



## Item No. 5 Town of Atherton

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

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** GEORGE RODERICKS, CITY MANAGER  
**DATE:** SEPTEMBER 21, 2016  
**SUBJECT:** CITY MANAGER’S WRITTEN REPORT

#### CITY MANAGER’S OFFICE

##### Quiet Zone FAQ Webpage

Staff is working on an FAQ webpage on the Town’s website. Once feedback is received and compiled from the Rail Committee staff will finalize the document and publish it to the website.

##### ICMA Annual Conference

I will be attending the ICMA Annual Conference from September 23 to September 28.

##### League of Cities Conference

The League of Cities Conference is October 5 through 7. Council Member Widmer is attending.

##### Quiet Zone Monitoring

We are having a consultant conduct some quiet zone noise and compliance monitoring.

##### Vice Presidential Candidate Visit - 9/21/16

VP Presidential Candidate Tim Kaine will be back in Town on September 21 (Manus Residence). Staff will be working with the property owner and Secret Service for any necessary Special Event Permit. Prior events involving Candidate Kaine did not trigger the need for local assistance.

##### Library Staff Changes

Tom Fortin will be leaving San Mateo County Libraries to take on a new challenge as Chief of Main with the San Francisco Public Library. His last day in the office will be [September 16](#).

San Mateo County Libraries has been fortunate to benefit from Tom’s extensive public library experience and outstanding leadership. During his tenure, he has successfully managed system

personnel activities and employee relations, library operations and system services, and numerous new facility and renovation projects. Tom has been a valued and well-respected member of the Library's Admin Team and his contributions have been essential to the library's success.

### Council Inquiries

#### *Activity at Selby/Stockbridge*

Inquiry from a member of the Council regarding activity at Selby/Stockbridge - the work is in conjunction with PG&E Gas Line Replacement Project on Almendral. The work is permitted.

#### *Construction Sign at 102 Encinal*

Staff visited the site and found that the sign's size would comply if it were parallel to the street, not angularly placed. It will be corrected (location).

#### *130 Britton Construction - Asbestos/Demolition*

A complaint was received regarding demolition of a house at 130 Britton. Concern regarding the method of demolition creating dust and possible hazardous chemical release (asbestos). Prior to demolition, the property was inspected for hazardous chemicals. The document from the BAAQMD found zero asbestos on the property. However, the Building Inspector will be speaking with the property owner about dust control measures.

### Park Events and Revenue Log

Linked here are the:

- [August Park Events Log \(http://ca-atherton.civicplus.com/DocumentCenter/View/3452\)](http://ca-atherton.civicplus.com/DocumentCenter/View/3452)
- [Revenue Log \(http://ca-atherton.civicplus.com/DocumentCenter/View/3451\)](http://ca-atherton.civicplus.com/DocumentCenter/View/3451)

### Update on the Shoreway Environmental Facility Fire(s) (update from the Executive Director)

#### *Recycling Plant Recovery (Fire was on Wednesday, 9/7/16 at 8:22pm)*

- Estimated online date:

Staff still estimates a four to six-month target date for this facility resumption to full operations. This means that routine operations are estimated to resume sometime between late January and April 2017.

- Site work:

SBWMA staff continues to work in extreme coordination with SBR's and Recology's senior management team on all aspects of the SEC restoration and interim operations. In addition, we are working closely with our insurance claims team and their many partners; technical experts

(structural engineers, fire investigators, City of San Carlos building officials; local solid waste regulatory officials); and remediation crews. Multiple teams of highly-specialized technical response workers will be on site for the duration of the restoration operations.

The building was built in 2008/9. The builder and architect have completed an initial site review and their findings will be forwarded during the next few weeks. The processing equipment manufacturer's reps completed a preliminary site review last Friday. A team of four equipment experts is scheduled to arrive early next week. They will provide a comprehensive diagnosis for every piece of equipment in the plant for operational functionality and safety ratings. This process will take 2-3 weeks. A repair and replacement list will be reviewed by SBWMA staff and our insurance reps. Upon approval, site equipment repair will begin and replacement equipment will be manufactured in Oregon and then trucked to the site for installation.

- Interim Operations:

All Recology operations continue to proceed without any interruption in their regularly scheduled collection services for our homes, multi-family dwellings, schools and businesses.

South Bay Recycling (SBR) continues to focus on providing uninterrupted handling and transportation of materials to alternate recycling processing facilities in the greater bay area. SBWMA staff continues to work closely with SBR to ensure that these materials are responsibly handled and that all material are properly recycled. No materials will be landfilled. Important note: SBR transported over 450 tons of recyclable materials from our site to alternative processor in San Jose last Saturday. This material had accumulated to since the fire incident and we had approached capacity. 35 big rigs moved this material from 2am-noon.

- Staffing Update:

SBR crews continue to provide front-line, post-incident building and equipment cleanup. The County's Vocation Rehabilitation Services (VRS) crews are no longer working on site. VRS program management, SBWMA staff and SBR have reviewed the situation. It is my understanding that VRS clients are being redirected to other employment opportunities until the facility is back on line.

- Insurance Overview:

SBWMA staff continues to work in extreme coordination with our various insurance company representatives, and their partners—Hanover Insurance; Risk Strategies; Verlan Fire Insurance Co.; DeWitt Stern; Engle Martin; AIG; Grant, Signal Restoration; Forensic Accounts and others. Reimbursement policies, expense control practices, reimbursement procedures and key points of contacts for scheduling and equipment and service delivery all been established. The SBWMA has basic insurance coverage as follows:

Building/Structure:	\$37mm
Personal Property (equipment):	\$20mm
Business interruption:	\$4.5mm

Total deductible limit: \$5,000

- Site tours:

All tours have been cancelled during the period identified above. Staff is working on an in-school environmental education presentation that addresses that key teaching points that are emphasized during the site tours.

*Transfer Station Fire Recovery (Fire was on Sunday, 9/11/16 at 11:30pm):*

- Situational Overview:

Minimal site damage to a portion of one conveyor belt. Repair estimates appear to be under \$100k. Second insurance claim opened. Same insurance coverages (above) apply. There was no interruption to our operation. Important note: Had SBR not moved the 450 tons of recyclable materials from the transfer station on Saturday, this second fire could've been an extremely serious incident.

Subcommittee Meeting with Menlo Fire

On Thursday morning following the Council Study Session I sent an email and Doodle Poll meeting request to Fire Chief Schapelhouman requesting that he share the link to the meeting poll with the appropriate members of the subcommittee and/or respond on their behalf. We are trying to schedule a subcommittee meeting in the next two weeks to help inform the Town's Scope of Work and gather any other available information to limit the Scope.

Atherton PD Residential Camera Registry

The Atherton Police Department has created a residential security camera registry to aid in crime detection and prevention. When a crime occurs in a neighborhood, through the program Atherton PD is able to quickly identify the locations of nearby residential video cameras and enlist the assistance of the community to help officers collect video evidence and follow up on leads.

Through this program, Atherton PD will be able to directly contact residents who have video camera systems in an area in which a crime occurred. Atherton PD would reach out to residents who have registered their camera systems with us to provide a specific date and time for footage that may show activity involved with a crime. If any video evidence is found, the resident can contact the Atherton Police Department at 650-688-6500 to make arrangements for sharing the video with our investigators.

Residents who have shared video camera footage of potential suspects and suspect vehicles have aided us in the successful identification and prosecution of people who have committed crimes in our community. Registration in our program is voluntary and very simple. To sign up, visit the Town of Atherton Website and click "Citizen RIMS- Crime Stats" tab located on the left side of the page. Next, click the "Security Camera Registration" tab and complete the on-line registration form. So far (as of the day of its launch 9/14), 12+ residents have registered with the program.

List of upcoming Special Event Permits approved or under review.

- **September**
- [September 17](#) - Las Lomas School (streets) ([8:30 am to 11](#) am)
- September 17 - Storm 8 Family Day - Menlo College (11:30 am - 3:30 pm)
- September 18 - VALPO Fun Run (8:30 am - 10:30 am)
- September 24 - Private Party - 1 Stern
- September 21 - Private Party - 297 Atherton Avenue
- [September 25](#) - Atherton Now Family Affair ([1 pm to 5](#) pm)
  
- **October**
- [October 7](#) - SHS Under the Lights ([4:30 pm - 9:30](#) pm)
- [October 27](#) - Halloween Party - Circus Club ([7 pm - 9](#) pm)
- October 28, 29, & 30 - Oktoberfest (Parent/Alumni Weekend) - Menlo College

Social Media

Twitter Stats - as of September 15

@TownofAtherton - 834 tweets, following 46, 142 followers

@Atherton\_CM - 288 tweets, following 125, 45 followers

**ATTACHMENTS**

Police Department Report

Public Works Department Report

Community Services Department Report

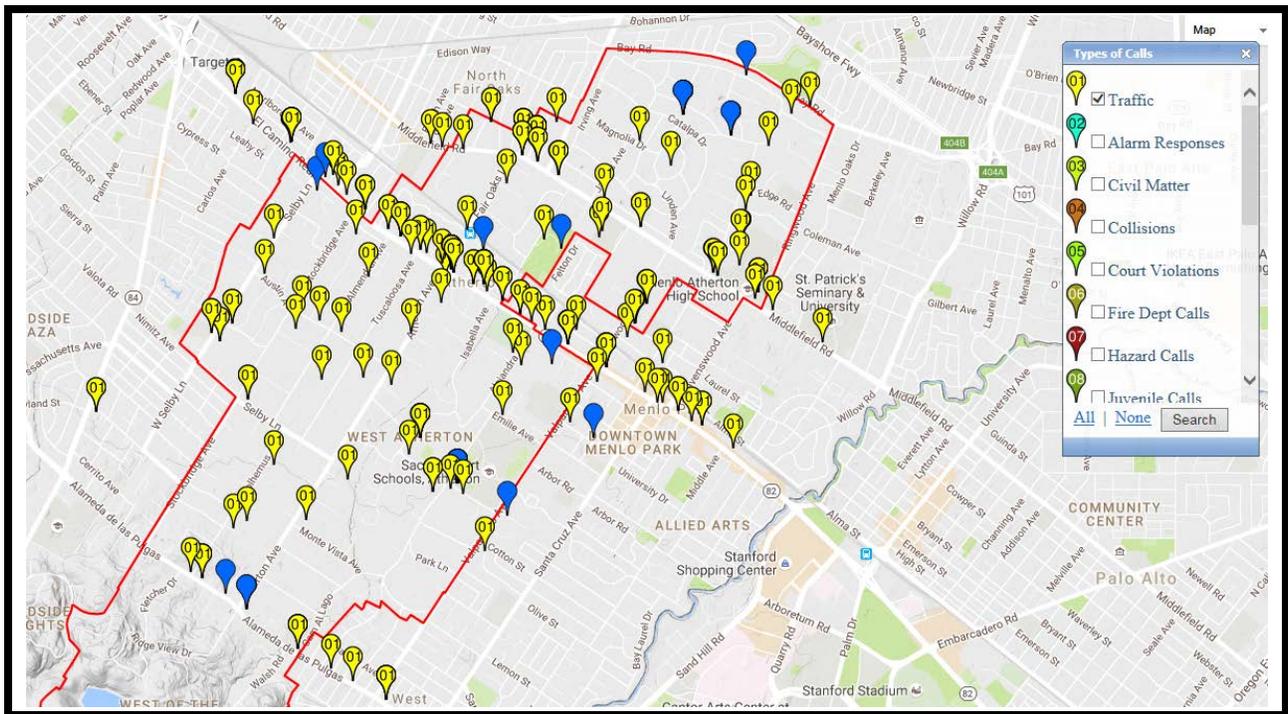
# POLICE DEPARTMENT

## Police Activity

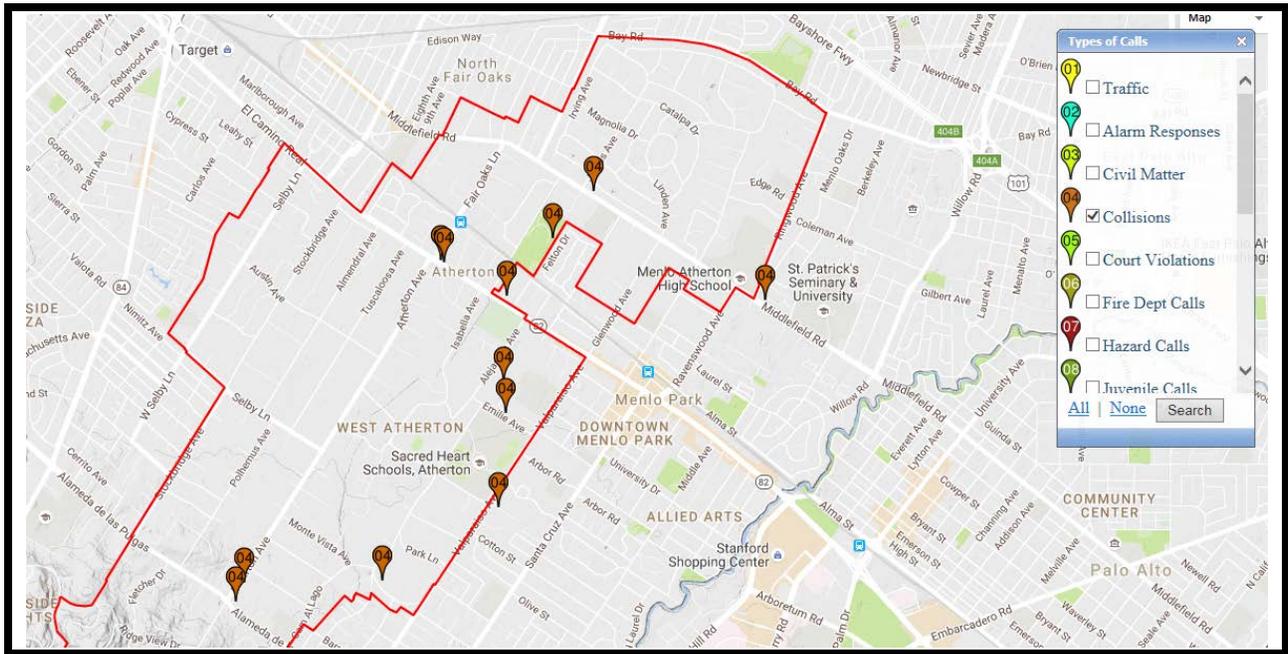
There were 48 investigations for the month of August. 15 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses include driving with a suspended driver's license, driving without a driver's license, drunk driving, and driving with marijuana inside a vehicle.

Of the 2,648 total police incidents for the month of August, 503 were officer-initiated incidents, which resulted in 213 citations being issued for vehicle code and other violations. Officers also initiated 335 other types of incidents that included contacting suspicious people on the street or in cars, as well as security checks at schools and Holbrook Palmer Park.

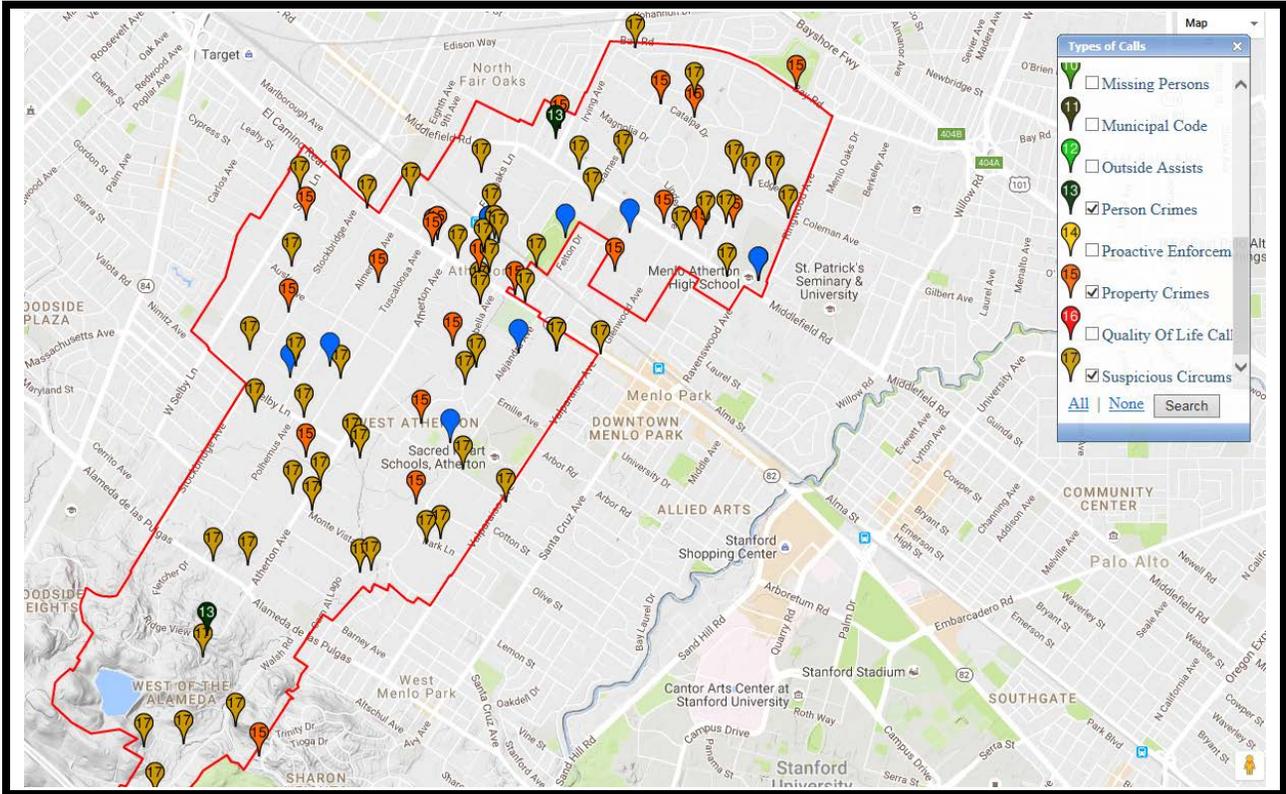
Overall, there were 243 specific traffic incidents for August 2016. The map below indicates the locations of the incidents for the reporting period.



Included in the above, there were 12 specific “collisions” for August 2016. The map below indicates the locations of the incidents for the reporting period.



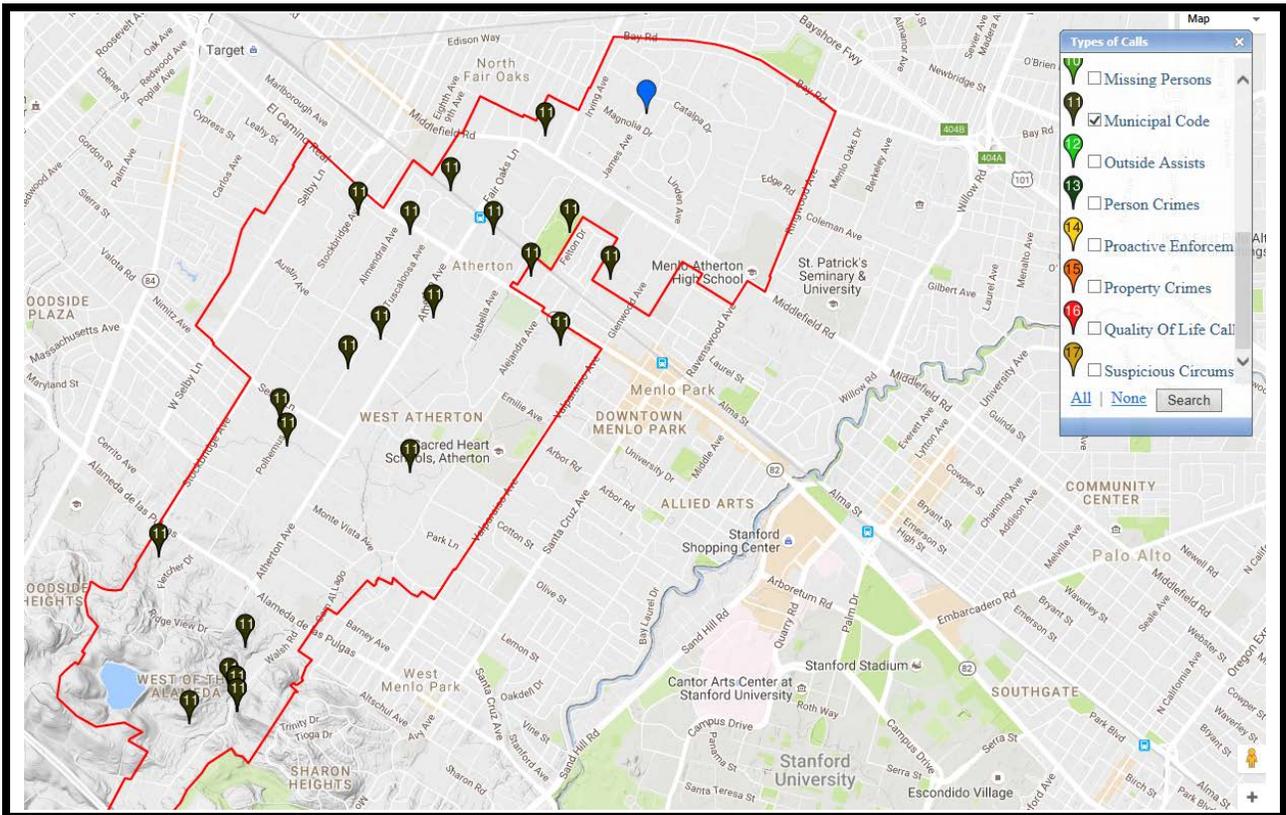
The Department responded to 91 locations (some locations multiple times) for property crimes (28), person crimes (4), and incidents of suspicious circumstances (66).



Holbrook Palmer Park had 75 incidents this reporting period, 50 of which were security checks by officers. The other incidents were a water leak, traffic enforcement, a leash law violation (including a dog that attacked another dog), a vehicle lock-out assist, and a lost/stolen property report (purse).

Officers completed 1,057 House/Vacation checks during the month of August.

Officers responded to 7 ordinance violation calls this month. These calls were for reports of after-hours construction, off leash dogs, construction vehicle parking, and garbage containers left out.



## School Incidents

Officers responded to 110 school incidents during this reporting period. The incidents included but were not limited to security checks and foot patrols, student vs. student battery, student battery on a teacher, fire alarms, thefts, a medical call, suspicious circumstances, suspicious vehicles, a non-student on campus creating a disturbance, and other issues pertaining to juveniles. The following depicts the number of incidents per school:

SCHOOL	TRAFFIC	OTHER	TOTAL
Encinal	0	29	29
Las Lomas	0	2	2
Laurel	0	4	4
Menlo-Atherton High	3	26	29
Menlo College	2	10	12
Menlo School	0	6	6
Sacred Heart	0	11	11
Selby Lane	2	15	17

## 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 and 37 seconds, which beat 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
July	2016	3:53
June	2016	3:55
May	2016	3:52
April	2016	3:56
March	2016	4:40
February	2016	5:45

TOTAL TRAINING HOURS FOR August 2016 – 130 hours

<b>NAME</b>	<b>TRAINING/HOURS</b>	<b>DATES</b>
<b>Pronske</b>	Field Training Officer/40 hours/Napa	Aug 8-12
<b>Cusseaux/Dunphy</b>	Tactical Rifle/24 hours	Aug 15-16
<b>Koehler</b>	Advanced Dispatcher Update/24 hours	Aug 16-18
<b>Larsen</b>	Marijuana Update/2 hours	Aug 18
<b>Guarducci</b>	Driver Training/16 hours	Aug 25-26

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

<b>MONTH</b>	<b>OFFICER INITIATED ACTIVITY</b>	<b>CITATIONS</b>
<b>August</b>	503	213
<b>July</b>	349	169
<b>June</b>	451	207
<b>May</b>	449	238
<b>April</b>	360	106
<b>March</b>	438	195

## Code Enforcement Activity

### Summary:

	<b>Activity</b>	<b>Total for Month</b>	<b>Year to Date (From 01/01/2016)</b>
1.	Opened Cases	22	138
2.	Resolved/Closed Cases	12	99
3.	Cases Pending	148	N/A
4.	Written/Formal Notices Issued	10	31
5.	Citations Issued	32	81
6.	Amount in Citations	\$10,300	\$27,500

During the month of August, there were over 115 incidents related to code enforcement. Those incidents included, but were not limited to: construction hours violations, construction parking violations, dust and other construction related violations, construction work without permits, use alterations without conditional use permit, right-of-way encroachments and obstructions, accumulations of trash and/or debris, overgrown vegetation, unmaintained and/or abandoned properties, recreational vehicle storage violations, dead or dying tree issues, set-back violations, animal noise complaints and food trucks related violations.

Code Enforcement staff also assisted other CSO duties and police fleet maintenance issues as they arose.

## Public works update - AUGUST 2016

- Sweep contracted monthly streets :  
AUGUST 2016                      27 Miles                      12cu. yards                      5.4 tons
- Service requests –
  - Trim bushes – ECR and Buckthorn
  - Broken manhole cover on Middlefield Road.
  - Trim bushes in PD parking lot.
  - Illegal dumping – 11 De Bell Drive
  - Street sign down – Ralston/Almendral
  - Illegal dumping – Fenwood/Oak Grove
  - Tree hanging in roadway – 96 Edge.
  - Security cameras blocked by foliage – HP Park
  - Sewage blocked – APD building
  - Shoulder repair – Belbrook
  - Limb down – Selby at Selby
  - Broken sprinkler at HP Park
  - Base rock repair – corner Park and Elena
  - Irrigation repair – HP Park Event Garden.
  - Electronic speed sign malfunction – James/Magnolia
  - Gate repairs – Atherton tennis facility
  - Concrete marker destroyed – Barry and Barry (near 53)
  - HP Park sound wall failure behind Knox.
  - Sewer pump failure at Knox.
- Weekly litter removal on ECR (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- Marsh Road channel project substantial completion.
- Almendral Hybrid beacon project completed.
- Finish install of Town LED streetlights.
- Finish drainage project at Event Garden.
- Landscape screening project planted at Pavilion near Rose Garden.
- Design and install large drainage support project on Belbrook.
- 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. Installed new park path widening and signage.



New park mailboxes



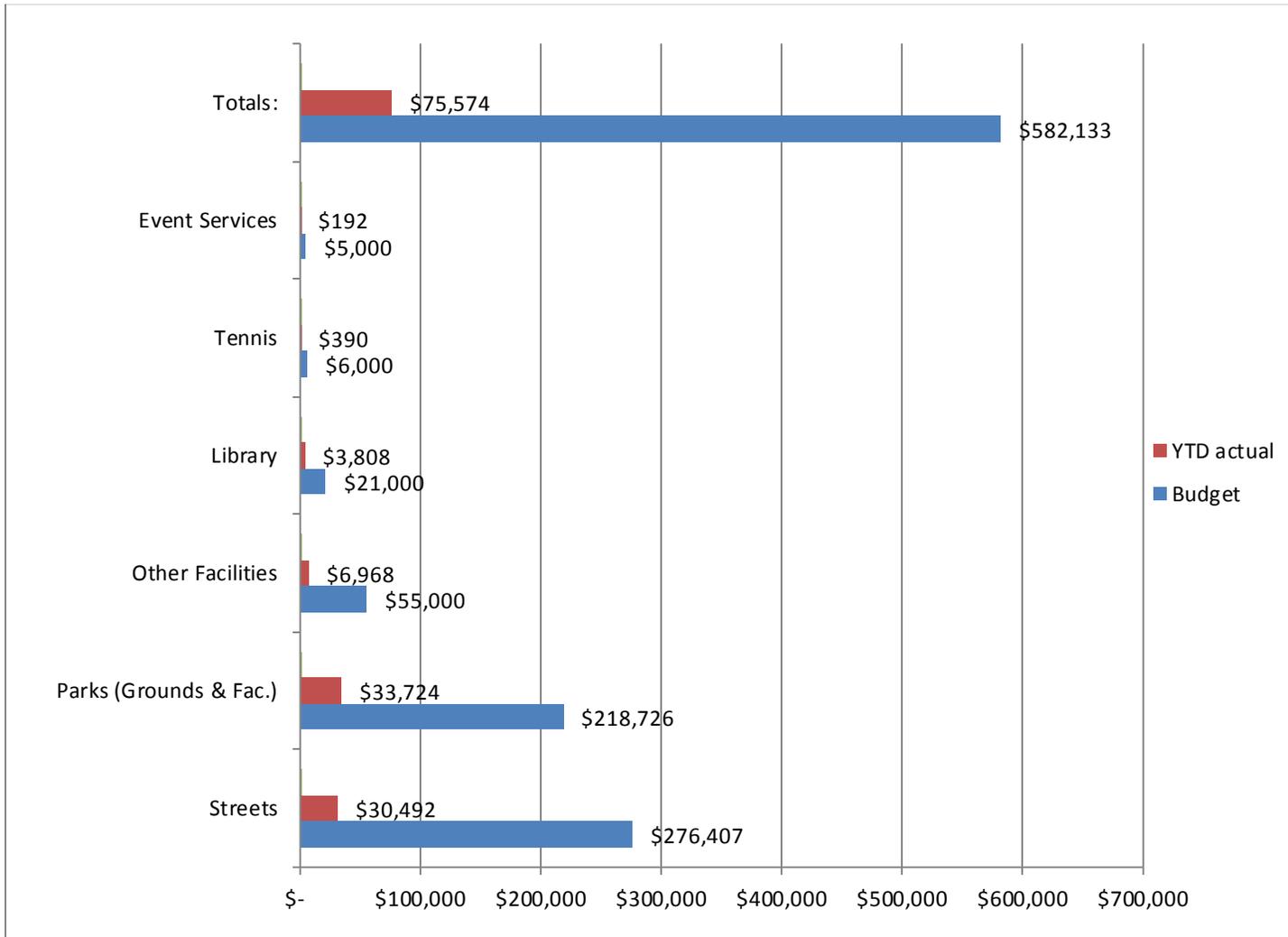
Park path widening project



Shoulder work at Patricia

Town of Atherton  
MCE Corporation/Public Works Maintenance  
Rev. vs. Exp. Through AUGUST 2016

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 276,407	\$ 30,492	11.03
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 218,726	\$ 33,724	15.42
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 6,968	12.67
A04	213-30-52031-000	Library	\$ 21,000	\$ 3,808	18.13
A05	101-58-52031-000	Tennis	\$ 6,000	\$ 390	6.50
E06	101-58-52031-058	Event Services	\$ 5,000	\$ 192	3.84
Totals:			\$582,133	\$ 75,574	12.98



# **PARK & RECREATION COMMITTEE STAFF REPORT**

**TO: PARK AND RECREATION COMMITTEE**

**FROM: STEVE TYLER, PUBLIC WORKS SUPERINTENDENT**

**DATE: SEPTEMBER 7, 2016**

**SUBJECT: PARK GOINGS ON AUGUST 2016**

## **REGULAR STAFF**

- Perform regular maintenance tasks;
  - Pick 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.
  - Landscape irrigation well and filter system.
  - Inspect and maintain all HVAC furnace systems.
  - Potable water usage is being monitored daily.
  - Water non-established trees throughout the park based on schedule.
  
- Wood chip has been delivered and spread at different spots in the park.
- Water leak by water fountain has been isolated, being investigated and in process of repair.
- Three dead Elm trees by picnic area and Pavilion parking lot have been removed.
- Install of new bike path from bridge over pass to Little League facilities building has been completed.
- New mail boxes installed at Park exit.
- Contractor replaced old and malfunctioning hydraulic retractors and door latches at Tennis Courts.
- New planting install and DG pathways restored in different areas per Pacheco Bros.
- Event Garden water managing has been improved and under control.
- New and future planned projects;
  - Install new Par-course Equipment throughout park.
  - Install POC/Back Flow metal cages by city meters.
  - Install, renew and upgrade of garden and planter areas throughout property.
  - Restore and replace Main House outside stairs, due to rotten and moisture damage.
  - Rebuilt U shape driveway between Main House and water fountain grass.

**TENNIS – AUGUST  
2016**

176- private hours

416- total hours of court usage

125- Clinics/Summer Camps

375- Total # of students

**Town of Atherton - Park Expenditure and Revenue Summary**  
**Park Maintenance (Dept #57) - Park Programs (Dept #58) - Tennis Fund (Fund 105)**

Report as of YTD - July 2017

**Expenditures**

**Tennis - Fund 105**

Description	Revised Budget	Actual	Budget	Actual	% of Budget
	2015-16	2015-16	2016-17	2016-17	8%
Salaries & Benefits	0				
Professional Services	6,000	3,863	6,000	0	0%
Operation and Maintenance	28,500	29,163	13,000	0	0%
<b>TOTAL TENNIS PROGRAM EXPENDITURES</b>	<b>34,500</b>	<b>33,026</b>	<b>19,000</b>	<b>0</b>	<b>0%</b>

**Park Maintenance - Dept 57**

Description	Revised Budget	Actual	Budget	Actual	% of Budget
	2015-16	2015-16	2016-17	2016-17	8%
Salaries & Benefits	45,751	45,884	46,594	7,416	16%
Professional Services	218,726	170,362	218,726	0	0%
Operation and Maintenance	80,350	70,008	86,350	0	0%
Capital Outlay	90,000	73,356	10,000	0	0%
<b>TOTAL PARK MAINTENANCE EXPENDITURES</b>	<b>434,827</b>	<b>359,610</b>	<b>361,670</b>	<b>7,416</b>	<b>2%</b>

**Park Programs - Dept 58**

Description	Revised Budget	Actual	Budget	Actual	% of Budget
	2015-16	2015-16	2016-17	2016-17	8%
Salaries & Benefits	48,954	48,980	50,444	10,898	22%
Professional Services	65,000	74,040	74,225	0	0%
Operation and Maintenance	23,296	26,310	27,800	753	3%
Capital Outlay		1,931	2,596	50	2%
<b>TOTAL PARK PROGRAMS EXPENDITURES</b>	<b>137,250</b>	<b>151,261</b>	<b>155,065</b>	<b>11,701</b>	<b>8%</b>
<b>TOTAL PARK MAINTENANCE &amp; PROGRAM EXPENSES</b>	<b>606,577</b>	<b>543,897</b>	<b>535,735</b>	<b>19,116</b>	<b>4%</b>

**Revenues**

Program Revenue Description	Revised Budget	Actual	Budget	Actual	% of Budget
	2015-16	2015-16	2016-17	2016-17	8%
Social Fees	47,000	60,948	55,500	18,250	33%
Meeting Fees	23,000	37,300	48,000	5,300	11%
Class Fees	20,966	28,328	33,826	9,655	29%
Weddings	30,000	11,900	20,000	10,000	50%
Park Day Use Fee	13,133	10,900	13,396	1,255	9%
Park Admin Fee 30%-Non-Resident	17,000	25,455	24,251	9,660	40%
Park Admin Fee 15%-Resident	1,200	3,199	2,050		0%
Misc. Use Fee				0	
<b>PARK PROGRAM REVENUE</b>	<b>152,299</b>	<b>178,029</b>	<b>197,023</b>	<b>54,120</b>	<b>27%</b>
<b>PROPERTY RENTAL REVENUE (PLAYSCHOOL)</b>	<b>78,118</b>	<b>78,118</b>	<b>78,118</b>	<b>6,510</b>	<b>8%</b>
Tennis Fund Revenue	46,500	61,530	46,500	3,783	8%
Interest	200	199	200	0	
Transfers from General Fund					
<b>TENNIS FUND REVENUE</b>	<b>46,700</b>	<b>61,728</b>	<b>46,700</b>	<b>3,783</b>	<b>8%</b>
<b>TOTAL PARK PROGRAM &amp; TENNIS REVENUE</b>	<b>277,117</b>	<b>317,876</b>	<b>321,841</b>	<b>64,413</b>	<b>20%</b>
Excess /(Deficiency)	(329,460)	(226,022)	(213,894)	45,297	
<b>COST RECOVERY</b>	<b>45.69%</b>	<b>58.44%</b>	<b>60.07%</b>	<b>336.95%</b>	

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 2016-17

DATE	FACILITY	TYPE OF EVENT	EVENT STATUS/ PAY OR FREE	FEES PAID (not including deposit)	ADMIN. CHARGES (15% Res/30% Non- Res)	TOTAL \$	NOTES
8/1-8/5/16	Main House	Meeting	Pay Non Res	\$ 3,500.00	\$ 1,050.00	\$ 4,550.00	Six Seconds
8/5/2016	Main House	Meeting	Refund	\$ 500.00	\$ -	\$ 500.00	5 hr/OT- Six Sec.
8/4/2016	Pavilion	Cancellation	Refund	\$ 885.00	\$ -	\$ 885.00	CXL 10/1 event
8/4/2016	Carriage House	Cancellation	Refund	\$ 384.00	\$ -	\$ 384.00	CXL 8/6 event
8/6/2016	Pavilion	Memorial	Pay Non Res	\$ 1,500.00	\$ 450.00	\$ 1,950.00	L. Packer
8/6/2016	Pavilion	Memorial	Refund	\$ 100.00	\$ -	\$ 100.00	L. Packer 1 hr O/T
8/6/2016	Pavilion	Wedding	Pay Non Res	\$ 2,500.00	\$ 750.00	\$ 3,250.00	J. Linsenmeier
8/6/2016	Pavilion	Wedding	Refund	\$ 625.00	\$ -	\$ 625.00	2.5 hr, MH rental, J. Linsenmeier
8/7/2016	Day Use	Picnic	Pay Res	\$ 150.00	\$ -	\$ 150.00	J. Lane 35 ppl
8/8/2016	Main House	Foundation Mtg	No Pay	\$ -	\$ -	\$ -	M. Timpson
8/12/2016	Pavilion	Picnic	Pay Non Res	\$ 1,200.00	\$ 360.00	\$ 1,560.00	D. Scotti Events
8/12/2016	Pavilion	Picnic	Refund	\$ 300.00	\$ -	\$ 300.00	Parking/D. Scotti
8/13/2016	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	M. Moeschler 25pp
8/13/2016	Pavilion	Picnic	Pay Non Res	\$ 2,500.00	\$ 750.00	\$ 3,250.00	Userzoom
8/14/2016	Carriage House	Picnic	Pay Non Res	\$ 700.00	\$ 210.00	\$ 910.00	Rick Herns
8/14/2016	Day Use	Picnic	Pay Res	\$ 75.00	\$ -	\$ 75.00	J. Kolchin 25pp
8/16/2016	Main House	City Council	No Pay	\$ -	\$ -	\$ -	T. DellaSanta
8/16/2016	Pavilion	Air Craft Mtg	No Pay	\$ -	\$ -	\$ -	J. Herren
8/17/2016	Pavilion	Team Building	Pay Non Res	\$ 900.00	\$ 270.00	\$ 1,170.00	Parties That Cook
8/18/2016	Pavilion	Picnic	Pay Non Res	\$ 900.00	\$ 270.00	\$ 1,170.00	Nevro
8/18/2016	Pavilion	Picnic	Refund	\$ 200.00	\$ -	\$ 200.00	Nevro 2 Hr O/T
8/19/2016	Pavilion	Picnic	Pay Non Res	\$ 1,200.00	\$ 360.00	\$ 1,560.00	Zuora
8/20/2016	Carriage House	Picnic	Pay Non Res	\$ 700.00	\$ 210.00	\$ 910.00	A 9
8/20/2016	Pavilion	Wedding	Pay Non Res	\$ 2,500.00	\$ 750.00	\$ 3,250.00	N.Addy
8/23/2016	Carriage House	Press Event	Pay Non Res	\$ 400.00	\$ 120.00	\$ 520.00	MEOW Global
8/26/2016	Pavilion	Picnic	Pay Non Res	\$ 900.00	\$ 270.00	\$ 1,170.00	CM Capital
8/26/2016	Day Use	Picnic	Pay Res	\$ 75.00	\$ -	\$ 75.00	A. Rinderle 25 ppl

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 2016-17

<b>TOTALS</b>	<b>\$22,794.00</b>	<b>\$5,820.00</b>	<b>\$28,614.00</b>
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Summary by Month FY 2016-17

Month	Revenue - not included	Total Admin. Revenue	% Catering By Dana	Net To Town
Jul-16	\$16,025.00	\$4,050.00	\$8,012.50	\$12,062.50
Aug-16				
Total FY 2016-17	16,025.00	\$ 4,050.00	\$ 8,012.50	12,062.50

## SEPTEMBER 2016 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC INFO.
September 1, 2016 1pm-7pm	Picnic 40	NO SPECIAL REQUIREMENTS	North Meadow	S. Curley 650-868-2091	Vendor set up/take down Staff present	Vendor	El Gruellens	None	\$910.00
September 4, 2016 12:30pm-8:30pm	Picnic >100	NO SPECIAL REQUIREMENTS	North Meadow	T. Morris 650-380-4413	Vendor set up/take down Staff present	Vendor	TBD	None	910.00
September 6-9, 2016 7:00 am - 5:00 pm	Police Training 10	NO SPECIAL REQUIREMENTS	Main House	Jennifer x 503**	Set up/ take down No staff present	U shape seating for 10	None	None	No fee
September 7, 2016 6:30 pm - 8:00 pm	Park & Rec Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Park & Rec Steve Tyler** X541	Set up/ take down No staff present	U Shape seating for 12, Audience-12	None	None	No Fee
September 8, 2016 6:30pm-8:30pm	Friends-Park tour ?	NO SPECIAL REQUIREMENTS	Carriage House Event Garden	M. Cushman 917-434-0493	Set up/ take down No staff present	1- 6 Ft, 1 8Ft, table, stack of chairs	?	None	No Fee
September 10, 2016 3pm-11pm	Wedding 150	Carpooling, Uber	Pavilion	Z. Kasad 650-339-1949	Caterer set up Take down Staff present	15 round tables, ceremony chairs	Apna Dhaba	DJ	\$3250.00
September 12, 2016 6:00 pm - 8:30pm	Foundation Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Marylue Timpson	Set up/ take down No staff present	U shape seating for 7 Audience – 12 chairs	None	None	No fee
September 13, 2016 8am-5pm	Meeting 25	NO SPECIAL REQUIREMENTS	Pavilion	Rosa 650-569-5906	Set up/take down Staff present	25 chairs/ 3 rounds outside	TBD	None	\$1170.00
September 14, 2016 7:30am-2:30pm	Cooking Event 85	NO SPECIAL REQUIREMENTS	Pavilion	M. Stassi 415-441-3595	Vendor set up/take down Staff present	TBD	Parties that Cook	None	\$1170.00
September	Set Up Tent	NO SPECIAL	North	A.Sorensen	Vendor set up Tent	Tent	None	None	\$910.00

\*\* member to open and close facility.

## SEPTEMBER 2016 HP PARK EVENTS/BOOKINGS

14 , 2016 8am-4pm	20	REQUIREMENTS	Meadow	650-759-4748	Staff available				
September 15-16, 2016 time	Art Show 100+	NO SPECIAL REQUIREMENTS	Pavilion	Betty Ullman	Set up/ take down No staff present	Specific set up instructions	None	None	No fee
September 15, 2016 9am-5pm	Team Building 250-300	Shuttle	North Meadow	A.Sorensen 650-759-4748	Set up done 9/14 Staff present	Tent, tables from caterer	ABC	None	\$1300.00
September 16, 2015 12:30-7:30	Picnic 40	NO SPECIAL REQUIREMENTS	North Meadow	J. Lozano 650-289-2483	Using existing tables Staff present	n/a	Tasty Bites	None	\$910.00
September 17, 2016 9:30am- 5:00pm	Picnic 160	Carpool	North Meadow	C. Russel 510-517-0445	Caterer set up/take down Staff present	12 round tables & chairs	ABC	None	\$1300.00
September 23, 2016 12:00pm- 8:00pm	Picnic >100	NO SPECIAL REQUIREMENTS	North Meadow	M. Blake 650-387-4745	Caterer set up/take down Staff present	TBD	TBD	None	\$910.00
September 23, 2016 8:00am- 4:00pm	Training 22	NO SPECIAL REQUIREMENTS	Main House	L. Wong 408-621-9495	Set up/take down Staff present	5- round tables Patio, 23 chairs in MH.	On Own	None	910.00
September 24, 2016 12:00-5:30	MPFPD 50	NO SPECIAL REQUIREMENTS	Pavilion	T. DellaSanta X 529	Set up/take down No staff present	TBD	On Own	None	No Fee
September 24, 2016 11:00am- 3:00pm	Memorial 50	NO SPECIAL REQUIREMENTS	Carriage House	A.Faulstich 707-791- 6133	Set up/Take down Staff present	3 rounds, & 40 chairs Chevron style	On Own	None	\$520.00
September 25, 2016 8:30am- 12:30pm	Picnic 25	NO SPECIAL REQUIREMENTS	North Meadow	B. Nivaggioli 650-328-7777	No set up needed Staff Present	None	None	None	\$460.00
September 25, 2016	Court of Honor 70	NO SPECIAL REQUIREMENTS	Carriage House	L. Matterman 650-868-3378	Set up/ Take down Staff Present	TBD	None	None	\$520.00

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## SEPTEMBER 2016 HP PARK EVENTS/BOOKINGS

12:00pm-4:00pm									
September 28, 2016 11:00am-1:00pm	Meeting 30	NO SPECIAL REQUIREMENTS	Main House	S. Tyler Ext. 541	Set up/ Take down No Staff present	Square for 30 ppl	None	None	No Fee
September 29, 2016 7:00 am – 10:00 am	Community Trust meeting 35+	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer x 503		U shape seating for 35 – screen down – table in center for projector. Table in back for refreshments			
September 29, 2016 9:00am-5:00pm	Set up for 9/30 event 50	NO SPECIAL REQUIREMENTS	North Meadow	S. Alexander 650-268-8555	Vendor set up tent and rentals	Vendor has diagram	None	None	\$805.00
September 30, 2016 8:00am-4:00pm	Fundraiser 250	Valet	North Meadow	S. Alexander 650-268-8555	Vendor set up tent and rentals. Staff present	Vendor has diagram	Barbara Lewellyn	None	\$805.00

CLASS	FACILITY/DAYS USED	CONTACT NAME
<b>DISCUSSION MEETINGS</b>	CARRIAGE HOUSE/ - SUNDAYS 0900-1000	Robert Corona
<b>AYSO</b>	M-F: 4 – 7pm  Fields C & D (A & B ok if Lacrosse not using).	Mike Molano
<b>BARI HALPERIN – DOG TRNG</b>	None.	Bari Halperin
<b>BAY AREA COUNTRY DANCE</b>	September 13	Alan Winston

\*\* member to open and close facility.

## SEPTEMBER 2016 HP PARK EVENTS/BOOKINGS

	CH - 8 – 10 pm	
<b>ENCORE LACROSSE</b>	None.	Kevin Arabejo
<b>FREDDIE JACKSON – DOG TRNG</b>	September 1,6,8,13,15,20,22,27,29 NM 2 – 4 pm	Freddie Jackson
<b>FOLK DANCE</b>	September 14, 21, 28 CH 8 – 10 pm	Suzanne Rocca-Butler
<b>MENLO-ATHERTON YOUTH LACROSSE</b>	None.	MJ Davey
<b>TENNIS</b>	TENNIS COURTS – DATES/TIMES VARY	Player Capital

\*\* member to open and close facility.



## **Town of Atherton**

**Building Department  
91 Ashfield Road  
Atherton, California 94027  
Phone: (650) 752-0560**

# **Community Services Monthly Report August 2016**

Submitted by:  
Mike Kashiwagi, PE  
Director of Community Services

**Town of Atherton  
Building Safety & Inspection**

*Construction and Permit Summary  
AUG 1, 2016 to AUG 31, 2016*

	<b>Aug-16</b>	<b>Fiscal Year 2016-17</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$16,755,718	\$34,190,107

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$48,869	\$108,690
<b>Permit Fees Collected:</b>	\$121,906	\$249,823
<b>Other Fees Collected:</b>	\$21,056	\$24,916
<b>TOTAL:</b>	<b>\$191,831</b>	<b>\$383,429</b>

**PLAN CHECK**

Applications Received:	<b>91</b>	<b>178</b>
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**PERMITS**

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	3	8
New Accessory Structures Issued:	28	53
Addition / Alteration Permits Issued:	15	24
Reroof / Water Well / Grading Permits Issued:	18	35
Plumbing/Mechanical/Electrical Permits Issued:	33	52
Demolition Permits Issued:	4	8
<b><u>Non-Residential:</u></b>		
New Permits Issued:	1	3
<b>TOTAL Permits Issued:</b>	<b>102</b>	<b>183</b>

<b>Total Open Permits as of 8/31/2016</b>	<b>903</b>
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**INSPECTIONS**

Inspections Performed:	<b>955</b>	<b>1,828</b>
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Footnotes:

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

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*AUG 1, 2016 to AUG 31, 2016*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	28	64
Planning Commission Items	3	9

The Planning Commission, at its August 24, 2016 meeting took the following action:

- Continued the public hearing on the Heritage Tree Removal Request for the removal of three trees at 70 Stern to the September 28, 2016 meeting. Commissioners requested additional investigation into the health of the trees and revisions to the tree replacement planting plan.
- Approved the Tree Removal Permit for five Heritage Trees at 207 Stockbridge Avenue.
- Continued the discussion on the Atherton Municipal Code Sidewall and Endwall Regulations to the September 28, 2016 meeting. Staff was directed to come back to the Planning Commission with additional detail on potential revisions for further discussion.

The next meeting is scheduled for September 28, 2016.

**Arborist Activity Summary**

*AUG 1, 2016 to AUG 31, 2016*

	<b>Site Visits</b>			
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	35	34	22	68

## Town of Atherton Building Inspection & Plan Check

### Summary of New Single Family Residential Permits Issued by Month

Month	2016	2015	2014	2013	2012
January	2	2	0	2	2
February	1	1	6	1	0
March	0	3	6	1	2
April	2	2	1	3	2
May	2	1	2	1	4
June	0	3	2	5	3
July	5	8	4	2	3
August	3	4	2	3	2
September		4	1	4	3
October		3	1	5	4
November		0	4	1	1
December		0	4	3	4
<b>Total New SFD Permits:</b>	<b>15</b>	<b>31</b>	<b>33</b>	<b>31</b>	<b>30</b>

### Plan Check Performance

AUG1, 2016 to AUG 31, 2016

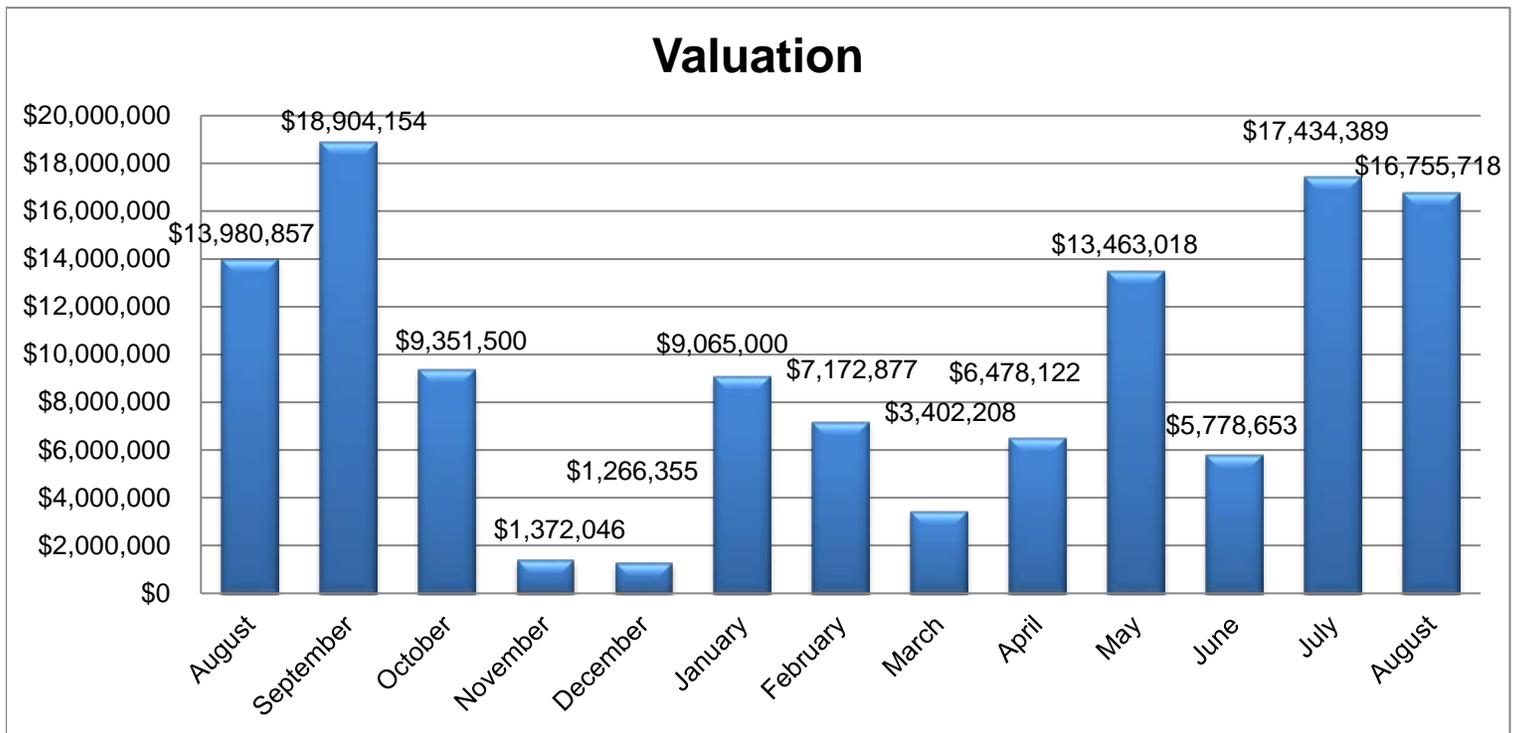
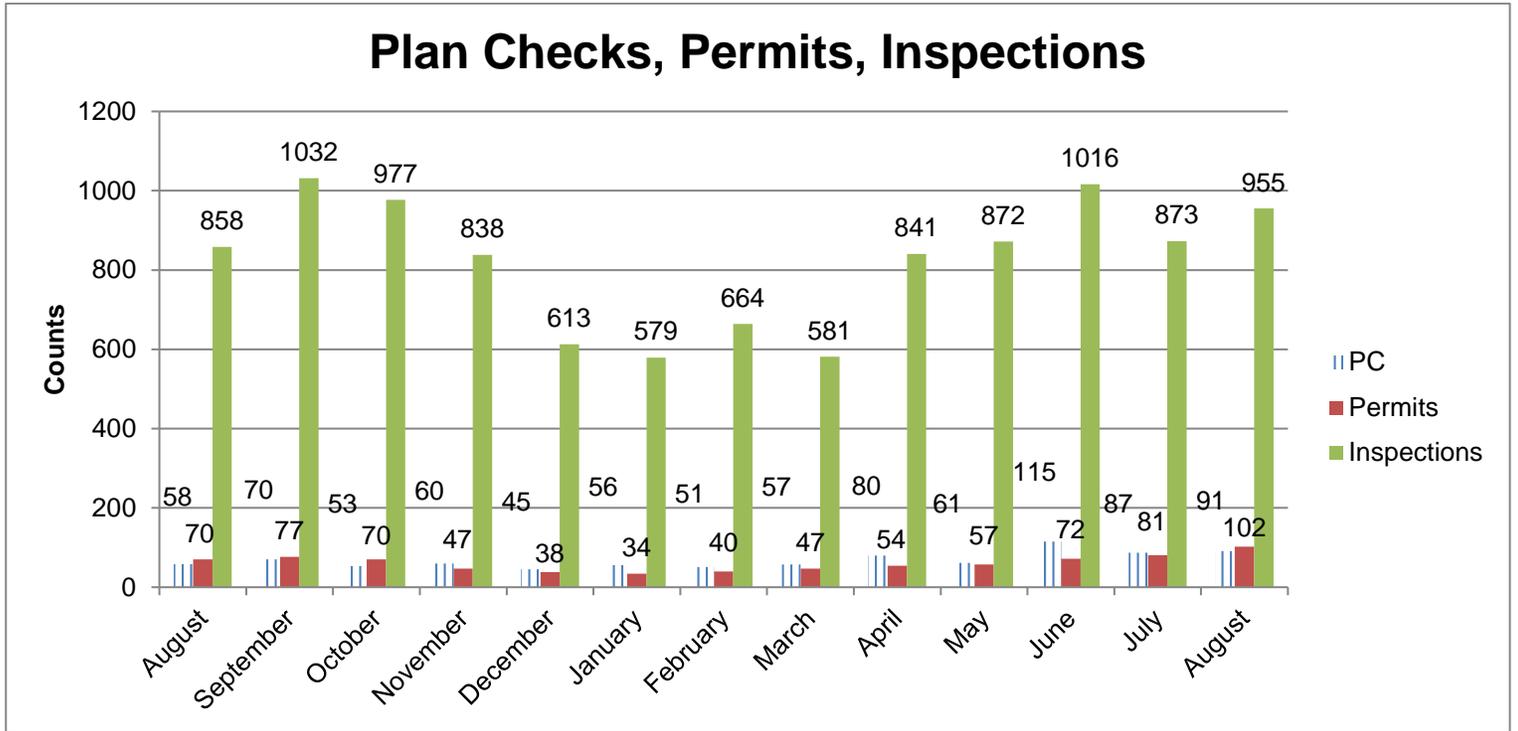
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	95	10	9	0
	Subsequent Rev.	93	5	4	0
Minor Plan Check	1st Review	15	3	1	0
	Subsequent Rev.	1	2	1	0
<b>Total Number of Plan Checks</b>		204			

\*\* 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

