



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: DECEMBER 19, 2018
SUBJECT: CITY MANAGER’S WRITTEN REPORT

CITY MANAGER’S OFFICE

1. Articles of Note

- [Atherton Tops Most Expensive Real Estate List](#)
 - (<https://www.almanacnews.com/square/2018/11/30/atherton-tops-most-expensive-real-estate-list>)
- [No Teamwork on Undergrounding Train](#)
 - (<http://www.ci.atherton.ca.us/DocumentCenter/View/6077/12-7-18---Daily-Post-Article---No-Teamwork-on-Undergrounding-Train>)
- [How Peninsula Clean Energy is Bringing Renewable Energy to the San Mateo County](#)
 - (<https://www.almanacnews.com/news/2018/11/30/how-peninsula-clean-energy-is-bringing-renewable-energy-to-san-mateo-county>)

2. Holiday DUI Extra Patrols

The Police Department will be conducting DUI patrols during the holidays. These will typically occur on Friday and Saturday nights beginning on December 14 and ending on January 5. This is an in-Town event and not a County-wide event. The shift hours will be from 6 pm to 2 am or 7 pm to 3 am.

3. Caltrain Business Plan - Caltrain Station in Atherton

At the January 9 Study Session, the Council will discuss the Caltrain Business Plan. The Business Plan is a long-term vision for Caltrain (and ultimately HSR) along the corridor. This will also be an opportunity to discuss the Town’s relationship with Caltrain - past, present, and future. In particular, we can have a discussion of the Atherton Rail Station and its future. As you know, the State continues to push legislation that forces land use policy on local government along transportation corridors. At some point, this type of legislation will be able force local land use changes along transportation corridors to prioritize multi-family development in lieu of single-family residential. This could have significant impact in Atherton.

In January, staff would like the Council to provide feedback on the pros and cons of the Atherton Rail Station. At this time there are far more questions than answers, but we will be seeking the Council and public's perspective on the Caltrain Business Plan for the future.

We will be doing some advance electronic advertising for this meeting (website, e-notification, Atherton Online). Please share via your network to encourage community attendance for feedback at the January 9 meeting. This meeting will also be a Joint Meeting with the Rail Committee to allow the Rail Committee members to attend and provide contemporaneous feedback to the Council on the topic.

The State, via Senator Scott Wiener, is returning legislation for consideration to require more housing near public transportation. Senator Wiener has [introduced SB 50, modeled on SB 827 last session, to allow \(require\) more housing near public transportation and job centers](#). SB 50 creates new zoning standards for the construction of housing near job centers and public transportation. SB 50 eliminates hyper-low-density zoning near transit and job centers, thus legalizing apartment buildings in these locations. SB 50 also reduces or eliminates minimum parking requirements for new developments. SB 50 defers to local design standards, inclusionary zoning, housing requirements, setback rules, demolition standards (unless they are too weak), and height limits - except near fixed rail stops. SB 50 would require a city to grant an equitable communities incentive to a developer that proposes to construct a residential development. The bill would require the incentive to allow additional density if the development is located within ½-mile or ¼-mile radius of a transit stop. Should this legislation move forward, it could affect the single-family residential development around the station, if the station remained operational as a fixed transit stop.

4. Planning Commission Meeting - December 5

The Planning Commission met on December 5 and took the following action(s):

- 355 Stevick - Continued the request for a Special Structures Permit to allow for the construction of a swimming pool/spa to be located closer than 8 feet to the main residence (to be considered at the January 23, 2019 Meeting)
- 76 Belbrook - Approved a request for a Special Structures Permit to allow for retaining walls greater than 6 feet in height and a swimming pool in the front yard setback and a Variance to allow for construction of a detached garage within the front yard setback requirement for an accessory building.
- Discussed [amendments to the General Plan Noise Element](#) and provided direction to staff. (http://www.ci.atherton.ca.us/DocumentCenter/View/6069/GP-Noise-Element_Final-PC-Packet)
- Discussed [amendments to the General Plan Circulation Element](#) and provided direction to staff. (http://www.ci.atherton.ca.us/DocumentCenter/View/6068/GP-Update-Circulation-Element_Final-PC-Packet)
- Adopted the 2019 Planning Commission meeting schedule.

Amendments to the General Plan will eventually make their way up to the City Council. Links to the staff reports and associated consultant detail for the Commission's December 5 meeting have been provided above. There will be a community meeting on the proposed General Plan Amendments in early 2019 followed by the required environmental documents.

5. Transportation Committee - Resignation of Jim McLaughlin

As the Council is aware, Jim McLaughlin was elected to the Menlo Park Fire Protection District Board of Directors. He has resigned his position on the Atherton Transportation Committee effective January 9, 2019. We will be opening a recruitment for the position.

6. Heritage Tree Ordinance Updates

A full tracked change version of the Heritage Tree Ordinance and Guidelines will be presented to the City Council at the January 16 Council Meeting for discussion. This version will incorporate all of the suggested revisions to the Ordinance and Guidelines as directed by the Council.

At my recommendation, staff will also be including an alternative to the consideration of redwoods within the buildable area. At the prior meeting, one of the issues of concern for the Council was just how many redwoods we are talking about within the buildable area that were being removed or would be considered for removal. Because redwoods were not protected within the buildable area the Town does not have any statistics with which to inform the Council's decision to add redwoods as a protected tree in the buildable area. As a result, the Council's recommendation was to add the tree as protected and to evaluate the outcome over the next year.

However, subsequent to the meeting I raised the concern that once you add the tree as protected, it may not be easy to remove it from being protected at some point in the future if the Council desires to do so. If it was truly statistics that the Council is after to make the informed decision on whether to include or not include the tree as protected; we could add the requirement that the property owner identify and report on redwood trees in the buildable area prior to their removal from the buildable area during the next 12 months. Then, after those statistics are gathered, return to the Council with a count of the number of redwood trees that had been identified and the Council can make a more informed decision on whether to protect the redwoods in the buildable area moving forward.

7. Bi-Monthly Builder's Roundtable Meeting

Linked here is the [Presentation to the Builder's Roundtable by HdL](http://www.ci.atherton.ca.us/DocumentCenter/View/6078/12-7-18---HdL-Presentation-to-Builders-Roundtable) on the reporting of local sales, use and transactions taxes. (<http://www.ci.atherton.ca.us/DocumentCenter/View/6078/12-7-18---HdL-Presentation-to-Builders-Roundtable>)

8. AT&T Proposed "new type" of Cellular Antenna Installation in ROW

AT&T is looking to install a new type of cellular antenna in the right of way. While they must comply with the Town's Wireless Telecommunications Ordinance, the appearance of the new antennas looks less intrusive (*see image*). The new installations are called "strand mount design" and the photo is from an installation in Los Angeles. The idea is to remove the bulky clutter from the poles, condense it and mount it in a distributed pattern far above eye level.



9. Water Capture Project

As noted prior, the environmental work for the project will take some time to complete and must involve a public engagement/outreach process - at the end of which, there is no guarantee that the Council will approve the project to move forward.

The Mitigated Negative Declaration (environmental) will be completed and to the City Council for approval in May/June 2019. A status report will be presented to the Council on January 16. While we may be able to bring the 20% Design to the Council for approval as well as the Development Agreement as they would be ready prior to May/June, we cannot bring them in advance of the public process and environmental. As the Council is aware, once we approve the 20% Design we are locked into the project. Given the sensitivity of the project, we will not be presenting the 20% Design to the Council until *after* the Council has seen and heard from the community and completed the environmental review of the project.

On January 16, staff will present an update to the Council and obtain feedback on next steps for a community engagement meeting. The development agreement must also move through a public process with the Planning Commission prior to reaching the Council. Based on this timeline, it does not look like there is any realistic way to advance this project to construction until Fall 2019. That means, as I have noted earlier, that we are at risk of losing \$2-\$3 million of the \$13 million in funding. We spoke with Caltrans and they will not allow a swap of funds from other Caltrans water projects; however, we are still exploring other options.

10. Regional Flood Agency Update

Staff attended the [2nd Stakeholder Meeting \(December 3\) on the Regional Flood Agency](http://www.ci.atherton.ca.us/DocumentCenter/View/6076/12-7-18---Stakeholder-Meeting-Dec-3---Water-Agency) - (<http://www.ci.atherton.ca.us/DocumentCenter/View/6076/12-7-18---Stakeholder-Meeting-Dec-3---Water-Agency>).

The Planning Group is evaluating the possibility of dissolving the County Flood Control District and merging it into a new agency. The new agency would be funded in part by the existing property tax allocation that goes to the Flood Control District and in part by member agency contributions. Agency shares are proposed based on population - \$25k for small agencies, \$40k for mid-sized agencies, \$55k for large agencies. The estimated total funding from agencies would be approximately \$750k. The Agency would have a 7-member JPA Board - 2 members from the Board of Supervisors and 5 Agency Representatives. Geographic coverage would include 1

coastal, 1 north-county, 1 mid-county, 1 south-county, and the remainder at large. Agency representatives would be elected officials appointed by the C/CAG Board.

The initial charge of the Agency would be to develop a Flood and Shoreline Resiliency Implementation and Funding Plan. Outreach to agencies would continue in the first quarter of 2019. We have a presentation scheduled for February on the Agenda Look Ahead.

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

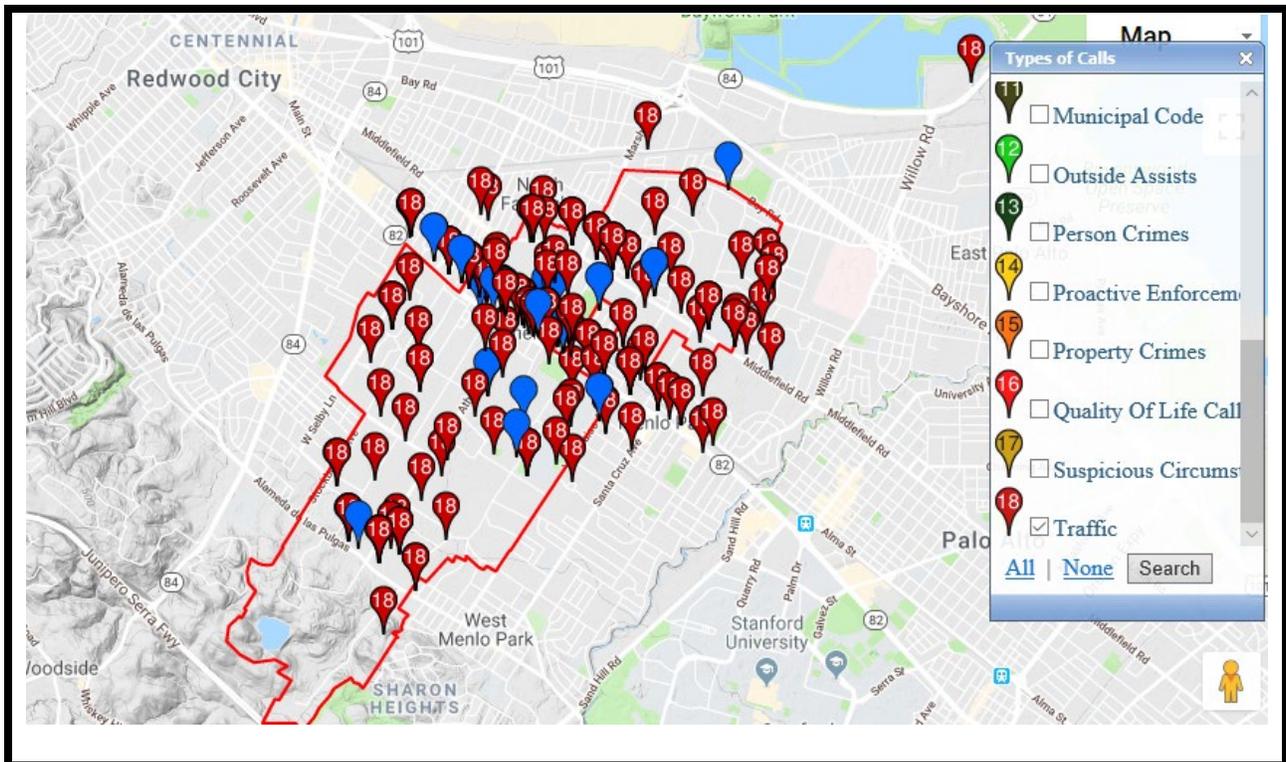
Police Activity

There were 55 investigations for the month of November. 20 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses included driving on a suspended license, warrant arrests, possession of burglary tools, under the influence of a controlled substance, and resisting arrest.

Of the 2,318 total police incidents for the month of November, 1,562 were officer-initiated incidents, which resulted in 328 citations being issued for vehicle code and other violations. Officers initiated 1,389 other types of incidents that included investigating suspicious vehicles, traffic collisions, 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.

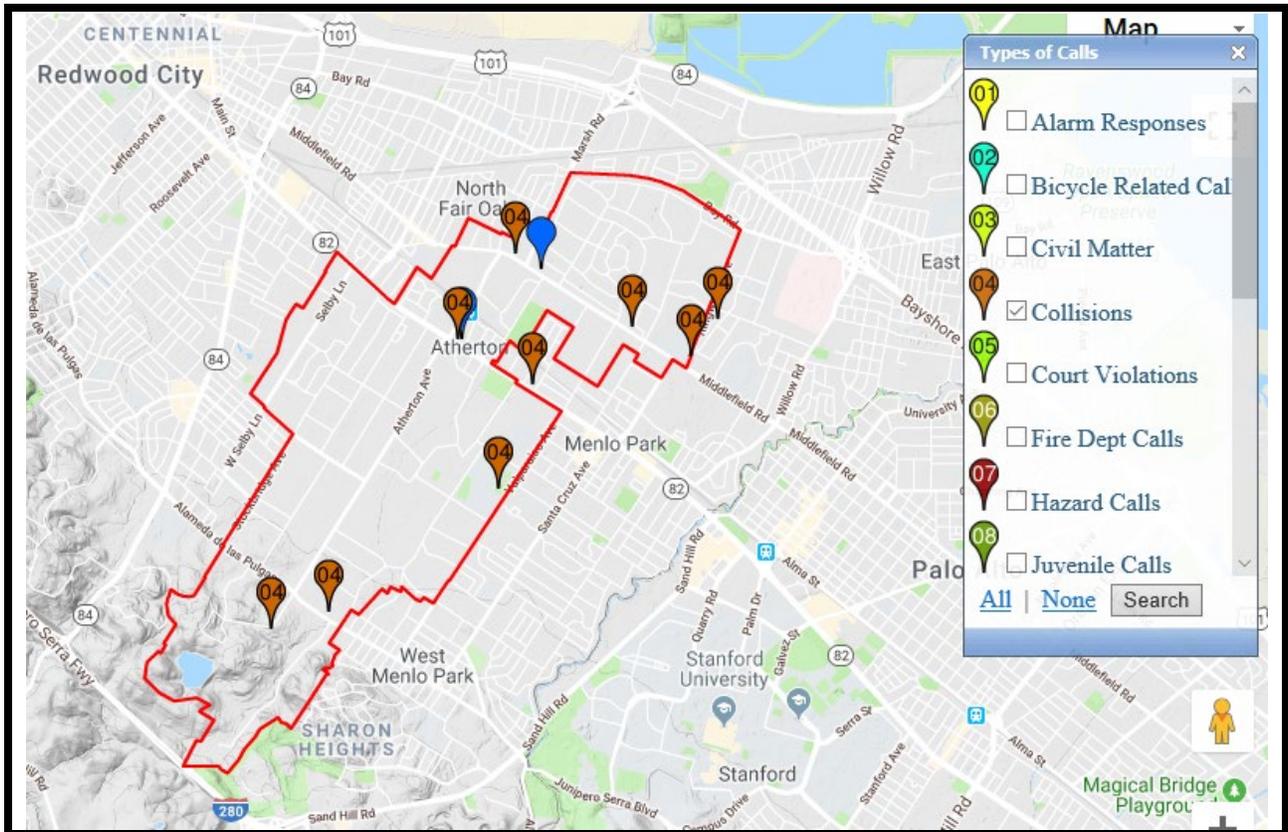
Traffic Incidents

Overall, there were 222 traffic incident locations, some with multiple stops, for November. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

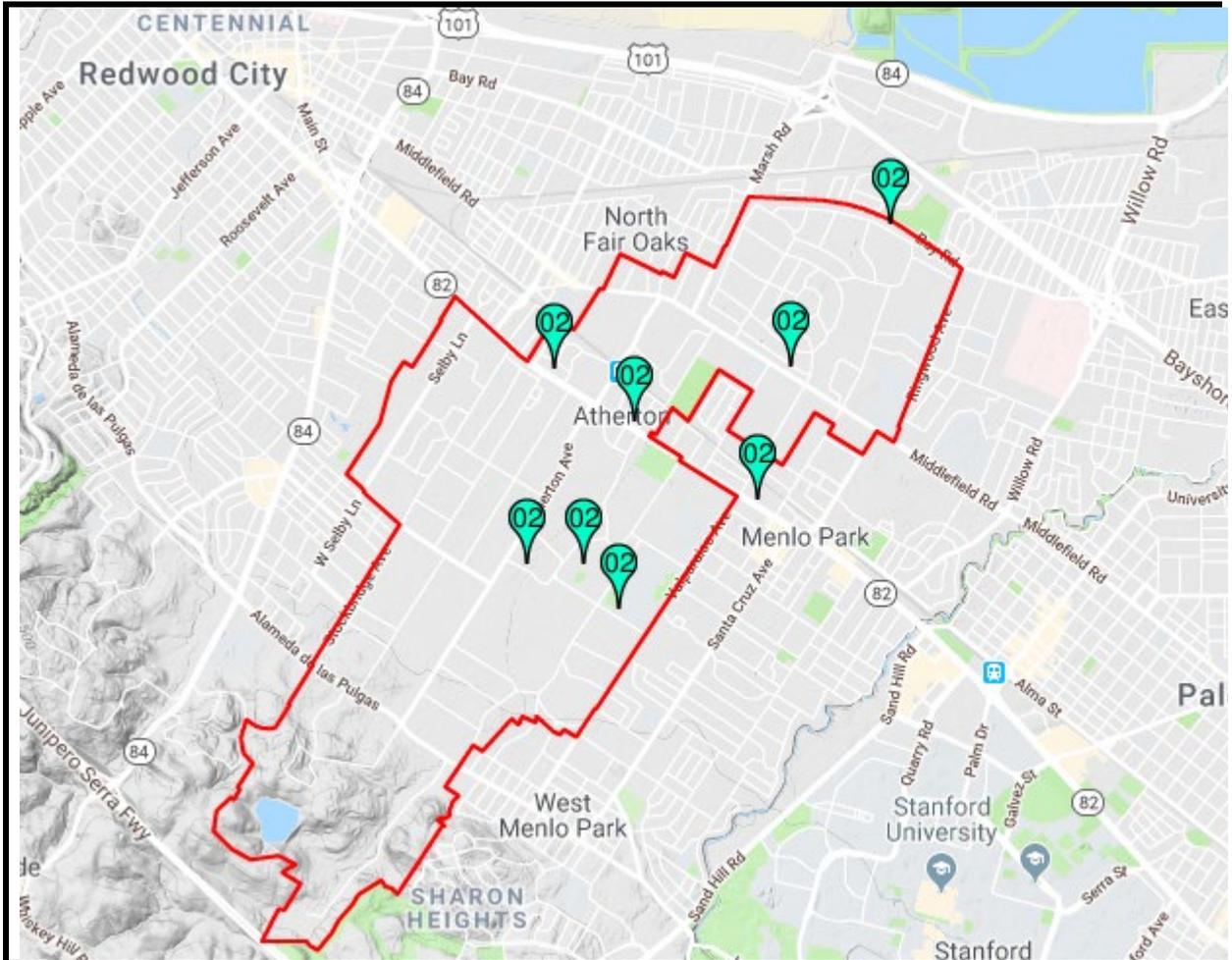
There were 12 collisions locations in November, some with multiple incidents. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

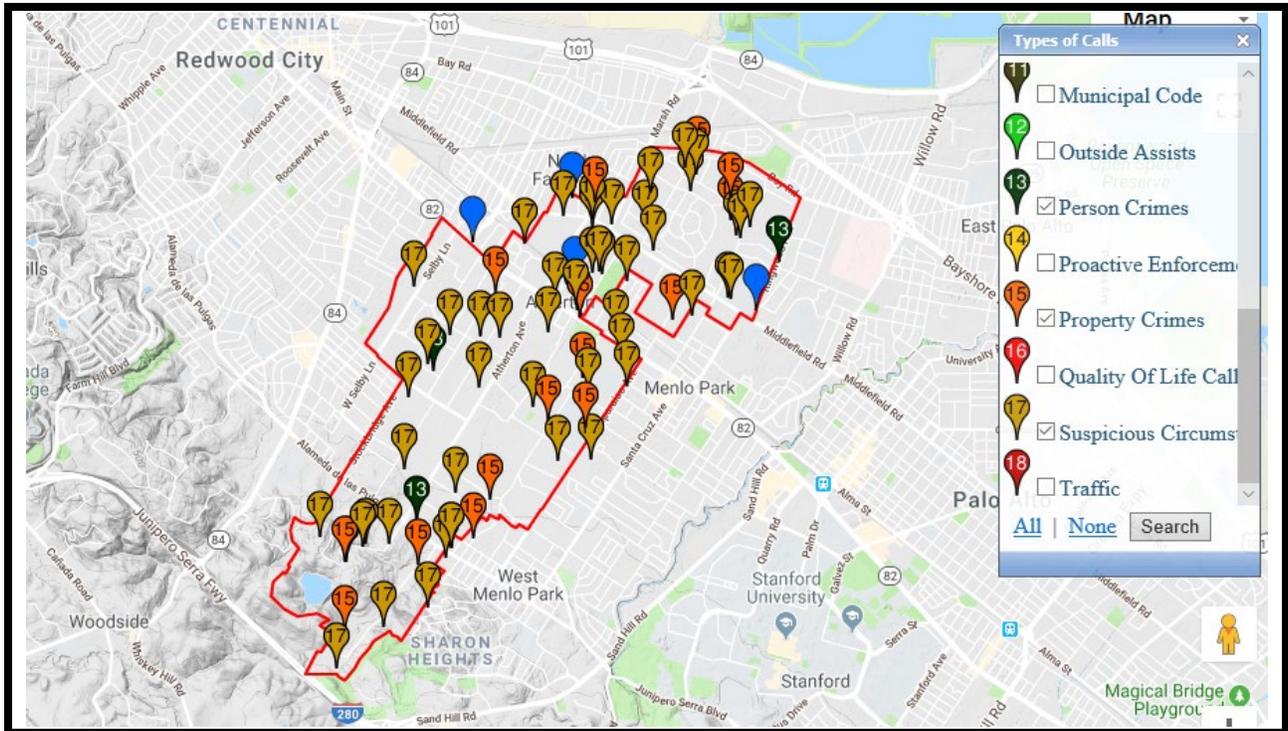
There were 8 bicycle stop incidents initiated for stop sign violations (3), lighting equipment (4), and one juvenile was stopped for truancy (sent back to school).

These stops resulted in 8 verbal warnings.



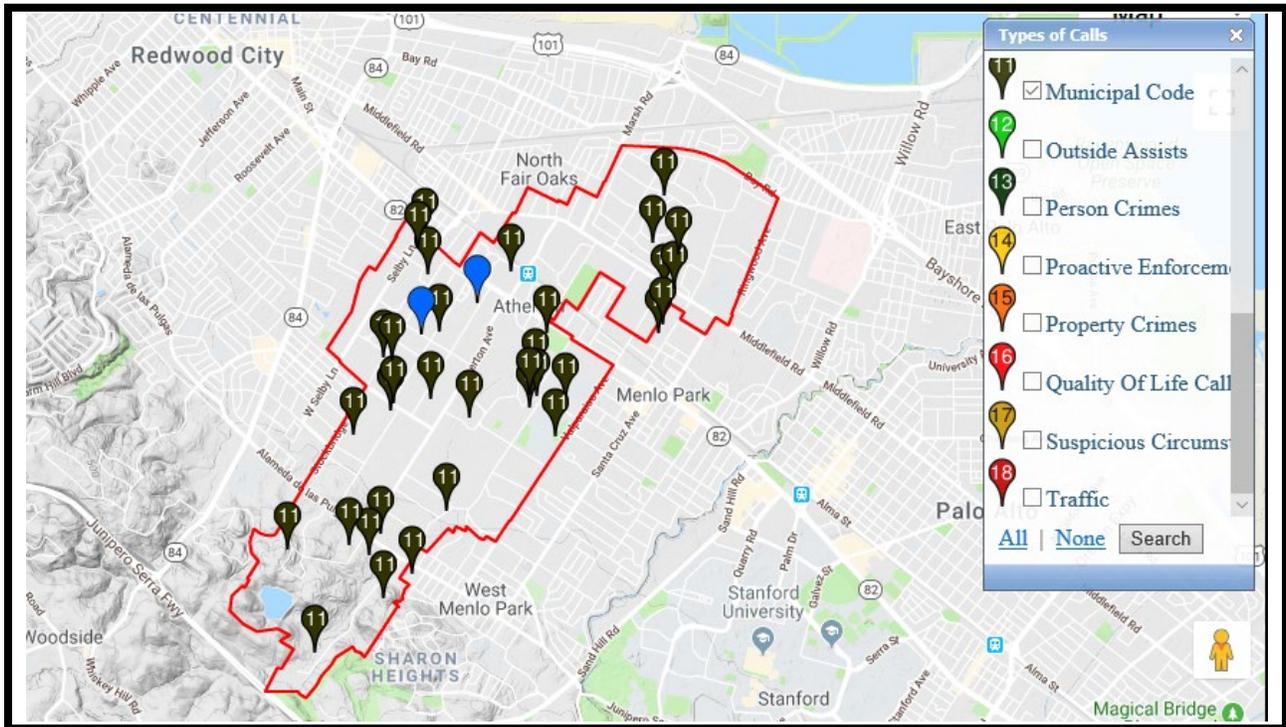
Criminal Activity and Suspicious Circumstances

The Department responded to 74 locations (some locations multiple times) for property crimes (18), person crimes (4), and incidents of suspicious circumstances (56).



Municipal Code Violations

The Department responded to 36 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to construction parking, inspections, after-hours construction, and illegal solicitors.



Holbrook Palmer Park

Holbrook Palmer Park had 61 incidents this reporting period, 52 of which were security checks and foot patrols by officers. The other incidents were related to suspicious vehicles, a disturbance (a man yelling at a woman), and traffic enforcement.

Premise Watch

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

School Incidents

Officers responded to 218 school incidents during this reporting period. These incidents included but were not limited to petty theft, a strong arm robbery, threats to a school official, fire alarms, suspicious vehicles, suspicious people, medical calls, and various juvenile problems:

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	9	11	8	84
	Security	10	12	9	18	11	7	10	10	20	26	18	9	160
	Traffic	-	10	5	3	2	1	-	1	2	1	-	4	29
<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	5	5	2	54
	Security	11	18	7	14	14	7	4	7	12	17	11	11	133
	Traffic	-	14	1	1		-	-	1	-	1	-	-	18
<i>Laurel</i>	Other	1	2	2	6	1	2	6	4	3	4	6	2	39
	Security	3	5	6	7	10	9	5	15	10	10	16	7	103
	Traffic	-	-	-	-		-	-	-	-	-	1	-	1
<i>M-A HS</i>	Other	22	58	29	22	17	14	18	35	50	51	43	16	375
	Security	31	32	30	35	26	21	18	33	37	29	18	35	345
	Traffic	4	5	-	2		1	1	3	3	2	2	4	27
<i>Menlo College</i>	Other	4	8	10	10	2	3	8	13	11	5	9	2	85
	Security	9	3	6	15	9	8	15	17	22	21	9	9	143
	Traffic	6	1	2	5	3	-	4	3	1	4	1	1	31
<i>Menlo School</i>	Other	4	5	6	6	2	3	4	3	5	3	5	9	55
	Security	10	7	7	9	5	7	8	8	13	18	9	12	113
	Traffic	11	-	-	-		-	-	-	1	1	3	17	33
<i>Sacred Heart</i>	Other	16	6	5	5	4	6	7	10	9	17	19	3	107
	Security	7	8	9	6	9	9	1	5	8	9	4	5	80
	Traffic	3	6	4	1	5	1	-	2	1	-		-	23
<i>Selby Lane</i>	Other	6	8	3	5	5	2	3	8	7	1	1	5	54
	Security	14	15	15	14	6	7	13	27	27	17	26	13	194
	Traffic	8	3	-	1		2	-	7	10	-	-	5	36
Total		188	236	157	201	139	118	133	231	###	251	218	179	2,327

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, 14 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
October	2018	5:07
September	2018	5:20
August	2018	4:31
July	2018	4:52
June	2018	4:45
May	2018	4:54

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): **2 minutes, 20 seconds**.

TOTAL TRAINING HOURS FOR NOVEMBER 2018 – 290 HOURS

NAME	TRAINING/HOURS	DATES
Vigil	Museum of Tolerance/8 hours	Nov. 5
Robbins/Rojas/Smiler	Basic Traffic Collision Invest./40 hours	Nov. 5-9
Gomez	Ultimate Training Officer	Nov. 5-6
Dunphy	Force Options Simulator/8 hours	Nov. 6
Pronske	Force Options Simulator/8 hours	Nov. 7
MacDonald	Slow Speed- EVOC/4 hours	Nov. 14
Rojas	Drug Influence and Recognition/24 hours	Nov. 14-16
Diaz	Civilian LE Symposium/16 hours	Nov. 15-16
Gomez	EOC Training/6 hours	Nov. 20
Cisco	Academy Instructor Cert/40 hours	Nov. 26-30
Wade	Public Records Act/16 hours	Nov. 29-30
Kockler/Larsen	Museum of Tolerance/8 hours	Nov. 30
Smiler	Axon Taser Camera Audit Training	Nov. 30

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
November	1,562	328
October	1,513	465
September	1,553	517
August	1,989	520
July	1,925	425
June	1,879	426

Code Enforcement Activity Report
November 1 – November 30, 2018

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2018)
1.	Opened Cases	19	238
2.	Resolved/Closed Cases	18	229
3.	Cases Pending	171	N/A
4.	Written/Formal Notices Issued	4	112
5.	Citations Issued	34	216
6.	Amount in Citations	\$12,700	\$86,700

During the month of November, there were over 45 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, grading and drainage issues, encroachment permit issues, damage to a heritage trees, dead and dangerous trees, fence height issues, short term occupancies and lack of maintenance/overgrowth issues.

Code enforcement staff also assisted with fleet maintenance issues, construction hours/noise exemption permits and translations for Officers during investigations.

Code enforcement staff attended the 2018 Civilian Law Enforcement Symposium this month.

TRAFFIC COMPLAINTS

The Atherton Police Department received one (1) traffic complaint during the month of November. The complaint was as follows:

- 1) A resident reported speeding vehicles on Fairview Avenue during the morning and afternoon commute periods.

Results: 40 minutes spent in the area
1 warning citation issued

Public works update –November 2018

- Sweep contracted monthly streets :
November 2018 50 Miles 12 cu. Yards 3.5 tons

- November Service requests –
 - Repair PD restroom urinal
 - Installed crosswalk signage on Encinal in front of Encinal School District office
 - Moved Halloween decorations back to the Carriage House
 - Removal of illegal dumping at 71 Ralston Road
 - Removal of illegal dumping at 69 Almendral Ave.
 - Pest control clean up at PD
 - Cut and cap water and irrigation lines cut and cap at Library
 - Realign stop sign on Belbrook Way at Walsh Road
 - HVAC maintenance on PD Trailer
 - Pathway clean up on Middlefield Road along Lindenwood wall
 - Pest control at HP Park Gilmore House
 - Pocket Door Repair at HP Park Carriage House
 - Removal tree limb in front of 43 Virginia
 - Moved equipment out of PW office
 - Atherton Channel Clearing at Cerros Manor

- 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 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.

Atherton Channel Debris Clearing



Before



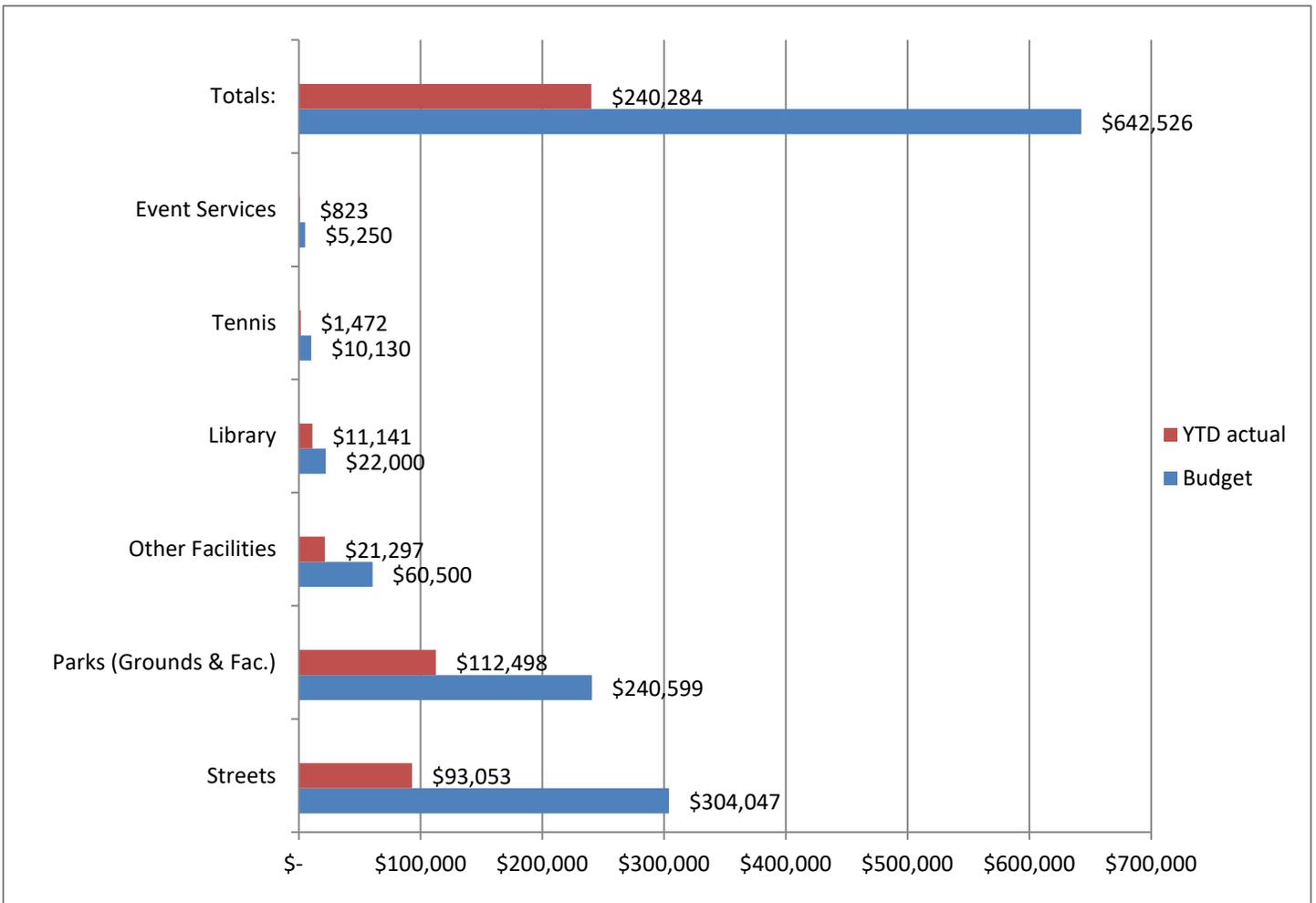
After

Pathway clearing on Middlefield Road along the Lindenwood wall



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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 304,047	\$ 93,053	30.60
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 240,599	\$ 112,498	46.76
A03	101-59-52031-059	Other Facilities	\$ 60,500	\$ 21,297	35.20
A04	213-30-52031-000	Library	\$ 22,000	\$ 11,141	50.64
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 1,472	14.53
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 823	15.68
Totals:			\$ 642,526	\$ 240,284	37.40



PARK GOINGS ON REPORT NOVEMBER 2018

REGULAR STAFF

For the month of November, 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 being monitored daily.
 - Water non-established trees throughout the park based on schedule.
 - Blow tennis courts 2 times per week as required.

- Repaired and painted door at Main House on Water Fountain side.
- Repaired hole on shed roof, South of Tennis Courts.
- Repaired wall siding inside Playground Restrooms.
- Repair damaged bollard by Main House.
- Replaced malfunctioning irrigation valves.

- **New and future planned projects;**
 - Splice wires in automatic flow valves.
 - Repair wooden cover behind playground restrooms.
 - Purchase light covers at Carriage House fans.

Tennis Numbers

November

Hours of court usage (# of crts x time)

Clinics/Camps: 24

Lessons: 125

Events: 2 weekly coaches meetings

Clay Court Bookings: 4 paid hours

Total # of students: 223

Repaired siding in Playground Bathrooms



Repaired hole in Tennis Shed Roof





Town of Atherton

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

Community Services Monthly Report November 2018

Submitted by:
Interwest Consulting Group

Town of Atherton Building Safety & Inspection

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

	Nov-18	Fiscal Year 2018-19
Total Construction Valuation¹:	\$1,482,796	\$66,389,379

REVENUE

Plan Check Fees Collected:	\$44,063	\$166,106
Permit Fees Collected:	\$74,848	\$561,706
Other Fees Collected:	\$5,149	\$21,892
TOTAL:	\$124,060	\$749,704

PLAN CHECK

Applications Received:	60	326
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	0	14
New Accessory Structures Issued:	15	98
Addition / Alteration Permits Issued:	8	65
Reroof / Water Well / Grading Permits Issued:	3	66
Plumbing/Mechanical/Electrical Permits Issued:	19	89
Demolition Permits Issued:	4	23
<u>Non-Residential:</u>		
New Permits Issued:	0	1
TOTAL Permits Issued:	49	356

Total Open Permits as of 11/30/18	902
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INSPECTIONS

Inspections Performed:	628	4,114
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

November 1, 2018 to November 30, 2018

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	36	114
Planning Commission Items	0	3

There was no Planning Commission Meeting in November.

The next regularly scheduled Planning Commission Meeting will be held on January 23, 2019.

Arborist Activity Summary

November 1, 2018 to November 30, 2018

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	18	2	0	26

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	0	4	0	0	4	1
December		3	1	0	4	3
Total New SFD Permits:	28	27	26	31	33	31

Plan Check Performance

November 1, 2018 to November 30, 2018

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	84	10	7	0
	Subsequent Rev.	42	5	4	0
Minor Plan Check	1st Review	6	3	2	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		132			

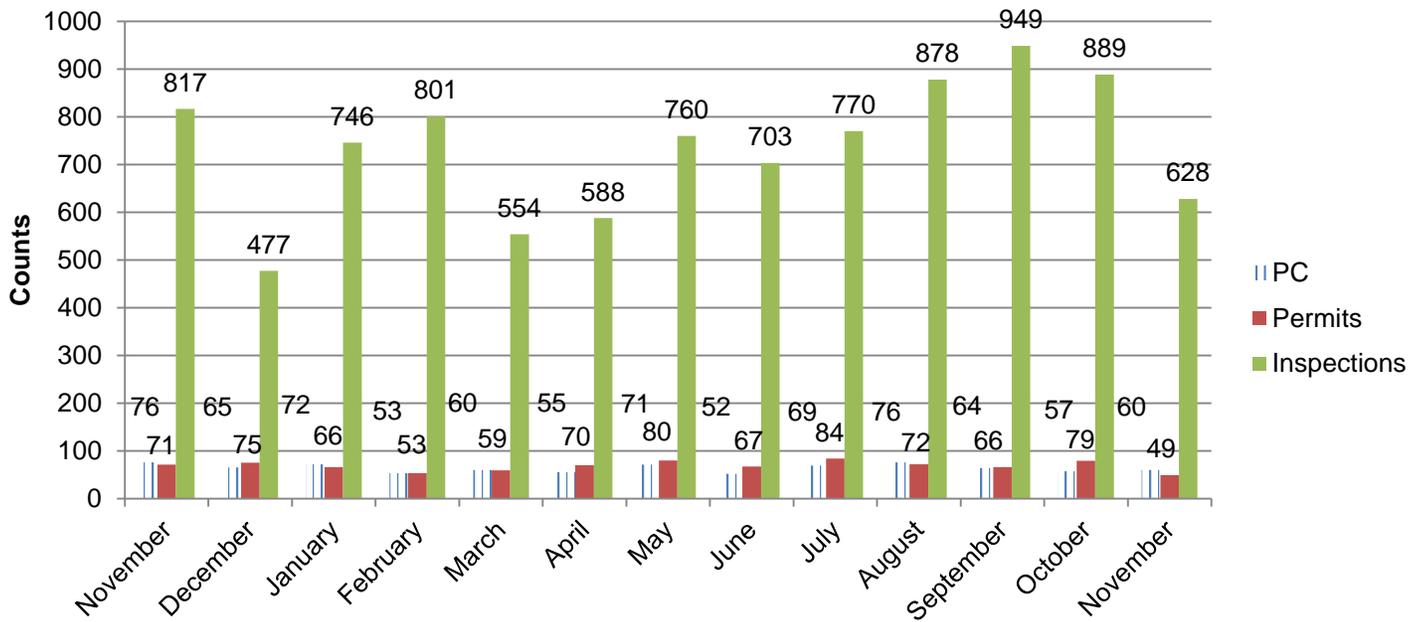
** Target: in working days

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

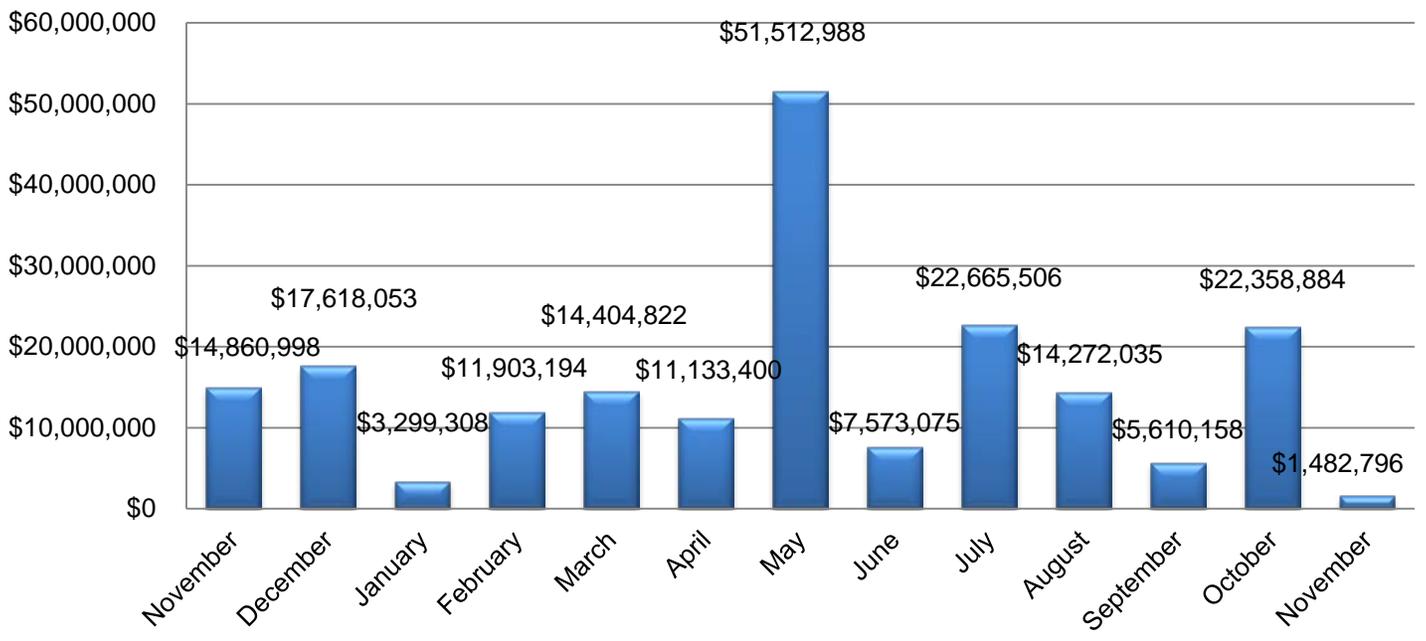
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

