



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: MARCH 20, 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.

CITY MANAGER’S OFFICE

1. SB 50 Meeting - Senator Jerry Hill

Mayor Widmer, Council Member Lewis and I attended Senator Hill's roundtable discussion on housing on March 15. The Senator notes that there are a number of proposals pending in the state Legislature and that he would like to hear the thoughts of local officials prior to voting.

2. Cartan Field - Water Capture Project

I met with Than Healy and Steven Wiener regarding the Project. Steven outlined the parameters under which they see the project being successful. Staff is investigating whether the proposals are feasible.

3. Ad Hoc Subcommittees

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

I circled back with the County but have not yet received a reply.

Fire Services - Wiest/Widmer (Rodericks)

I met with the Fire Chief on March 11. We discussed a number of fire safety topics which included recent media articles, the new Town Center, upcoming Easter Egg Hunt event, rail crossings, North Fair Oaks Projects, CERT, and ADAPT. We also discussed the Fire District’s potential waiver of fees related to the Town’s temporary modular facilities at the Park. The District asked for a letter of request from the Town. The Chief supports the waiver.

The Chair of the Fire Board is working to set a Subcommittee meeting with the Town's Subcommittee on Fire Services in the coming week(s).

Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

The Subcommittee met last week and discussed the Town's approach to Caltrain regarding the restoration of service at the Atherton Rail Station. The Subcommittee will be meeting with Caltrain representatives on March 28.

4. Goals Meeting - April 25, 7:30 am - 12 pm

The Goals Meeting is scheduled for April 25 from 7:30 am to 12 pm. Nancy Hetrick will be reaching out to each of you individually prior to the Goals Meeting.

5. EPC Meeting - February 28

The EPC met on February 28 and took the following actions:

- Committee identified potential speakers for the EPC sponsored symposium tentatively scheduled for May 4 from 12 pm to 3:30 pm. Potential speakers included Peninsula Clean Energy staff and Sustainability Manager Luke Morton, among others.
- Committee delegated staff and committee members to contact potential speakers.
- Staff is working on a Final EPC 2019 Environmental Event work plan and budget to present to the City Council in March for approval prior to any formal implementing actions of EPC for the event.

The next EPC meeting is scheduled for March 21, 2019.

6. Transportation Committee Meeting - March 12

The Transportation Committee met on March 12 and discussed the following items:

- Staff Report - Local Traffic Flow Long Range Planning Solutions Study
- Report - January 2019 - Local Traffic Flow/Long Range Solutions
- Police Reports for November, December, January and February
- Update on Encinal Traffic Solutions

Staff is working with a parents' group at Menlo School District to evaluate potential improvements around Encinal School. Our Traffic Engineer is evaluating the possibility of removing/relocating the mid-block crossing to the Felton Drive intersection.

7. SB 1383 Recycling Regulations

A question was raised as to how the SBWMA stacks up with respect to recent proposed rules to implement recent State legislation regarding recycling.

In response, the Council Representative provided the following:

"The new 30 M capital plan for a new single stream waste processing line coupled with the new pipeline and successful integration into SVCW meet the Organics needs, along with several other multi-million dollar projects currently planned for the next few years."

"A proof of concept pilot has been approved by the Board with implementation and testing with SVCW to occur lasted this year."

"The SBWMA projects will separate the organics, then "clean them up" and transport them via an underground tunnel currently in work via a boring machine to connect the facility to SVCW."

8. FTO and Motor Officer Positions

Officer Robbins has been selected to fill the open FTO position. Officer Rojas has been selected to fill the open Motorcycle Officer position.

9. PG&E Work on Middlefield

PG&E is planning to start work on their Middlefield Road gas pipeline replacement project next week (likely Monday). A pre-construction meeting was held to discuss various items related to the project, particularly focusing on traffic control, safety, work hours, project coordination and site restoration. As a reminder, we have agreed to permit certain activities to occur on Saturdays, particularly around the schools and at Marsh Road. They have been reminded that they will need to submit and pay for each work hour exemption request as they confirm the related activities.

This project will be rather disruptive and extend through most of this calendar year. We have prepared an article for the Athertonian and will be releasing a newsflash to advise the public of the upcoming work activities. Changeable message signs are already on Middlefield Road to advise motorists of the project.

10. CSLB Sting Operation

On Wednesday, State Agents from the Contractor's State License Board took an unlicensed contractor into custody at a construction project on Almendral. The contractor was unlicensed and had a no-bail felony warrant related to contractor fraud.

11. Citizen's Police Academy - May 18, 2019

The Citizen's Police Academy has been set for May 18. The last date to register is April 12. Please help us spread the word. Information and details can be found on the following webpage -

<https://www.ci.atherton.ca.us/505/Citizens-Police-Academy>

12. Mayor's Meet & Greet

City Manager's Written Report

March 20, 2019

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Staff will working to setup a Mayor's Meet & Greet in the coming month for the community to meet with the Mayor, Senator Hill, Supervisor Horsley and Assemblyman Berman.

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

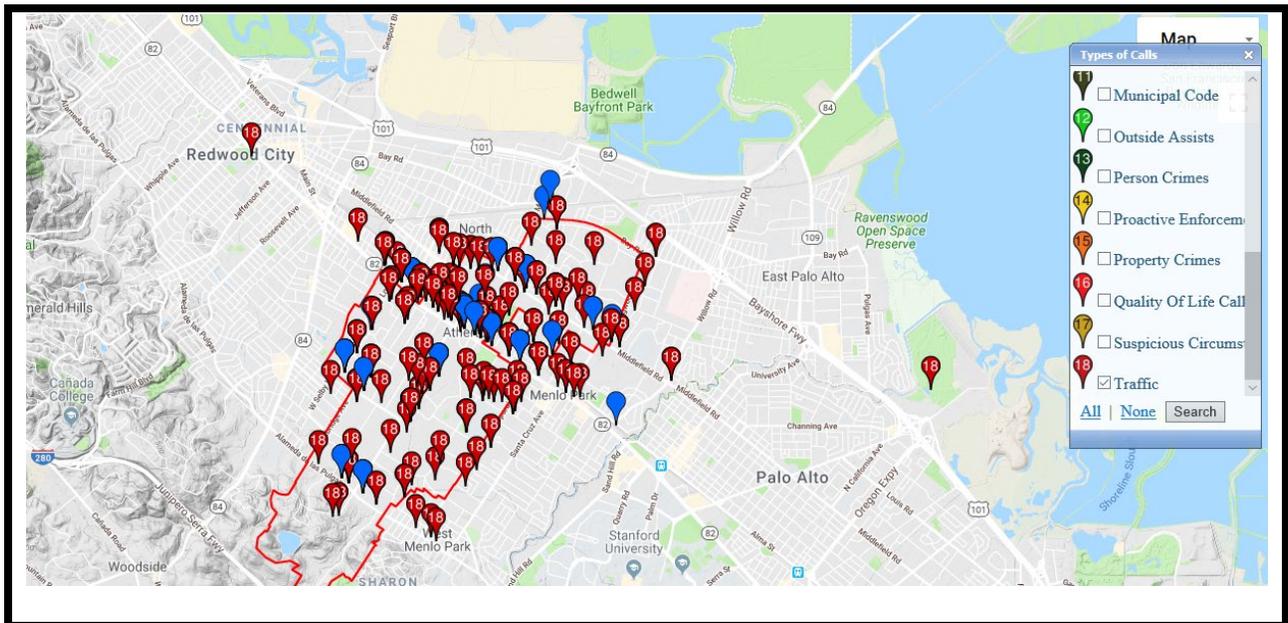
Police Activity

There were 54 investigations for the month of February. 19 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, driving without a driver's license, grand theft, commercial burglary, possession of a controlled substance, possession of stolen property, juvenile probation violation, warrant arrests, mail theft, and possession of a concealed firearm, battery on a school employee, and brandishing a weapon (crowbar).

Of the 2,587 total police incidents for the month of February, 1,575 were officer-initiated incidents, which resulted in 192 citations being issued for vehicle code and other violations. Officers initiated 1,262 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.

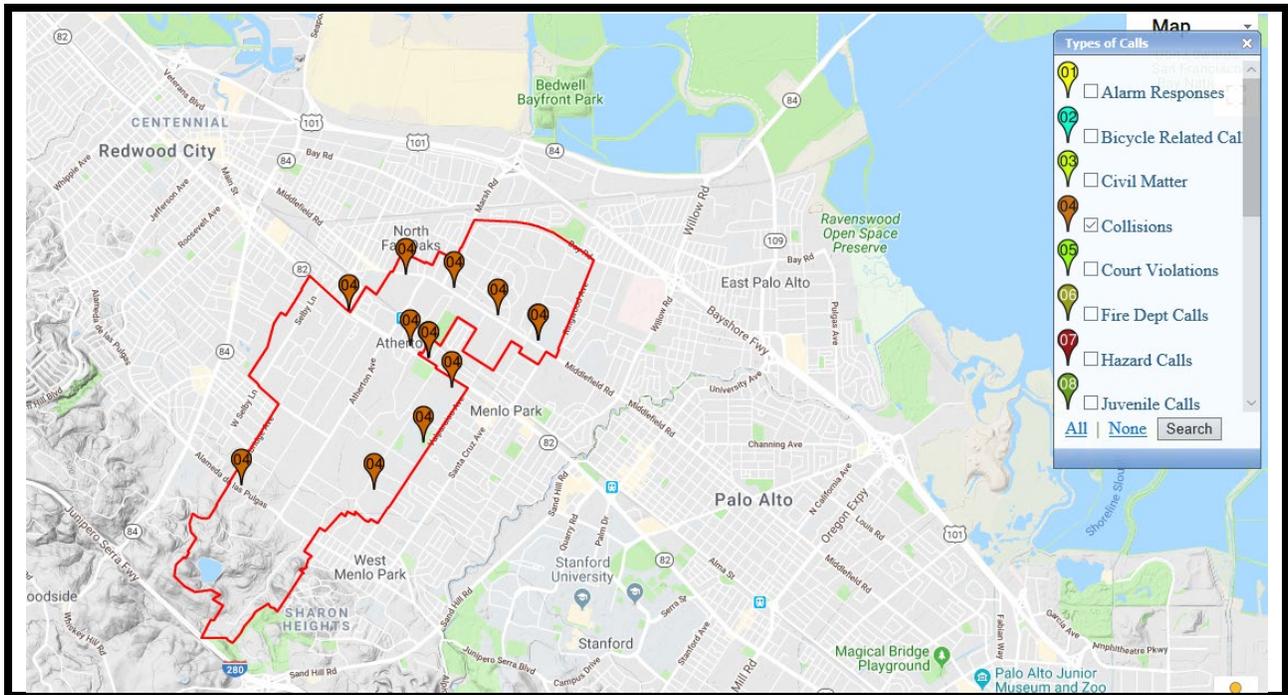
Traffic Incidents

Overall, there were 320 traffic incident locations, some with multiple stops, for February. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

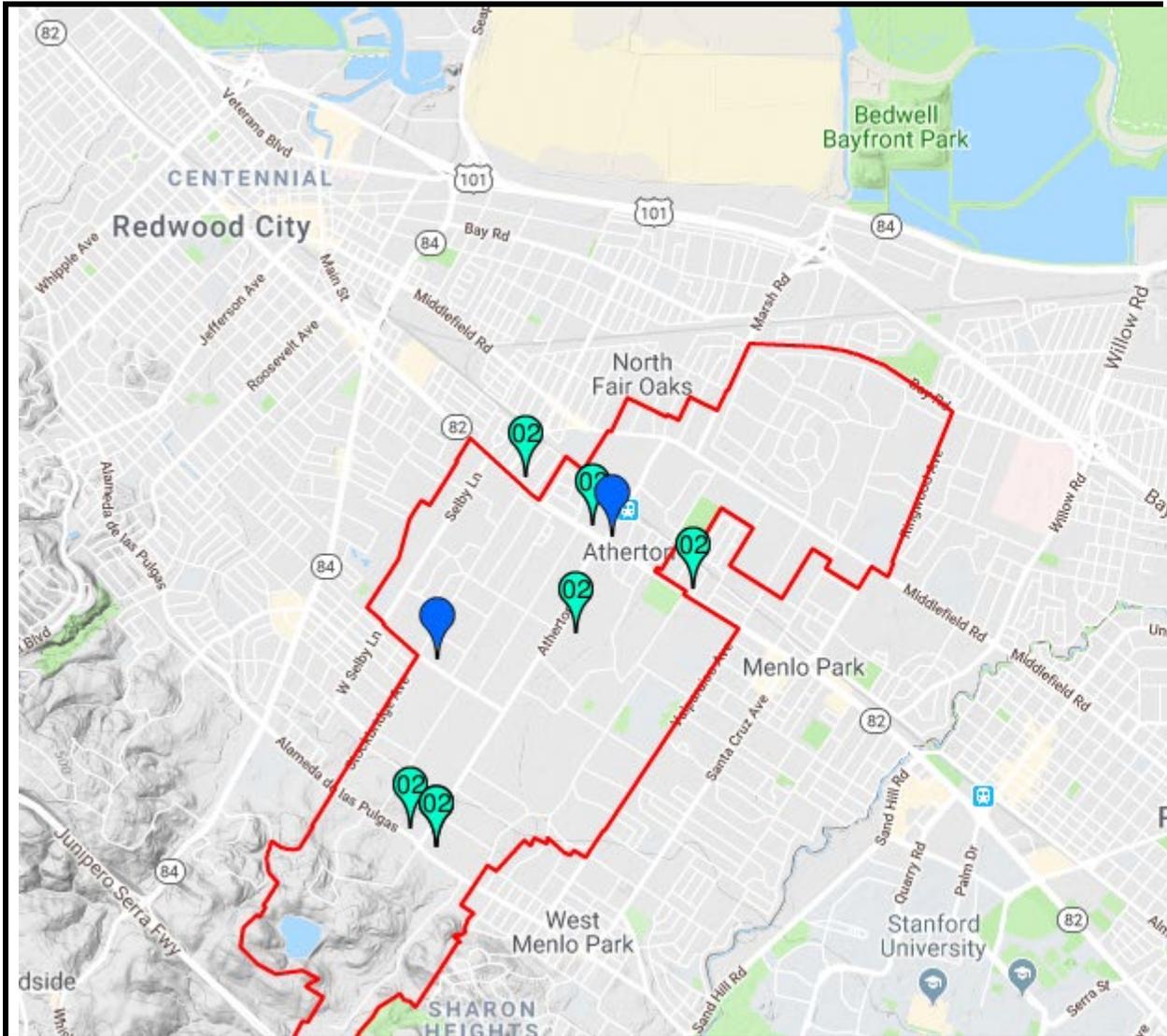
There were 13 collision locations in February, some with multiple incidents. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

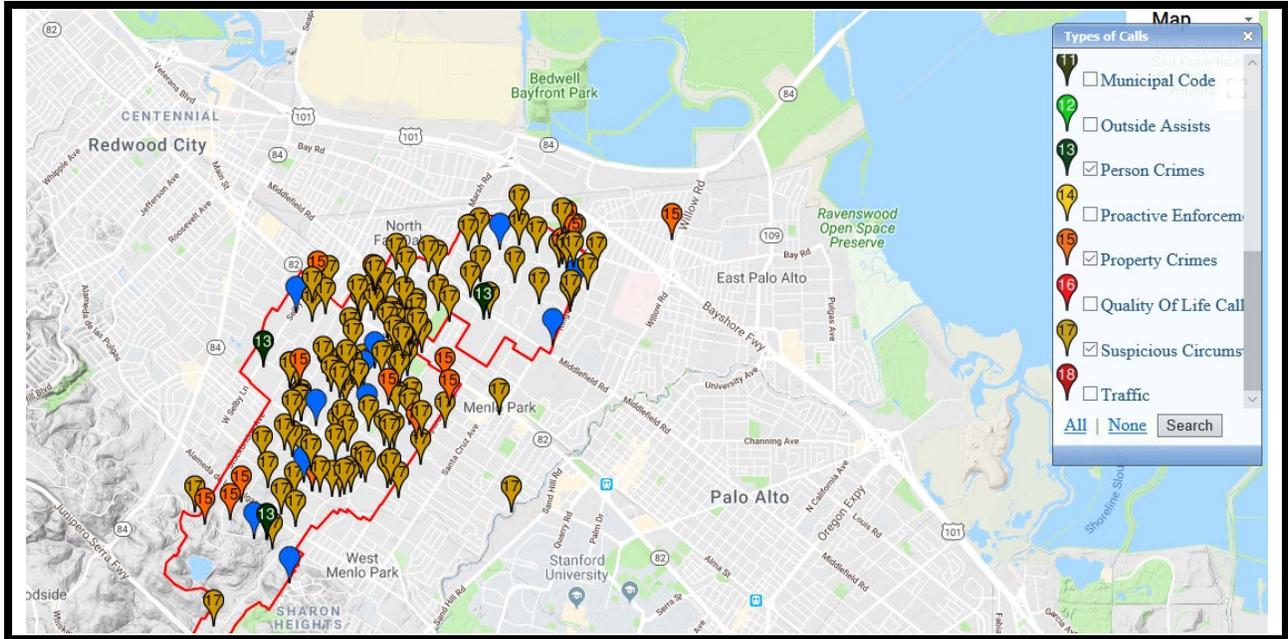
There were 8 bicycle stop incidents initiated for stop sign violations (2), lighting equipment (3), a red light violation (1), and riding the wrong way (2).

These stops resulted in 1 warning citation, and 7 verbal warnings.



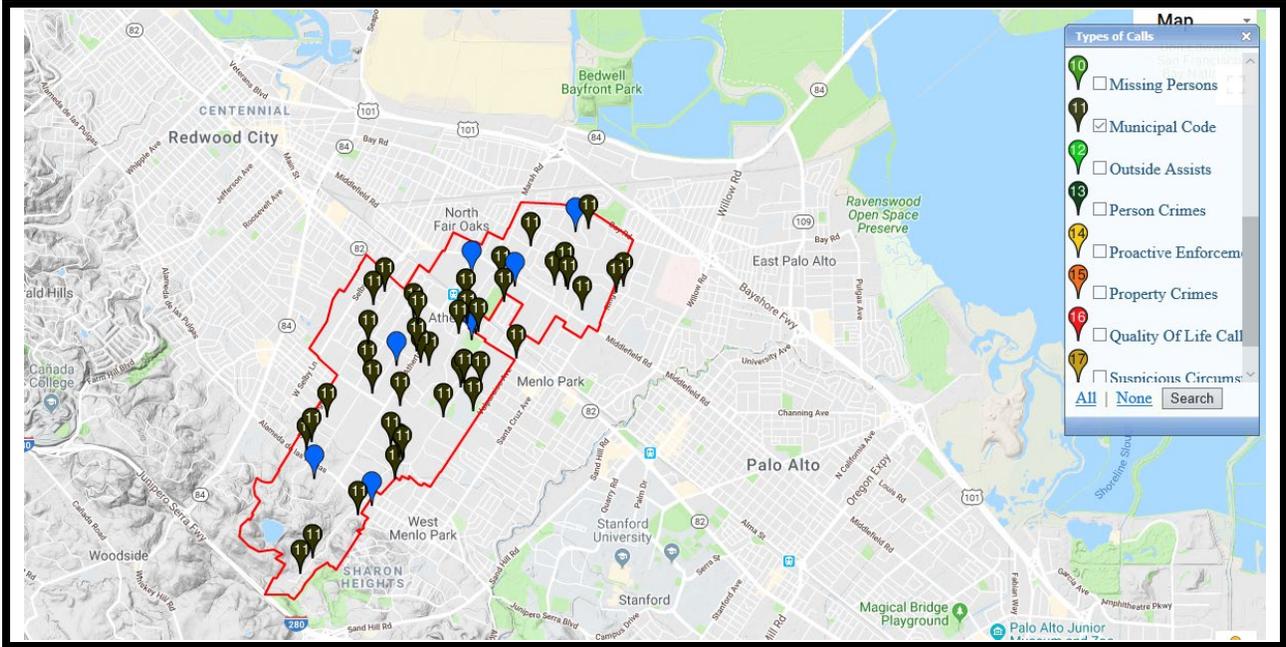
Criminal Activity and Suspicious Circumstances

The Department responded to 154 locations (some locations multiple times) for property crimes (18), person crimes (4), and incidents of suspicious circumstances (135).



Municipal Code Violations

The Department responded to 52 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to construction parking, inspections, after-hours construction, and illegal solicitors.



Holbrook Palmer Park

Holbrook Palmer Park had 39 incidents this reporting period, 35 of which were security checks and foot patrols by officers. The other incidents were related to a suspicious vehicle, dogs off leash, and assistance for a female stuck in the park elevator.

Premise Watch

Officers completed 795 House/Vacation checks during the month of February.

School Incidents

Officers responded to 124 school incidents during this reporting period. These incidents included but were not limited to an assault, petty thefts, a missing juvenile located, vandalism, traffic enforcement, a non-injury vehicle collision, a child protective services case, medical calls, and various juvenile problems:

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	7	4	-	6	6	5	-	11	18	9	11	12	89
	Security	27	12	9	18	11	7	10	10	20	26	18	19	187
	Traffic	2	2	5	3	2	1	-	1	2	1	-	9	28
<i>Knox School</i>	Other	1	-	-	1		-	-	-	-	-	1	-	3
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomas</i>	Other	3	2	1	9	2	3	6	8	6	5	5	9	59
	Security	22	9	7	14	14	7	4	7	12	17	11	11	135
	Traffic	-	-	1	1		-	-	1	-	1	-	-	4
<i>Laurel</i>	Other	1	3	2	6	1	2	6	4	3	4	6	5	43
	Security	13	3	6	7	10	9	5	15	10	10	16	10	114
	Traffic	-	-	-	-		-	-	-	-	-	1	-	1
<i>M-A HS</i>	Other	37	30	29	22	17	14	18	35	50	51	43	46	392
	Security	28	13	30	35	26	21	18	33	37	29	18	20	308
	Traffic	1	-	-	2		1	1	3	3	2	2	5	20
<i>Menlo College</i>	Other	4	2	10	10	2	3	8	13	11	5	9	5	82
	Security	9	6	6	15	9	8	15	17	22	21	9	12	149
	Traffic	6	1	2	5	3	-	4	3	1	4	1	4	34
<i>Menlo School</i>	Other	7	4	6	6	2	3	4	3	5	3	5	3	51
	Security	17	9	7	9	5	7	8	8	13	18	9	11	121
	Traffic		1	-	-		-	-	-	1	1	3	1	7
<i>Sacred Heart</i>	Other	10	6	5	5	4	6	7	10	9	17	19	22	120
	Security	14	5	9	6	9	9	1	5	8	9	4	8	87
	Traffic	1	1	4	1	5	1	-	2	1	-		1	17
<i>Selby Lane</i>	Other	3	3	3	5	5	2	3	8	7	1	1	4	45
	Security	30	8	15	14	6	7	13	27	27	17	26	22	212
	Traffic	1	-	-	1		2	-	7	10	-	-	1	22
Total		244	124	157	201	139	118	133	231	###	251	218	240	2,332

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 **4 minutes, 59 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
January	2019	5:03
December	2018	5:02
November	2018	5:14
October	2018	5:07
September	2018	5:20
August	2018	4:31

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): **2 minutes, 48 seconds**.

TOTAL TRAINING HOURS FOR February 2019 – 224 HOURS

NAME	TRAINING/HOURS	DATES
Basurto/Dutta/Gutierrez	Museum of Tolerance/8 hours	Feb. 6
McCulley	Preventing Workplace Harassment/4 hours	Feb. 7
Larsen/MacDonald	Less Lethal Instructors Course/16 hours	Feb. 7-8
Wade	Risk Management and Auditing Course/20 hours	Feb. 11-13
Dutta/Smiler	Internet/Social Media Exploitation/16 hours	Feb. 12-13
Metzger	MAIT Team Black Box Training/16 hours	Feb. 12-13
Dunphy	Inner Perspectives Session 2 of 5	Feb. 13-14
Gomez	Supervisory Course/80 hours	Feb. 25-Mar.8
Rickel	Marijuana Legal Update/16 hours	Feb. 26-27
McCulley	Executive Development/40 hours- Week 1	Feb. 25-Mar.1

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
February	1,575	192
January	2,280	375
December	2,450	182
November	1,562	328
October	1,513	465
September	1,553	517
August	1,989	520

Code Enforcement Activity Report

February 1 – February 28, 2019

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2019)
1.	Opened Cases	17	43
2.	Resolved/Closed Cases	24	43
3.	Cases Pending	168	N/A
4.	Written/Formal Notices Issued	11	21
5.	Citations Issued	40	71
6.	Amount in Citations	\$14,700	\$26,700

During the month of February, there were over 71 incidents related to code enforcement. Those incidents included but were not limited to: construction work hour violations, construction parking violations, mud in the roadway, other construction related issues, work without building permits, right-of-way encroachments/obstructions, right-of-way drainage, encroachment permit issues, unpermitted heritage tree removals, dead and dangerous trees, construction related damage to heritage trees, animal nuisance issues, short-term occupancies, zoning and use issues,

lack of business license, commercial operation in residence, graffiti, and lack of property maintenance/overgrowth issues.

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

TRAFFIC COMPLAINTS

The Atherton Police Department received two (2) traffic complaints during the month of February. The complaints were as follows:

- 1) A resident reported speeding vehicles, most likely school students, on Fairview Avenue, Camino Al Lago, and Linda Vista Avenue from 3:00pm to 4:00pm Monday through Friday.

Results: 23 minutes spent in the area
No violations observed

- 2) A resident reported speeding vehicles, most likely school students, on Fairview Avenue, Camino Al Lago, and Linda Vista Avenue from 7:25am to 7:45am Monday through Friday.

Results: No units available to work this area

Public works update –February 2019

- Sweep contracted monthly streets:
February 2019 50 Miles 15 cu. Yards 4.3 tons
- February Service requests –
 - Removal of gravel from roadway at Stockbridge Avenue/Austin Avenue
 - Pest control at 83 Ashfield Road
 - Repaired streetlight outage and light covers on Flood Circle
 - Cleaned storm drains on Alameda de las Pulgas at Walsh Road
 - Cleaned storm drains at Snowden Avenue/Wilburn Avenue and along Caltrain corridor with County of San Mateo’s Public Works department and Caltrain staff
 - Removal of organic debris from roadway and median islands at Austin Avenue/Patricia Drive and Serrano Drive/Patricia Drive
 - Removal of organic debris from roadway due to fallen tree with utilities across Fair Oaks Lane near Caltrain Right-of-Way
 - Removal of organic debris from roadway due to fallen tree at Greenoaks Drive/Larch Drive
 - Removal of organic debris from roadway due to fallen tree with utilities across Glenwood Avenue near Moulton Drive
 - Picked up dumped Christmas tree across from 37 Gresham Lane
 - Replaced speed radar sign battery at Ridgeview Drive/Mesa Court
 - Removed advertising sign on Marsh Road
 - Removed advertising sign on James Avenue at Heather Drive
 - Installed traffic control for road closures for fallen tree with utilities at 65 Winchester Drive
 - Installed traffic control for road closures for fallen tree with utilities at Atherton Avenue/Austin Avenue
 - Installed traffic control for road closures for fallen tree with utilities on Marsh Road
 - Installed traffic control for road closures for fallen utility pole on Oak Grove Avenue
 - Investigated sink hole in right-of-way in front of 70 Mac Bain Avenue
 - Filled pothole on Fair Oaks at McCormick Lane
 - Filled pothole in front of 38 Monte Vista Avenue
 - Filled pothole in front of 88 Linda Vista Avenue
 - Filled pothole at 120 Burns Avenue
 - Changed light bulb at temporary library facility
 - Repair clogged toilet at temporary library facility
 - Installed Green Power Community signs on Alameda at Camino Al Lago and Marsh road near 91 Marsh
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda de las Pulgas.
- Storm preparation
- Inlet inspections
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/re-charged), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs.

Storm Drain cleaning at Snowden/Belleau with San Mateo County's assistance



Storm Drain cleaning along Caltrain Right-of-way with San Mateo County's assistance



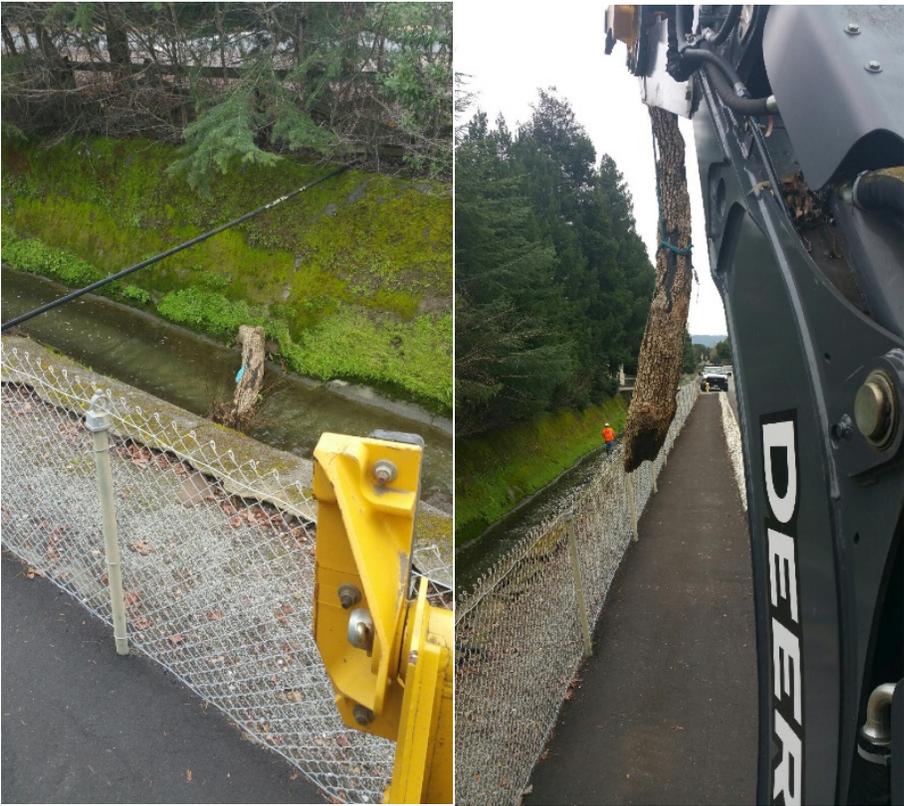
Before

After

Removal of debris from fallen tree at Fair Oaks /Railroad tracks



Atherton Channel Clearing of debris at Watkins Ave.

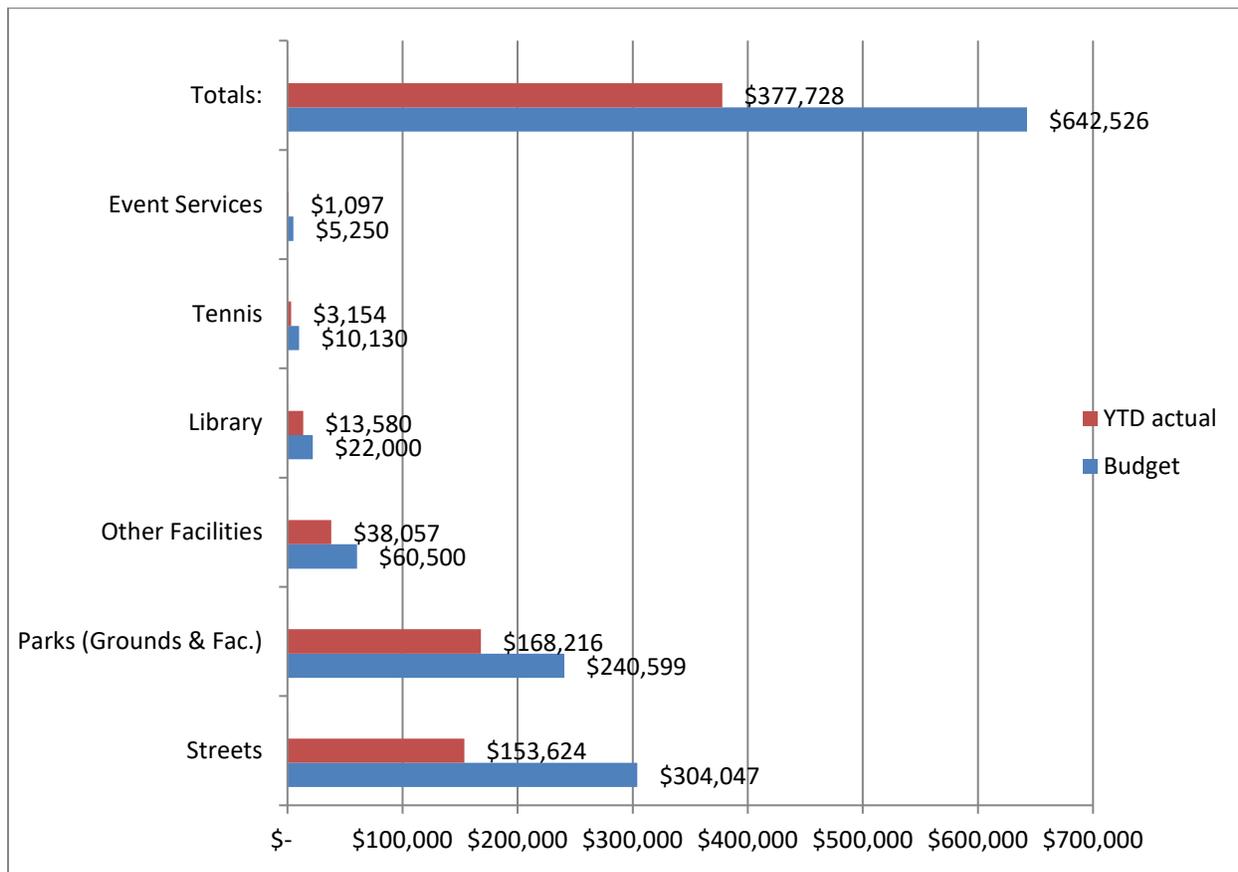


Removal of debris from fallen limb with damage to utilities at Atherton Ave./Austin Ave.



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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 304,047	\$ 153,624	50.53
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 240,599	\$ 168,216	69.92
A03	101-59-52031-059	Other Facilities	\$ 60,500	\$ 38,057	62.90
A04	213-30-52031-000	Library	\$ 22,000	\$ 13,580	61.73
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 3,154	31.13
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 1,097	20.90
Totals:			\$ 642,526	\$ 377,728	58.79



PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: MARCH 6TH, 2019

SUBJECT: PARK GOINGS ON FEB 2019

REGULAR STAFF

For the month of February, 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 schedule.
 - Blow tennis courts 2 times per week as required.

- Pressure washed, cleaned and inspected bleachers, walls and pavement at Little League area.
- Sanded, cleaned, primed and painted rusted polls and posts at Little League structure.
- Installed all required fencing at Little League field.
- Inspected and cleaned the 6" drain line by ball field. This was not so successful and will be scheduled for end of rainy season.
- Applied fruit control product (Florel) at required trees by tennis courts area.
- Replaced soap dispensers at Playground restrooms.
- Replaced door swiper at Art room door, due to rodent pest concern.
- All rose bush winter pruning, application of ornamental oil and systemic fertilizer has been completed at HP Park property.

- **New and future planned projects;**
 - Finish and complete all wire splicing in all automatic flow valves.
 - Repair and or replace broken equipment at playground structures.
 - Purchase light covers at Carriage House fans.
 - Move mulch piles

Tennis Numbers

February- Please note we lost an extreme # of hours due to rain.

Hours of court usage (# of crts x time) 121 hrs

Clinics/Camps: 12

Lessons: 75

Events: 2 weekly coaches meeting

Clay Court Bookings: 7 paid hours

Total # of students: 162

Sanded Little League rusted pillars



Fixed bottom of art room door



Replaced soap dispensers at Playground bathrooms





Town of Atherton

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

Community Services Monthly Report February 2019

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
February 1, 2019 to February 28, 2019*

	Feb-19	Fiscal Year 2018-19
Total Construction Valuation¹:	\$4,810,175	\$93,959,069

REVENUE

Plan Check Fees Collected:	\$33,464	\$272,658
Permit Fees Collected:	\$56,409	\$746,385
Other Fees Collected:	\$4,216	\$32,281
TOTAL:	\$94,089	\$1,051,324

PLAN CHECK

Applications Received:	55	466
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PERMITS

Residential:		
New Single Family Residential Permits Issued:	1	20
New Accessory Structures Issued:	11	140
Addition / Alteration Permits Issued:	6	89
Reroof / Water Well / Grading Permits Issued:	5	80
Plumbing/Mechanical/Electrical Permits Issued:	15	125
Demolition Permits Issued:	1	30
Non-Residential:		
New Permits Issued:	0	2
TOTAL Permits Issued:	39	486

Total Open Permits as of 2/28/19	941
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INSPECTIONS

Inspections Performed:	609	5,953
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

February 1, 2019 to February 28, 2019

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	20	182
Planning Commission Items	0	11

The February 27, 2019 Planning Commission meeting was cancelled.

The next Planning Commission meeting is scheduled for March 27, 2019.

Arborist Activity Summary

February 1, 2019 to February 28, 2019

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	15	6	2	41

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

Plan Check Performance

February 1, 2019 to February 28, 2019

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	71	10	8	0
	Subsequent Rev.	43	5	4	0
Minor Plan Check	1st Review	7	3	1	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		121			

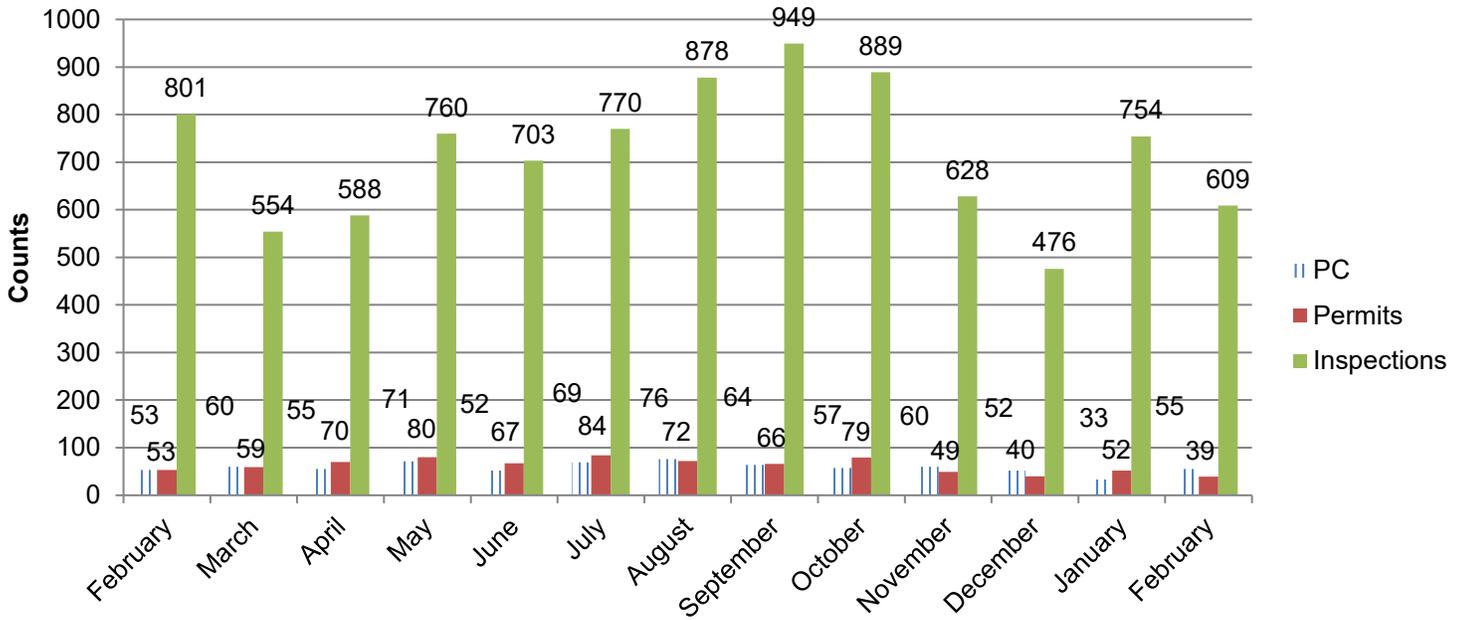
** Target: in working days

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

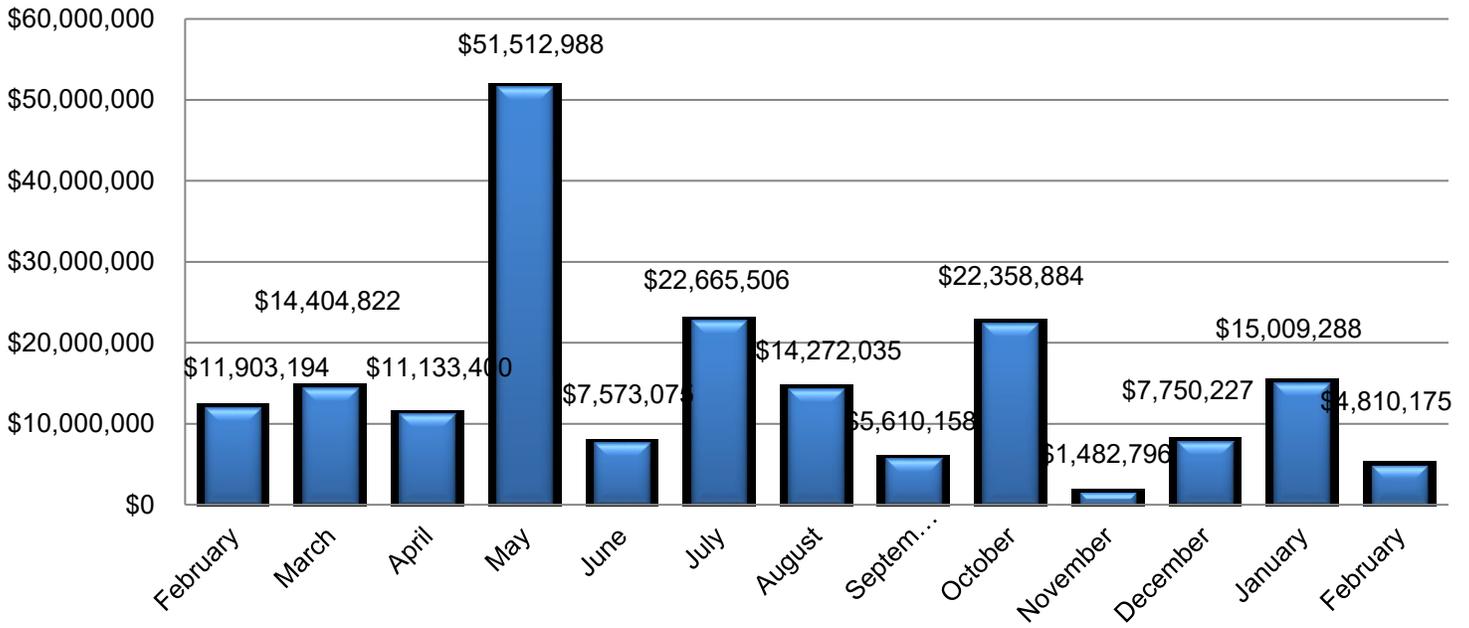
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

