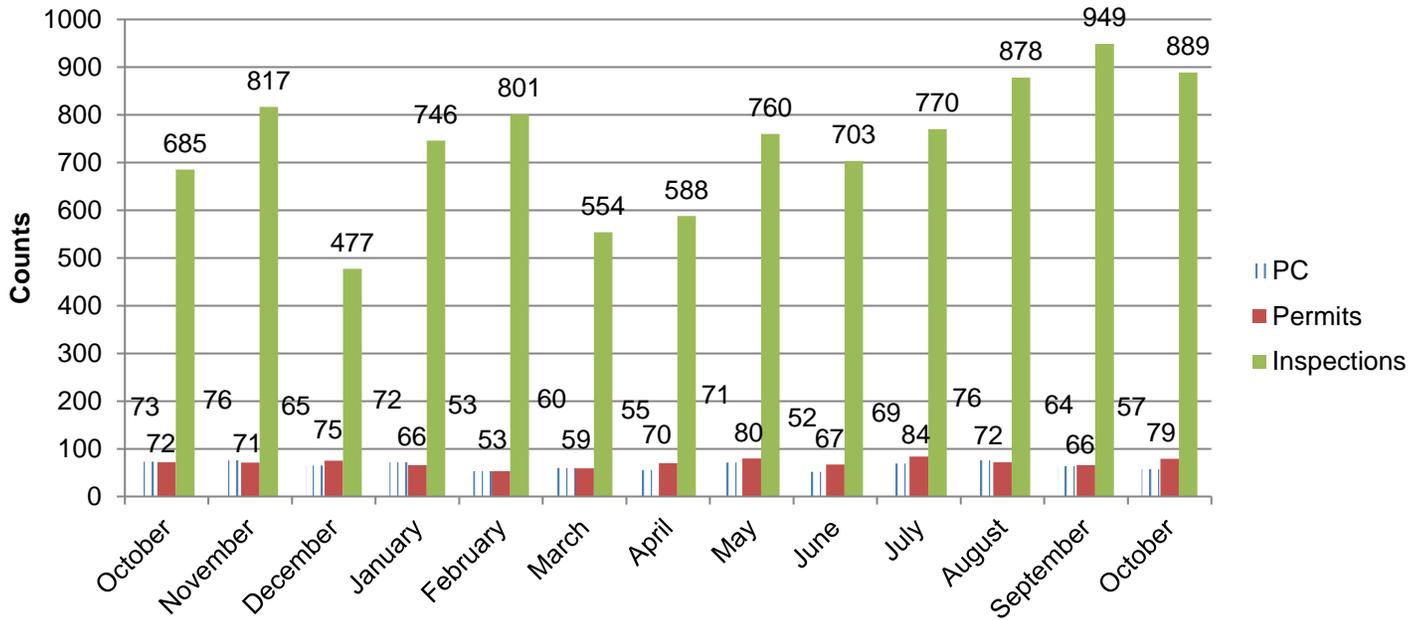
\*\* Target: in working days

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

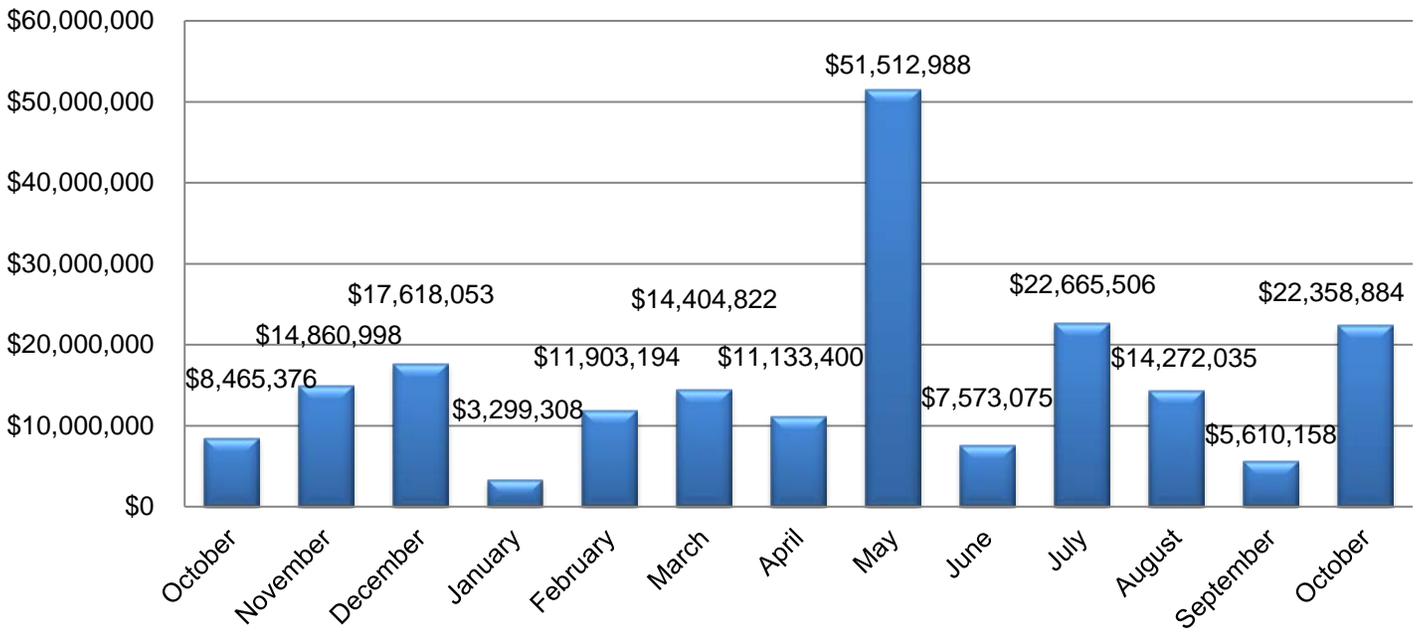
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

## Summary Graphs

### Plan Checks, Permits, Inspections

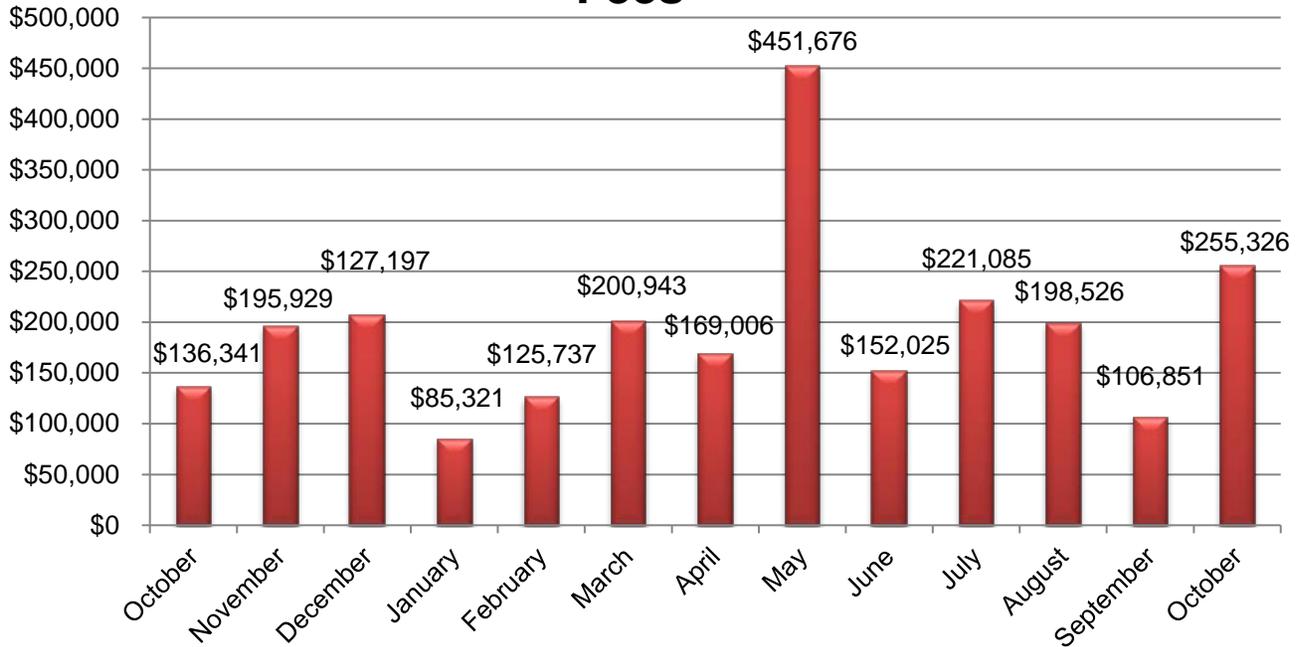


### Valuation



## Summary Graphs

### Fees



### YTD vs. Budgeted

