



## 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:** SEPTEMBER 15, 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.

---

### COVID-19 UPDATES

The Town will continue meeting in Zoom for all public meetings through the month of September (all Committees and the Commission will follow). Non-public Ad Hoc Subcommittees or Liaison meetings can be conducted in person. The following policies apply:

- 1) **All vaccinated employees and contract personnel** (building, planning, public works, etc.) must provide proof of vaccination status. In the case of contract personnel, that can be provided directly to the Town or via certification from the contractor. If the individual cannot provide proof of vaccination (in any acceptable form) the individual will be treated as non-vaccinated.
- 2) **All individuals** entering public facilities and in shared public vehicles are required to wear face coverings indoors regardless of vaccination status. This applies to public, employees and contract personnel alike. Individual office spaces, singular vehicles, and individual spaces are exempt.
- 3) **All non-vaccinated employees and contract personnel**, including those "treated" as non-vaccinated, are required to provide proof of a negative COVID-19 test every 10 days. This requirement began August 6.

### ADMINISTRATION/CITY CLERK/FINANCE

#### Grant Writing Assistance from Renne Public Policy Group (RPPG)

RPPG is under contract with the Town to provide legislative analysis and assistance related to housing. As an additional service, RPPG also helps local agencies identify grants and provides assistance in grant writing. RPPG produces a regular Funding Opportunities Catalog. For a fee, RPPG will provide grant writing and project management services to the Town. This includes the

preparation of funding abstracts, project narratives, and required forms and attachments. RPPG will conduct continuous and comprehensive funding research and monitor the State budget process for opportunities. They will conduct regular Grant Activity Calls with clients to keep engaged and informed in funding opportunities. Optional hourly services (\$250/hour) include working with the Town to identify funding and service gaps as well as strategic priorities for the coming budget cycle. For Atherton, the cost model is a per-project fee schedule. Payment is made upon submitting a grant proposal. Payment is required whether the grant is successful or not.

- Grants at \$5,000 or below, the cost is \$500 per grant
- Grants at \$5,001 to \$50,000, the cost is \$2,000 per grant
- Grants at \$50,001 to \$250,000, the cost is \$4,000 per grant
- Grants at \$250,001 to \$499,999, the cost is \$5,000 per grant
- Grants at \$500,000 to \$1,500,000, the cost is \$6,000 per grant
- Grants above \$1.5m, the cost is \$8,000 per grant

Grant writing is a particular skill set and does take staff time and resources to do. Having assistance with skilled grant writers that know the legislative system and agencies involved is helpful. We could utilize the services of RPPG on an ad-hoc basis as needs arise.

## **BUILDING/PLANNING**

### **Monthly Report**

The Monthly Community Services Department Report will be included in the October City Manager's Report for both months.

## **PUBLIC SAFETY**

### **Police Citizens Academy – October 30**

The Town's next Citizens Academy will be held in October. The 2019 Academy 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.

### **Monthly Report**

See attached Monthly Report.

## **PUBLIC WORKS**

### **Monthly Report**

See attached Monthly Report.

### **Park Events in 2021**

Staff is currently reviewing reservation requests for:

- 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

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**

#### Renovation of the Historic Train Station (DeGolia/Hawkins-Manuelian)

Staff is meeting with the Subcommittee to review the initial proposal and provide input into a design process.

#### Sea Level Rise (Lewis/Hawkins-Manuelian)

No Updates.

#### IT/Wireless (DeGolia/Widmer)

Staff is putting together a list/map of known wireless locations for review by the Subcommittee. The City Attorney is also preparing a legal summary of the issues facing local agencies in the implementation of wireless technologies. Staff will circle back with the Subcommittee toward the end of September.

#### Multi-Jurisdictional Stanford Group (Lewis/Hawkins-Manuelian)

No Updates.

#### COVID-19 Restart (Lempres/Widmer)

No Updates.

#### Surf Air / Aircraft Noise (Lempres/Widmer)

No Updates.

#### Naming/Donor Plaque Recognition (DeGolia/Widmer)

No Updates. Plaque preparation has been submitted as a Change Order to the sign development for the project using complementary materials to the Donor Wall.

Refuse Services (Widmer/DeGolia)

The Subcommittee recently completed a 6-month review and check-in with Greenwaste. When Greenwaste produces the necessary formal reporting and diversion report it will be shared with the Council.

Town Center Fountain Selection (Lewis/Hawkins-Manuelian)

No updates. Project Manager Hanneman has secured the 2 selected fountains and is working with SJA for installation.

Town Center Landscape Review (Lewis/DeGolia)

No Updates. This Subcommittee has not yet met.

Donor Wall Design (Lewis/Hawkins-Manuelian)

WRNS is working to revise the draft drawings to the point that SJA can approach vendors for pricing. When we receive the final names from Atherton Now, we'll be able to provide the Council with an Alpha-List arrangement on the design.

Review of Leaf Blower Regulations (Widmer/Hawkins-Manuelian)

No Updates. Staff is setting up a Joint Subcommittee meeting with the EPC Subcommittee for review.

Grand Opening/Ribbon Cutting (Lewis/Hawkins-Manuelian)

No Updates.

**ATTACHMENTS**

Police Department Report  
Public Works Department Report

**POLICE DEPARTMENT**

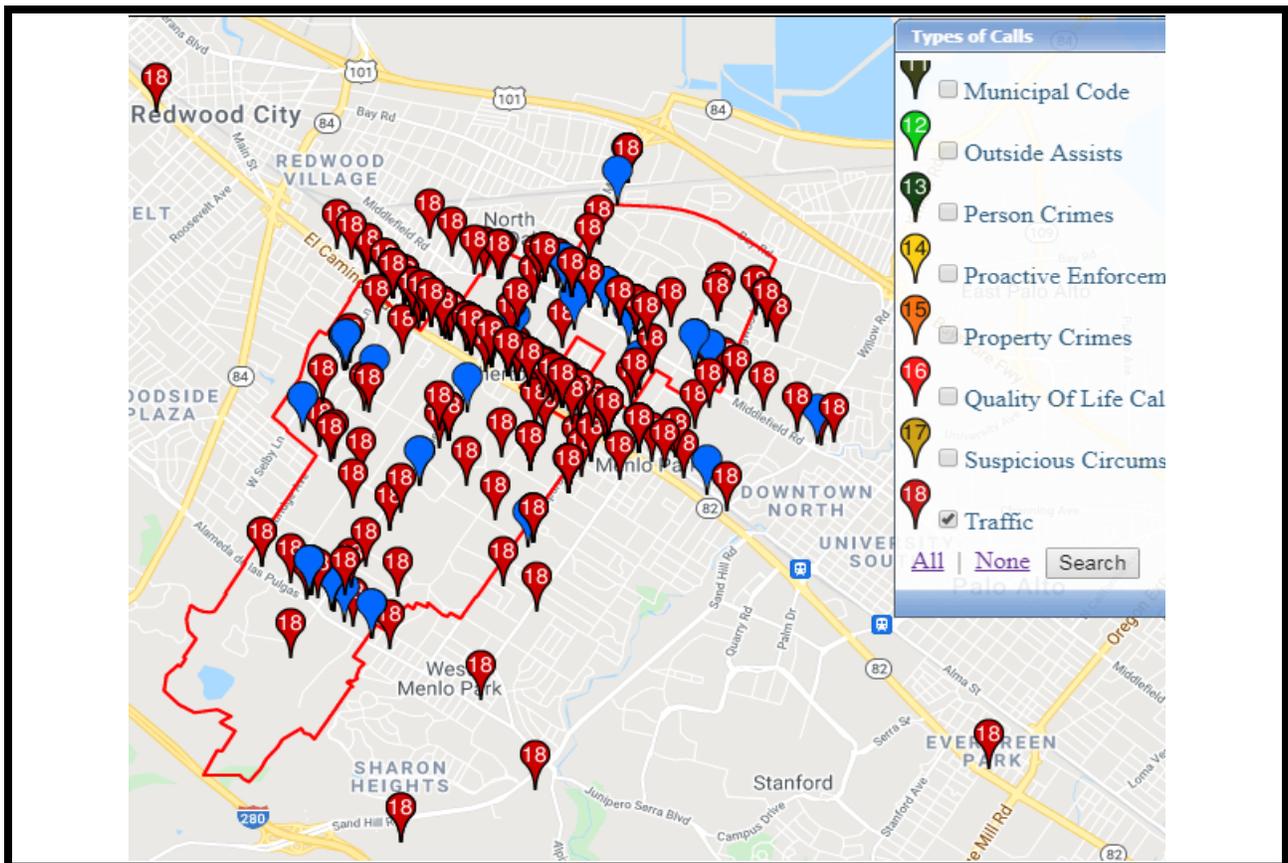
**Police Activity**

There were 55 investigations for the month of August. 21 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, parole violation, reckless driving, possession of a stolen vehicle, contempt of a court order, speed contest, resist/delay a peace officer, being under the influence of a controlled substance, and possession of narcotics.

Of the 2,400 total police incidents for the month of August, 1,662 were officer-initiated incidents, which resulted in 435 citations being issued for vehicle code and other violations. Officers initiated 1,286 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.

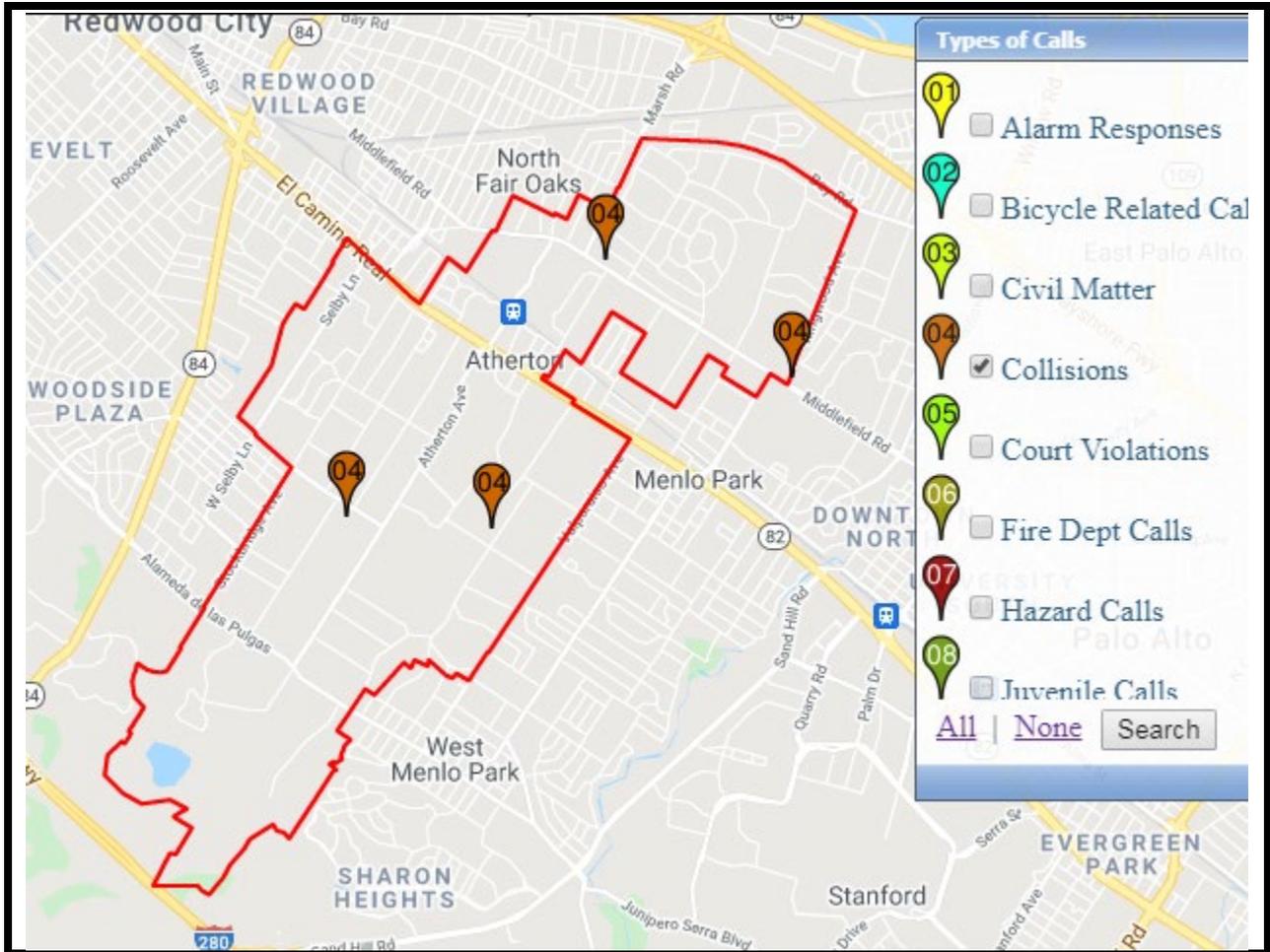
**Traffic Incidents**

Overall, there were 420 traffic incident locations, some with multiple stops, for August. The map below indicates the locations of the incidents for this reporting period.



Traffic Collisions

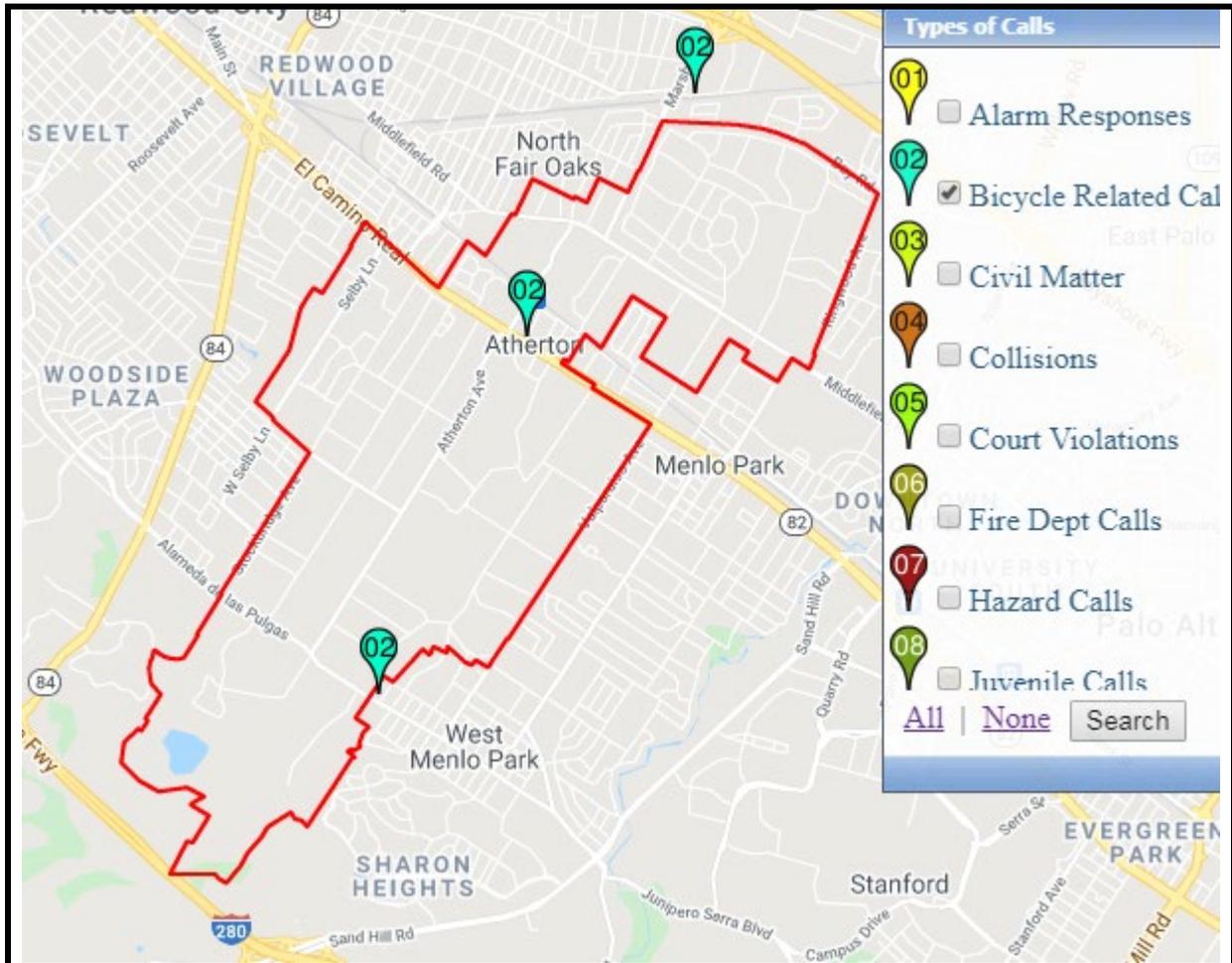
There were 4 collision locations in August. The map below indicates the locations of the incidents for this reporting period.



### Bicycle Traffic Stops

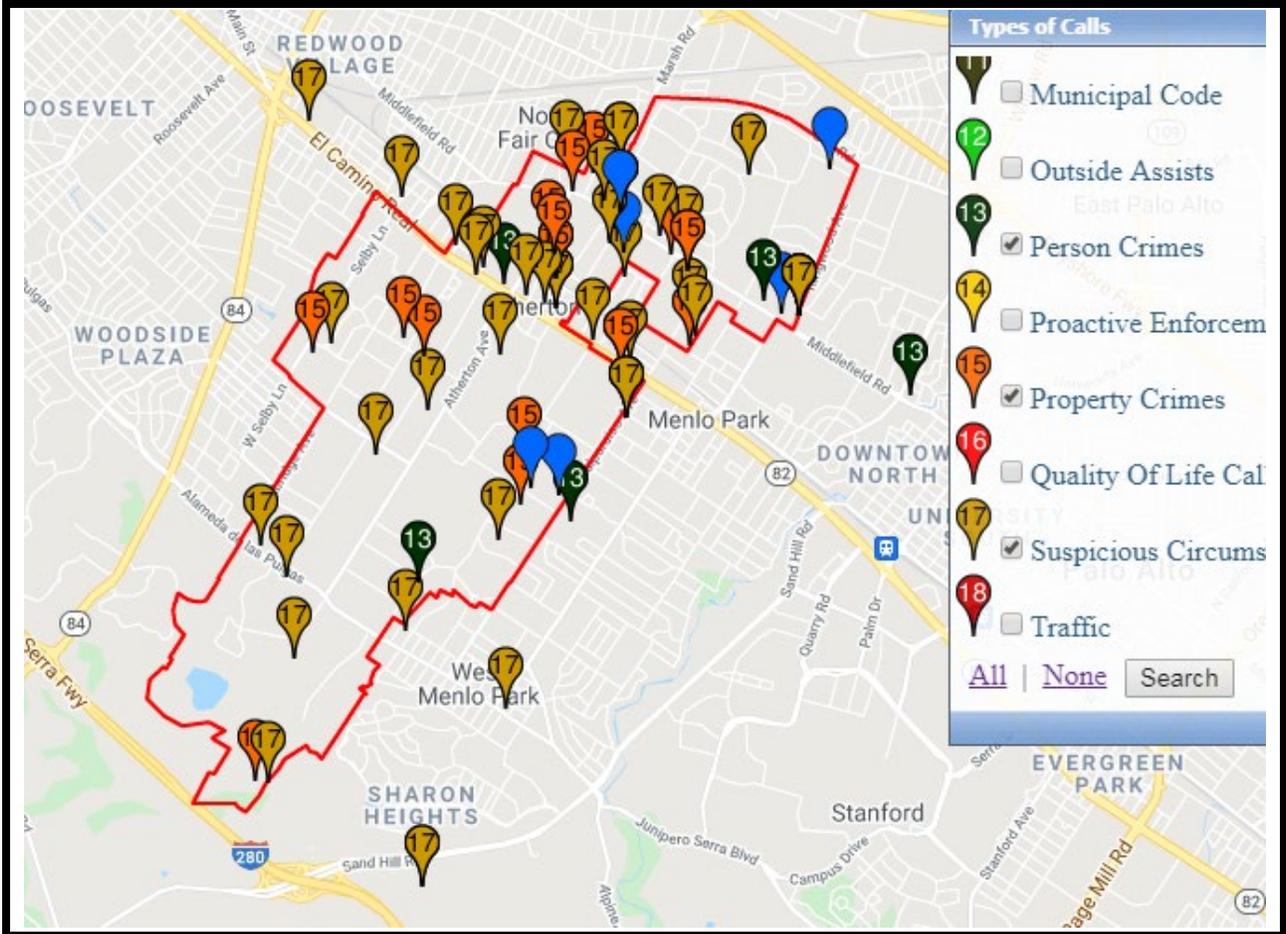
There were 3 bicycle stop incidents initiated for riding on the wrong side of the roadway (x2) and running a stop sign.

These stops resulted in 2 verbal warnings and one warning citation.



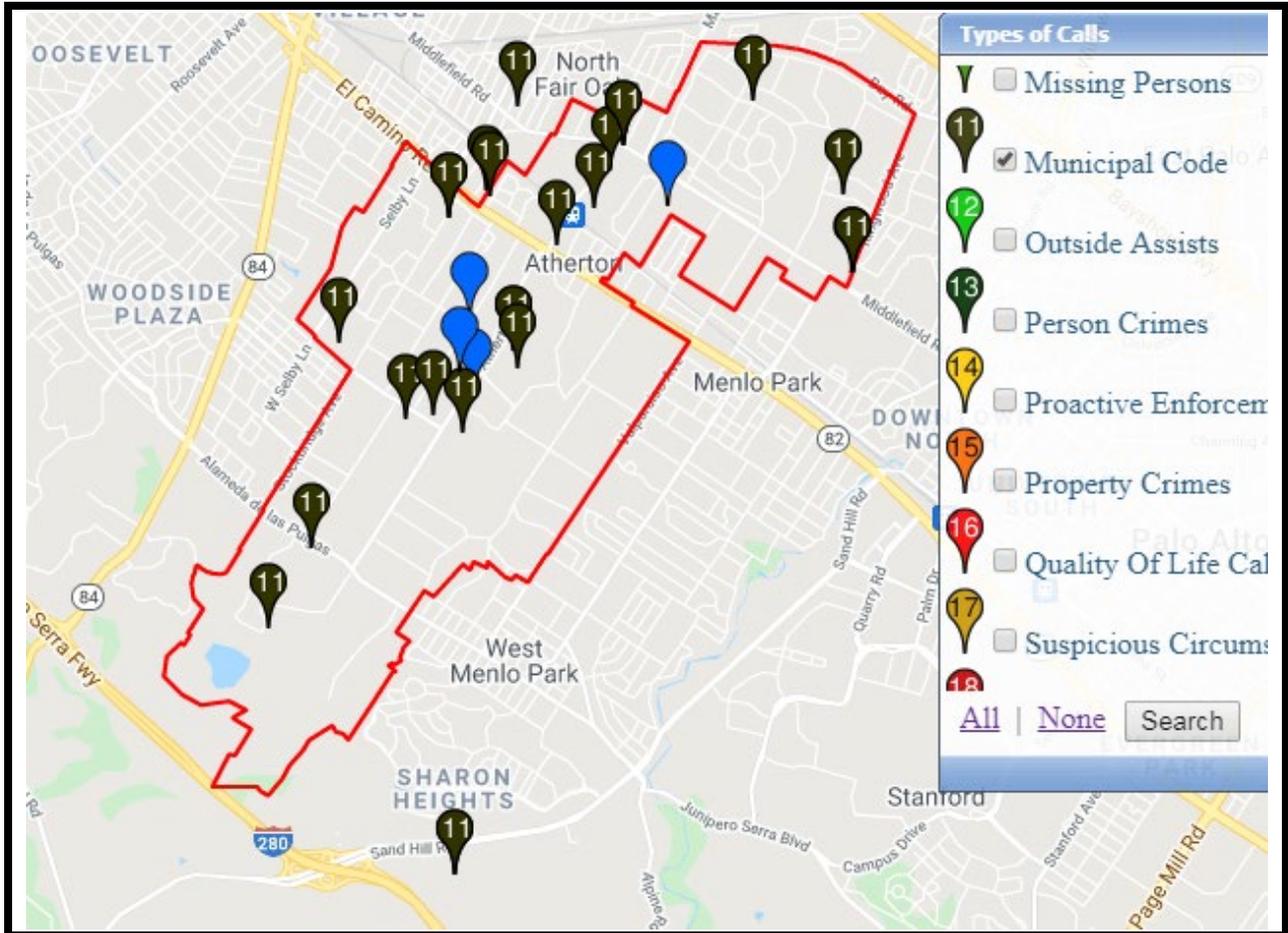
**Criminal Activity and Suspicious Circumstances**

The Department responded to 77 locations (some locations multiple times) for property crimes (23), person crimes (6), and incidents of suspicious circumstances (50).



**Municipal Code Violations**

The Department responded to 30 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for construction parking, after hours construction, various noise disturbances, and right of way issues.



**Holbrook Palmer Park**

Holbrook Palmer Park had 98 incidents during this reporting period, 73 of which were security checks and foot patrols by officers. The other incidents were for suspicious vehicles, suspicious persons, and ordinance violations.

**Premise Watch**

Officers completed 597 House/Vacation checks during the month of August.

# ATTACHMENT 1

## School Incidents

Officers responded to **416** school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks. Incidents of note were:

- On 08/31/21, officers responded to MAHS regarding a verbal altercation between a student and their parent regarding the parent arriving late to pick up the student. Officers were able to diffuse the situation.
- On two separate occasions, officers responded to Menlo College to take possession of contraband items for destruction.

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	5	3	3	4	1	3	38
	Security	32	31	44	33	33	23	29	47	37	36	26	44	415
	Traffic	1	1	1	-	-	1	2	6	-	1	6	2	21
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other		2	6	-	-	2	2	1	5	13	7	2	40
	Security	39	39	39	35	35	26	37	52	48	61	47	37	495
	Traffic		-	2	-	1	1	-	2	-	-	4	-	10
<i>Laurel</i>	Other	2	1	2	7	-	-	5	1	5	-	1	4	28
	Security	27	20	39	32	32	14	21	31	24	22	25	26	313
	Traffic	1	-	-	-	-	-	-	1	-	4	-	-	6
<i>M-A HS</i>	Other	5	1	9	22	14	8	5	6	12	12	3	8	105
	Security	57	51	47	41	36	18	43	81	56	65	60	51	606
	Traffic		-	-	1	-	-	-	17	-	-	-	3	21
<i>Menlo College</i>	Other	2	3	6	4	5	4	2	14	3	13	2	-	58
	Security	45	35	33	36	25	24	35	50	47	56	60	51	497
	Traffic	6	5	9	3	2	7	5	5	8	4	5	2	61
<i>Menlo School</i>	Other		-	1	2	9	-	4	4	3	2	2	1	28
	Security	7	8	9	9	14	10	11	23	17	5	4	9	126
	Traffic	-	-	1	1	-	-	-	2	-	-	-	1	5
<i>Sacred Heart</i>	Other	6	3	7	8	6	6	2	3	4	4	2	2	53
	Security	8	5	5	7	4	6	2	7	4	3	3	3	57
	Traffic	-	1	-	1	-	-	-	2	-	-	-	-	4
<i>Adelante Selby</i>	Other	1	2	-	-	1	4	4	1	-	7	-	-	20
	Security	43	38	42	49	35	37	43	53	41	45	42	38	506
	Traffic	-	-	1	4	4	-	-	4	-	-	1	1	15
<b>Total</b>		<b>286</b>	<b>247</b>	<b>305</b>	<b>300</b>	<b>259</b>	<b>195</b>	<b>133</b>	<b>416</b>	<b>317</b>	<b>357</b>	<b>301</b>	<b>288</b>	<b>3,404</b>

# 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, 38 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
July	2021	5:37
June	2021	4:39
May	2021	4:26
April	2021	4:57
March	2021	4:39
February	2021	3:51

**For calls for service that required a code 3 response, the average response time was 1 minute and 26 seconds.**

## Total Training Hours for August 2021 – 208 HOURS

NAME	TRAINING/HOURS	DATES
Andruha	Standardized Field Sobriety Tests/24 Hours	August 2-4
Abarca	Active Shooter for Dispatch/8 Hours	August 9
Allen	Managing Police Records/8 Hours	August 12
Cisco	Managing Police Records/8 Hours	August 12
Romero	Basic SWAT Course/80 Hours	August 16-27
Fong	Supervisor Course/80 Hours	August 16-27

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
August	1,662	435
July	1,809	486
June	1,177	455
May	1,555	498
April	1,634	591
March	1,660	582

**Code Enforcement Activity Report**

Summary:

- 1) Animal Related Nuisance
  - a. One (1) with a verbal warning
  
- 2) Landscape Issues
  - a. Six (6) total
  - b. Five (5) citations issued
  - c. One (1) with a verbal warning
  
- 3) Right of Way Encroachment
  - a. Three (3) total with verbal warnings
  
- 4) Public Nuisance
  - a. One (1) total with a verbal warning
  
- 5) After Hours Construction Complaint
  - a. Two (2) with verbal warnings
  
- 6) Construction Parking Complaints
  - a. One (1) total with a verbal warning

\*All of the above cases were documented in the Code Enforcement Software.

This was the fourth month with a vacant code enforcement officer position. A candidate will be selected for the vacant code enforcement officer position after Chief's interviews on September 9<sup>th</sup>. The selected candidate will then begin the background process.

**Traffic Complaints**

The Atherton Police Department received six (6) traffic complaints during the month of August. The complaints were as follows:

- 1) A resident reported speeding vehicles between 9:00 am – 10:00 am on the 100 block of Selby Lane.  
Results: 89 minutes spent in the area.  
Two (2) citations issued and four (4) warning citations issued.
  
- 2) A resident reported traffic in front of Selby Lane School in the morning during student drop off at the school.  
Results: 9 minutes spent in the area.  
No citations or warning citations were issued.  
The SRO is working with the school to resolve this issue.
  
- 3) A resident reported heavy traffic on Rebecca Lane from Menlo Atherton High School.  
Results: 5 minutes spent in the area.  
No citations or warning citations were issued.

## ATTACHMENT 1

- 4) A resident reported traffic backed up on Valparaiso Avenue, vehicles traveling in the opposite lanes of travel, and vehicles making unsafe U-turns.  
Results: 30 minutes spent in the area.  
One (1) warning citation issued and no citations were issued.
- 5) A resident reported vehicles stopped in the bicycle lane at 8:00 am on Ringwood Avenue at Edge Road.  
Results: No time was spent in the area.  
No citations or warning citations were issued.
- 6) A resident reported speeding vehicles on the hundred block of Atherton Avenue between 11:30am – 1230am.  
Results: 107 minutes spent in the area.  
One (1) verbal warning was issued.

### **Covid-19 Incidents**

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

**Public works update –July-August 2021**

- Sweep contracted monthly streets:
 

July	44 Miles	18.0 cu. Yards	1.0 tons
August	38 Miles	12.0 cu. Yards	1.0 tons
  
- July Service requests –
  - Pruned tree blocking traffic signal on NB Middlefield Road at Ravenswood Avenue
  - Graffiti removal at the Atherton Channel on Marsh Road
  - Built and install new street marker on Ringwood Avenue at Fredrick Avenue
  - Trimmed shrubs blocking No Parking signage along Heritage Court
  - Pruned tree blocking traffic signal on NB Middlefield Road at Encinal Avenue
  - Pruned tree blocking traffic signal on NB Middlefield Road at Marsh Road
  - Repaired sound wall along NB ECR near 375 Lloyden Park Drive
  - Filled roadway with base rock where tree was removed in roadway on Tuscaloosa Avenue
  - Filled roadway with granite patch where tree was removed in roadway on Mount Vernon Lane
  - Removed debris from bike lane on WB Valparaiso Avenue
  - Installed FLOCK camera signage throughout town
  
- August Service requests –
  - Installed hand-hole cover on streetlight pole in front of 324 Greenoaks Drive
  - Installed FLOCK camera signage throughout town
  - Relocated chain link fence on Station lane at Maple Avenue
  - Assisted with National Night Out event
  - Replaced “No Parking” signs along Heritage Court
  - Pruned low hanging branches along HP Park Pedestrian bridge
  - Repaired AC unit at the PD department
  - Cleared debris located in the PD secured parking lot
  - Replaced 35MPH speed limit signs with 30MPH on WB Valparaiso Avenue
  - Removed traffic cones in front of 167 Toyon Road
  - Replaced bent railroad signage on EB Watkins Avenue
  - Installed lane closure barricades on NB ECR between Maple Avenue and Ashfield Road
  - Reset temporary fencing on Ashfield Road for the Civic Center project
  
- 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.

## **ATTACHMENT 2**

- 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.

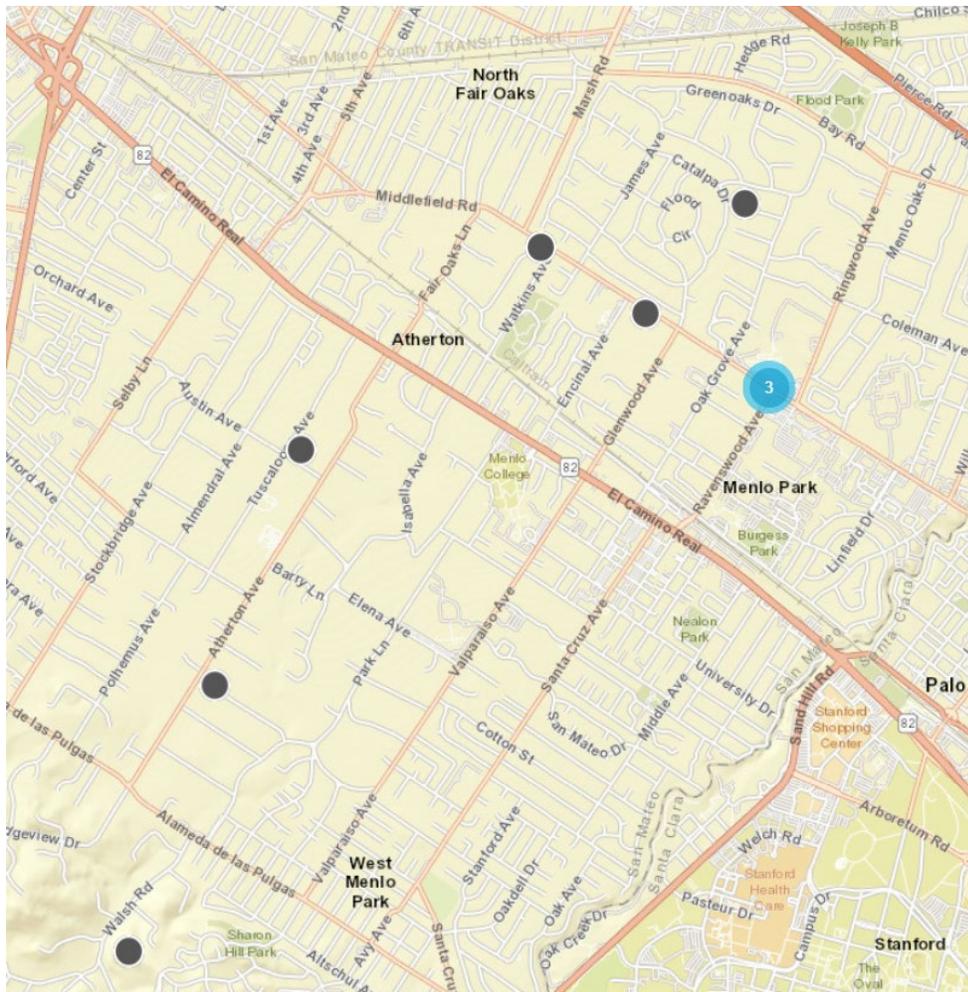
SeeClickFix Requests

Showing Results from 7/1/2021 to 8/1/2021

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

Category	Created	Ack	Closed
Trees	5	5	5
Debris Blocking Roadway	1	0	1
Public Right-of-Way Concern	1	1	1
Street Light	1	1	1
Street Sign	1	1	1
<b>Totals</b>	<b>9</b>	<b>8</b>	<b>9</b>

Hide Empty Categories

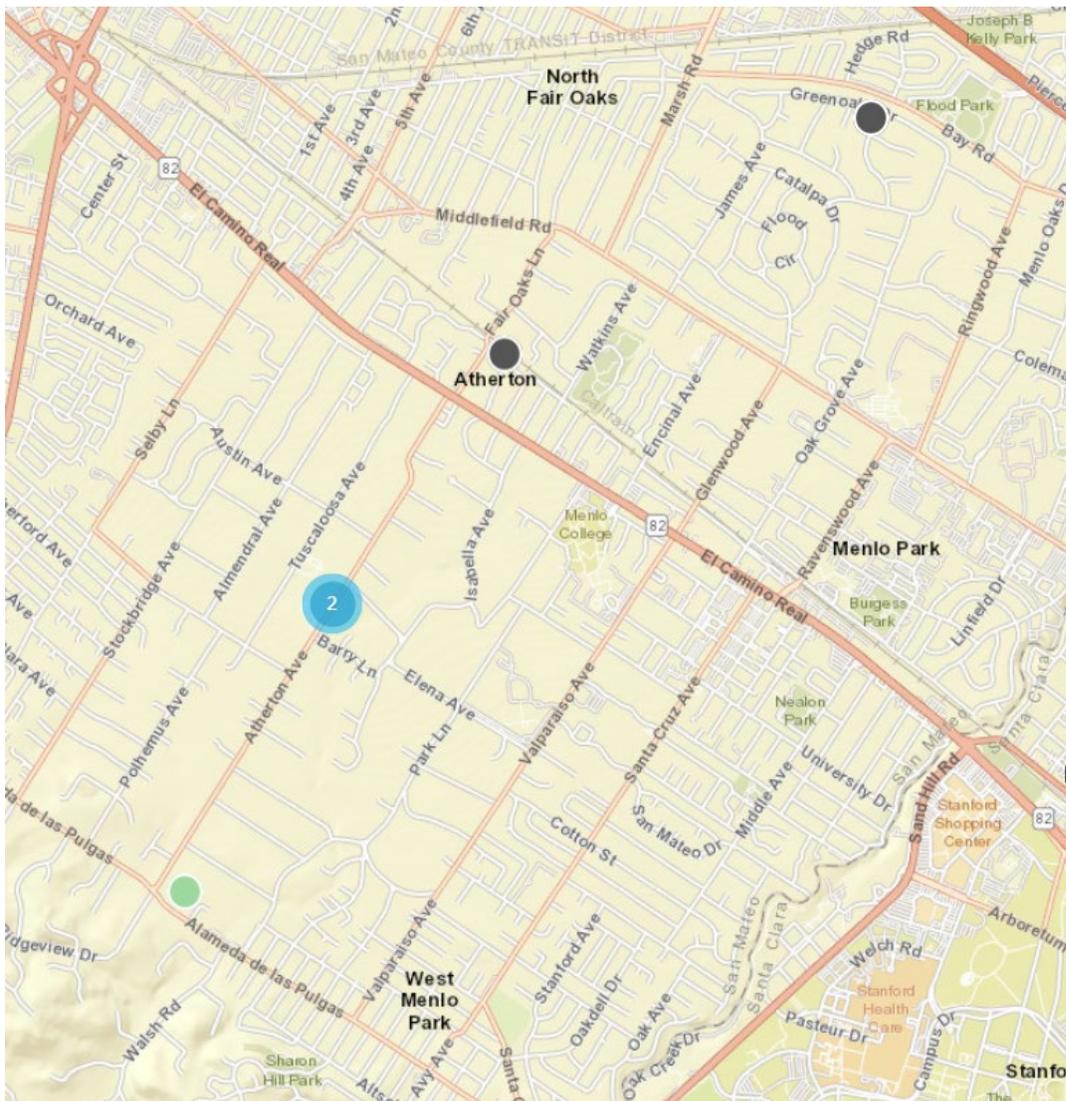


### Showing Results from 8/1/2021 to 9/1/2021

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

Category	Created	Ack	Closed
Encroachment Violations	3	3	2
Street Light	1	1	1
Other	1	1	1
<b>Totals</b>	<b>5</b>	<b>5</b>	<b>4</b>

Hide Empty Categories



Removed graffiti in the Marsh Road Channel on Marsh at Middlefield



Before



After

## ATTACHMENT 2

### Replaced 35 MPH signs with 30 MPH signs on WB Valparaiso Avenue



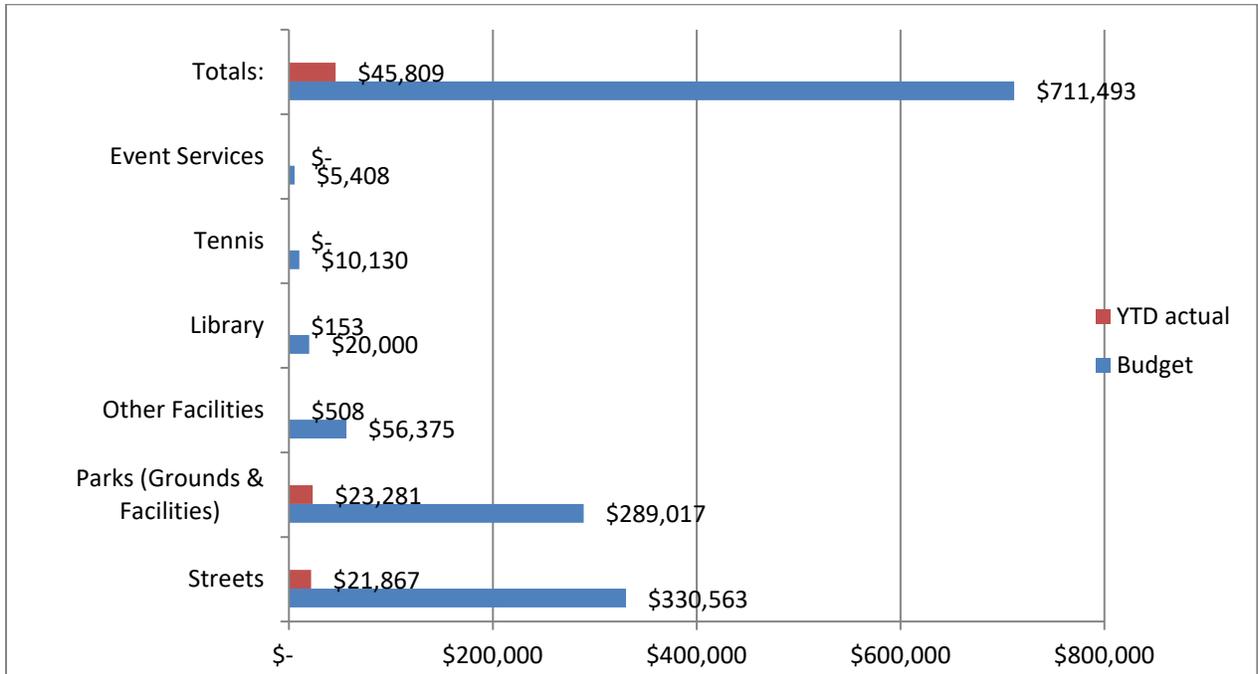
### Installed FLOCK camera signs on Lloyden at El Camino Real



## ATTACHMENT 2

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 21,867	6.62
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 23,281	8.06
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 508	0.90
A04	213-30-52031-000	Library	\$ 20,000	\$ 153	0.76
A05	101-58-52031-000	Tennis	\$ 10,130	\$ -	0.00
E06	101-58-52031-058	Event Services	\$ 5,408	\$ -	0.00
Totals:			\$ 711,493	\$ 45,809	6.44





**PARK GOING'S ON  
7b.  
Town of Atherton**

**PARK & RECREATION COMMITTEE STAFF REPORT**

**TO: PARK AND RECREATION COMMITTEE**

**FROM: SALLY BENTZ, PARK MANAGER**

**DATE: SEPTEMBER 1ST, 2021**

**SUBJECT: PARK GOINGS ON AUGUST 2021**

**REGULAR STAFF**

For the month of August, 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.
- Set up and take down for Art Show
- Power washed the Knox Playschool
- Corp yard fence repaired
- Tree ID walk signs installed
- Dead Elm tree at front parking lot removed by MCE
- Walking path pruned by MCE
- MCE staffed at National Night Out
- Power washed the Jennings Pavilion patio

**New and future planned projects:**

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Repair the header boards at the Jennings Pavilion.
- Fix Jennings Pavilion handle
- Fix Carriage House stove
- Fix drainage pipe near baseball field

**Tennis Numbers**

August Tennis Numbers:

Total Courts hours-423 (private plus clinic court use total)

Clinics: 18 unique clinics, 66 total hours of court use for clinics (3 weeks)

Lessons: 275 individual lessons

Events: 0

Clay Court Bookings: 3 hours

Total # of students: 103 unique students between private and clinics

**Jennings Bathroom Remodel Progress**





**Corp Yard Fence Fixed**



**Town Events: National Night Out and Tree Celebration**



**New Tree ID walk signage installed**



**Outside of Playschool power washed for Carpenter Ant Mitigation**



**Power washed Jennings Patio**

