



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 16, 2019

SUBJECT: CITY MANAGER’S WRITTEN REPORT

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.

1. New Town Center

- Web Links — [Main Webpage](#), [Activity Blog](#), [Video Gallery](#), [Photo Gallery](#), [Live Feed Webcam\(s\)](#)
- Cash Flow Activity
 - Urban Futures has prepared revised Cash Flow Spreadsheets reflecting several different funding scenarios. Robert Barron and I are reviewing these with Urban Futures. The scenarios reflect \$7 million in proceeds. The shorter maturity COPs (4-year and 5-year) require more assets in order to justify the annual lease payments. This is not possible given the Town’s available physical assets.
 - 10-year COP w/5-year CALL
 - 5-year COP
 - 4-year COP
 - Bond Counsel contacted various banking institutions that traffic in lines of credit for municipalities - JPMorgan, BAML, Citi, and Wells Fargo. Wells Fargo advised that they may be interested in a \$9 million COP that they could structure as a “line of credit” – it would still be required to meet all of municipal finance law requirements but would have variable interest rates for the drawn and undrawn funds. Staff is investigating the true cost of this option. Wells Fargo was only interested in a \$9 million amount.
 - Donation+Private Placement TRAN @ 0% - The scenario of a \$5 million donation and a \$2 million 0% interest TRAN will work with respect to cash flow. Bond Counsel advises that there will be a requirement for payback at 12-months and not 15-months. Counsel advised that 15-months is *atypical*. While Bond Counsel believes that a 0% TRAN (private placement) is legally feasible, municipal finance law will require that the investor be an accredited investor and the Town would need an investor letter (that includes certain representations). Bond Counsel also advised that there is significantly more risk closing on this type of transaction versus a private placement that moves

through a bank or public sale. Bond Counsel also advised that the interest could not be tax-exempt and therefore the IRS might calculate an imputed interest, and the investor may have to pay taxes on the TRAN even though he/she has agreed to a 0% interest TRAN.

- **All of the above was gathered BEFORE we were advised of the \$1.1 million loss from Atherton Now. Proceeds will need to be increased by the additional \$1 million as there are still requirements for reserves and other representations of fund availability such that we cannot use our reserves as the “cushion” against the loss from Atherton Now.**
- Atherton Now Funds
 - In my follow-up with Atherton Now (September 30), I asked for a comprehensive list of donors (those that were not anonymous) and a list of conditions or restrictions on any of the donations. Atherton Now advised that when they have collated such a list, they would provide it.
 - As noted, the loss of \$1.065 million from Atherton Now will have an impact on our Cash Flow.
- Mack5 Contract
 - As the Council is aware, we use Mack5 as the Construction Manager (Paul) for the project. Mack5's initial team provided valuable assistance and expertise during the design phase of the project. As we began construction, the expectation was that Mack5 staff would serve as the construction manager for the project working on site in tandem with the contractor. Mack5 also would be providing construction observation services. As engineers and architects, their expertise in the field provides valuable backup to Interwest (Marty) as the Project Manager. However, Interwest is providing more onsite construction management and observation than Mack5 personnel and the services of Mack5 are not as necessary at this phase of the project. Their expertise is far more valuable as the project begins to go vertical. At this time, Interwest needs additional assistance with construction management that Mack5, while they can provide it, would be providing it at a much higher fee and expertise than is needed.
 - To address this, we will be amending the Mack5 scope to reduce services and shifting some of that savings over to Interwest for the more appropriate level of construction field observation needs. Interwest will assign additional personnel to work at the site and assist with field observation and construction management.
 - Mack5's primary staff (Paul) will remain as Construction Manager, but their field observation staff are not as necessary at this stage of the project and will return once the project moves vertical.
- Construction Project Payment Requests and Change Orders
 - See Attached as part of the Town Center item.
- Look Ahead - Major Items - Work in Progress

Work Areas for the Week of October 14

- Install Water Supply to City Hall and Library Buildings
- Install Underground Electrical to City Hall and Ancillary Building
- Finish Grout and Wrap Embeds for City Hall/Police Building
- Finish Rebar & PT Cables at Grade Beams for Library Building
- Install Under Slab Electrical and Plumbing for Library Building

- FRP Stem Walls and Curbs at Library Building
- Excavate Grade Beams and Set Rebar Templates at Ancillary Building

Work Areas for the Week of October 21

- Finish Installation of Water Supply to City Hall and Library Buildings
- Finish Installation of Electrical to City Hall and Ancillary Buildings
- Install Grade Beams and Rebar for City Hall/Police Building
- Install Sleeves/Blockouts for City Hall/Police Building
- Set AB Templates/Bolts for City Hall/Police Building
- FRP Stem Walls and Curbs at Library Building
- Install Rebar for Ancillary Building

2. All Schools Meeting (Police Department)

The next All Schools Meeting hosted by the PD will be October 23 at the Pavilion. The meeting will be from 10 am to 12 pm. Council members are welcome and encouraged to attend.

3. Rail Committee Appointment/Vacancy

Anthony Wynne has advised us that he has resigned from the Rail Committee, effectively immediately. If the Council wishes us to conduct an immediate recruitment for the vacancy, we can do so; or, we can wait until the normal committee vacancy recruitments that occur in the spring.

4. Building and Fire Code Adoptions

The Building Official will be presenting updates to the Uniform Building Code and Fire Code for adoption as they take effect in January 2020 (November Council Meeting).

5. Tobacco Grant

The Town was not successful in its application for a tobacco grant.

6. January Study Session - Date of Meeting

The regular January 2020 Study Session would occur on Wednesday, January 1. As this is a holiday, the Council can cancel the Study Session or combine it with the January 15 Regular Council Meeting. Since City Hall is traditionally closed over the holiday (December 25 through January 1), having the meeting on January 8 would not allow for the production of staff reports or the Agenda Packet.

My recommendation is to determine if the meeting is needed and if so, add the items to the January 15 Regular Meeting to start at 5 pm versus 7 pm. Please advise.

7. Art Piece in the Park

As the Council is aware, several art pieces were presented to the Council for consideration of acceptance earlier this year. The Council provided direction on acceptance and returned the item to the Park & Recreation Committee for final piece and space selection - with the caveat that no Town funds would be expended for the project. The Project was to be coordinated through the Atherton Arts Foundation and the Holbrook Palmer Park Foundation/Friends.

Subsequent to that direction, the Atherton Art Foundation opted not to participate in the Project and the Foundation opted to cover the difference provided the Town allocates the remaining funds in the Evans Creative Arts Fund (about \$7k).

At their October meeting, the Park & Recreation Committee selected the Art Piece (Expanding Wholeness) and recommended a primary location but secondary locations TBD after a Park Tour in November. The Committee recommended the Council accept the donation and authorize use of the Evans Creative Arts Fund. Staff will present the item and the final location determination at the November Regular Meeting of the Council.

8. Off Leash Dog Area in Park

The Park & Recreation Committee also voted to recommend to the Council that the Off-Leash Dog Area be re-added to the Park's 5-Year Plan and that the Committee be allowed to move forward with outreach and planning for the Project.

This will also be presented to the Council for consideration at the November Regular Meeting. The Committee will be making a recommendation on the Off-Leash Dog Area location during their Park Tour in early November. The location proposed next to the Tennis Facility was not supported by one member of the Committee and Player Capital. There were other sites proposed such as into and behind the North Meadow and along the Park Lane area of the Park between the Gilmore House and North Meadow. These will be discussed by Park & Recreation as they make a recommendation on location.

The Council will be able to discuss the Off-Leash Area and its priority and/or inclusion in the Park Master Plan.

9. Environmental Programs Committee

Peninsula Clean Energy will be making a presentation to the Environmental Programs Committee to provide an update on the various programs and services provided to the community via Peninsula Clean Energy and also opportunities to assist the Town in reaching its Climate Action Plan goals.

10. Flock Cameras

Based on Council direction, the PD will move forward with the installation of 2-3 Flock Cameras. These will be installed as tests only and not in permanent locations. We will work with Flock to

determine if we can test both hard-wired and solar for a determination of viability of each option. We will also evaluate other potential vendors.

11. Holiday Closures

City Hall will be *CLOSED* on:

- Monday, November 11 for Veteran's Day - No Construction Activity
- Thursday, November 28 for Thanksgiving - No Construction Activity
- Friday, November 29 for Thanksgiving - No Construction Activity
- Tuesday, December 24 at noon through Wednesday, January 1 for Christmas Break
- Wednesday, December 25 and Wednesday, January 1 are also No Construction Activity days

As has been the case for the last 6 years, Town Offices (Admin, Finance, Building, Planning, and Public Works) will close at noon on Christmas Eve and reopen on January 2. This year, with the falling of Christmas and New Year's on Wednesdays, this results in 4 days of leave. Employees are required to take accrued leave days or use leave without pay for the time period. Unless there is a required emergency response presence, contract staff do not work during this period. Construction continues in the field and critical path inspections are coordinated in advance with the Building Department.

Ad Hoc Subcommittee Updates

Stanford GUP - Lewis/Lempres (Rodericks/Costa Sanders)

The following note is a draft Op-Ed prepared by the County for pending release. It may be slightly edited by the working GUP Subcommittee and will indicate that it is from the coalition of cities and the County (it will name the cities).

Stanford Gives New Meaning to "Free Ride" - Local Taxpayers Would Feel the Pain from University's Massive Expansion

The news that Stanford University continues to push for approval of 3.5 million square feet of new development reveals a stubborn and outdated belief that what's best for Stanford is what's best – period. Stanford, already one of the largest employers on the Peninsula, wants to add 9,600 people to its campus next door to San Mateo County. The hoped-for expansion is so big it's the [largest project ever reviewed](#) in the 169-year history of Santa Clara County. Here's what every resident in San Mateo County needs to know: Stanford – with its [\\$26.5 billion](#) endowment -- expects to reap all the rewards while leaving local taxpayers grappling with the resulting traffic gridlock, spiraling housing prices, impacted schools and environmental consequences.

What does 3.5 million square feet look like? It's the Salesforce Tower -- plus more than two-and-a-half Transamerica Pyramids. Stanford, of course, wants to go out, not up. So in more horizontal terms, the expansion would equal the size of Apple's new circular "spaceship" headquarters – plus 12 football fields. It doesn't take much imagination to see how all that growth would impact the San Mateo County communities far beyond the confines of The Farm. Yet Stanford flatly refuses to negotiate with a coalition of public agencies in San Mateo County looking to ensure

Stanford is held accountable not just for its own future but the future of its neighbors. Stanford has told the coalition any negotiation would have to be predicated on the coalition urging Santa Clara County to enter into a development agreement with Stanford. We have urged Stanford to simply make it contingent on passage of the GUP, but there has been no response.

Stanford already enjoys a special status in both counties: the university avoids paying annual property taxes on \$1.2 billion in property that it owns or leases in San Mateo County. (The university may lie within Santa Clara County, but Stanford's holdings in San Mateo County total [3,002 acres](#), roughly [equal in size](#) to the City of Belmont.) Over the next 18 year life of the GUP that means the loss of over 200 million dollars that a private developer would have had to pay toward community services that benefit everyone's quality of life. It's a bit ironic that our local schools that educate the children of Stanford employees see no benefits from one of the top universities in the world. The roads, bridges and pathways Stanford employees use daily receive no funds for repairs or upgrades from Stanford. Parks? 9-1-1 dispatch? First responders? Nothing.

The time has come for Stanford to pay its fair share. As representatives of local communities that would be impacted by Stanford's development, we call on the university to work on a deal that would fully compensate our communities for the impacts of Stanford's growth. Specifically, for the communities of San Mateo County, we call on Stanford to:

- Establish a fund to create housing that is affordable to a wide range of family incomes.*
- Contribute to roadway and intersection improvements.*
- Fund bicycle and pedestrian pathways.*
- Address the need for stormwater management and flood prevention.*
- Expand free shuttle and bus service.*
- Ensure that all impacts from the expansion are fully mitigated in San Mateo County.*
- Provide educational opportunities for communities impacted by its growth.*

At the same time, we are exploring options to compel Stanford to finally step up and meet what should clearly be the university's moral obligation to its neighbors in San Mateo County. Until Stanford meets in good faith with local jurisdictions in San Mateo County, our residents will continue to detect a familiar pattern: Stanford's never-ending quest for more development comes at their expense. Stanford can change that perception. What is needed is for Stanford to accept it has a dual role as not only a global institution on the cutting-edge of research but also as a good neighbor and a regional leader. We call on Stanford to hit the pause button on its quest to receive development approval and sit down with its neighbors in the spirit of negotiation. This is not a choice between a vital and vibrant Stanford vs. a diminished university. It's a choice between the wrong kind of development and the right kind that fully accounts for the impacts of that development.

Fire Services - Wiest/Widmer (Rodericks)

We are working to setup a meeting with Martha Poyatos from LAFCO in late-November.

Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

No updates.

Heritage Tree Ordinance - DeGolia/Widmer (Bertollo-Davis/Larson)

The Heritage Tree Ordinance will return to the Council at the November 6 Study Session.

Legal Services RFP - DeGolia/Widmer (Rodericks/Conners)

The Town received 4 responses to the legal services RFP. The Committee met on October 15 to discuss the responses and will be connecting with each responder for clarification of their proposal.

Regional Housing/SB50 - Lewis/Widmer (Rodericks)

Planning staff will provide the Council with an update on the Regional Housing Needs Analysis (RHNA) process for the pending Housing Element cycle. In brief, from staff:

The next RHNA cycle will run from 2023-2031. As part of the RHNA process, local jurisdictions have the opportunity to form a subregion to conduct an allocation process that parallels — but is separate from — the regional process. During the previous RHNA cycle, San Mateo County formed a subregion, which allowed revisions to individual jurisdiction's RHNA number, as long as the County's total remained the same, which Atherton was a part of. This subregion approach also facilitated formation of the "21 Elements" group, which consists of housing and planning staff from all 20 cities and San Mateo County, in which the Town is a part of. For reference, under the last RHNA cycle, ABAG assigned the Town 106 units, and as part of the sub-regional process, the Town's final number was 93.

This 21 Elements group meets several times a year to discuss a variety of housing issues. 21 Elements will continue to exist as a resource and information sharing collaboration regardless of the decision to form a subregion.

The 21 Elements group most recently met on 9/23/19 to discuss the upcoming cycle. Key points discussed:

- The RHNA will be significantly higher this cycle (100/120% higher) and less housing sites will be eligible to be counted (such as ADU's potentially) based on communication with ABAG. Finding additional locations for housing could potentially require a smaller town such as Atherton to evaluate increased densities.
- Seems majority consensus amongst SMCO jurisdictions is to not form a Sub-Region for the following key reasons
 - the opportunities for "swaps" appear less and more complex, more stringent, and more challenging this round under new cycle rules.

- The #'s are anticipated so high, nobody will want to take on more housing.
- Potential for a sub-region may risk a higher RHNA
- For reference, at this point, the City of San Mateo has already formally opted out of forming a subregion. In conversations with Hillsborough and Portola Valley, they too are likely opting out.
- C/CAG meeting re-scheduled for October 10, 2019 in which a formal decision will be made on the formation of a sub-region or not.
- 21 Elements group will continue to meet on a routine basis and is currently evaluating some collaborative mechanisms (such as possibly considering development feasibility elsewhere as one option) for jurisdictions to consider as they work towards preparing an approach at addressing next cycle.
- Implications of not having a certified Housing Element could include:
 - Access to funding
 - 4-year, compared to an 8-year housing element update cycle
 - Possible HCD/State action on non-compliance (no specificity given as to what that "action" may be).
- We expect to see ABAG/HCD numbers in spring 2020.

IT/Atherton Fiber - DeGolia/Widmer (Rodericks/Suber)

No updates.

Refuse Services Procurement - Widmer/Wiest (Rodericks/Barron)

The Town received 1 response to its procurement request. The Subcommittee will be reviewing the response and providing a recommendation for next steps.

Special Event Permits as of October 4, 2019

This is a list of upcoming Special Event Permits approved or under review.

- October 19 - Private party, 145 Fair Oaks, 6 pm - 11 pm
- October 25 - Sacred Heart Under the Lights Homecoming Game - 4 pm - 10:30 pm
- October 26 – Private party, 2 Carolina Lane, 6 pm - 12 am

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

Public works update –September 2019

- Sweep contracted monthly streets:

September	50 Miles	14.5 cu. Yards	2.1 tons
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- September Service requests –
 - Installed latch for gate at PD
 - Installed security cover for PD kitchen window
 - Picked up illegally dump furniture at 22 Oakwood Boulevard
 - Repaired front door lock at PD
 - Setup CERT/ADAPT event
 - Addressed pest control issues at PD
 - Trimmed bushes blocking speed limit sign near 88 Ridgeview Drive
 - Trimmed bushes blocking speed limit sign near Oak Grove Avenue and Edge Road
 - Removed Town records from PD attic
 - Repaired fence at Knox Playschool
 - Removed tripping hazards at Knox Playschool
 - Repaired hot water issue at Knox Preschool
 - Replaced knock down stop sign and post on Belbrook Way at Walsh Road
 - Removed organic debris from roadway in front of 2 Lowery Drive
 - Picked up illegally dumped trash and furniture at 40 Selby Lane
 - Installed portable AC unit at PD
 - Repaired storm drain inlet cover at the Elena Avenue/Atherton Avenue intersection
 - Removed graffiti and political stickers from utility cabinet Alameda de Las Pulgas, north of Atherton Avenue
 - Trimmed hedges and tree branches on Middlefield Road (between Oak Grove Avenue and Debell Drive)
 - Installed awnings and signs at Administration and Permit Center trailers
 - Installed signs at Park entry
 - Removed asphalt uplifted by tree roots in front of 29 Shearer Drive

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours)
- Litter removal Marsh Road, Middlefield Road and Alameda
- Removed weeds from El Camino Real medians
- Removed debris from roadway El Camino Real at Stockbridge Avenue
- Removed weeds from Middlefield Road
- Creek walk to remove debris
- Storm Drain cleaning
- Removed weeds from channel along Watkins Avenue
- 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.

Removed organic debris from roadway adjacent to 2 Lowery



Before



After

Removed tripping hazard at Knox preschool



Before



After

Repaired storm drain inlet cover at Elena/Atherton Intersection



Before



After

Installed Signs at Park Entry

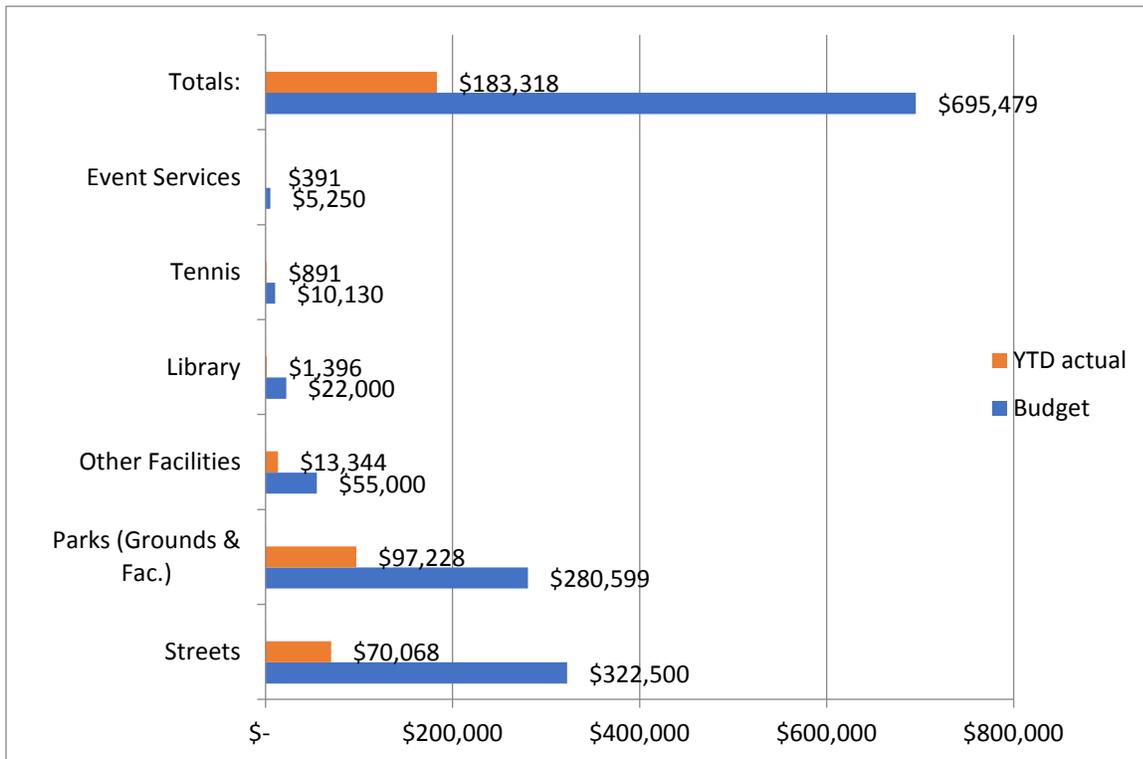


Installed Awnings and Signs at Administration and Permit Center Trailers



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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 322,500	\$ 70,068	21.73
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 280,599	\$ 97,228	34.65
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 13,344	24.26
A04	213-30-52031-000	Library	\$ 22,000	\$ 1,396	6.34
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 891	8.80
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 391	7.44
Totals:			\$ 695,479	\$ 183,318	26.36





7c. PARK GOING'S ON Town of Atherton

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: OCTOBER 2, 2019

SUBJECT: PARK GOINGS ON SEPTEMBER 2019

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.
 - Monitor potable water usage daily.
 - Water non-established trees throughout the park based on the schedule.
 - Blow tennis courts 2 times per week as required.

- Cut back and cleaned Phormium potted plants at Pavilion.
- Completed various repairs at Playschool:
 - Fence boards
 - Infill of paver gaps
 - Repair of hot water in kitchen
 - Repaired cover to pump well
- Replaced light switch at the Pavilion
- Replaced and improved irrigation valves by Pavilion.
- Pressure washed the hard surface tennis courts.
- Removed two dead trees at Event Garden and removed and capped 6 tree bubblers.
- Repaired irrigation main line brake behind Playschool.
- Removed broken seesaw and repaired spring rider at Playground.
- Spread woodchip throughout the Park.
- Repaired 2" irrigation lateral line at sport field.
- Installed new tree water bags at 20 trees.
- Flushed sand from irrigation valves and lateral lines in the Sport field and replaced damaged sprinkler heads.
- Pruned (dead head) all rose bushes at the Park as per schedule.
- Replaced the front door at the Main House.

New and future planned projects;

- Refill playground with fiber mulch.
- Install drain pits in the Event Garden
- Repair secondary well pump
- Restore/paint wall benches along Pavilion and Main House.
- Plant trees and plants in Corp Yard
- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.

Tennis Numbers

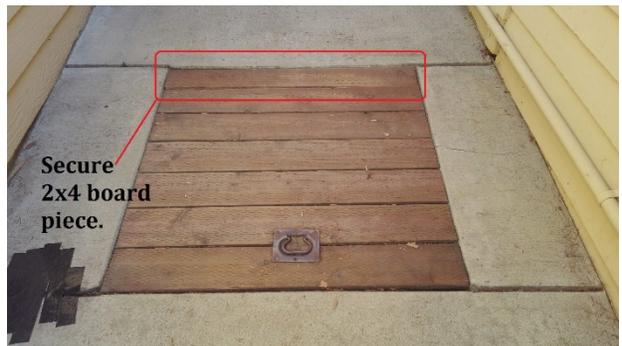
September:

Hours of court usage (# of crts x time) 202 hrs
 Clinics/Camps: 28
 Lessons: 142
 Events: 2 weekly coaches meeting
 Clay Court Bookings: 3 paid hours
 Total # of students: 223

Phormium Plants at Pavilion



Repairs at Playschool



Irrigation Repairs



Rose Bushes



Tennis Courts



Main House Door





Town of Atherton

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

Community Services Monthly Report September 2019

Submitted by:
Interwest Consulting Group

Town of Atherton Building Safety & Inspection

*Construction and Permit Summary
September 1, 2019 to September 30, 2019*

	Sep-19	Fiscal Year 2019-20
Total Construction Valuation¹:	\$11,312,568	\$53,300,131

REVENUE

Plan Check Fees Collected:	\$23,153	\$93,831
Permit Fees Collected:	\$99,549	\$343,015
Other Fees Collected:	\$7,487	\$18,089
TOTAL:	\$130,189	\$454,935

PLAN CHECK

Applications Received:	63	186
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	3	9
New Accessory Structures Issued:	12	52
Addition / Alteration Permits Issued:	3	24
Reroof / Water Well / Grading Permits Issued:	10	37
Plumbing/Mechanical/Electrical Permits Issued:	12	44
Demolition Permits Issued:	1	11
<u>Non-Residential:</u>		
New Permits Issued:	0	6
TOTAL Permits Issued:	41	183

Total Open Permits as of 9/30/19	1109
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INSPECTIONS

Inspections Performed:	745	2,365
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

September 1, 2019 to September 30, 2019

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	47	109
Planning Commission Items	0	2

The September 25, 2019 Planning Commission Meeting was canceled

The next regularly scheduled meeting will be October 23, 2019 at the Jennings Pavilion in the Holbrook Palmer Park.

Arborist Activity Summary

September 1, 2019 to September 30, 2019

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	14	7	1	36

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	1	2	1	1	1	6
March	1	3	2	0	3	6
April	1	2	0	2	2	1
May	1	5	4	2	1	2
June	1	2	3	0	3	2
July	1	5	1	5	8	4
August	5	4	2	3	4	2
September	3	1	3	4	4	1
October		4	2	6	3	1
November		0	4	0	0	4
December		1	3	1	0	4
Total New SFD Permits:	18	29	27	26	31	33

Plan Check Performance

September 1, 2019 to September 30, 2019

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	118	10	8	0
	Subsequent Rev.	90	5	5	0
Minor Plan Check	1st Review	4	3	1	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		212			

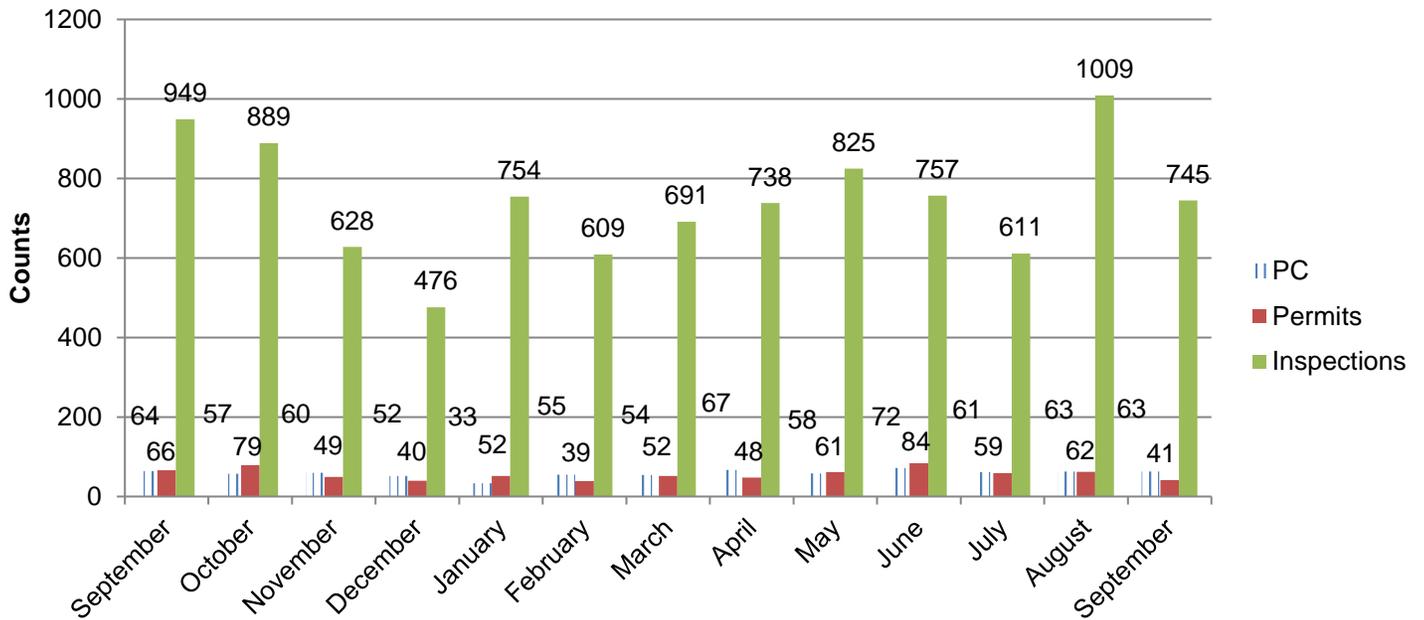
** Target: in working days

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

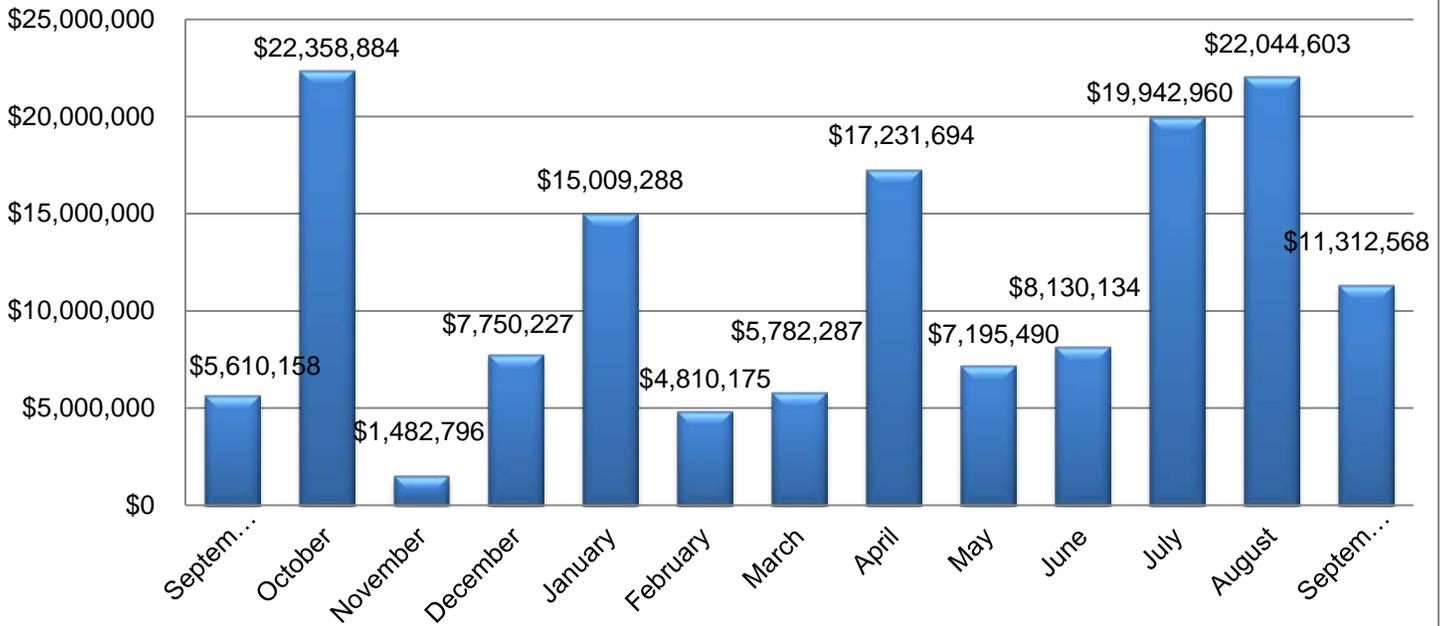
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

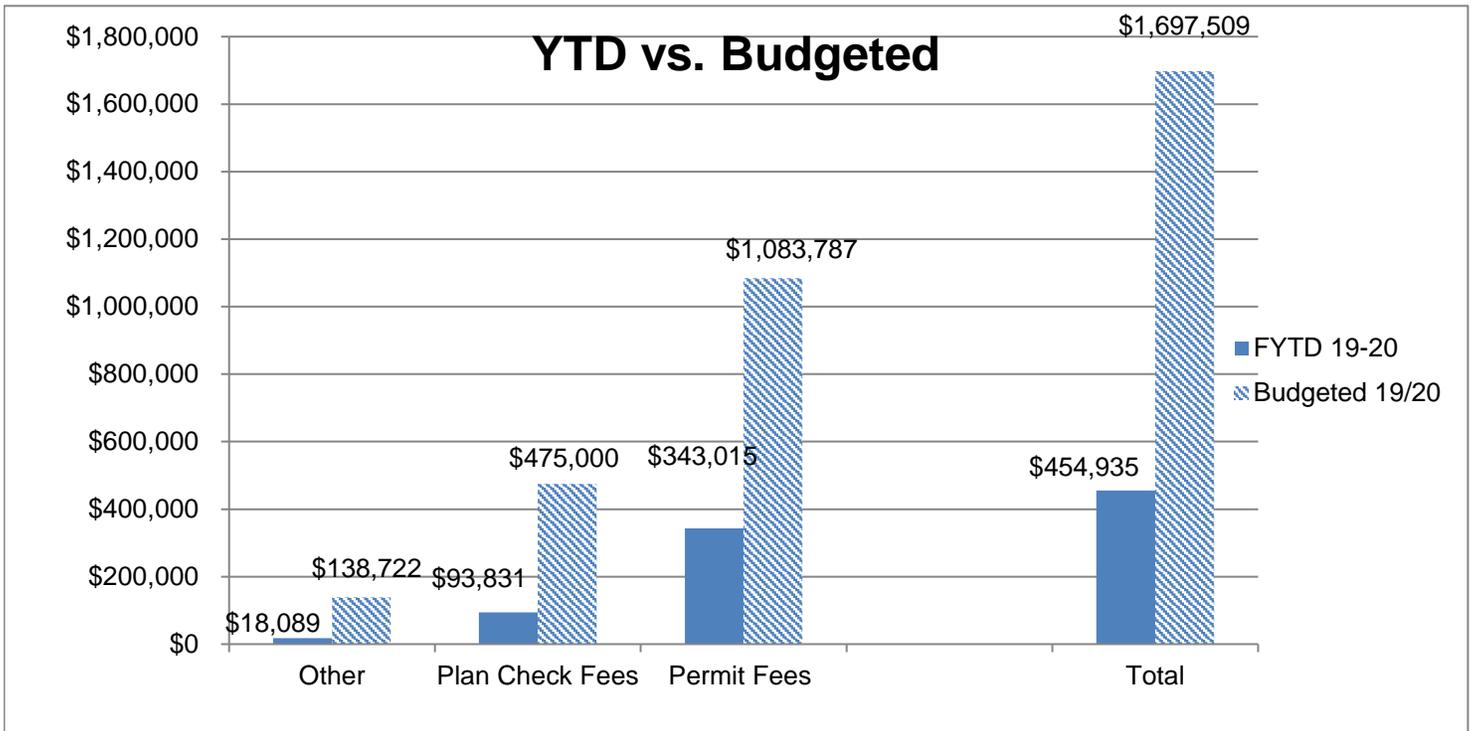
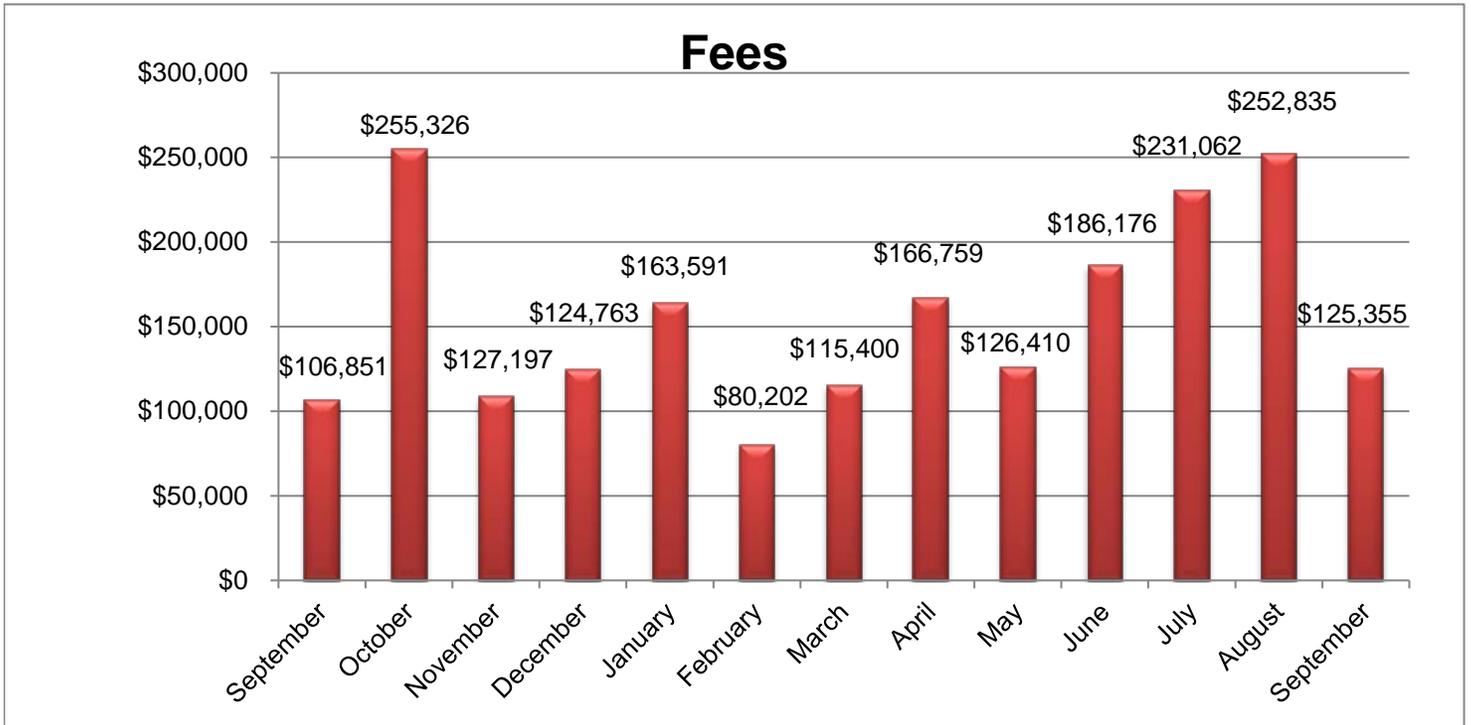
Plan Checks, Permits, Inspections



Valuation



Summary Graphs



POLICE DEPARTMENT

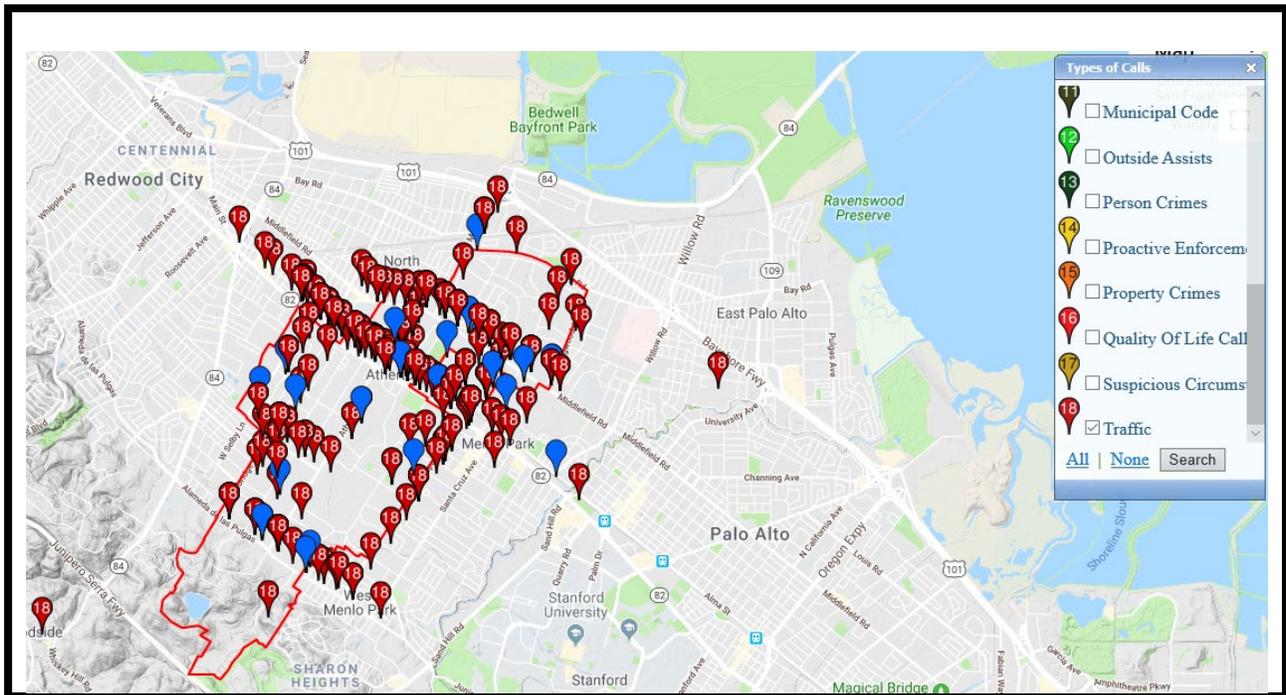
Police Activity

There were 76 investigations for the month of September. 33 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 DUI, warrant arrests, possession of a device used to smoke a controlled substance, false imprisonment public intoxication, possession of stolen property, vandalism, possession of more than 28.5 grams of marijuana, stalking, distribute images of intimate body parts of another, and possession of a concealed dirk or dagger.

Of the 3,134 total police incidents for the month of September, 2,145 were officer-initiated incidents, which resulted in 277 citations being issued for vehicle code and other violations. Officers initiated 1,823 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.

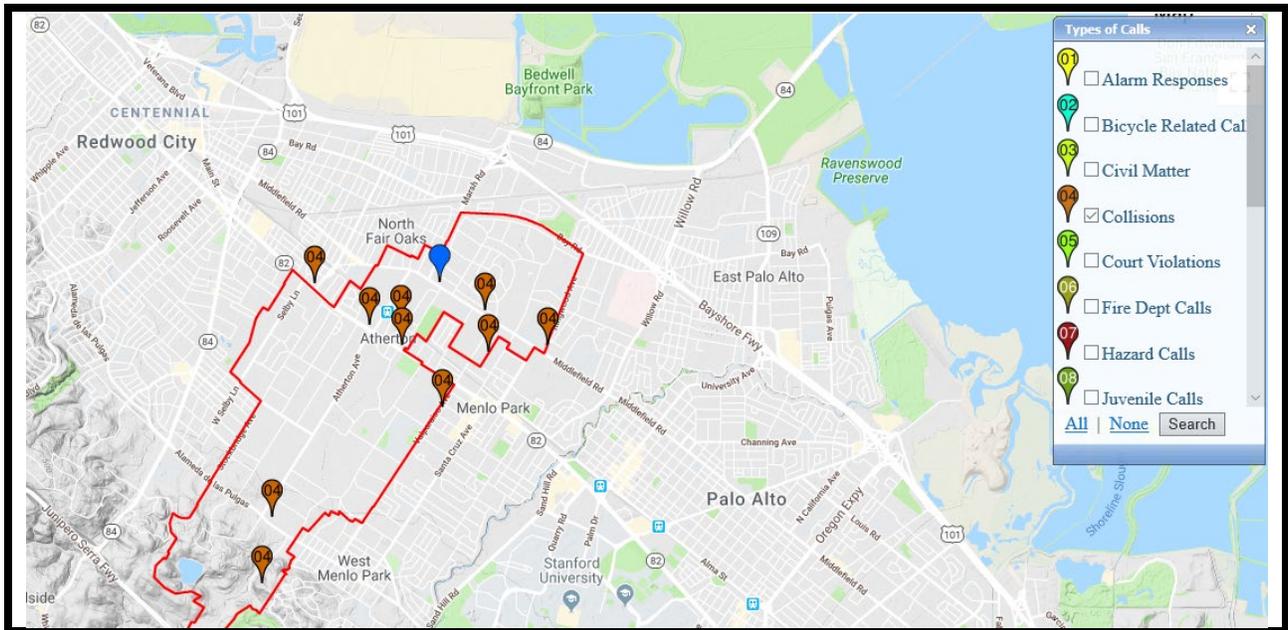
Traffic Incidents

Overall, there were 337 traffic incident locations, some with multiple stops, for September. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

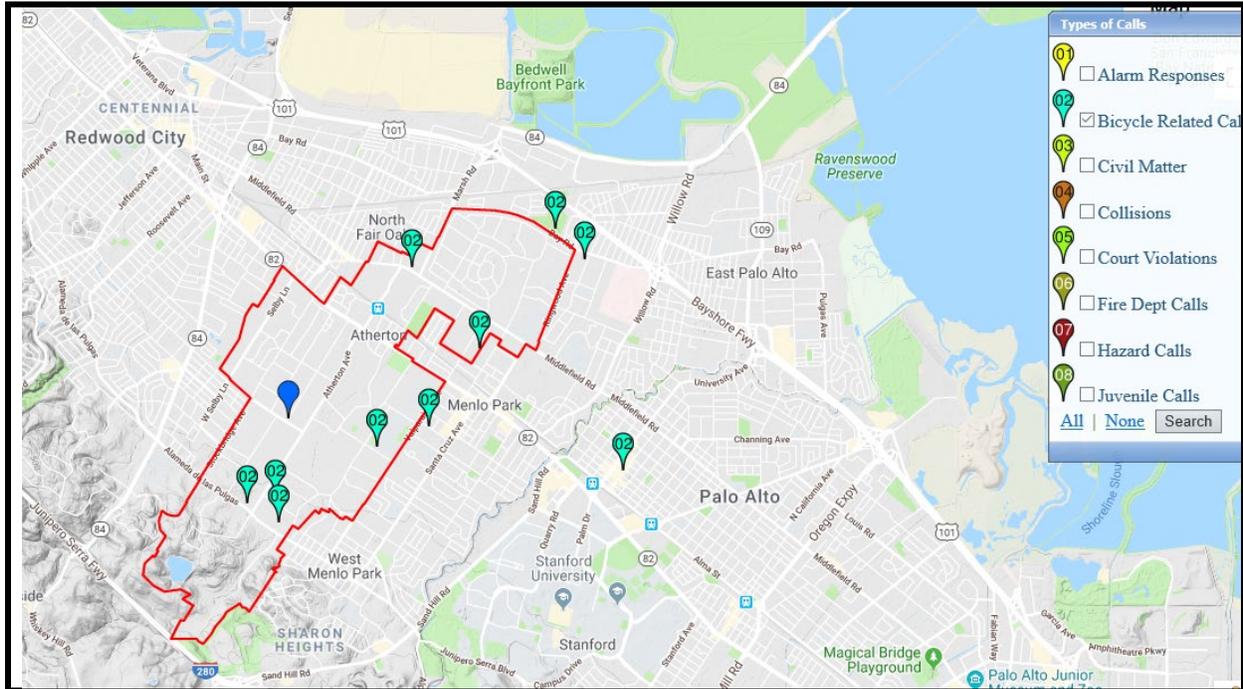
There were 11 collisions locations in September. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

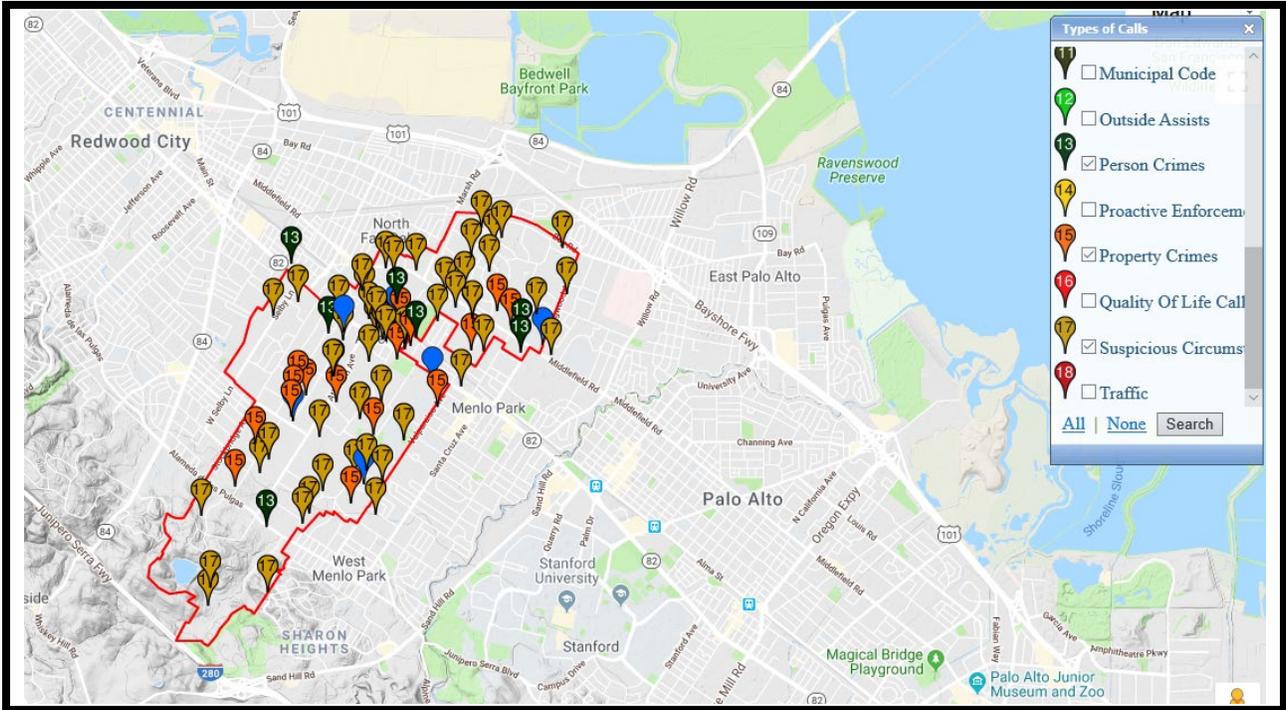
There were 12 bicycle stop incidents initiated for stop sign (10), juvenile riding without a helmet (1), and riding on the wrong side of the road (1).

These stops resulted in 1 notice to appear (citation), 7 warning citations and 4 verbal warnings.



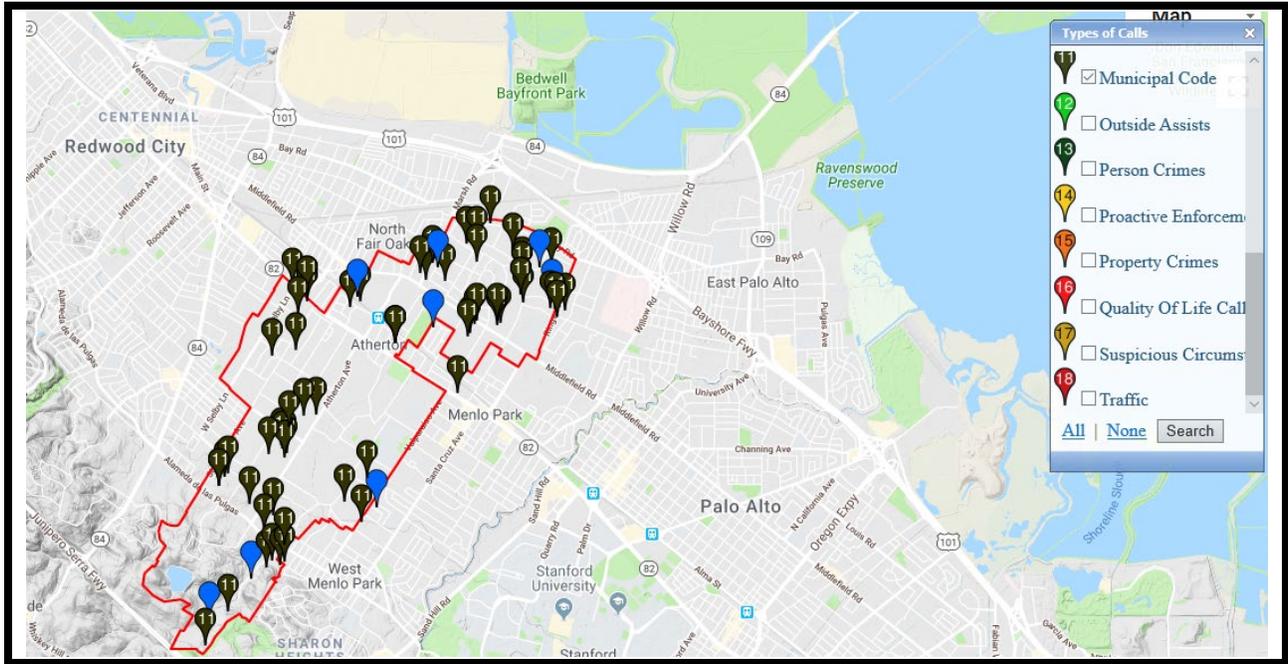
Criminal Activity and Suspicious Circumstances

The Department responded to 85 locations (some locations multiple times) for property crimes (19), person crimes (10), and incidents of suspicious circumstances (60).



Municipal Code Violations

The Department responded to 75 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to right of way issues, construction parking, after-hours construction, off leash dogs, and inspections.



Holbrook Palmer Park

Holbrook Palmer Park had 70 incidents this reporting period, 44 of which were security checks and foot patrols by officers. The other incidents were related to an early construction delivery, a suspicious person, a vehicle playing loud music near the carriage house, off leash dogs, vehicles parked in the handicap parking space, and traffic enforcement (vehicle traveling on the wrong side of the road).

Premise Watch

Officers completed 1,400 House/Vacation checks during the month of September.

School Incidents

Officers responded to **162** school incidents during this reporting period. These incidents included but were not limited to grand theft, petty theft, a strong-arm robbery, assaults, suspicious people, suspicious vehicles, medical calls, a misdemeanor hit and run, and various juvenile problems:

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	7	4	5	5	5	5	5	5	6	9	11	12	79
	Security	27	12	31	22	19	22	21	18	6	26	18	19	241
	Traffic	2	2	-	1	3	2	-	1	5	1	-	9	26
<i>Knox School</i>	Other	1	-	-	1		-	-	-	-	-	1	-	3
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	3	2	3	4	3	2	5	2	3	5	5	9	46
	Security	22	9	10	17	11	14	7	9	5	17	11	11	143
	Traffic	-	-	-	-	1	-	-	4	3	1	-	-	9
<i>Laurel</i>	Other	1	3	2	5	7	2	2	3	1	4	6	5	41
	Security	13	3	22	16	16	14	12	10	7	10	16	10	149
	Traffic	-	-	-	-	1	3	-	3	2	-	1	-	10
<i>M-A HS</i>	Other	37	30	45	37	49	24	18	44	41	51	43	46	465
	Security	28	13	24	24	22	28	24	27	18	29	18	20	275
	Traffic	1	-	-	-	4	3	1	23	2	2	2	5	43
<i>Menlo College</i>	Other	4	2	10	3	4	4	7	9	6	5	9	5	68
	Security	9	6	11	16	24	35	18	15	12	21	9	12	188
	Traffic	6	1	2	2	2	5	1	4	1	4	1	4	33
<i>Menlo School</i>	Other	7	4	3	16	2	3	1	2	3	3	5	3	52
	Security	17	9	8	11	8	10	11	11	1	18	9	11	124
	Traffic		1	1	-	2	2	-	2	-	1	3	1	13
<i>Sacred Heart</i>	Other	10	6	7	12	10	5	3	7	5	17	19	22	123
	Security	14	5	7	14	4	5	4	2	-	9	4	8	76
	Traffic	1	1	2	-	1	2	1	4	4	-		1	17
<i>Selby Lane</i>	Other	3	3	4	4	2	4	4	4	1	1	1	4	35
	Security	30	8	17	25	24	31	29	22	26	17	26	22	277
	Traffic	1	-	3	1	8	2	-	10	4	-	-	1	30
Total		244	124	217	236	232	227	133	241	###	251	218	240	2,525

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, 05 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	2019	5:55
July	2019	4:10
June	2019	4:50
May	2019	4:53
April	2019	4:47
March	2019	5:10

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): **1** minute and **54** seconds.

TOTAL TRAINING HOURS FOR SEPTEMBER 2019 – 566 HOURS

NAME	TRAINING/HOURS	DATES
McCulley/Wade/Kockler/Larsen /Frew	Gordon Graham Training/8 hours	Sept. 4
Dutta/Pronske	Women Leasers in Law Enforcement/24 hours	Sept. 4-6
Robbins	ICI Core Investigations Course/80 hours	Sept. 9-20
Koehler	CCUG Conference/24 hours	Sept. 10-13
Kockler/Wade/Rojas/Boyle	E-Citation Training/16 hours	Sept. 10-11
Rojas	Drug Abuse Recognition/24 hours	Sept. 17-19
Diaz	CA. Mold Update/4 hours	Sept. 18
Vigil	Cellebrite Demo/8 hours	Sept. 23
Wade/Koehler/Cisco/Dunphy/ Kockler/Larsen/Metzger/Pronske Tam/Clark/Hall/Johnson/Green Romero/Torres	In House Training/8 hours First Aid/CPR/Gas Mask Fit Testing/2 hours of Carotid	Sept. 24
McCulley/Frew/Miller/Gutierrez Allen/Vigil/Bollendorf/Robbins MacDonald/Dutta/Rojas/Greene Massagli/Mijangos/Diaz	In House Training/8 hours First Aid/CPR/Gas Mask Fit Testing/2 hours of Carotid	Sept. 26

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	2,145	277
August	2,441	338
July	2,674	299
June	2,666	353
May	2,119	285
April	1,682	444

Code Enforcement Activity Report

September 1 – September 30, 2019

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2019)
1.	Opened Cases	15	237
2.	Resolved/Closed Cases	19	221
3.	Cases Pending	184	N/A
4.	Written/Formal Notices Issued	8	114
5.	Citations Issued	22	268
6.	Amount in Citations	\$6,100	\$94,000

During the month of September, there were over 102 incidents related to code enforcement. Those incidents included but were not limited to: construction work hour violations, construction parking violations, other construction related issues, work without building permits, over height

fences, right-of-way encroachments/obstructions, encroachment permit issues, dead and dangerous trees, damage to heritage trees, overgrown vegetation in the right-of-way, animal nuisance issues, commercial operations in residence, commercial vehicle violations, short-term occupancies, zoning issues, noise nuisance issues, trash accumulations, trash cans being left out, sign issues, lack of property maintenance/overgrowth issues and graffiti.

Code Enforcement staff also assisted with construction hours/noise exemption permits, provided translation assistance to Officers, assisted with the Back-to-School Supply Drive, attended a mold update training through CACEO, and attended the department's in-house training.

TRAFFIC COMPLAINTS

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

- 1) A resident reported vehicles traveling southbound on Alameda de las Pulgas were crossing into bicycle lane approaching Atherton Avenue to avoid the roadway curvature. The resident report the times to be from 9:00 am to 1:00 pm.

Results: 350 minutes spent in the area
9 warning citations and 11 verbal warnings issued