



## 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: FEBRUARY 20, 2019**

**SUBJECT: CITY MANAGER’S WRITTEN REPORT AND VARIOUS DEPARTMENT ORAL REPORTS ON NOTED ISSUES**

The City Manager’s Report includes written reports from the Town’s various Departments. Staff is present to answer any questions the Council may have on the various issues noted in the written in the Reports.

Staff is also present to provide *oral reports* on the status of the following issues/projects:

- Public Safety Activity and Crime Prevention – Steve McCulley, Police Chief

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### CITY MANAGER’S OFFICE

#### Articles of Note

- [Governor Newsom threatens to cut state funding from cities that don’t approve enough housing](https://www.latimes.com/politics/la-pol-ca-gavin-newsom-housing-money-budget-20190110-story.html)  
(<https://www.latimes.com/politics/la-pol-ca-gavin-newsom-housing-money-budget-20190110-story.html>)
- [Vacation rental regulations a success in Mill Valley, officials say](https://www.marinij.com/2019/02/05/vacation-rental-regulations-a-success-in-mill-valley-officials-say/)  
(<https://www.marinij.com/2019/02/05/vacation-rental-regulations-a-success-in-mill-valley-officials-say/>)
- [Atherton Police: At least \\$2m in jewelry, other items stolen this year](https://www.almanacnews.com/news/2019/02/05/atherton-police-at-least-2m-in-jewelry-other-items-stolen-this-year)  
(<https://www.almanacnews.com/news/2019/02/05/atherton-police-at-least-2m-in-jewelry-other-items-stolen-this-year>)
- [Atherton police arrest man for gun violations](https://www.almanacnews.com/news/2019/02/02/atherton-police-arrest-man-for-gun-violations)  
(<https://www.almanacnews.com/news/2019/02/02/atherton-police-arrest-man-for-gun-violations>)

#### 1. Cartan Field - Water Capture Project

Effort on this project continues despite concerns over project timing and placement. The School and College have both expressed renewed interest in trying to help the Town with its project. Timing and funding remain a concern for staff.

#### 2. Civic Center Project

Staff has had recent and very productive conversations with three specific bidders. All have expressed competitive interest in bidding the project.

### 3. Friends of the Park

At Wednesday night's Park & Recreation Committee Meeting I had a follow-up conversation with Alicia Bakowski. Ms. Bakowski advised that the Friends are having issues with recruitment of membership and volunteers. It has reached the point where the Friends could well be formally disbanding as a group. They expect the Easter Egg Hunt to be their final event. The Friends orchestrate 4 main events: the Annual Easter Egg Hunt, the December Holiday Tea, the Annual New Resident Welcome Party, and the Fall Luncheon/Reception. Ms. Bakowski will be meeting with staff to see if there is any way to continue any of the main events using Town staff. I advised that Town staff is a very limited resources, but I was certainly open to the conversation.

If the Town were to produce similar community events, these would be far smaller and far more limited in scope than those put on by the Friends. There would not be a fundraising component and donors and sponsors would be limited as Town staff face challenges in such solicitations.

There may be a nexus at this point in time to creating a citizen-led Community Events Committee. This Committee could be responsible for various community events to include our new ones (summer concerts, movies, etc.) as well as those left by the Friends, and future events, such as the Town's 100-year anniversary. The Town could establish an annual budget for the Committee for all events (somewhere around \$25-\$30k) and provide a framework for their engagement with sponsors and donors to the events. There would need to be a staff liaison to the Committee as well as a Council Subcommittee.

This will be something for future Council discussion.

### 4. Concerts in the Park

The Town's new Annual Summer Movie/Concert Series is set as follows:

- Friday, June 7 - Movie in the Park - Ralph Breaks the Internet
- Thursday, June 13 - Music in the Park - Explorer (tentative awaiting contract)
- Thursday, June 27 - Music in the Park - Fog City Swampers
- Thursday, July 11 - Music in the Park - Rock the Heat
- Friday, July 26 - Movie in the Park - Incredibles 2
- Thursday, August 6 - National Night Out

We will begin an advertising campaign and staff will also reach to those that might be interested in sponsoring a concert event/series. If you are aware of any potential sponsors, please connect with Theresa so that we can reach out to them.

### 5. February Planning Commission Meeting Cancelled

The February 27 Planning Commission is cancelled due to lack of applicant items.

### 6. Long Range Acoustical Device (Fire District)

The Fire District has been discussing and testing a new alert system - the Long Range Acoustical Device (LRAD). The District provided an update to the Town at the Joint Meeting in February but provided little details or analytics on the proposed solution.

During 1:1 discussions, I advised the Council that my familiarity was with alert sirens but not acoustical devices. As it turns out, the City of Mill Valley (where I live) recently looked into the LRAD system. [Linked here is a January 24, 2019 Report](https://cityofmillvalley.granicus.com/MetaViewer.php?view_id=2&event_id=768&meta_id=62250) from where I live in Mill Valley from the Fire Department conducting an analysis and assessment of the LRAD system for the City.

[https://cityofmillvalley.granicus.com/MetaViewer.php?view\\_id=2&event\\_id=768&meta\\_id=62250](https://cityofmillvalley.granicus.com/MetaViewer.php?view_id=2&event_id=768&meta_id=62250)

#### 7. 2018 Crime Statistics for Adjacent Jurisdictions

The Chief is putting together a 10-year summary of statistics for neighboring jurisdictions, to include Woodside, Portola Valley, Menlo Park, and the County. In 2018, Menlo Park experienced 70 residential burglaries (plus 42 commercial burglaries). Thus far in 2019, they have experienced 12 residential burglaries. For Hillsborough, the 2018 burglary statistic is 27. In 2019, they have experienced 7.

#### **ATTACHMENTS**

Police Department Report

Public Works Department Report

Community Services Department Report

## POLICE DEPARTMENT

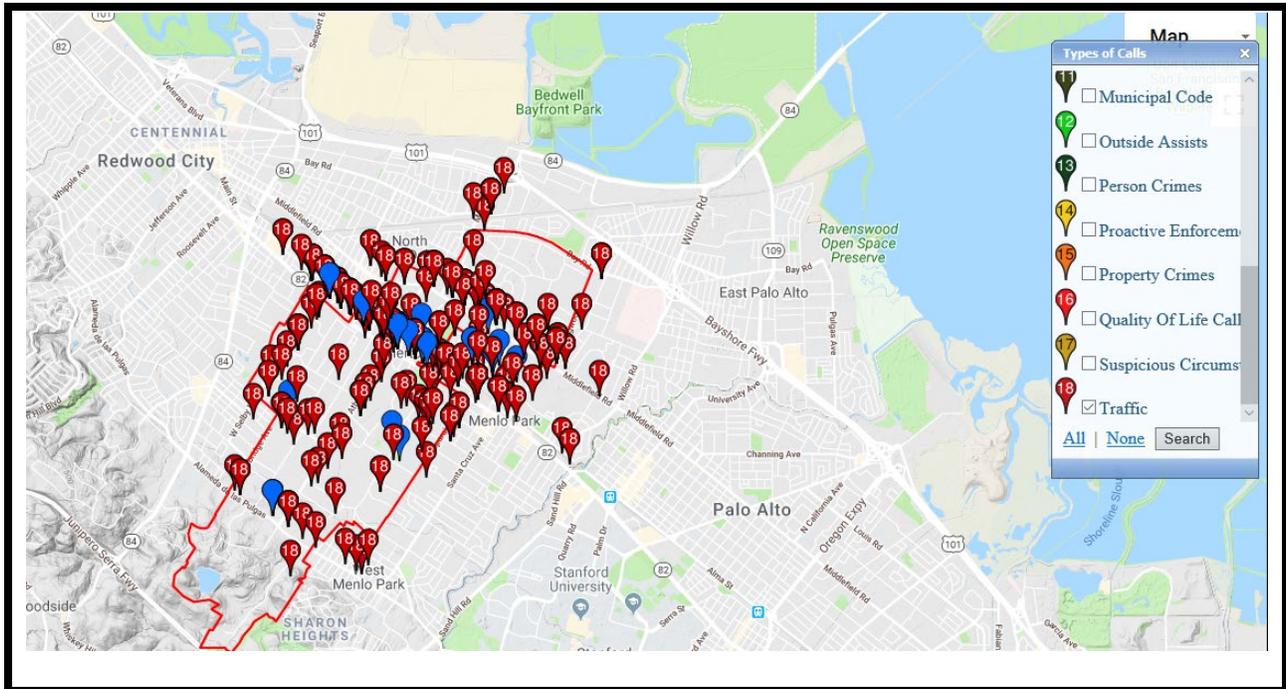
### Police Activity

There were 63 investigations for the month of January. 15 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, possession of a controlled substance, driving under the influence of alcohol, parole violation, and display of false plates or tabs.

Of the 3,184 total police incidents for the month of January, 2,280 were officer-initiated incidents, which resulted in 375 citations being issued for vehicle code and other violations. Officers initiated 1,927 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.

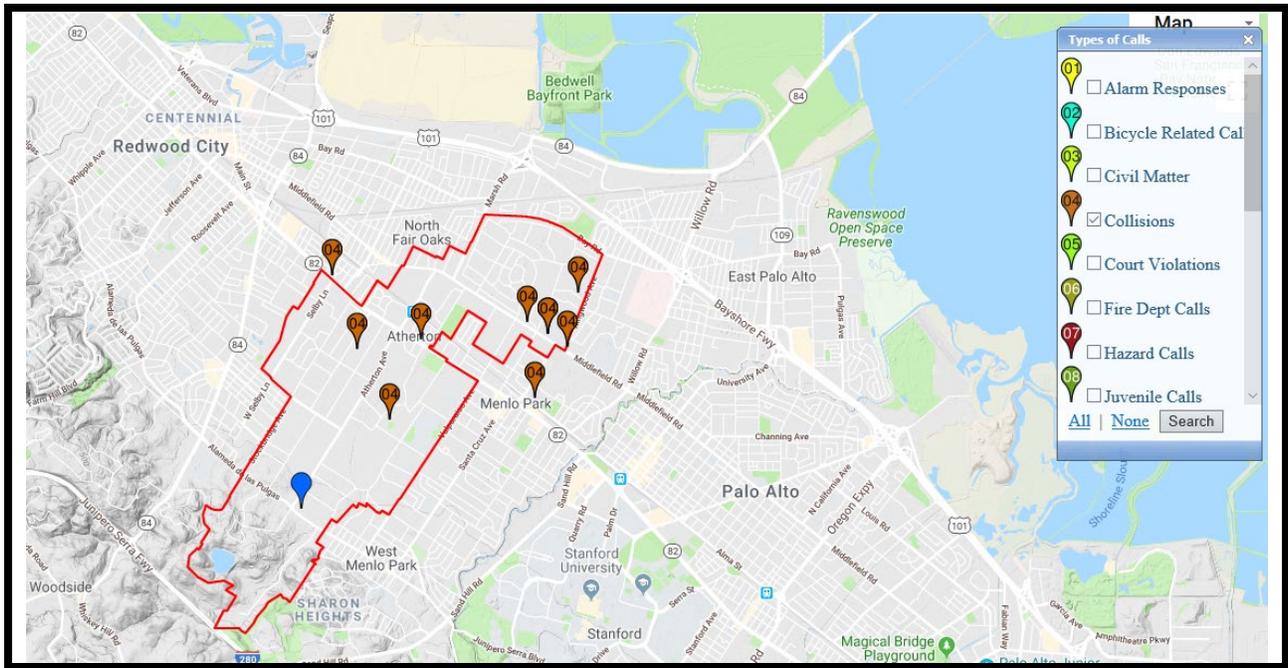
### Traffic Incidents

Overall, there were 394 traffic incident locations, some with multiple stops, for January. The map below indicates the locations of the incidents for the reporting period.



## Traffic Collisions

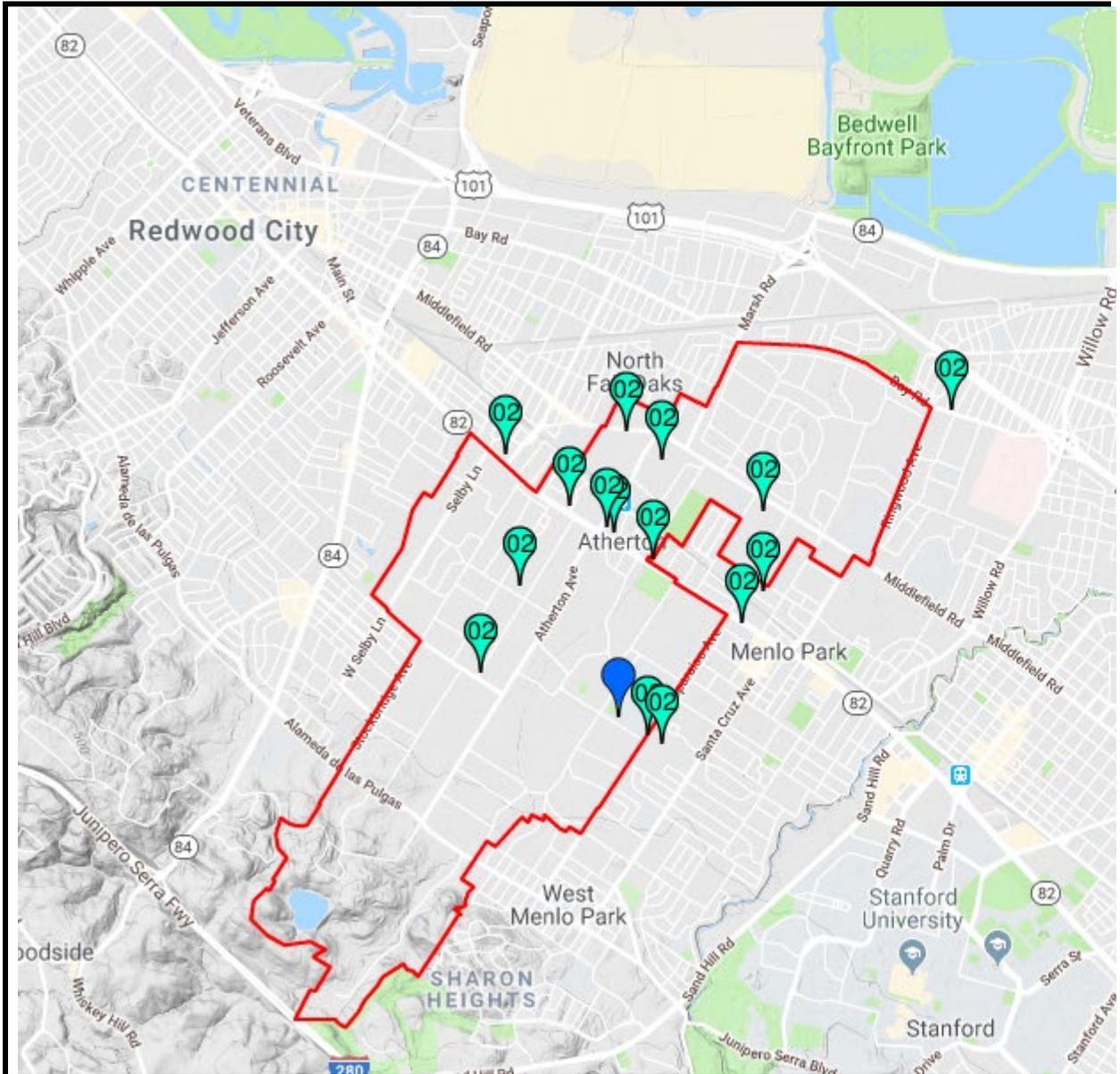
There were 15 collisions locations in January, some with multiple incidents. The map below indicates the locations of the incidents for the reporting period.



## Bicycle Traffic Stops

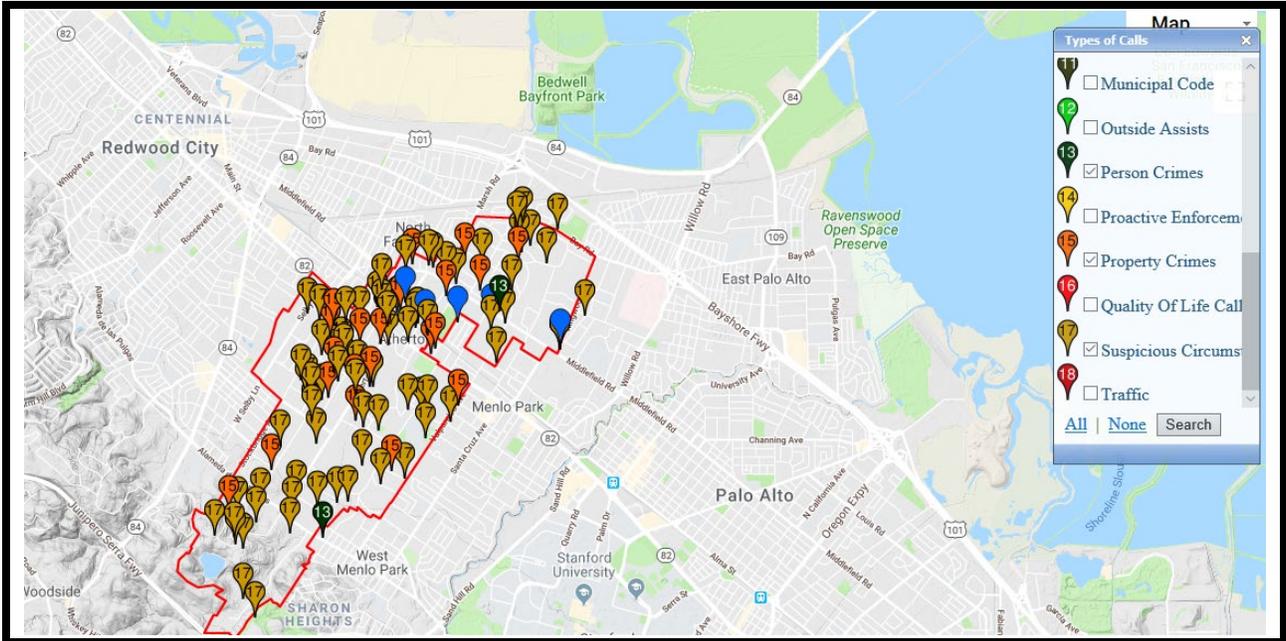
There were 16 bicycle stop incidents initiated for stop sign violations (5), lighting equipment (6), red light violations (3), and riding the wrong way (2).

These stops resulted in 1 notice to appear, 1 warning citation, and 14 verbal warnings.



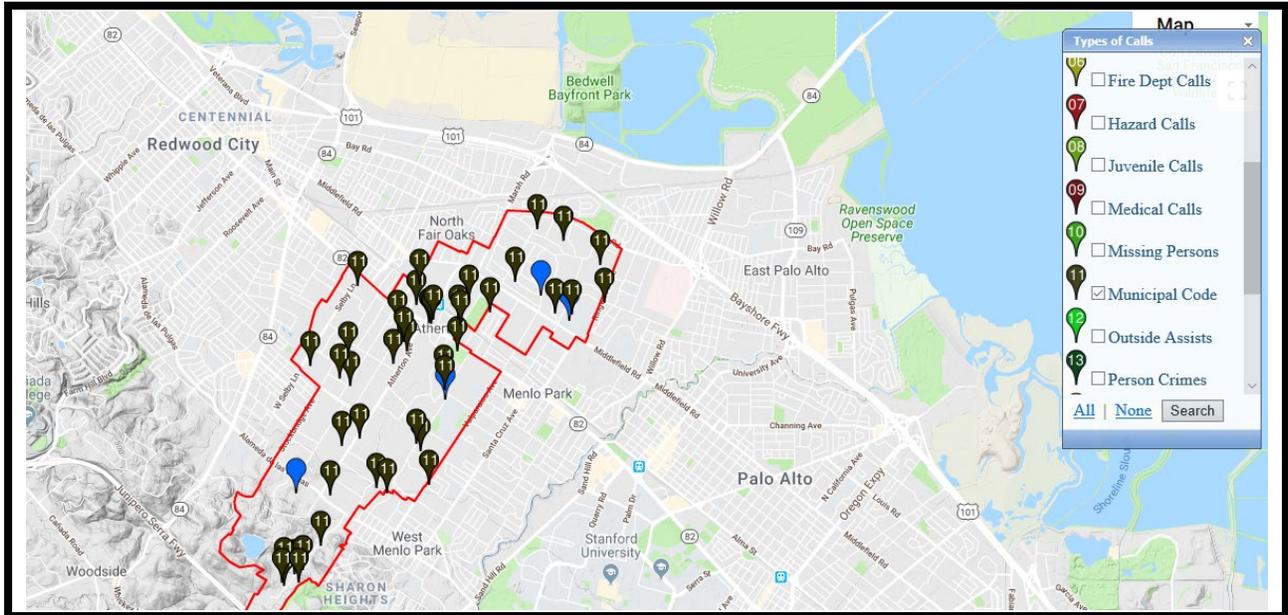
## Criminal Activity and Suspicious Circumstances

The Department responded to 112 locations (some locations multiple times) for property crimes (23), person crimes (4), and incidents of suspicious circumstances (88).



## 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 construction parking, inspections, after-hours construction, and illegal solicitors.



## Holbrook Palmer Park

Holbrook Palmer Park had 78 incidents this reporting period, 64 of which were security checks and foot patrols by officers. The other incidents were related to suspicious people, suspicious vehicles, and dogs off leash.

## Premise Watch

Officers completed 1,197 House/Vacation checks during the month of January.

## School Incidents

Officers responded to 244 school incidents during this reporting period. These incidents included but were not limited to petty theft, a missing juvenile located, assault, 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	7	6	-	6	6	5	-	11	18	9	11	12	91
	Security	27	12	9	18	11	7	10	10	20	26	18	19	187
	Traffic	2	10	5	3	2	1	-	1	2	1	-	9	36
<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	9	61
	Security	22	18	7	14	14	7	4	7	12	17	11	11	144
	Traffic	-	14	1	1		-	-	1	-	1	-	-	18
<i>Laurel</i>	Other	1	2	2	6	1	2	6	4	3	4	6	5	42
	Security	13	5	6	7	10	9	5	15	10	10	16	10	116
	Traffic	-	-	-	-		-	-	-	-	-	1	-	1
<i>M-A HS</i>	Other	37	58	29	22	17	14	18	35	50	51	43	46	420
	Security	28	32	30	35	26	21	18	33	37	29	18	20	327
	Traffic	1	5	-	2		1	1	3	3	2	2	5	25
<i>Menlo College</i>	Other	4	8	10	10	2	3	8	13	11	5	9	5	88
	Security	9	3	6	15	9	8	15	17	22	21	9	12	146
	Traffic	6	1	2	5	3	-	4	3	1	4	1	4	34
<i>Menlo School</i>	Other	7	5	6	6	2	3	4	3	5	3	5	3	52
	Security	17	7	7	9	5	7	8	8	13	18	9	11	119
	Traffic		-	-	-		-	-	-	1	1	3	1	6
<i>Sacred Heart</i>	Other	10	6	5	5	4	6	7	10	9	17	19	22	120
	Security	14	8	9	6	9	9	1	5	8	9	4	8	90
	Traffic	1	6	4	1	5	1	-	2	1	-		1	22
<i>Selby Lane</i>	Other	3	8	3	5	5	2	3	8	7	1	1	4	50
	Security	30	15	15	14	6	7	13	27	27	17	26	22	219
	Traffic	1	3	-	1		2	-	7	10	-	-	1	25
<b>Total</b>		<b>244</b>	<b>236</b>	<b>157</b>	<b>201</b>	<b>139</b>	<b>118</b>	<b>133</b>	<b>231</b>	<b>###</b>	<b>251</b>	<b>218</b>	<b>240</b>	<b>2,444</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 **5 minutes, 03 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
December	2018	5:02
November	2018	5:14
October	2018	5:07
September	2018	5:20
August	2018	4:31
July	2018	4:52

**Code 3** Emergency response time (when officers respond to an emergency call with lights and sirens): **3 minutes, 12 seconds**.

## TOTAL TRAINING HOURS FOR January 2019 – 136 HOURS

NAME	TRAINING/HOURS	DATES
Dutta	Emotional Survival for LE/8 hours	Jan. 5
McCulley/Wade	Regional Communication/8 hours	Jan. 8
Bollendorf/Kockler	TLO (Data Gathering Search Engine- Basic Course/8 hours	Jan. 9
Dunphy	Inner Perspectives/ Session 1 of 5	Jan. 9-10
Bollendorf/Larsen/MacDonald	Glock Armorer/8 hours	Jan. 17
Koehler	CLEARs Training& Records/Retention/Destruction/8 hours	Jan. 23
Dutta/Massagli	Drug Abuse Recognition/Drugged Driving Investigation/24 hours	Jan. 28-30

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>January</b>	<b>2,280</b>	<b>375</b>
<b>December</b>	2,450	182
<b>November</b>	1,562	328
<b>October</b>	1,513	465
<b>September</b>	1,553	517
<b>August</b>	1,989	520
<b>July</b>	1,925	425

Code Enforcement Activity Report  
January 1 – January 31, 2019

Summary:

	<b>Activity</b>	<b>Total for Month</b>	<b>Year to Date (From 01/01/2019)</b>
1.	Opened Cases	26	26
2.	Resolved/Closed Cases	19	19
3.	Cases Pending	175	N/A
4.	Written/Formal Notices Issued	10	10
5.	Citations Issued	31	31
6.	Amount in Citations	\$12,000	\$12,000

During the month of January, there were over 72 incidents related to code enforcement. Those incidents included but were not limited to: construction work hour violations, construction parking violations, mud in the roadway, other construction related issues, work without building permits, right-of-way encroachments/obstructions, encroachment permit issues, unpermitted heritage tree removals, dead and dangerous trees, animal nuisance issues, short-term occupancies, lack of business license, solicitor violations, commercial operation in residence and lack of property maintenance/overgrowth issues.

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

### **TRAFFIC COMPLAINTS**

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

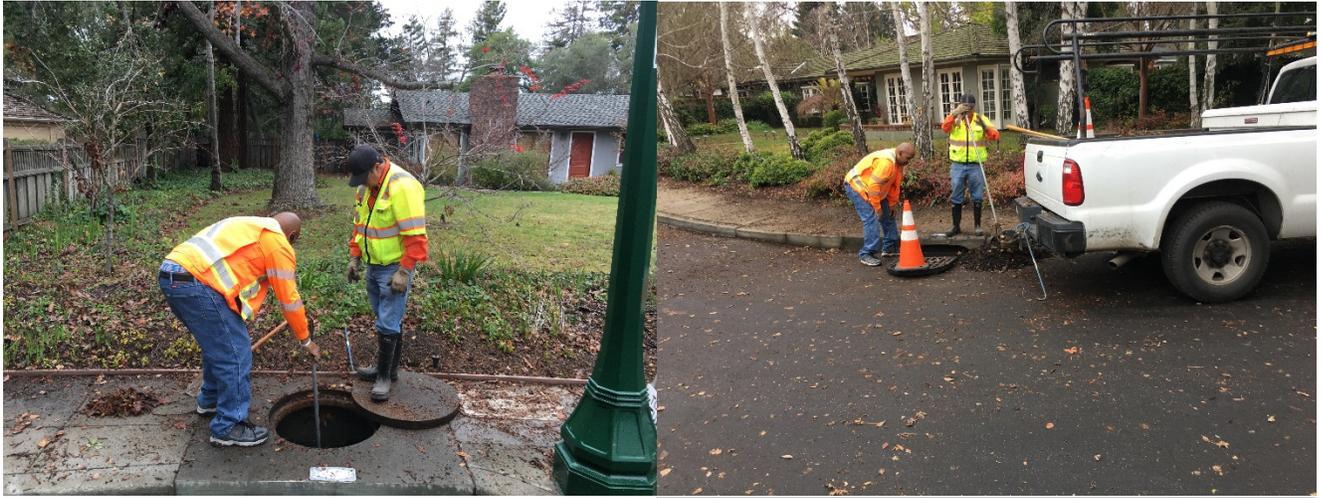
- 1) A resident reported vehicles crossing over the double yellow lines on Emilie Avenue, between Park Lane and Valparaiso Avenue, during the dismissal times for Sacred Heart School.

Results: Traffic units were advised  
No violations observed

## Public works update –January 2019

- Sweep contracted monthly streets :  
January 2019                    49 Miles                    16 cu. Yards                    4.4 tons
  
- January Service requests –
  - Pest Control at 83 Ashfield
  - Removal of carpet under cabinets at 83 Ashfield
  - Removal of carpet under cabinets at Dispatch
  - Sink repair at the women’s restroom at 83 Ashfield
  - Cut and Cap Gas Line for PW Office demolition
  - Cut and Cap Water Line for PW Office demolition
  - Permit Center Roof repair
  - Changed lightbulb in Admin Building
  - Toilet repair administration lobby bathroom
  - Broken sprinkler head north of PD lot
  - Repaired fencing behind PD parking lot
  - Move banker boxes from Admin to Carriage house
  - Cleaning storm drain of debris at Wilburn/Snowden
  - Clearing Atherton Channel of debris at Walsh/Alameda
  - Cleaning storm drain of debris at Alameda at Walsh
  - Removal of illegal dumping on Stockbridge, West of the Alameda
  - Streetlight issue on Coghlan Lane
  - Picked up barricades at 68/69 Tuscaloosa Avenue
  - Removal fallen tree debris from 93 and 89 Fair Oaks Lane
  - Tree down at 81 Lloyd Drive
  - Tree branch blocking roadway on Fair Oaks Lane at El Camino Real
  - Tree down on Catalpa Drive at Acorn Way
  - Tree down on Camino al Lago at Fairview Avenue
  - Trim bush on WB Oak Grove Avenue at Middlefield Road
  - Installed barricades for road closure Elena Avenue/Faxon Road
  - Placed “No Parking” barricades along Maple Avenue adjacent to Temp Library
  
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter removal on Marsh Road, Middlefield Road and Alameda de las Pulgas.
- Removal of Holiday Lights at Council Chambers
- Fence repair Watkins at Middlefield
- Storm preparation
- Core street pavement for 2019 street maintenance project.
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- 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.

**Storm Drain cleaning at Wilburn/Snowden**



**Removal of down tree off roadway at 81 Lloyden**



**Atherton Channel Clearing of debris at Walsh/Alameda**

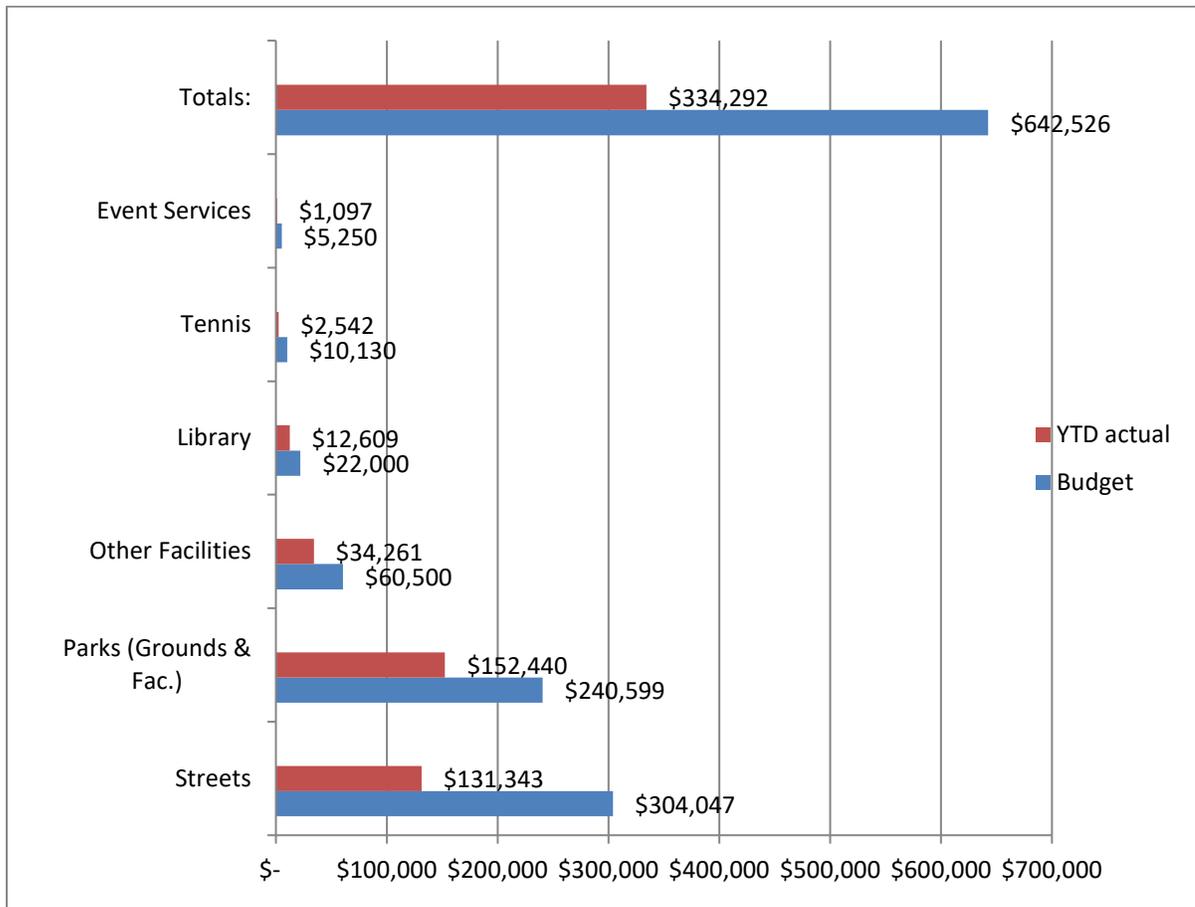


Before

After

Town of Atherton  
MCE Corporation/Public Works Maintenance  
Rev. vs. Exp. Through January 2019

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 304,047	\$ 131,343	43.20
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 240,599	\$ 152,440	63.36
A03	101-59-52031-059	Other Facilities	\$ 60,500	\$ 34,261	56.63
A04	213-30-52031-000	Library	\$ 22,000	\$ 12,609	57.31
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 2,542	25.10
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 1,097	20.90
<b>Totals:</b>			<b>\$ 642,526</b>	<b>\$ 334,292</b>	<b>52.03</b>



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

**TO: PARK AND RECREATION COMMITTEE**

**FROM: SALLY BENTZ, PARK MANAGER**

**DATE: FEBRUARY 6TH, 2019**

**SUBJECT: PARK GOINGS ON JAN 2019**

### **REGULAR STAFF**

For the month of January, 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.
  
- Repair and backfilled sink hole at Playschool grounds.
- New trash cans got delivered and assembled.
- Little League building structure got cleaned and pressure washed.
- Little League field got aerated and fertilized.
- Over grown bushes at North Meadow turf were cut back or removed.
- All rose bushes at the property were pruned for winter.
- Fixed trellis at Playschool.

### **New and future planned projects;**

- Finish and complete all wire splicing in all automatic flow valves.
- Repair and or replace broken equipment at playground structures.
- Purchase light covers at Carriage House fans.
- Place new trash cans around park

## **Tennis Numbers**

January #'s

Hours of court usage (# of crts x time) 162 hrs

Clinics/Camps: 16

Lessons: 122

Events: 2 weekly coaches meeting

Clay Court Bookings: 2 paid hours

Total # of students: 217

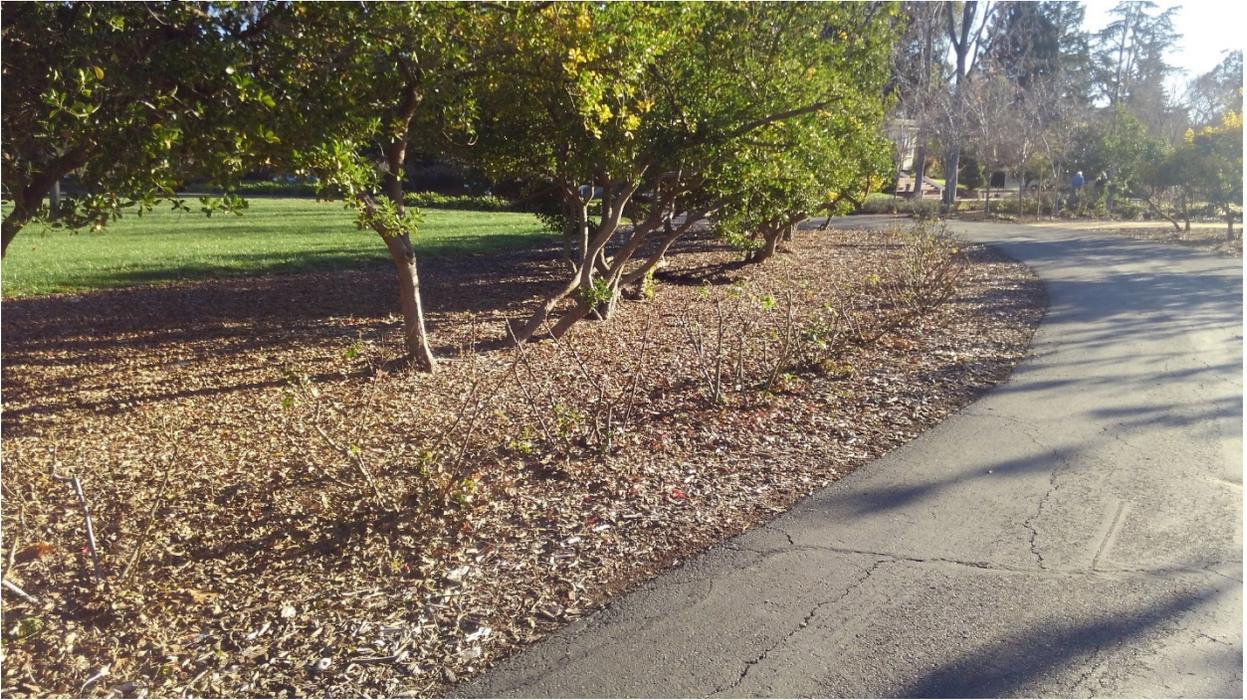
### **Bushes were cut back at North meadow**



### **Sink hole at Playschool was filled in**



**Winter rose pruning**



**Fixed trellis at Playschool**





## **Town of Atherton**

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

# **Community Services Monthly Report January 2019**

Submitted by:  
Interwest Consulting Group

## Town of Atherton Building Safety & Inspection

*Construction and Permit Summary  
January 1, 2019 to January 31, 2019*

	<b>Jan-19</b>	<b>Fiscal Year 2018-19</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$15,009,288	\$89,148,894

### REVENUE

<b>Plan Check Fees Collected:</b>	\$2,536	\$239,194
<b>Permit Fees Collected:</b>	\$76,631	\$689,976
<b>Other Fees Collected:</b>	\$4,229	\$28,065
<b>TOTAL:</b>	<b>\$83,396</b>	<b>\$957,235</b>

### PLAN CHECK

Applications Received:	<b>33</b>	<b>411</b>
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### PERMITS

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	4	19
New Accessory Structures Issued:	20	129
Addition / Alteration Permits Issued:	8	83
Reroof / Water Well / Grading Permits Issued:	5	75
Plumbing/Mechanical/Electrical Permits Issued:	14	110
Demolition Permits Issued:	1	29
<b><u>Non-Residential:</u></b>		
New Permits Issued:	0	2
<b>TOTAL Permits Issued:</b>	<b>52</b>	<b>447</b>

<b>Total Open Permits as of 1/31/19</b>	<b>962</b>
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### INSPECTIONS

Inspections Performed:	<b>754</b>	<b>5,344</b>
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Footnotes:

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

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*January 1, 2019 to January 31, 2019*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	17	162
Planning Commission Items	3	11

At the January 23, 2019 Planning Commission Meeting, the Planning Commission took the following actions.

1. Approved a Special Structures Permit at 355 Stevick Drive to allow for the construction of a swimming pool/spa to be located closer than 8 feet to the main residence.
2. Approved a Heritage Tree Removal Permit at 233 Park Avenue to allow for the removal of three (3) on-site Heritage Deodar Cedar Trees.
3. Approved a Special Structures Permit at 331 Stevick Drive to allow for the construction of a tennis court to extend 17 feet into the required 30 foot rear yard setback for accessory buildings and structures.

The February 27, 2019 Planning Commission meeting has been cancelled. The next Planning Commission meeting is scheduled for March 27, 2019.

□

**Arborist Activity Summary**

*January 1, 2019 to January 31, 2019*

	<b>Site Visits</b>			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
<b>TOTAL</b>	17	8	0	46

## Town of Atherton Building Inspection & Plan Check

### Summary of New Single Family Residential Permits Issued by Month

Month	2019	2018	2017	2016	2015	2014
January	4	0	2	2	2	0
February		2	1	1	1	6
March		3	2	0	3	6
April		2	0	2	2	1
May		5	4	2	1	2
June		2	3	0	3	2
July		5	1	5	8	4
August		4	2	3	4	2
September		1	3	4	4	1
October		4	2	6	3	1
November		0	4	0	0	4
December		1	3	1	0	4
<b>Total New SFD Permits:</b>	<b>4</b>	<b>29</b>	<b>27</b>	<b>26</b>	<b>31</b>	<b>33</b>

### Plan Check Performance

*January 1, 2019 to January 31, 2019*

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	109	10	8	0
	Subsequent Rev.	86	5	4	0
Minor Plan Check	1st Review	6	3	2	0
	Subsequent Rev.	0	2	0	0
<b>Total Number of Plan Checks</b>		<b>201</b>			

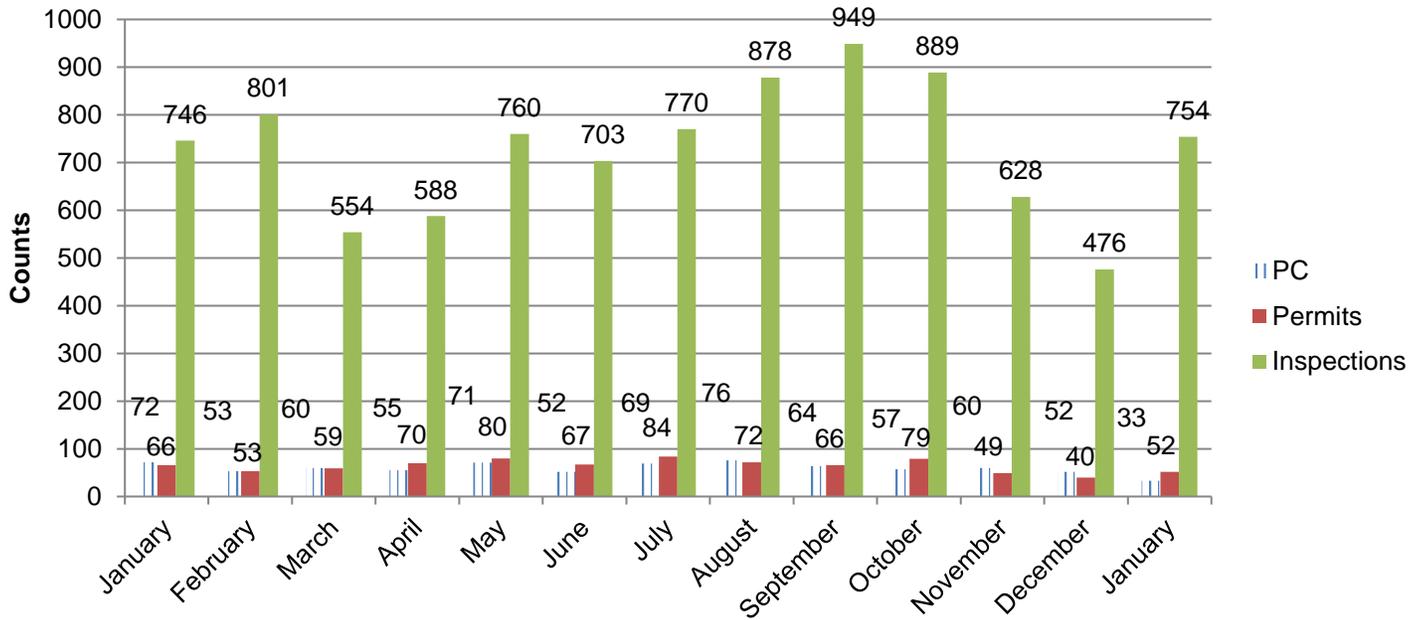
\*\* Target: in working days

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

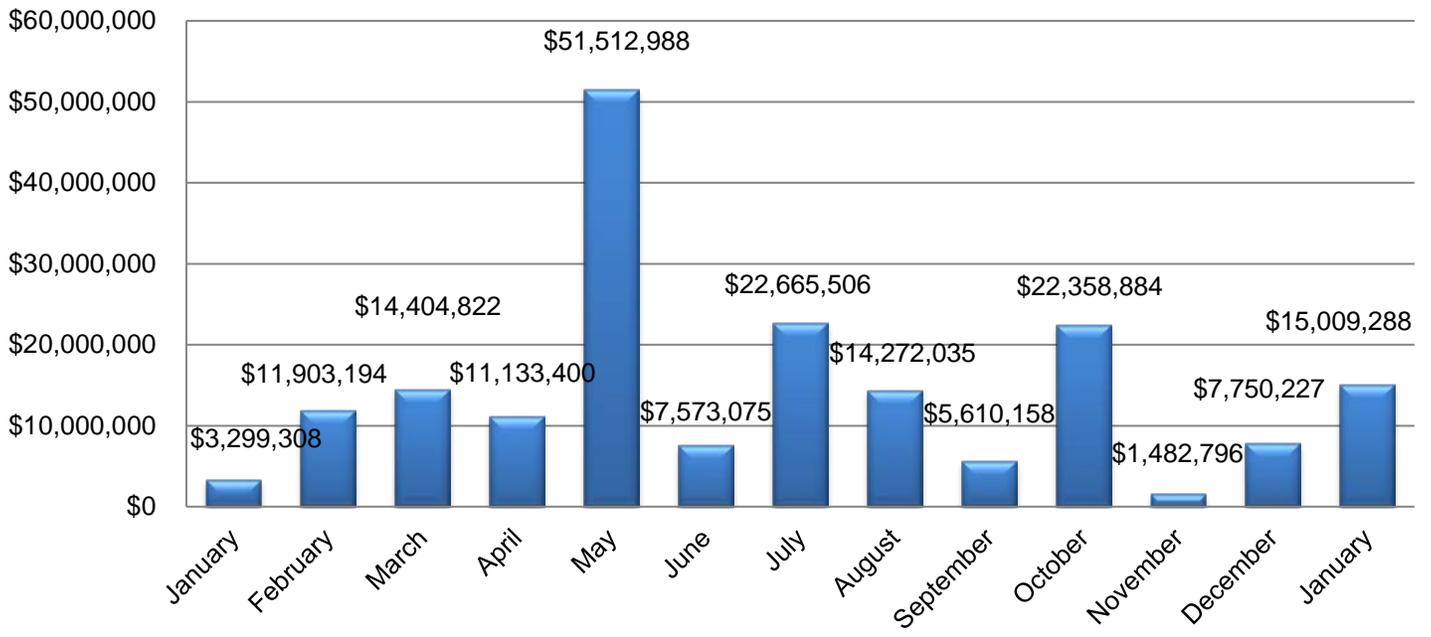
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

## Summary Graphs

### Plan Checks, Permits, Inspections



### Valuation



# Summary Graphs

