



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 18, 2020

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 COUNCIL NOTES

1. Civic Center Project

- Web Links — [Main Webpage](#), [Activity Blog](#), [Naming Opportunities](#), [Video Gallery](#), [Photo Gallery](#), [Live Feed Webcam\(s\)](#)
- Cash Flow Activity
 - None
- New Donations
 - At the March 18 Council Meeting the Council will consider acceptance of an additional \$50,000 from Orchard Charitable Foundation (2/14/20) in exchange for naming of the Heritage Display Area.
 - The Council will also consider the requests received from Atherton Now for the following naming requests (2/28/20).
 - \$250k Water Feature @ Library - Steve Dostart
 - \$250k Adult Reading Deck @ Library - Mark Stevens
 - \$250k Water Feature @ Fair Oaks - Anonymous
 - \$100k Native Species Garden - Jessie & Mindy Rogers
 - \$100k Environmental Dashboard - John and Marcia Goldman
 - \$100k Heritage Display Area or 1 of 3 Conference Rooms - Bonnie Uytensu
 - Atherton Now has also reiterated the requests of the Founding \$1m donors for the Historic Town Hall, Civic Court, and new Council Chambers. The Council has already responded to these requests.
 - I have asked Atherton Now to verify that donation amounts for each of the above donors such that they meet the minimum donation threshold for each level of naming request.
- Construction Project Payment Requests and Change Orders

- See Attached Spreadsheet (PDF)
- Library Utility Work
 - Beginning Wednesday, 3/11 and lasting for about a week, utility work will be done in the street near the library to tie in the water line. There will be limited vehicular access during this period. Access to the Library will be maintained at all times, but vehicular access will be impaired until the work is complete. Neighbors and the Library have been notified.
- Work Variance Authorization(s)
 - Request 001 - Saturday, February 29 - Structural Steel Installation for City Hall Building
 - Request 002 - Saturday, March 6 - Structural Steel Installation/Delivery for City Hall Building
 - 9 am to 5 pm
 - Ingress/Egress Limited to Fair Oaks Lane
 - Neighbor Notification Required
 - Work Limited to Structural Steel
 - All Current Job Site Requirements Remain in Force
 - A Copy of the Work Variance Approval shall be posted at all site entry points

ADMINISTRATION/FINANCE/HR/LEGAL/IT

2. Town Mailers

We have received the final proofs of the mailers being sent out by the Town. There are three (3): Alarms, Naming Opportunities, and Fire Services. All have already been distributed electronically, where possible. Mail is anticipated March 13.

PUBLIC WORKS

3. Bayfront Canal Grant Funding

The Bayfront Canal Project was recently notified that CalOES's consultant deemed the grant application ineligible for FEMA funding. The group met with the Proposition 84 Grant Administration Team in December and the team just learned that there has been a decision to give the project an additional year to complete. This relieves the time constraint on use of Proposition 84 funds.

4. Rule 20A Funds

The City of Burlingame is inquiring about the availability of Rule 20A funds from jurisdictions. They are working toward undergrounding overhead utilities along El Camino Real. Their project is estimated to cost between \$25 and \$30 million. We will be following up on how much they are willing to pay for the funds.

5. Caltrain Station Closure

Circling back with Caltrain on the project finds that they are still working to get a complete set of information pulled together to have a deeper discussion with the Town. They are aiming to have a meeting with staff toward the end of March. We offered to get a head start on the MOU for them as a first draft. Caltrain believes that would be helpful to a degree and it would allow them to move that process in parallel as they complete the technical work they need to conduct.

Before Caltrain can request that its Board take a formal action on any MOU related to closure of the Station, they need to complete their own process and due diligence related to environmental Title VI analysis. Additionally, they are conducting work to develop the ultimate timeline and key milestones that would be associated with the actual closure of the station and the implementation of any agreed to changes and improvements negotiated between the Town and Caltrain. This work will happen in parallel with discussions between Caltrain and the Town around the draft of a MOU.

Caltrain believes it will take several months to complete the required Title VI analysis and to fully vet some of the potential changes and improvements to the station area that are being discussed. Based on this, Caltrain suggests that both the Town and Caltrain work toward a target date of late spring or early summer as a realistic timeframe for formal action by the JPB on a potential station closure. Note, once that decision is made there are still multiple steps that would need to be taken before actual closure.

They are developing a more formalized timeline of events and hope to have that in the next several weeks.

6. Las Lomitas Request for Traffic Signal

Representatives from Las Lomitas are seeking to attend the March 18 Council Meeting to request that the Town install a traffic light at Alameda de las Pulgas and Camino al Lago. Correspondence with the request was sent to the Chair of the Transportation Committee. The next meeting of the Transportation Committee is in May. Las Lomitas wants to attend the March 18 Council meeting for direction.

The Mayor and I met with the District on February 3 on this issue. I responded to the District Superintendent that staff can advise of various staff level items that can be reviewed and approved for implementation, short of a traffic signal. These include the potential use of flags, mid-crosswalk signage, advance signage, stop signs, etc. The Transportation Committee does not need to review or approve staff level items and these could be implemented in a timely fashion by the District.

I advised that we could certainly add the item to the March 18 Council meeting as a presentation by the District. But, the City Council, without much discussion, would likely refer any such issue to the Transportation Committee for feedback and a recommendation. That is the role of the Transportation Committee and the Council encourages feedback from its committees as part of a process of review.

We discussed at the February 3 meeting, the Council and Transportation Committee have already reviewed and made a recommendation on this issue based on a Town Study completed in January

2019. I provided the District with a digital copy of that Study on February 4. That study indicates that a traffic signal is supported for the intersection; but, for the Town the issue is priority and funding. There are a number of other traffic signals recommended and the Town opted to move these out until after the Town Center completes and the Town conducts a town wide traffic mitigation outreach program. Following that process, the Town will prioritize available funding and mitigation measures for implementation of signals and neighborhood items.

On February 3, we also advised that if the District wanted to move the signal up in the timeline that the District should seek the financial support of the Menlo Park Fire Protection District and San Mateo County in support of a traffic signal at that location - particularly because the County owns 50% of the intersection and the District would be supportive of safe routes to school and would support the relocation of the mid-block signal. The Town will support any request by the District to these agencies for financial support.

Rather than the District attending the City Council meeting on March 18, I strongly advised that the District attend the May Transportation Committee where the item will be agendaized for discussion and the Committee has a robust discussion of the corridor from Camino al Lago to Atherton Avenue along Avenida de las Pulgas.

As of the writing of this staff report, Las Lomitas did not advise as to their preference so the item has not been added to the March 18 Agenda.

BUILDING/PLANNING

7. Environmental Programs Committee Meeting - February 27

The EPC took the following action/had the following discussions at their 2/27/20 Special Meeting:

— EPC 2020 Community Sponsored Event

Discussed progress thus far for the 2020 Earth Day Event as well as to do items. To do items include continuing event planning efforts. Specifically, to-do items regarding marketing and youth outreach were strategized. EPC Member's Hawkins Manuelian are working on marketing/press release and EPC member's Hawkins Manuelian and Davis are working on call for artwork outreach. An Hoc Subcommittee of Committee Members Hawkins Manuelian and Conn was established to work on marketing items as well as a press release. Ad Hoc Subcommittee of Committee members Hawkins Manuelian and Davis will continue on efforts event logistics and art/ youth outreach for the 2020 Earth Day Event.

— Public Comment

James Tuleya provided public comment, he shared a brief overview of Home Energy Analytics to the EPC. HEA is a free program available to Atherton Residents aimed to reduce energy output through home energy audits and energy use strategy planning. James Tuleya highlighted the program's success in Atherton so far and that HEA looks forward to taking part in the Earth Day Event as an exhibitor.

The next regularly scheduled meeting is March 19, 2020

PUBLIC SAFETY

8. Fire District UAS Program (From the Fire Chief)

The Fire District currently has 20 various UAS Drone platforms with different camera options and ten certified pilots with ten more in training. Last year, we outfitted all seven of our Fire Stations with a lock box and a standardized "Drone Go Bag" so no matter the Fire Station, anywhere our pilots work, they put the "Go Bag" on their assigned response unit while on duty.

In addition, after a significant amount of training and collaboration, we secured a landmark agreement with the Coast Guard for joint operations over the Bay. The attached agreement may be used by other agencies but only on an individual basis and after the Coast Guard verifies each agency's actual capabilities, level of training and certifications. Trust me when I tell you this is a very high bar and in order to fly Drones in an airspace with USCG Helicopters your program will need to be well established and highly capable.

As of the first of the year (2020), Rescue 77, out of our Belle Haven Station near Facebook and the Bay, has a dedicated pilot assigned to the two person unit daily. In addition we added a second Battalion Chief to our daily staffing and we will be outfitting their new response units with tethered Drones, later in the year. Each unit currently carries our largest UAS Drone platform with thermal capability.

The Fire District recently received its official COA from the FAA for emergency operations for all of San Mateo County, which is attached to this document for your review. This was another major effort to legitimize our UAS/Drone operations, based upon requests from all over the County. In addition, we will be expanding our air operations into Santa Clara County and specifically as part of our automatic aid agreement with the Palo Alto Fire Department.

Last week, after a year of effort and two years of planning and discussion, our Fire Prevention Bureau flew their first solar roof top inspection. Our UAS Program has now expanded into both our inspection and investigation areas with our inspectors becoming pilots in addition to our rank file firefighters.

On the State standardization and response front, two of our personnel have been assigned to the Firescope Aviation Sub-Committee, where they chair the UAS/Drone group. The big picture look for the State is the safe, responsible, reliable and joint operational integration and use of Drones at wildland fires and during disasters. We've proven time after time that's achievable at the Camp, Carr and Tubbs fires along with other National emergencies and responses.

Finally, we will be working with Public Safety Communications to establish a UAS Drone deployment response activation model and will formally be dedicating and introducing our new "Technical Operations" van and LRAD Trailer later this year.

9. COVID-19 Response

The Town's Emergency Operations Plan contains protocols for response to the declaration of a local emergency, including a pandemic emergency. Staff participates in a daily Conference Call with County OES. At this point, we have not declared a local emergency. Staff is reviewing our protocols and working through any advance work that can be done. These include the preparation of public safety notifications, a review of social-distancing policies and protocols, and refinement of response plans.

- We have ordered additional hand sanitizers and disinfectant wipes for all locations.
- We are creating and posting hygiene practice signage at all public areas.
- We are providing COVID-19 Information to Catering by Dana for release to all potential facility rentals.
- We are providing public information materials via [Atherton Online and News Flashes](#) on the Town's website. This link will remain active.
- We have been approving requested rental postponements through April and will likely extend postponements through May if requests come in.
- We are postponing our Neighborhood Traffic Safety Outreach meetings to late April or early May and will do the kick-off via an online effort instead.
- We are implementing meeting protocols of social distancing seating, available hand sanitizer, and the possibility of remote participation via webcasting.

We *do encourage* the cancellation of large-scale, non-essential events occurring in the next 4-6 weeks (through the end of April at this time). Large-scale events are loosely defined as events that may trigger attendance of 75-100 people.

If we were to declare a local emergency, we would shut down the Park facilities and cancel all non-essential meetings (Earth Day, non-regular Council Meetings, community events, weddings, etc.). At this time, it is not anticipated that these events will be cancelled. We are not allowing the scheduling of any *new* large-scale events between now and the end of April. At this time, the following are events scheduled that could draw attendance and that we are evaluating as the COVID-19 response moves forward:

- March
 - City Council Meetings – March 18, March 24
 - Planning Commission – March 25
 - Private Event – Bar Mitzvah, March 28
- April
 - City Council Meetings – April 1, April 15
 - Park and Recreation Meeting – April 1
 - Private Event – Art Foundation Art Show – April 17 – April 18
 - Private Event – Memorial Service – April 19
 - Planning Commission – April 22
 - Private Event – Wedding – April 25
 - Earth Day Celebration – April 26

There are numerous other small events (dog training classes, small meetings, training classes, discussion groups, etc.). These events are unlikely to draw large attendance and have been advised of meeting protocols.

Activation of an EOC and declaration of an emergency opens the doors to federal relief funding for response. Absent a declaration of emergency, costs of response are not eligible for reimbursement. Technically, we do not have to activate our own EOC or declare a local emergency so long as our County has done so to be eligible for reimbursement on response, if needed. However, if we do not activate our own EOC or declare a local emergency, reimbursement requests to FEMA are bottom of the stack.

We may do so at some point in the coming weeks and we continue to closely monitor the situation with the County. The best advice thus far is do not panic and continue to exercise good hygiene practices.

Ad Hoc Subcommittee Updates

Fire Services - Wiest/Widmer (Rodericks)

None. All current activity is at the Council level. The Fire Services mailer has been distributed electronically and the print publication will be mailed on Friday, March 13.

Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

Reported above.

Regional Housing/SB50 - Lewis/Widmer (Rodericks)

None. All current activity is at the Council level.

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

R3 and the Subcommittee have begun further negotiations with GWR. Staff will be returning a SBWMA Letter of Intent to withdraw for the March 18 Council Meeting.

City Manager Major Goods, Use or Service Agreements/Contract Awards as of March 6, 2020

As a reminder, the list below is provided as informational only. All items listed are authorized pursuant to the Town's purchasing policy requirements and within the Town's program budget(s).

- Dog Training Class Agreement (Freddie Jackson)
- Amendment to TetraTech Agreement for the Cartan Field Water Capture Project

Special Event Permits as of March 6, 2020

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

- April 4 - Pacific Islander Club Luau, Menlo College - 4 pm to 10 pm
- April 18 - Aids/Lifecycle Day on the Ride - 10 am - 3:30 pm
- May 5 - Clear Annual Party - 297 Atherton Avenue - 5 pm to 8 pm
- May 9 - Menlo College Commencement, Menlo College - 11 am to 1 pm

ATTACHMENTS

Town Center Project Cost Summary

Police Department Report

Public Works Department Report

Community Services Department Report

Town Center - Payment Progress & Change Orders (Construction Only)

Total Net Change Orders To Date	\$	116,454
Percentage of Change Orders (Town Original Contract))		0.15%
Percentage of Change Orders (Library Original Contract)		0.40%
	Total Contingency	Total Remaining
Town 10% Project Contingency	\$2,870,103	\$2,827,452
Library 10% Project Contingency	\$1,837,597	\$1,763,794
	Town Share	Library Share
Roll-up of Approved Change Orders	\$ 42,651	\$ 73,803
CO#1 – DG Pathway	\$ -	\$ 16,334
CO#1.5 – VE/Partnering Meeting	\$ -	\$ -
CO#2 – Webcam #2	\$ -	\$ 26,513
CO#3 – PD Automatic Gate/Secure Parking	\$ 27,021	\$ -
CO#4 – CalWater Required Survey	\$ -	\$ 4,272
CO#4 – CalWater Required Survey	\$ 12,159	\$ -
CO#5 - Demo/Plaster Walls (Library)	\$ -	\$ 5,332
CO#6 - Storm Drain Realignment (Corp Yard)	\$ -	\$ 5,687
CO#7 - Credit for Hand Digging v. Boring	\$ -	\$ (7,754)
CO## - Elevator VE (Pending)	\$ -	\$ -
CO#8 - Library Pile Work Redesign	\$ -	\$ 22,199
CO#9 - CalWater Required Survey	\$ 2,352	\$ 827
CO#10 - Epoxy Grout	\$ 1,119	\$ 393
	\$ 42,651	\$ 73,803

Payment Request	Work Period	Town Share	Library Share	Total Project	Retention (5%)	AN Funds Paid	AN Funds Remaining
Payment Request #1	Jun-19	\$ 983,533	\$ 538,622	\$ 1,522,156	\$ 76,108	\$ 649,132	\$ 2,676,981
Payment Request #2	Jul-19	\$ 540,673	\$ 587,037	\$ 1,127,711	\$ 56,386	\$ 356,844	\$ 2,320,137
Payment Request #3	Aug-19	\$ 605,478	\$ 972,754	\$ 1,578,232	\$ 78,912	\$ 399,616	\$ 1,920,521
Payment Request #4	Sep-19	\$ 997,235	\$ 638,317	\$ 1,635,551	\$ 81,778	\$ 658,175	\$ 1,262,346
Payment Request #5	Oct-19	\$ 969,456	\$ 252,633	\$ 1,222,089	\$ 61,104	\$ 639,841	\$ 621,604
Payment Request #6	Nov-19	\$ 1,318,002	\$ 341,692	\$ 1,659,694	\$ 82,985	\$ 371,604	\$ 250,000
Payment Request #7	Dec-19	\$ 1,346,738	\$ 555,978	\$ 1,902,716	\$ 95,136	\$ -	\$ -
Payment Request #8	Jan-20	\$ 1,289,498	\$ 480,925	\$ 1,770,423	\$ 88,521	\$ -	\$ -
Payment Request #9	Feb-20	\$ 1,042,792	\$ 342,867	\$ 1,385,659	\$ 69,283	\$ -	\$ -
Payment Request #10	Mar-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #11	Apr-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #12	May-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #13	Jun-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #14	Jul-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #15	Aug-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #16	Sep-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #17	Oct-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #18	Nov-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #19	Dec-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #20	Jan-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #21	Feb-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #22	Mar-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #23	Apr-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #24	May-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #25	Jun-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$ 9,093,405	\$ 4,710,825	\$ 13,804,230	\$ 690,212	\$ 3,075,212	
Initial Project Bid		\$ 28,701,034	\$ 18,375,966	\$ 47,077,000			
Net Change Orders		\$ 42,651	\$ 73,803	\$ 116,454			
Updated Project Cost		\$ 28,743,685	\$ 18,449,769	\$ 47,193,454			
Percent Complete (based on \$)		32%	26%	29%			
Target % Complete (25/m Sch)			36%				
Each Month Represents			4%				

General Share Division	
Library	26%
Town	74%

City Manager Single-Change Order Approval Authority \$ 250,000
 Maximum Total Allowed Change Orders \$ 2,000,000

	Donation Contributions			
	Design	Percent	Construction	Percent
Project Cost (Town Only)	\$ 3,980,652	74%	\$ 28,743,685	61%
Atherton Now	\$ 2,125,203	53%	\$ 3,075,212	11%
Other (Lurie)			\$ 500,000	2%
Other (Various)			\$ 33,884	0.12%
Other				
	\$ 2,125,203	53%	\$ 3,609,096	13%

POLICE DEPARTMENT

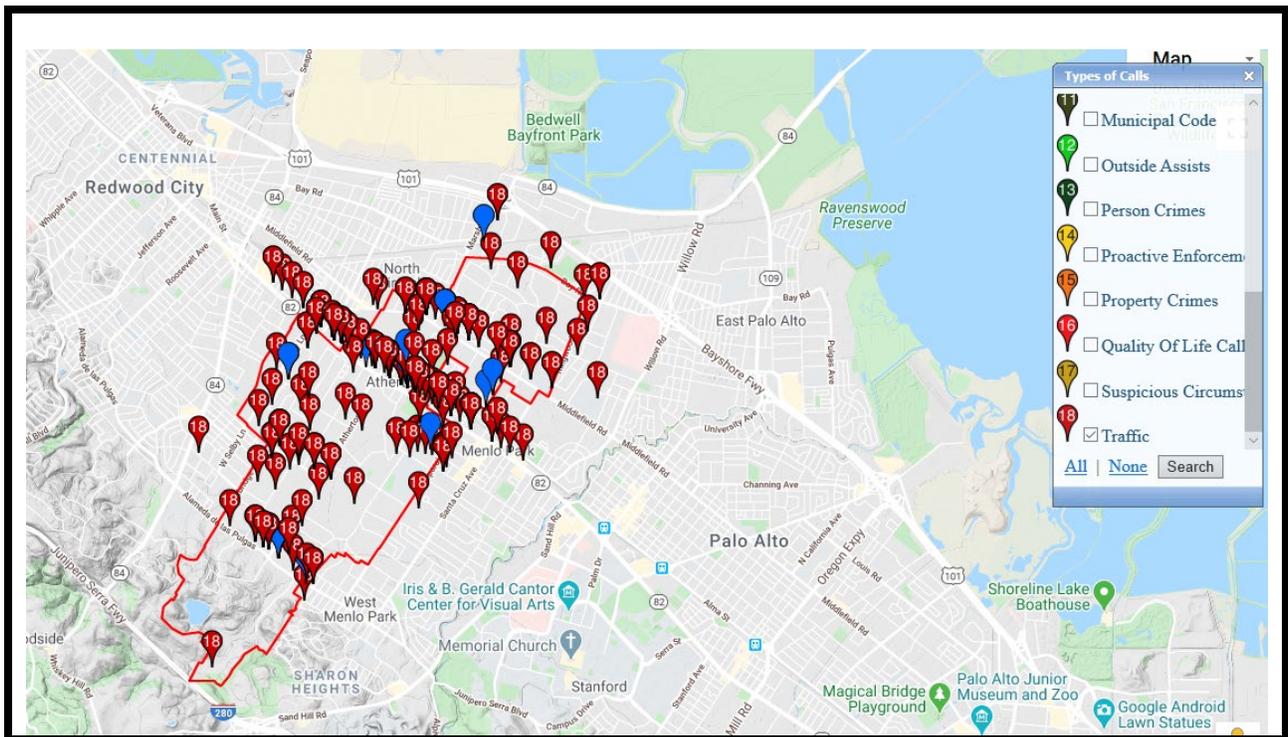
Police Activity

There were 55 investigations for the month of February. 13 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, warrant arrests, public intoxication, failure to register on school campus before entering, terrorist threats, and possession of an imitation firearm in a public place.

Of the 2,475 total police incidents for the month of February, 1,692 were officer-initiated incidents, which resulted in 281 citations being issued for vehicle code and other violations. Officers initiated 1,410 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.

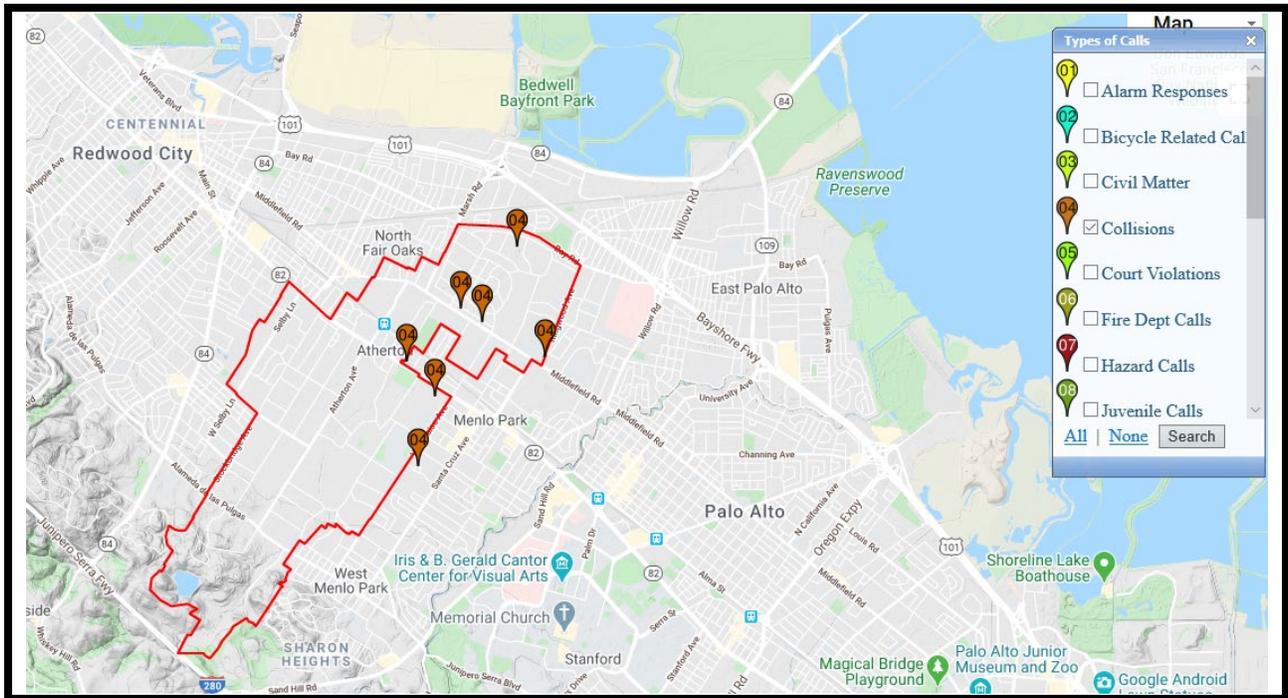
Traffic Incidents

Overall, there were 277 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 8 collisions locations in February. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

There were 7 bicycle stop incidents initiated for no lighting equipment (3) and stop sign violations (4).

These stops resulted in 6 verbal warnings and 1 warning citation.



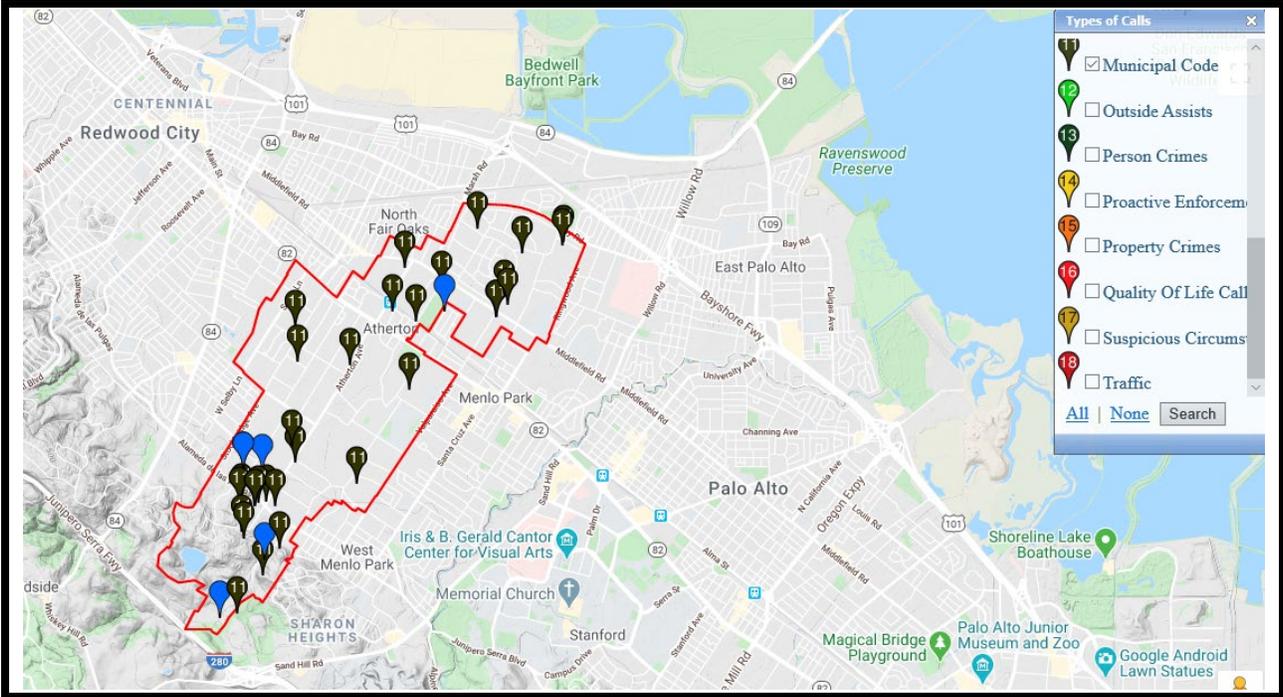
Criminal Activity and Suspicious Circumstances

The Department responded to 52 locations (some locations multiple times) for property crimes (14), person crimes (2), and incidents of suspicious circumstances (39).



Municipal Code Violations

The Department responded to 37 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to right of way inspections, loud noise complaints, after-hours construction, off leash dogs, and construction parking violations.



Holbrook Palmer Park

Holbrook Palmer Park had 74 incidents this reporting period, 62 of which were security checks and foot patrols by officers. The other incidents were for vandalism, suspicious people, traffic enforcement, and police training.

Premise Watch

Officers completed 844 House/Vacation checks during the month of February.

School Incidents

Officers responded to 174 school incidents during this reporting period. These incidents included but were not limited to suspicious people, suspicious vehicles, petty theft (bikes), traffic enforcement, various juvenile problems, and medical calls.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	8	3	5	5	5	5	5	5	6	9	3	11	70
	Security	20	14	31	22	19	22	21	18	6	13	9	20	215
	Traffic	-	-	-	1	3	2	-	1	5	3	1	3	19
<i>Knox School</i>	Other	-	-	-	1		-	-	-	-	-	1	-	2
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	6	4	3	4	3	2	5	2	3	9	4	4	49
	Security	23	16	10	17	11	14	7	9	5		10	16	138
	Traffic	5	-	-	-	1	-	-	4	3	9	-	-	22
<i>Laurel</i>	Other	3	-	2	5	7	2	2	3	1	6	2	3	36
	Security	12	14	22	16	16	14	12	10	7	8	6	15	152
	Traffic	-	-	-	-	1	3	-	3	2	1	-	-	10
<i>M-A HS</i>	Other	42	35	45	37	49	24	18	44	41	56	43	25	459
	Security	29	22	24	24	22	28	24	27	18	25	26	24	293
	Traffic	1	2	-	-	4	3	1	23	2	5	2	3	46
<i>Menlo College</i>	Other	5	2	10	3	4	4	7	9	6	5	16	6	77
	Security	28	6	11	16	24	35	18	15	12	4	25	18	212
	Traffic	2	1	2	2	2	5	1	4	1		1	1	22
<i>Menlo School</i>	Other	2	2	3	16	2	3	1	2	3	13	5	4	56
	Security	9	10	8	11	8	10	11	11	1	18	10	14	121
	Traffic	-	-	1	-	2	2	-	2	-	1	-	-	8
<i>Sacred Heart</i>	Other	6	10	7	12	10	5	3	7	5	17	3	5	90
	Security	-	6	7	14	4	5	4	2	-	9	3	3	57
	Traffic	-	-	2	-	1	2	1	4	4	-	4	4	22
<i>Selby Lane</i>	Other	-	1	4	4	2	4	4	4	1	7	-	-	31
	Security	38	25	17	25	24	31	29	22	26	28	27	36	328
	Traffic	-	1	3	1	8	2	-	10	4	1	1	2	33
Total		239	174	217	236	232	227	133	241	162	247	202	217	2,527

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, 00 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	2020	5:05
December	2019	4:52
November	2019	5:22
October	2019	7:25
September	2019	5:05
August	2019	5:55

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): **2** minute and **53** seconds.

TOTAL TRAINING HOURS FOR February 2020 – 163 HOURS

NAME	TRAINING/HOURS	DATES
Robbins	Inner Perspectives #2 / 16 hours	Feb. 5-6
Metzger	Canine Program Mgmt. / 24 hours	Feb. 11-13
Dutta	Gang Awareness Update / 16 hours	Feb. 17-18
Massagli	Gang Awareness Update / 24 hours	Feb. 17-19
Larsen	Taser Update / 8 hours	Feb. 18
Larsen	Tactical Shooting / 24 hours	Feb. 24-26
MacDonald	Field Training Officer / 40 hours	Feb. 24-28
Massagli	21 st Century Search Warrants / 8 hours	Feb. 25
Romero	Alco Sensor IV / 3 hours	Feb. 25

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	1,692	281
January	1,906	215
December	2,348	186
November	1,869	294
October	2,203	305
September	2,145	277

Code Enforcement Activity Report

February 1 – February 29, 2020

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2020)
1.	Opened Cases	21	31
2.	Resolved/Closed Cases	20	28
3.	Cases Pending	179	N/A
4.	Written/Formal Notices Issued	13	23
5.	Citations Issued	37	40
6.	Amount in Citations	\$17,000	\$18,200

During the month of February, there were over 84 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, right-of-way encroachments/obstructions, encroachment permit issues, dust/dirt/mud in the roadway, dead and dangerous trees, damage to heritage trees, overgrown vegetation in the right-of-way, zoning issues, trash accumulations, trash cans being left out, sign issues, lack of property maintenance/overgrowth issues, mobile food vendors, a pending demolition and abandoned structures/properties.

Code Enforcement staff also assisted with construction hours/noise exemption permits and provided translation assistance to Officers. CE staff also attended the Building Department’s Roundtable Meeting, assisted in the FTO training of a new Officer and attended the in-house Cyber Security Training.

CE staff represented the Town during an Administrative Appeal Hearing for heritage tree damage penalties issued to a contractor. The Town prevailed since the Hearing Officer upheld the penalties totaling \$6,000.

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 on eastbound Tuscaloosa Avenue, between 4:00pm and 5:00pm, Monday through Friday. These were reported to be mostly construction pick-up trucks.

Results: 107 minutes spent in the area
One (1) warning cite issued

- 2) A resident reported speeding vehicles from 7:30am to 9:00am, and again from 8:00pm to 10:00pm, on Alameda de las Pulgas.

Results: This information was provided to patrol for enforcement
No violations were observed

Public works update –February 2020

- Sweep contracted monthly streets:

February	50 Miles	8.5 cu. Yards	2.0 tons
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- February Service requests –
 - Removed rodent droppings at PD
 - Removed broken glass from PD conference room table
 - Demolished, clear and grub site for new tennis shelter at HP Park
 - Removed mud patties along Watkins Avenue
 - Shoulder backing on Stockbridge Avenue at Patricia Drive
 - Removed tree blocking roadway on Fair Oaks Lane between El Camino Real and Lloyd Drive
 - Removed tree block roadway on Alejandra Avenue west of El Camino Real
 - Cleaned up abandoned clothing alongside of roadway on Toyon Road near Oak Grove Avenue
 - Removed wood protruding from the roadway across from 46 Flood Circle
 - Removed gravel from bike lane on Middlefield Road between Jennings Lane and Fair Oaks Lane
 - Refreshed stop legend and limit line on eastbound Placitas Avenue at Oak Drive
 - Removed graffiti in Atherton Channel along Marsh Road
 - Filled pothole on Atherton Avenue at El Camino Real
 - Removed temporary commercial signs at the intersection of Atherton Avenue/Alameda de las Pulgas
 - Removed organic debris from behind the temporary library
 - Installed new tarp at PD secured parking lot

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda de las Pulgas
- Cleared broken tree limb hanging over roadway in front of 76 James Avenue
- Clean island at the intersection of James Avenue and Catalpa Drive
- Replaced broken pole and speed sign in front of 401 Selby Lane
- Removed organic debris from island at the intersection of Austin Avenue/Robleda Drive
- Removed broken tree limb near 271 Stockbridge Avenue
- Removed broken tree limb at the intersection of Glenwood Avenue/Middlefield Road
- Pruned shrubs blocking signage, various locations
- Removed weeds from Middlefield Road
- Replaced signage throughout Town
- 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.

Demolished seating area for new tennis shelter at HP Park



Before



After

Removed mud patties along Watkins Ave.



Before



After

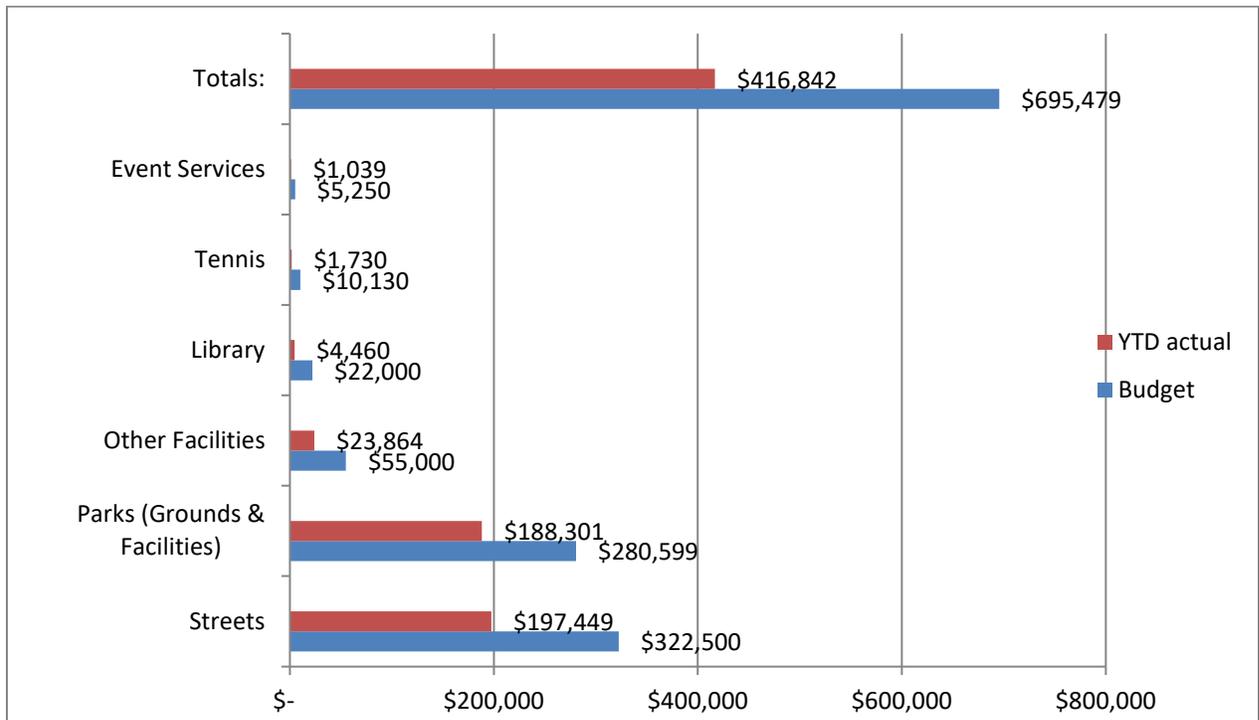
Removed down tree blocking roadway on Fair Oaks Lane between El Camino Real and Lloyd Drive



ATTACHMENT 3

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through February 2020

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 322,500	\$ 197,449	61.22
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 280,599	\$ 188,301	67.11
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 23,864	43.39
A04	213-30-52031-000	Library	\$ 22,000	\$ 4,460	20.27
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 1,730	17.08
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 1,039	19.78
Totals:			\$ 695,479	\$ 416,842	59.94





**PARK GOING'S ON 7b.
Town of Atherton**

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: APRIL 1ST, 2020

SUBJECT: PARK GOINGS ON FEBRUARY 2020

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 the schedule.
 - Blow tennis courts 2 times per week as required.

- Prep work finished for the future install of the Tennis Shelter
- Picnic table fixed under Oak trees near Playground
- New podiums were set up
- Tree near parking lot pruned for clearance
- Leak fixed and restored near Admin trailers lawn area
- Spraying of weeds on a regular schedule

New and future planned projects;

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Paint Main House door
- Unclog or fix water fountain near tennis courts
- Repair Corp yard fence
- Secure benches near main House and foot bridge
- Spread mulch

Tennis Numbers

February:

Hours of court usage (# of crts x time) 211 hrs

Clinics: 22

Lessons: 220

Events: 3 weekly coaches meeting

Clay Court Bookings: 6 paid hours

Total # of students: 192

Prep work for the Tennis Shelter – Before





Prep work for Tennis Shelter – After



Bench was fixed under Oaks



New podium's installed



Tree pruned for car and pedestrian clearance



Leak fixed near Admin trailer lawn





Town of Atherton

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

Community Services Monthly Report February 2020

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
February 1, 2020 to February 29, 2020*

	Feb-20	Fiscal Year 2019-20
Total Construction Valuation¹:	\$6,673,998	\$89,138,200

REVENUE

Plan Check Fees Collected:	\$16,450	\$244,405
Permit Fees Collected:	\$61,472	\$666,016
Other Fees Collected:	\$2,178	\$38,364
TOTAL:	\$80,100	\$948,785

PLAN CHECK

Applications Received:	53	477
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PERMITS

Residential:		
New Single Family Residential Permits Issued:	1	23
New Accessory Structures Issued:	17	247
Addition / Alteration Permits Issued:	9	141
Reroof / Water Well / Grading Permits Issued:	7	135
Plumbing/Mechanical/Electrical Permits Issued:	13	214
Demolition Permits Issued:	3	51
Non-Residential:		
New Permits Issued:	0	14
TOTAL Permits Issued:	50	825

Total Open Permits as of 2/29/2020	1138
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INSPECTIONS

Inspections Performed:	943	6,842
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

February 1, 2020 to February 29, 2020

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	40	272
Planning Commission Items	2	19

The Planning Commission took the following action and the following discussion at the February 26, 2020 meeting:

1. Approved a Heritage Tree Removal Permit at 48 Manzanita Road to allow for the removal of two (2) on-site Heritage oak trees.
2. Received a report from staff on an overview of the adopted amendments to Chapter 8.10 "Removal of Damage to Heritage Trees", including the Town's "Heritage Tree Preservation Standards and Specifications" document.

Discussion: Received a summary from staff on the total number of various, active building permits in Town per Commission request from the January Planning Commission meeting. Staff informed the Commission that the Town must process applications as they are submitted. The Commission directed staff to prepare a report for a future meeting with more detail on the types of various permits, stages of construction and information on how the Town addresses associated construction impacts for further Commission discussion.

The next regularly scheduled meeting is to be held on March 25, 2020.

Arborist Activity Summary

February 1, 2020 to February 29, 2020

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	6	9	0	57

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2020	2019	2018	2017	2016	2015
January	1	4	0	2	2	2
February	1	1	2	1	1	1
March		1	3	2	0	3
April		1	2	0	2	2
May		1	5	4	2	1
June		1	2	3	0	3
July		1	5	1	5	8
August		5	4	2	3	4
September		3	1	3	4	4
October		1	4	2	6	3
November		1	0	4	0	0
December		1	1	3	1	0
Total New SFD Permits:	2	21	29	27	26	31

Plan Check Performance

February 1, 2020 to February 29, 2020

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	90	10	9	0
	Subsequent Rev.	99	5	4	0
Minor Plan Check	1st Review	5	3	3	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		194			

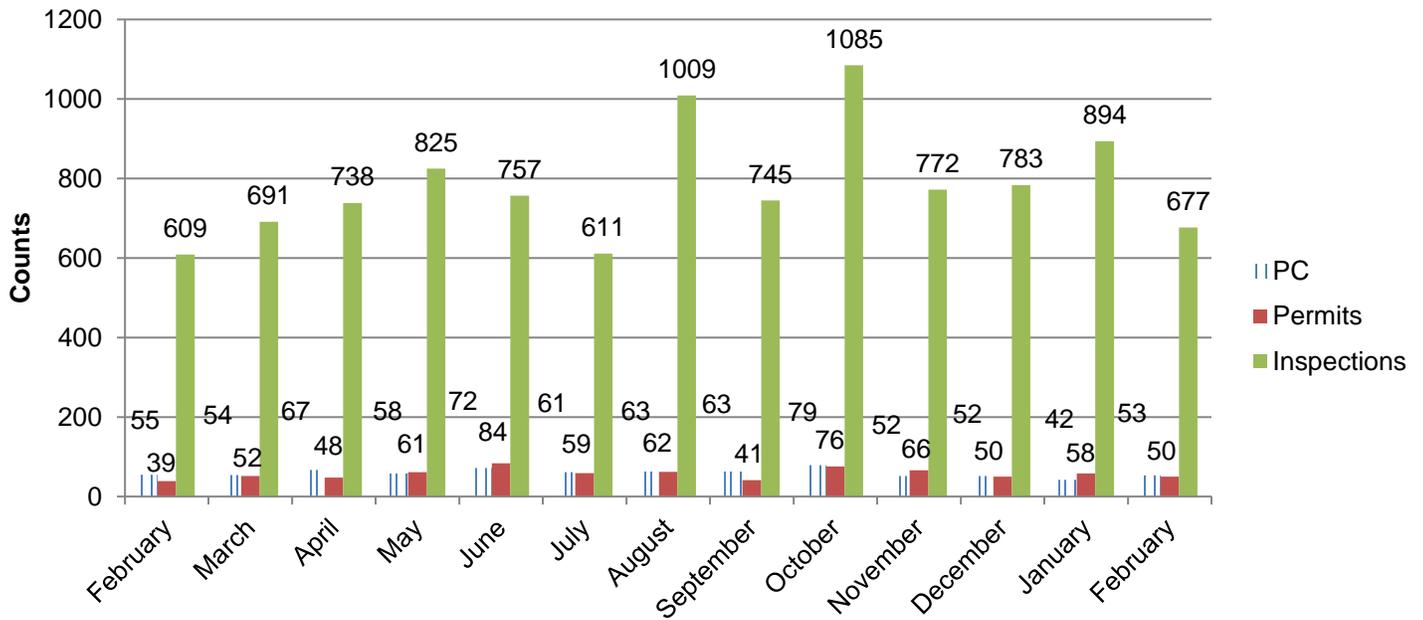
** Target: in working days

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

