



Item No. 6 Town of Atherton

CITY COUNCIL STAFF REPORT – MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: MAY 17, 2017

SUBJECT: CITY MANAGER’S WRITTEN REPORT

CITY MANAGER’S OFFICE

Atherton Fiber

The preliminary meeting set for 5/17 to discuss plan costs as well as incorporation of the Library into the project scope has been postponed to more toward the end of the month. Atherton Fiber/Open Fiber/Paxio crew leads are making contact with residents at or near distribution hubs to do site assessments. I have provided Atherton Fiber a letter that they can distribute to these field crews to assist with validation. A copy of this letter is linked here. It will be provided to the PD (via this email) for distribution to dispatch. The letter is an introduction to the Town’s engagement with AF/OF/Paxio as a CLEC (utility/carrier). At this point, they are still in the process of putting together data for their Encroachment Permit. The Encroachment Permit is the only permit required via the Town.

Here’s a link to the letter - <http://www.ci.atherton.ca.us/DocumentCenter/View/4238>.

Overview of E-Scrap Event - 4/22/17

During the April 22, 2017 Earth Day E-Scrap event, the following was collected:

- CRTs - 20 units weighing 1,468 lbs
- Flat Screens - 9 units weighing 137 lbs
- CPUs - 318 lbs
- Laptops - 70 lbs
- Batteries - 38 lbs
- Misc E-Waste - 2,816 lbs

SBWMA Franchise Extension Workshop

The next workshop of the SBWMA regarding the Franchise Extension is scheduled for Tuesday, May 16 from 9:30 am to 1:30 pm at the Foster City Recreation Center Mist Room located at 650

Shell Boulevard in Foster City. The focus of this 2nd Workshop is on the contract language. The City Attorney and Assistant City Attorney will be attending. There will be lunch and refreshments.

Upcoming Civic Center Project Neighborhood Meeting - May 11 Meeting - 7 pm to 9 pm

The focus of this meeting is the immediate neighborhood and impacts thereto if/when the project moves forward. The meeting is a precursor to on-boarding the short-list of contractors to discuss the phasing and staging plan with the neighbor's concerns in mind. There is a local group of neighbors interested in this meeting and they will be assisting with the provision of refreshments for attendees (Council Chambers).

History/Update on the El Camino Real/Selby Lane Intersection

A member of the Council asked for some history and an update on the Selby/ECR Intersection. In December of 2013, Caltrans made a presentation to the City Council informing the Town that primarily due to a 10-year history of vehicular collisions, the Selby Lane/ECR intersection met warrants for a traffic signal. Over the next 12 months and after several additional reports to City Council, it was determined that neither the Town of Atherton nor San Mateo County supported the installation of a traffic signal. However, although they did not support a traffic signal, the City Council directed staff to explore and evaluate all potential alternatives to improve the safety of this intersection.

Since April 2015, technical staff from the Town, Caltrans District 4, and San Mateo County have been engaged in discussions looking at several alternatives to improve the safety and operations of the Selby/ECR intersection. The purpose was to identify alternatives which all 3 agencies could support. This meant identifying alternatives which were sensitive and respectful of neighborhood traffic concerns as well as alternatives which preserved the operations and capacity of the El Camino Real Corridor. Through this process, several alternatives were identified and supported by all 3 agencies. In February 2016, a Community Workshop was held at Selby Elementary School to share these alternatives and solicit community feedback and input. The meeting was broadly advertised to residents living on Selby Lane as well as adjacent Redwood City and San Mateo County neighborhoods. Based upon sign-in sheet information, there was a good representation of Atherton, Redwood City, and San Mateo County residents attending the Workshop. After the presentation of alternatives and response to questions, the attendees were asked to show their support or non-support of the alternatives through the placement of colored dots. Through this process, two alternatives clearly emerged as the preferred alternatives. These were the traffic signal alternative and a non-signalized alternative which eliminates all existing left turn and thru movements except the northbound ECR left turn into Selby Lane. Based on the success of this meeting, in April 2016, the City Council authorized additional engineering analysis required by Caltrans to assess the potential operational impacts to El Camino Real of the 2 preferred alternatives.

UPDATE: That technical analysis is complete and Caltrans is supportive of either a signalized intersection or a modified design. The Town host a follow-up Community Workshop to select the preferred project.

PAEC Upcoming Events (narrative from PAEC)

The PAEC project teams have been very busy since the project kicked off last October. To give you a quick update, the Clean Coalition has submitted to the California Energy Commission (CEC) over 50 technical product deliverables ranging from Advanced Energy Communities (AEC) best practice recommendations, proposed AEC model ordinances for the San Mateo County, and the progress update of the Town of Atherton's efforts to design and construct the first net energy positive civic center in California. Additionally, the PAEC team has three upcoming events to which the Town is invited:

- May 22, 2017 – “Green Lease” Round Table: Landlord-Tenant Collaboration for an Advanced Energy Future; As part of the California Energy Commission funded grant Peninsula Advanced Energy Communities (PAEC), San Mateo County invites you to join us at a stakeholder round table to discuss green leasing strategies and concepts that incentivize landlords and tenants to collaborate on energy efficiency upgrades and zero net energy goals. San Mateo County has identified selected representatives from a cross-section of commercial real estate owners, developers, tenants and other stakeholders to provide industry input and perspectives. The results of this round table will inform future work with the California Energy Commission with the goal of replication across the state.

An official invitation will be sent out once the agenda has been finalized. In the meantime, if you are interested in attending this workshop, please feel free to mark your calendars as a "Save the Date".

Location: Redwood Shores Sobrato Center- 330 Twin Dolphin Dr., Redwood City, CA 94065

Time: 10:30 A.M.-1:30 P.M.

- May 23, 2017 - Peninsula Advanced Energy Communities Workshop; RICAPS, DNV GL, San Mateo County (Office of Sustainability), and the Clean Coalition will be hosting a two part workshop. We encourage you to attend lunch and the afternoon session as it will be focused on PAEC. Specifically, the focus of the afternoon session will be centered on streamlining local government permitting and policies. Discussion and progress updates will include: Best practices analysis and recommendations; selection of model ordinances for benefit-cost analysis and results; review of proposed model ordinances; and facilitated break-out discussion groups. An official invitation will be sent out once the agenda has been finalized. In the meantime, if you are interested in attending this workshop, please feel free to mark your calendars as a "Save the Date".

Location: San Mateo City Hall; Conference Room C; 330 W. 20th Ave, San Mateo CA 94403

Time: Lunch will be provided at 12:30 P.M. and the session will begin at 1 P.M.

- July 25, 2017 - PAEC Technical Advisory Committee (TAC) Meeting #1; this meeting is the first of two TAC meetings which are required by the CEC. Here we will share with you progress on the PAEC project, next steps, as well as give you the opportunity to share your feedback and/or industry insight which could support the PAEC goals and objectives. The agenda is current being developed, and once finalized, we will attach it to the official invitation. In the meantime, please save this date and time.

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Location: Redwood Shores Sobrato Center- 350 Twin Dolphin Dr., Redwood City, CA 94065

Time: The meeting is currently being scheduled from 9:30 pm to 1:00 pm.

To help with the above event planning, please RSVP to Wendy Boyle at wendy@clean-coalition.org by May 11, 2017.

Police Chief Steve McCulley

Police Chief McCulley was sworn in as Chief on May 3. He officially assumed his duties as Chief effective May 3. His ceremonial Oath of Office will take place at the May 17 Council Meeting - at which his wife and family will be present. He returned today to Washington to wrap up a few things and will return the week of May 15.

He will be staying at the Gilmore House until he and his wife Lynn find a suitable rental and then she plans to move down to join him. They will be retaining the home in Washington for their two adult daughters and their families.

El Camino Real Complete Streets Project

The initial Stakeholder Meeting was held in early April. The Fire District was inadvertently left off of distribution for the project. That has since been corrected. There is a Community Open House for this project planned for Tuesday, May 16 from 6:30 pm to 8:30 pm at Encinal Elementary School.

Fire District Citygate Report - Letter from Fire Chief

I received a letter from the Fire Chief regarding our request to be involved in the Citygate Report. I responded to the Chief.

My response follows his letter in the linked PDF.

<http://www.ci.atherton.ca.us/DocumentCenter/View/4237>

Contact with County and Other Agencies on Las Lomas Project

Staff has contacted upstream and downstream agencies regarding the Las Lomas Project. I advised Kevin Bryant (Woodside CM) and Alex McIntyre (Menlo Park CM) that the Town is the recipient of a \$13.6 million project agreement with Caltrans for the implementation of a Storm Water Capture Facility at the Las Lomas Elementary School Campus.

I advised that this is one of the first of its kind in the State and the first in Northern California. It is not a grant but rather a cooperative project. The project collaboratively implements the NPDES/RWQCB Permit requirements to remove contaminants from the watershed and achieve compliance with the mercury and PCBs TMDLs for SF Bay. I advised that that was where they come in since watershed involves each of their agencies.

I provided each with the Scope Summary that explains the project and the watershed. I suggested that it was unlikely we would ask for a financial contribution toward maintenance as this cost is expected to be minimal (less than \$25k); BUT, we would ask for an MOU amongst each of them (to include Stanford) for any significant maintenance and/or repair of the facility. Each would get credit for your percentage portion of compliance with the NPDES/RWQCB requirements.

I advised that we were a bit skeptical of the funding surety at the start so we haven't been too vocal about the project. But, now that Caltrans has promulgated the CIA Agreement - it's moving. I also advised that this is a fast track project. The Town has approved the CIA with Caltrans and now needs to approve the MOU with the School District for operation/easement. To keep the project moving, the Council would also like to hammer out an MOU with the benefiting agencies prior to pulling the trigger on this "free money" project. The watershed contains 389 acres from Woodside, 319 from Atherton, 306 acres from Menlo Park, and 163 from Stanford - plus 14.8 acres from I-280 (Caltrans' interest).

I added that I hoped that we could count on a partnership in the long-term with a return on the benefit. We are not asking for a contribution to the project itself - that's 100% paid for by Caltrans. We will be asking for a contribution if the facility ever needs significant repairs. That's a big if since the system is not presently designed with any active systems - it appears as all passive at this point. So the ask is for "some future date."

Linked here is a [presentation by the individual at Caltrans](#) that we have been dealing with on the project. It provides a summary of storm water finance and the Statewide TMDLs.

<http://www.ci.atherton.ca.us/DocumentCenter/View/4229>

SFPUC Water Line

We *finally* heard back from the SFPUC on their needs for easements and lay down area for future needs. Mostly it appears fine; but there remain a few minor concerns that we are working out. We will advise the Council of the detail once we have analyzed it and its impacts.

HAWK Beacon Installations/Testing Patterns

The new HAWK Beacons are scheduled to be operational by Summer. Caltrans will be conducting some experimental modification to the operation of the beacons since they will be installing several the beacons along the corridor. If approved by the California Traffic Control Device Committee, the experimental operation pattern will be an "option" for operation of the beacons in the MUTCD. The alternative adds a Steady Red during the Pedestrian Clearance Interval in addition to the Steady Red during the Pedestrian Walk Interval essentially elongating the period of Steady Red.

Park Events and Revenue Log

Linked here is the [April Park Events](#) Calendar and the [Park Revenue Log](#).

(Events: <http://www.ci.atherton.ca.us/DocumentCenter/View/4230>)

(Revenues: <http://www.ci.atherton.ca.us/DocumentCenter/View/4232>)

Grand Boulevard Task Force Update

Linked here is a [summary memorandum from the March 29 Task Force Meeting](http://www.ci.atherton.ca.us/DocumentCenter/View/4231). The purpose of the memorandum is to provide highlights of the Task Force Meeting and to assist members with updating their colleagues. (<http://www.ci.atherton.ca.us/DocumentCenter/View/4231>)

Diana Statue and Water Fountain

As the Council is aware, these items need specialty repair. The Town connected with the repair group used by Marion Oster for this type of specialty work. The scope of work involves packing and shipping the current fountain and statue, stripping the paint, making structural repairs to each, metalizing the finish, painting, replication of any missing pieces, shipping and installing.

The work is approximately \$50,000 for the Diana statue and \$45-\$50k for the Fountain. If done together, there could be a savings of approximately \$10,000 on the total cost. If agreed to within 7 days, we would save an additional \$1,000.

None of this comports with the Town's bid and purchasing policy at these costs; therefore, it must go to the City Council for consideration. We will bring it to you at an upcoming Council meeting for options. Staff (and others) have suggested that perhaps this might be an option for the Diana statue but that an alternative could be found for the fountain - perhaps fabrication of an alternative design/installation using all the existing onsite equipment at a far cheaper cost.

Fire Fiscal Services Review

Staff is holding a Kick-Off meeting with the consultant and the Ad Hoc Subcommittee on May 10.

Bayfront Canal Drainage Improvement Project(s)

I will be attending a meeting at the County regarding this project on Thursday, May 11.

PMC Meeting (Civic Center Project)

Staff is working to setup a meeting with the Project Management Committee (and Council Subcommittee) to discuss possible "deduct alternates" for the project as we move through the construction drawings/bid specifications phase.

Special Event Permits - as of May 5, 2017

This is a list of upcoming Special Event Permits approved or under review.

- May 20, 2017 - Children's Champion Event - Menlo College Cartan Field - 10 am - 1 pm
- May 29, 2017 - Memorial Day BBQ - Circus Club - 5 pm - 9 pm
- June 11, 2017 - Polo Matches - Circus Club - 10 am - 7 pm
- June 18, 2017 - Father's Day BBQ - Circus Club - 5 pm - 9 pm
- July 2, 9, & 16, 2017 - Polo Matches - Circus Club - 10 am - 7 pm
- July 4, 2017 - 4th of July BBQ - Circus Club - 4 pm - 9 pm

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- July 21, 2017 - Market Inc. Family Picnic - Menlo College - 8 am to 7 pm
- August 8-14, 2017 - Horse Show - Circus Club
- August 12, 2017 - Family Wedding - James Avenue - 4 pm - 10:30 pm
- September 3 & 10, 2017 - Polo Matches - Circus Club - 10 am - 7 pm
- September 4, 2017 - Labor Day BBQ - Circus Club - 5 pm - 9 pm
- October 26, 2017 - Halloween Party - Circus Club - 7 pm - 9 pm
- October 2018 - Menlo Circus Club - Palo Alto Elks Concours d'Elegance Car Show

Social Media

Twitter Stats – as of May 10, 2017

@TownofAtherton – 1,043 tweets, following 94, 196 followers

@Atherton_CM – 471 tweets, following 148, 63 followers

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

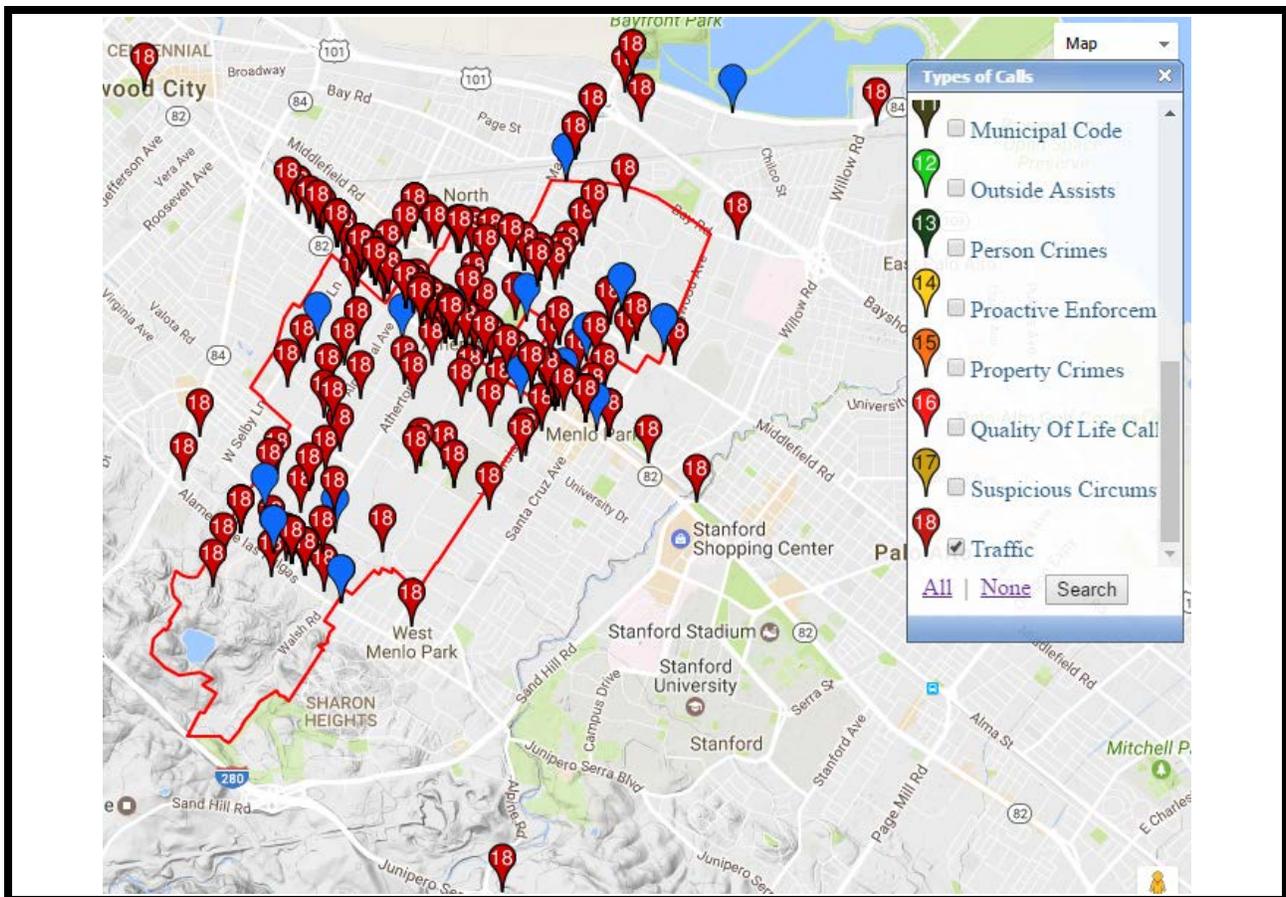
Police Activity

There were 41 investigations for the month of April. 11 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses include driving under the influence, driving with a suspended license, warrants, battery on a police officer, resisting arrest, and probation violation.

Of the 2,417 total police incidents for the month of April, 1,706 were officer-initiated incidents, which resulted in 352 citations being issued for vehicle code and other violations. Officers initiated 1,459 other types of incidents that included contacting suspicious people on the street or in cars, home checks, and security checks at schools and Holbrook Palmer Park.

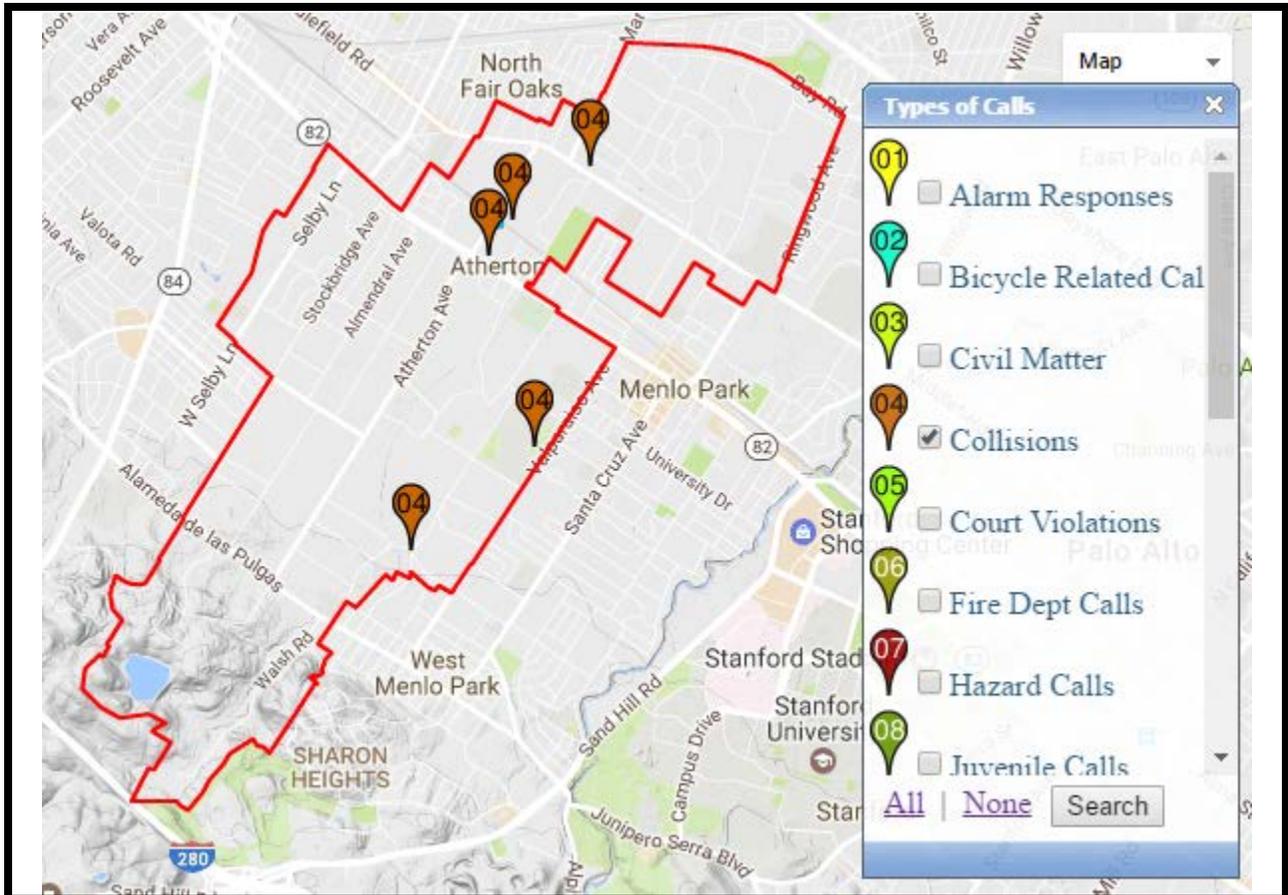
Traffic Incidents

Overall, there were 291 specific traffic incidents for April. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

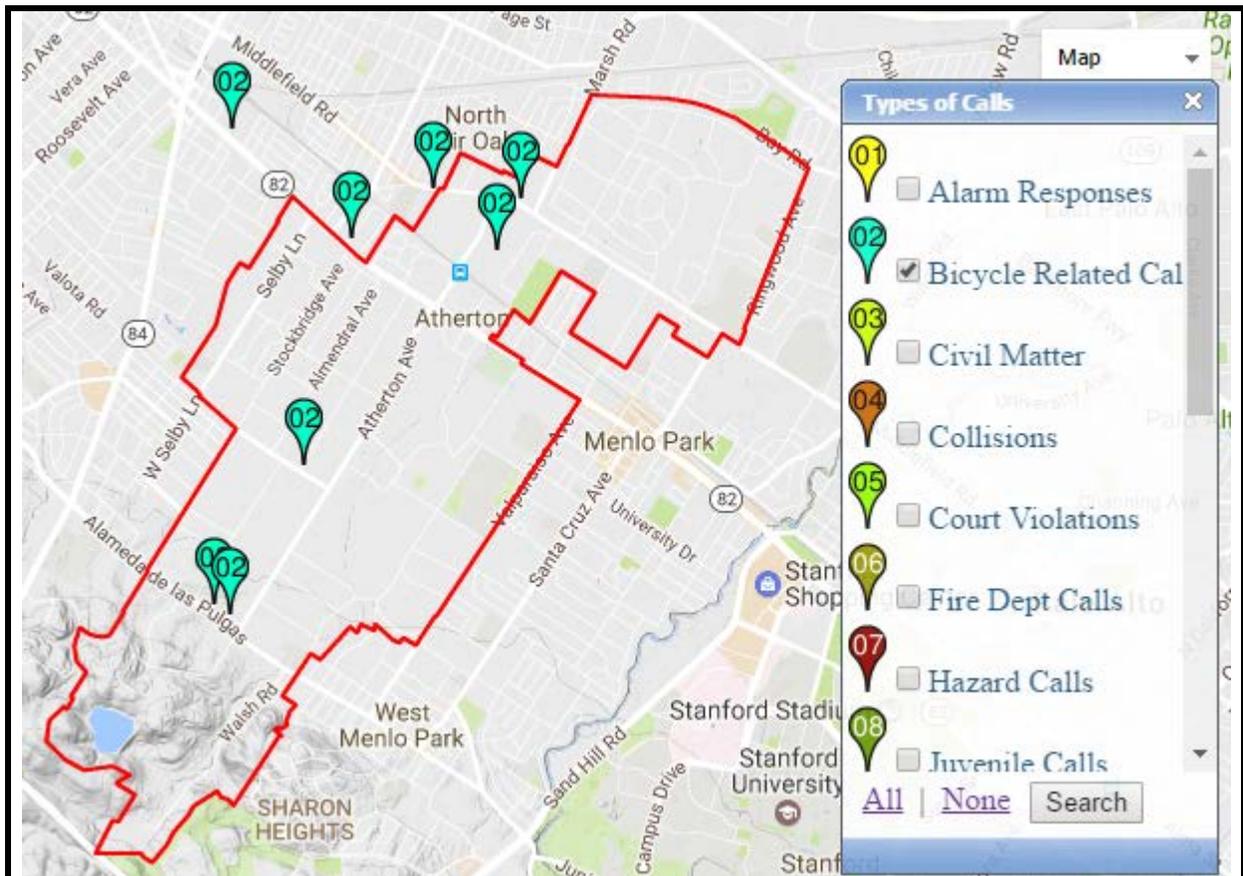
There were 6 specific “collisions” for April. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

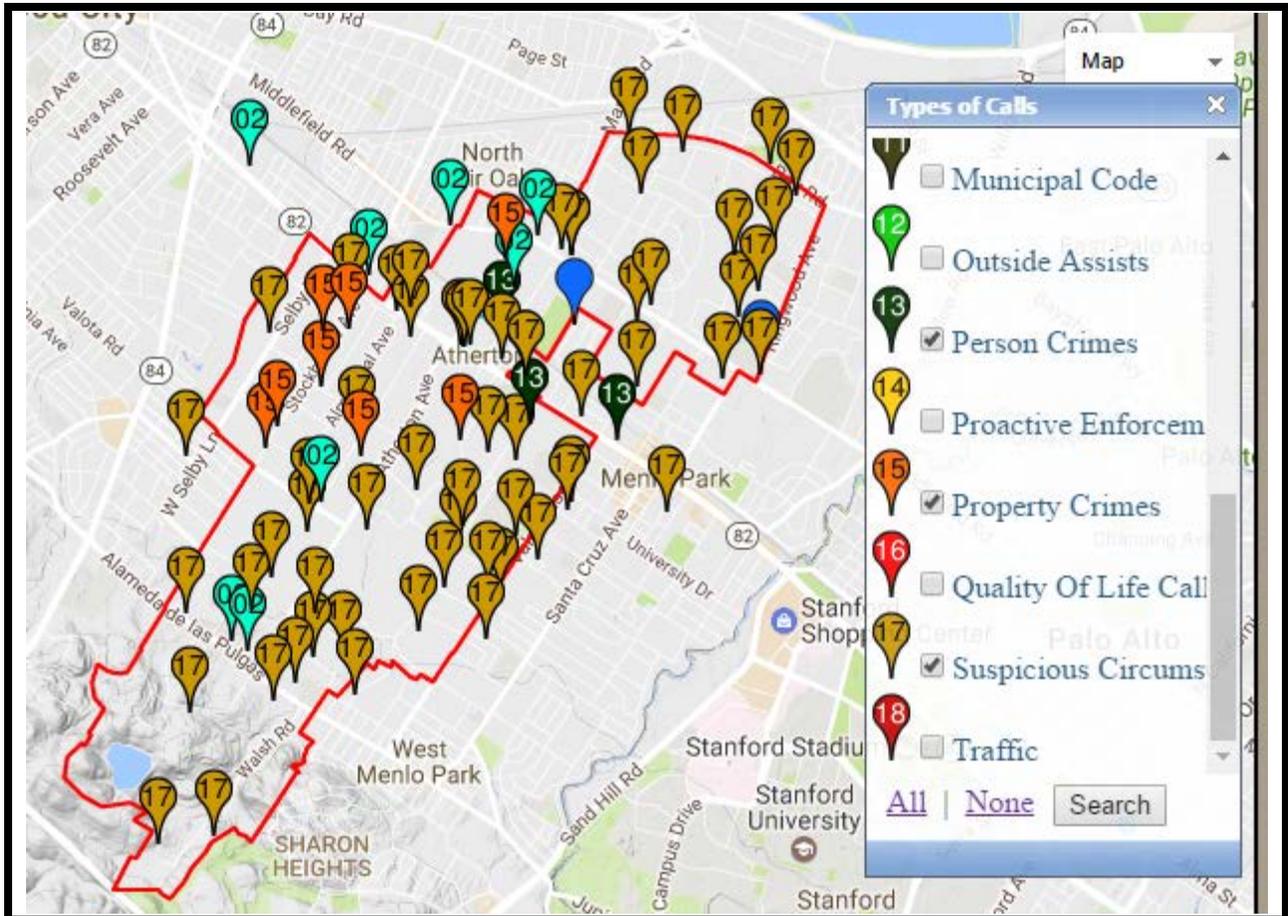
There were 8 bicycle stop incidents initiated for stop sign (4), lighting equipment (3), and riding on the wrong side of the street (1).

These stops resulted in 0 citations (0 warning and 0 notices to appear).



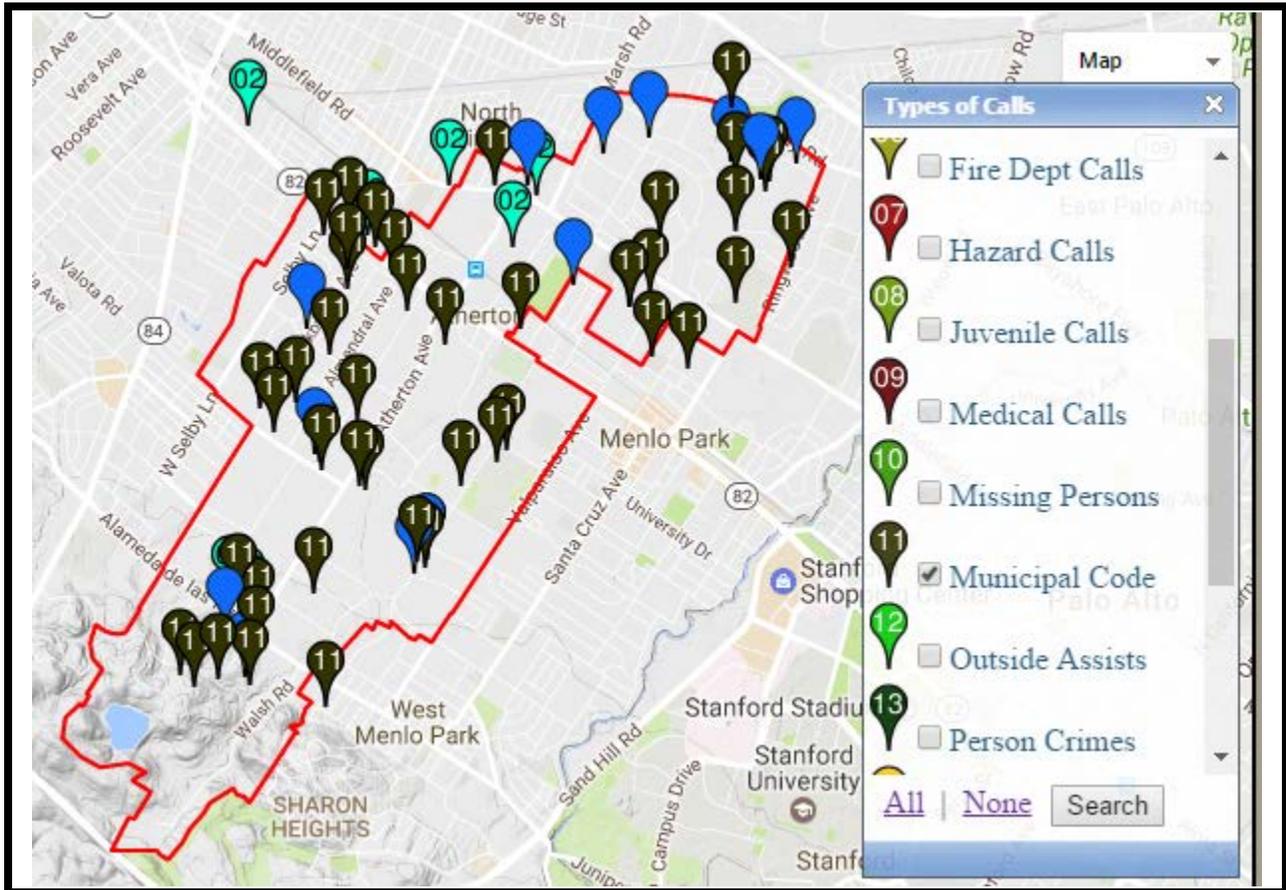
Criminal Activity and Suspicious Circumstances

The Department responded to 84 locations (some locations multiple times) for property crimes (19), person crimes (12), and incidents of suspicious circumstances (73).



Municipal Code Violations

The Department responded to 67 locations (some locations multiple times) for municipal code violations. These calls were for construction site parking, dumping of construction materials, graffiti, compliance with early start permits, construction work after allowed hours, compliance with the heritage tree ordinance, and other code enforcement inspections.



Holbrook Palmer Park

Holbrook Palmer Park had 97 incidents this reporting period, 76 of which were security checks and foot patrols by officers. The other incidents were related to suspicious persons, suspicious vehicles, dogs off leash, parking law violations, and special details. There was one arrest made for resisting arrest following an investigation into sleeping in the park after hours.

Premise Watch

Officers completed 1,044 House/Vacation checks during the month of April.

School Incidents

Officers responded to 138 school incidents during this reporting period. The incidents included but were not limited to suspicious vehicles, disturbances, alarms, thefts, CPS referrals, juvenile problems, medical calls, parking complaints, welfare checks, and traffic enforcement details:

| School | Type | J | F | M | A | M | J | J | A | S | O | N | D | Total |
|----------------------|----------|------------|------------|------------|------------|------------|-----------|-----------|------------|------------|------------|------------|------------|--------------|
| <i>Encinal</i> | Other | 4 | 1 | 4 | 3 | 9 | - | 1 | 4 | - | 3 | 5 | 6 | 40 |
| | Security | 20 | 8 | 14 | 17 | 11 | 5 | 6 | 21 | 11 | 7 | 6 | 15 | 141 |
| | Traffic | - | - | 7 | | 1 | 1 | - | - | 1 | 1 | 1 | 1 | 13 |
| <i>Knox School</i> | Other | 1 | - | - | 4 | - | - | - | - | - | - | - | - | 5 |
| | Security | - | - | - | | - | - | - | - | - | - | - | - | - |
| | Traffic | - | - | - | | - | - | - | - | - | - | - | - | - |
| <i>Las Lomitas</i> | Other | 5 | 2 | 3 | 4 | 6 | 2 | 3 | | 4 | 1 | 2 | 4 | 36 |
| | Security | 25 | 14 | 18 | 18 | 22 | 14 | 7 | 6 | 13 | 6 | 10 | 16 | 169 |
| | Traffic | - | - | - | | 1 | - | - | - | 2 | - | - | - | 3 |
| <i>Laurel</i> | Other | 5 | 5 | 3 | 1 | 4 | 2 | 2 | 3 | 6 | 1 | 2 | 2 | 36 |
| | Security | 16 | 8 | 19 | 8 | 7 | 6 | 2 | 2 | 3 | 2 | 2 | 2 | 77 |
| | Traffic | - | 1 | - | | - | - | - | - | 3 | - | - | 1 | 5 |
| <i>M-A HS</i> | Other | 17 | 17 | 28 | 12 | 15 | 9 | 9 | 13 | 24 | 22 | 21 | 9 | 196 |
| | Security | 28 | 23 | 16 | 21 | 20 | 9 | 7 | 16 | 21 | 30 | 24 | 20 | 235 |
| | Traffic | 1 | 8 | 2 | | 1 | 1 | - | 3 | 4 | 1 | 1 | - | 22 |
| <i>Menlo College</i> | Other | 9 | 12 | 7 | 3 | 12 | 3 | 4 | 7 | 14 | 17 | 8 | 4 | 100 |
| | Security | 13 | 14 | 25 | 13 | 10 | 4 | 4 | 3 | 11 | 11 | 9 | 9 | 126 |
| | Traffic | 5 | 2 | 22 | 4 | - | 1 | - | 2 | 1 | 1 | 2 | - | 40 |
| <i>Menlo School</i> | Other | 6 | 5 | 2 | 1 | 4 | 3 | 2 | 1 | 8 | 7 | 7 | 5 | 51 |
| | Security | 5 | 9 | 12 | 7 | 12 | 5 | 5 | 5 | 4 | 1 | | 4 | 69 |
| | Traffic | - | 1 | - | | - | - | - | - | - | - | - | 2 | 3 |
| <i>Sacred Heart</i> | Other | 8 | 3 | 10 | 3 | 8 | 4 | 3 | 4 | 2 | 3 | 7 | 5 | 60 |
| | Security | 7 | 9 | 12 | 7 | 9 | 5 | 4 | 7 | 7 | 8 | 3 | 4 | 82 |
| | Traffic | 3 | 1 | 3 | 1 | 1 | - | - | - | - | - | - | - | 9 |
| <i>Selby Lane</i> | Other | | 8 | 5 | 3 | 3 | 2 | 4 | 2 | 8 | 4 | 6 | 5 | 50 |
| | Security | 18 | 14 | 18 | 8 | 11 | 8 | 11 | 13 | 18 | 17 | 19 | 18 | 173 |
| | Traffic | 10 | - | 1 | | - | 1 | 3 | 2 | 2 | - | 2 | 4 | 25 |
| Total | | 206 | 165 | 231 | 138 | 167 | 85 | 77 | 114 | 167 | 143 | 137 | 136 | 1,766 |

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, 33 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 |
|-----------------|-------------|----------------------|
| March | 2017 | 4:33 |
| February | 2017 | 4:34 |
| January | 2017 | 5:12 |
| December | 2016 | 5:18 |
| November | 2016 | 5:12 |
| October | 2016 | 5:29 |

TOTAL TRAINING HOURS FOR APRIL 2017 – 252 HOURS

| NAME | TRAINING/HOURS | DATES |
|---------------------|---|---------------|
| Johnson | CAPE Seminar / 32 hours | April 3-7 |
| Robbins | 11550 Drug Recognition / 16 hours | April 3-4 |
| Kockler | Drug Endangered Children Investigation / 8 hours | April 4 |
| Larsen | Inner Perspectives / 16 hours | April 5-6 |
| Basurto | Communications Training Officer / 40 hours | April 10 -14 |
| Smiler MacDonald | Driver Training / 16 hours | April 13 - 14 |
| Smiler | SFST / 24 hours | April 17 - 19 |
| Kockler Johnson | Records Destruction – Property / Evidence / 8 hours | April 20 |
| Smiler | Interview and Interrogation / 24 hours | April 24-26 |
| Gomez | K9 Sup. Course / 24 hours | April 25-27 |
| Robbins | Search and Seizure Update / 8 hours | April 27 |
| Hall | Public Records Act / 16 hours | April 27-28 |

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 |
|-----------------|-----------------------------------|------------------|
| April | 1,706 | 352 |
| March | 1,683 | 395 |
| February | 1,585 | 165 |
| January | 2,266 | 180 |
| December | 2,804 | 122 |
| November | 1,361 | 124 |

Code Enforcement Activity Report

April 1 – April 30, 2017

Summary:

| | Activity | Total for Month | Year to Date (From 01/01/2017) |
|----|-------------------------------|------------------------|---------------------------------------|
| 1. | Opened Cases | 19 | 56 |
| 2. | Resolved/Closed Cases | 12 | 39 |
| 3. | Cases Pending | 156 | N/A |
| 4. | Written/Formal Notices Issued | 8 | 24 |
| 5. | Citations Issued | 0 | 31 |
| 6. | Amount in Citations | \$0 | \$6,400 |

During the month of April, there were over 123 incidents related to code enforcement.

Those incidents included, but were not limited to: construction hours violations, construction parking violations, construction signs and other construction related violations, graffiti, sports courts without permits, right-of-way encroachments and obstructions, trash and/or debris, overgrown and/or unmaintained vegetation, damage to heritage trees, unpermitted remove of heritage trees, set-back violations, noise nuisance, animal related nuisances, substandard housing and short-termed rental uses.

Code Enforcement staff translated conversations between officers and potential victims/suspects, assisted with Court duties and police fleet maintenance issues as they arose. Staff made a significant investment of time in coordinating the new database for code enforcement activity.

Public works update - APRIL 2017

- Sweep contracted monthly streets :
APRIL 2017 50 Miles 14 cu. yards 3.0 tons
- Service requests –
 - Repair fan in shower room at PD.
 - Replace lights at HP Park entry/exit gates.
 - Light repairs – Gilmore House kitchen
 - Storm response – 4/7 & 4/8
 - PD – air conditioning inoperative
 - Trim Oak tree at PD Garage
 - Mattress pick-up – ECR and Wilburn
 - Tree falling (slowly) at 88 Tuscaloosa
 - Sink hole at Los Lomitas school (possible channel collapse) - Negative
 - Interchange clean-up – Oakwood at city limit.
 - Tree down – Elena Ave
 - Possible tree hazard – 77 Marsh Road.
 - Channel obstruction – Camino los cerros.
 - Weeds – ECR median
 - Contractors starting early – Atherton Ave 100 block.
 - Dangerous tree limb – HP Park
 - Tree down – Elena Ave.
- 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.
- New DG Pathway – begin path between Carriage House and N. Meadow.
- Install drainage improvements at HP Park.
- Weed abatement – Middlefield, ECR and Alameda.
- Sign consolidation – bicycle lanes
- Stump grinding – Middlefield, HP Park.
- Tree work – remove dead Linden on Middlefield, diseased Elms at HP Park, Eucalyptus and Monkey Puzzle maintenance.
- Earth and Arbor Day events, Easter Egg Hunt, tree plantings in street and in park.
- Install gender neutral restroom signs where applicable.
- 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.



Knox tree



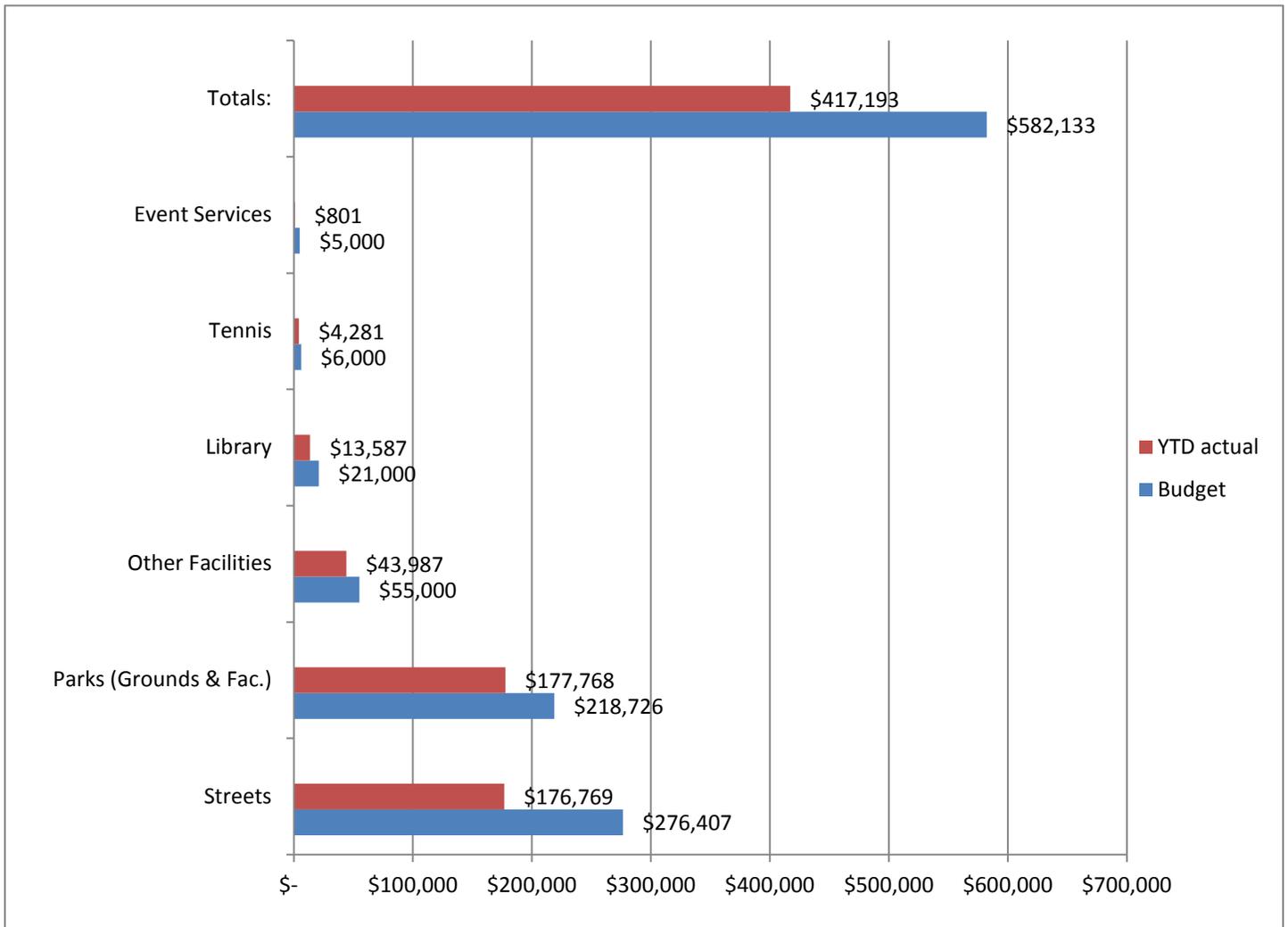
Arbor Day – Patricia & Austin



Gender non-specific restroom sign

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through APRIL 2017

| Short Code | Acct'g Code | Description | Budget Dollars | Actual Dollars | % used |
|------------|------------------|------------------------|----------------|----------------|--------|
| A01 | 101-53-52031-053 | Streets | \$ 276,407 | \$ 176,769 | 63.95 |
| A02 | 101-57-52031-057 | Parks (Grounds & Fac.) | \$ 218,726 | \$ 177,768 | 81.27 |
| A03 | 101-59-52031-059 | Other Facilities | \$ 55,000 | \$ 43,987 | 79.98 |
| A04 | 213-30-52031-000 | Library | \$ 21,000 | \$ 13,587 | 64.70 |
| A05 | 101-58-52031-000 | Tennis | \$ 6,000 | \$ 4,281 | 71.35 |
| E06 | 101-58-52031-058 | Event Services | \$ 5,000 | \$ 801 | 16.02 |
| Totals: | | | \$582,133 | \$417,193 | 71.67 |



PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: STEVE TYLER, PUBLIC WORKS SUPERINTENDENT

DATE: MAY 3, 2017

SUBJECT: PARK GOINGS ON APRIL 2017

REGULAR STAFF

- **Perform regular maintenance tasks**
- **Pick up litter/trash.**
- **Remove trash bags.**
- **Blow and pick up tree leafs 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 using both mechanical and chemical controls.**
- **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.**
- **Potable water usage is being monitored daily.**
- **Water none-established trees throughout the park based on schedule.**
- **Blow tennis courts 2 times per week as required.**
- **Improve drainage at picnic area to avoid woodchip debris in to the drain and clogging pipe lines.**
- **Transplanting of new Valley Oak tree from nursery container in to the ground at playschool playground.**
- **Install and attach donated Staghorn Fern plant on to Redwood tree next to Main House as coordinated by Town Arborist.**
- **Repair and replacement of missing or damaged hitch parts on JD tractor.**
- **Removal of Elm trees (3) along creek and picnic area due to disease issues.**
- **Spread of woodchip all along creek and Ball Field planters.**
- **Spread woodchip all along the picnic area.**
- **Assist in set up and take down of successful Easter Egg Hunt community event.**
- **Assist in set up and take down of a nice environmental Earth Day community event.**
- **Complete monthly inspection in all fire extinguisher at HP Park.**
- **New DG path installation begun between Carriage House and N. Meadow.**
- **New and future planned projects;**
 - **Restore and replace Main House outside wooden stairs, due to rotten and moisture damage.**

- **Rebuilt U shape driveway between Main House and water fountain grass.**
- **Electric Vehicle Charging Station - to be installed at Main House once permission is given for the go ahead.**
- **New Bike Rack to be installed on W of the LL field and W of the walking path. Slab installation required.**
- **New irrigation controller ordered for 2 wire system.**

TENNIS – APRIL 2017

Lesson hrs 212

Clinic hrs 233

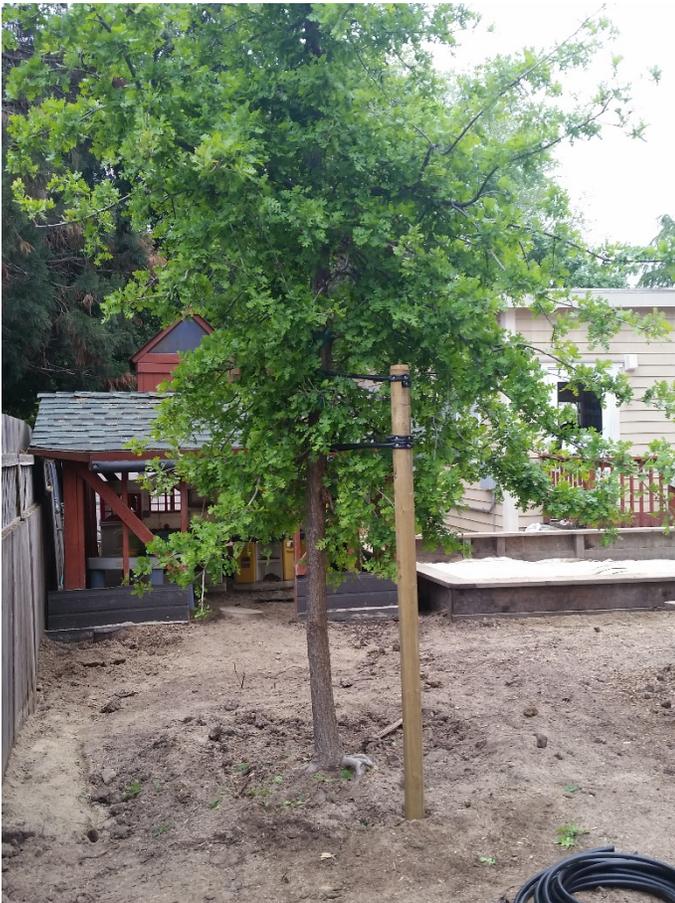
Other training 3

USTA League Matches- 2

Students total 515



TOP - NEW FILTRATION SYSTEM AT PICNIC AREA DESIGNED TO HELP KEEP OAKS FEET DRY.



LEFT - NEW VALLEY OAK PLANTED IN GROUND AT KNOX PLAYGROUND.



LEFT - NEW
STAGHORN
FERN
ATTACHED TO
REDWOOD
TREE.

BELOW -
REFURBISHED
PICNIC AREA





LEFT - New chips along Creekside path.



BELOW-
Diseased Elm tree removal

MAY 2017 HP PARK EVENTS/BOOKINGS

| DATE/TIME | EVENT/SIZE | PARKING | AREA | EVENT CONTACT | STAFF REQUIREMENTS/ISSUES | SEATING SET-UP | CATERING | MUSIC | Fees/MISC. INFO. |
|--|-----------------------------|-------------------------|----------------|--|--|--|-------------|-------|------------------|
| May 1, 2017 6:30 pm – 8:00 pm | Foundation Meeting 15-20 | NO SPECIAL REQUIREMENTS | Main House | Foundation Meeting Marylyne Timpson** | Set up/take down No staff present | U shape seating for 7 Audience – 12 chairs | None | None | No Fee |
| May 3, 2017 6:30 pm- 8:00 pm | Park & Rec Meeting 15-20 | NO SPECIAL REQUIREMENTS | Pavilion | Park & Rec Steve Tyler X541** | Set up/ take down No staff present | U Shape seating for 12, Audience-12 | None | None | No Fee |
| May 4-5, 2017 8:00 am – 9:00 pm daily | Annual Art Show 100+ | NO SPECIAL REQUIREMENTS | Pavilion | Betty Ullman | Set up/ take down No staff present | TBD | None | None | No Fee |
| May 6, 2017 3:00pm- 12:00pm | Bar Mitzvah 120 | NO SPECIAL REQUIREMENTS | Pavilion | S. Avari 650-772-1181 | Caterers set up/Take down Staff Present | TBD | Uncle Ray's | DJ | \$3250.00 |
| May 7, 2017 4:00pm- 12:00pm | Wedding 110 | NO SPECIAL REQUIREMENTS | Pavilion | J. Meyers 925-209-8355 | Caterers set up/Take down Staff Present | 19 -60 in. rounds/chairs & ceremony chairs | Whisk | DJ | \$3250.00 |
| May 12, 2017 3:00 pm- 11:00pm | Dance 80 | NO SPECIAL REQUIREMENTS | Pavilion | L. Keck 650-493-7071 x 102 | Set up/ Take down Staff Present | 10- round tables, 80 chairs | None | DJ | \$1560.00 |
| May 13, 2017 4:00pm- 12:00am | Poker Tournament 55 | NO SPECIAL REQUIREMENTS | Carriage House | V. Boesen 650-473-4055 | Set up/ Take down Staff Present | 7 round tables, 60 chairs | None | None | \$805.00 |
| May 16, 2017 4:00pm- 8:00pm | Water Meeting 40? | NO SPECIAL REQUIREMENTS | Carriage House | C. Ice 650-399-6911 | Set up/ Take down No staff present | 5 round tables, 40 chairs, 1-8 Ft | None | None | No fee |
| May 16, 2017 | Meeting >125 | NO SPECIAL REQUIREMENTS | Pavilion | C. Collins 650-323-1130 | Set up/ Take down Staff Present | 10 round tables, 100 chairs | None | None | \$1035.00 |

** member to open and close facility.

MAY 2017 HP PARK EVENTS/BOOKINGS

| | | | | | | | | | |
|--------------------------------|-----------------------------|-------------------------|--------------|-------------------------------|---|---------------------------|-------------------|------|-----------|
| 6:00pm-10:00pm | | | | | | | | | |
| May 17, 2017 11:00am-1:00pm | FHPP General Meeting 40? | NO SPECIAL REQUIREMENTS | Event Garden | M. Kushman 917-434-0493 | Set up/ Take down No staff present | 6 round tables, 40 chairs | TBD | None | No fee |
| May 19, 2017 11:00am-5:30pm | Memorial 150 | NO SPECIAL REQUIREMENTS | Pavilion | J. Maulbetsch 650-722-1937 | Caterer set up/take down Staff Present | TBD | TBD | None | \$1380.00 |
| May 21, 2017 12:00pm-4:00pm | Luncheon 150 | NO SPECIAL REQUIREMENTS | Pavilion | L. Jones 404-803-8315 | Caterer set up/take down Staff Present | TBD | TBD | None | \$1725.00 |
| May 26, 2017 3:00pm-11:00pm | Memorial >150 | NO SPECIAL REQUIREMENTS | Pavilion | J. Davis 650-218-8737 | Caterer set up/take down Staff Present | TBD | TBD | None | \$1560.00 |
| May 27, 2017 4:00pm-12:00am | Picnic 80 | NO SPECIAL REQUIREMENTS | Pavilion | L. Alcampo 650-291-0844 | Caterer set up/take down Staff Present | TBD | Frank's Texas BBQ | None | \$3250.00 |

** member to open and close facility.

MAY 2017 HP PARK EVENTS/BOOKINGS

| <u>CLASS</u> | <u>FACILITY/DAYS USED</u> |
|-------------------------------|---|
| DISCUSSION MEETINGS | CARRIAGE HOUSE/ - SUNDAYS 0900-1000 |
| AYSO | None. |
| BARI HALPERIN – DOG TRNG | None. |
| BAY AREA COUNTRY DANCE | May 9 - CH - 8 – 10 pm |
| ENCORE LACROSSE | None. |
| FOLK DANCE | May 3, 10, 17, 24, 31 CH 8 – 10 pm |
| FREDDIE JACKSON – DOG TRNG | May 2,4,9,11,16,18,23, 25 & 30 2 – 4 pm NM |
| MENLO-ATHERTON YOUTH LACROSSE | None. |
| TENNIS | TENNIS COURTS – DATES/TIMES VARY |

** member to open and close facility.

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 16-17

| DATE | FACILITY | TYPE OF EVENT | EVENT STATUS/ PAY OR FREE | FEES PAID (not including deposit) | ADMIN. CHARGES (15% Res/30% Non- Res) | TOTAL \$ | NOTES |
|-----------|----------------|---------------|------------------------------|---|--|---------------------|----------------------|
| 4/2/2017 | Day Use | Picnic | Pay Res | \$75.00 | \$0.00 | \$75.00 | N. Tavolihn 25 ppl |
| 4/2/2017 | Day Use | Picnic | Pay Res | \$75.00 | \$0.00 | \$75.00 | N. Jacob 25 ppl |
| 4/3/2017 | Main House | Round Table | No Fee | \$0.00 | \$0.00 | \$0.00 | M. Greenlee |
| 4/3/2017 | Main House | Foundation | No Fee | \$0.00 | \$0.00 | \$0.00 | M. Timpson |
| 4/5/2017 | Main House | Cooking Class | Pay Non Res | \$700.00 | \$210.00 | \$910.00 | HOG |
| 4/5/2017 | Pavilion | Park & Rec | No Fee | \$0.00 | \$0.00 | \$0.00 | S. Tyler |
| 4/6/2017 | Main House | Egg Stuffing | No Fee | \$0.00 | \$0.00 | \$0.00 | K. Klaus |
| 4/6/2017 | Pavilion | Street Study | No Fee | \$0.00 | \$0.00 | \$0.00 | J. Knowles |
| 4/9/2017 | Day Use | Picnic | Pay Res | \$75.00 | \$0.00 | \$75.00 | S. Livingston 25 ppl |
| 4/15/2017 | All Facilities | Egg Hunt | No Fee | \$0.00 | \$0.00 | \$0.00 | M. Cushman |
| 4/18/2017 | Pavilion | Cooking Class | Pay Non Res | \$900.00 | \$270.00 | \$1,170.00 | Parties That Cook |
| 4/18/2017 | Pavilion | Town Lunch | No Fee | \$0.00 | \$0.00 | \$0.00 | T. Dellasanta |
| 4/19/2017 | Day Use | Picnic | Pay Non Res | \$100.00 | \$0.00 | \$100.00 | J. Escabar |
| 4/21/2017 | All Facilities | Retreat | Pay Res | \$2,300.00 | \$345.00 | \$2,645.00 | Sacred Heart Prep |
| 4/22/2017 | Day Use | Picnic | Pay Non Res | \$200.00 | \$0.00 | \$200.00 | L.Schiffman 30 ppl |
| 4/22/2017 | CH | Picnic | Pay Non Res | \$400.00 | \$120.00 | \$520.00 | K. Kinkor |
| 4/23/2017 | Day Use | Picnic | Pay Non Res | \$200.00 | \$0.00 | \$200.00 | Quintana 50 ppl |
| 4/25/2017 | Main House | Council Mtg | No Fee | \$0.00 | \$0.00 | \$0.00 | T. DellaSanta |
| 4/25/2017 | Pavilion | Luncheon | Pay Non Res | \$900.00 | \$270.00 | \$1,170.00 | Kaiser |
| 4/27/2017 | Pavilion | Fundraiser | Pay Non Res | \$900.00 | \$270.00 | \$1,170.00 | Acknowledge Alli |
| 4/28/2017 | Pavilion | Retreat | Pay Res | \$2,300.00 | \$345.00 | \$2,645.00 | SHP |
| 4/29/2017 | Day Use | Picnic | Pay Non Res | \$100.00 | \$0.00 | \$100.00 | Chaudhary 25 ppl |
| 4/30/2017 | Day Use | Picnic | Pay Non Res | \$200.00 | \$0.00 | \$200.00 | C. Murfit 50 ppl |
| 4/30/2017 | Day Use | Picnic | Pay Non Res | \$200.00 | \$0.00 | \$200.00 | E. Kohl 50 ppl |
| | | | | | | | |
| | | | TOTALS | \$ 9,625.00 | \$ 1,830.00 | \$ 11,455.00 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 16-17

| Summary by Month FY 2016-17 | | | | | | |
|-----------------------------|------------------------|--------------------|--|-----------------------|--------------------|--|
| Month | Revenue - not included | Admin. Revenue | | % Catering By Dana | Net To Town | |
| Jul-16 | \$16,025.00 | \$4,050.00 | | \$8,012.50 | \$12,062.50 | |
| Aug-16 | \$27,044.00 | \$6,840.00 | | \$13,522.00 | \$20,362.00 | |
| Sep-16 | \$18,775.00 | \$3,990.00 | | \$9,387.50 | \$13,377.50 | |
| Oct-16 | \$18,725.00 | \$3,465.00 | | \$9,362.50 | \$12,827.50 | |
| Nov-16 | \$7,520.00 | \$1,605.00 | | \$3,760.00 | \$5,365.00 | |
| Dec-16 | \$11,000.00 | \$2,475.00 | | \$5,500.00 | \$7,975.00 | |
| Jan-17 | \$3,800.00 | \$900.00 | | \$1,900.00 | \$2,800.00 | |
| Feb-17 | \$6,400.00 | \$1,740.00 | | \$3,200.00 | \$4,940.00 | |
| Mar-17 | \$6,150.00 | \$780.00 | | \$3,075.00 | \$3,855.00 | |
| Apr-17 | \$9,625.00 | \$1,830.00 | | \$4,812.50 | \$6,642.50 | |
| Total FY 2016-17 | \$124,864.00 | \$27,675.00 | | \$62,432.00 | \$90,107.00 | |
| revised 5-1-17 | | | | | | |



Town of Atherton

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

Community Services Monthly Report April 2017

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
April 1, 2017 to April 30, 2017*

| | | |
|--|---------------|--------------------------------|
| | Apr-17 | Fiscal Year 2016-17 |
| Total Construction Valuation¹: | \$2,130,611 | \$116,193,958 |

REVENUE

| | | |
|-----------------------------------|-----------------|--------------------|
| Plan Check Fees Collected: | \$27,399 | \$351,707 |
| Permit Fees Collected: | \$39,321 | \$897,124 |
| Other Fees Collected: | \$10,934 | \$77,744 |
| TOTAL: | \$77,654 | \$1,326,575 |

PLAN CHECK

| | | |
|------------------------|-----------|------------|
| Applications Received: | 61 | 727 |
|------------------------|-----------|------------|

PERMITS

| | | |
|--|-----------|------------|
| Residential: | | |
| New Single Family Residential Permits Issued: | 0 | 24 |
| New Accessory Structures Issued: | 13 | 183 |
| Addition / Alteration Permits Issued: | 9 | 91 |
| Reroof / Water Well / Grading Permits Issued: | 8 | 111 |
| Plumbing/Mechanical/Electrical Permits Issued: | 19 | 205 |
| Demolition Permits Issued: | 3 | 31 |
| Non-Residential: | | |
| New Permits Issued: | 0 | 6 |
| TOTAL Permits Issued: | 52 | 651 |

| | |
|---|------------|
| Total Open Permits as of 4/30/17 | 808 |
|---|------------|

INSPECTIONS

| | | |
|------------------------|------------|--------------|
| Inspections Performed: | 696 | 8,397 |
|------------------------|------------|--------------|

Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

April 1, 2017 to April 30, 2017

| | This Month Activity | Fiscal Year to Date Activity |
|---------------------------|--------------------------------|---|
| Staff Level Reviews | 18 | 250 |
| Planning Commission Items | 2 | 30 |

The Planning Commission took the following action at the April 26, 2017 meeting:

1. 1 Toyon Road – Approved the request to remove 2 heritage trees.
2. Discussion of Heritage Tree Ordinance Revisions – received and discussed recommendations by Ad-Hoc Tree Subcommittee and directed staff to come back to a future meeting as an additional study session item with more information:
 - a. Prepare mock-up, reference site analysis for several properties in Town under recommended changes to evaluate what the impact would be to overall development potential.
 - b. Further evaluate recommendations to identify which changes are addressing compliance issues vs. regulation issues.
 - c. Further evaluate unit of measurement for trees (diameter vs. circumference).
 - d. Attempt to solicit additional feedback from the architectural/development/arborist community on implications of recommended changes.

The next meeting is scheduled for May 24, 2017.

Arborist Activity Summary

April 1, 2017 to April 30, 2017

| | Site Visits | | | |
|-------|--------------------|-------------|----------------|----|
| | Tree Removal | Inspections | Info. / Consu. | |
| TOTAL | 19 | 12 | 4 | 36 |

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

| Month | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|-------------------------------|----------|-----------|-----------|-----------|-----------|-----------|
| January | 2 | 2 | 2 | 0 | 2 | 2 |
| February | 1 | 1 | 1 | 6 | 1 | 0 |
| March | 2 | 0 | 3 | 6 | 1 | 2 |
| April | 0 | 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 | 4 | 1 | 4 | 3 |
| October | | 6 | 3 | 1 | 5 | 4 |
| November | | 0 | 0 | 4 | 1 | 1 |
| December | | 1 | 0 | 4 | 3 | 4 |
| Total New SFD Permits: | 5 | 26 | 31 | 33 | 31 | 30 |

Plan Check Performance

April 1, 2017 to April 30, 2017

| Project Type | Cycles | No of Plan Checks | Target ** | Average Review Days | Overdue Plan Checks |
|------------------------------------|-----------------|-------------------|-----------|---------------------|---------------------|
| Major Plan Check | 1st Review | 75 | 10 | 9 | 0 |
| | Subsequent Rev. | 79 | 5 | 3 | 0 |
| Minor Plan Check | 1st Review | 4 | 3 | 2 | 0 |
| | Subsequent Rev. | 0 | 2 | 0 | 0 |
| Total Number of Plan Checks | | 158 | | | |

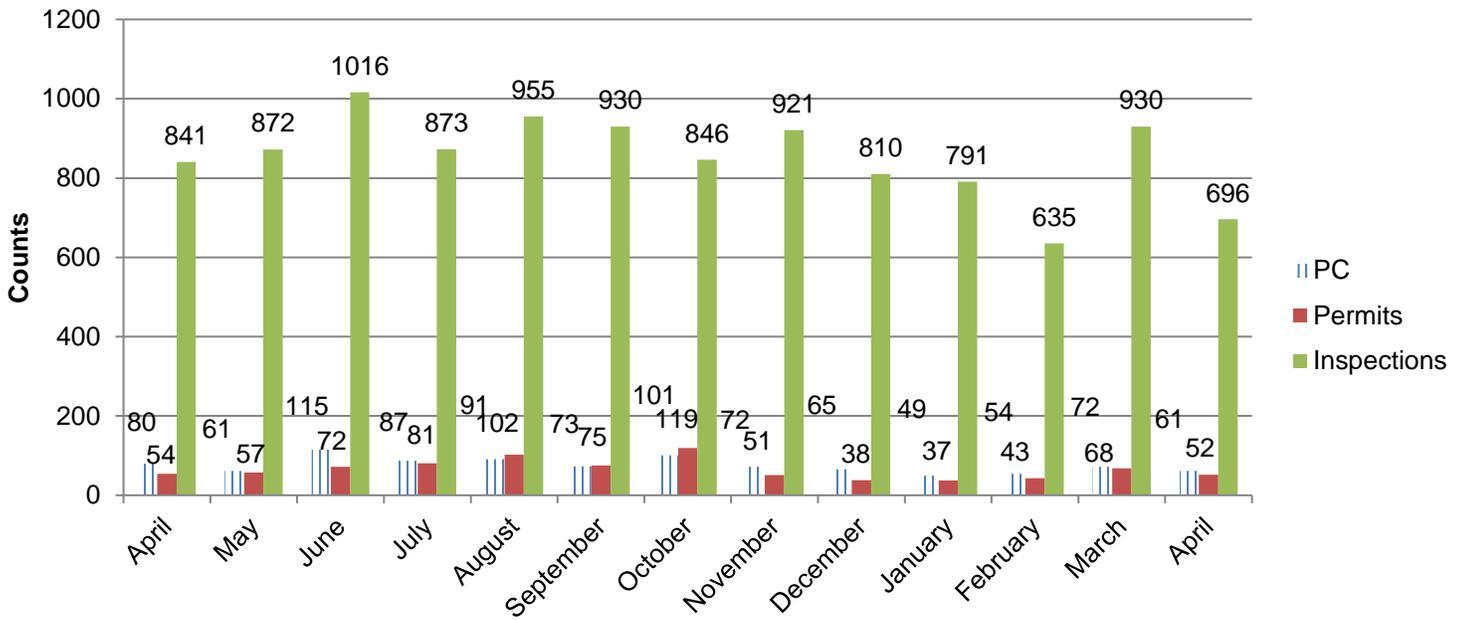
** Target: in working days

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

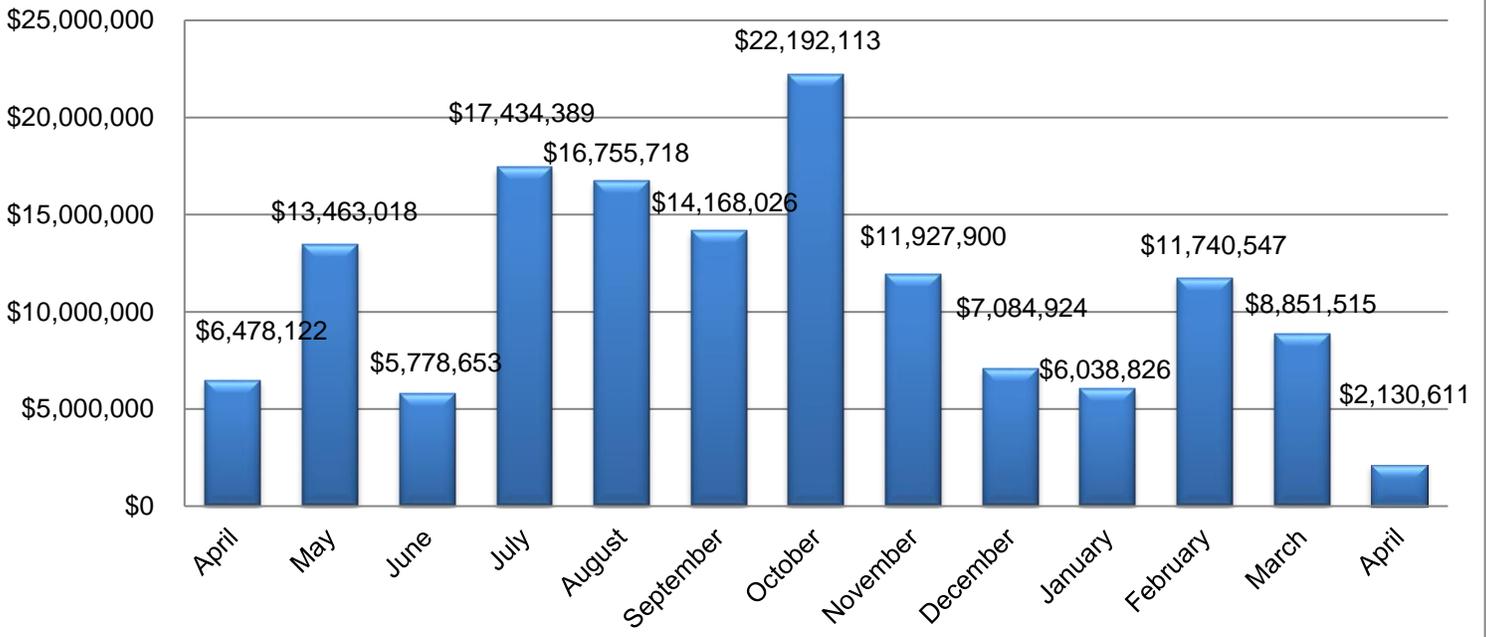
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

