



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: JULY 21, 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/CITY CLERK/FINANCE

The City Council is DARK for the month of August. There are no scheduled meetings of the City Council. Following tonight’s meeting, the next regularly scheduled meeting for the Council is the Study Session on September 1 at 4 pm.

League of Cities Peninsula Division Dinner

The League of Cities Peninsula Division is hosting a Garden Party Meeting at the Filoli on Wednesday, August 25 from 5 pm to 8 pm. RSVP at:

<https://citipac.org/events/2021gardenparty/>.



BUILDING/PLANNING

Monthly Report

See attached Monthly Report.

PUBLIC SAFETY

National Night Out – August 3

Staff is working toward hosting National Night Out at the Park on Tuesday, August 3.

Emergency Preparedness Drill – September 11

ADAPT, the Town, and Menlo Fire will be conducting a LIVE and in-person Atherton Community Emergency Drill V on September 11 at the Park from 8 am to 1 pm. Provided that the Town's EOC/Council Chambers is completed, the Town will be *standing up* its EOC. This will be an opportunity to test setup and take down in the new facilities.

Police Citizens Academy – October 30

The Town's first Citizens Academy was held in Fall 2019. It was a great success attended by 20 residents. Attendance at the Academy is limited to ensure 1 on 1 attention. The Academy is an opportunity to learn in depth details of PDs operations, procedures and methods, as well as a great opportunity to get to know many of the PD team members. The PD is currently advertising for sign-ups to this event.

Monthly Report

See attached Monthly Report.

PUBLIC WORKS

Monthly Report

See attached Monthly Report.

Park Events in 2021

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

- 7/31/21 - Saturday - Jennings Pavilion - Wedding - 75 people
- 8/7/21 - Saturday - Carriage House/North Meadow - Wedding - 150 people
- 8/14/21 - Saturday - Carriage House/North Meadow - Corporate Event - 140 people
- 8/20/21 - Friday - Carriage House/North Meadow - Corporate Picnic - 170 people
- 8/21/21 - Saturday - Carriage House/North Meadow - Birthday Party - 80 people
- 8/27/21 - Friday - Carriage House/North Meadow - High School Reunion - 100 people
- 8/28/21 - Saturday - Jennings Pavilion - Bar Mitzvah - 150 people
- 9/5/21 - Sunday - Jennings Pavilion - Wedding - 150 people
- 9/18/21 - Saturday - Jennings Pavilion - Wedding - 150 people
- 9/23/21 - Thursday - Carriage House/North Meadow - Corporate Event - 75 people
- 9/25/21 - Saturday - Main House - Wedding - 80 people
- 10/2/21 - Saturday - Jennings Pavilion - Wedding - 100 people
- 10/8/21 - Friday - Main House/Water Tower Lawn - Wedding - 100 people
- 10/9/21 - Saturday - Jennings Pavilion - Corporate Event - 100 people
- 10/16/21 - Saturday - Jennings Pavilion - Bar Mitzvah - 100 people
- 11/18/21 - Thursday - Main House - Social Gathering - 50 people

City Manager's Written Report

July 21, 2021

Page 3 of 3

Renters will be advised about situational changes resultant from any continuing COVID-19 Restrictions - this includes limitations on gatherings and party size.

AD HOC SUBCOMMITTEE UPDATES

None.

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

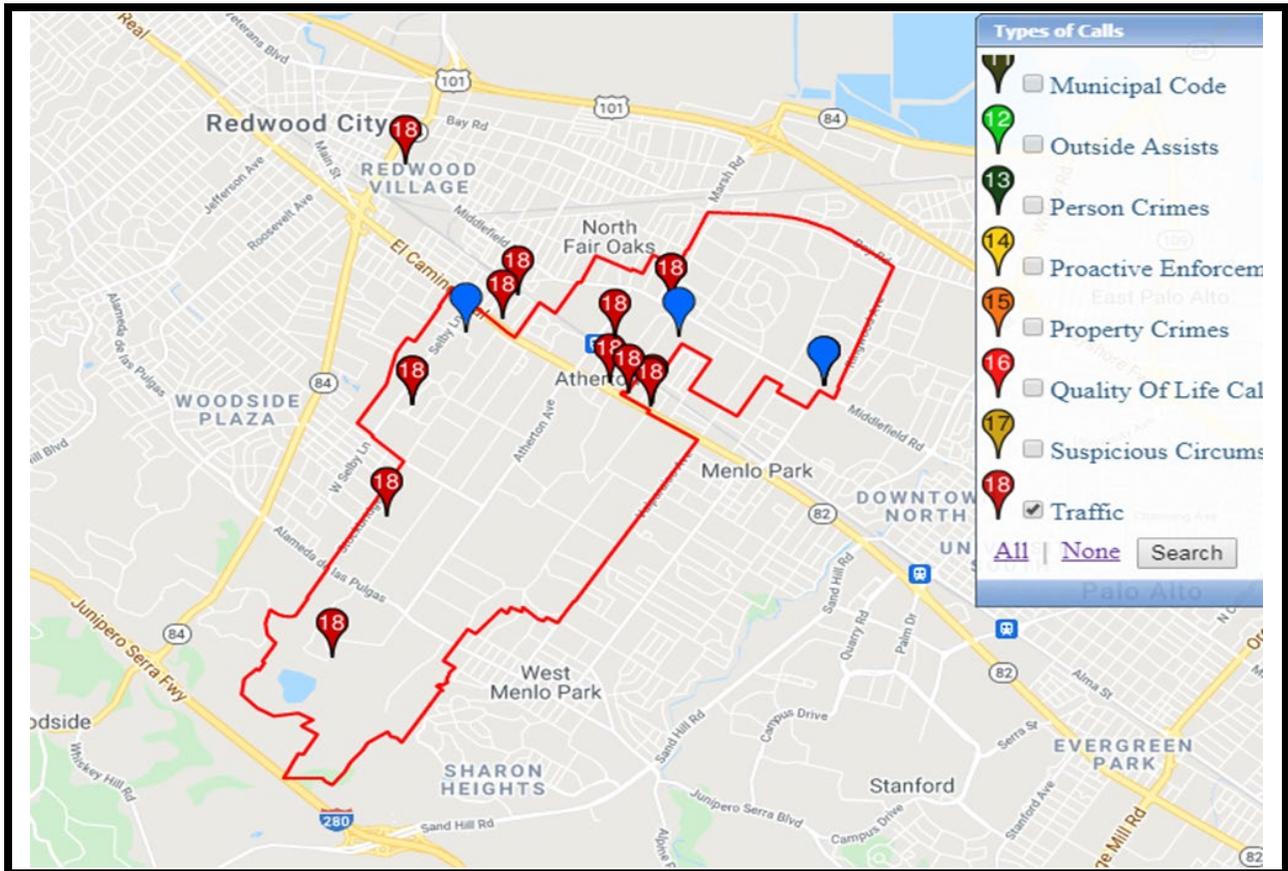
Police Activity

There were 67 investigations for the month of June. 31 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 possession of drug paraphernalia, driving under the influence of alcohol, warrant violations, driving with a suspended license, and public intoxication.

Of the 1,899 total police incidents for the month of June, 1,177 were officer-initiated incidents, which resulted in 455 citations being issued for vehicle code and other violations. Officers initiated 723 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.

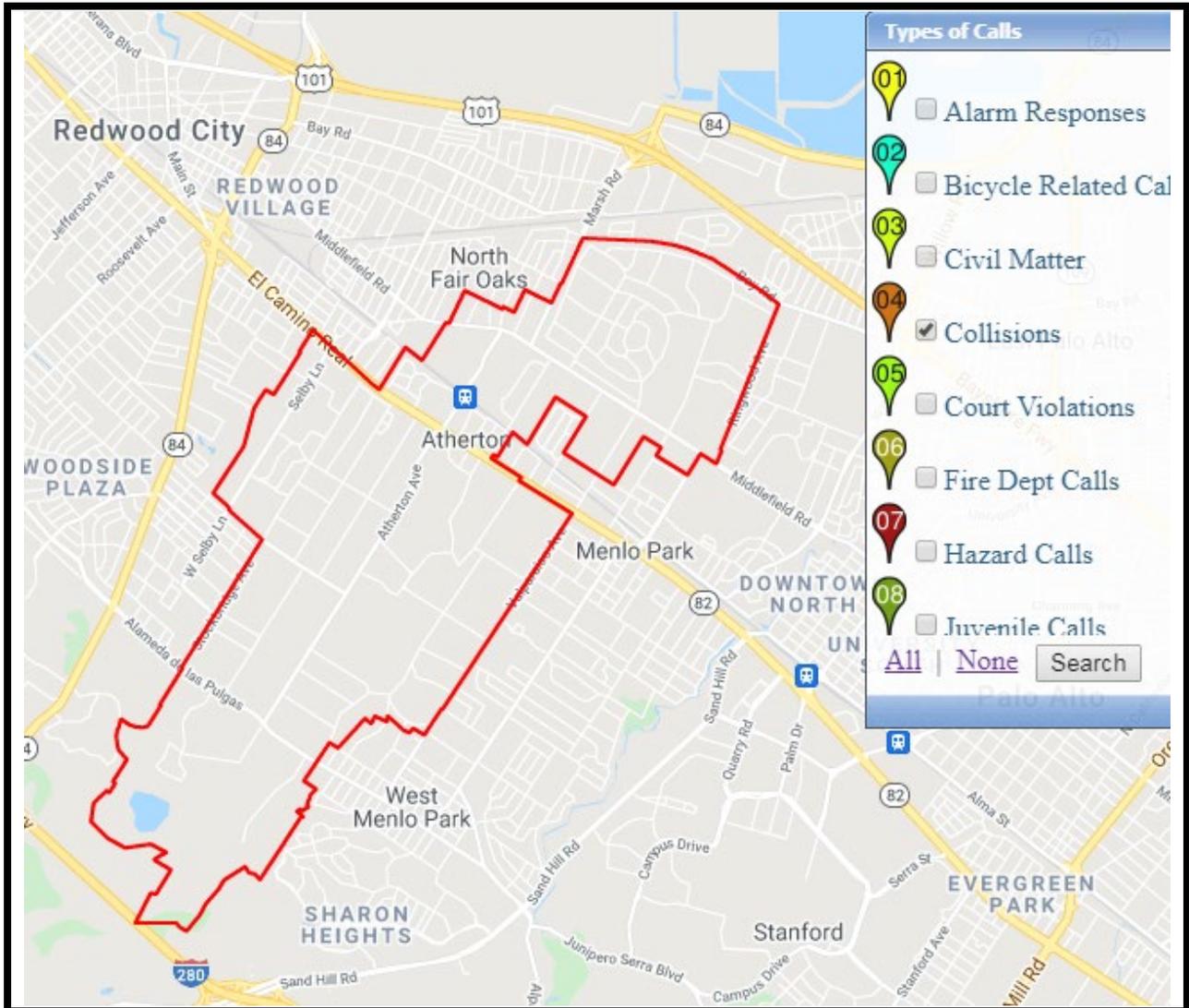
Traffic Incidents

Citizen RIMS is experiencing a data error and not reporting accurate data. IT is aware of the issue and working to resolve it. The Citizen RIMS activity map displays 19 traffic incidents, which is incorrect. The RIMS database shows 524 traffic incidents occurred during the month of June. Those incidents consisted of traffic enforcement details and traffic stops.



Traffic Collisions

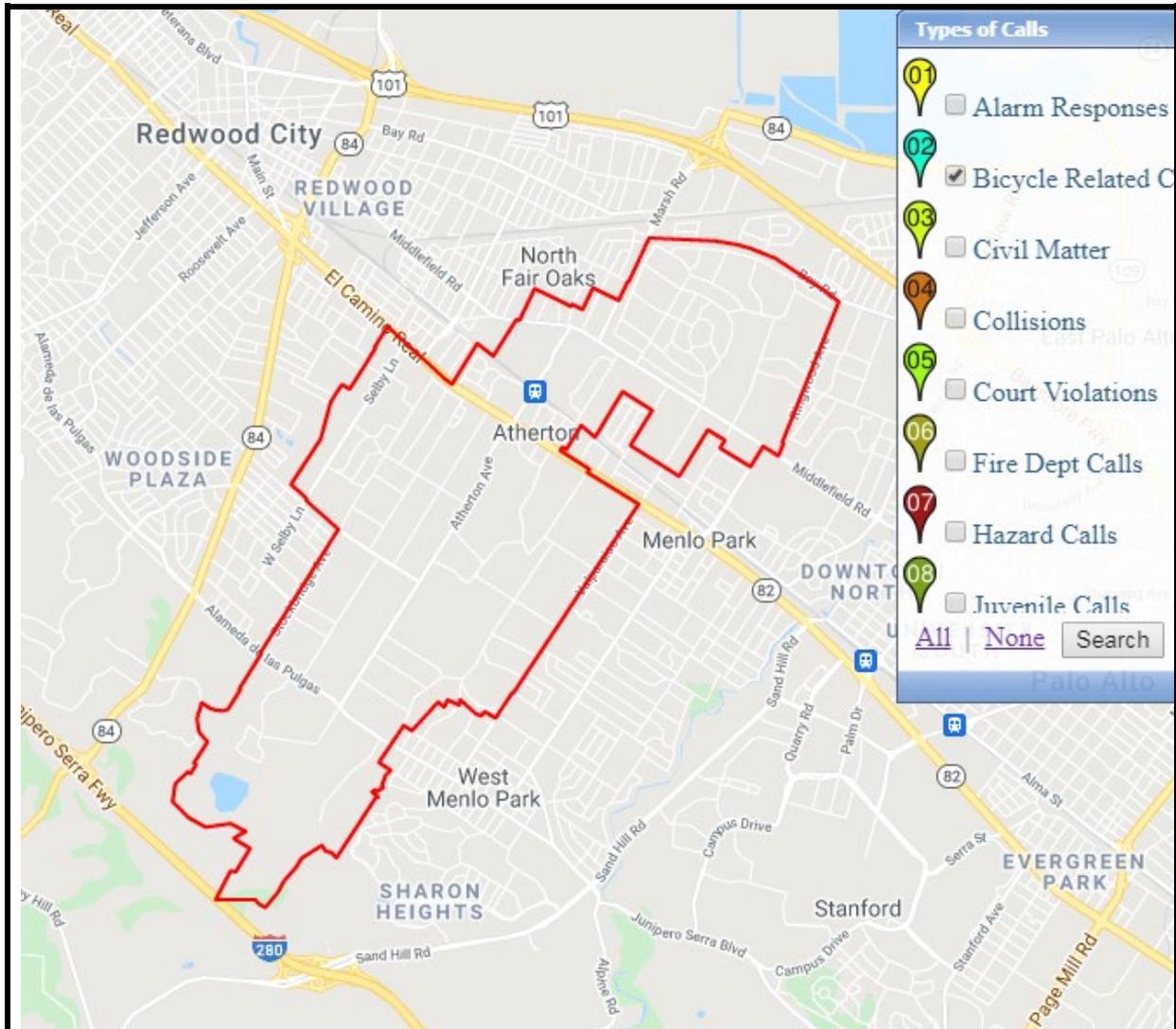
Citizen RIMS is experiencing a data error and not reporting accurate data. IT is aware of the issue and working to resolve it. The map below indicates 0 locations for traffic collisions during this reporting period, which is incorrect. The RIMS database shows 4 collision locations, 3 collisions on El Camino Real and 1 collision on Tuscaloosa Avenue



Bicycle Traffic Stops

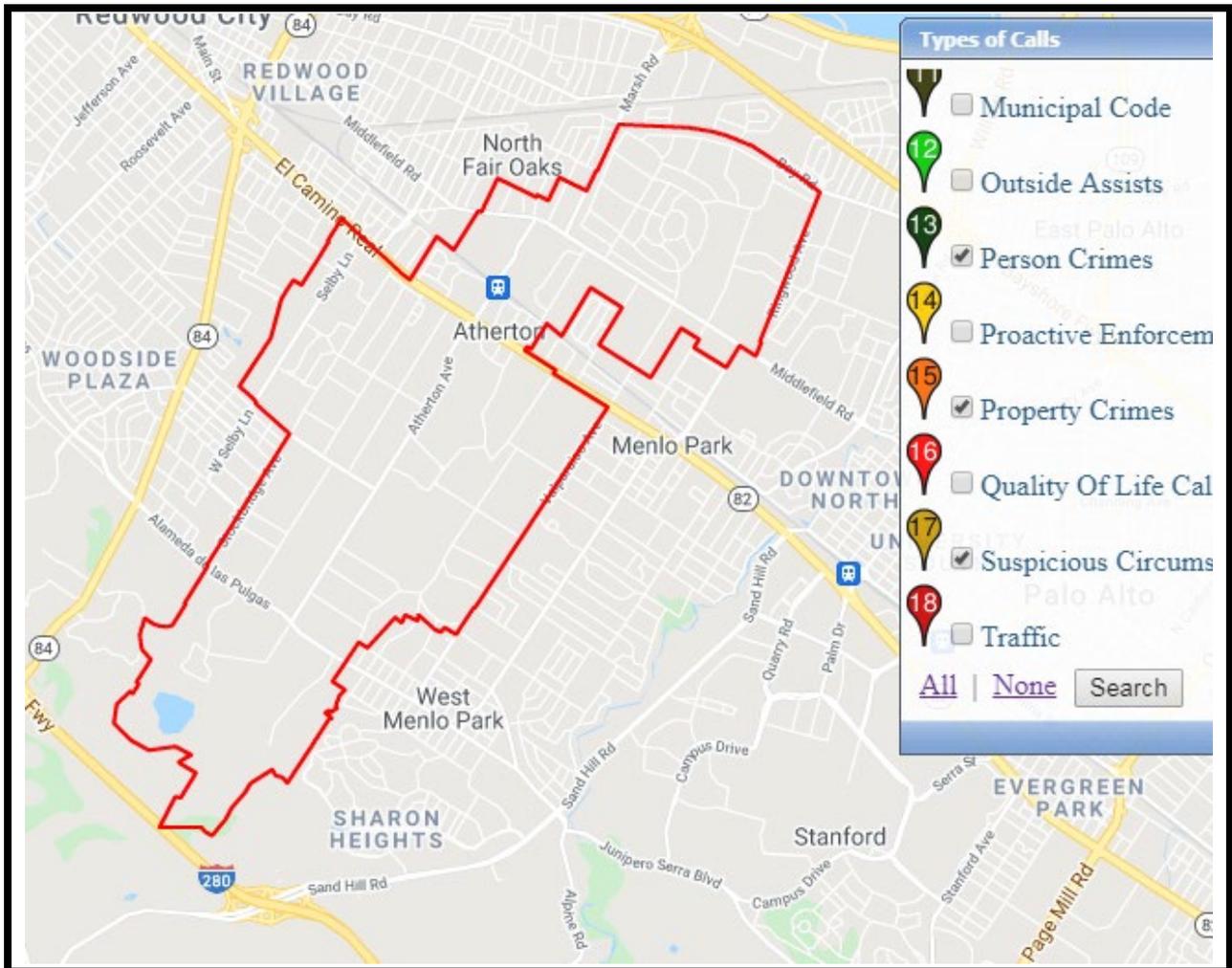
Citizen RIMS is experiencing a data error and not reporting accurate data. IT is aware of the issue and working to resolve it. The map below indicates 0 bicycle stop incidents during this reporting period, which is incorrect. The RIMS database shows 5 bicycle stop incidents initiated for improper lighting (3), an unsafe turn, and a stop sign violation.

These stops resulted in 5 verbal warnings.



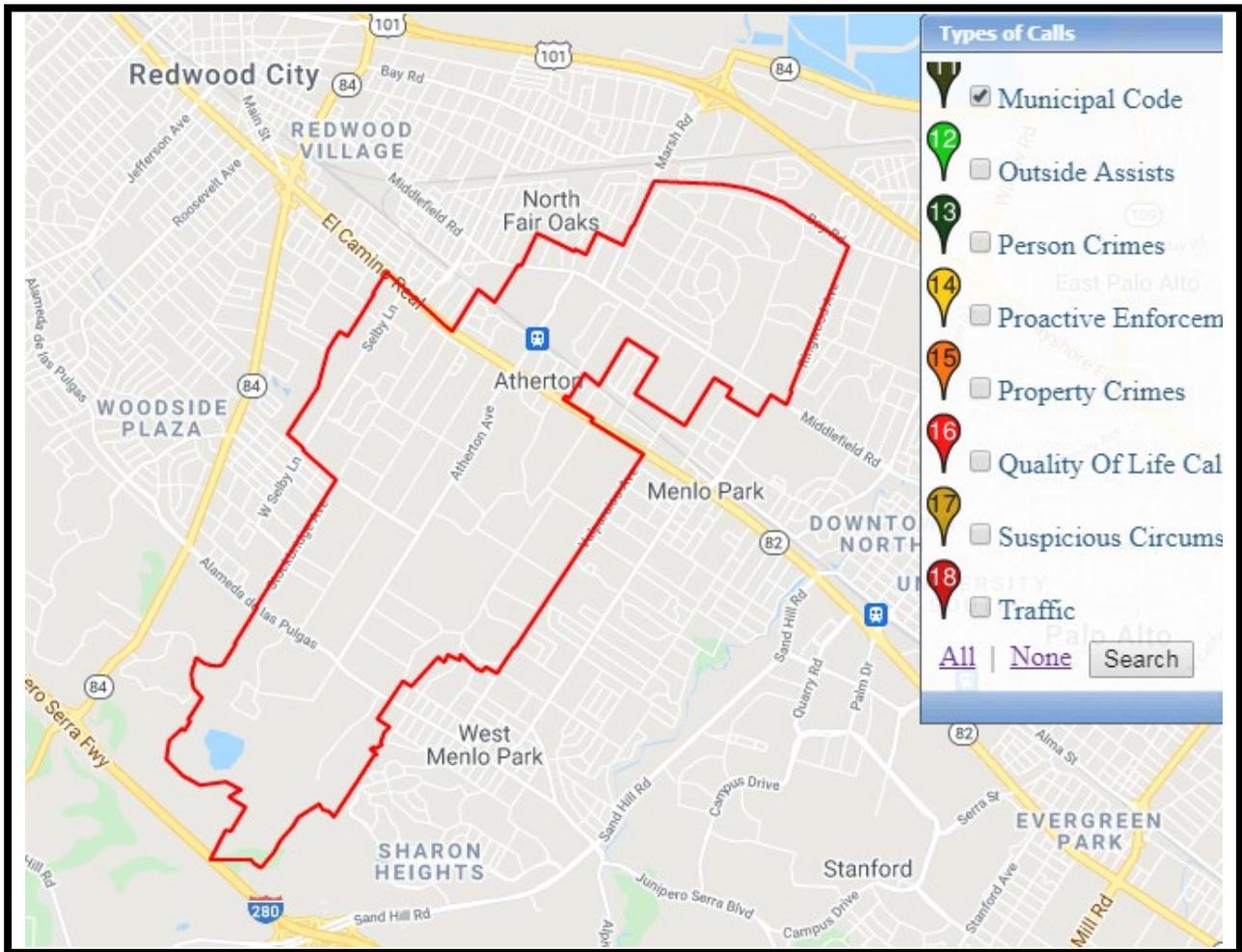
Criminal Activity and Suspicious Circumstances

Citizen RIMS is experiencing a data error and not reporting accurate data. IT is aware of the issue and working to resolve it. The map below indicates 0 locations for property crimes, person crimes, and incidents of suspicious circumstances during this reporting period, which is incorrect. The RIMS database shows the Department responded to 31 locations for property crimes (19), person crimes (1), and incidents of suspicious circumstances (11).



Municipal Code Violations

Citizen RIMS is experiencing a data error and not reporting accurate data. IT is aware of the issue and working to resolve it. The map below indicates 0 locations for municipal code/health order violations during this reporting period, which is incorrect. The RIMS database shows the Department responded to 36 locations for municipal code/health order violations. The municipal code violations were for after hours construction, various noise disturbances, right of way issues, tree trimming, and RV storage.



Holbrook Palmer Park

Holbrook Palmer Park had 71 incidents this reporting period, 52 of which were security checks and foot patrols by officers. The other incidents were for suspicious vehicles, citizen assists, a stolen vehicle recovery, and an ordinance violation.

Premise Watch

Officers completed 279 House/Vacation checks during the month of June.

ATTACHMENT 1

School Incidents

Officers responded to **195** school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks. Incidents of note were:

- Sexual battery that occurred on 06/16/21 at Menlo Atherton High School. The incident consisted of 15 year old student inappropriately touching the genital area of a 14 year old student multiple times.
- Mental Health Hold of a 13 year old student having suicidal thoughts at Selby Lane School.
- PD Staff attended multiple commencement ceremonies.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	4	1	2	5	3	4	-	4	3	4	1	3	34
	Security	32	31	44	33	33	23	32	40	37	36	26	44	411
	Traffic	1	1	1	-	-	1	1	1	-	1	6	2	15
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomas</i>	Other		2	6	-	-	2	10	6	5	13	7	2	53
	Security	39	39	39	35	35	26	61	50	48	61	47	37	517
	Traffic		-	2	-	1	1	-	-	-	-	4	-	8
<i>Laurel</i>	Other	2	1	2	7	-	-	6	3	5	-	1	4	31
	Security	27	20	39	32	32	14	19	33	24	22	25	26	313
	Traffic	1	-	-	-	-	-	-	-	-	4	-	-	5
<i>M-A HS</i>	Other	5	1	9	22	14	8	3	11	12	12	3	8	108
	Security	57	51	47	41	36	18	60	69	56	65	60	51	611
	Traffic		-	-	1	-	-	1	-	-	-	-	3	5
<i>Menlo College</i>	Other	2	3	6	4	5	4	3	5	3	13	2	-	50
	Security	45	35	33	36	25	24	35	42	47	56	60	51	489
	Traffic	6	5	9	3	2	7	-	3	8	4	5	2	54
<i>Menlo School</i>	Other		-	1	2	9	-	2	2	3	2	2	1	24
	Security	7	8	9	9	14	10	11	10	17	5	4	9	113
	Traffic	-	-	1	1	-	-	-	-	-	-	-	1	3
<i>Sacred Heart</i>	Other	6	3	7	8	6	6	3	4	4	4	2	2	55
	Security	8	5	5	7	4	6	7	7	4	3	3	3	62
	Traffic	-	1	-	1	-	-	-	-	-	-	-	-	2
<i>Adelante Selby</i>	Other	1	2	-	-	1	4	2	1	-	7	-	-	18
	Security	43	38	42	49	35	37	34	37	41	45	42	38	481
	Traffic	-	-	1	4	4	-	1	2	-	-	1	1	14
Total		286	247	305	300	259	195	133	330	317	357	301	288	3,318

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 **4 minutes, 39 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
May	2021	4:26
April	2021	4:57
March	2021	4:39
February	2021	3:51
January	2021	4:02
December	2020	4:02

For calls for service that required a code 3 response, the average response time was 2 minute and 21 seconds.

Total Training Hours for June 2021 – 153.5 HOURS

NAME	TRAINING/HOURS	DATES
Taylor	Searching Cars & Occupants/1.5 Hours	June 2
Yamsuan	ARIDE/16 Hours	June 3-4
Dutta	Courageous Heart, Session 3 or 3/8 Hours	June 4
Metzger	FTO SAC Course/24 Hours	June 7-9
Koehler	CIBRS PRI Management/8 Hours	June 17
Rojas	Red Dot Sight Transition/16 Hours	June 18-19
Larsen	Mgmt. Course, Session 3 of 3	June 21-24
Abarca	Public Records Act/16 Hours	June 28-29
Andruha	Patrol Rifle/16 Hours	June 28-29
Dutta/Kockler	2021 Legal Updates, HIDTA/4 Hours	June 30

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	1,177	455
May	1,555	498
April	1,634	591
March	1,660	582
February	1,488	334
January	1,625	279

Code Enforcement Activity Report

June 1 – June 30, 2021

Summary:

- 1) Animal Related Nuisance (Dog Barking Complaint)
 - a. One (1) with a verbal warning
- 2) Monthly Construction Tree Report
 - a. Two (2) total
 - b. Two (2) citations issued for \$100 each per Arborist
- 3) Landscape Issues
 - a. Four (4) total
 - b. Three (3) citations issued for \$100 each
 - c. One (1) with a verbal warning
- 4) Right of Way Encroachment
 - a. One (1) with a verbal warning
- 5) Public Nuisance
 - a. Two (2) total
 - b. One (1) with a warning letter sent
 - c. One (1) was deemed “no merit” as resident obtained approval from Chief of Police
- 6) Trash Can Complaint
 - a. One (1) with a verbal warning
- 7) After Hours Construction Complaint
 - a. One (1) with a citation issued for \$100
- 8) Construction Parking Complaints
 - a. Two (2) total
 - b. Two (2) with verbal warnings

This was the second month with a vacant Code Enforcement Officer position. A candidate was selected to fill the vacant Code Enforcement Officer position and is currently in the background process.

Traffic Complaints

The Atherton Police Department received one (1) traffic complaint during the month of June. The complaint was as follows:

1) A resident reported vehicles driving recklessly through oncoming traffic during the Encinal School dismissal time.

Results: 15 minutes spent in the area
No violations observed

*This traffic complaint was only entered into the computer system for one (1) day.

Covid-19 Incidents

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

Public works update –June 2021

- Sweep contracted monthly streets:
June 27 Miles 12.0 cu. Yards 2.0 tons

- June Service requests –
 - Oversee construction work in secured parking lot.
 - Installed licensed plate reader sign on Isabella Avenue at Elena Avenue
 - Installed licensed plate reader sign on James Avenue at Heather Drive
 - Installed licensed plate reader sign on Oak Grove Avenue at Manzanita Road
 - Pruned tree branches blocking traffic signal on Middlefield Road at Ravenwood Avenue
 - Pruned bushes blocking stop sign on Acorn Way at Catalpa Drive
 - Removed illegal dumping on Middlefield Road at Linden Avenue
 - Swept gravel in the roadway at Magnolia cul-de-sac
 - Relocated dog kennel in PD secure parking lot to concrete pad adjacent to Chief's office
 - Pruned low hanging tree limb in front of 97 Fair Oaks Lane
 - Pruned bushes/shrubs blocking stop sign on 401 Fletcher Drive at Ridgeview Drive
 - Removed illegal dumping on ECR at 5th Avenue
 - Removed illegal dumping in front of 12 Selby Lane
 - Trash bag picked up on Station Lane at Walnut Avenue
 - Removed fallen tree branch in front of 140 Alameda de Las Pulgas
 - Replaced vandalized signage in front of 185 Selby Lane
 - Initiated repair of soundwall between El Camino Real and Lloyd Park Drive

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda de las Pulgas.
- Removed weeds from Middlefield Road
- Weed removal from El Camino Real
- 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.

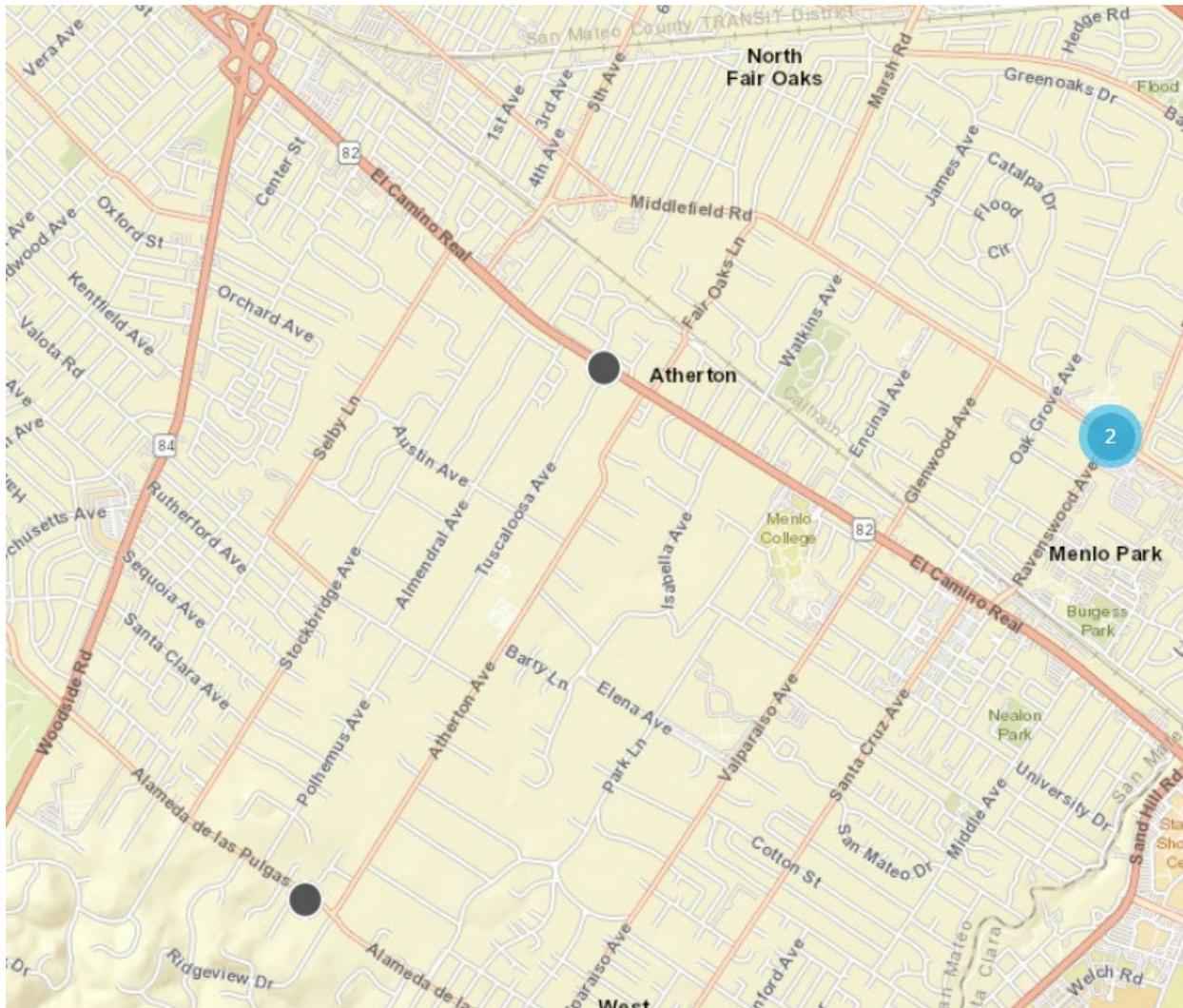
SeeClickFix Requests

Showing Results from 6/1/2021 to 7/1/2021

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

Category ▾	Created ▾	Ack ▾	Closed ▾
Trees	3	3	3
Traffic Signal	1	0	1
Totals	4	3	4

Hide Empty Categories



ATTACHMENT 2

Installed licensed plate reader sign on Isabella Avenue at Elena Avenue



Removed illegal dumping in front of 12 Selby Lane



Pruned bushes/shrubs blocking stop sign on 401 Fletcher Drive at Ridgeview Drive



Before

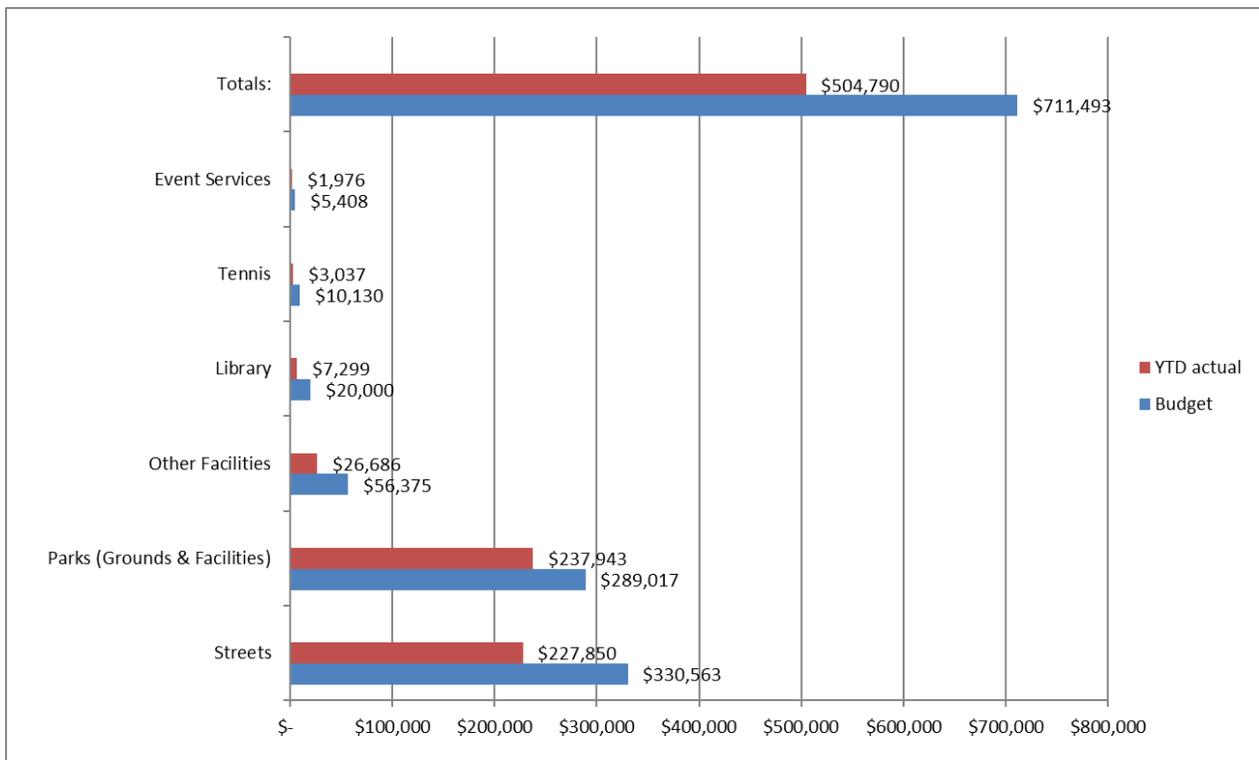


After

ATTACHMENT 2

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through May 2021

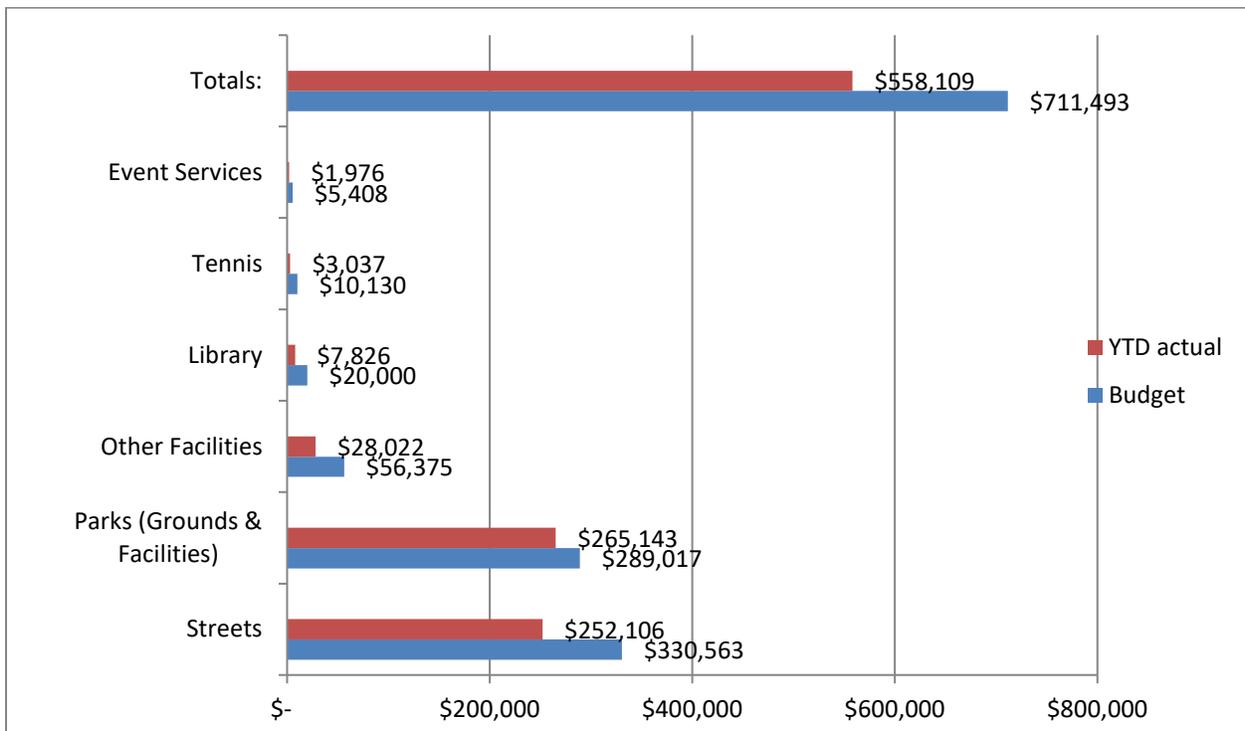
Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 227,850	68.93
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 237,943	82.33
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 26,686	47.34
A04	213-30-52031-000	Library	\$ 20,000	\$ 7,299	36.49
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 3,037	29.98
E06	101-58-52031-058	Event Services	\$ 5,408	\$ 1,976	36.54
Totals:			\$ 711,493	\$ 504,790	70.95



ATTACHMENT 2

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through June 2021

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 252,106	76.27
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 265,143	91.74
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 28,022	49.71
A04	213-30-52031-000	Library	\$ 20,000	\$ 7,826	39.13
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 3,037	29.98
E06	101-58-52031-058	Event Services	\$ 5,408	\$ 1,976	36.54
Totals:			\$ 711,493	\$ 558,109	78.44





PARK GOING'S ON Town of Atherton

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: JULY 7TH, 2021

SUBJECT: PARK GOINGS ON JUNE 2021

REGULAR STAFF

For the month of June, 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 weekly.
- Report of spraying of weeds weekly.
- Received a shipment of new plants.
- Two Oak trees removed by WCA at Event Garden.
- Two Giant Sequoia’s and three Oak trees pruned by WCA near the North Meadow.
- Installed new temporary sign at front entrance.
- Jennings Pavilion bathrooms demo’ ed and remodel has started.
- Jennings Pavilion carpets cleaned.
- Receiving quotes for termite tenting for the Knox Playschool.
- Helping with event set up.
- Watkins Ave fence along the creek fixed.
- Replaced pump at playground bathrooms.
- Fixing broken irrigation near Pavilion.

New and future planned projects:

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Repair Corp yard fence
- Repair the header boards at the Jennings Pavilion.
- Fix Jennings Pavilion handle
- Fix Carriage House stove

Tennis Numbers

June Tennis Numbers:

Total Courts hours-379

Clinics: 16, first junior clinics since pandemic

Lessons: 297

Events: 0

Clay Court Bookings: 35 paid hours

Total # of students: 342

Event Garden after the two Oak trees were removed

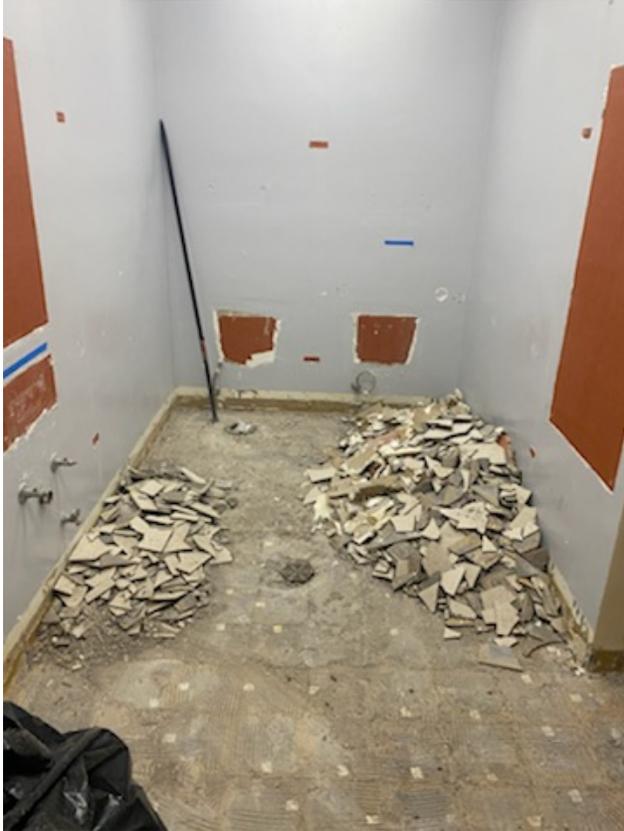


New temporary sign installed at front entrance



Demo and remodel of Jennings Pavilion bathrooms has started





Watkins Ave fence fixed in multiple locations







Pavilion carpet cleaned





Town of Atherton

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

Community Services Monthly Report June 2021

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety Inspections**

ATTACHMENT 3

Construction and Permit Summary
June 1, 2021 to June 30, 2021

	Jun-21	Fiscal Year 2020-21	Fiscal Year 2019-20
Total Construction Valuation¹:	\$19,894,592	\$179,918,557	\$107,770,309

REVENUE

Plan Check Fees Collected:	\$89,239	\$438,926	\$386,143
Permit Fees Collected:	\$135,860	\$1,242,077	\$896,362
Other Fees Collected:	\$6,972	\$58,790	\$46,854
TOTAL:	\$232,071	\$1,739,793	\$1,329,359

PLAN CHECK

Applications Received:	99	855	684
------------------------	----	-----	-----

PERMITS

Residential:			
New Single Family Residential Permits Issued:	4	34	25
New Accessory Structures Issued:	22	248	273
Addition / Alteration Permits Issued:	15	125	154
Reroof / Water Well / Grading Permits Issued:	21	159	160
Plumbing/Mechanical/Electrical Permits Issued:	19	210	246
Demolition Permits Issued:	4	43	59
Non-Residential:			
New Permits Issued:	0	11	15
TOTAL Permits Issued:	85	830	932

Total Open Permits as of 6/30/2021	1152		1140
-------------------------------------------	-------------	--	-------------

INSPECTIONS

Inspections Performed:	1084	10,267	9,565
------------------------	------	--------	-------

Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

June 1, 2021 to June 30, 2021

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	52	283
Planning Commission Items	3	27

The Planning Commission took the following action at the June 23, 2021 Planning Commission Meeting.

- a. Approved a Special Structures Permit at 207 Atherton Avenue to allow the location of a detached accessory building to have the same front yard setback as the main dwelling.
- b. Approved a Heritage Tree Removal Permit (HTR) at 1000 El Camino Real, (Menlo College) to allow for the removal of one (1) heritage tree.
- c. Accepted the 2021 School Master Plan Update at 50 Valparaiso Avenue (Menlo School).

The next regular scheduled meeting will be held on July 28, 2021

Arborist Activity Summary

June 1, 2021 to June 30, 2021

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	17	17	11	100

**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	5	0	1	3	2	0
April	3	0	1	2	0	2
May	1	2	1	5	4	2
June	4	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:	15	23	21	29	27	26

Plan Check Performance

June 1, 2021 to June 30, 2021

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	144	10	9	0
	Subsequent Rev.	126	5	4	0
Minor Plan Check	1st Review	16	3	3	0
	Subsequent Rev.	1	2	2	0
Total Number of Plan Checks		287			

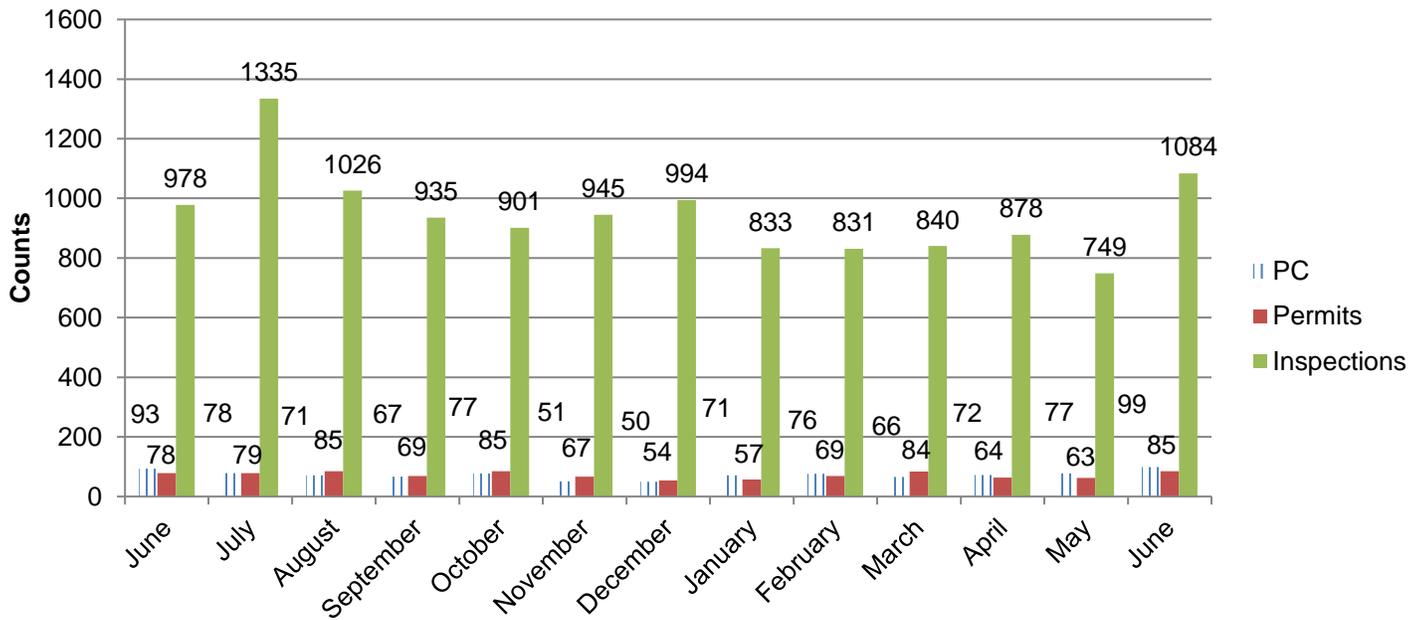
** Target: in working days

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

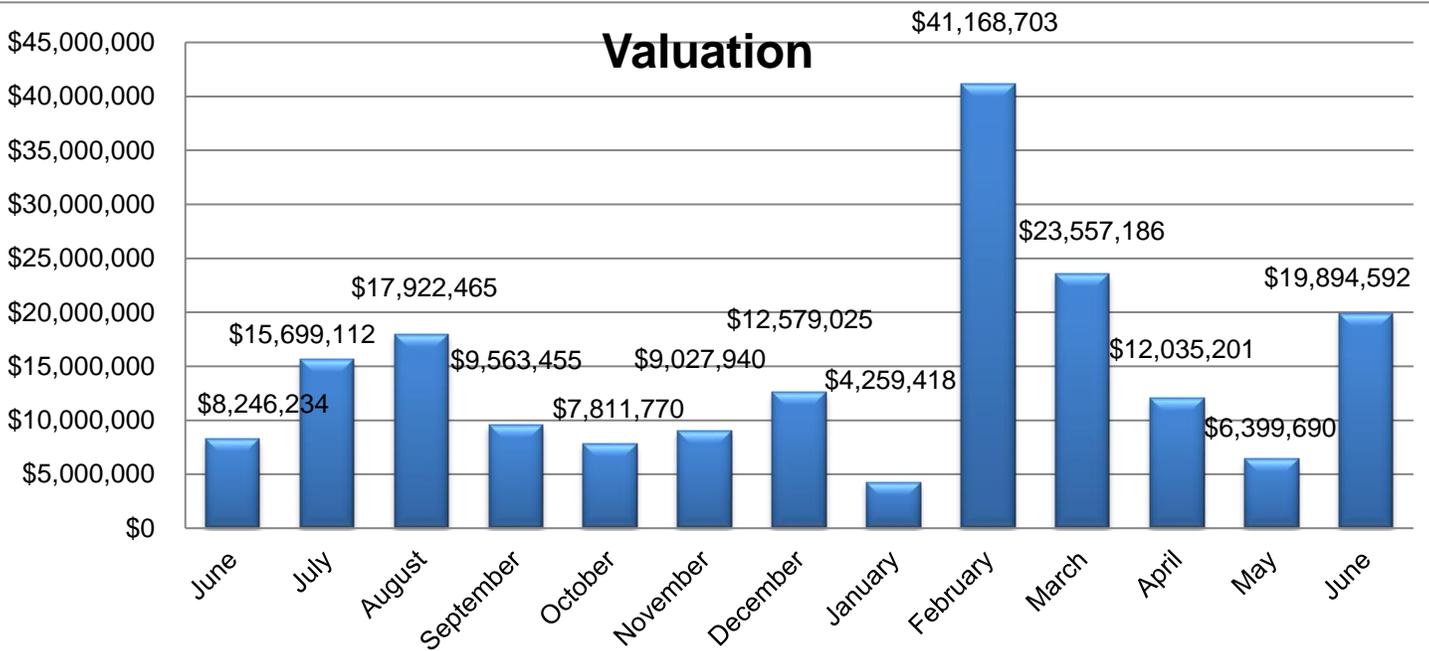
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

