



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 19, 2022
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 February (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. 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.

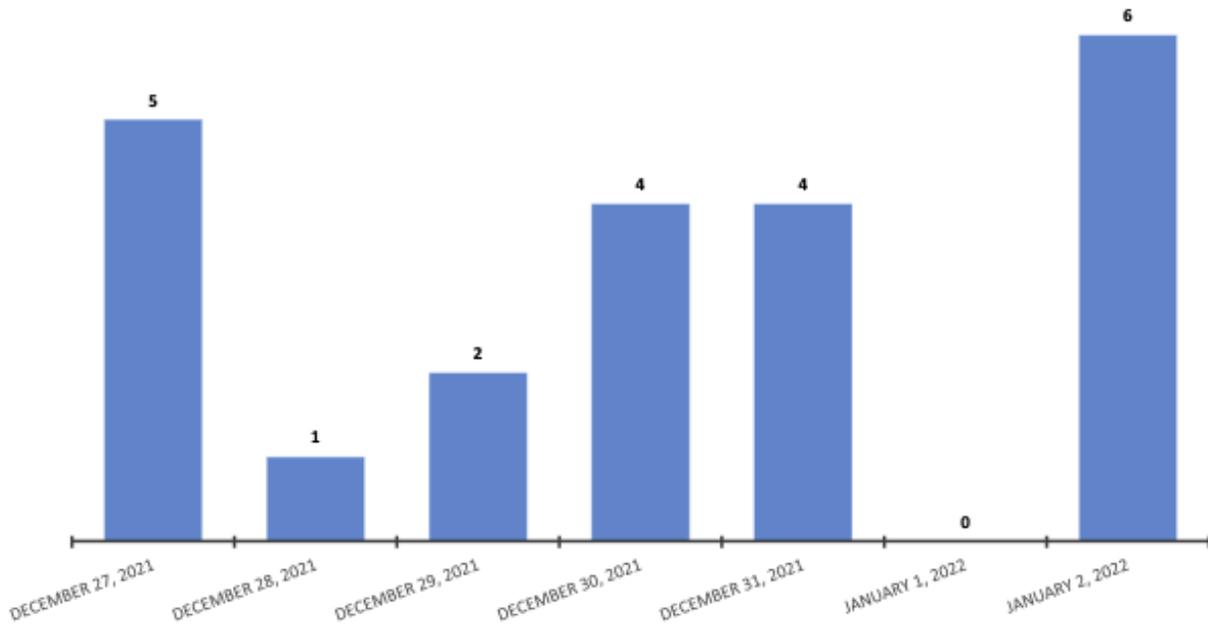
The Town follows the requirements of the California Department of Public Health (CDPH) with respect to exposure, infection and quarantine.

ADMINISTRATION/CITY CLERK/FINANCE

Surf Air Report

The San Carlos Airport currently has an average of 3.14 Scheduled Charter aircraft arrivals per day, calculated from October 1, 2021.

**San Carlos Airport
Scheduled Charter Arrivals Per Day
Week of January 2, 2022**



BUILDING/PLANNING

Monthly Report

See attached Monthly Report.

Next Steps in Housing Element Update – Timeline

- Feb 2022 - Community Outreach Meeting - Sites and Strategies for RHNA
- Apr 2022 - Draft Housing Element Published to Town Website (30 days required)
- May 2022 - Community Outreach Meeting - Review Draft Housing Element
- May 2022 - Council Meeting - Review of Draft Housing Element; Authorize Transmittal to State Housing & Community Development (HCD)
- Jun - Aug 2022 - 90 Day Review/HCD
- Jun 2022 - Planning Commission review/recommendations for Zoning Amendments (if needed)
- Jul 2022 - Council Meeting - Adopt Zoning Amendments (if needed)
- Sep 2022 - Revise Housing Element/Respond to HCD Comments
- Oct 2022 - Planning Commission Recommendation of Adoption of Housing Element
- Nov 2022 - Council Adoption of Housing Element
- Nov 2022 - Submission of Housing Element to HCD
- Jan 2023 - Housing Element Certified by HCD

PUBLIC SAFETY

Resident Volunteers on Patrol

The latest edition of the Athertonian includes an article that recruits for more Resident Volunteers on Patrol (RVPs). As COVID allows, we'll host another RVP training course in March. The first course was well received, and we receive almost daily reports from the active volunteers that participated.

New Code Enforcement Officer

The Town's new Code Enforcement Officer Lisa Marie Daily will started work on Monday, January 10. We will be organizing a department team meeting to discuss workflow as well as the follow-up responsibilities of each department.

Monthly Report

See attached Monthly Report.

PUBLIC WORKS

Monthly Report

See attached Monthly Report.

AD HOC SUBCOMMITTEE UPDATES

Renovation of the Historic Train Station

No updates. The bid closing date was Wednesday, January 12. Staff is reviewing the responses and will connect with the Subcommittee when organized.

Sea Level Rise

No Updates.

IT/Wireless

No Updates.

Multi-Jurisdictional Stanford Group

No Updates.

COVID-19 Restart

No Updates.

Surf Air / Aircraft Noise

No Updates.

Naming/Donor Plaque Recognition

No Updates.

Refuse Services

No Updates.

Town Center Fountain Selection

No updates.

Town Center Landscape Review

No Updates.

Donor Wall Design

No Updates.

Leaf Blower

No Updates. A draft ordinance is scheduled the February Regular Agenda. Public informational materials and an opinion poll have been released to gather feedback.

Grand Opening Celebration

The larger, community-focused Grand Opening Event will be scheduled for later in the Spring 2022.

ATTACHMENTS

Police Department Report
Public Works Department Report
Community Services Department Report

POLICE DEPARTMENT

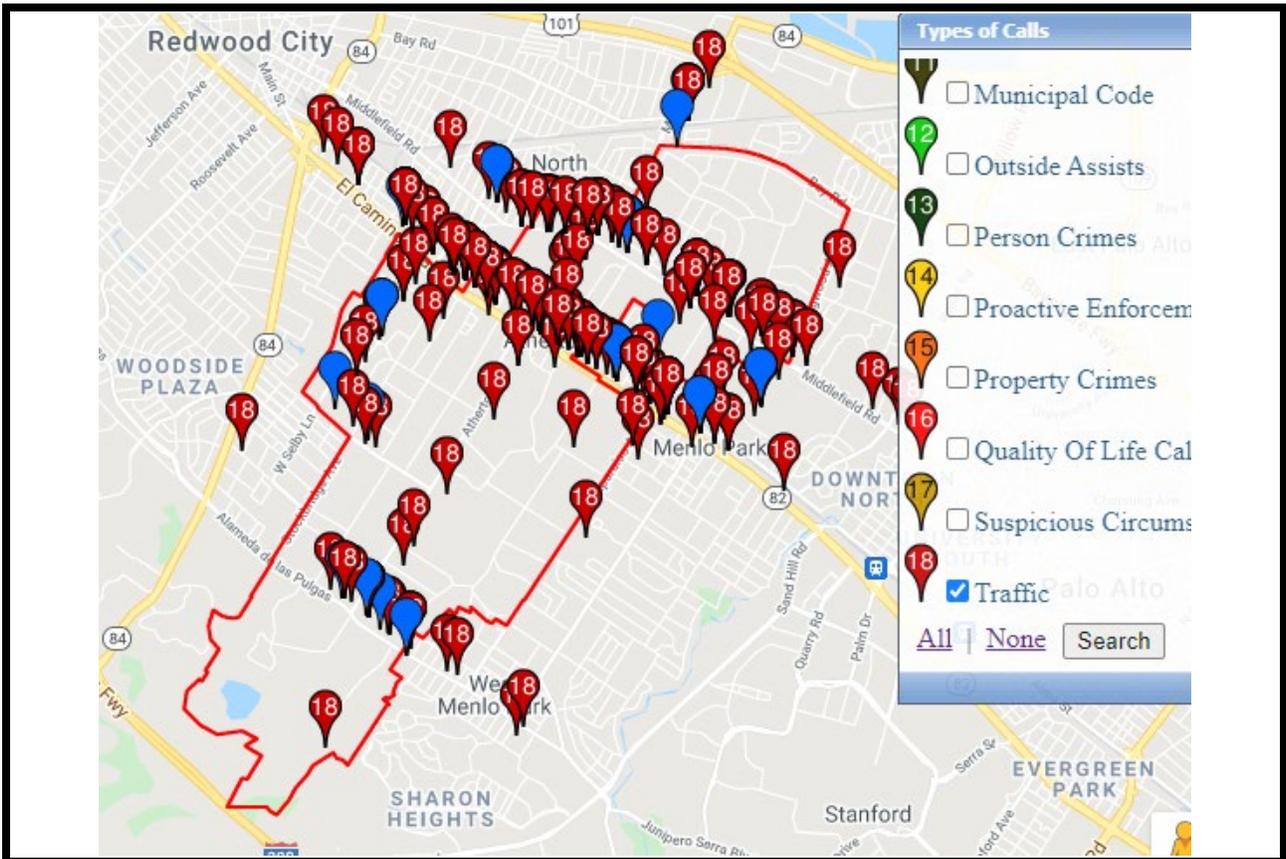
Police Activity

There were 43 investigations for the month of December. 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, possession of narcotics, possession of drug paraphernalia, threatening a school employee, criminal threats, battery, possession of a stolen vehicle, concealed firearm, false registration tabs, burglary, vandalism, and reckless driving.

Of the 2,387 total police incidents for the month of December, 1,778 were officer-initiated incidents, which resulted in 286 citations being issued for vehicle code and other violations. Officers initiated 1,460 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.

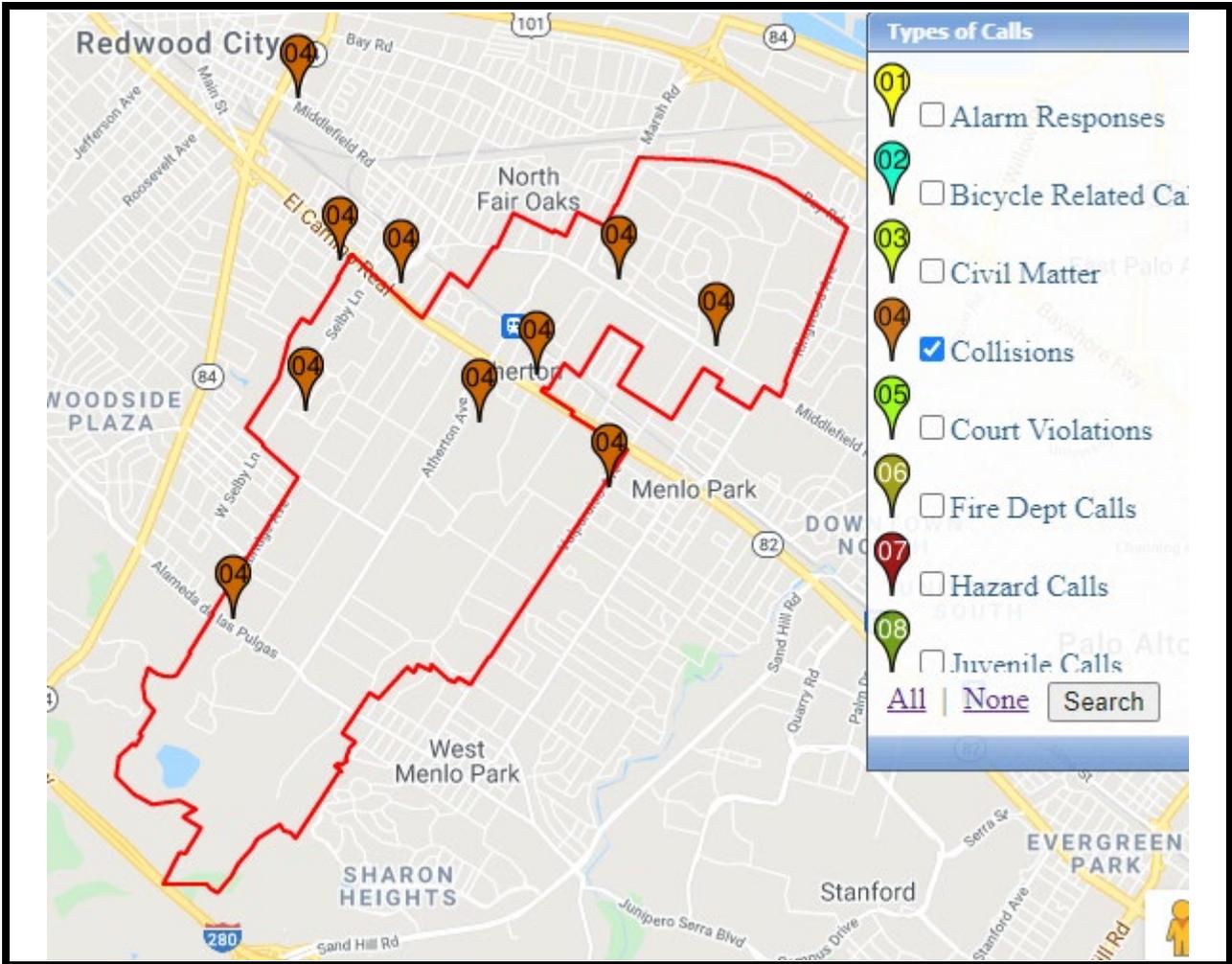
Traffic Incidents

Overall, there were 337 traffic incident locations, some with multiple stops, for December. The map below indicates the locations of the incidents for this reporting period.



Traffic Collisions

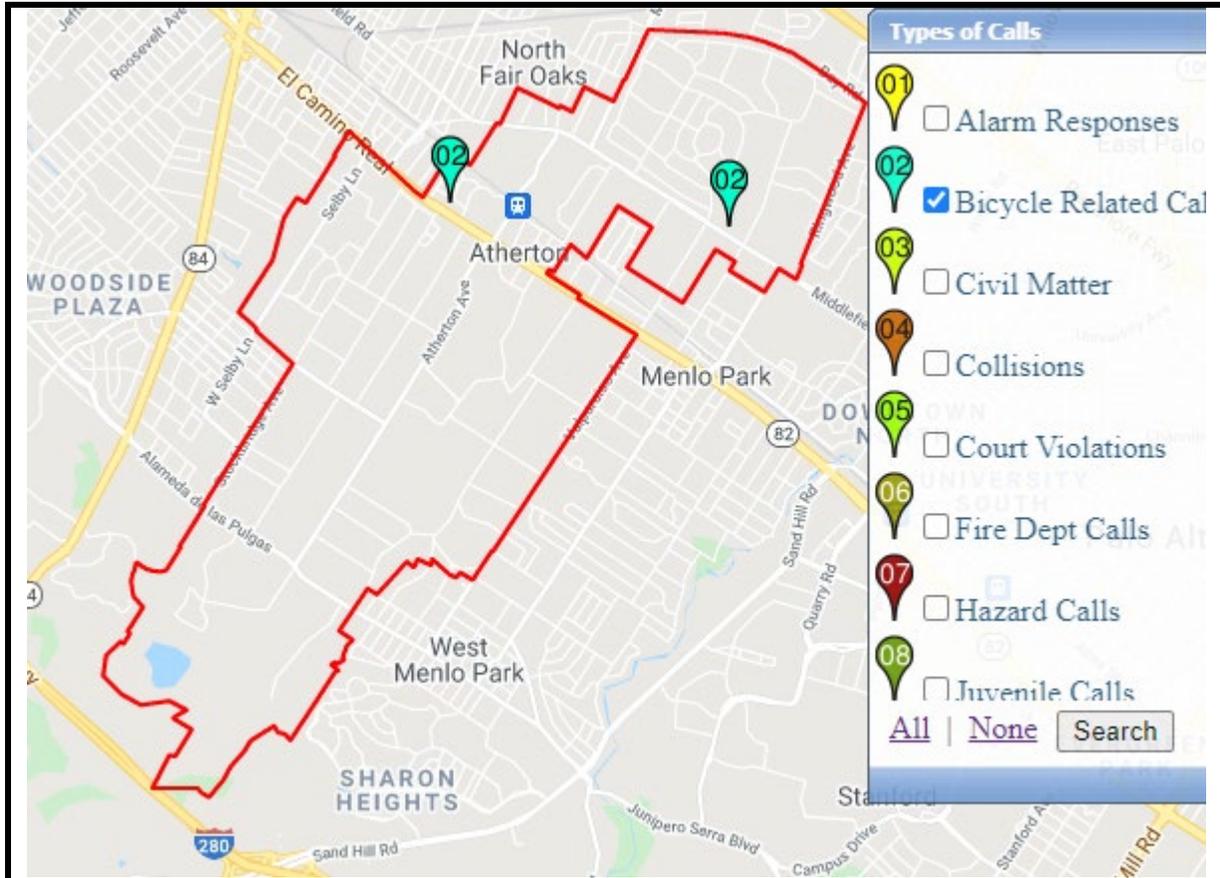
There were 12 collision locations in December. The map below indicates the locations of the incidents for this reporting period. Two of the incidents were not shown on the map due to their location.



Bicycle Traffic Stops

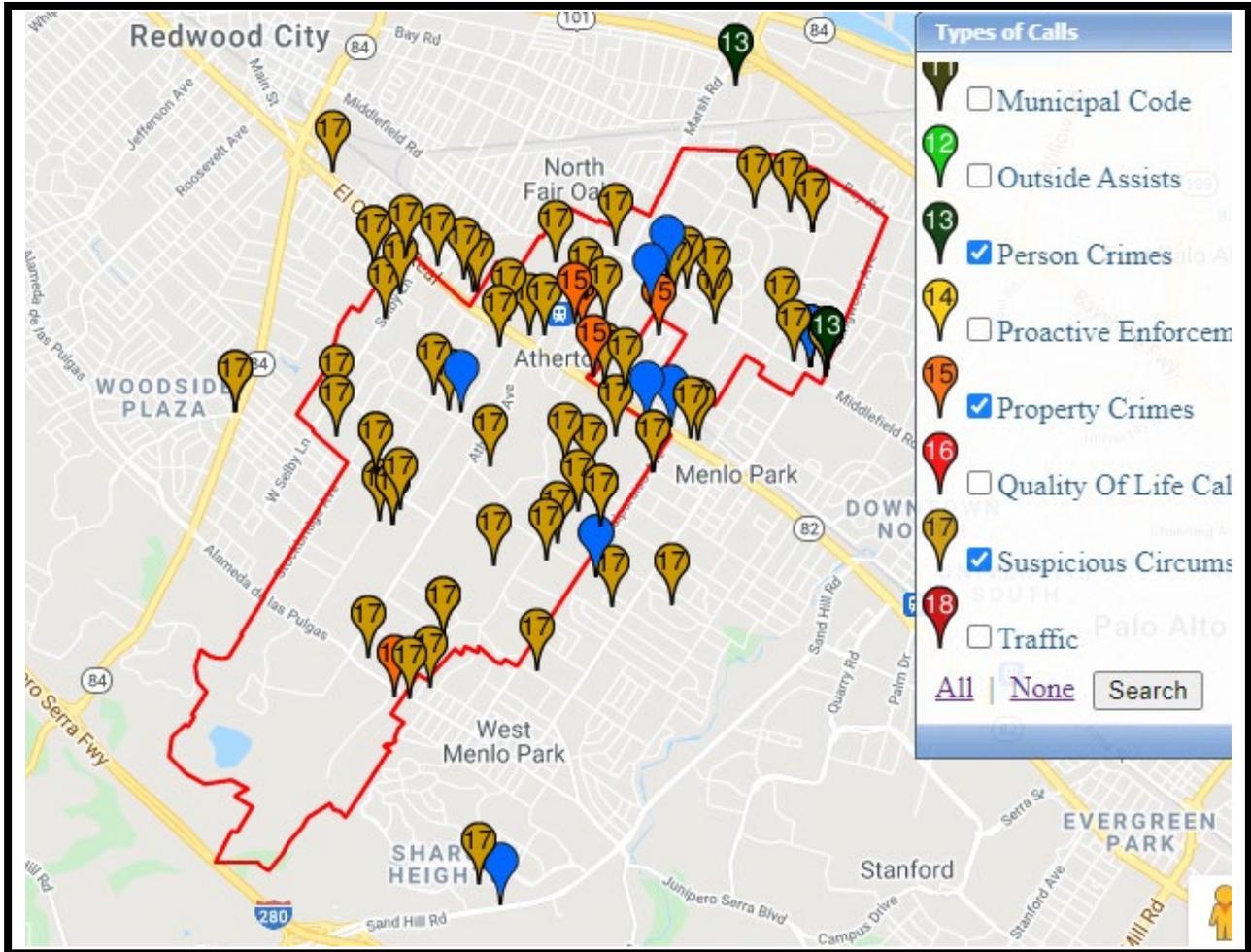
There were 2 bicycle stop incidents initiated for improper lighting and a suspicious subject.

These stops resulted in 1 verbal warning.



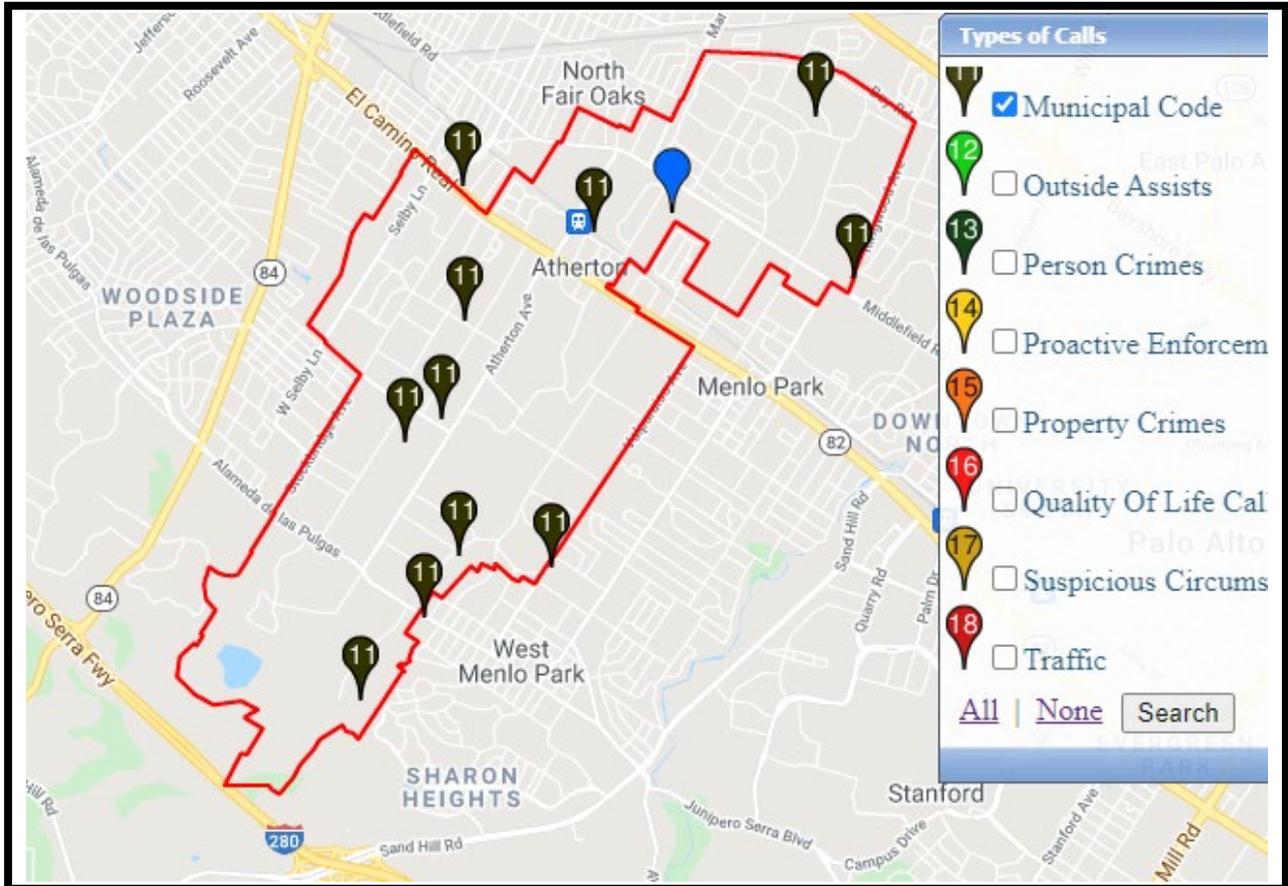
Criminal Activity and Suspicious Circumstances

The Department responded to 97 locations (some locations multiple times) for property crimes (11), person crimes (3), and incidents of suspicious circumstances (89).



Municipal Code Violations

The Department responded to 12 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, right of way issues, solicitors, and dogs off leash.



Holbrook Palmer Park

Holbrook Palmer Park had 100 incidents during this reporting period, 83 of which were security checks and foot patrols by officers. The other incidents were for suspicious vehicles, suspicious subjects, ordinance violations, and alarms.

Premise Watch

Officers completed 685 House/Vacation checks during the month of December.

ATTACHMENT 1

School Incidents

Officers responded to 436 school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks. Incidents of note were:

- Multiple bicycle thefts during the month.
- On 12/01, a student threatened a teacher with violence.
- On 12/03, a battery occurred on school grounds with serious bodily injury.
- On 12/06, suspects attempted to break into a school building, but were unsuccessful.

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	2	-	9	4	42
	Security	32	31	44	33	33	23	29	47	53	52	53	67	497
	Traffic	1	1	1	-	-	1	2	6	7	2	1	3	25
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomas</i>	Other		2	6	-	-	2	2	1	3	4	6	3	29
	Security	39	39	39	35	35	26	37	52	42	44	49	57	494
	Traffic		-	2	-	1	1	-	2	6	2	-	2	16
<i>Laurel</i>	Other	2	1	2	7	-	-	5	1	-	2	2	1	23
	Security	27	20	39	32	32	14	21	31	18	20	18	27	299
	Traffic	1	-	-	-	-	-	-	1	-	-	-	-	2
<i>M-A HS</i>	Other	5	1	9	22	14	8	5	6	21	32	47	24	194
	Security	57	51	47	41	36	18	43	81	79	74	49	72	648
	Traffic		-	-	1	-	-	-	17	9	3	-	2	32
<i>Menlo College</i>	Other	2	3	6	4	5	4	2	14	5	7	4	5	61
	Security	45	35	33	36	25	24	35	50	49	38	49	59	478
	Traffic	6	5	9	3	2	7	5	5	2	4	-	2	50
<i>Menlo School</i>	Other		-	1	2	9	-	4	4	6	1	9	11	47
	Security	7	8	9	9	14	10	11	23	12	16	12	23	154
	Traffic	-	-	1	1	-	-	-	2	2	-	-	-	6
<i>Sacred Heart</i>	Other	6	3	7	8	6	6	2	3	5	1	6	8	61
	Security	8	5	5	7	4	6	2	7	3	5	-	3	55
	Traffic	-	1	-	1	-	-	-	2	-	-	-	-	4
<i>Adelante Selby</i>	Other	1	2	-	-	1	4	4	1	4	1	3	1	22
	Security	43	38	42	49	35	37	43	53	50	46	56	62	554
	Traffic	-	-	1	4	4	-	-	4	5	3	-	-	21
Total		286	247	305	300	259	195	133	416	383	357	373	436	3,690

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, 59 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:

MONTH	YEAR	RESPONSE TIME
November	2021	5: 08
October	2021	4:39
September	2021	3:48
August	2021	4:38
July	2021	5:37
June	2021	4:39

For calls for service that required a code 3 response, the average response time was 0 minute and 35 seconds.

Total Training Hours for December 2021 – 136 HOURS

NAME	TRAINING/HOURS	DATES
Torres	CPR First Aid/8 Hours	Dec.2
Romero	11550 Drug Recog./16 Hours	Dec. 2-3
Yamsuan	11550 Drug Recog./16 Hours	Dec. 2-3
Taylor	FTO School/40 Hours	Dec. 6-10
Rivera	CPR First Aid/8 Hours	Dec. 13
Patel	Tactical Rifle/24 Hours	Dec. 20-22
Rivera	Tactical rifle/24 Hours	Dec. 20-22

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
December	1,778	286
November	1,443	333
October	1,610	396
September	1,390	405
August	1,662	435
July	1,809	486

Code Enforcement Activity Report

Summary:

Monthly Code Enforcement Report for December 2021

- 1) Construction Issues – Construction After Hours
 - a. One (1) total
 - b. One (1) citation issued for \$100

- 2) Construction Issues – Parking
 - a. One (1) total
 - b. Issue handled via e-mail between Code Enforcement and Project Managers
 - c. Case can be re-opened and citations issued in the future if needed

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

Traffic Complaints

The Atherton Police Department receive two (2) traffic complaints during the month of December. The complaints were as follows:

- 1) A resident reported speeding vehicles on Ravenswood Avenue during the hours of 5:30 am and 7:00 am.

Results: 285 minutes spent in the area. One (1) citation for speeding and three (3) citations for cell phone.

- 2) A resident reported vehicles blocking the crosswalk in front of Encinal School, located at 195 Encinal Avenue, during dismissal time at 11:15 am.

Results: 22 minutes spent in the area with no violations observed.

Covid-19 Incidents

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

Public works update –December 2021

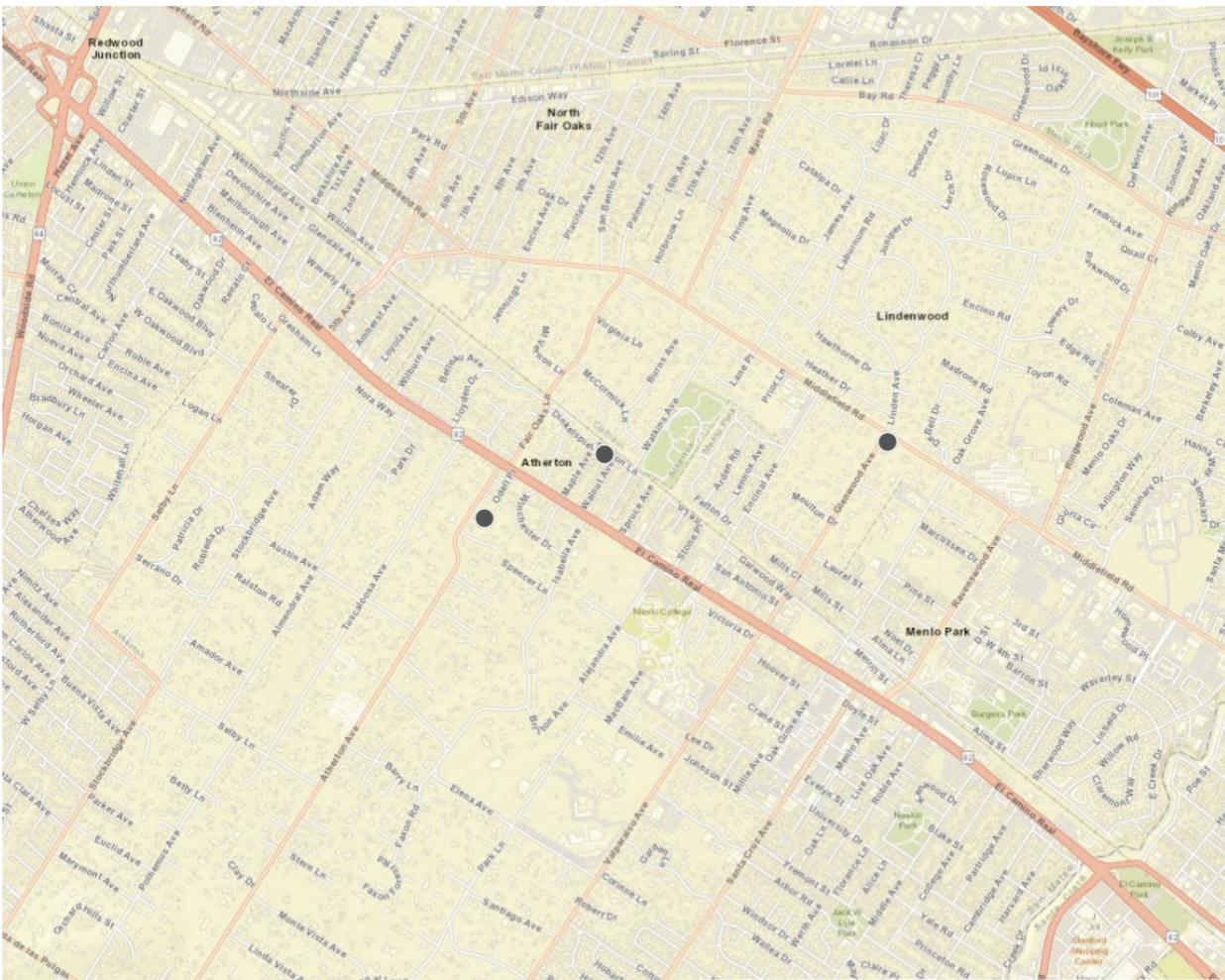
- Sweep contracted monthly streets:
November 140 Miles 24.0 cu. Yards 6.0 tons

- December Service requests –
 - Removed bulletin boards on Selby Lane at Atherton Avenue, and Greenoaks Drive at Rosewood Drive
 - Removed PD flagpole from old PD site
 - Removed remaining furniture and trash from PD.
 - Removed organic debris from walking path along Lindenwood brick wall.
 - Relocated dog kennel to PD secured parking lot.
 - Repaired speed radar sign on Selby Lane near El Camino Real
 - Setup for Ribbon Cutting Ceremony

- 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
- Facilities gutter cleaning
- Cleared channel blockage under sewer lateral at Cerros Manor
- Storm drain inlet checked and cleared after rain events
- Weed removal from El Camino Real
- Train station organic debris clean up
- 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 12/1/2021 to 1/1/2022			
DTA: Days to Acknowledge	DTC: Days to Close	O&O: Open and Overdue	
Category	Created	Ack	Closed
Traffic Signal	1	1	1
Trash and Recycling	1	0	1
Other	1	1	1
Totals	3	2	3



Removed bulletin board on Greenoaks Drive at Rosewood Drive



Before

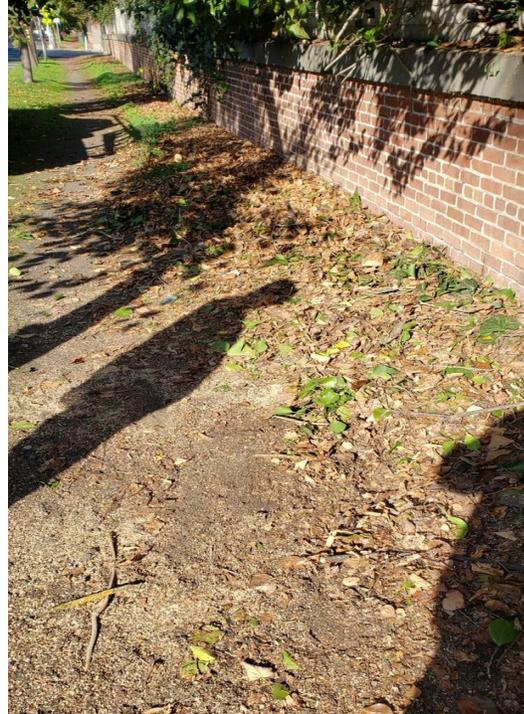


After

Removed organic debris from the walking path along the Lindenwood Wall



Before



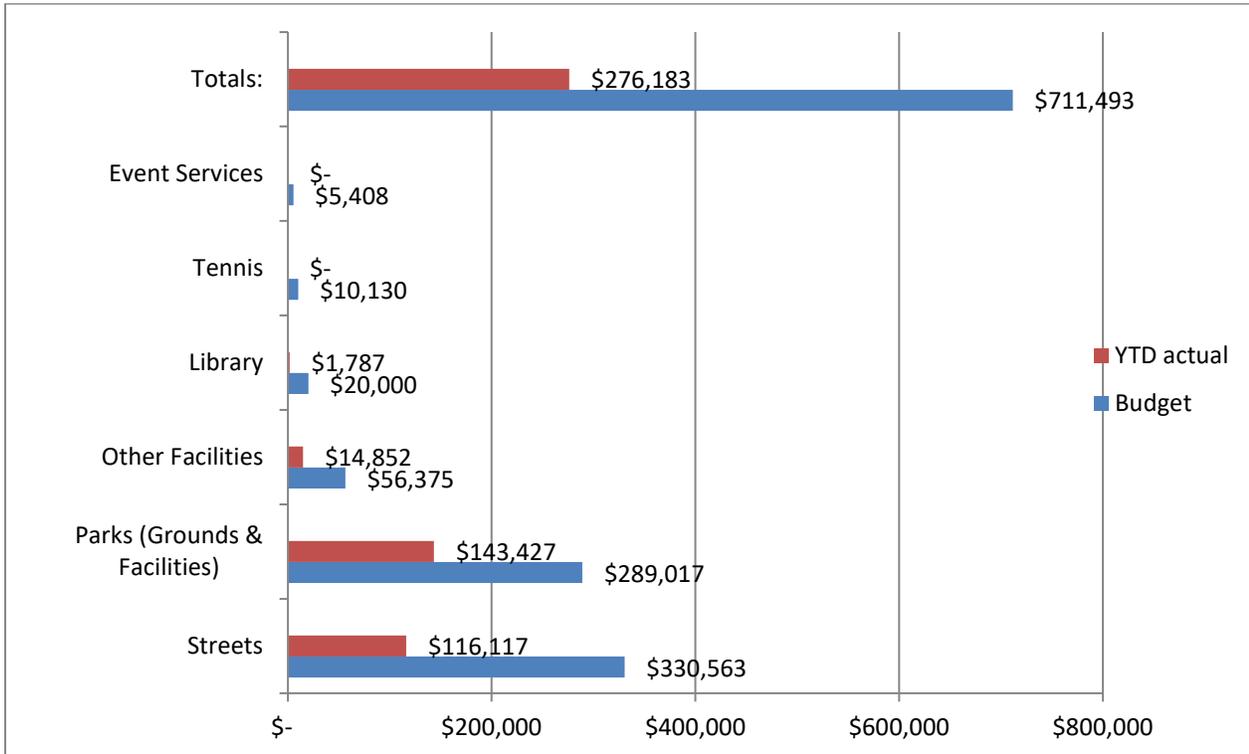
After

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
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ATTACHMENT 2

A01	101-53-52031-053	Streets	\$ 330,563	\$ 116,117	35.13
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 143,427	49.63
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 14,852	26.34
A04	213-30-52031-000	Library	\$ 20,000	\$ 1,787	8.94
A05	101-58-52031-000	Tennis	\$ 10,130	\$ -	0.00
E06	101-58-52031-058	Event Services	\$ 5,408	\$ -	0.00
Totals:			\$ 711,493	\$ 276,183	38.82





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

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE
FROM: SALLY BENTZ, PARK MANAGER
DATE: JANUARY 12TH, 2022
SUBJECT: PARK GOINGS ON DECEMBER 2021

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.
 - 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
- Lighting project is continuing
- Finished the install of irrigation and shrubs at the Gilmore House
- Storm and leaf clean up daily
- Helped with Ribbon Cutting event
- Cleared Gilmore House gutters
- Started Carriage House gutters
- Carriage House cooktop ordered
- WCA removed large Eucalyptus tree near railway
- Moved parking stripping at exit

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.
- Replace Carriage House cooktop
- Install AC/Heat unit at Carriage House

Tennis Numbers

December Tennis Numbers:

December Numbers

Total Courts hours-234 (private plus clinic court use total)

Clinics: 6 unique clinics, 28 total hours of court use for clinics (clinics shorter due to DST and only half the month)

Lessons: 180 individual lessons

Events: 2 special adult clinics

Clay Court Bookings: 12 hours

Total # of students: 125 unique students between private and clinics

Removal of Eucalyptus tree



Gutters cleaned at Gilmore House



Old lights being removed





Town of Atherton

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

Community Services Monthly Report December 2021

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety Inspections**

ATTACHMENT 3

Construction and Permit Summary
December 1, 2021 to December 31, 2021

	Nov-21	Fiscal Year 2021-22	Fiscal Year 2020-21
Total Construction Valuation¹:	\$12,579,025	\$82,084,747	\$72,603,767

REVENUE

Plan Check Fees Collected:	\$18,498	\$188,971	\$164,781
Permit Fees Collected:	\$42,712	\$582,255	\$544,297
Other Fees Collected:	\$5,433	\$32,600	\$29,481
TOTAL:	\$66,644	\$803,826	\$738,559

PLAN CHECK

Applications Received:	54	367	394
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PERMITS

<u>Residential:</u>			
New Single Family Residential Permits Issued:	1	28	23
New Accessory Structures Issued:	15	108	209
Addition / Alteration Permits Issued:	4	53	55
Reroof / Water Well / Grading Permits Issued:	5	63	78
Plumbing/Mechanical/Electrical Permits Issued:	23	115	93
Demolition Permits Issued:	0	15	18
<u>Non-Residential:</u>			
New Permits Issued:	0	2	3
TOTAL Permits Issued:	48	384	479

Total Open Permits as of 11/30/2021	1137		1154
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INSPECTIONS

Inspections Performed:	941	4,834	6,136
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

December 1, 2021 to December 31, 2021

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	26	158
Planning Commission Items	2	14

The Planning Commission held a regular meeting on December 1st at which it took the following actions.

1. Approved a Special Structures Permit at 278 Park Lane to allow for a detached accessory building (garage) to have a reduced front yard setback.
2. Approved the 2022 Planning Commission Meeting Calendar.

The next regularly scheduled meeting of the Planning Commission is January 26, 2022

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Arborist Activity Summary

December 1, 2021 to December 31, 2021

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	14	16	5	66

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

Summary of New Single Family Residential Permits Issued by Month

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

Plan Check Performance

December 1, 2021 to December 31, 2021

Project Type	Cycles	No of Plan Checks	Target **	Overdue Plan Checks
Major Plan Check	1st Review	107	10	0
	Subsequent Rev.	80	5	0
Minor Plan Check	1st Review	16	3	0
	Subsequent Rev.	0	2	0
Total Number of Plan Checks		203		

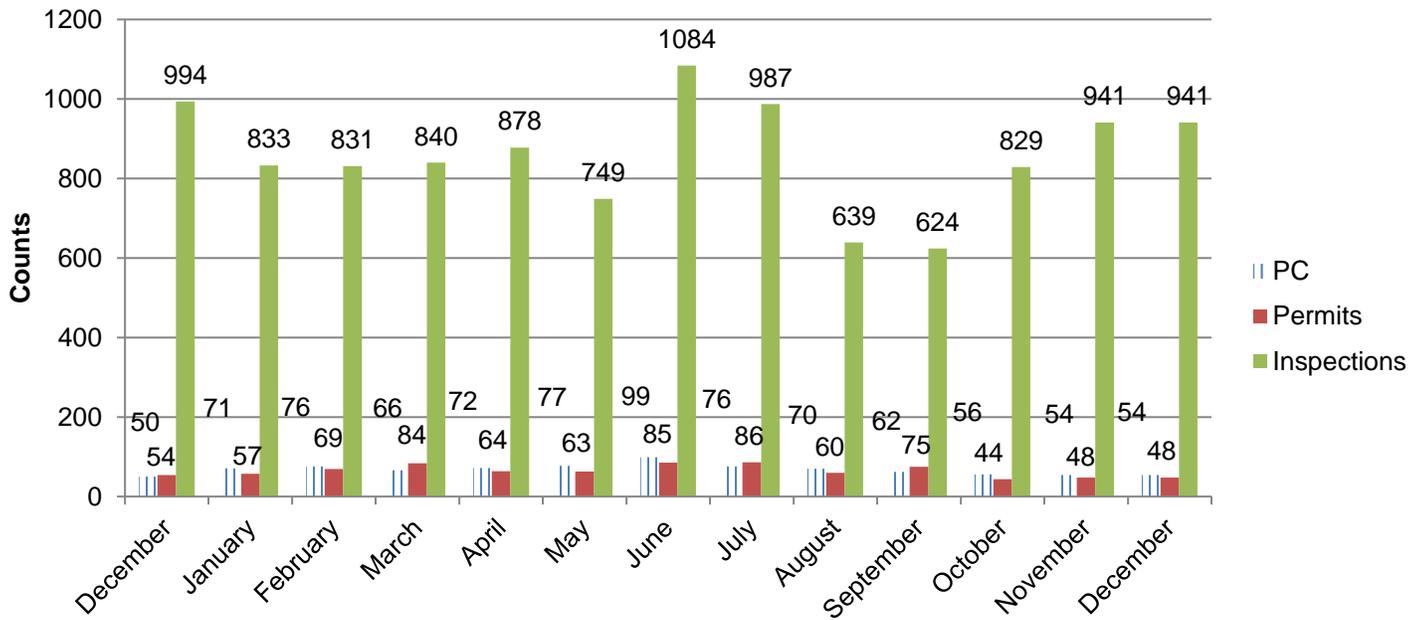
** Target: in working days

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

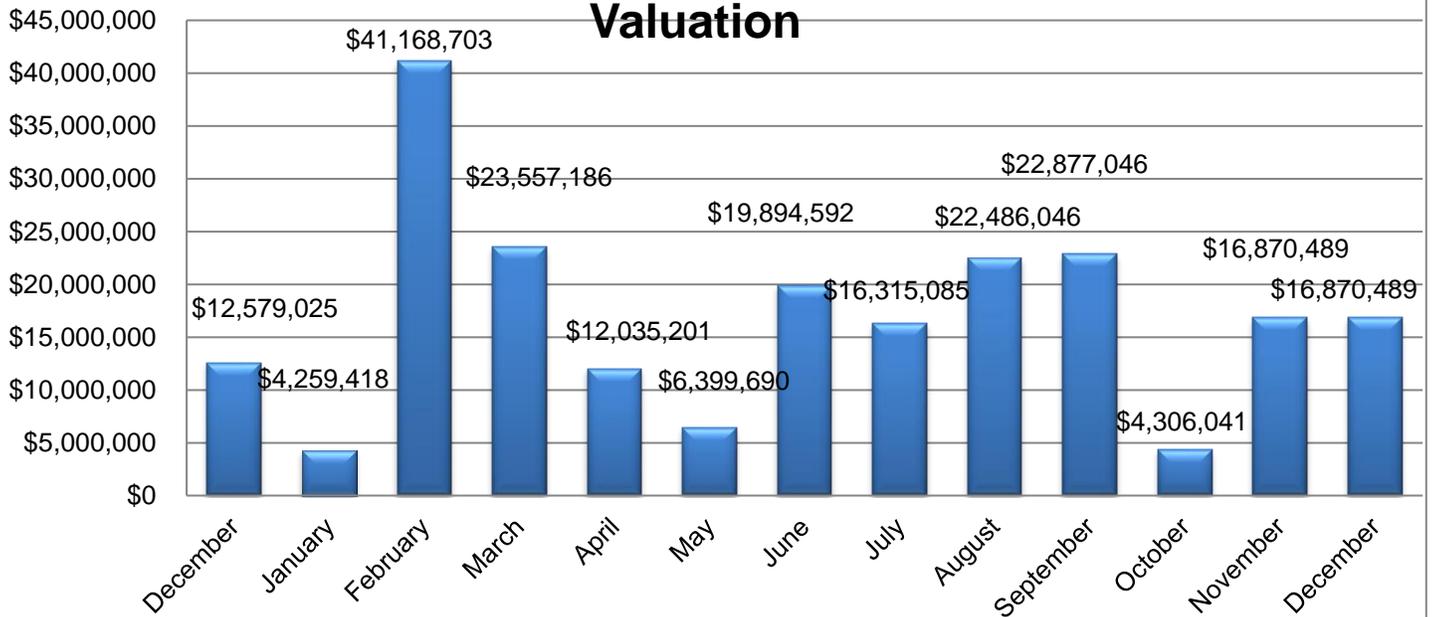
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

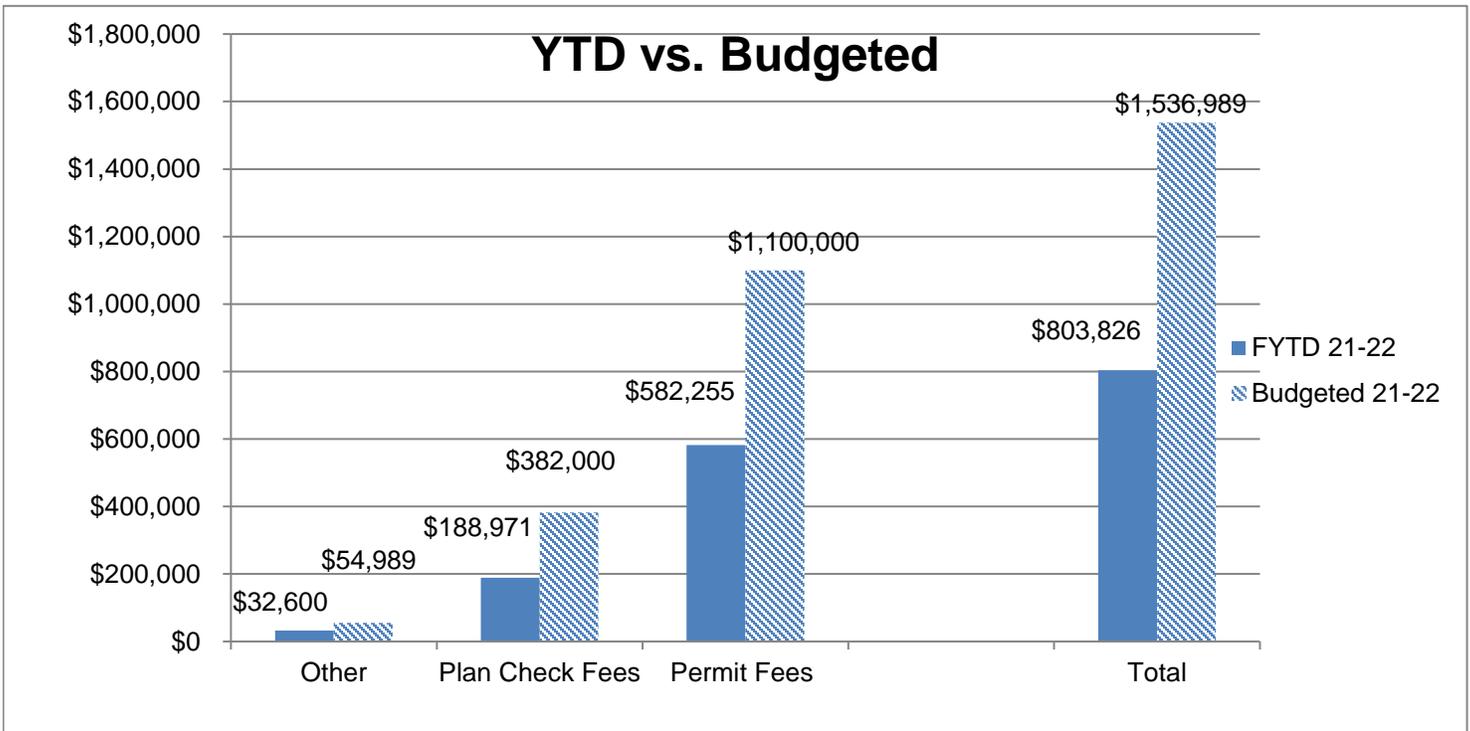
Plan Checks, Permits, Inspections



Valuation



Summary Graphs



Town of Atherton
 Building Safety & Inspection

Active Construction Time Limit Penalties

December 1, 2021 to December 31, 2021

Project Address	Issue Date	CTL Deadline	Adjusted CTL **	Penalties Pd.	Est. Completion
25 Isabella	5/26/2016	5/22/2019		\$250K	Oct. 2021
NOTES: This project has not been finalized. Neighbor dispute. Owner trying to get a varaince on the height of good neighbor wall Under Planning Commisison Review					
91 Fleur	9/8/2016	9/8/2019		\$250K	Jun-22
NOTES:					
122 Hawthorne	8/24/2017	8/24/2020	1/10/2021	\$250K	Dec. 2021
NOTES:					
141 Tuscaloosa	5/12/2017	5/12/2020	9/28/2020	\$430K *	June. 2022
NOTES: Additional Fess Paid on December 2, 2021 \$90K					
50 Belbrook	9/19/2017	9/19/2020	2/5/2021	\$250K *	Apr-22
NOTES: Additional Fees Due by January 12, 2022					
78 Shearer	10/19/2017	10/19/2020	3/7/2021	\$250K *	Oct. 2021
NOTES: Additional Fees Due by Febuary 11, 2022					
55 Camino Por Los Arb	12/5/2017	12/5/2020	4/23/2021	\$30K *	June. 2022
NOTES:					
233 Park Ln.	5/3/2018	5/3/2021	12/4/2021	\$30K *	Jan-22
NOTES: Paid \$30K on November 30, 2021					
167 Toyon (new)	7/2/2018	7/2/2021	11/19/2021	\$30K *	Dec-21
NOTES: Paid \$30K on December 13, 2021					

Total Penalties Deposited: \$1,770,000

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

* Under new modified ordinance. Additional Penalty fees due

** Covid-19 CTL adjustments due to shutdown.