



Item No. 5 Town of Atherton

CITY COUNCIL STAFF REPORT – CITY MANAGER’S REPORT

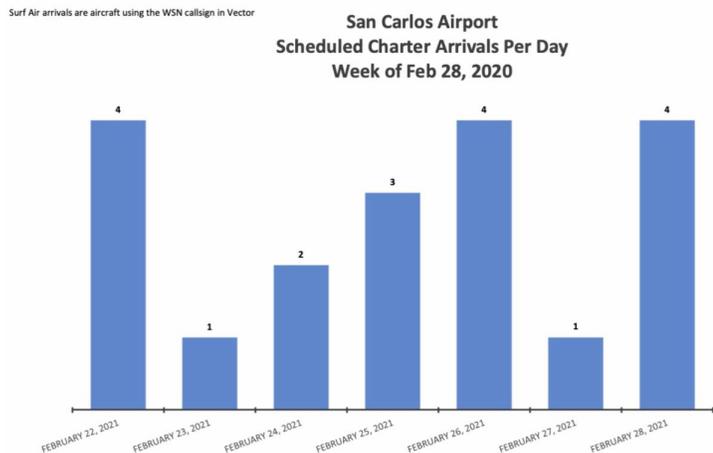
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: MARCH 17, 2021
SUBJECT: CITY MANAGER REPORT

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 31

Prior to COVID-19, Surf Air averaged 5 arrivals per day to San Carlos Airport no arrivals on Saturday during this period. Surf Air’s current average calculated from December 1, 2020 is 2.4 arrivals per day with one Saturday arrival this period.



Committee Recruitments

The City Clerk is sending out recruitment news information for the various vacancies on Town Committees. Vacancies exist on the Transportation Committee, Bicycle and Pedestrian Committee, and Environmental Programs Committee. The Rail Committee membership via Charter is up to 9; however, we are down to seven with several recent changes. With respect to the size of the Rail Committee, staff will make a recommendation for the Council’s consideration in June.

Joint Meeting with the Menlo Park Fire Protection District

As noted at the March 3 Study Session, the Fire Chief advised that from what he was hearing, the Fire Board more realistically is looking at April to meet with the Town. He advised that Menlo Park is now also having a Joint Meeting with the Board and that that is now scheduled for March after being proposed for February. Aware of the out of town schedules of a couple of our Council, I advised that the beginning of April would be fine, perhaps the week of April 12. He advised the Board during their discussion on March 8. On March 9 he advised that no direction had been provided. The date of the Joint Meeting remains undetermined at this point.

FINANCE

FY 2021/22 Operations Budget Process

Each year as staff moves through the Budget process the Departments will put together their budget requests for each line item. All major items, adjustments or changes will require justifications. The Departments will also review their Policy Goals from the prior year and incorporate ongoing and new Goals into the Budget. This is a year of transition into the new facilities so there may be a bit of unknown funding needs incorporated into a few of the line items.

The Departments will then meet with the Finance Department to incorporate their budget projections and needs into the FY 2021/22 Budget. After meeting with the Finance Department, the Finance Department will produce a line item budget review with the City Manager. The City Manager will then review each departmental budget line item as well as the overall policy goals for each department. Special requests and justifications for those requests will be reviewed with each Department Head.

Following this review, the Finance Department puts together the Operations Budget for its initial review with the City Council.

BUILDING/PLANNING

Monthly Report

See attached Monthly Report.

Legislative Analysis & Tracking

The City Manager's (Hillsborough, Portola Valley, Woodside, and Atherton) circled back with Renne Public Policy Group (RPPG) regarding the proposal for legislative analysis, tracking, targeted engagement and education as well as legislative assistance/lobbying.

RPPG liked the Tiered approach and offered Tier 1 and Tier 2 services at an annual cost of \$25k and Tier 3 services (lobbyist services, etc) at \$20k. Each agency would commit to the \$25k per year for Tier 1 and 2 Services. These services would include specific legislative tracking specific to land use, housing and wildfire; detailed (written and verbal) legislative analysis on legislation as it pertains to land use; updates to the group (including the political lay of the land); monitoring

and reporting relevant legislative hearings; providing periodic Council briefings and drafting legislative position letter as needed (but not lobbying).

This is within my signature authority and I plan to include this in the 2021/22 Budget for the Town as well as begin the service for the rest of the current fiscal year given the priorities of SB 9 and other legislation on the short-term horizon (about \$6k). It is something that we do now but will spend more time and resources having our City Attorney or Planning staff do the analysis than we would participating in a shared service like this. As more and more land use legislation makes its way to the legislature, we do not have the resources to track, follow, and respond to them all timely.

PUBLIC SAFETY

Monthly Report

See attached Monthly Report.

Crime Prevention Through Environmental Design (CPTED)

Recently, the Chief met with the residents at a Neighborhood Meeting. There were about 15 residents on the Zoom call.

The residents had questions about the recent burglaries, the shooting in Lloyden Park, and the Flock Cameras. The Chief did some promotion of the CPTED program. The Police Department has completed about 20 CPTED reviews since the beginning of the year. Three of our officers just completed CPTED training and received the necessary training certification. Booklets on the program will be created and provided to residents at the conclusion of their CPTED home inspection.

PUBLIC WORKS

Monthly Report

See attached Monthly Report.

Park Circulation Plan – Park & Recreation Committee Feedback

The Park & Recreation Committee received a presentation on the Conceptual Design for the Circulation Project. Feedback from the Committee was generally positive. They had a few areas of interest and a few suggestions.

- Interest in the fencing behind the proposed walkway near the entry/crossing the channel
- New walkways into the Park - limiting the extent of concrete sidewalk in favor of DG pathways where feasible.
- Increasing the amount of new trees
- Potential for restoration of the fountain or replacement of it entirely.

- Potential for incorporating donation bricks into one or more of the specialty paving areas (mainly by the pathway connections). They were advised that this item may need Council review.
- There were inquiries regarding parking spaces along the entry drive - these used to be limited duration and drop off / pick up spaces only. These limitations were removed when the City Hall Temporary Buildings were placed in the Park. As we move back to the Town Center, these spaces may return to limited duration spaces.

In addition to the review of the Circulation Project, former member Christine David attended the meeting and requested consideration of a community garden north of the loop planting area. The Committee was advised that such a project was outside the scope of the Circulation Project and was not identified in the Master Plan. The Committee expressed interest in the Project and tabled the discussion to a future meeting where it could be agendaized.

As the Committee and ultimately the Council considers the possibility of a community garden, it will be important to consider a number of factors -

- 1) Placement - this will be important as users of the facility will likely be parking and bringing items in and out of the garden area. It will be important to consider where these patrons cross travel areas or obtain access.
- 2) Security - community gardens are typically in stand-alone parcels separate from public parks. One of the reasons for this is that public parks are generally open access and users of the park may see the community garden space as accessible or "free access" despite signage.
- 3) Users - community gardens come in a couple of varieties - those owned and managed by the municipality where plot users are both residents and non-residents; or those owned and/or managed by community groups (such as Rotary, Kiwanis, or Master Gardener groups) where plot users are generally restricted (residents only or seniors, or low income, etc.).
- 4) Design - most gardens are designed to accommodate individual plot rentals for a fee and for a specified period of time. The number of plots available depends on the size of the overall garden space. The water usage is typically separated from that of the surrounding area. Each plot or sections of plots are often allowed to design their own water access so this needs to be considered in early design.
- 5) Rules and Guidelines - most gardens will have bylaws or guidelines governing participation. There are provisions for waiting lists, priority, prohibited plants, fees, regular maintenance, group maintenance, watering, trellises, fencing, and general etiquette.

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 – There will be an update as part of the Town Center item.
- Sea Level Rise – No Updates
- IT/Town-wide Fiber – No Updates
- Multi-Jurisdictional Stanford Project(s) – No Updates
- Naming/Donor Recognition at Town Center – No Updates
- COVID-19 Restart – There is information within the Certification of Continuing Emergency item regarding recent changes moving from the Purple Tier to the Red Tier.
- Surf Air – No Updates
- Refuse Services Franchise – No Updates
- Fire Services – No Updates. As noted above, no date has been set for the Joint Meeting.
- Furniture & Way Finding – The Subcommittee continues working through some of the selections and pricing. FF&E #2 will be presented at the April 21 Council Meeting.

ATTACHMENTS

Police Department Report
Public Works Department Report
Community Services Department Report

POLICE DEPARTMENT

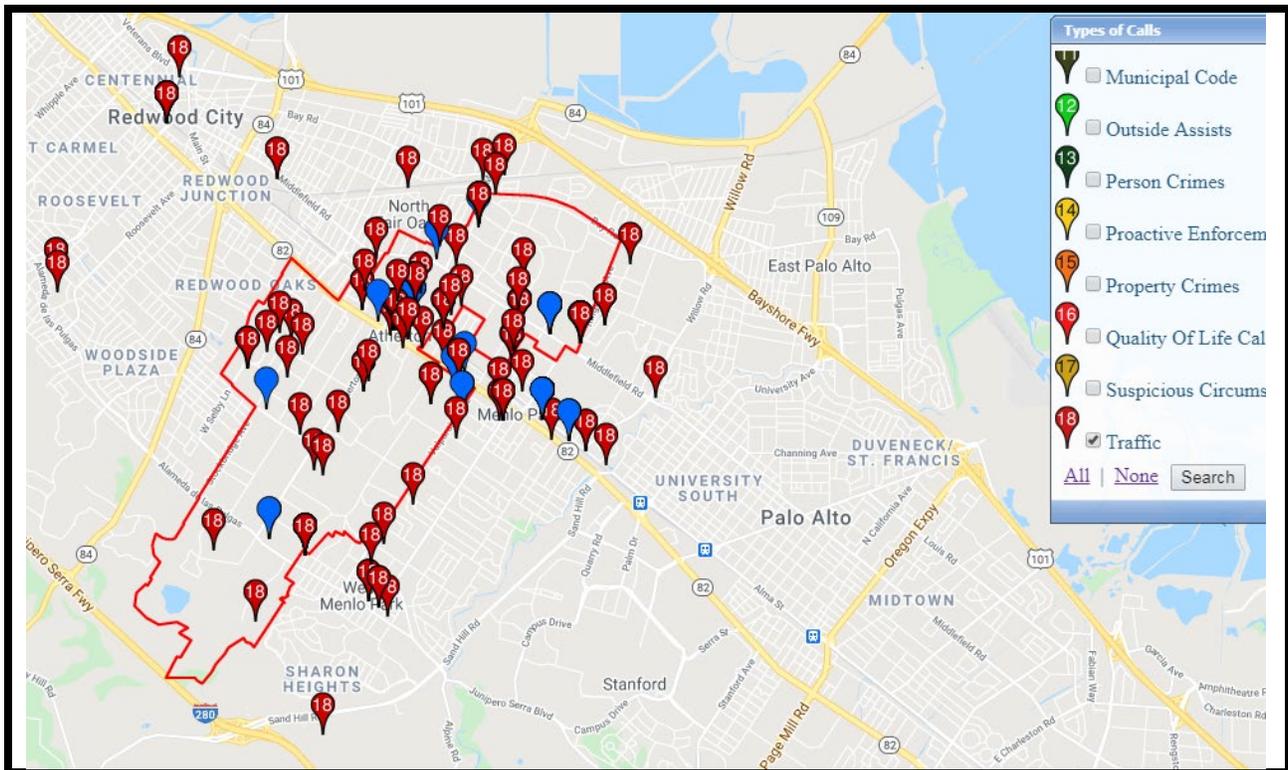
Police Activity

There were 65 investigations for the month of February. 33 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 attempted murder, attempted robbery, possession of a loaded firearm, DUI, public intoxication, driving with a suspended driver’s license, and various narcotics violations.

Of the 2,181 total police incidents for the month of February, 1,488 were officer-initiated incidents, which resulted in 334 citations being issued for vehicle code and other violations. Officers initiated 1,102 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.

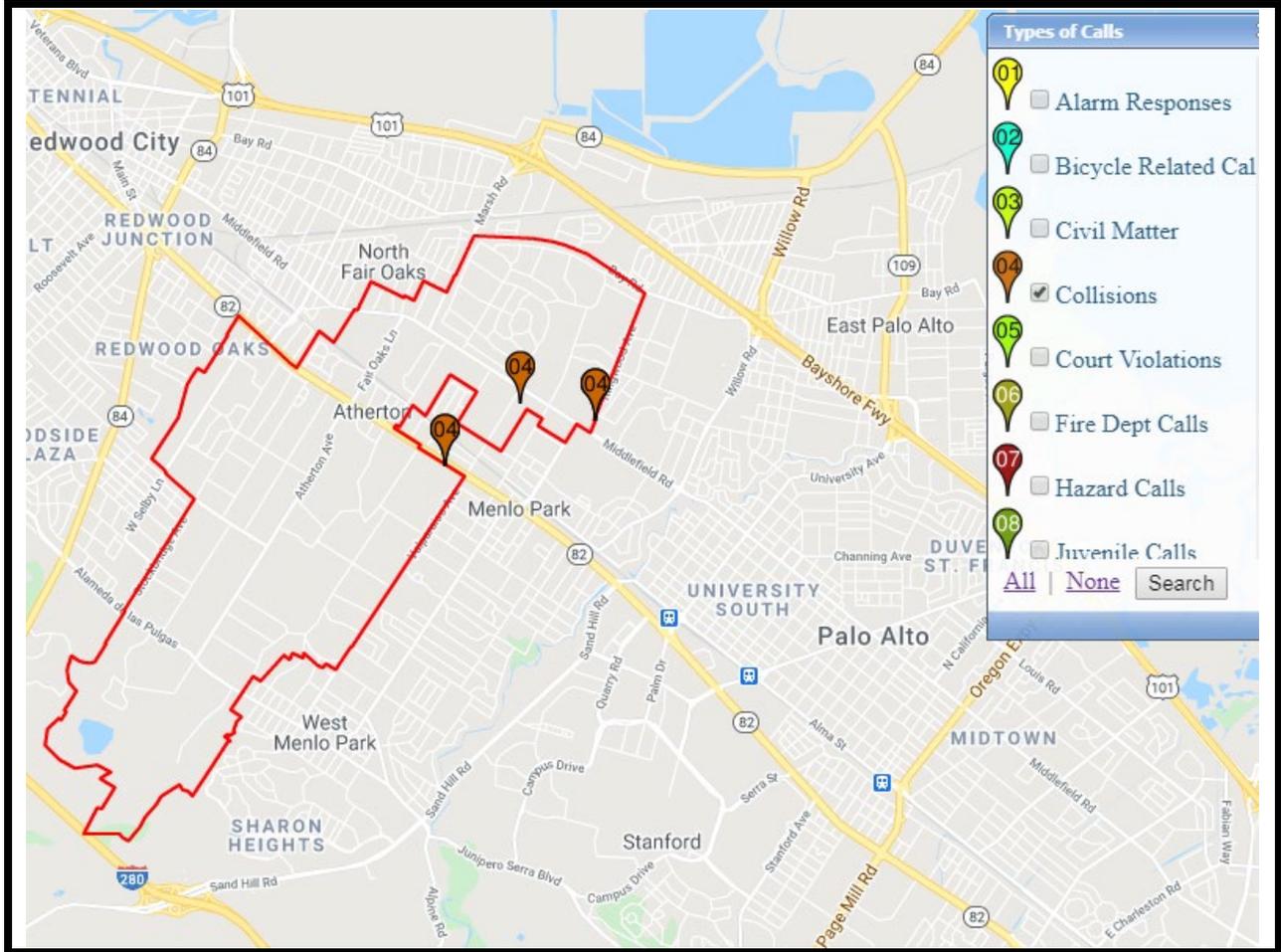
Traffic Incidents

Overall, there were 251 traffic incident locations, some with multiple stops, for February. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

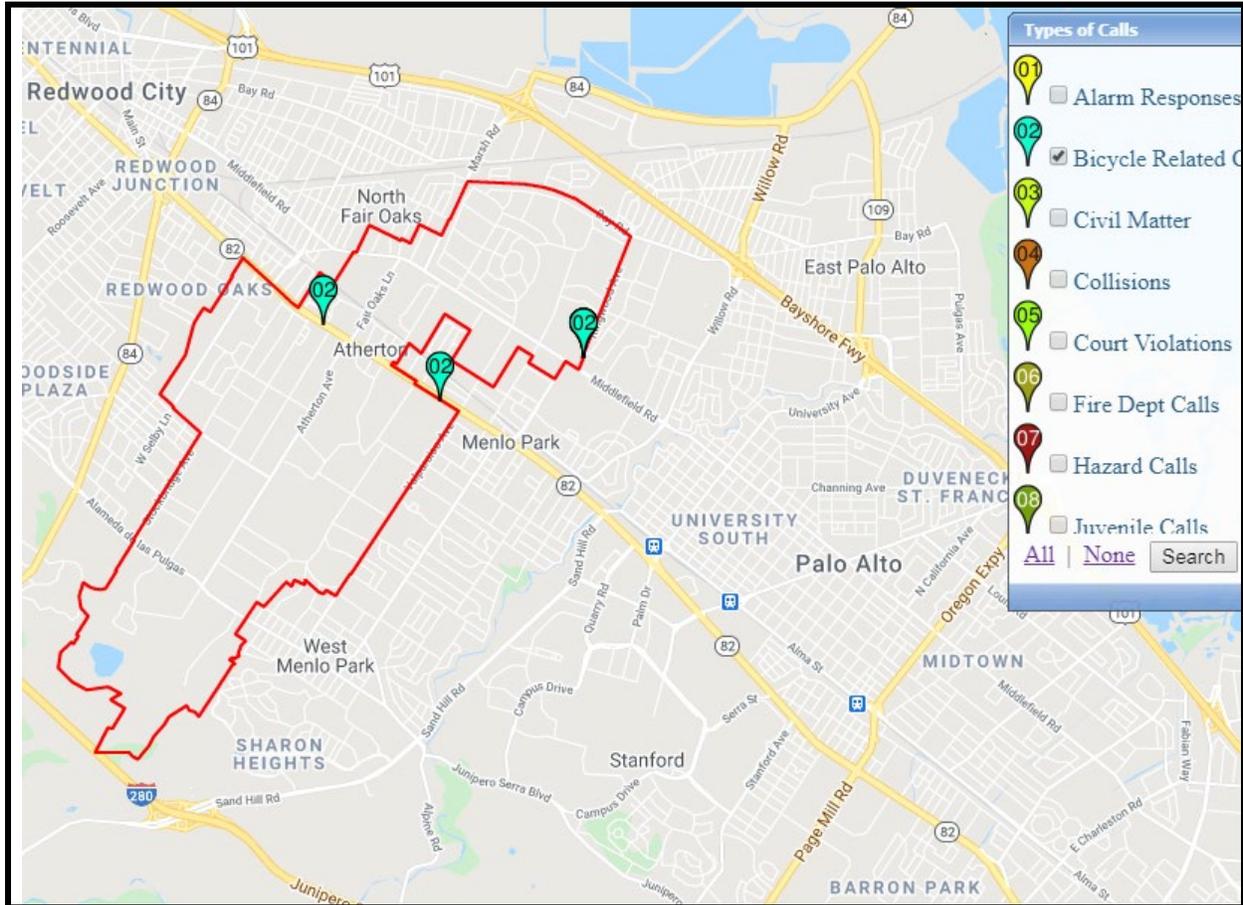
There were 6 collision locations in February. The map below indicates the locations of the incidents for the reporting period. Three collision locations were not shown on the map and those locations were the 200 block of Alameda De Las Pulgas, Middlefield Rd/Watkins Ave, and El Camino Real/Selby Ln.



Bicycle Traffic Stops

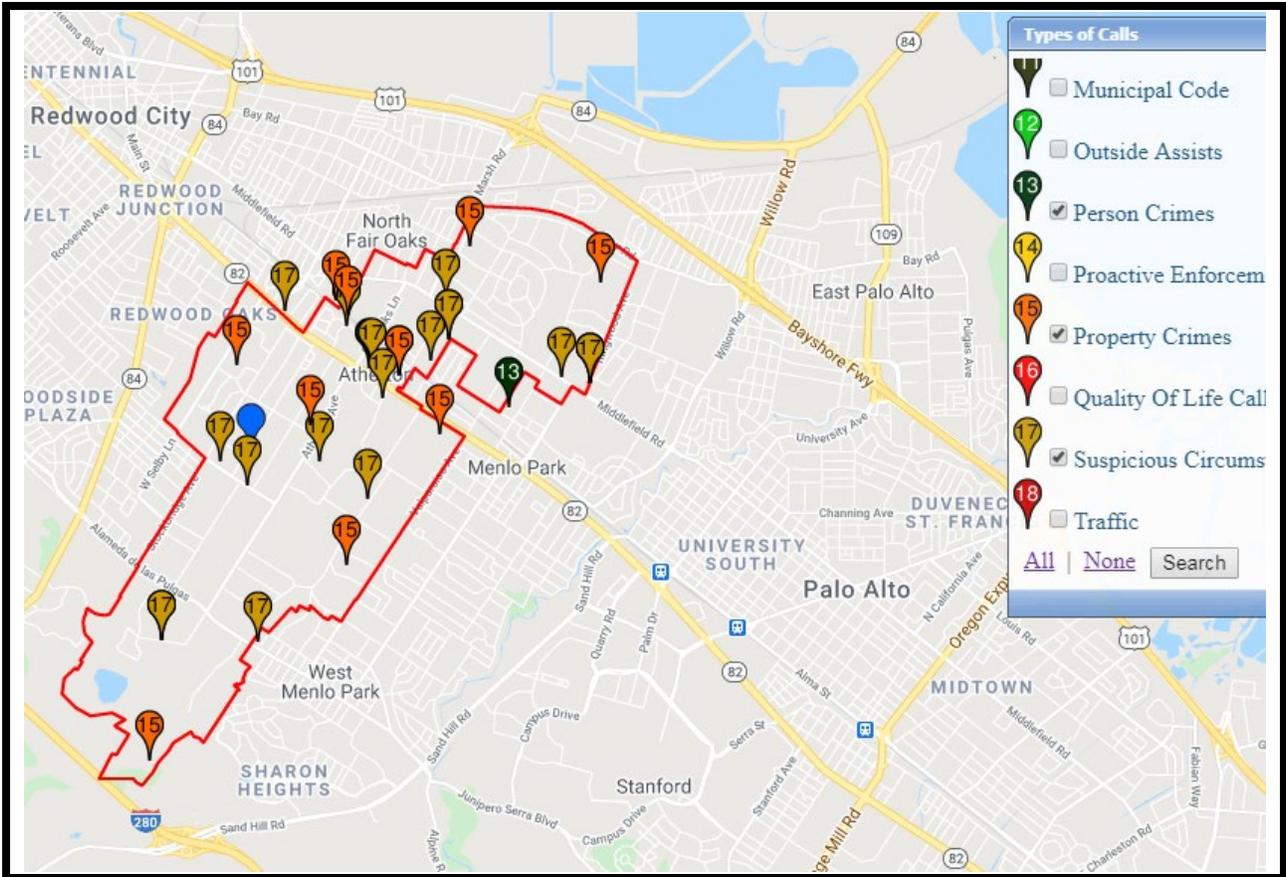
There were 3 bicycle stop incidents initiated for improper lighting equipment (1), riding against traffic (1), and contact with two suspicious subjects on bicycles (1).

These stops resulted in 2 verbal warnings.



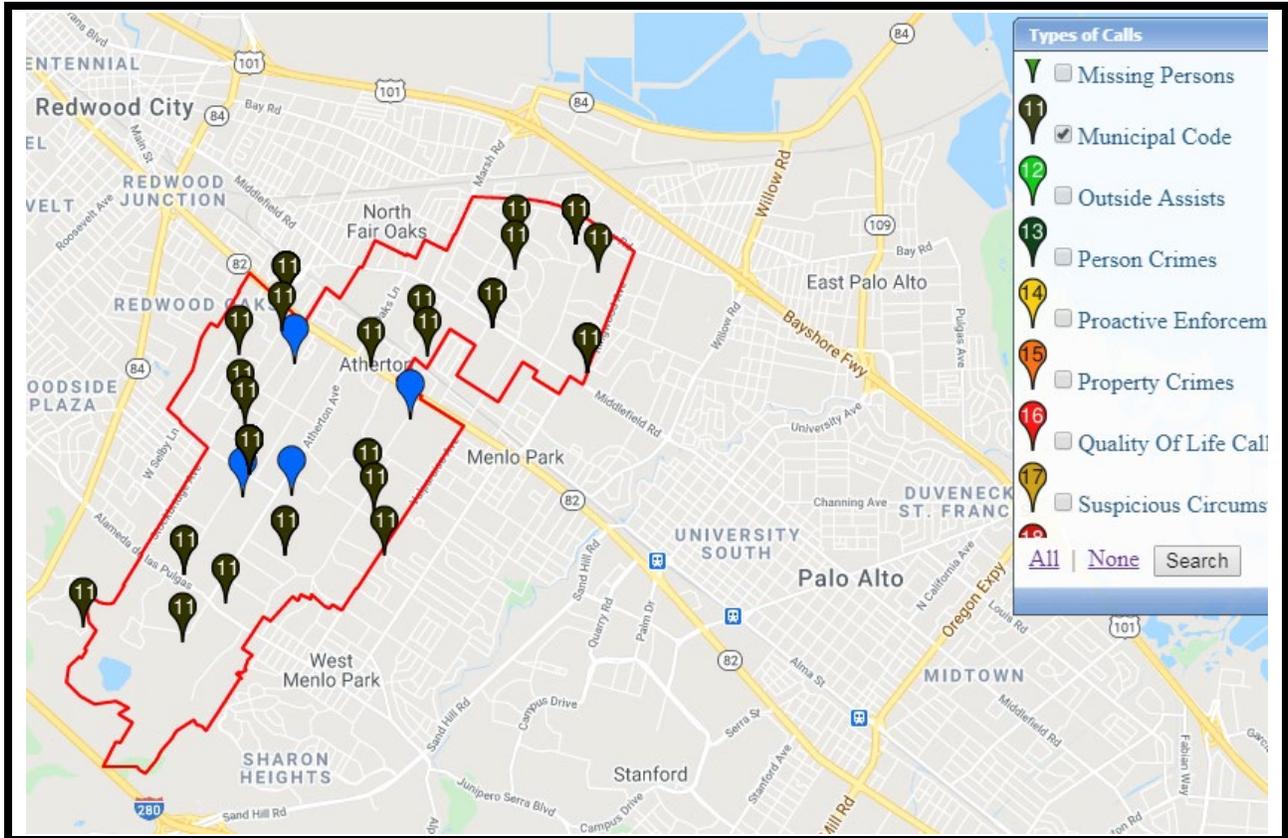
Criminal Activity and Suspicious Circumstances

The Department responded to 34 locations (some locations multiple times) for property crimes (13), person crimes (3), and incidents of suspicious circumstances (18).



Municipal Code Violations

The Department responded to 52 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 70 incidents this reporting period, 56 of which were security checks and foot patrols by officers. The other incidents were for a suspicious vehicle, a Flock LPR activation for stolen license plates, and ordinance violations.

Premise Watch

Officers completed 594 House/Vacation checks during the month of February.

ATTACHMENT 1

School Incidents

Officers responded to **247** 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	4	1	4	1	4	2	-	4	3	4	1	3	31
	Security	32	31	55	58	29	40	32	40	37	36	26	44	460
	Traffic	1	1	-	-	1	-	1	1	-	1	6	2	14
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other		2	4	1	7	6	10	6	5	13	7	2	63
	Security	39	39	38	51	25	35	61	50	48	61	47	37	531
	Traffic		-	-	-	-	-	-	-	-	-	4	-	4
<i>Laurel</i>	Other	2	1	5	2	5	2	6	3	5	-	1	4	36
	Security	27	20	34	45	16	34	19	33	24	22	25	26	325
	Traffic	1	-	-	-	-	-	-	-	-	4	-	-	5
<i>M-A HS</i>	Other	5	1	32	3	6	11	3	11	12	12	3	8	107
	Security	57	51	64	91	57	49	60	69	56	65	60	51	730
	Traffic		-	-	-	-	1	1	-	-	-	-	3	5
<i>Menlo College</i>	Other	2	3	3	2	4	3	3	5	3	13	2	-	43
	Security	45	35	41	64	37	42	35	42	47	56	60	51	555
	Traffic	6	5	-	-	1	1	-	3	8	4	5	2	35
<i>Menlo School</i>	Other		-	5	-	1	3	2	2	3	2	2	1	21
	Security	7	8	16	17	5	12	11	10	17	5	4	9	121
	Traffic	-	-	-	-	-	-	-	-	-	-	-	1	1
<i>Sacred Heart</i>	Other	6	3	8	2	3	5	3	4	4	4	2	2	46
	Security	8	5	6	16	8	11	7	7	4	3	3	3	81
	Traffic	-	1	1	-	-	-	-	-	-	-	-	-	2
<i>Adelante Selby</i>	Other	1	2	1	3	7	5	2	1	-	7	-	-	29
	Security	43	38	66	57	37	38	34	37	41	45	42	38	516
	Traffic	-	-	-	1	2	1	1	2	-	-	1	1	9
Total		286	247	383	414	255	301	133	330	317	357	301	288	3,612

ATTACHMENT 1

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 **3 minutes, 51 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
January	2021	4:02
December	2020	4:02
November	2020	4:36
October	2020	3:42
September	2020	4:12
August	2020	4:27

For calls for service that required a code 3 response, the average response time was 1 minute and 34 seconds.

TOTAL TRAINING HOURS FOR February 2021 – 249 HOURS

NAME	TRAINING/HOURS	DATES
Diaz/Massagli/Torres	CPTED/40 Hours	Feb. 1-5
Cisco	Excel Intro/7 Hours	Feb. 1
Gutierrez	Managing Police Records/7 Hours	Feb. 11
Larsen	SLI-Session 7-8/24 hours	Feb. 18-20
Cisco/Koehler	CTO/40 Hours	Feb. 22-26
Pronske/Robbins	Leadership Principles and Practices/1.5 Hours	Feb. 24
Rojas	Courageous Heart/8 Hours	Feb. 24

ATTACHMENT 1

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

MONTH	OFFICER INITIATED ACTIVITY	CITATIONS
February	1,488	334
January	1,625	279
December	1,703	70
November	1,698	439
October	1,705	499
September	1,667	469

Code Enforcement Activity Report

February 1 – February 28, 2021

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2021)
1.	Opened Cases	23	57
2.	Resolved/Closed Cases	27	61
3.	Cases Pending	159	N/A
4.	Written/Formal Notices Issued	13	20
5.	Citations Issued	37	46
6.	Amount in Citations	\$15,500	\$16,500

During the month of February, there were over 90 incidents related to code enforcement. Those incidents included but were not limited to: construction parking, construction hours, work without building permits, mud/debris in the roadway, right-of-way encroachments or obstructions, encroachment permit, dead and dangerous trees, TPZ violations, overgrown landscaping issues, set-back zoning issues, odor nuisance, trash cans being left out, noise disturbance, lighting issues, fences, lack of maintenance and COVID-19 protocol related enforcement.

Code Enforcement staff assisted with construction hours/noise exemption permits and provided translation assistance to Officers. CE staff also attended Crime Prevention Through Environmental Design training, a CACEO Webinar training session, as well as completed the required ethics and sexual harassment trainings. Lastly, CE staff assisted with the FTO training of a new Officer.

Traffic Complaints

The Atherton Police Department received no traffic complaints during the month of February.

Covid-19 Incidents

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

Public works update –February 2021

- Sweep contracted monthly streets:
 February 23 Miles 6.0 cu. Yards 1.0 tons

- February Service requests –
 - Removed broken glass in roadway on Alameda de las Pulgas at Fletcher Drive
 - Removed equipment from PW corporation yard and relocate to Park corporation yard in preparation of Civic Center site work near Maple/Station lane
 - Set up park facilities for event
 - Picked up illegally dump debris in front of 12 Selby Lane, along Cebalo Lane frontage
 - Oversee SJ amoroso construction staff working in the PD secured parking lot
 - Repaired fencing at HP Park entrance
 - Installed Flock Camera signage throughout Town
 - Responded to SeeClickFix citizens reports including tree, traffic signal and pothole reports

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- Removed weeds from Middlefield Road
- Weed removal from El Camino Real
- Removed debris from channel after rain event
- 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.

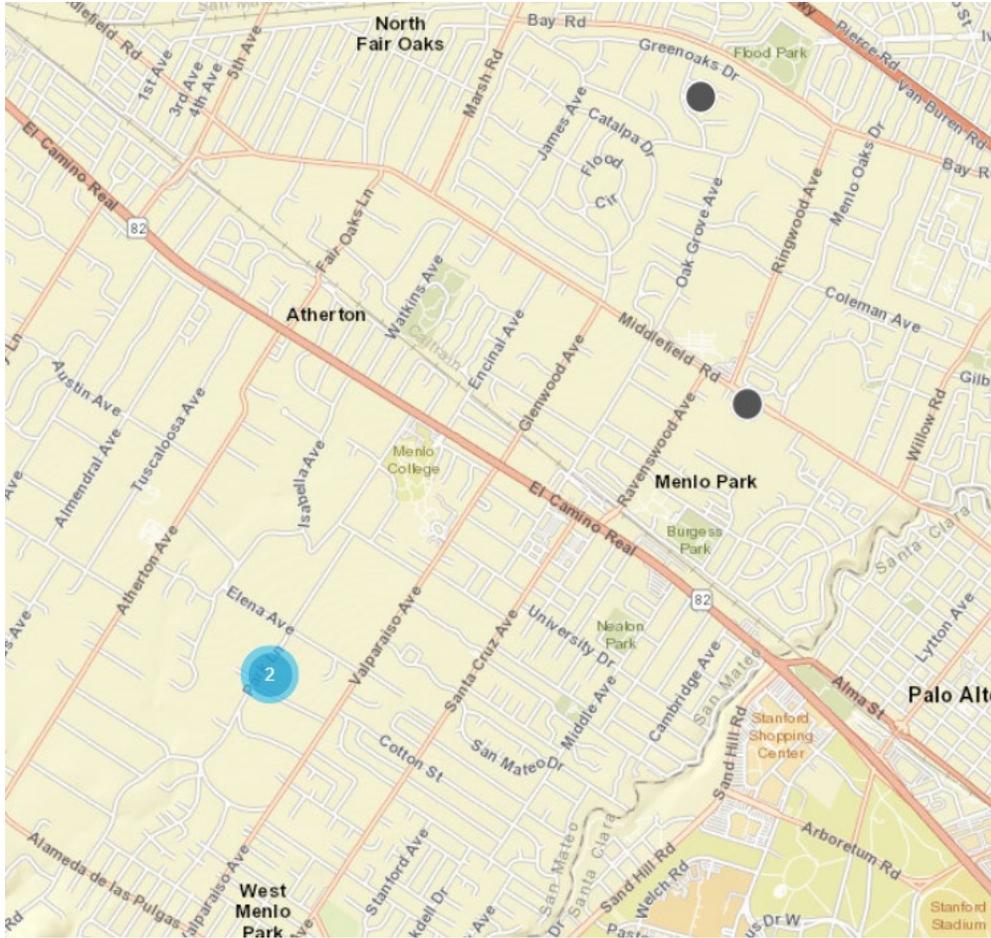
SeeClickFix Requests

Showing Results from 2/1/2021 to 3/1/2021

DTA: Days to Acknowledge DTC: Days to Close O&O: Open and Overdue

Category	Created	Ack	Closed
Pothole	2	0	2
Other	2	1	2
Public Right-of-Way Concern	1	1	1
Traffic Signal	1	1	1
Trees	1	1	1
Totals	7	4	7

Hide Empty Categories



Repaired chain link fence at HP Park entrance



Before



After



PARK GOING'S ON Town of Atherton

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: MARCH 3RD, 2021

SUBJECT: PARK GOINGS ON FEBRUARY 2021

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.

- Posting day use permits and guidelines
- Continued spreading of mulch around the park
- Report of spraying of weeds weekly
- Disinfecting playground and par course 1x week
- Bathrooms are being disinfected 2x per day by MCE
- Statue fixed and installed at Event Garden
- Little League outfield fence went up
- Power washed the Little League bleachers
- Gilmore House trees were pruned away from the house
- Annual extinguisher inspection conducted
- Well purge valve replaced
- Clay for the clay court delivered

New and future planned projects:

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Unclog or fix water fountain near tennis courts
- Repair Corp yard fence
- Repair the header boards at the Jennings Pavilion
- Fix Jennings Pavilion handle

Tennis Numbers

February Tennis Numbers:

Total Courts hours- 297

Clinics: 0 due to COVID restrictions

Lessons: 229

Events: 1 weekly coaches meeting

Clay Court Bookings: 0 paid hours

Total # of students: 253

New Event Garden Statue Installed



Annual Fire Extinguisher inspection



Little League Bleachers Power Washed
Before



After



Little League Outfield Fence put up





Town of Atherton

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

Community Services Monthly Report February 2021

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety Inspections**

ATTACHMENT 3

Construction and Permit Summary
February 1, 2021 to February 28, 2021

	Feb-21	Fiscal Year 2020-21	Fiscal Year 2019-20
Total Construction Valuation¹:	\$41,168,703	\$118,031,888	\$89,138,200

REVENUE

Plan Check Fees Collected:	\$54,168	\$253,654	\$244,405
Permit Fees Collected:	\$160,744	\$765,250	\$666,016
Other Fees Collected:	\$4,815	\$37,462	\$38,364
TOTAL:	\$219,726	\$1,056,365	\$948,785

PLAN CHECK

Applications Received:	76	541	477
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PERMITS

<u>Residential:</u>			
New Single Family Residential Permits Issued:	2	25	23
New Accessory Structures Issued:	19	179	247
Addition / Alteration Permits Issued:	9	80	141
Reroof / Water Well / Grading Permits Issued:	10	94	135
Plumbing/Mechanical/Electrical Permits Issued:	23	134	214
Demolition Permits Issued:	4	23	51
<u>Non-Residential:</u>			
New Permits Issued:	2	10	14
TOTAL Permits Issued:	69	545	825

Total Open Permits as of 2/28/2021	1118		1138
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INSPECTIONS

Inspections Performed:	831	7,800	6,842
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

February 1, 2021 to February 28, 2021

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	25	167
Planning Commission Items	0	13

The February 24, 2021 Planning Commission Meeting was cancelled.

The next meeting is scheduled for March 24, 2021.

Arborist Activity Summary

February 1, 2021 to February 28, 2021

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	15	33	7	87

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

Summary of New Single Family Residential Permits Issued by Month

Month	2021	2020	2019	2018	2017	2016
January	0	1	4	0	2	2
February	2	1	1	2	1	1
March		0	1	3	2	0
April		0	1	2	0	2
May		2	1	5	4	2
June		2	1	2	3	0
July		4	1	5	1	5
August		5	5	4	2	3
September		2	3	1	3	4
October		1	1	4	2	6
November		2	1	0	4	0
December		3	1	1	3	1
Total New SFD Permits:	2	23	21	29	27	26

Plan Check Performance

February 1, 2021 to February 28, 2021

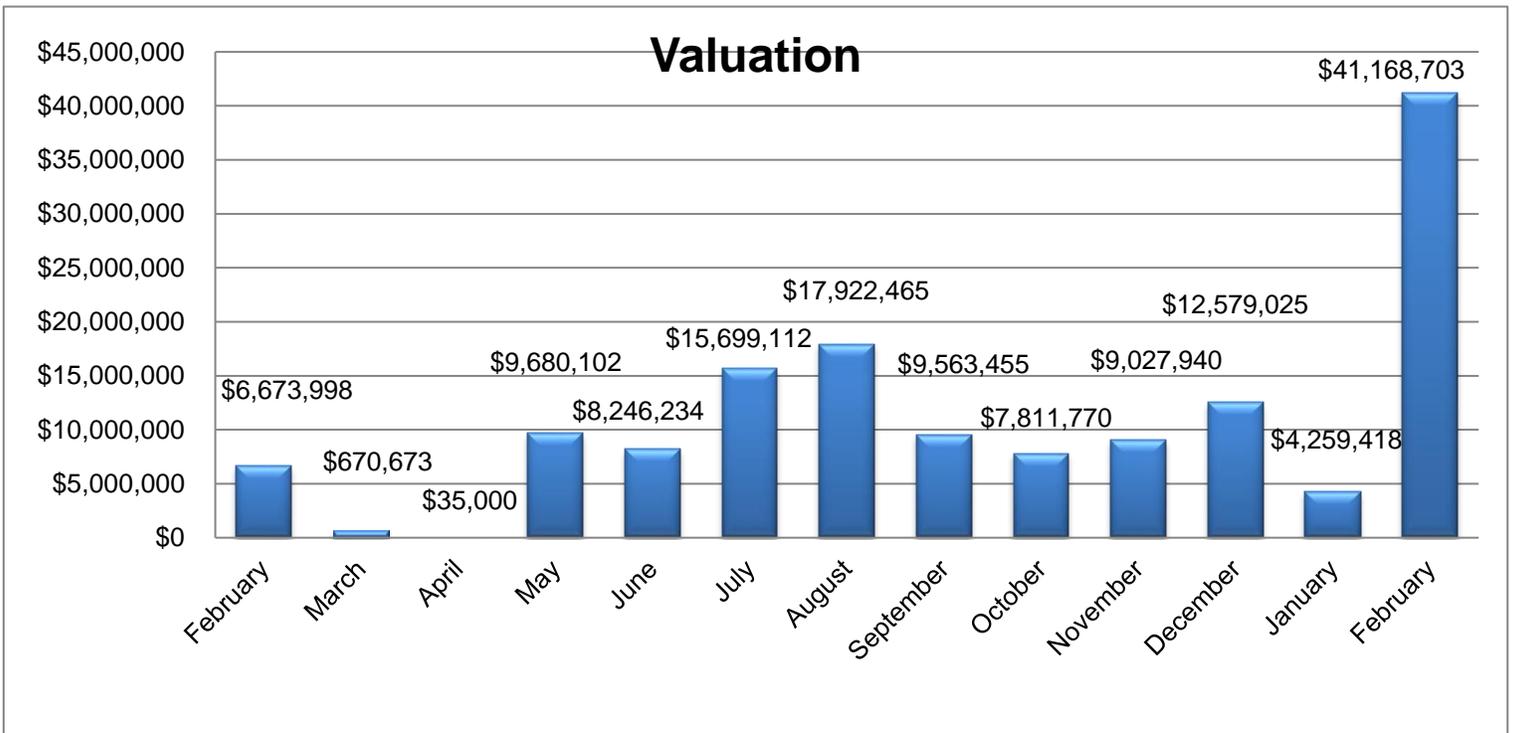
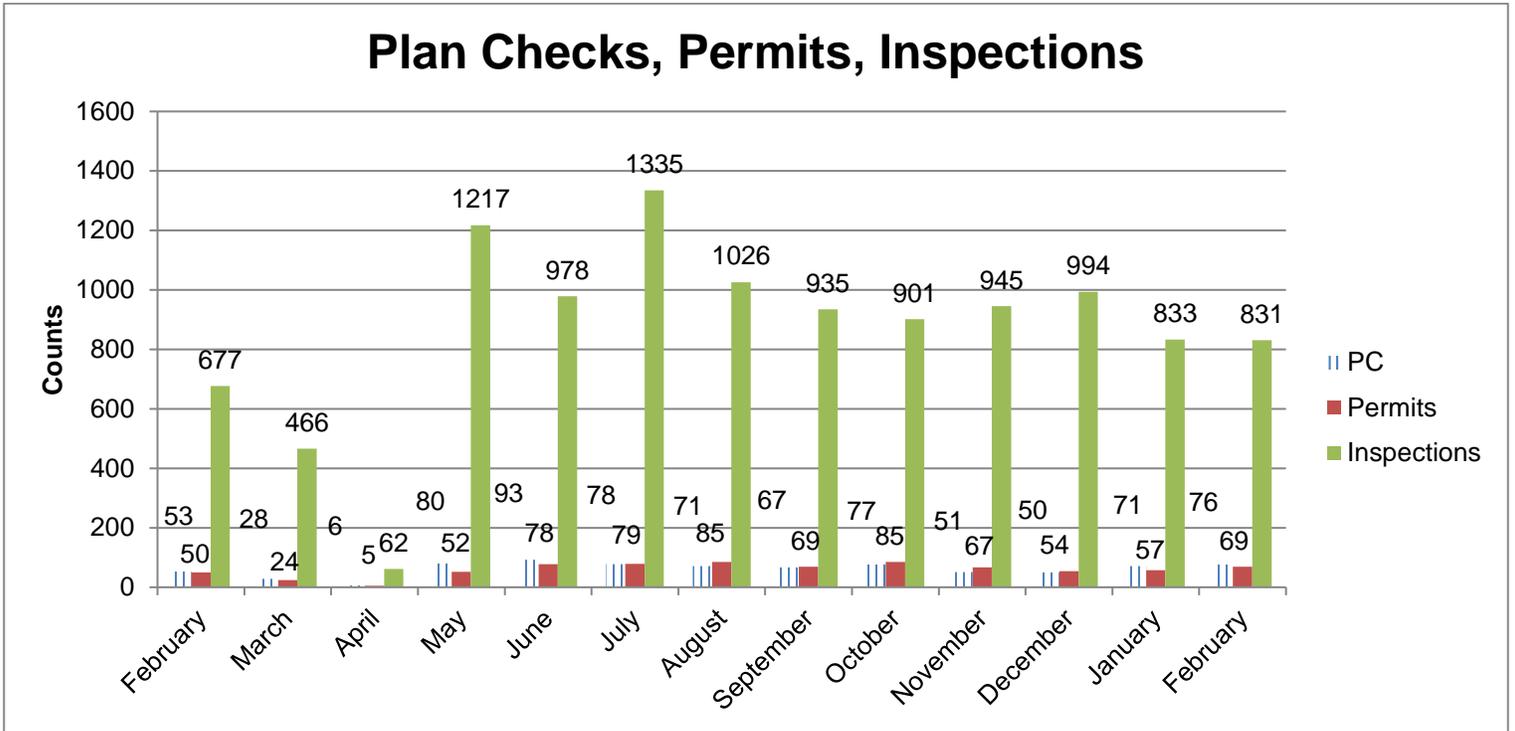
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	110	10	9	0
	Subsequent Rev.	104	5	5	0
Minor Plan Check	1st Review	7	3	2	0
	Subsequent Rev.	1	2	2	0
Total Number of Plan Checks		222			

** 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

