



# Item No. 5 Town of Atherton

## CITY COUNCIL STAFF REPORT – CITY MANAGER’S REPORT

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** GEORGE RODERICKS, CITY MANAGER

**DATE:** JANUARY 20, 2021

**SUBJECT:** CITY MANAGER 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.

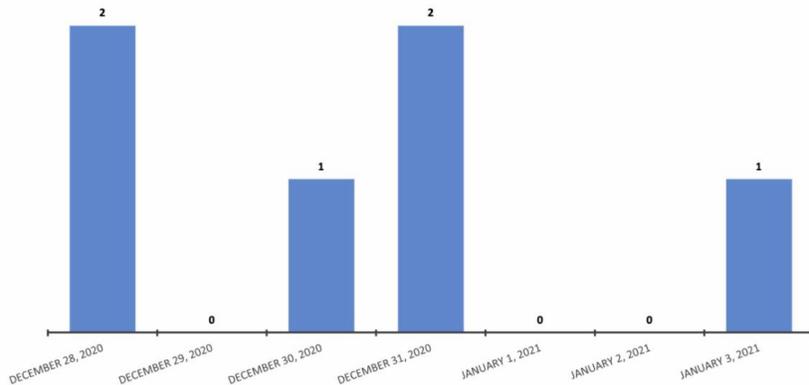
### **ADMINISTRATION**

#### **Surf Air Update Week Ending January 3**

Prior to COVID-19, Surf Air averaged 5 arrivals per day to San Carlos Airport with no service on Saturdays. Surf Air’s current average calculated from October 1, 2020 is 2.3 arrivals per day with one Saturday arrival this period.

Surf Air arrivals are aircraft using the WSN callsign in Vector

**San Carlos Airport  
Surf Air Arrivals Per Day  
Week of Jan 3, 2020**



### **FINANCE**

#### **California Board of Equalization – Inflation Factor**

Applying rules of Proposition 13 (California Constitution Article XIII), the California State Board of Equalization (BOE) has directed County Assessors to apply a 1.036 percent inflation factor (CCPI – California Consumer Price Index) to statewide property values for taxation, falling below the 2 percent cap. By enacting a 1.036 percent CCPI rather than the 2 percent maximum, taxpayers will save – and conversely state and local governments will lose - an estimated \$850,000,000 per year beginning in 2022. Approximate annual loss in revenues: cities -\$150 m, counties - \$180 m, special districts - \$160 m, state \$360 m (from added cost to state general fund of lower school property tax revenues).

Staff, along with our consultant HdL will look into what exactly this projection will mean for the Town.

## **BUILDING/PLANNING**

### **Monthly Report**

See attached Monthly Report.

### **Senate Bill 9 (Atkins, Caballero, Rubio, Wiener) - Housing**

SB 9 is pending State Legislation that, among other things, would require a proposed housing development containing 2 residential units within a single-family residential zone to be considered ministerially, without discretionary review or hearing. Staff will look into this legislation and make a recommendation to the Mayor regarding a letter.

## **PUBLIC SAFETY**

### **Monthly Report**

See attached Monthly Report.

### **2020 ALPR Audit Underway**

The 2020 ALPR Audit is underway for the 12-month period of January 2020 through December 2020. A Report will be presented to the Council in February.

## **PUBLIC WORKS**

### **Monthly Report**

See attached Monthly Report.

### **Park Events in 2021 (no updates)**

Events are ramping up for reservations in Calendar Year 2021. Staff is currently reviewing reservation requests for:

- 6/12/21- Saturday -Jennings Pavilion – Wedding – 175 people
- 7/23/21- Friday - Carriage/North Meadow- Corporate Picnic – 170 people
- 8/28/21- Saturday - Jennings – Bar Mitzvah – 150 people
- 9/18/21- Saturday- Jennings – Wedding- 150 people

Renters will be advised about situational changes resultant from any continuing COVID-19 Restrictions.

## **AD HOC SUBCOMMITTEE UPDATES**

Ad Hoc Subcommittee are appointed by the Mayor for limited and specific purposes.

- Legends Room – No Updates
- Sea Level Rise – No Updates
- IT/Town-wide Fiber – **Update**

### Atherton Fiber HUB Building

Staff is working with Atherton Fiber to consolidate their permanent hub location. At present, the Town is contractually committed to building an unconditioned space hub for Atherton Fiber as part of the Town's agreement with Atherton Fiber. This is will be a Change Order cost to the Town Center Project. However, Atherton Fiber has expressed concern that they will have to relocate their existing temporary hub to a temporary location on the site to allow construction of the new permanent hub as the permanent hub sits in the same location as the temporary hub. This is by design as there is limited space at the Town Center for these communication buildings. In addition to Atherton Fiber, the communications hub must facilitate space for AT&T and the Town Public Safety Communications. These are all located next to the existing cell tower on the site.

We are investigating the potential of a smaller, drop in building for Atherton Fiber either in or near the Corporation Yard or perhaps, alternatively in the rear yard of the Gilmore House. If the site is relocated offsite, it would facilitate a one-move solution for Atherton Fiber that could save them considerable cost. We advised that if a one-move solution is found, that Atherton Fiber would be responsible for the new building's construction cost. Atherton Fiber is researching the situation further.

### Atherton Fiber Conduit Lease

As mentioned prior, we have negotiated a lease agreement with Atherton Fiber for lease of underground conduits in Lindenwood for expansion of their network in that area. That lease agreement is based on a sliding scale of subscribers. It will be on the January 20 Consent Agenda.

- Multi-Jurisdictional Stanford Project(s) – No Updates
- Naming/Donor Recognition at Town Center – No Updates
- COVID-19 Restart – No Updates
- Surf Air – No Updates
- Refuse Services Franchise – No Updates

## **ATTACHMENTS**

1. Police Department Report
2. Public Works Department Report
3. Community Services Department Report

## POLICE DEPARTMENT

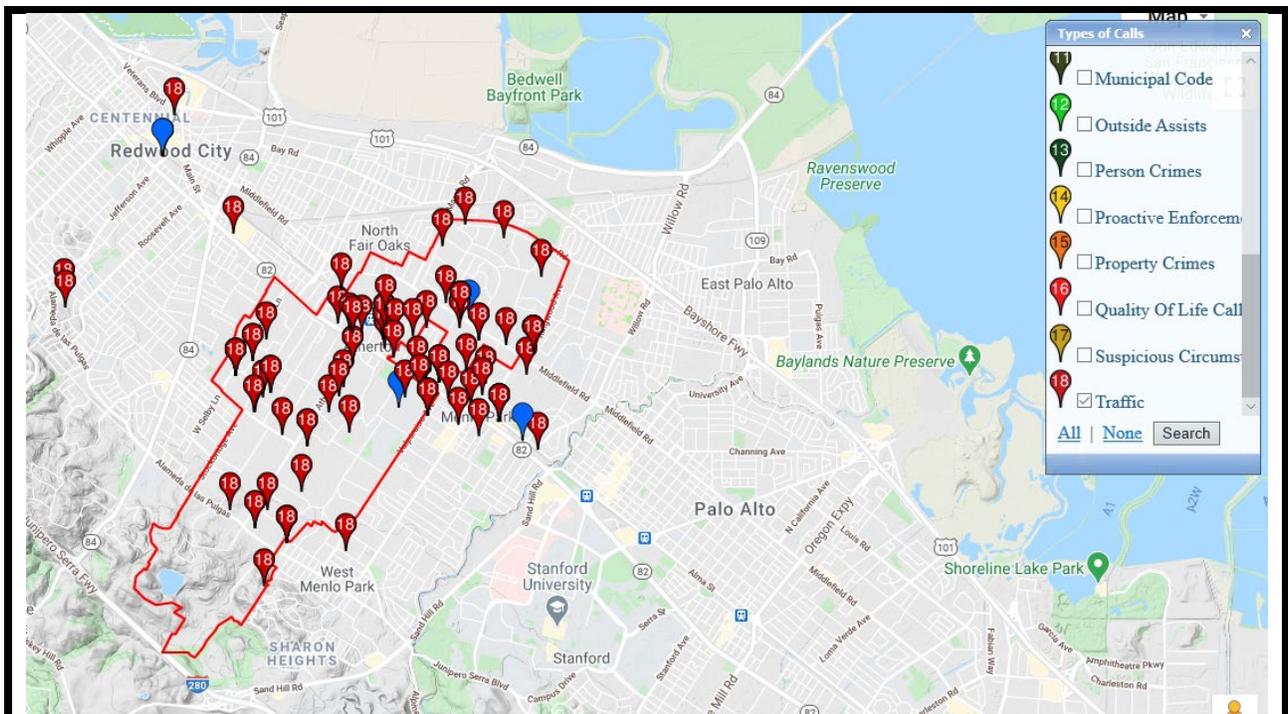
### Police Activity

There were 55 investigations for the month of December. 8 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses included a parole violation, DUI, driving with a suspended driver's license, possession of stolen property, and possession of a driver's license with intent to commit forgery.

Of the 2,696 total police incidents for the month of December, 1,703 were officer-initiated incidents, which resulted in 70 citations being issued for vehicle code and other violations. Officers initiated 1,597 other types of incidents that included investigating shelter in place violations, 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 140 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 5 collision locations in December. The map below indicates the locations of the incidents for the reporting period.



### Bicycle Traffic Stops

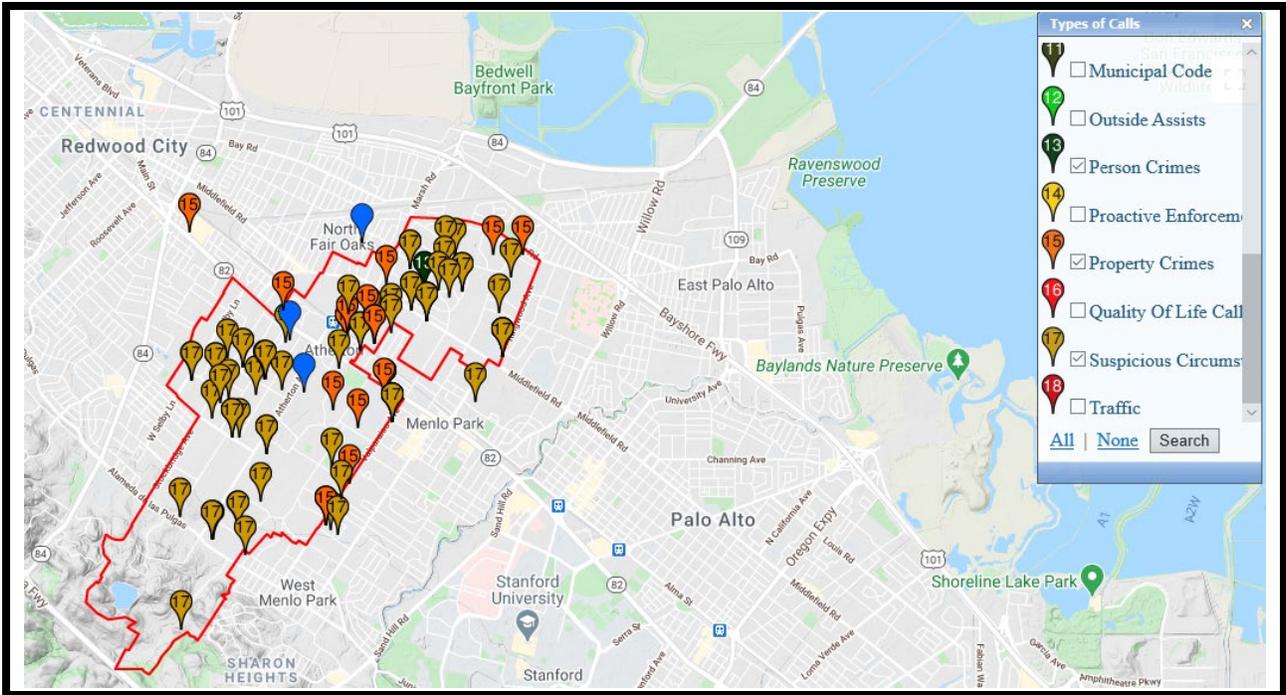
There were 3 bicycle stop incidents initiated for improper lighting equipment (2) and an investigatory stop for a bicycle in the bushes (1).

These stops resulted in 2 verbal warnings.



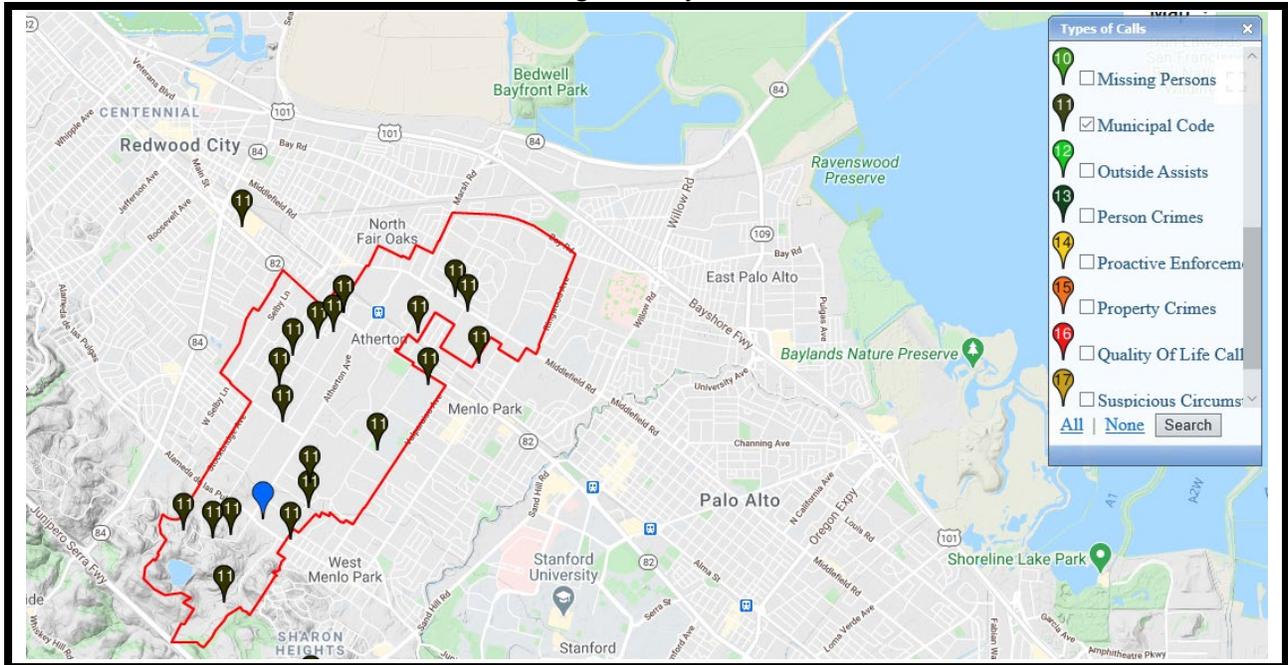
### Criminal Activity and Suspicious Circumstances

The Department responded to 96 locations (some locations multiple times) for property crimes (25), person crimes (1), and incidents of suspicious circumstances (72).



### Municipal Code Violations

The Department responded to 4 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for illegal solicitors, construction parking, after hours construction, various noise disturbances, and right of way issues.



### Holbrook Palmer Park

Holbrook Palmer Park had 99 incidents this reporting period, 90 of which were security checks and foot patrols by officers. The other incidents were for suspicious people, found property (debit card), illegal fireworks, and suspicious vehicles.

### Premise Watch

Officers completed 1,178 House/Vacation checks during the month of December.

### School Incidents

Officers responded to **288** school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks, as the schools were still not in session.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	8	3	4	1	4	2	-	4	3	4	1	3	37
	Security	20	14	55	58	29	40	32	40	37	36	26	44	431
	Traffic	-	-	-	-	1	-	1	1	-	1	6	2	12
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomas</i>	Other	6	4	4	1	7	6	10	6	5	13	7	2	71
	Security	23	16	38	51	25	35	61	50	48	61	47	37	492
	Traffic	5	-	-	-	-	-	-	-	-	-	4	-	9
<i>Laurel</i>	Other	3	-	5	2	5	2	6	3	5	-	1	4	36
	Security	12	14	34	45	16	34	19	33	24	22	25	26	304
	Traffic	-	-	-	-	-	-	-	-	-	4	-	-	4
<i>M-A HS</i>	Other	42	35	32	3	6	11	3	11	12	12	3	8	178
	Security	29	22	64	91	57	49	60	69	56	65	60	51	673
	Traffic	1	2	-	-	-	1	1	-	-	-	-	3	8
<i>Menlo College</i>	Other	5	2	3	2	4	3	3	5	3	13	2	-	45
	Security	28	6	41	64	37	42	35	42	47	56	60	51	509
	Traffic	2	1	-	-	1	1	-	3	8	4	5	2	27
<i>Menlo School</i>	Other	2	2	5	-	1	3	2	2	3	2	2	1	25
	Security	9	10	16	17	5	12	11	10	17	5	4	9	125
	Traffic	-	-	-	-	-	-	-	-	-	-	-	1	1
<i>Sacred Heart</i>	Other	6	10	8	2	3	5	3	4	4	4	2	2	53
	Security	-	6	6	16	8	11	7	7	4	3	3	3	74
	Traffic	-	-	1	-	-	-	-	-	-	-	-	-	1
<i>Selby Lane</i>	Other	-	1	1	3	7	5	2	1	-	7	-	-	27
	Security	38	25	66	57	37	38	34	37	41	45	42	38	498
	Traffic	-	1	-	1	2	1	1	2	-	-	1	1	10
<b>Total</b>		<b>239</b>	<b>174</b>	<b>383</b>	<b>414</b>	<b>255</b>	<b>301</b>	<b>133</b>	<b>330</b>	<b>317</b>	<b>357</b>	<b>301</b>	<b>288</b>	<b>3,492</b>

### 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, 02 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:

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

MONTH	YEAR	RESPONSE TIME
November	2020	4:36
October	2020	3:42
September	2020	4:12
August	2020	4:27
July	2020	4:09
June	2020	4:48

**For calls for service that required a code 3 response, the average response time was 1 minutes and 45 seconds.**

### TOTAL TRAINING HOURS FOR December 2020 – 44.5 HOURS

NAME	TRAINING/HOURS	DATES
McCulley/Wade/Larsen	Embracing Diversity and Succession Planning/3 hours	Dec. 1
Kockler/Kumar	Courageous Heart/8 hours	Dec. 4
Allen	Sovereign Citizen- Virtual training/8 hours	Dec. 4
Dutta	Active Crime Scene Premises Search Warrants/30 min	Dec. 9
Massagli	Cybersecurity Principles/ 1 hour	Dec. 16
Robbins/Metzger	Finding The Leader in You/5 hours	Dec. 21

The below table depicts the amount of officer-initiated activity and the number of traffic citations issued for the past six months:

<b>MONTH</b>	<b>OFFICER INITIATED ACTIVITY</b>	<b>CITATIONS</b>
December	1,703	70
November	1,698	439
October	1,705	499
September	1,667	469
August	2,013	367
July	1,808	208

## Code Enforcement Activity Report

December 1 – December 31, 2020

### Summary:

	<b>Activity</b>	<b>Total for Month</b>	<b>Year to Date (From 01/01/2020)</b>
1.	Opened Cases	12	241
2.	Resolved/Closed Cases	30	254
3.	Cases Pending	163	N/A
4.	Written/Formal Notices Issued	0	143
5.	Citations Issued	1	300
6.	Amount in Citations	\$100	\$155,100

During the month of December, there were over 6 incidents related to code enforcement. Those incidents included but were not limited to: construction parking, construction hours, right-of-way encroachments or obstructions, debris in the right-of-way, dead or dangerous trees, TPZ violations and COVID-19 protocol related enforcement.

Code Enforcement staff also assisted with construction hours/noise exemption permits, assisted in the FTO training of a new Officer and provided translation assistance to Officers.

**TRAFFIC COMPLAINTS**

The Atherton Police Department received no traffic complaint during the month of December.

**COVID-19 INCIDENTS:**

During the month of December, Atherton Police Officers responded to zero calls for service that were related to social distancing.

## Public works update –December 2020

- Sweep contracted monthly streets:
 

November	74 Miles	24.0 cu. Yards	9.0 tons
December	66 Miles	12.0 cu. Yards	3.0 tons
  
- November Service requests –
  - Installed Flock camera signage
  - Removed construction sign on Deodora Drive at Greenoaks Drive
  - Installed Holiday lights on Water Tower at Holbrook-Palmer Park
  - Removed debris from temporary library roof
  - Washed and relocated Changeable Message board from PD parking lot to the HP Park parking lot
  - Sanitized PD’s common areas and trailer due to covid-19 potential exposure
  - Sanitized Permit Center common areas due to covid-19 potential exposure
  - Replaced light bulb on streetlight on Heather Drive
  - Picked up two chairs abandoned at the corner of Heritage Court and Middlefield Road
  - Pruned branches blocking signage on El Camino Real at Atherton Avenue
  
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours)
- Litter Marsh Road, Middlefield Road and Alameda
- Removed weeds from Middlefield Road
- Removed organic debris from Atherton Channel at Cerros Manor
- Weed removal from El Camino Real
- Cleared rain gutters and downspouts on all Town owned facilities
- Removed debris from Knox Playschool roof
- Generator inspection at PD
- 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.

**2020-2021 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 provided self-serve sandbag station at Holbrook-Palmer Park, 150 Watkins Ave. (located at the end of the Pavilion Parking lot).
- 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 construction sign on Deodora Drive at Greenoaks Drive**



**Removed organic debris from Atherton Channel at Cerros Manor**



**Before**

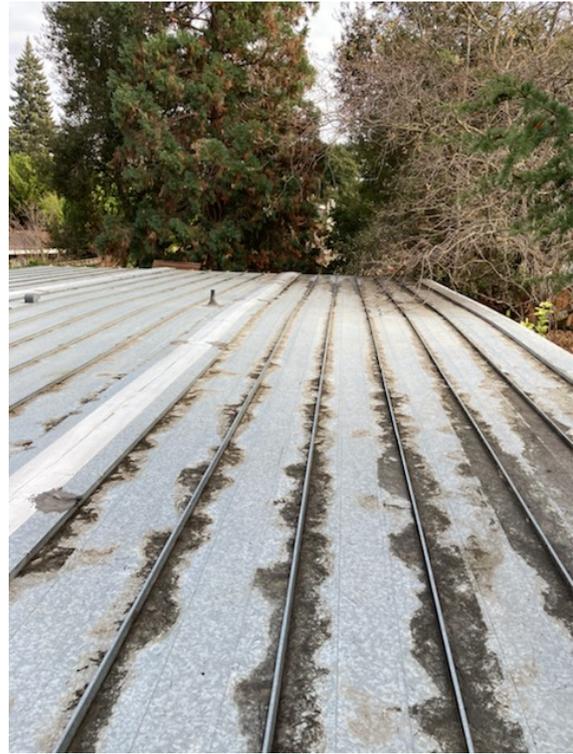


**After**

**Removed organic debris from Knox Playschool Roof**



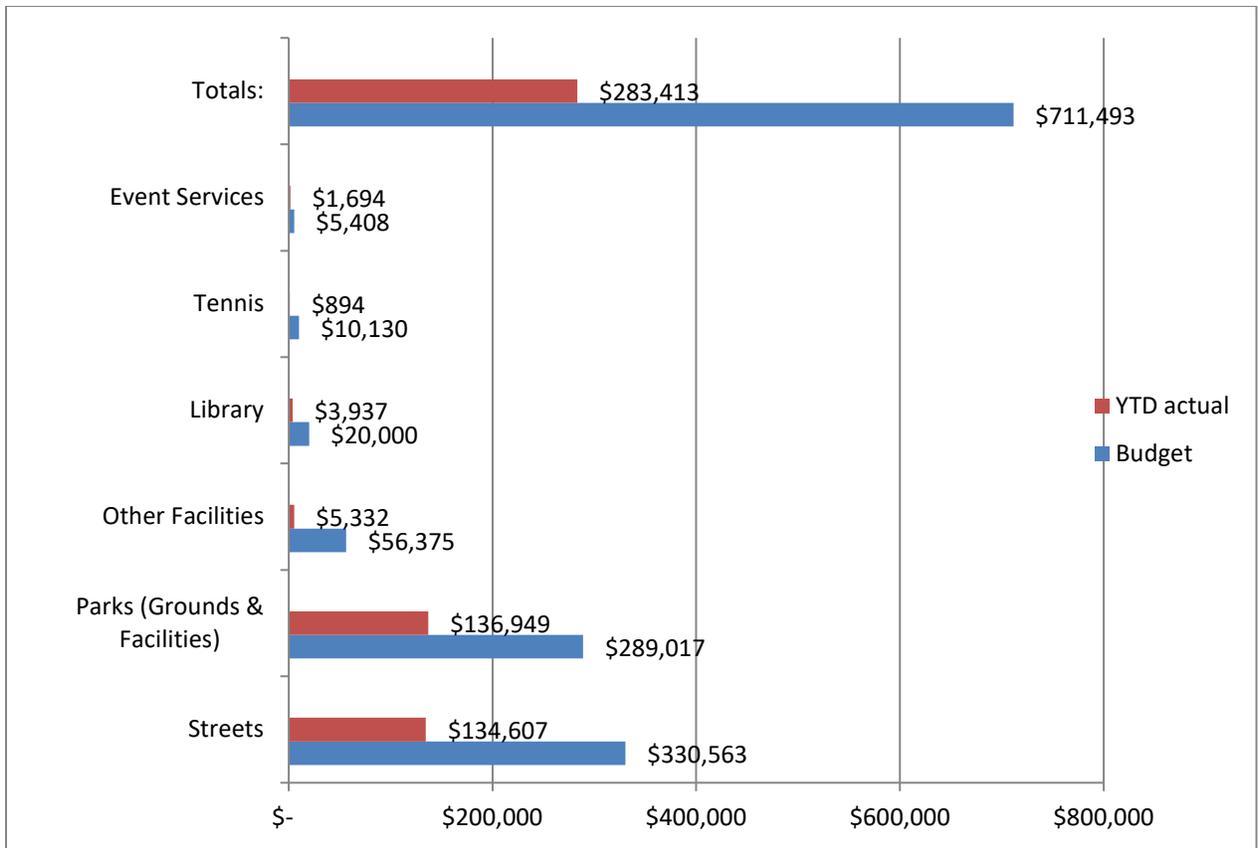
**Before**



**After**

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 134,607	40.72
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 136,949	47.38
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 5,332	9.46
A04	213-30-52031-000	Library	\$ 20,000	\$ 3,937	19.68
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 894	8.82
E06	101-58-52031-058	Event Services	\$ 5,408	\$ 1,694	31.32
Totals:			\$ 711,493	\$ 283,413	39.83





## **PARK GOING'S ON Town of Atherton**

### **PARK & RECREATION COMMITTEE STAFF REPORT**

**TO: PARK AND RECREATION COMMITTEE**

**FROM: SALLY BENTZ, PARK MANAGER**

**DATE: JANUARY 13TH, 2021**

**SUBJECT: PARK GOINGS ON DECEMBER 2020**

#### **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. – **Restrooms closed 4/1**
  - 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.

- Posting day use permits and guidelines
- Continued spreading of mulch around the park
- Spraying of weeds weekly
- Disinfecting playground and par course once a week
- Received playground parts
- Painted Main House door
- Fixed 2 dents in tennis courts
- Put up Christmas light on Water Tower
- MCE provided staff with a new vehicle cart

**New and future planned projects:**

- Install new statue at Event Garden
- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Unclog or fix water fountain near tennis courts- still closed
- Repair Corp yard fence
- Repair broken lights around the Park
- Repair the door at the Jennings Pavilions HVAC Room
- Repair the header boards at the Jennings Pavilion
- Fix Jennings Pavilion glass windows
- Fix Jennings Pavilion handle

**Tennis Numbers**

December Tennis Numbers:

Total Courts hours- 309

Clinics: 0 due to COVID restrictions

Lessons: 259

Events: 2 weekly coaches meeting

Clay Court Bookings: 8 paid hours

Total # of students: 272

Patched the tennis courts



Painted the Main House Door



Put Christmas lights on the Water Tower



New vehicle cart





## **Town of Atherton**

**Building Department  
150 Watkins Ave.  
Atherton, California 94027  
Phone: (650) 752-0560**

# **Community Services Monthly Report December 2020**

Submitted by:  
Interwest Consulting Group

**Town of Atherton  
Building Safety Inspections**

**Attachment 3**

Construction and Permit Summary  
December 1, 2020 to December 31, 2020

	<b>Dec-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2019-20</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$12,579,025	\$72,603,767	\$74,818,320

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$44,902	\$164,781	\$203,651
<b>Permit Fees Collected:</b>	\$100,445	\$544,297	\$533,547
<b>Other Fees Collected:</b>	\$3,956	\$29,481	\$33,370
<b>TOTAL:</b>	<b>\$149,304</b>	<b>\$738,559</b>	<b>\$770,568</b>

**PLAN CHECK**

Applications Received:	<b>50</b>	<b>394</b>	<b>382</b>
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**PERMITS**

<b>Residential:</b>			
New Single Family Residential Permits Issued:	3	23	21
New Accessory Structures Issued:	22	149	209
Addition / Alteration Permits Issued:	10	55	125
Reroof / Water Well / Grading Permits Issued:	4	78	121
Plumbing/Mechanical/Electrical Permits Issued:	13	93	184
Demolition Permits Issued:	2	18	44
<b>Non-Residential:</b>			
New Permits Issued:		3	13
<b>TOTAL Permits Issued:</b>	<b>54</b>	<b>419</b>	<b>717</b>

Total Open Permits as of 12/31/2020	<b>1119</b>	<b>1154</b>
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**INSPECTIONS**

Inspections Performed:	<b>994</b>	<b>6,136</b>	<b>5,005</b>
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Footnotes:

<sup>1</sup>Valuation: For permitted projects during this period.

<sup>2</sup>Other.

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*December 1, 2020 to December 31, 2020*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	19	142
Planning Commission Items	0	13

The Planning Commission took the following action at the December 2, 2020 Meeting:

1. 226 Park Lane - Approved a Heritage Removal Permit to allow for the removal of 2, Coast Live Oak trees.
2. Recommended that the City Council approve amendments to the Town's Heritage Tree Preservation Standards and Specifications pertaining to Planning Commission Tree Protection Zone (TPZ) exception requests.
3. Approved the 2021 Planning Commission meeting calendar.

The Planning Commission took the following action at the **December 28, 2020** Special Meeting:

1. 50 Valparaiso Menlo School - Approved Resolution No 2020-01, which grants the Conditional Use Permit to allow temporary use of athletic fields for outdoor recreational activities with temporary lights from January 19, 2021 through March 12, 2021 from the hours of 3:45 pm until 6:15 pm, Monday through Friday at Cartan Football field for Menlo School, 50 Valparaiso Avenue and finds that this CUP is exempt from CEQA.
2. 150 Valparaiso Sacred Hearts Schools- Approved a Resolution No. 2020-02, which grants the Conditional Use Permit to allow temporary use of athletic fields for outdoor recreational activities with temporary lights from January 19, 2021 through March 12, 2021 from the hours of 4:30 pm until 6:30 pm, Monday through Friday at Palatella Football field and Dollinger Soccer field for Sacred Heart Schools, 150 Valparaiso and finds that this CUP is exempt from CEQA.

The next meeting is scheduled for January 27, 2021.

**Arborist Activity Summary**

*December 1, 2020 to December 31, 2020*

	<b>Site Visits</b>			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	10	12	2	50

## 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	0	1	3	2	0	3
April	0	1	2	0	2	2
May	2	1	5	4	2	1
June	2	1	2	3	0	3
July	4	1	5	1	5	8
August	5	5	4	2	3	4
September	2	3	1	3	4	4
October	1	1	4	2	6	3
November	2	1	0	4	0	0
December	3	1	1	3	1	0
<b>Total New SFD Permits:</b>	<b>23</b>	<b>21</b>	<b>29</b>	<b>27</b>	<b>26</b>	<b>31</b>

### Plan Check Performance

*December 1, 2020 to December 31, 2020*

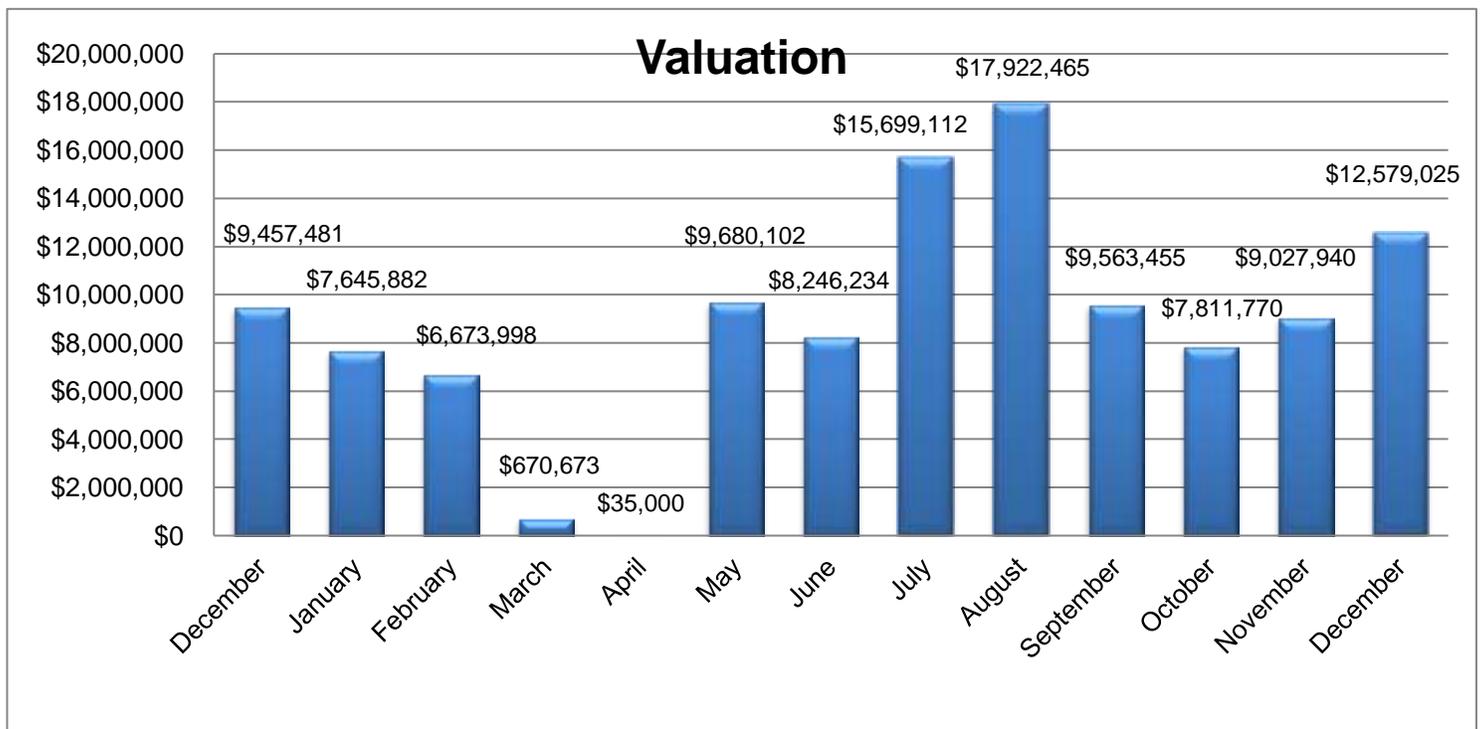
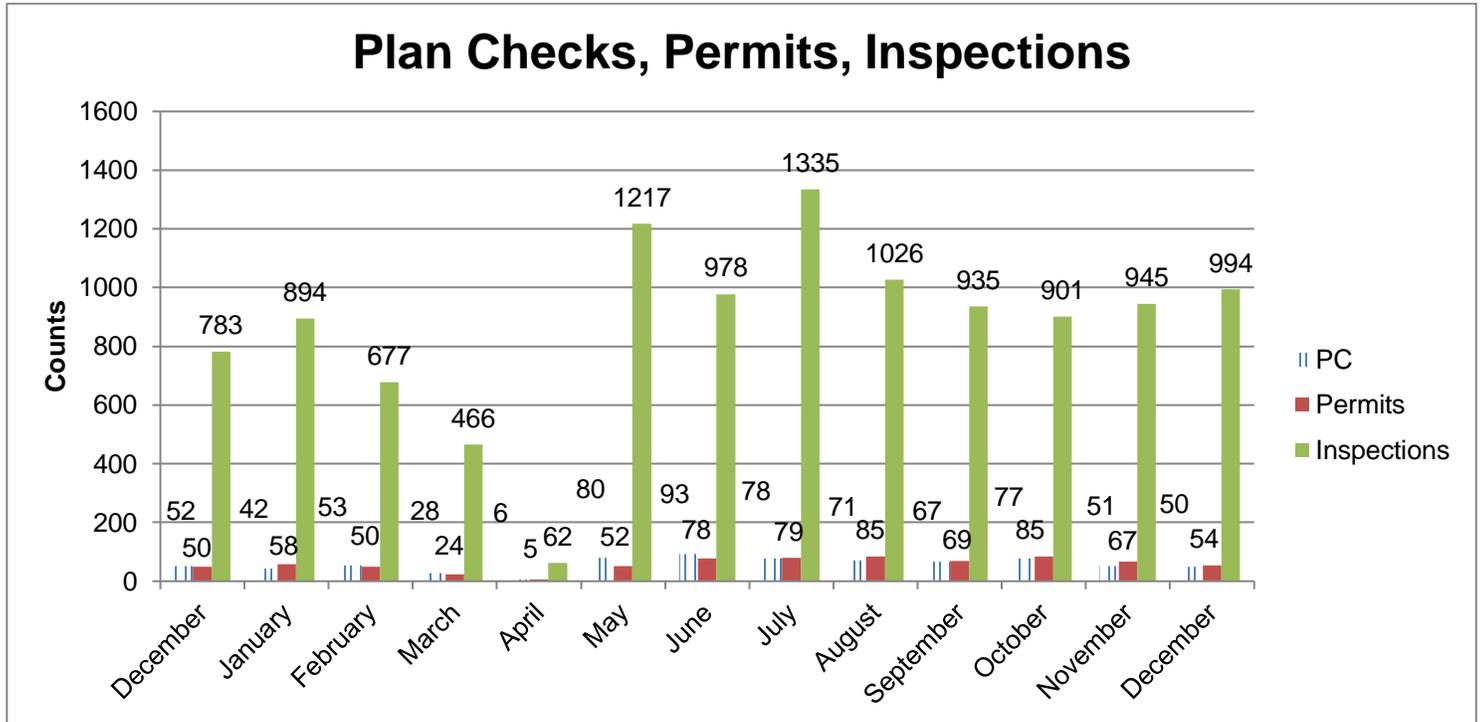
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	98	10	9	0
	Subsequent Rev.	90	5	4	0
Minor Plan Check	1st Review	9	3	3	0
	Subsequent Rev.	0	2	0	0
<b>Total Number of Plan Checks</b>		<b>197</b>			

\*\* 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



### Summary Graphs

