



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: SEPTEMBER 18, 2013

SUBJECT: CITY MANAGER WRITTEN REPORT

ADMINISTRATION

Athertonian Print Newsletter

The Newsletter should hit mailboxes in the next week. Included in this edition is the following:

- Information on the Parcel Tax Measure X
- Information on the New Website
- Public Works Projects Completed
- Introduction of the 2 New Sergeants
- Introduction to CitizenRIMs
- Orientation to Police Services
- Announcement of ACIL/League Candidates Forum
- ADAPT Information
- Upcoming Event Information

Legislative Action

None.

New Police Vehicles

The two new police vehicles have been sent out for detailing and equipment installation. They should be on the street by the end of the month.

CCAC Open House

The Civic Center Advisory Committee hosted an Open House and Public Workshop on Tuesday, September 17 from 6 pm to 8 pm in the Council Chambers. More details will be provided during the Council Meeting.

Finance Committee Meeting

The Finance Committee met on September 11 to review the following:

- RFP for CalPERS Sensitivity Analysis
 - The Committee reviewed the draft RFP and considered three alternatives for completing the required tasks.
 - The Committee recommended that staff speak with Joe Nation to obtain assistance in reviewing the data, and, if necessary, return the RFP to the City Council for consideration.
- RFP for Professional Auditing Services
 - The Committee reviewed the draft RFP and recommended it to the City Council for consideration.
- Fiscal Year Ending 2013 Financial Report
- Discussion of Alternatives for the Town's Budget Reserve
 - The Committee heard the report of the Ad Hoc Committee addressing capital projects, pension funding, OPEB funding, reserve policy, and the parcel tax.
 - The Ad Hoc Committee recommended that staff return with some data on appropriate reserve policies and that the full Committee wait until after the next CalPERS Actuarial is released as well as the sensitivity analysis to evaluate the data sets more fully.
 - The Ad Hoc Committee also described a simple policy for the Council's possible consideration after the final review.
 - At the end of each fiscal year audit, the Council should confirm the unallocated general fund balance amount and determine whether it exceeds a set maximum amount.
 - If so, the Council should evaluate its capital projects needs over the course of the 5-Year Capital Improvement Plan and determine if it needs to allocate additional funds to that Plan. If so – do so.
 - Any amount remaining should be allocated toward any CalPERS or OPEB obligations with an equal amount allocated for reduction in the next year's parcel tax.

Rain Season – Sandbags at Corporation Yard

It's approaching that time of year again for the rain to come to Town. For those concerned with the possibility of small scale flooding issues, the Town offers free of charge up to 20 sandbags to residents. To obtain the sandbags, visit the Public Works Corporation Yard at 99 Station Lane.

C|CAG Committees

C|CAG currently has vacancies on four of its standing Committees for its elected officials. The vacancies are:

- 1 seat – Congestion Management & Environmental Quality Committee

City Manager's Written Report

September 18, 2013

Page 3 of 12

- 1 Seat – Resource Management and Climate Protection Committee
- 1 Seat – Bicycle and Pedestrian Advisory Committee
- 2 Seats – Legislative Committee

Individuals wishing to be considered for appointment should send a letter of interest to: Sandy Wong, C|CAG Executive Director, 555 County Center, 5th Floor, Redwood City, CA 94063 or via email to slwong@smcgov.org.

Selby School Funding Request

The Town received a letter from the Selby School Principal asking for financial support toward their library and IT services (\$30,000). A copy of the letter has been placed in each of your boxes. Staff will return the request to the full Council for discussion at the October meeting.

FINANCE DEPARTMENT

The Finance Department is in the final preparations for the Fiscal Year 12/13 Financial Audit. Our independent auditor Maze and Associates will begin their audit on October 14th.

The Town Master Fee Schedule was adopted. Finance Department is preparing to circulate the new Fee Schedule to departments and the Public. The new schedule will take effect on November 4th.

An RFP for Professional Auditing Services was created and will go before City Council in October for recommendation and consideration.

Finance Department is embarking on a CalPERS sensitivity analysis. More information will follow in October on progress in conducting the analysis.

We are nearing the end of first quarter of Fiscal Year 2013/2014. Finance Department will provide an update in October. It is important to note the Town receives a majority of its revenue (Property Taxes) in two yearly installments. The first of the installments occur in December and the second in June.

Finance met with the SBWMA Atherton Committee on August 28th and is working on a rate analysis. The committee continues to meet and hold discussions.

COMMUNITY SERVICES DEPARTMENT
(Including Building & Planning)

See Attachment

POLICE DEPARTMENT

Police Activity

There were 86 criminal investigations for the month of August. 55 offenders were cited, arrested or referred to the San Mateo County District Attorney's Office for prosecution. 46 of those cases were for vehicle code violations that include driving without a license, driving on a suspended license, and driving under the influence of alcohol. The other cases were warrant arrests, a restraining order violation, a person under the influence of a controlled substance, possession of a controlled substance, and resisting arrest.

Of the 2,479 total police incidents for the month of August, 652 were officer initiated incidents, which resulted in 541 citations being issued for vehicle code violations. Officers also initiated 265 other types of incidents that included contacting suspicious people on the street or in cars, as well as security checks at schools and Holbrook Palmer Park.

Holbrook Palmer Park had 32 incidents this reporting period, 19 of which were security checks by officers.

1,313 House/Vacation checks were completed during the month of August.

Officers responded to 24 ordinance violation calls this month. These calls were for leash law violators, noise ordinance violations, after hours construction, a barking dog, and a loud party.

One of the night shift teams completed the following:

- Three (3) DUI Arrests
- Two (2) Civil Situations – Divorce and Child Custody issues
- Three (3) Driving with a Suspended Driver's License
- One (1) Driving without a Driver's License
- One (1) Attempted Petty Theft
- One (1) 5150 W&I
- One (1) Missing Person
- Four (4) Attempted Burglaries (home and auto)
- One (1) Warrant Arrest
- One (1) Possession of Drugs / Under the Influence Arrest

School Incidents

Officers responded to 57 school incidents during this reporting period. The incidents involved alarms, traffic issues, a physical altercation, suspicious vehicles, security checks, and traffic enforcement. The following depicts the number of incidents per school:

SCHOOL	TRAFFIC	OTHER	TOTAL
ENCINAL SCHOOL	6	2	8

LAS LOMITAS SCHOOL	0	5	5
LAUREL SCHOOL	0	3	3
MENLO-ATHERTON HIGH	3	14	17
MENLO COLLEGE	0	3	3
MENLO SCHOOL	0	4	4
SACRED HEART PREP	2	4	6
ST. JOSEPH'S	0	0	0
SELBY LANE SCHOOL	8	3	11

Response Times

The average response time for Priority 1 calls for service (incidents are categorized from 1 to 3 with one being the highest priority) was 6 minutes during this time period, which met our goal of having an average response time of less than 8 minutes.

Disaster Preparedness

Nothing to report.

Special Events and Community Activities:

On August 25, 2013, Chief Flint and Volunteer Skip Mills drove the Atherton Police Department DARE vehicle in the 2013 Fair Oaks Parade, an event that celebrates cultural diversity in the North Fair Oaks neighborhood in Unincorporated Redwood City.

Training

The following police personnel attended training in August for a total of 120 hours:

NAME	TRAINING/HOURS	DATES
Barron Gomez Guarducci	Evolution of Gang Member to Shotcaller/8 hours	August 5
Dere Lane Metzger	Train the Trainer/Range/4hours	August 7/8
Johnson	Property & Evidence Course/16 hours	August 13-14
Dunphy	Driver Training update/16 hours	August 13-14
Wade	Supervisory Update/24 hours	August 13-15
Guarducci	L.E. response to mental illness/4 hours	August 15

City Manager's Written Report

September 18, 2013

Page 8 of 12

C. Vigil	Search Warrants/16 hours	August 15-16
N. Bonnievie	Managing Suicidal Callers//8 hours	August 20

PUBLIC WORKS DEPARTMENT

August, 2013 Update

- Sweep contracted monthly streets :
AUGUST 2013 Mileage 51 Tonnage 8.48

- Service requests –
 - Parking lot blocks replaced in Town Center Parking lot
 - Prune around no parking signs on Isabella
 - Repair fans not working in Carriage House
 - Repair improperly attached patio furniture at Library Garden
 - Illegal dumping – ECR & Lloyden
 - Illegal dumping – Stockbridge & Patricia
 - Fence repair – HP Park entrance
 - Marsh Road – fence repair due to accident
 - PD women's restroom – toilet repair
 - Illegal dumping – ECR and Almendral
 - Repair barricades – Circus Club horse show
 - Sewer clogged – street department corp yard
 - Tree down – ECR S/B north of Valpariaso

- Weekly litter removal on ECR (Fridays 2 staff, 2 hours).
- Litter Middlefield/Jennings/Placitas.
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp yard clean-up, vehicle/tool maintenance.
- Install new flooring at Knox Playschool while school on summer vacation.
- Install new signs (court markers) at Tennis courts.
- Set up/remove extensive no parking zones for annual horse show at Menlo Circus Club.
- Clean soil built up in the Atherton Channel at Station Lane.
- Remove all weeds, branches, leaves and debris from Channel Fair Oaks to Station Lane.
- Removed large Elm trees on Glenwood Ave with Dutch Elm disease.
- Removed dead trees along S/B El Camino Real (Stockbridge to Isabella)
- Irrigation repair and maintenance (park and streets)
- Repaint crosswalks at schools in anticipation of their opening.
- 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.



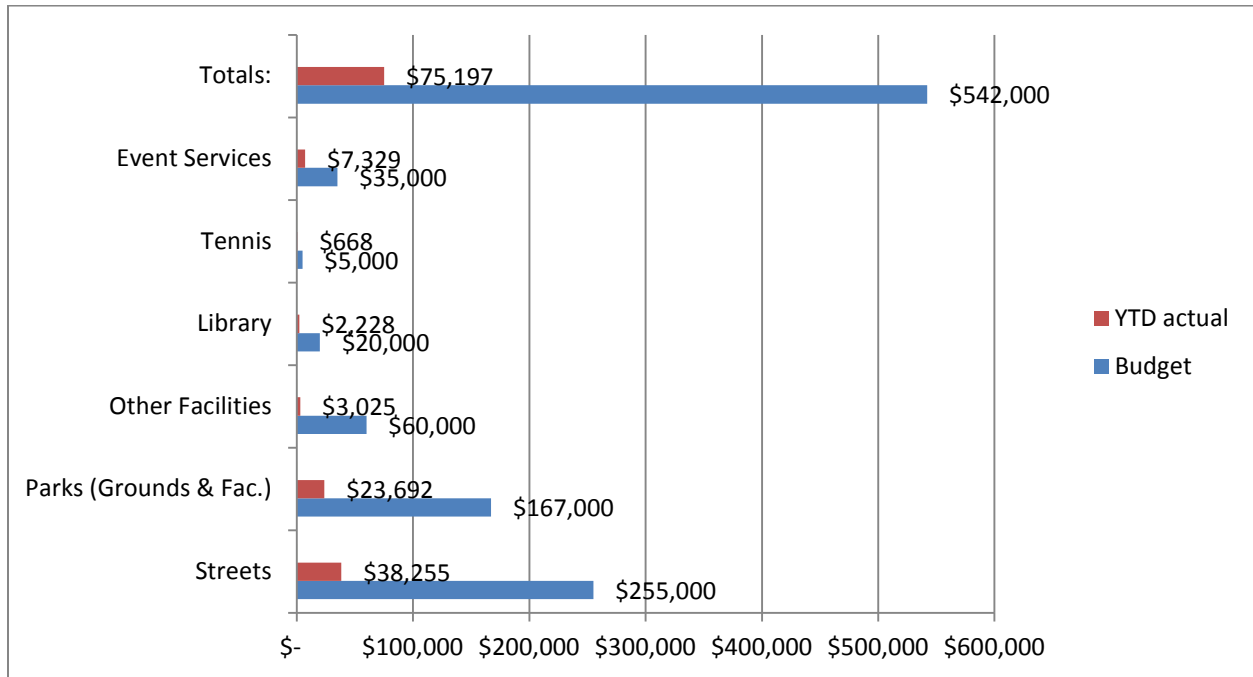
Creek cleaned at Station Ln.

Tennis courts numbered

Debris clean up on El Camino

Town of Atherton
 MCE Corporation/Public Works Maintenance
 Rev. vs. Exp. July 2013

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 255,000	\$38,255	15.00
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 167,000	\$23,692	14.19
A03	101-59-52031-059	Other Facilities	\$ 60,000	\$3,025	5.04
A04	213-30-52031-000	Library	\$ 20,000	\$2228	11.14
A05	101-58-52031-000	Tennis	\$ 5,000	\$688	13.36
E06	101-58-52031-058	Event Services	\$ 35,000	\$7,329	20.94
Totals:			\$ 542,000	\$75,197	13.87



EVENT BOOKINGS FOR SEPTEMBER 2013

DATE/TIME	FACILITY	EVENT/CONTACT	SEATING SET-UP
September 4, 2013/ 10 am - 5 pm	Pavilion	Craig Russell - Too Much Fun 510-489-5791	Emailed set up 8-28.
September 4, 2013/ 6:30 pm - 8:00 pm	Main House	Park & Rec meeting Steve Tyler	U-shape seating for 7 Audience - 12 chairs
September 5, 2013/ 8 am - 5 pm	Pavilion	Art show set up Betty Ullman	S. Tyler has info.
September 6-7, 2013/ 9 am - 8 pm	Main House/Pavilion	Art Show Betty Ullman	S. Tyler has info.
September 9, 2013/ 11 am - 1 pm	Main House	Mike Kashiwagi	Seating in u shape for 15
September 9, 2013/ 6:30 - 8 pm	Main House	Foundation Meeting Frank Merrill	U shape seating for 7 Audience - 12 chairs
September 11, 2013/ 9 am - 1 pm	Carriage House	Pauline Velez 833-6242	Emailed set up 8-28.
September 11, 2013/ 8:30 am - 8 pm	Pavilion	Amy 408-722-8824	Awaiting set up
September 12, 2013/ 1:30 - 6:30 pm	Carriage House	Janette Buchanan 421-7266	Awaiting set up
September 13, 2013/ 8 am - 3:30 pm	Main House	Rosaline Grayson 725-2400	Emailed set up 8-28.
September 14, 2013/ 5pm - 9 pm	Carriage House	Gina Preston 415-518-4466	Awaiting Set up.
September 14, 2013/	Main House & Pavilion	Mica Eades	Awaiting set up.

City Manager's Written Report

September 18, 2013

Page 12 of 12

8 am - 5 pm		415-542-6533	
September 20, 2013/ 8 am - 5 pm	Main House	Denise Hall 736-4337	Awaiting set up.
September 21, 2013/ 6pm - 11 pm	Pavilion	Elizabeth Lewis	Awaiting set up.
September 21-22, 2013/ 8:30 am - 6pm	Main House	Carla Hines 493-4430 x 268	Awaiting set up.
	CLASS		FACILITY/DAYS USED
DISCUSSION MEETINGS		CM HOUSE/CH - FRIDAYS 0700 - 0800; SUNDAYS 0800-0900	
ATHERTON LACROSSE		none	
AYSO		none	
BARI HALPERIN - DOG CLASSES		NM - Sept. 9, 16,23, 30 - 6:30 - 8:30 pm	
FREDDIE JACKSON - DOG CLASSES		NM - Sept. 3, 5,10,12, 17,19,24,26 - 4 pm	
FOLK DANCE		CH - none	
MENLO-ATHERTON YOUTH LACROSSE		none	
BAY AREA COUNTRY DANCE SOCIETY		CH -Sept. 10 - 8 - 10 pm	
TENNIS		TENNIS COURTS - DATES/TIMES VARY	



Town of Atherton

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

Community Services Monthly Report August 2013

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
August 1, 2013 to August 31, 2013*

	August	Fiscal Year 2013-14
Total Construction Valuation¹:	\$15,082,264	\$24,286,858

REVENUE

Plan Check Fees Collected:	\$56,058	\$90,864
Permit Fees Collected:	\$90,341	\$164,610
Other Fees Collected:	\$4,126	\$7,242
TOTAL:	\$150,525	\$262,716

PLAN CHECK

Applications Received:	96	168
------------------------	-----------	------------

PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	3	5
New Accessory Structures Issued:	17	33
Addition / Alteration Permits Issued:	15	26
Reroof / Water Well / Grading Permits Issued:	16	33
Plumbing/Mechanical/Electrical Permits Issued:	16	27
Demolition Permits Issued:	6	11
<u>Non-Residential:</u>		
New Permits Issued:	1	3
TOTAL Permits Issued:	74	138

Total Open Permits as of 5/31/13	340
---	------------

INSPECTIONS

Inspections Performed:	695	1,223
------------------------	------------	--------------

Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Code Enforcement Activity Summary

August 1, 2013 to August 31, 2013

CE responded to the following types of cases:

1. Dangerous Trees	2o/2c	10. Early Set Out-trash	1o/1c
2. Construction Law	10o/10c	11. Neighbor Law	1o/1c
3. Dog Barking	3o	12. Animal	5o/5c
4. Building without permits	5o/2c	13. Litigation	2o/1c
5. Encroachments	10o/2c	14. Vehicles	1o
6. Fence Violations	1o/1c	15. Unsecured Prop	3o/2c
7. Accessory Bld.	3o/1c	16. HOA Contact	0
8. Refuse	2o/1c	17. Admin/finance	2o/1c
9. Zoning	8o/2c	18. Admin/ordinance	0
		19. Public Nuisance	5o/4c
Number of Cases Closed = 36		Number of Cases Still Open = 63	

c: Closed

o: Open

Planning Projects

August 1, 2013 to August 31, 2013

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	32	55
Planning Commission Items	3	6

During the month of August the Planning Department had a total of 32 New Initial Review (Staff Level) applications submitted.

At the August 28, 2013 Planning Commission meeting the following items were considered:

1) 4 Heritage Court, a Conditional Use Permit for an exception to the side setback (accessibility reasons).- This item was approved.

2) 150 Valparaiso, Sacred Heart Schools CUP Amendment substituting TDM for Intersection improvements. The Planning Commission recommended to City Council to approve the amendments to the Conditional Use Permit and approve the expanded TDM program.

3) 555 Middlefield Road, a Conditional Use Permit for replacement of 3 cell antennas and associated equipment at Menlo-Atherton High School. This item was approved.

No items are currently scheduled for the September Planning Commission Meeting.

Arborist Activity Summary

August 1, 2013 to August 31, 2013

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	25	6	15	19

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by

Month	2013	2012
January	2	2
February	1	0
March	1	2
April	3	2
May	1	4
June	5	3
July	2	3
August	3	2
September		3
October		4
November		1
December		4
Total New SFD Permits:	18	30

Plan Check Performance

August 1, 2013 to August 31, 2013

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	39	10	5	0
	Subsequent Rev.	45	5	3	0
Minor Plan Check	1st Review	23	3	2	0
	Subsequent Rev.	6	2	1	0
Total Number of Plan Checks		113			

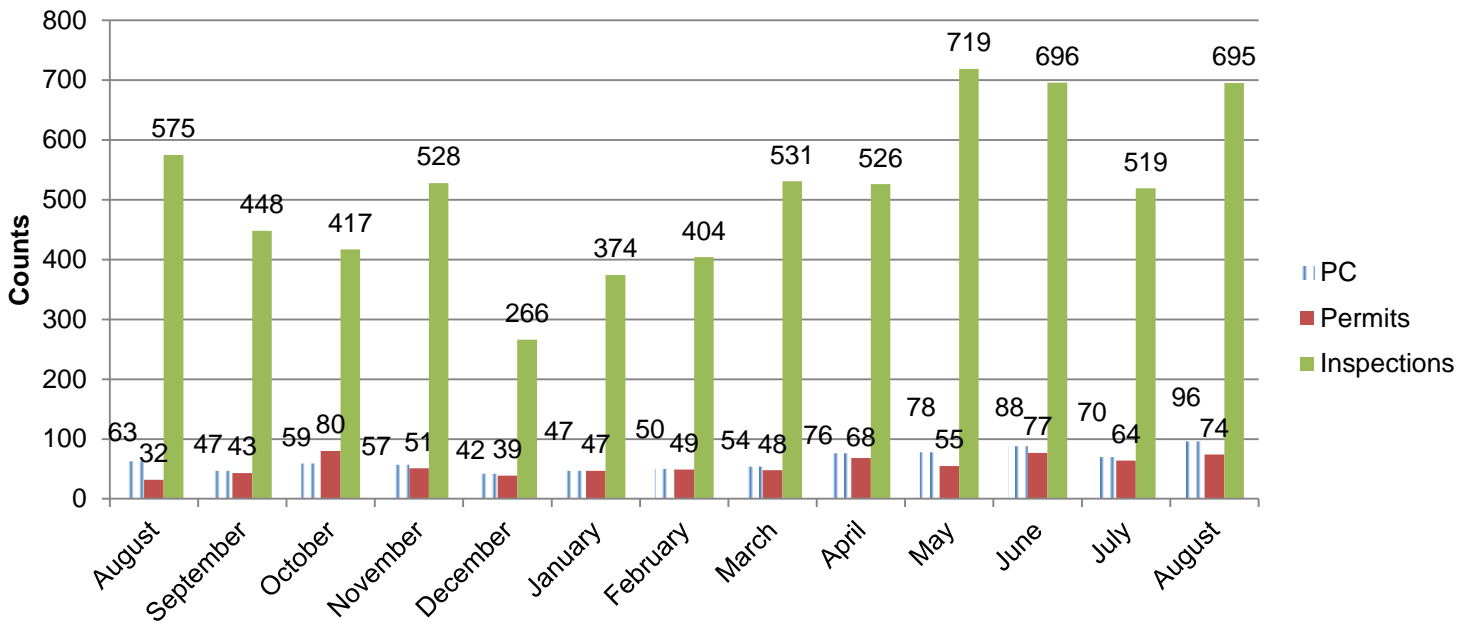
** Target: in working days

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

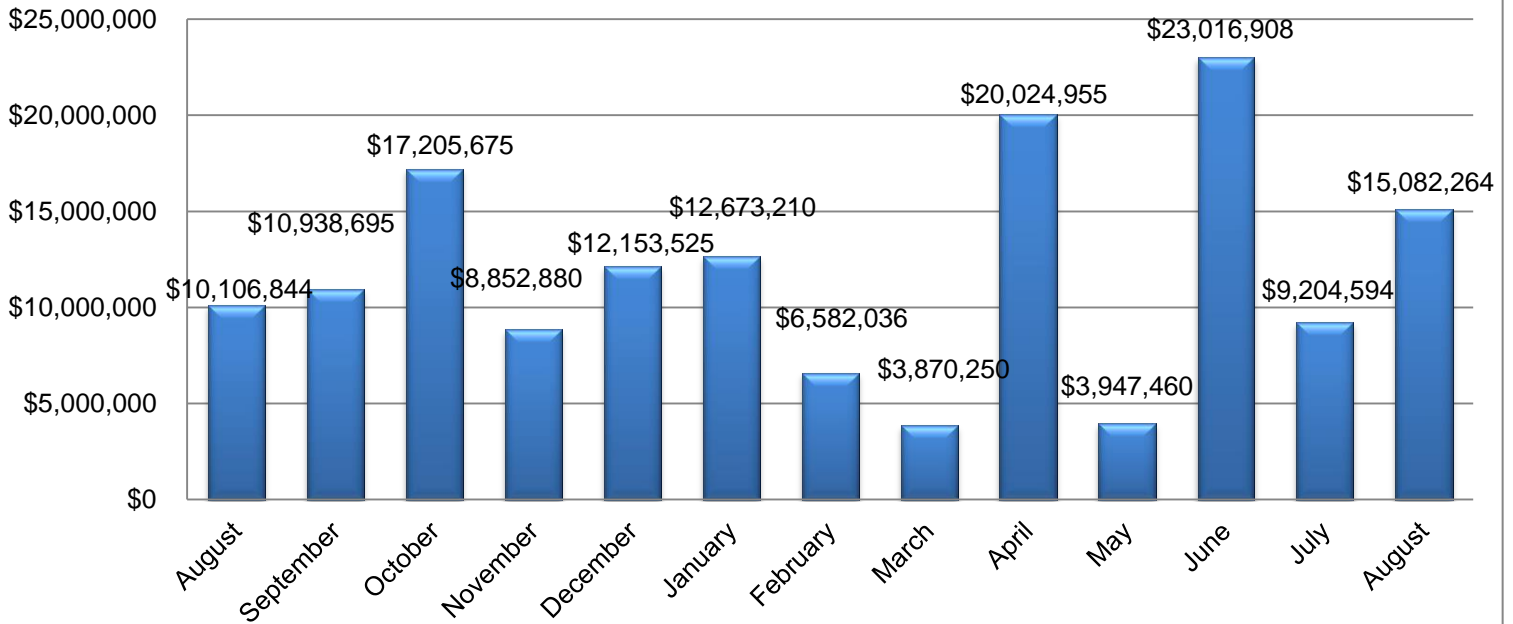
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

