



Item No. 6 Town of Atherton

CITY COUNCIL STAFF REPORT – MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: NOVEMBER 20, 2013

SUBJECT: CITY MANAGER WRITTEN REPORT

ADMINISTRATION

Surf Air

Mayor Lewis and Council Member Elect DeGolia have been facilitating and assisting with neighborhood meetings in reaction to an increase in aircraft noise caused by the flight path of aircraft by Surf Air.

The neighbors have noticed an increase in noise over areas of Atherton, Redwood City, Menlo Park and Palo Alto. The increased noise is mostly the result of new flights from a startup company called Surf Air that has initiated operations into and out of San Carlos Airport this past summer (2013). Surf Air is planning to expand services and it is likely that there will be additional flights added to the San Carlos airport. That means the current approach corridor, as approved by the FAA, will see additional flights over the affected neighborhoods.



Residents have initiated a petition through change.org to assist with the gathering of signatures in opposition to the issue. The residents, including Mayor Lewis, met with representatives from the Federal Aviation Administration (FAA) in early November. The FAA encouraged the residents to form a committee and request a “new plane approach” to address the noise issue. The representative advised that it would be helpful to include participants from the neighboring affected jurisdictions.

On October 9 the Town assisted with a decibel reading @ 20 Holbrook Lane in Atherton. The ambient noise registered 48.5-51.5 decibels. The plane passed over at approximately 1,500 feet at 7:32 am with a decibel measure of 68-72 decibels. The Town’s noise ordinance has a maximum sound level limit of 60 decibels at that time. However, recognizing that aircraft and any associated issues thereto are federally regulated, the noise ordinance provides that for

aircraft, "...it shall be the policy of the town to work with nearby communities and other interested agencies to bring about a reduction of noise levels by private, military, public and commercial airplanes and helicopters."

It is suggested that the Council authorize the Mayor and Council Member Elect DeGolia to facilitate a Public Meeting, inviting Council representatives from adjacent jurisdictions, to facilitate public input on the issue.

Pavement Condition Index

The Town maintains its streets in accordance with a Pavement Management Program. Most grant funds and state-allocated roadway funds, such as the Gas Tax, require that the recipient agencies maintain their streets in accordance with such a program. The Town annually performs pavement maintenance on public streets to the extent that funds are available. Streets are selected based on pavement condition, location, and the type of maintenance application.

All Town streets are inspected regularly to obtain pavement condition data. The Town then uses this data to establish a Pavement Condition Index (PCI) for its streets. (The PCI was developed by the United States Army Corps of Engineers and is commonly used in transportation civil engineering.) The Pavement Condition Index (PCI) is an objective numeric measurement of the pavement's condition on a scale of 0 to 100.

Pavement condition is ranked Poor (25-49), At Risk (50-59), Fair (60-69), Good (70-79), and Very Good (80-89). Most jurisdictions fall within the category of Poor, At Risk, and Fair. Here is a representative sample of what streets would look like in a few of the categories:

Streets in "Poor Condition" are in need of a major reconstruction from the ground up. Preventative maintenance is no longer an option. Reconstruction projects are the most costly of street improvement projects.



Streets in "Fair Condition" can be maintained with a mill and overlay or "slurry" project.

Slurry and overlay projects are preventative maintenance tools that extend the life cycle of a street and as a result, the Town's budget.

Streets in "Good Condition" are well maintained and typically have a regular schedule of preventative maintenance. Streets can quickly fall from good to fair

without regular maintenance.



Newly paved streets typically do not need surface treatments for 5 to 7 years. Town staff are working to put together a visual guide for residents to use – posted on the Town's website – to advise residents of

the cycle of street improvement programs. Using the predictive tools in the Pavement Management Program, staff can identify streets that are up for regular maintenance programs. These identified streets are then physically inspected prior to inclusion in the annual program; however, with the online map, residents will at least have advance awareness of when their street may be up for repair.

The 2012 Index of Bay Area Streets has been recently released. The Town’s streets have made it to the *top 5* in the Bay Area.

Pavement Condition Index (PCI) for Bay Area Jurisdictions, 2,012

Jurisdiction	County	Total Lane Miles	3-Year Moving Average		
			2,010	2,011	2,012
Very Good (PCI= 80–89)					
Brentwood	Contra Costa	406.1	86	86	87
Dublin	Alameda	254	82	84	86
El Cerrito	Contra Costa	145.4	62	73	84
Belvedere	Marin County	23.5	84	85	83
Atherton	San Mateo	105.8	77	79	81
Foster City	San Mateo	121	81	81	81
Los Altos	Santa Clara	225.9	82	81	80

New Mayor | Council Member Academy

Each year, the League of California Cities sponsors a “New Mayor and Council Member Academy.” The next Academy will be held January 22-24 in Sacramento. In addition to training on important, fundamental topics for local government, the program provides the state mandated AB 1234 Ethics course and is the first of three stages for leadership levels for local elected officials. Should a member of the Council wish to attend, funds are budgeted for attendance within the 2013/14 Budget.

ABAG General Liability Insurance Plan & Cities Group Workers’ Compensation

The Town uses the Association of Bay Area Governments (ABAG) Risk Management and Insurance Plan (PLAN) for general liability coverage. The PLAN began in 1986 with the formation of the ABAG Pooled Liability Assurance Network Corporation. The PLAN is a non-profit corporation whose purpose is establishing a stable, cost-effective self-insurance, risk sharing and risk management program for each member. The PLAN is run by and through ABAG under the direction of its member communities. There are 29 members of the pool across which liability is pooled. The PLAN was initially established to meet the needs of member communities as a result of their inability to obtain liability insurance in the mid 1980's. The Liability Pool provides Comprehensive General and Auto Liability coverage for Bodily Injury, Property Damage, Personal Injury, and Public Officials Errors & Omissions. Members may select a deductible and premium level that best suits their needs for cost and financial stability.

The PLAN added property coverage in 1988 through a self-insured Property Pool and traditional insurance. The Property Pool pays the first \$100,000 of any insured loss, less the member's deductible, and a comprehensive insurance policy pays for any covered losses exceeding that amount. The Property Pool includes Flood, Boiler & Machinery and Auto Physical Damage coverage for member vehicles, including high-value specialty vehicles such as fire trucks and street sweepers. Staff from the member agencies serve on the Board of Directors.

The Town uses the Cities Group for its Workers' Compensation coverage. The Group is a Joint Powers Authority established in 1978 pursuant to California Government Code. Equity members are the Cities of Atherton, Dublin, Foster City, Half Moon Bay, Hillsborough, and San Carlos. Associated special districts include Central County Fire Authority, Estero Municipal Improvement District and Belmont-San Carlos Fire Department. San Mateo County Transit District, San Mateo County Transportation Authority and the Peninsula Corridor Joint Powers Board are associated by contract. The Group operates self-insured Workers' Compensation, Long Term Disability, Dental and Vision programs including claims administration, compliance and loss control programs. The Group also administers fully insured Life, ADD and Short Term Disability plans. All program obligations and necessary resources of the members are ceded to the JPA. The JPA administers the program independently with the guidance of each member Group's designated staff who are appointed to the Board of Directors.

The Town has had its share of claims over the last few years, particularly through the downsizing a few years ago. In addition, with a police department, there are particular liabilities and risks involved that affect our insurance rates. There are limited options for municipal agencies for liability and workers' compensation coverage. While the ABAG Plan and Cities Group provide the Town with adequate coverage and service, it is always prudent to evaluate alternatives that may provide better service, programs, or cost.

To that end, staff has contacted the California Joint Powers Insurance Authority (CJPIA) for an analysis of our current risk, claim trends, and liabilities to provide the Town with a second source option. When the insurance became unobtainable for cities in the mid-1970s, a group of 33 progressive cities joined together to form the CJPIA for the purpose of providing liability protection for its members. Today the CJPIA is one of the largest municipal self-insurance pools in the state, with over 120 members. The members take an active role in determining the programs and services that will be provided. Councilmembers, city managers, finance officers and risk managers all participate in setting the direction for the organization to ensure that it continues to be on the cutting edge in serving the members.

A Board of Directors, consisting of one elected official appointed by each Member Agency, governs the CJPIA. The Board elects a President, Vice President and seven Members of the Executive Committee, which meets monthly to supervise and conduct Authority affairs. The Executive Committee has two advisory committees - the Managers Committee and the Finance Officers Committee that both meet monthly. A full-time staff headed by a Chief Executive Officer, employed by the Executive Committee, handles the day-to-day business of CJPIA.

Optional programs offered through the CaJPIA include a workers' compensation self-insurance pool, and the following commercially insured programs: pollution and remediation legal liability

insurance; property insurance (including earthquake and flood) which has a very low cost because of our purchasing power; crime insurance; special events insurance; and vendors and contractors insurance.

The CJPIA staff conduct regular Risk Management Evaluations for each of the members to assist them in identifying potential exposures. They emphasize training and offer workshops in driver's awareness, ergonomics, confined space entry, and other specialized areas found to present large exposures to members. The CJPIA handles all claims from their inception to closing.

The CJPIA is the largest municipal self-insurance pool in the state, with 121 member agencies including ninety-seven cities/towns, eighteen joint powers authorities and six special districts. Current aggregate payroll of our members is over \$800 million dollars. The CJPIA currently has an investment portfolio of nearly \$240 million. These funds are invested according to the policy reviewed and adopted annually by the Executive Committee.

Liability and automobile liability claims are covered up to \$50 million per occurrence. An annual contribution, which is an estimate of the member's total cost of coverage for the coverage period, is made by each member at the beginning of the period. The liability self-insurance program includes a pool self-insured retention of \$5 million with a \$3 million annual aggregate deductible between \$10 million and \$15 million. Reinsurance and excess insurance is purchased from \$5 million to \$50 million. There is no annual aggregate limit.

Subsidence coverage is provided up to \$25 million and includes a pool self-insured retention of \$5 million. Reinsurance is purchased from \$5 million to \$15 million with a \$3 million annual aggregate deductible between \$10 million and \$15 million. Excess insurance is purchased from \$15 million to \$25 million. The excess insurance layer includes a \$20 million annual aggregate per member.

The formula for allocating costs in each pooled program uses experience (losses) and exposure (payroll) to determine each member's annual contribution. Liability experience factors include losses from \$0 - \$30,000 and losses from \$30,000 - \$750,000. Workers' compensation experience factors include losses from \$0 - \$50,000 and losses from \$50,000 - \$100,000. Funding estimates are calculated separately for police and non-police exposures (liability program), and public safety and non-public safety exposures (workers' compensation program).

The annual contributions are funded at the 75% confidence level in an effort to ensure the funds collected each year are adequate to pay losses and expenses related to that year. The annual contribution formula includes the following: the actuary's estimate of the ultimate claim costs, a provision for adverse claim fluctuation, excess and reinsurance premiums, corridor/reinsurance self-funding (if applicable), expenses associated with the third party administrators, and Authority operating expenses.

Workers' compensation claims costs are allocated by a similar formula among the members participating in the program, and benefits are covered to the limits prescribed by state law.

We have asked the CJPIA to review our claim trends, loss history, and programs. CJPIA staff will provide the Town with an estimated cost of coverage for each program. With the cost of coverage information in hand, we will be able to determine whether to proceed with the admissions process.

If we consider joining the CJPIA, staff will review the application, analyze the claims data provided for particular trends or exposures, and conduct on-site evaluations and visits with appropriate personnel. At the time of the visit, an application fee of \$1,000 is required to offset the cost of the evaluation and site visits. If the Town becomes a member, the application fee will be credited toward our annual contribution. If for some reason the Town is not accepted for membership, the application fee will be refunded. The application fee will not be refunded, however, if we begin the process and then decide not to pursue membership.

The evaluation usually lasts one full day, and CJPIA staff meet with Town staff and review operations, policies, and contracts. They then prepare a report, summarizing the visit. The report is presented to the Underwriting committee for consideration. They meet on an as-needed basis. If they recommend the Town's application for approval, it is forwarded to the Board of Directors for comment. The Board of Directors consists of one elected official from every pool member. Director comments are forwarded to our Chief Executive Officer so they may be communicated to our Executive Committee, which meets on the 4th Wednesday of each month. The Executive Committee consists of nine members elected by and from the Board of Directors. The Town must receive a 2/3 "yes" vote of the Executive Committee to be approved. At that point the Town is approved for membership we must pay the annual contribution.

Civic Center Advisory Committee

The Civic Center Advisory Committee has completed the Neighborhood Outreach Meetings and has received significant feedback. Reaching more than 100 attendees the Committee and consultant walked through a number of issues with participants:

- 1-story or 2-story
- Circulation
- Open Space
- Trees
- Restoration and/or Repurposing of the Council Chambers
- Convenience Parking
- Underground Parking
- Gathering Spaces and Focal Points

From the feedback, HMC will narrow the plan to a single master plan and bring that out for further feedback from the community at a public workshop on Wednesday, December 11.

In the interim, staff, HMC, and the CCAC will begin fine-tuning the square footage and needs for the facilities in the Civic Center. These fine-tuned numbers will be used as the project moves along to develop project estimates during the final stages of the master plan process.

Animal Control Shelter

The County and the cities/towns in San Mateo County are parties to an Agreement for Animal Control Services. Under the Agreement, the County provides animal control services in the unincorporated area of the County, as well as in the jurisdictional boundaries of the twenty cities/towns within the County. The Peninsula Humane Society & SPCA ("PHS") presently serves as the County Contractor for the provision of certain animal control services. In conjunction with and pursuant to the Animal Control Services Agreement, the County has leased to the PHS the land on which an Animal Care Shelter facility owned and operated by PHS is presently located at 12 Airport Boulevard, in San Mateo, California. The parties to the agreement, owing to the obsolescence of the existing Animal Care Shelter facility, have determined that it is now necessary to construct a new facility.

There will be an Agreement that sets forth the allocation of, and process for payment of, the construction cost for the new Animal Care Shelter facility among the parties. It is estimated that Atherton's costs could increase as much as \$5,500 per year as payment of our share of the facility. This has not yet been finalized. As more details are discussed I will advise the Council.

No Parking Signs on Middlefield Road

We received a complaint regarding a "No Parking" sign on Middlefield Road at the north corner of Prior Lane. The complaint hinged on accommodating school parent parking for Encinal. The sign was installed to address a sight distance and visibility issue to accommodate a safe from Prior Lane onto Middlefield Road.

"Keep Clear" @ Heritage Court & Middlefield Road

Staff received a request for a "Keep Clear" pavement marking at Heritage Court on Middlefield Road. Staff will have the Traffic Engineer evaluate the request and if possible, accommodate the request.

Bike – Ped Master Plan – Tour

Alta Planning & Design (consultant for the Town's Bike | Ped Master Plan) conducted a walk and bike tour this past Saturday. The event was well-attended with approximately 17 attendees.

Attendees received an Atherton Pedestrian Inventory Map with draft priority intersections. This map helped assess walkability of shoulder conditions on a pre-defined priority network, and identify top intersections listed in the online public survey. Attendees also received an Atherton Draft Discussion Map: Proposed Bicycle Network. The map integrated existing and planned routes from the San Mateo County Bikeways Plan, Menlo Park Bicycle Plan, Menlo Park Downtown Specific Plan, and North Fair Oaks Community Plan. It also proposed new routes and features within the Town of Atherton, based on survey feedback and Alta analysis.

Highlights of the map include:

- Proposed Class I (shared use trail) along El Camino Real in key segments
- Watkins Avenue adjacent to Holbrook-Palmer Park
- Marsh Road from Middlefield to town border
- Consideration of "Bay to Ridge" conceptual trail alignments that emphasize regional recreational access to both the Bay Trail and ridge open spaces
- New proposal for Class II bicycle lane on Selby Lane
- New proposal for Class III bikeway along Atherton Avenue
- Class II bike lanes on El Camino Real (part of much larger and complex study needed, but want to get this on the table)
- Minor adjustments to existing proposal for Countywide north/south bikeway via Elena/Barry/Austin
- Additional consideration of green bicycle lane treatments on "existing" corridors such as Middlefield, Alameda de las Pulgas, and Valparaiso are not illustrated on this map, but will be discussed as part of the plan

Following the tour there was discussion of issues and priorities identified during the tour. It is anticipated that results from the survey and tour will be combined into a final report for the Master Plan Ad Hoc Committee's review. With respect to the survey, Atherton residents responded in general as follows:

- 38 percent of Atherton resident respondents are parents of an Atherton school child versus 57 percent of neighbors are Atherton school parents
- Atherton residents slightly more likely to walk/bike for exercise compared to commute/access services
- Too little roadway width still the most important issue for drivers of both areas (64 percent of residents, 57 percent of neighbors)
- Drivers traveling too fast/speed limits too high still most important issue for bicyclists/peds of both areas (66 percent of residents, 67 of neighbors)
- Side paths are somewhat or very compatible to 85 percent of residents; 79 percent think they're somewhat or very needed
- Green bike lanes are somewhat or very compatible for 69 percent of residents; 65 percent think they're somewhat or very needed
- Safe Routes to School is important to both residents (73 percent) and neighbors (71 of neighbors)
- Implementation: increased capital investment got the most 1st choice votes among Atherton residents (35 total) and got 61 votes for 1-2-3 choice overall. Increased street maintenance got fewer 1st choice votes than cap investment but more overall (69).

PG&E Meeting

Staff will be meeting with PG&E technical experts in December to discuss local natural gas infrastructure and have a discussion regarding the safety and operations of PG&E pipelines.

Following that meeting (or series of meetings) staff will prepare a public presentation, with PG&E on the same.

Council of Cities Meeting

As a reminder, the Town is hosting the Council of Cities Meeting on Friday, November 22 at the Jennings Pavilion. The guest speaker is Pam Machado, Contracts Administrator of San Mateo County overseeing the contract with Peninsula Humane Society. She will be presenting information to the group as to how the Contract works, lease agreement, and upcoming contract negotiations.

School Resource Officer

Staff continues to meet with adjacent jurisdictions and school agencies to discuss the possibility of returning a School Resource Officer to local schools. In addition to need, the conversation includes funding shares.

Traffic Safety Items

Staff is evaluating the possibility of installing a stop sign on Watkins Avenue north of the rail tracks for southbound traffic. If necessary, the item will go before the Traffic Safety Committee for feedback.

Park Master Plan – Dames

As the Council is aware, the Park Master Plan recently completed a park user survey. You may also be aware that the Atherton Dames are in the midst of a resident/user survey with specific interest in the Carriage House. Following the finalization of both survey we will be merging and comparing relevant data points to get a bigger picture of the users and needs in the Park.

It is anticipated that the Park Master Plan will make its way back to the Council in February/March. At that time, the Council will also be making a recommendation with respect to use of the Park House, i.e. as a venue, sale, rental, etc. One of the issues highlighted by the Park Master Plan (and frankly, one we have all been aware of) is the issue of circulation as it relates to the Playschool in the Park. The Park Master Plan will likely include a recommendation to move the Playschool toward the front of the Park to improve circulation of the Park and reclaim the space next to the Carriage House.

This will be and is the subject of much discussion. No action is being contemplated, only discussion of alternatives, costs, needs, etc. There are two temporary buildings used by the Playschool. One is relatively new and in decent shape. The other is more than 30 years old and is in significantly poor condition. In order for the Playschool to continue at its current location, that facility needs to be removed and replaced (nearly \$200,000). There is a cost-benefit analysis (lease, improvements, etc.) that must be done with respect to relocating the Playschool and renovating a new area or removing the old building and putting in a new one. Discussion is at the early stages and information is still being gathered on this topic. I am simply alerting the Council to the early discussion.

Holiday Schedule

Town Hall will be CLOSED on Thursday, November 28 and Friday, November 29 for the Thanksgiving Holiday.

Town Hall will be CLOSED from Wednesday, December 25 through Wednesday, January 1 for the Christmas Holiday. Public Works crews will be on-site to support any scheduled park activities, Building inspections will be completed for critical path inspections only. The Police Department will remain open.

On Monday, December 23 and Tuesday, December 24, Postal Services will be open but the remainder of Town Hall will be CLOSED.

Legislative Action

None.

Sacramento Bee Article on Californian's Knowledge of Local Finances

Below is a reprint of an article from the Sacramento Bee noting how limited the public's understanding is of civic finance.

Viewpoints: Californians' knowledge about civic finances is very disappointing

Special to The Bee

Published Sunday, Nov. 10, 2013

Quick, on what service does your city spend the most money? If your answer is more than a guess or a projection of your wishes, you know more than most Californians do.



Pity the poor California mayors and city council members. No, really. Constituents often want much more from government than they are willing to pay for. The public is frequently uninformed – or worse, misinformed – about the services cities provide. Representing us must be like having a boss who keeps demanding that you spend 70 additional hours writing efficiency reports per week ... without caring, or realizing, that it's actually your co-worker who handles the efficiency report duties.

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Is it really that bad? To find out, the [Center for California Studies and the Institute for Social Research](#) at Sacramento State [surveyed Californians](#) about their attitudes, knowledge and participation in local government.

You may not be surprised to hear that most Californians wanted to maintain or increase city spending on public safety, infrastructure and services like parks. You may be more surprised that they also favored spending on business subsidies and even public employee benefits. In fact, most people seem to like their city spending money. But only 4percent think that the local taxes that pay for such things are too low, whereas 10 times that many think that local taxes are too high. All the while, many of these same respondents say that cities should prioritize budgetary balance.

These contradictions may make more sense when you consider the disappointing levels of knowledge about civic finances we found. We asked five very basic knowledge questions, such as “Is your city budget in surplus, deficit or balance?” Only 1percent of those surveyed correctly answered all five. Two-thirds missed more questions than they got right.

Our most startling finding? This question: “Of the following choices, on what does your city or town spend the largest amount of money: public safety, food stamps, Medi-Cal or aid to other California cities, or are you not sure?”

Go ahead, answer for yourself.

The only possible correct answer is “public safety,” the only option that is even a municipal responsibility. Only 25percent got this right. Did you? Be honest. Clearly, many of us aren't just clueless about municipal budgeting; more profoundly, we are confused about what cities even do.

We also measured engagement – how much citizens participate in and follow local government. On the bright side, the most informed and engaged respondents tended to see the connection between taxes and spending (e.g. those who wanted more spending recognized that they couldn't simultaneously cut taxes and vice versa).

Unfortunately, those informed and engaged citizens are rare. Measured generously, only 7percent fit that category. Meanwhile, 65percent are uninformed and disengaged. Most troubling, though, are the 11percent who are engaged yet uninformed. These are the constituents elected officials dread.

Don't get us wrong. We know that most Californians don't obsess about the latest at city hall. Even if they didn't, very few reporters these days are dedicated to a local government beat, especially in smaller cities and towns. So it's no surprise that most Californians are not municipal government experts. But that attention and knowledge deficit has consequences.

We hear a lot about civic engagement and efforts to increase voting – everything from “Vote or Die” to reforms like same-day registration and multiple voting days. The message that doesn't look as good on a billboard, though, is “Uninformed and Misinformed Voters can be Hazardous to our Civic Health.” Uninformed voters may not notice misuse of funds – as in the Southern California city of Bell. Misinformed voters may push unrealistically high expenditures, or unrealistically low tax levels, leaving cities with impossible fiscal options. That's why moves to make it easier to vote need to be coupled with efforts to make it easier to understand government.

How? There's no easy answer. Plenty of fine groups are dedicated to that goal, including our own. Studies like ours that raise awareness of the problem are a good step. More hands-on civics education in high schools and universities, and media coverage that works to inform – not just enrage or titillate – and that covers more local government issues would help.

Many people are hopeful that the tech boom, which has brought so much information to our fingertips, can connect us better to the institutions that serve us. Some of this is happening already. Online budgetary transparency has improved drastically in recent years thanks to organizations such as the Sunlight Foundation and OpenSecrets.org.

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"Hackathons" have been held to improve open government online. We applaud the cities opening themselves up to budgetary transparency on opengov.com. We are hopeful that more of that is on the horizon.

"What is my city council spending tax dollars on, and how can I weigh in?" We need an app for that.

FINANCE DEPARTMENT

The Finance Committee met last week and discussed the Town's Investment Policy; heard a presentation from OpenGov.com; and discussed CalPERS' future actuarial changes and the possibility of an RFP for a sensitivity analysis.

The Committee was very supportive of OpenGov.com and supported the Town's possible use of the online tool.

The Committee reviewed the Town's Investment Policy and reviewed recommended changes by the Town's investment advisor. After discussion, the Committee recommended revisions to the Policy to the City Council for consideration.

The Committee reviewed the report on CalPERS' actuarial changes. It was the consensus of the Committee to wait until the Town receives its annual actuarial valuations before determining whether to conduct a sensitivity analysis.

The next meeting of the Finance Committee is January 2014.

COMMUNITY SERVICES DEPARTMENT
(Including Building & Planning)

See Attachment

POLICE DEPARTMENT

Police Activity

There were 91 criminal investigations for the month of October. 48 offenders were cited, arrested or referred to the San Mateo County District Attorney's Office for prosecution. 30 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, violation of a domestic violence, restraining order, possession of a concealed dirk or dagger, domestic violence, residential burglary, and transportation of a controlled substance.

Other incidents that occurred during October:

- October 7 – Trespassing report
- October 12 – Concealed weapons arrest
- October 19 – Juvenile drunk in public arrest
- October 22 – DUI arrest
- October 26 – Title 18 report (US mail tampering)
- October 27 – Burglary arrest
- October 29 – Burglary arrest
- October 30 – Possession of a controlled substance for sales arrest
- October 30 – Parole violation arrest

Of the 2,310 total police incidents for the month of October, 581 were officer initiated incidents, which resulted in 444 citations being issued for vehicle code violations. Officers also initiated 250 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 24 incidents this reporting period, 6 of which were security checks by officers.

906 House/Vacation checks were completed during the month of October.

Officers responded to 9 ordinance violation calls this month. These calls were for noise ordinance violations, after hours construction, vehicles blocking the roadway, an illegal solicitor, and leash law violators.

School Incidents

Officers responded to 75 school incidents during this reporting period. The incidents involved alarms, traffic issues, a physical altercation, petty theft, suspicious vehicles, security checks, traffic enforcement, a person making threats (child to parent), strong arm robbery, and a subpoena service. The following depicts the number of incidents per school:

SCHOOL	TRAFFIC	OTHER	TOTAL
ENCINAL SCHOOL	1	4	5
LAS LOMITAS SCHOOL	0	0	0
LAUREL SCHOOL	1	4	5
MENLO-ATHERTON HIGH	0	39	39
MENLO COLLEGE	1	4	5
MENLO SCHOOL	2	3	5
SACRED HEART PREP	1	8	9
ST. JOSEPH'S	0	0	0
SELBY LANE SCHOOL	4	3	7

Response Times

The average response time for Priority 1 calls for service during this time period (incidents are categorized from 1 to 3 with one being the highest priority) was 6 minutes and 45 seconds, which met our goal of having an average response time of less than 8 minutes.

Disaster Preparedness

Atherton Police participated in the Great ShakeOut Earthquake exercise, a training opportunity that allowed Town personnel to practice what to do during an earthquake, and to improve preparedness. Sergeant Brad Mills opened up the Town of Atherton's EOC (Emergency Operations Center) at the corporation yard to inventory and check the functionality of our equipment.

Special Events and Community Activities

Chief Flint and Lieutenant Wade attended the South Bay Regional Police Academy mid-term inspection at Evergreen Community College.

Training

The following police personnel attended training in October for a total of 207 hours

NAME	TRAINING/HOURS	DATES
B. Lane	Driver Training Update/16 hours	Oct. 8-9
K. Haselbach T. Marks	Confronting School Violence/4 hours/Skyline College	Oct. 10

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J. Mattes	RIMS Conf./Sun Ridge Systems/40 hours	Oct. 14 - 18
D. Gomez A. Barron	Gang Conference/24 hours	Oct. 16-18
A. Guarducci	ICI Sexual Assault/South Bay/40 hours	Oct. 21-25
J. Frew	Family/Medical Leave Acts training/3 hours/LCW	Oct. 24
A. Gutierrez	Urban Shield/12 hours	Oct. 27
E. Johnson	CSO Symposium/16 hours/Fremont Pd	Oct. 28-29
S. Hall	SLI # 2 - / 24 hours	Oct. 31- Nov. 2

Public works update - October 2013

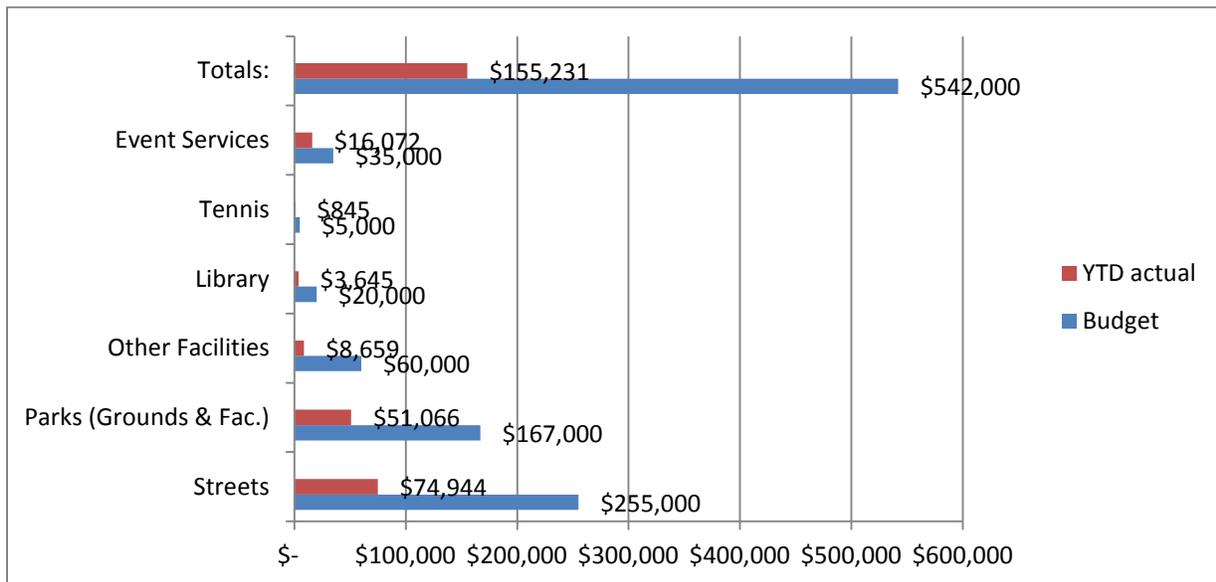
- Sweep contracted monthly streets :
October 2013 Mileage 76 Tonnage 9.45
- Service requests –
 - Repair sign Watkins at ECR
 - Pick up mattresses on Isabella
 - Pick up abandoned wood pile at MA High school
 - Clear walkway for pedestrians – Camino al lago/Monte Vista
 - Install sign at Middlefield and Pryor
 - Install missing sign at Valpariaso and Atherton Oaks
 - Drain growing grass on Elena
 - Remove standing water multiple locations
 - Pothole – James and Hawthorn
 - Pothole – Fair Oaks
 - Branch in TW on Isabella
- 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.
- Drain inspections - townwide
- Drain cleaning – manual cleaning where possible.
- Repairs on Knox Playschool roof (gutters).
- Clean up intersection plantings (Isabella/Faxon & West Atherton)
- Sight distance pruning ECR (median and shoulders)
- Remove XL fallen Oak tree from Atherton Channel near Reservoir Road
- Remove dead plant material in park and in Town R of W.
- Prep park for semiannual Park and Rec walk through
- 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.



ROW landscape clean-up Camino al lago/Monte Vista Park sign repair

Town of Atherton
 MCE Corporation/Public Works Maintenance
 Budget vs. Actual through October 2013

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 255,000	\$ 74,944	29.39
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 167,000	\$ 51,066	30.58
A03	101-59-52031-059	Other Facilities	\$ 60,000	\$ 8,659	14.43
A04	213-30-52031-000	Library	\$ 20,000	\$ 3,645	18.23
A05	101-58-52031-000	Tennis	\$ 5,000	\$ 845	16.90
E06	101-58-52031-058	Event Services	\$ 35,000	\$ 16,072	45.92
Totals:			\$ 542,000	\$ 155,231	28.64



EVENT BOOKINGS FOR NOVEMBER 2013

DATE/TIME	FACILITY	EVENT/CONTACT	SEATING SET-UP
November 4, 2013/ 6:30 – 8 pm	Main House	Foundation Meeting Frank Merrill	U shape seating for 7 Audience – 12 chairs
November 4, 2013/ 11 am – 1 pm	Main House	Mike Kashiwagi	Seating in u shape for 15
November 4-5, 2013/	Pavilion	Steve Tyler	Seating for 40

City Manager's Written Report

November 20, 2013

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8 am – 4 pm		San Mateo Co. Water mtg	
November 6, 2013/ 6:30 pm – 8:00 pm	Main House	Park & Rec meeting Steve Tyler	U-shape seating for 7 Audience – 12 chairs
November 12, 2013/ 3 pm – 10:30 pm	Pavilion	593-3280	Awaiting set up
November 15, 2013/ 8 am – 4 pm	Main House & Pavilion	Stanford U 725-0858	Awaiting set up
November 19, 2013/ 6 pm – 8 pm	Pavilion	Neil Martin 799-8466	Seating for 50
	CLASS		FACILITY/DAYS USED
DISCUSSION MEETINGS		CM HOUSE/CH – FRIDAYS 0700 – 0800; SUNDAYS 0900-1000	
ATHERTON LACROSSE		none	
AYSO		none	
BARI HALPERIN – DOG CLASSES		NO CLASSES	
FREDDIE JACKSON – DOG CLASSES		NM – 11/5,7,12,14,19,21 & 26 - 2 – 4 pm	
FOLK DANCE		CH – November 6, 13, 20 - 7 – 10 pm	
MENLO-ATHERTON YOUTH LACROSSE		none	
BAY AREA COUNTRY DANCE SOCIETY		CH –November 12 – 8 – 10 pm	
TENNIS		TENNIS COURTS – DATES/TIMES VARY	

Summary by Month FY 2013-2014 PARK EVENT REV. VS. EXP		
Month	Revenue	MCE Cost
Jul-13	9,162.50	\$3,185.00
Aug-13	9,300.00	\$4,144.00
Sep-13	\$ 12,450.00	\$4,031.00
Oct-13	\$ 11,100.00	\$4,713.00
Nov-13		
Dec-13		
Jan-14		
Feb-14		
Mar-14		
Apr-14		
May-14		
Jun-14		
Total FY 2013-14	42,012.50	\$16,073.00



Town of Atherton

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

Community Services Monthly Report October 2013

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

**Town of Atherton
Building Safety & Inspection**

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

	October	Fiscal Year 2013-14
Total Construction Valuation¹:	\$25,999,763	\$63,520,166

REVENUE

Plan Check Fees Collected:	\$35,260	\$163,197
Permit Fees Collected:	\$148,875	\$385,965
Other Fees Collected:	\$3,474	\$13,072
TOTAL:	\$187,609	\$562,234

PLAN CHECK

Applications Received:	60	299
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PERMITS

Residential:		
New Single Family Residential Permits Issued:	5	14
New Accessory Structures Issued:	25	70
Addition / Alteration Permits Issued:	14	46
Reroof / Water Well / Grading Permits Issued:	14	57
Plumbing/Mechanical/Electrical Permits Issued:	18	55
Demolition Permits Issued:	1	17
Non-Residential:		
New Permits Issued:	0	3
TOTAL Permits Issued:	77	262

Total Open Permits as of 10/31/13	335	
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INSPECTIONS

Inspections Performed:	680	2,420
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Code Enforcement Activity Summary

October 1, 2013 to October 31, 2013

CE responded to the following types of cases:

1. Dangerous Trees	0	10. Early Set Out-trash	2c
2. Construction Law	4o/2c	11. Neighbor Law	0
3. Dog Barking	0	12. Animal	0
4. Building without permits	1c	13. Litigation	3o
5. Encroachments	4o/1c	14. Vehicles	0
6. Fence Violations	0	15. Unsecured Prop	0
7. Accessory Bld.	0	16. HOA Contact	0
8. Refuse	0	17. Admin/finance	4o
9. Zoning	5o/4c	18. Admin/ordinance	0
		19. Public Nuisance	10o/8c
Number of Cases Closed = 18		Number of Cases Still Open = 30	

c: Closed

o: Open

Planning Projects

October 1, 2013 to October 31, 2013

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	20	107
Planning Commission Items	4	13

During the month of October, the Planning Department had a total of 20 New Initial Review (Staff Level) applications submitted, and one Conditional Use Permit submitted.

At the October 23, 2013 the Planning Commission discussed the following items :

1. Resolution Initiating an Amendment to Atherton Municipal Code Chapter 17.40, Athletic Court Regulations <<http://ca-atherton.civicplus.com/DocumentCenter/View/559>> . The Commission requested Staff to return to a future Planning Commission with proposed language to further regulate athletic courts.
2. Draft Environmental Impact Report for the Cartan Field Improvement Project, Menlo School and Menlo College . The Planning Commission heard comments on the Draft Environmental Impact Report and requested staff prepare a response to comments.
<http://ca-atherton.civicplus.com/DocumentCenter/View/560>
3. Ordinance Adding Atherton Municipal Code Chapter 17.58: Density Bonus and Other Concessions or Incentives <<http://ca-atherton.civicplus.com/DocumentCenter/View/561>> . This is a requirement of State Law. The Planning Commission continued this item to the next regularly scheduled meeting of December 4, 2013.
4. Ordinance Amending Atherton Municipal Code Chapter 17.60, Accessory Building and Guest House Definitions <<http://ca-atherton.civicplus.com/DocumentCenter/View/562>> . The Planning Commission recommends the City Council amend the definition for accessory buildings and guest houses.

The following items are current scheduled for the December 4, 2013 Planning Commission meeting:

1. Menlo School Master Plan update for 2013
2. Ordinance Adding Atherton Municipal Code Chapter 17.58: Density Bonus and Other Concessions or Incentives (continued from the October 22, 2013 meeting).
3. Athletic Court Regulations (continued from the October 22, 2013 meeting)

Arborist Activity Summary

October 1, 2013 to October 31, 2013

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	18	6	22	28

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	4	3
October	5	4
November		1
December		4
Total New SFD Permits:	27	30

Plan Check Performance

October 1, 2013 to October 31, 2013

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	64	10	6	0
	Subsequent Rev.	41	5	3	0
Minor Plan Check	1st Review	11	3	2	0
	Subsequent Rev.	4	2	2	0
Total Number of Plan Checks		120			

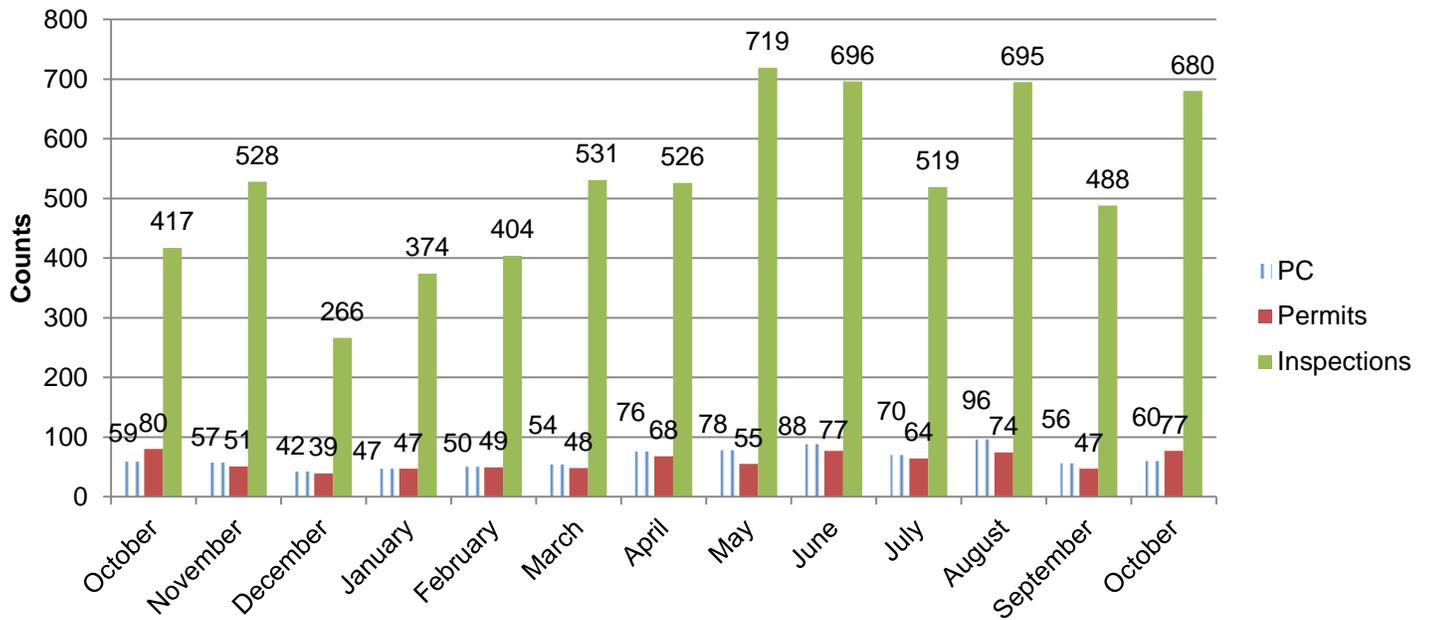
** Target: in working days

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

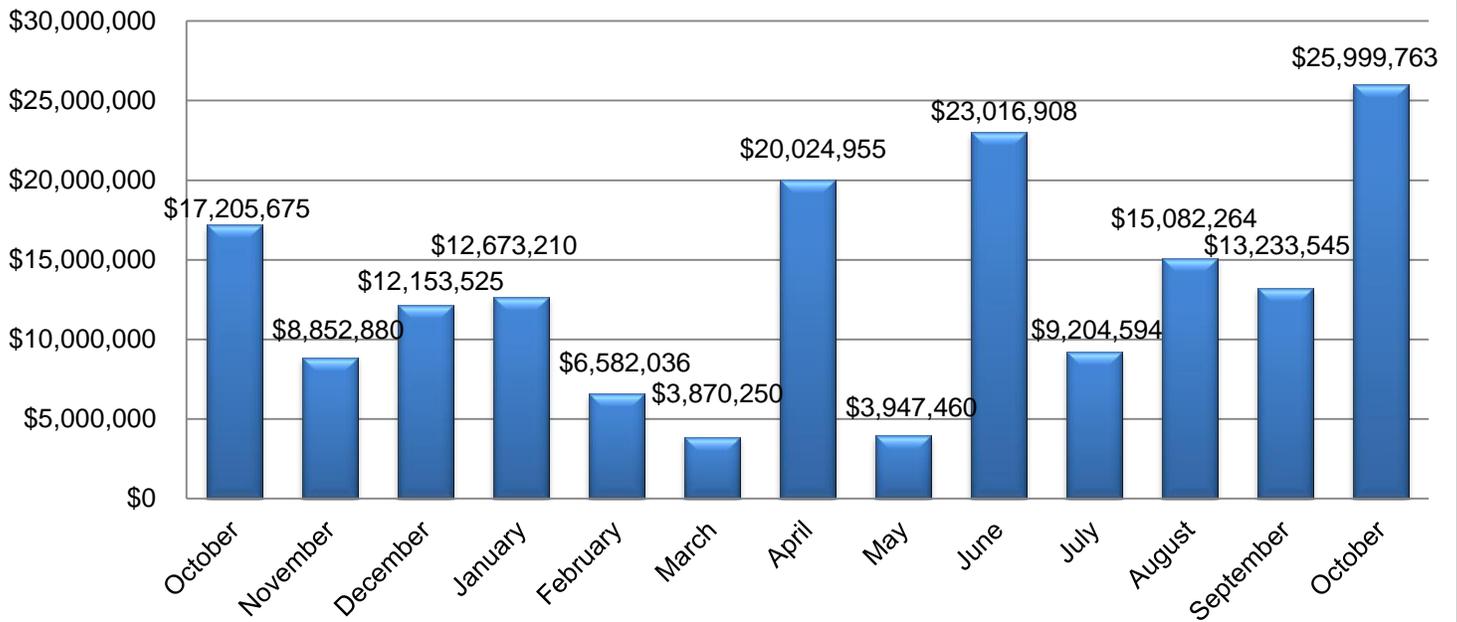
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

