



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: JANUARY 15, 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.

Recommendation

Review and provide feedback on the re-introduction of SB 50 and provide staff with direction on the creation of a letter in response under the Mayor’s signature.

City Council Notes

1. Civic Center Project

- Web Links — [Main Webpage](#), [Activity Blog](#), [Video Gallery](#), [Photo Gallery](#), [Live Feed Webcam\(s\)](#)
- Cash Flow Activity
 - Urban Futures continues work on the financial RFPs for bond counsel and underwriting professionals.
- Rammed Earth Wall
 - The mock-up for the rammed earth wall encountered some field issues related to weather and timing. It is scheduled to complete in mid-January and will be available for inspection by WRNS for plan consistency and construction issues.
- Construction Project Payment Requests and Change Orders
 - See Attached Spreadsheet (PDF)

2. Holiday Closures

City Hall will be *CLOSED* on:

— Monday, January 20 for Martin Luther King Jr. Day

3. Committee Vacancies & Mid-Year Recruitment

We are recruiting for a total of 6 committee vacancies. There are:

- 2 vacancies on the Environmental Programs Committee;
- 1 vacancy on the Bicycle and Pedestrian Committee;
- 1 vacancy on the Rail Committee; and
- 2 vacancies on the Park & Recreation Committee

The recruitment will remain open until early to mid-January with appointment at the February Council Meeting.

Ad Hoc Subcommittee Updates

Naming Opportunities and Donor Programs – Lewis/Widmer (Rodericks)

Updates on tonight's agenda.

Regional Housing/SB50 - Lewis/Widmer (Rodericks)

Senator Wiener has introduced amendments to SB 50, the More HOMES Act of 2020. Last year, the League opposed the bill, unless amended, and it was held in the Senate Appropriations Committee. It did not advance. The League sent a letter to Senator Portantino, Chair, Senate Appropriations, outlining the concerns with the bill as amended in May of last year. The letter can be found [here](http://blob.capitoltrack.com/19blobs/7ad95c49-df40-473f-b4b6-132af498c785) (<http://blob.capitoltrack.com/19blobs/7ad95c49-df40-473f-b4b6-132af498c785>).

The bill became eligible for action again in January 2020 and faces a January 31 deadline to pass the Senate. Amendments are intended to give cities flexibility to develop their own housing plans to increase housing options. Cities who do not develop their own plans within a set timeframe face losing control over their zoning to standards set forth in the bill.

The League's housing lobbyist are currently reviewing the amendments and preparing an analysis for review. The League continues to have an "oppose unless amended" position on the bill. That position may change depending on the analysis. Here is a link to the SacBee's article on the amendments, which mentions the League's position: <https://www.sacbee.com/news/politics-government/capitol-alert/article239000628.html>

Staff is asking that the Council provide feedback on this issue and direct the creation of a letter regarding SB 50 under the Mayor's signature.

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

Update on tonight's agenda.

City Manager Major Goods, Use or Service Agreements/Contract Awards as of January 8, 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).

- None

Special Event Permits as of January 8, 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
- May 20 - 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

POLICE DEPARTMENT

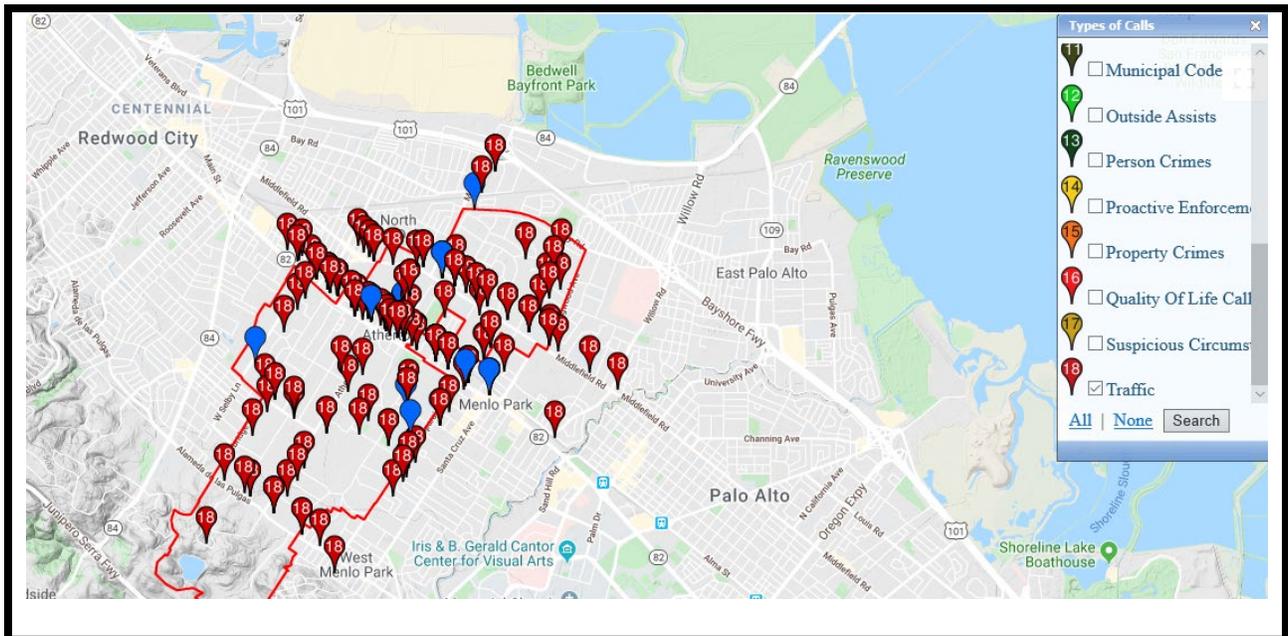
Police Activity

There were 72 investigations for the month of December. 20 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, DUI, assault with a deadly weapon, bringing drugs into a jail/prison (after being arrested for under the influence of a controlled substance and possession of drug paraphernalia), trespassing, residential burglary, and displaying false tabs/plates on vehicle.

Of the 3,318 total police incidents for the month of December, 2,348 were officer-initiated incidents, which resulted in 186 citations being issued for vehicle code and other violations. Officers initiated 2,153 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.

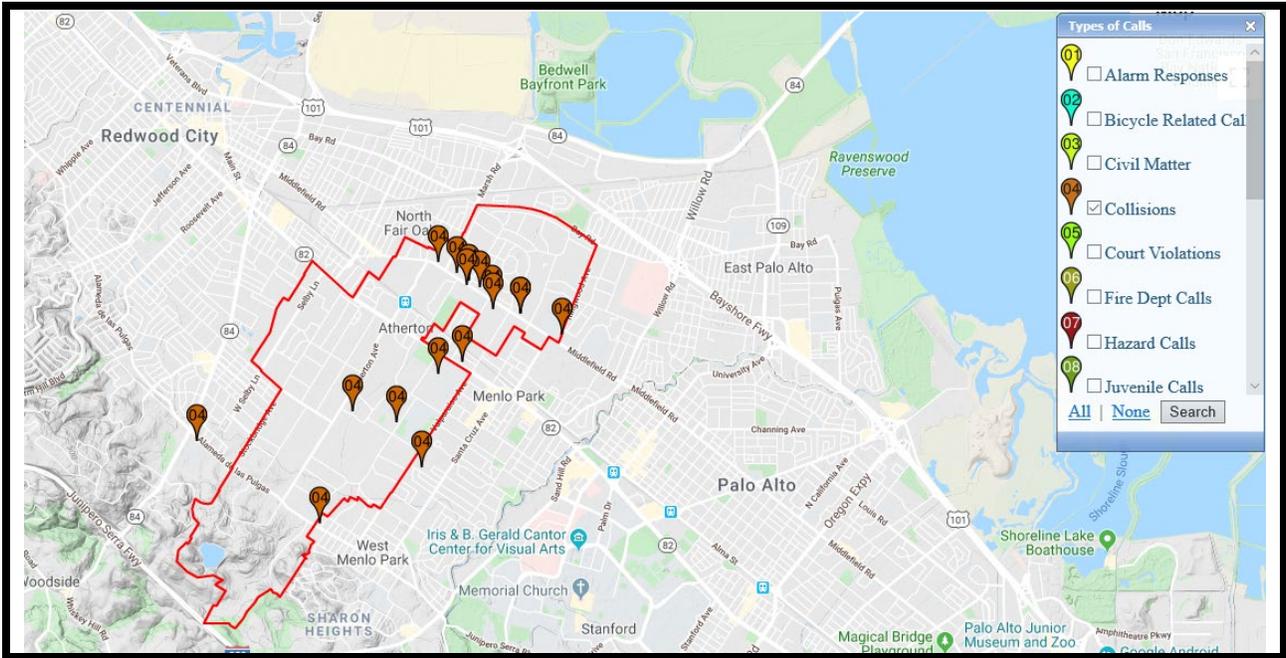
Traffic Incidents

Overall, there were 215 traffic incident locations, some with multiple stops, for December. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

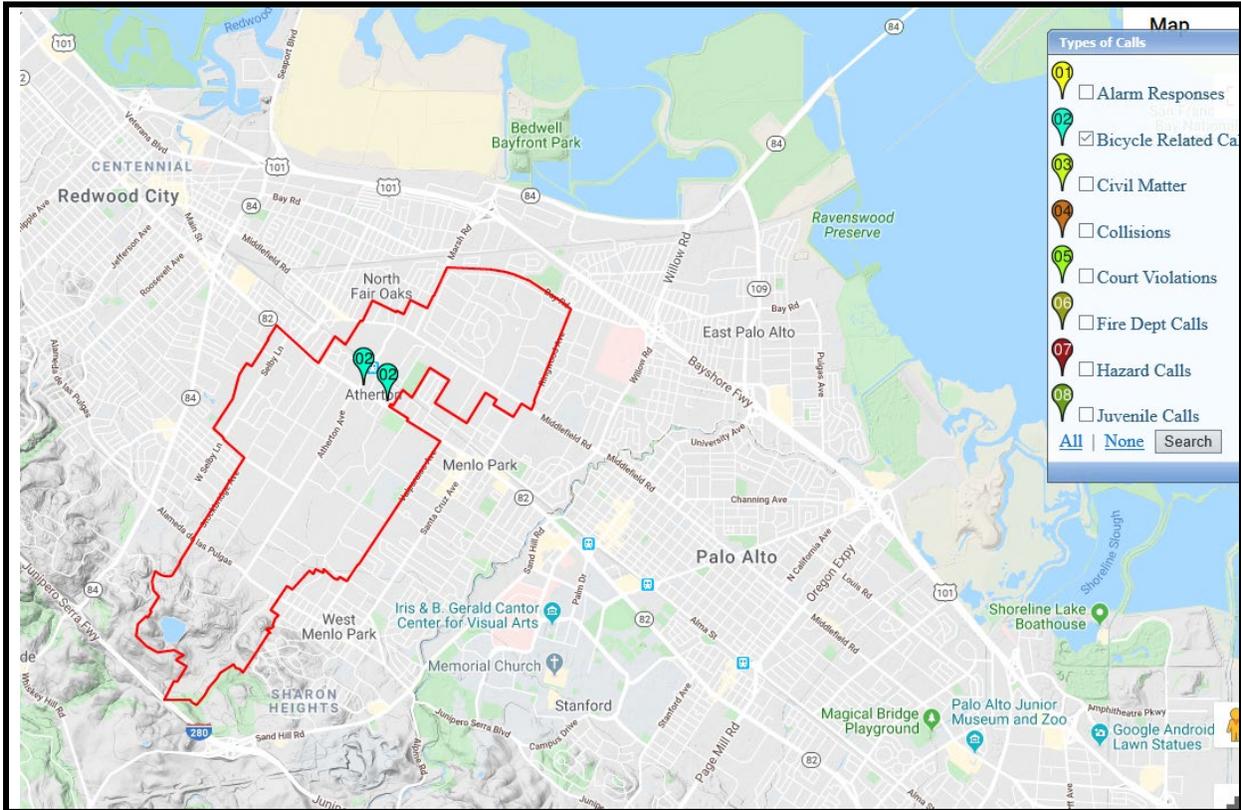
There were 8 collisions locations in December. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

There were 2 bicycle stop incidents initiated for riding the wrong direction (1) and no lighting equipment (1).

These stops resulted in 2 verbal warnings.



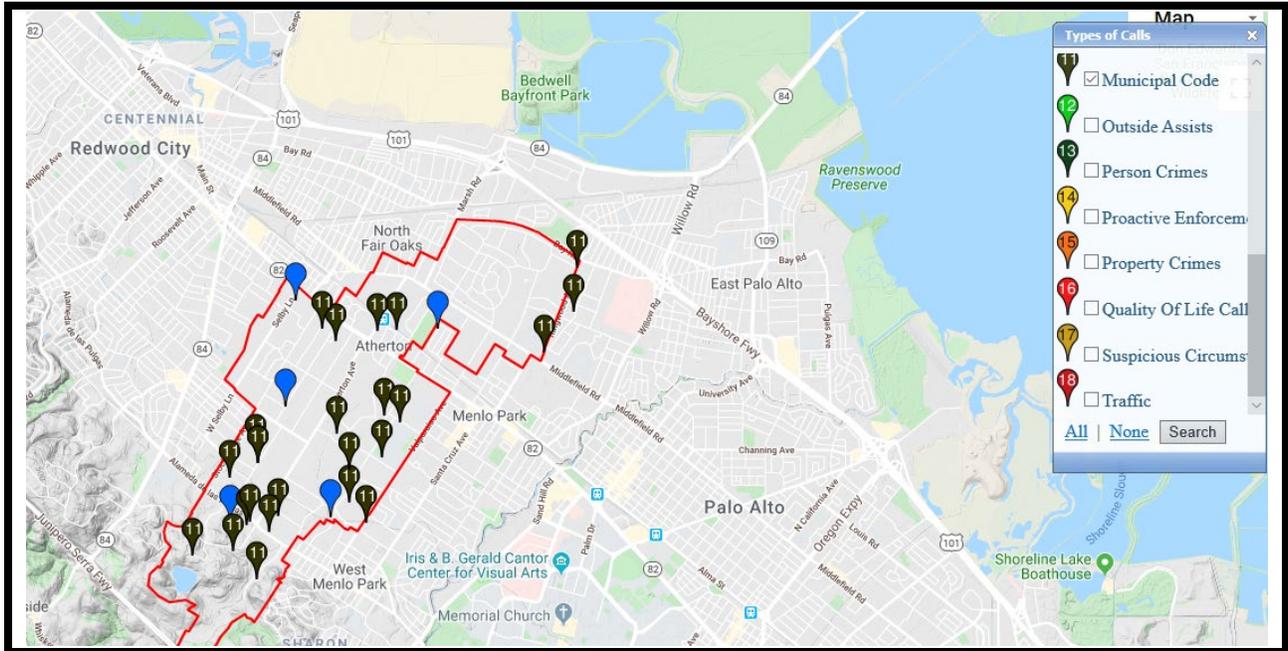
Criminal Activity and Suspicious Circumstances

The Department responded to 80 locations (some locations multiple times) for property crimes (16), person crimes (5), and incidents of suspicious circumstances (62).



Municipal Code Violations

The Department responded to 30 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to after-hours construction, off leash dogs, and construction parking violations.



Holbrook Palmer Park

Holbrook Palmer Park had 55 incidents this reporting period, 49 of which were security checks and foot patrols by officers. The other incidents were for suspicious people and off leash dogs.

Premise Watch

Officers completed 1,635 House/Vacation checks during the month of December.

School Incidents

Officers responded to **217** school incidents during this reporting period. These incidents included but were not limited to petty theft, missing person located, traffic enforcement, and various juvenile problems.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	7	4	5	5	5	5	5	5	6	9	3	11	70
	Security	27	12	31	22	19	22	21	18	6	13	9	20	220
	Traffic	2	2	-	1	3	2	-	1	5	3	1	3	23
<i>Knox School</i>	Other	1	-	-	1		-	-	-	-	-	1	-	3
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomas</i>	Other	3	2	3	4	3	2	5	2	3	9	4	4	44
	Security	22	9	10	17	11	14	7	9	5		10	16	130
	Traffic	-	-	-	-	1	-	-	4	3	9	-	-	17
<i>Laurel</i>	Other	1	3	2	5	7	2	2	3	1	6	2	3	37
	Security	13	3	22	16	16	14	12	10	7	8	6	15	142
	Traffic	-	-	-	-	1	3	-	3	2	1	-	-	10
<i>M-A HS</i>	Other	37	30	45	37	49	24	18	44	41	56	43	25	449
	Security	28	13	24	24	22	28	24	27	18	25	26	24	283
	Traffic	1	-	-	-	4	3	1	23	2	5	2	3	44
<i>Menlo College</i>	Other	4	2	10	3	4	4	7	9	6	5	16	6	76
	Security	9	6	11	16	24	35	18	15	12	4	25	18	193
	Traffic	6	1	2	2	2	5	1	4	1		1	1	26
<i>Menlo School</i>	Other	7	4	3	16	2	3	1	2	3	13	5	4	63
	Security	17	9	8	11	8	10	11	11	1	18	10	14	128
	Traffic		1	1	-	2	2	-	2	-	1	-	-	9
<i>Sacred Heart</i>	Other	10	6	7	12	10	5	3	7	5	17	3	5	90
	Security	14	5	7	14	4	5	4	2	-	9	3	3	70
	Traffic	1	1	2	-	1	2	1	4	4	-	4	4	24
<i>Selby Lane</i>	Other	3	3	4	4	2	4	4	4	1	7	-	-	36
	Security	30	8	17	25	24	31	29	22	26	28	27	36	303
	Traffic	1	-	3	1	8	2	-	10	4	1	1	2	33
Total		244	124	217	236	232	227	133	241	162	247	202	217	2,482

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, 52 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
November	2019	5:22
October	2019	7:25
September	2019	5:05
August	2019	5:55
July	2019	4:10
June	2019	4:50

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): **2** minute and **22** seconds.

TOTAL TRAINING HOURS FOR December 2019 – 127 HOURS

NAME	TRAINING/HOURS	DATES
McCulley	SMCO Chiefs/Sheriff Retreat/20 hours	Dec. 3-6
Bollendorf/Larsen/Vigil	Threat Assessment & De-Escalation Strategies	Dec. 11-12
Rojas	Intoximeters/3 hours	Dec. 12
Larsen/Wade	Communication Strategies/8 hours	Dec. 13
Larsen	Active Shooter- Module II/16 hours	Dec. 17,19
MacDonald	Active Shooter- Module II/24 Hours	Dec. 17-19

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
December	2,348	186
November	1,869	294
October	2,203	305
September	2,145	277
August	2,441	338
July	2,674	299

Code Enforcement Activity Report

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2019)
1.	Opened Cases	17	289
2.	Resolved/Closed Cases	24	281
3.	Cases Pending	176	N/A
4.	Written/Formal Notices Issued	12	139
5.	Citations Issued	22	354
6.	Amount in Citations	\$7,900	\$129,100

During the month of December, there were over 92 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, dead and dangerous trees, damage to heritage trees, overgrown vegetation in the right-of-way, commercial operations in residence, short-term transient occupancies, zoning issues, trash accumulations, trash cans being left out, sign issues, lack of property maintenance/overgrowth issues, a pending demolition and abandoned structures/properties.

Code Enforcement staff also assisted with construction hours/noise exemption permits, provided translation assistance to Officers, participated in the 'Shop with a Cop' event and with the Selby Lane Toy Drive.

TRAFFIC COMPLAINTS

Two (2) traffic complaints were received by the Atherton Police Department during the month of December. The complaints were as follows:

- 1) A resident reported vehicles not stopping for pedestrians in the crosswalk at the intersection of Middlefield Road and Watkins Avenue. This was occurring Monday through Friday from 2:00 pm to 4:00 pm.

Results: 53 minutes spent in the area
No violations observed

- 2) A resident reported vehicles speeding, and not stopping at the stop sign, at the intersection of Emilie Avenue and Britton Avenue, from 7:45 am to 8:15 am, Mondays through Fridays.

Results: 71 minutes spent in the area
3 citations issued

Public works update –December 2019

- Sweep contracted monthly streets:
December 50 Miles 12.0 cu. Yards 2.0 tons

- December Service requests –
 - Installed Awning over PD front door
 - Installed Pedestrian Xwalk signage on Middlefield Road at Watkins Avenue
 - Created and installed street marker for Lupin Lane/Rosewood Drive intersection
 - Reset blown over PD antenna
 - Picked up illegally dumped couch across from Selby Lane Elementary School
 - Removed overgrown foliage at the northeast corner of Atherton Avenue at El Camino Real
 - Removed Town of Atherton message board on Glenwood
 - Repaired clogged pump at HP Park’s little league restroom
 - Removed tree limb from bike lane on westbound Valparaiso Ave (between Elena Avenue and Santiago Avenue)
 - Removed tree limb from roadway in front of 78 Shearer Drive
 - Repaired streetlight across from 69 Alejandra Avenue
 - Mobile modular repaired leaky roof at Admin trailer
 - Installed shoe scrubber at entrance to Admin and Permit trailers
 - Installed canopy for motorcycles in the PD’s temporary parking lot
 - Replaced outlet plug at Temporary Library
 - Fixed broken toilet handle at Temporary Library
 - Bagged “2 hour” parking signs along Ashfield Road
 - Installed gravel in parking area in front of PD
 - Cleared debris from Cerros Manor crossing
 - Cleared clogged drain inlet – Stockbridge Avenue at El Camino Real
 - Cleaned up garbage spill on Oak Grove Avenue at Middlefield Road

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- Cleared debris from channel after rain events
- Installed signage on El Camino Real at Ashfield Road
- Filled potholes along edge of pavement for pavement stabilization
- Cleared debris from intersections along Stockbridge Avenue
- Cleaned rolled curbs and valley gutters along Alameda de Las Pulgas
- Removed organic debris from roadway around islands at Robleda Drive at Austin Avenue and Elena Avenue at Faxon Road
- Replaced bike lane sign that was removed from foundation in front of Sacred Heart School
- Removed weeds from Middlefield Road
- Removed weeds/debris from channel along Watkins Ave.
- General duties – Garbage cans, town wide and ECR litter, 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.

2019-2020 PUBLIC WORKS WINTER PREPERATIONS

In preparation for this coming winter season, the Town Public Works Department has performed the following inspections and duties:

- Drain inspections – MCE staff has inspected 90% of the drains in Town, and 100% of the habitually “problem drains” where issues seem to arise if the drain is obstructed.
- Drain cleaning – MCE staff along with their sub-contractor roto-rooter have cleaned out over 75 drains and aver 100’ of culvert pipe where excessive build up was found during their inspections. Some of these locations were Fletcher/Alameda, Laburnum/Magnolia, Sutherland/Fletcher and Ridgeview, Camino al Lago, ECR at Atherton Ave and HP Park.
- Gutter cleaning – MCE staff have cleaned the gutters on all Town facilities.
- Atherton Channel – The Atherton Channel has been walked by MCE staff and all-important obstructions removed from Fair Oaks (E) to Broadacres.
- Euclid ditch cleaned of debris and ditch line prepared for large water flow.
- Pothole mix – the Town has had delivered in bulk about 5 yards of Granite-Patch mix for quick repair of any potholes that might arise during the winter rains.
- Sand – The Towns has arranged with the County of San Mateo to allow residents of Atherton to pick-up pre-filled sandbags at their Grant Corporation Yard (752 Chestnut Street, Redwood City, CA)
- Aggregate stockpiles have been tarped per stormwater requirements.
- MCE staff equipment – all vehicles are to be refueled at the ½ tank level through the winter.
- Emergency equipment – all emergency equipment including standby power (generators), chainsaws, pumps, lights and tractors have been serviced and are left daily in ready to run condition.
- Cones, signs and barricades – ready for immediate deployment.
- Call out list – MCE and public works staff 24-hour emergency call list has been updated for PD dispatch and will be available to respond for any of the Town’s needs day 24/7.

Removed organic debris from channel after first rain

Elena Avenue Crossing



Before



After

Alameda de Las Pulgas at Walsh Road



Before



After

Installed Pedestrian Xing signage on Middlefield Rd. at Watkins Ave.



Installed awning over PD main door



Reset blown over PD antenna



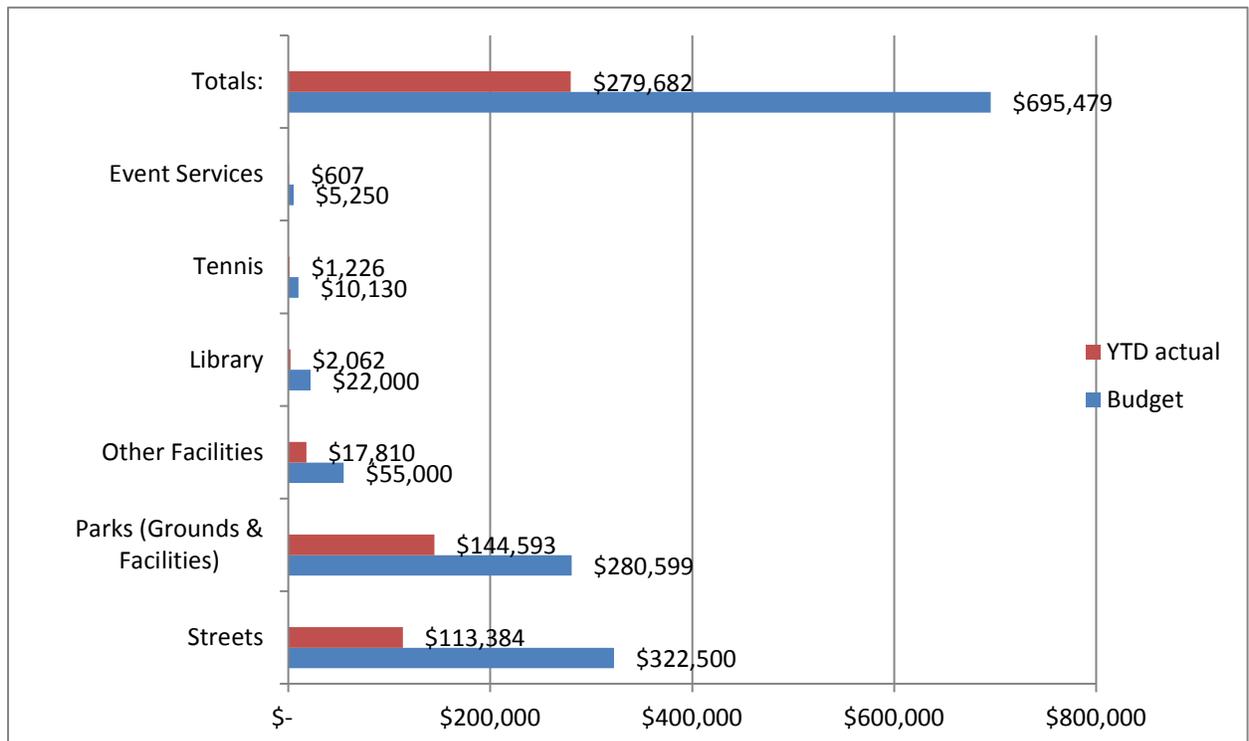
Before



After

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 322,500	\$ 113,384	35.16
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 280,599	\$ 144,593	51.53
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 17,810	32.38
A04	213-30-52031-000	Library	\$ 22,000	\$ 2,062	9.37
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 1,226	12.10
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 607	11.56
Totals:			\$ 695,479	\$ 279,682	40.21





PARK GOING'S ON 7b. Town of Atherton

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: JANUARY 8TH, 2020

SUBJECT: PARK GOINGS ON DECEMBER 2019

REGULAR STAFF

For the month of December, 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.

- Jetmulch filled the large playground area
- New electric outlet covers installed at playfield
- Dead bushes near North Meadow removed

New and future planned projects;

- Restore/paint wall benches along Pavilion and Main House.
- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.

Tennis Numbers

December:

Hours of court usage (# of crts x time) 195 hrs

Clinics: 17

Lessons: 113

Events: 2 weekly coaches meeting

Clay Court Bookings: 8 paid hours

Total # of students: 175

New mulch for playground



Removed dead bushes





Town of Atherton

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

Community Services Monthly Report December 2019

Submitted by:
Interwest Consulting Group

Town of Atherton Building Safety & Inspection

*Construction and Permit Summary
December 1, 2019 to December 31, 2019*

	Dec-19	Fiscal Year 2019-20
Total Construction Valuation¹:	\$9,457,481	\$74,818,320

REVENUE

Plan Check Fees Collected:	\$56,140	\$203,651
Permit Fees Collected:	\$74,682	\$533,547
Other Fees Collected:	\$2,912	\$33,370
TOTAL:	\$133,734	\$770,568

PLAN CHECK

Applications Received:	65	382
------------------------	-----------	------------

PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	1	21
New Accessory Structures Issued:	14	209
Addition / Alteration Permits Issued:	7	125
Reroof / Water Well / Grading Permits Issued:	6	121
Plumbing/Mechanical/Electrical Permits Issued:	17	184
Demolition Permits Issued:	5	44
<u>Non-Residential:</u>		
New Permits Issued:	0	13
TOTAL Permits Issued:	50	717

Total Open Permits as of 12/31/19	1154
-----------------------------------	-------------

INSPECTIONS

Inspections Performed:	783	5,005
------------------------	------------	--------------

Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

December 1, 2019 to December 31, 2019

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	35	214
Planning Commission Items	4	10

The Planning Commission took the following action at the December 4, 2019 meeting:

1. 6 Cowell Lane – Approved a Variance to allow the construction of a detached accessory structure (a playhouse) to be located in the required front yard area.
2. 89 Douglass Way – Approved a Special Structures Permit (SSP) to allow for a swimming pool to be located between the front yard setback line and the front line of the main structure.
3. 122 Hawthorne Drive – Approved a Heritage Tree Removal Permit to allow for the removal of one (1) on site heritage Deodar Cedar tree and one (1) on-site Canary Pine tree. Denied a Heritage Tree Removal Permit to allow for the removal of one (1) one-site heritage Canary Pine Tree.
4. Approved the 2020 Planning Commission meeting calendar.

The next regularly scheduled Planning Commission meeting will be held on January 22, 2020.

Arborist Activity Summary

December 1, 2019 to December 31, 2019

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	8	9	0	59

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		4	0	2	2	2
February		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:		21	29	27	26	31

Plan Check Performance

December 1, 2019 to December 31, 2019

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	89	10	7	0
	Subsequent Rev.	87	5	3	0
Minor Plan Check	1st Review	6	3	2	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		182			

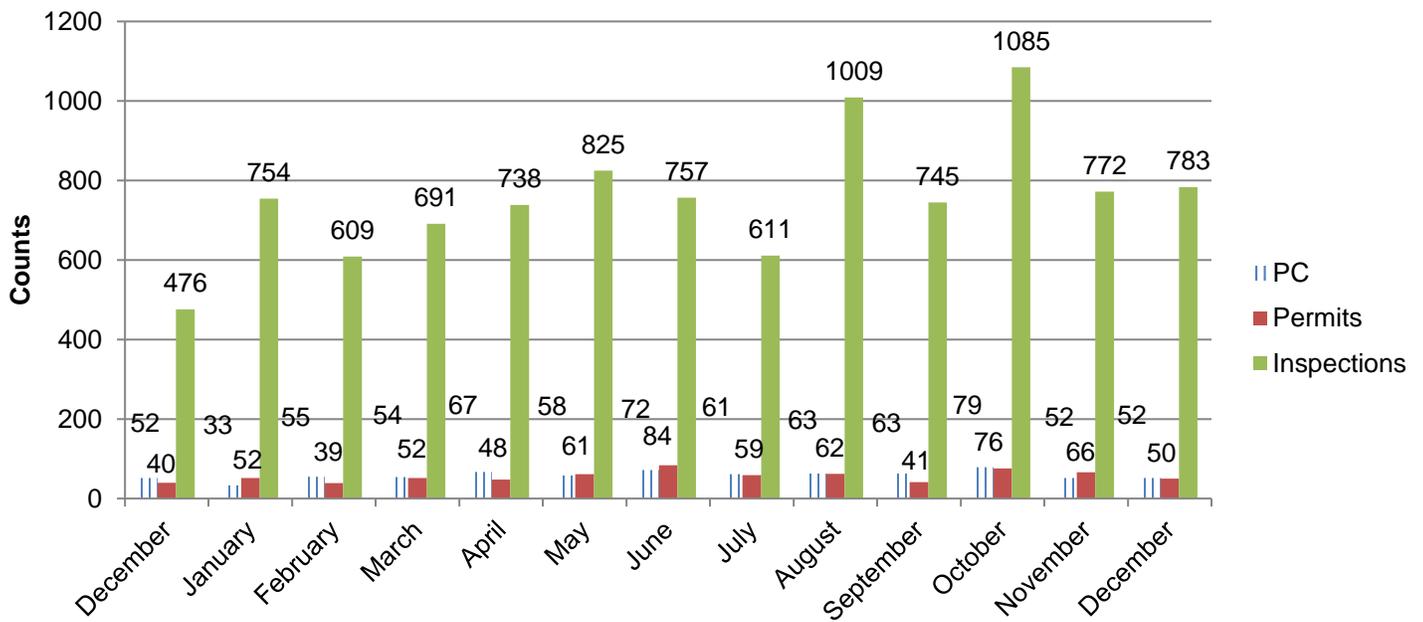
** Target: in working days

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

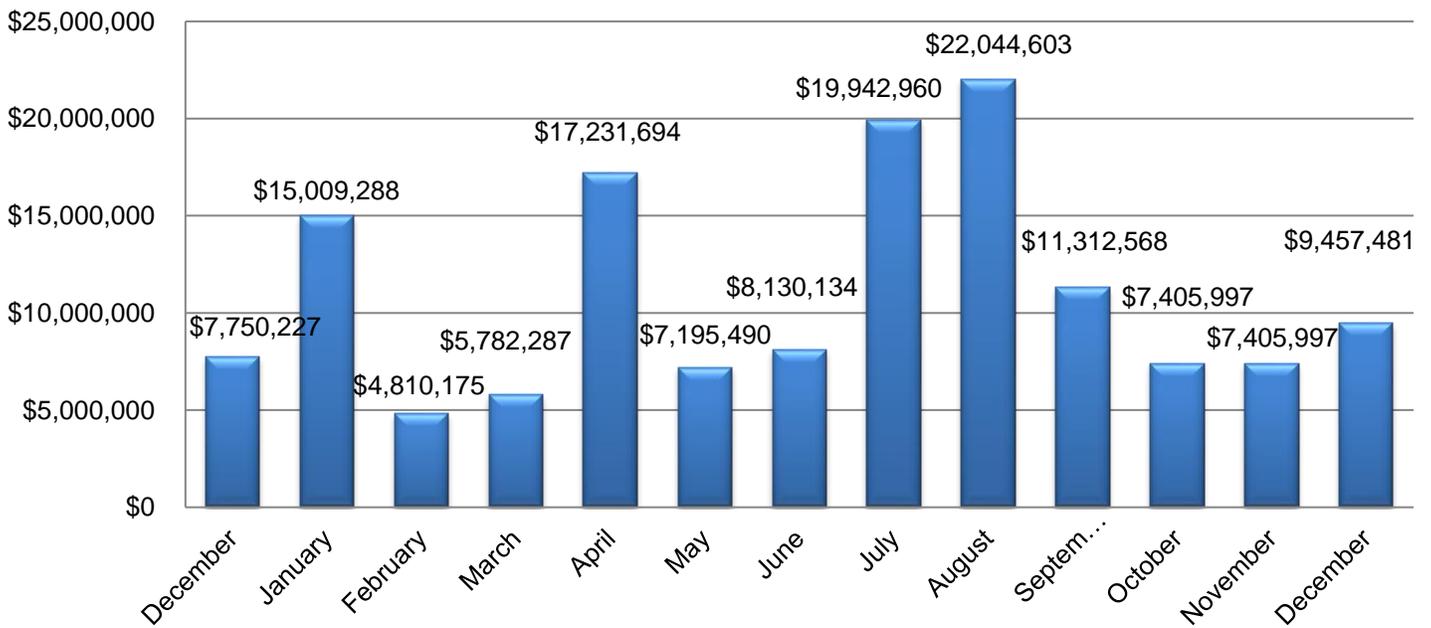
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

