



Item No. 6 Town of Atherton

CITY COUNCIL STAFF REPORT – CITY MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: JULY 20, 2022

SUBJECT: CITY MANAGER’S MONTHLY DEPARTMENT REPORTS

The City Manager’s Monthly Department Reports is a compilation of 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.

AD HOC SUBCOMMITTEE UPDATES

Renovation of the Historic Train Station Ad Hoc Subcommittee (DeGolia/Hawkins-Manuelian)

Garavaglia Architects continues work on the conceptual designs.

Sea Level Rise Subcommittee (Lewis/Hawkins-Manuelian)

No Updates.

Multi-Jurisdictional Stanford Subcommittee (Hawkins-Manuelian)

No Updates.

Surf Air Subcommittee (Widmer/Polito)

No Updates.

Refuse Services Ad Hoc Subcommittee (Widmer/DeGolia)

No Updates.

Town Center Landscape Review Ad Hoc Subcommittee (Lewis/DeGolia)

No Updates. The Subcommittee will review the final installed landscape upon completion and make any additional recommendations that would be undertaken by the Town's new landscape provider. Following this review, no additional work by this Subcommittee is anticipated.

Leaf Blower Ad Hoc Subcommittee (Widmer/Hawkins-Manuelian)

No Updates. The Subcommittee will review the draft Leaf Blower Ordinance once completed and returned for Council review and consideration in late 2022.

Cafe RFP Review Ad Hoc Subcommittee (Polito/Lewis)

This Subcommittee is meeting with the design team for the Café to review final design and layout.

Town Center Solar Ad Hoc Subcommittee (Polito/DeGolia)

No Updates. Currently, the project is with PCE. Once proposals have been received by PCE, staff will be involved in the initial review and will re-engage the Subcommittee.

The Public Works Department report will be provided at the next Regular City Council Meeting.

ATTACHMENTS

1. Police Department Report
2. Community Services Department Report

POLICE DEPARTMENT

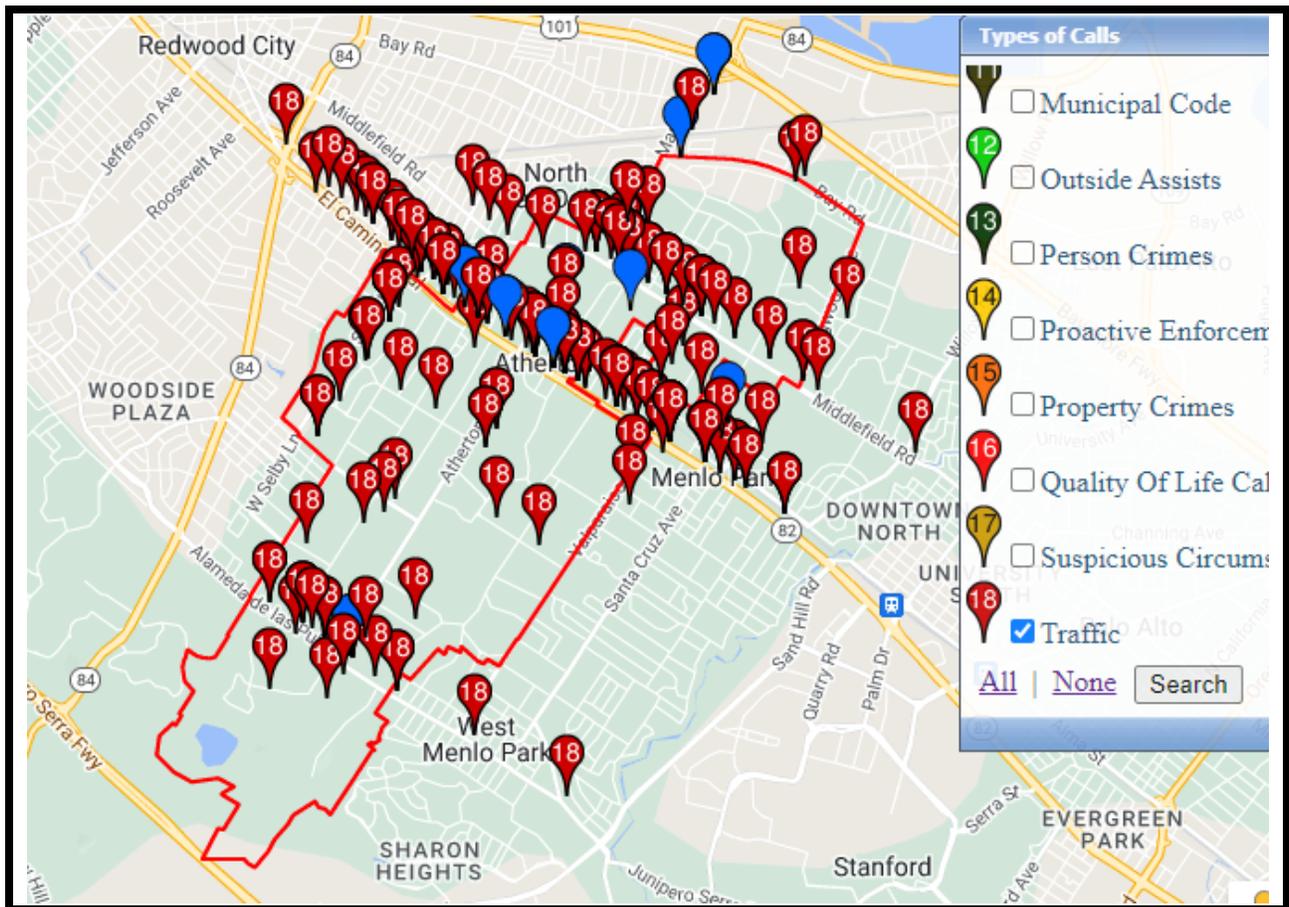
Police Activity

There were 44 investigations for the month of June. 20 offenders were cited, arrested, referred to the San Mateo County District Attorney’s Office for prosecution, or referred to the San Mateo County Juvenile District Attorney’s Office for prosecution. Those offenses included driving under the influence of alcohol, warrant violations, driving with a suspended license, possession of paraphernalia, possession of a controlled substance, resist/delay/obstruct a police officer, grand theft, being under the influence of a controlled substance, battery on a police officer, possession of metal knuckles, burglary, receiving stolen property, and public intoxication.

Of the 2,077 total police incidents for the month of June, 1,244 were officer-initiated incidents, which resulted in 404 citations being issued for vehicle code and other violations. Officers initiated 965 other types of incidents that included investigating suspicious vehicles, traffic collisions, citizen flag downs, home checks, code enforcement and construction checks, follow-up investigations, pedestrian stops, traffic enforcement details, medical calls, and welfare checks.

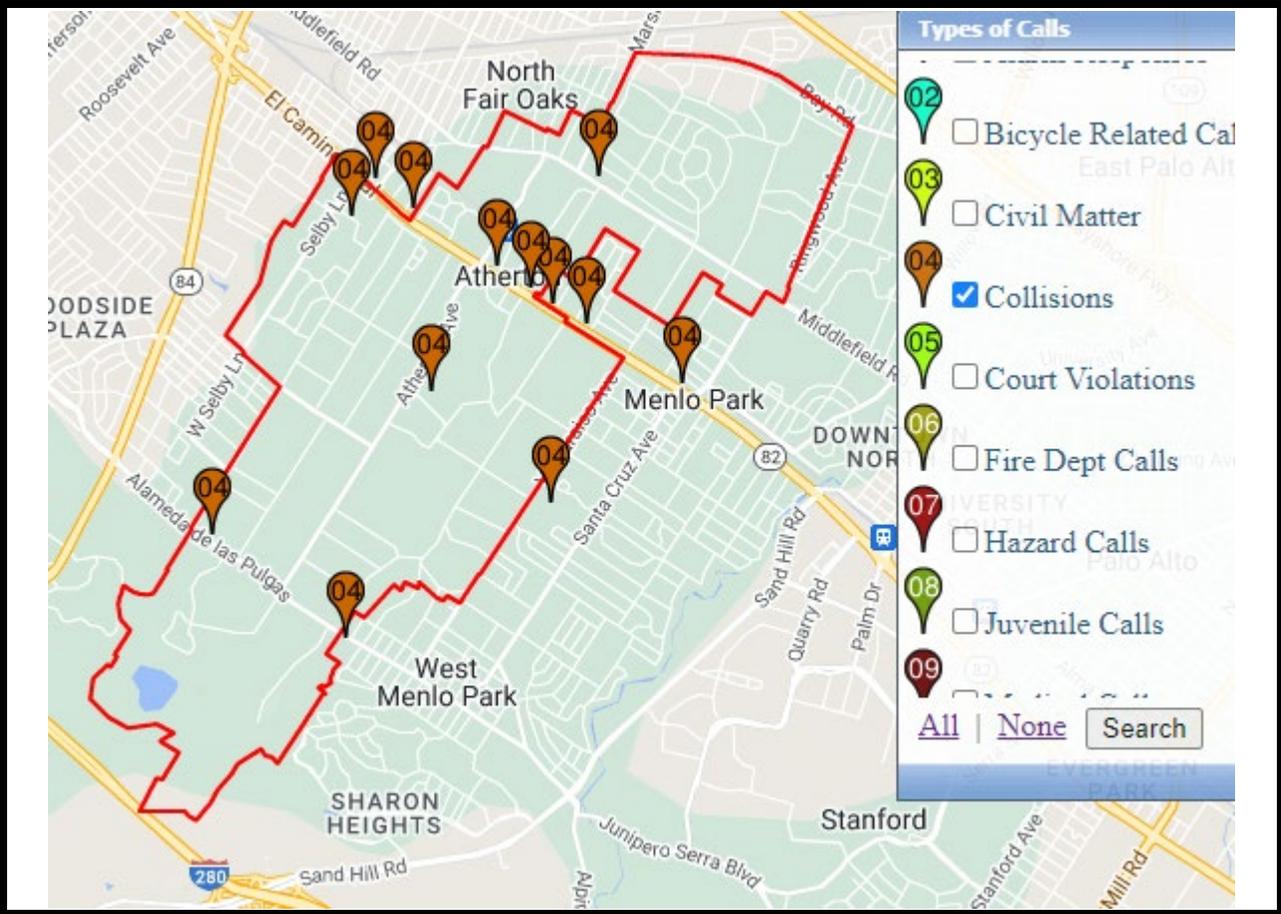
Traffic Incidents

Overall, there were 291 traffic incident locations, some with multiple stops, for June. The map below indicates the locations of the incidents for this reporting period.



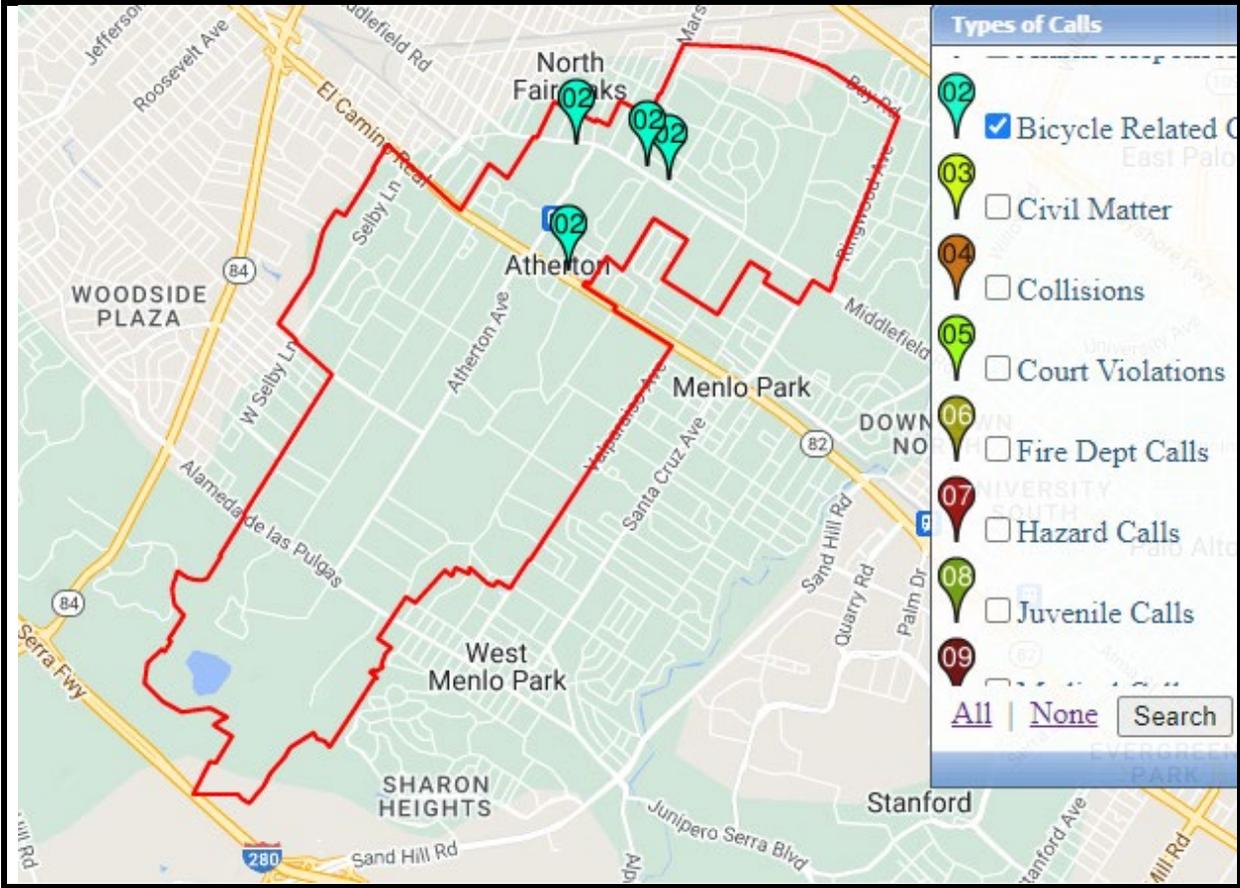
Traffic Collisions

There were 13 collision locations in June. The map below indicates the locations of the incidents for this reporting period.



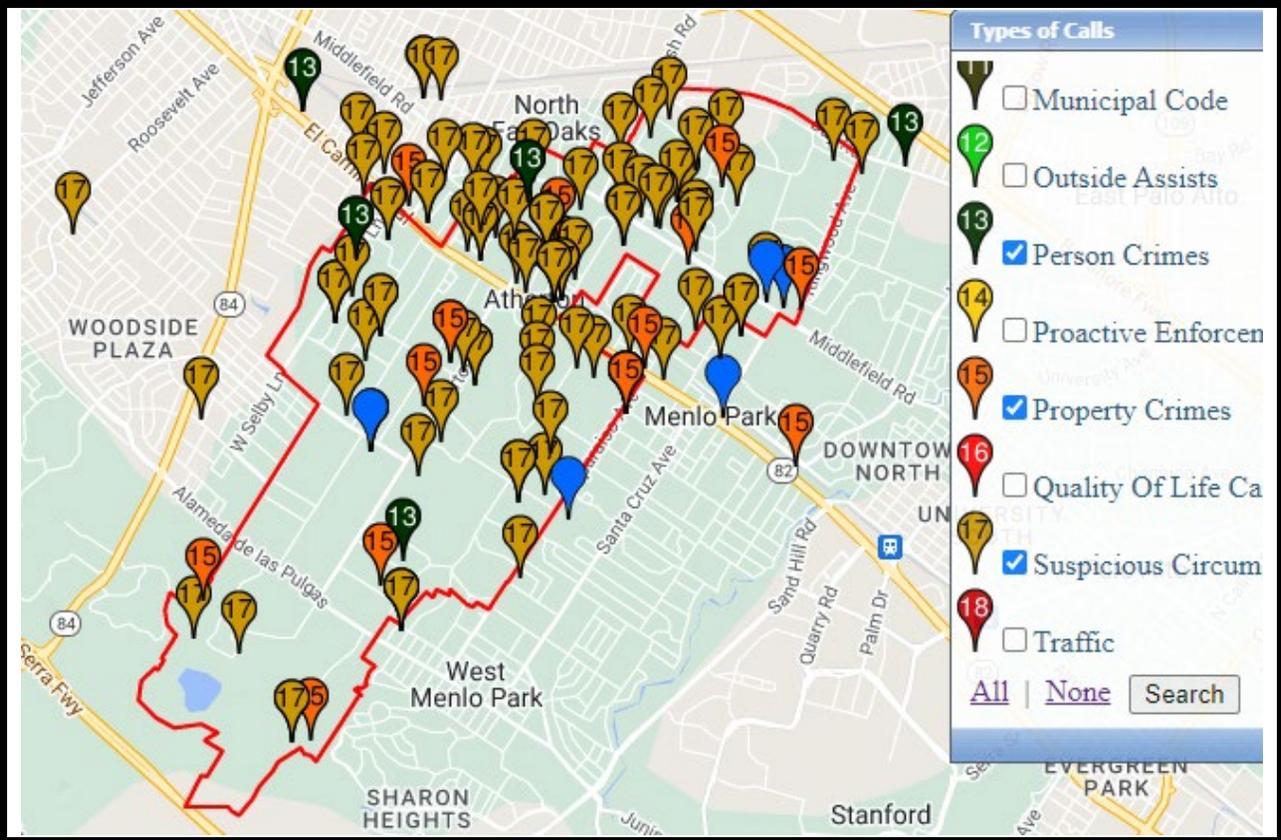
Bicycle Traffic Stops

There were 4 bicycle related calls initiated for improper lighting and riding on the wrong side of the roadway. These 4 incidents resulted in 4 verbal warnings.



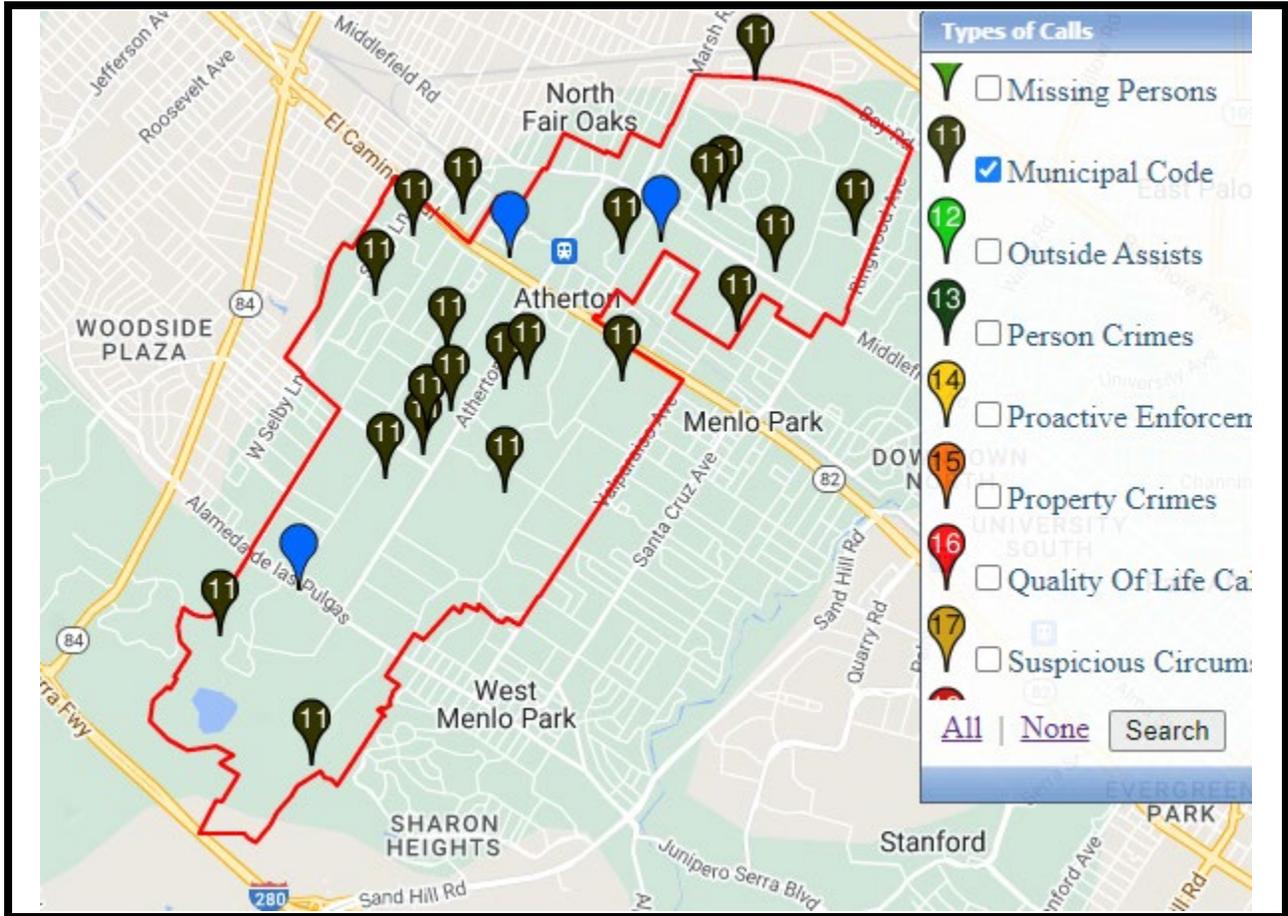
Criminal Activity and Suspicious Circumstances

The Department responded to 135 locations (some locations multiple times) for property crimes (21), person crimes (7), and incidents of suspicious circumstances (109).



Municipal Code Violations

The Department responded to 27 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for construction parking, construction hours, right-of-way encroachments or obstructions, dog barking and off leash, debris in the right-of-way, dead or dangerous trees, TPZ violations, health and safety concerns and violations, and Atherton Municipal Code (AMC) questions.



Holbrook Palmer Park

Holbrook Palmer Park had 55 incidents during this reporting period, 46 of which were security checks and foot patrols by officers. The other incidents were for fireworks, suspicious vehicles, suspicious persons, ordinance violations, and traffic stops.

Premise Watch

Officers completed 484 House/Vacation checks during the month of June.

School Incidents

Officers responded to 272 school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks. Incidents of note were:

- During the month of June, officers attended multiple in-person commencement ceremonies.
- On 06/16, the SRO met with school counselors and spoke with them about campus safety.
- On 06/16, the SRO investigated a sexual assault that occurred on a school campus. The victim refused assistance and a report was taken.
- On 06/18, the SRO investigated an indecent exposure incident and determined no crime occurred.
- On 06/22, a transient entered a school campus and stole multiple laptops, an iPad, cameras, and a bicycle. The transient was located and arrested.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	11	9	9	12	5	1	5	3	2	-	9	4	70
	Security	46	40	44	55	58	57	29	47	53	52	53	67	601
	Traffic	4	-	-	3	8	-	2	6	7	2	1	3	36
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	8	6	7	8	1	1	2	1	3	4	6	3	50
	Security	35	33	34	37	45	29	37	52	42	44	49	57	494
	Traffic	2	-	2	-	1	-	-	2	6	2	-	2	17
<i>Laurel</i>	Other	4	3	2	4	-	-	5	1	-	2	2	1	24
	Security	16	25	16	13	15	12	21	31	18	20	18	27	232
	Traffic	2	-	-	-	-	-	-	1	-	-	-	-	3
<i>M-A HS</i>	Other	26	35	47	35	17	26	5	6	21	32	47	24	321
	Security	39	41	48	43	62	36	43	81	79	74	49	72	667
	Traffic	3	4	1	7	-	-	-	17	9	3	-	2	46
<i>Menlo College</i>	Other	9	9	8	8	4	10	2	14	5	7	4	5	85
	Security	55	46	45	62	47	50	35	50	49	38	49	59	585
	Traffic	1	2	3	3	5	2	5	5	2	4	-	2	34
<i>Menlo School</i>	Other	5	4	4	-	4	3	4	4	6	1	9	11	55
	Security	11	13	12	13	12	6	11	23	12	16	12	23	164
	Traffic	-	-	1	-	-	-	-	2	2	-	-	-	5
<i>Sacred Heart</i>	Other	8	3	8	5	9	7	2	3	5	1	6	8	65
	Security	-	5	3	2	8	1	2	7	3	5	-	3	39
	Traffic	-	1	-	-	-	-	-	2	-	-	-	-	3
<i>Adelante Selby</i>	Other	4	3	5	5	3	3	4	1	4	1	3	1	37
	Security	41	41	45	40	49	28	43	53	50	46	56	62	554
	Traffic	-	2	-	1	2	-	-	4	5	3	-	-	17
Total		330	325	344	356	355	272	133	416	383	357	373	436	4,080

Response Times

In general, there are 3 types of *Calls for Service* from the Police Department. In order of priority: High, Medium, and Low.

High Priority calls are in-progress events where persons or high-value property are in immediate danger and requires a multiple officer response. This is a lights and siren response to a crime in progress, injury collision, or medical emergency.

Medium Priority calls are in-progress events without an immediate danger to persons or property. Multiple officers may be necessary for these calls. These calls take precedence over all other calls for service and require an immediate police response (non-lights and siren), but the incident may not be in progress. The most common medium priority calls are burglary, robbery, sexual assault, and residential burglary alarm activations. The latter is the most frequent call in Atherton.

Low Priority calls are other calls for service. Events that may no longer be in-progress, so immediate response is not as urgent. Normally requires a single officer. Officers may or may not be immediately dispatched to these calls. Low priority calls are dogs off leash the Park, parking violations, construction noise or activity, and follow-up police reports.

For the current reporting period, there were 2 High Priority calls for service. The response times for these calls was 2 minutes and 19 seconds (response time goal is 4 minutes or less).

For the current reporting period, there were 199 Medium Priority calls for service. The average response time for these calls was 3 minutes and 44 seconds (response time goal is 6 minutes or less).

For the current reporting period, there were 466 Low Priority calls for services. The average response time for these calls was 7 minutes and 30 seconds (response time goal is 8 minutes or less).

Response times are calculated from the time the call is dispatched until the time the officer arrives on the scene. The table below depicts the Department's **Medium Priority** response times for the past 6 months.

MONTH	YEAR	RESPONSE TIME
June	2022	5:10
April	2022	4:26
March	2022	4:18
February	2022	4:22
January	2022	4:16
December	2021	3:59

ATTACHMENT 1

Total Training Hours for June 2022 – 441 HOURS

NAME	TRAINING/HOURS	DATES
Rojas	EVOC/8 hours	June 6
Trudeau	Death Investigation-16 hours	June 6-7
Patel	CIT/40 hours	June 6-9
Daley	Due Diligence for Code Enf./2 hours	June 7
Torres	EVOC/8 hours	June 13
Dutta	Forensic Interview/16 hours	June 14-15
Larsen	Managing Police Records/7 hours	June 16
Dutta	First Aid & CPR/8 hours	June 16
Tam	EVOC/8 hours	June 20
Davidovich	Drug Recognition Expert/72 hours	June 20-30
Romero	EVOC/8 hours	June 21
28 Personnel	Why'd You Stop Me Course/8 hours	June 23 & 28
Pronske	FTO Update/24 hours	June 27-29

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
June	1,244	404
May	1,240	482
April	1,379	578
March	1,445	590
February	1,347	399
January	1,288	280

Code Enforcement Activity Report

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2022)
1.	Opened/Re-opened Cases	29	105
2.	Resolved/Closed Cases	16	53
3.	Cases Pending	5	52
4.	Written/Formal Notices Issued	5	28
5.	Citations Issued	13	17
6.	Amount in Citations	1500	2000

During the month of June, there were over 30 incidents/calls for service referred to or initiated by code enforcement, and two cases re-opened within the last year. Those incidents included but were not limited to: construction parking, construction hours, right-of-way encroachments or obstructions, dog barking and off leash, debris in the right-of-way, dead or dangerous trees, TPZ violations, health and safety concerns and violations, and Atherton Municipal Code (AMC) questions. There was 1 stop work order(s) issued to properties for non-permitted activities, 20 verbal warnings given with specified deadlines to reach compliance, and 5 initial inspections that are pending follow-up. In June the Code Enforcement Officer began a campaign to send 109 letters to property owners in the Sutherland/AltaVista/Fletcher areas to educate the public about the garbage receptacle ordinances based on neighborhood complaints in that area. The Noise Ordinance Cheat Sheet was updated based on the most current AMC and sent to Officers for their reference.

Traffic Complaints

The Atherton Police Department did not receive any traffic complaints for the month of June.

Covid-19 Incidents

During the month of June, Atherton Police Officers responded to zero calls for service related to Covid mandates.



Town of Atherton

**Building Department
80 Fair Oaks Ln.
Atherton, California 94027
Phone: (650) 752-0560**

Community Services Monthly Report June 2022

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety Inspections**

ATTACHMENT 2

Construction and Permit Summary
June 1, 2022 to June 30, 2022

	Jun-22	Fiscal Year 2021-22	Fiscal Year 2020-21
Total Construction Valuation¹:	\$10,312,235	\$157,349,189	\$179,918,557

REVENUE

Plan Check Fees Collected:	\$19,363	\$408,671	\$438,926
Permit Fees Collected:	\$127,695	\$1,200,793	\$1,242,077
Other Fees Collected:	\$5,099	\$60,767	\$58,790
TOTAL:	\$152,157	\$1,670,231	\$1,739,793

PLAN CHECK

Applications Received:	83	847	855
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PERMITS

<u>Residential:</u>			
New Single Family Residential Permits Issued:	2	40	34
New Accessory Structures Issued:	18	234	248
Addition / Alteration Permits Issued:	14	120	125
Reroof / Water Well / Grading Permits Issued:	11	121	159
Plumbing/Mechanical/Electrical Permits Issued:	14	233	210
Demolition Permits Issued:	1	32	43
<u>Non-Residential:</u>			
New Permits Issued:	0	4	11
TOTAL Permits Issued:	60	784	830

INSPECTIONS

Inspections Performed:	663	9,666	10,267
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

June 1, 2022 to June 30, 2022

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	31	362
Planning Commission Items	4	42

The Planning Commission held a regular meeting on June 22, 2022 and took the following actions:

1. Continued to a date uncertain a Heritage Tree Removal Permit and Tree Protection Zone (TPZ) Exception at 50 Tallwood Court.
2. Accepted the 2022 Annual Master Plan Update from Sacred Heart Schools.
3. Approved a Tree Protection Zone (TPZ) Exception to allow for reduced TPZ distances for five heritage trees; one Coast Live Oak, one Olive, and three Redwood trees at 83 Fairview Avenue.
4. Approved a Tree Protection Zone (TPZ) Exception to allow for reduced TPZ distances for three heritage Coast Live Oak trees at 57 Holbrook Lane.

The next regularly scheduled Planning Commission meeting is July 27, 2022.

Arborist Activity Summary

June 1, 2022 to June 30, 2022

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	12	25	4	40

**Town of Atherton
Building Inspection & Plan Check**

Summary of New Single Family Residential Permits Issued by Month

Month	2022	2021	2020	2019	2018	2017
January	1	0	1	4	0	2
February	1	2	1	1	2	1
March	2	5	0	1	3	2
April	2	3	0	1	2	0
May	4	1	2	1	5	4
June	4	4	2	1	2	3
July		2	4	1	5	1
August		3	5	5	4	2
September		3	2	3	1	3
October		1	1	1	4	2
November		3	2	1	0	4
December		1	3	1	1	3
Total New SFD Permits:	14	28	23	21	29	27

Plan Check Performance

June 1, 2022 to June 30, 2022

Project Type	Cycles	No of Plan Checks	Target **	Overdue Plan Checks
Major Plan Check	1st Review	99	10	0
	Subsequent Rev.	83	5	0
Minor Plan Check	1st Review	7	3	0
	Subsequent Rev.	0	2	0
Total Number of Plan Checks		189		

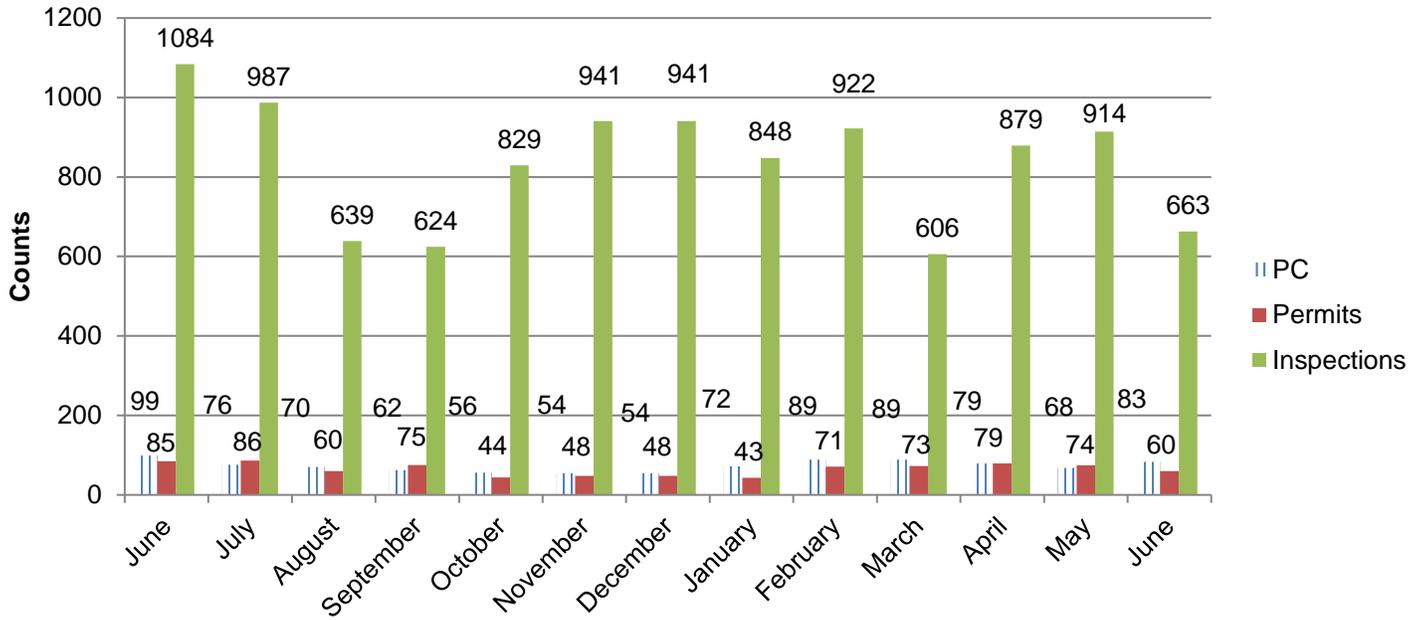
** Target: in working days

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

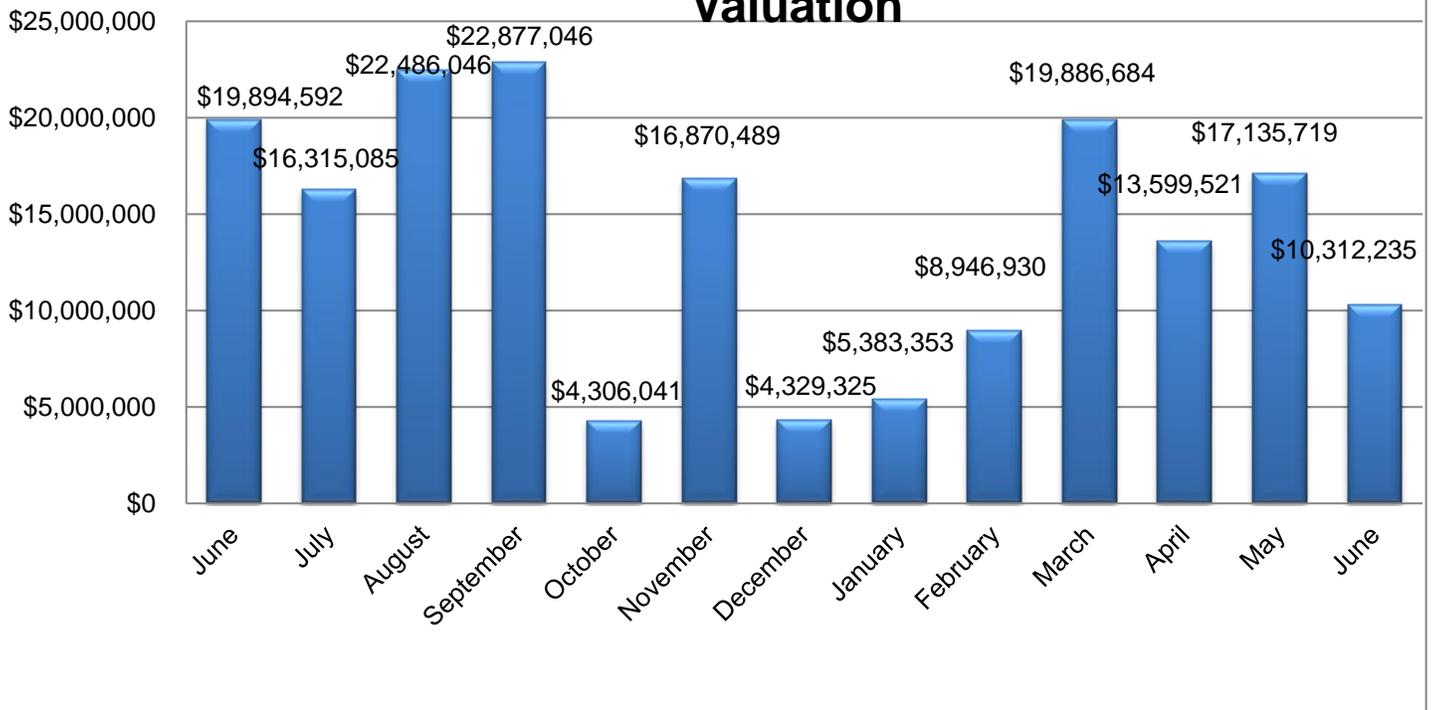
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections

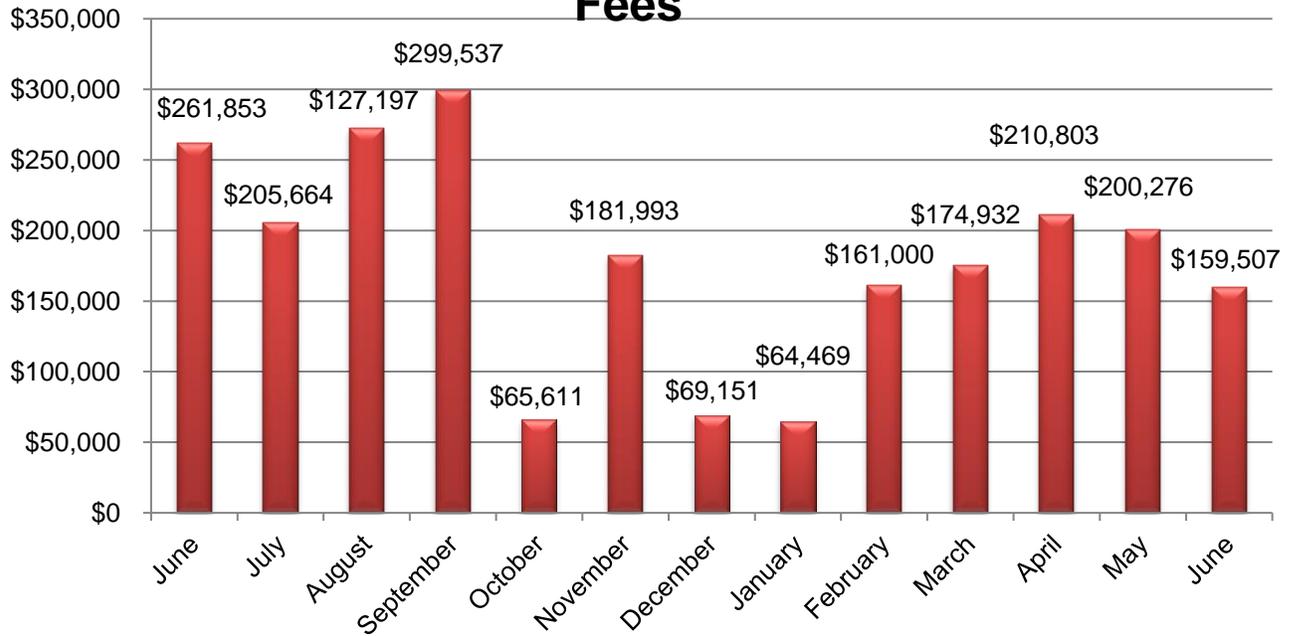


Valuation

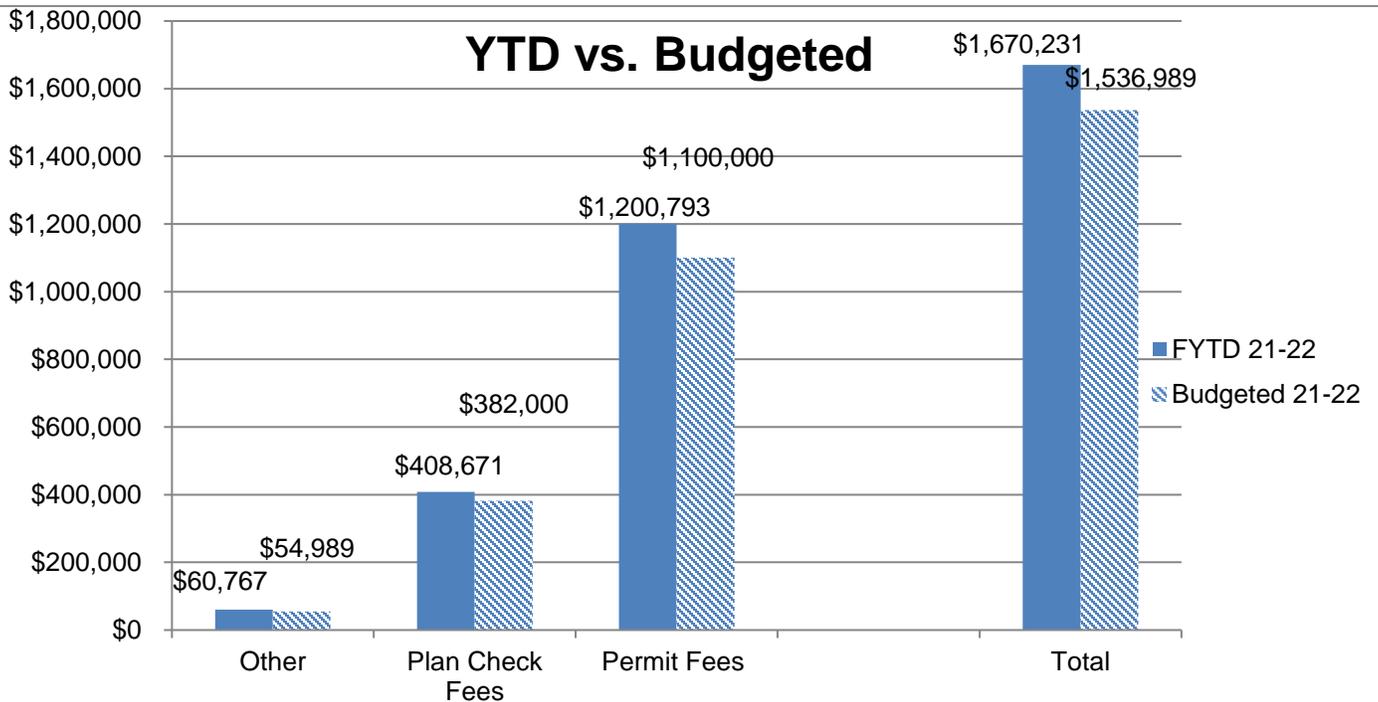


Summary Graphs

Fees



YTD vs. Budgeted



**Town of Atherton
Building Safety & Inspection**

Active Construction Time Limit Penalties

June 1, 2022 to June 30, 2022

<i>Project Address</i>	<i>Issue Date</i>	<i>CTL Deadline</i>	<i>Adjusted CTL **</i>	<i>Penalties Pd.</i>	<i>Est. Completion</i>
25 Isabella	5/26/2016	5/22/2019		\$250K	Oct. 2021
NOTES: This project has not been finalized. Neighbor dispute. Owner trying to get a varaince on wall height					
91 Fleur	9/8/2016	9/8/2019			Jun-22
NOTES: Finaled on June 14, 2022, Will not Appeal, Forfieted \$250K					
122 Hawthorne	8/24/2017	8/24/2020	1/10/2021	\$250K	Dec. 2021
NOTES:					
141 Tuscaloosa	5/12/2017	5/12/2020	9/28/2020	\$610K *	June. 2022
NOTES: Updated - Paid Additional \$90,000.00 CTL Fees on May 24, 2022					
50 Belbrook	9/19/2017	9/19/2020	2/5/2021	\$310K *	Apr-22
NOTES: Finaled on March 16, 2022. Filed Appeal - July 27, 2022 Planning Commission Meeting					
78 Shearer	10/19/2017	10/19/2020	3/7/2021	\$315K *	Oct. 2021
NOTES: Updated - Finaled on 6/3/2022 - Contractor going to Appeal					
55 Camino Por Los Ark	12/5/2017	12/5/2020	4/23/2021	\$30K *	June. 2022
NOTES: Updated - Failed to Final by June 30, 2022 - They are now in Penalty Stage					
167 Toyon	7/2/2018	7/2/2021	11/19/2021	\$30K *	Dec-21
NOTES:					
67 Redwood	8/28/2018	9/28/2021	1/14/2022	\$250K *	Apr-22
NOTES: Updated - Paid \$220K CTL Penalty Fee, Due on 5/14/2022					
88 Tuscaloosa	10/23/2018	10/23/2021	2/11/2022	\$30K *	Aug-22
NOTES: Updated - \$220K was due on 6/12/2022 - Failed to Pay, Stop Work Issued					
76 Ridgeview	12/3/2018	12/3/2021	4/21/2022	\$30K *	22-Aug
NOTES: \$220K due on 8/21/2022					
2 Rosewood	12/3/2018	12/3/2021	5/27/2022	\$30K *	22-Aug
NOTES:					

Total Penalties Deposited: \$2,135,000

NOTE: Penalties do not become revenue to the Town until all appeals have been exhausted.

* Under new modified ordinance. Additional Penalty fees due

** Covid-19 CTL adjustments due to shutdown.

Forfieted Construction Time Limit Penalties

Year	Amount Forfieted
2015 thru 2018	\$511,200.00
2019	\$307,200.00
2020	\$329,600.00
2021	\$333,000.00
2022	\$278,400.00
Total to Date	\$1,787,800.00