



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 15, 2019

SUBJECT: CITY MANAGER’S WRITTEN 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.

1. Civic Center Project

- [Project Main Webpage - http://www.ci.atherton.ca.us/290/Civic-Center-Project](http://www.ci.atherton.ca.us/290/Civic-Center-Project)
- [Project Activity Blog - http://www.ci.atherton.ca.us/503/Project-Activity-Blog](http://www.ci.atherton.ca.us/503/Project-Activity-Blog)
- The last City Council meeting in the Council Chambers will be on May 15. Future meetings of all Committees, the Commission, and the Council will occur at the Park either in the Pavilion, Carriage House, or Main House. We are working with IT to try and move the technology from the Council Chambers to the Pavilion.
- We have a Town Center neighborhood meeting set for May 21 at 5:30 pm in the Council Chambers.
- Move Schedule:
 - Permit Trailer delivery and setup - May 15 - 20
 - Admin Trailer delivery and setup - May 22 - 24
 - Complete Prep for Move-in - May 25 - 30
 - Move-In Days - May 31 - June 3 (Offices Closed Friday, May 31 and Monday, June 3)
- Notice To Proceed to Amoroso
 - Staff will issue the formal Notice to Proceed to Amoroso on June 3.
 - A Limited Notice to Proceed has been issued for some early preparation work.
- Tree Removals
 - Tree removals should complete this week. The tree removal contract is a Town contract; not through Amoroso. The work is being conducted by West Coast Arborists. They will likely be back to do some minor shrub removal as well.
- Park Parking

- We will be adding more permanent (temporary) striping in the Park similar to what was used for the Easter Egg Hunt to mitigate for the loss of spaces due to the temporary trailers.
- Events in the Park
 - We are working with Catering by Dana to identify conflicts that may occur when the Park is “parked out” for events and other activities in combination with Day Use Permit issuance. This is further exacerbated by the Town’s temporary trailer use in the Park.
- Contracts and Approvals
 - There are and have been a number of minor contracts for service issued under my signature authority. I have been listing these out under City Manager Goods/Service Contracts at the bottom of my Council Notes emails. These have been for electrical work, furniture purchase, pre-planning/design of the trailers, utilities, etc.

2. Ad Hoc Subcommittee Updates

Stanford GUP - Lewis/Lempres (Rodericks/Costa Sanders)

Attached is a press release on last week’s letter that was delivered to the Santa Clara Board of Supervisors

Fire Services - Wiest/Widmer (Rodericks)

The City Council Ad Hoc Subcommittee met with the Fire Board Liaisons on April 30 to discuss ways that the Town and District can partner on District investments in the Town. The District representatives received the suggestions and will schedule a follow-up meeting in mid- to late-May.

Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

Staff and the Subcommittee met on May 1 to discuss next steps with Caltrain.

We will be meeting with Caltrain by mid- to late-May.

Heritage Tree Ordinance - DeGolia/Widmer (Bertollo-Davis/Larson)

The Subcommittee will be meeting with staff to go through the HTO. This meeting will occur in June.

Regional Housing/SB50 - Lewis/Widmer (Rodericks)

No update.

IT/Atherton Fiber - DeGolia/Widmer (Rodericks)

No update.

3. Citizen's Police Academy - May 18, 2019

The Citizen's Police Academy has been set for May 18. Information and details can be found on the following webpage: <https://www.ci.atherton.ca.us/505/Citizens-Police-Academy>. We have confirmed 20 participants.

The event will begin at 7:30 am with light refreshments. The course starts promptly at 8 am and finishes up at 6 pm. If you have not signed up directly, you are more than welcome to attend and observe. I plan to drop through at some point during the day. My father is visiting that week from Tennessee (he's 85). We'll swing through at some point during the day for a quick visit. Please let the Chief know if you plan to stop through. The event will be held at the Pavilion.

4. Rule 20A Funds

The CPUC recently passed Resolution E-4971 which denied PG&E's request to allow the City of Live Oak to borrow beyond the 5-year limit for their Rule 20A Project. The CPUC Resolution orders PG&E to reallocate \$554,000 of unused Work Credits from communities that have not participated in the Rule 20A program over the past eight years to the City of Live Oak. The CPUC considers any community to be *active* and not subject to reallocation if it satisfies any of the following criteria:

- Formally adopts an undergrounding district ordinance which expires at the completion of work within the district boundaries; or
- Has started or completed construction of an undergrounding conversion project within the last 8 years; or
- has received Rule 20A allocations from the utility for only 5 years or fewer due to recent incorporation.

Since we do not meet these criteria, we will lose \$7,140. While this is the first time I have heard of this type of order from the PUC; apparently it is in their repertoire of authority. It is something for us to consider on both sides of the coin (starting a district and borrowing beyond 5 years and/or selling before our funds get reallocated).

5. AXON Body Cams

One of the queries from the Council meeting was with respect to the AXON Body Cam warranty. The contract has an assurance program wherein all hardware is under warranty for 5 years and that cameras receive 2 upgrades over the 5-year period.

6. 41 Maple - Excavation / Trees

Upon inquiry, staff inspected the construction site. The excavation on site is per plan. The OSHA over-ex makes it larger, but the footprint of the actual basement is smaller. They have poured much of the base at this point. There is an Oak on site and they used shoring (approved by the Town Arborist and private arborist) to save the roots. No large roots were encountered. There are two Oaks on neighboring property. They have closed off that section and upon inspection, no large roots were cut. The basement will be completed in about 5 weeks and soil will be refilled.

7. Less Than Lethal Rounds

The link below was forwarded by the Chief on the less than lethal rounds discussed at Wednesday's Council meeting.

<https://www.youtube.com/watch?v=wPmdBMgSu08>

As the Council may recall, the PD encountered a suicide suspect in Atherton a few months ago. The suspect was armed. The situation could have turned at any point to an armed conflict. However, the PD were able to talk the suspect from the house without incident. In that situation, tasers would not have been an option for use, but these less than lethal rounds may have been.

ATTACHMENTS

NEWS – SMC GUP Letter

Police Department Report

Public Works Department Report

Community Services Department Report

NEWS

May 2, 2019

For Immediate Release

County of San Mateo, Cities Urge Santa Clara County to Help Hold Stanford Accountable for Impacts of Campus Expansion *SMC Leaders Outline 11 Requirements for Development Agreement*

Redwood City — The County of San Mateo and six cities have sent a letter to the Santa Clara County Board of Supervisors urging them to help hold Stanford University accountable for the anticipated impacts to housing, traffic, the environment and residents if it is allowed to expand its campus by more than 20 percent.

The Santa Clara Board of Supervisors is currently considering Stanford University's 2018 General Use Permit (GUP) which would allow construction of an additional 2.275 million square feet of academic and other facilities on the main campus. San Mateo County leaders say Stanford's growth plans will have a direct and irreversible impact on local neighborhoods that border Stanford — many of which offer some of the last relatively affordable housing in the region and whose residents will be at risk of displacement by increased numbers faculty and students looking for housing near the university.

Stanford also states that the contemplated increase in campus population will result in no new net vehicle trips but, in a letter sent to each Santa Clara County supervisor, the San Mateo County Stanford GUP Committee calls that claim "misleading" and based on an inappropriately small window of time during commute hours. The committee asserts that average daily trips is the appropriate measurement criteria because the vast number of events at Stanford take place throughout the day, impacting traffic in surrounding neighborhoods.

Besides traffic congestion, the letter to each Santa Clara County supervisor also outlines the adverse impacts to roadways and the environment, the strain on affordable housing and child care services, and the possibility of neighborhood gentrification and displacement if Stanford creates 5,500 new jobs and adds 9,610 new people on campus but adds only 500 new housing units.

"Stanford University is the dividing line between the two counties, and while we are appreciative to have such an outstanding university, it has impacts on San Mateo County that cannot be ignored," said San Mateo County Supervisor Don Horsley. "From the studies we have seen, the impacts on San Mateo County are dramatic so we believe that a portion of any impact fees Stanford is required to pay should go towards mitigating the impacts on San Mateo County."

The letter to each Santa Clara County supervisor is signed by Horsley and San Mateo County Manager Mike Callagy, Redwood City Vice Mayor Diane Howard and City Manager Melissa Stevenson Diaz, Woodside Mayor Daniel Yost and Town Manager Kevin Bryant, Atherton Councilmember Mike Lempres and City Manager George Rodericks, East Palo Alto Vice Mayor Regina Wallace-Jones and Interim City Manager Sean Charpentier, Menlo Park Mayor Pro Tem Cecilia Taylor and City Manager Starla L. Jerome-Robinson, Portola Valley Mayor Ann Wengert and Town Manager Jeremy Dennis. The city of Palo Alto also recently joined San Mateo County's GUP Committee.

Collectively, these representatives of jurisdictions neighboring the proposed development say that mitigating its effects cannot stop at the Santa Clara County border and that since 2001 San Mateo County has continued to be negatively impacted without any mitigation of those impacts by Stanford's expansion authorized under the last GUP.

"The City Council values having Stanford University as part of the Redwood City community, and recognizes the university's importance in the region. At the same time, we recognize that as development continues on Stanford's main campus, it will have an impact on adjacent communities, including Redwood City. We urge Stanford and Santa Clara County to work closely with all nearby communities to address impacts on housing, transportation, child care and other important services to the community," said Redwood City Mayor Ian Bain.

Specifically, the GUP committee requests that Santa Clara County require 11 actions in its development agreement with Stanford to offset the impacts on housing, transportation, stormwater and public services in San Mateo County:

1. **Establish a \$196 million evergreen fund for affordable housing units.** The Final Environmental Impact Report (FEIR) estimates 27 percent of household growth related to implementation of the 2018 GUP will occur in San Mateo County, requiring 655 units. The funds would be spent within a six-mile radius of the Stanford campus.
2. **Contribute a minimum of \$4.62 million to roadway and intersection improvements.** The cost of improvements needed on roadways providing access to and from Stanford's main campus total an estimated \$84 million. Stanford's proportional share should be a minimum of 5.5 percent based on the FEIR's projection that in 2035, the school's daily population will be more than 5 percent of San Mateo County's total population.
3. **Contribute a minimum of \$15 million for bicycle and pedestrian improvements.** Trail and roadway improvements are needed to provide safe alternatives to driving through the county's communities to reach Stanford. Projects include the University Avenue/Highway 101 overcrossing (\$14 million), the Dumbarton Rail Spur Trail (\$5.5 million) and new bicycle facilities on Middlefield Road (\$8 million in Redwood City; \$3 million in San Mateo County).
4. **Contribute \$5 million for stormwater management/flooding prevention.** Stanford should commit to reducing flows into San Francisquito Creek by contributing to its Phase II improvement project and increasing upstream detention facilities on Stanford property.

5. **Expand Stanford's free shuttle/bus service.** Service between its main campus and Redwood City campus can minimize passenger vehicle traffic. The service should be open to the general public and include stops and routes serving communities impacted by Stanford traffic.
6. **Require contractors to avoid using trucks on specified local roads.** Stanford should bear the cost of this provision as public safety resources are already overtaxed.
7. **Pause new projects under the Stanford GUP until specific roadway improvements and supplemental traffic analyses are finished.**
8. **Pay \$6.78 million in-lieu property taxes each year to impacted local public agencies.**
9. **Provide educational opportunities to communities impacted by Stanford's growth.** Stanford's commitment will help solve regional problems and strengthen civil society by enhancing outcomes for students, school districts, local governments and nonprofits.
10. **Ensure that Stanford GUP-related impacts within San Mateo County jurisdictions are either directly mitigated or that they have appropriate access to mitigation funds.**
11. **Provide or help fund child care for people living, work or studying on the Stanford campus.** San Mateo County already has a child care service deficit and the proposed campus expansion will increase demand. One child care space costs \$42,000, according to a 2017 study by Brion Economics.

Mayor Daniel Yost of Woodside said he would further urge the Santa Clara Board of Supervisors to continue protections for the foothills by extending the requirement for a 4/5ths majority of the Santa Clara Board of Supervisors to change the Academic Growth Boundary beyond 2025. This will further protect open space which becomes a more valuable resource as the urban corridor continues to grow.

Negotiations between Santa Clara County and Stanford regarding a development agreement related to the 2018 GUP have been indefinitely suspended. However, San Mateo County stakeholders say they remain firm in their resolve to ensure mitigation of expected adverse impacts if and when a GUP is approved.

"We need to make sure Stanford University really understands and follows through on commitments to address equity and transparency in its growth plans," said Menlo Park Mayor Pro Tem Cecilia Taylor. "With full mitigations by the university, it can begin to address its impacts to traffic, housing and local employment that our communities live with and that the university's expansion will intensify."

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POLICE DEPARTMENT

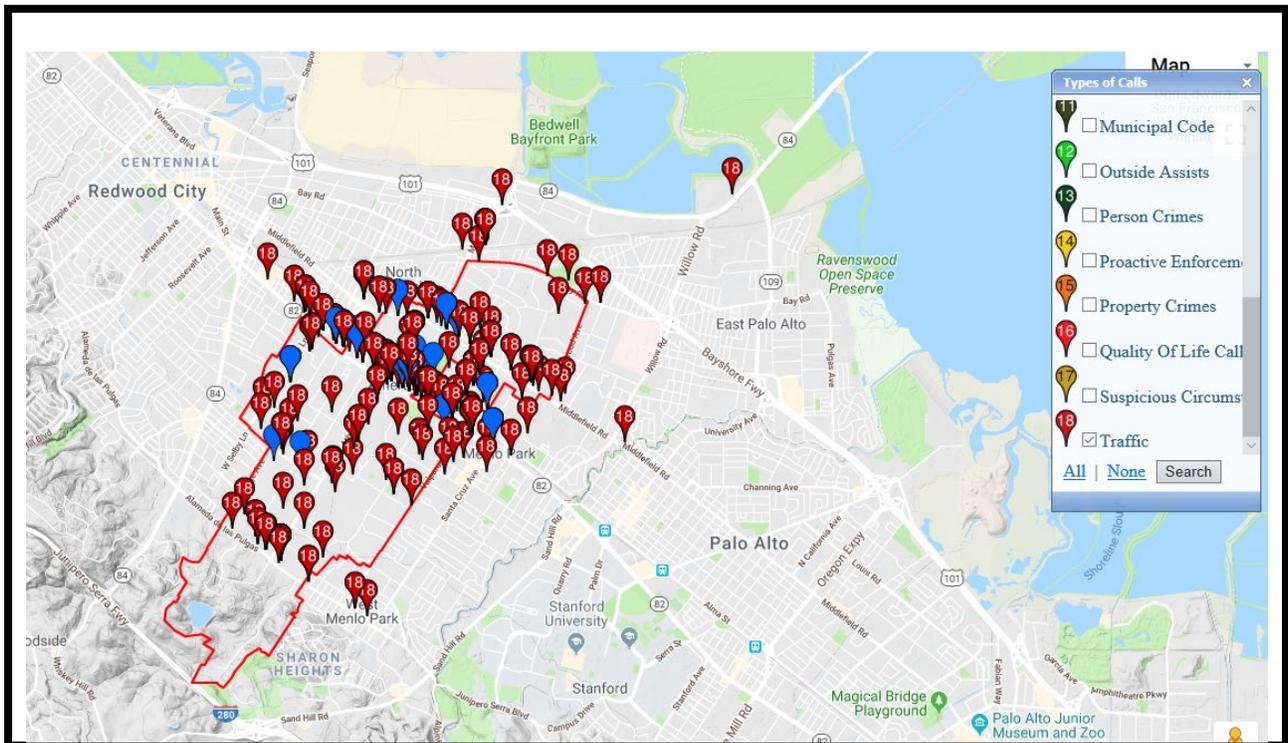
Police Activity

There were 71 investigations for the month of April. 22 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses included advertising for construction work without a license, driving on a suspended license, petty theft, parole violation, warrant arrests, evading a peace officer, and false information to a peace officer.

Of the 2,656 total police incidents for the month of April, 1,682 were officer-initiated incidents, which resulted in 444 citations being issued for vehicle code and other violations. Officers initiated 1,341 other types of incidents that included investigating suspicious vehicles, traffic collisions, citizen flag downs, home checks and extra patrols, code enforcement and construction checks, follow-up investigations, pedestrian stops, traffic enforcement details, medical calls, and welfare checks.

Traffic Incidents

Overall, there were 355 traffic incident locations, some with multiple stops, for April. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

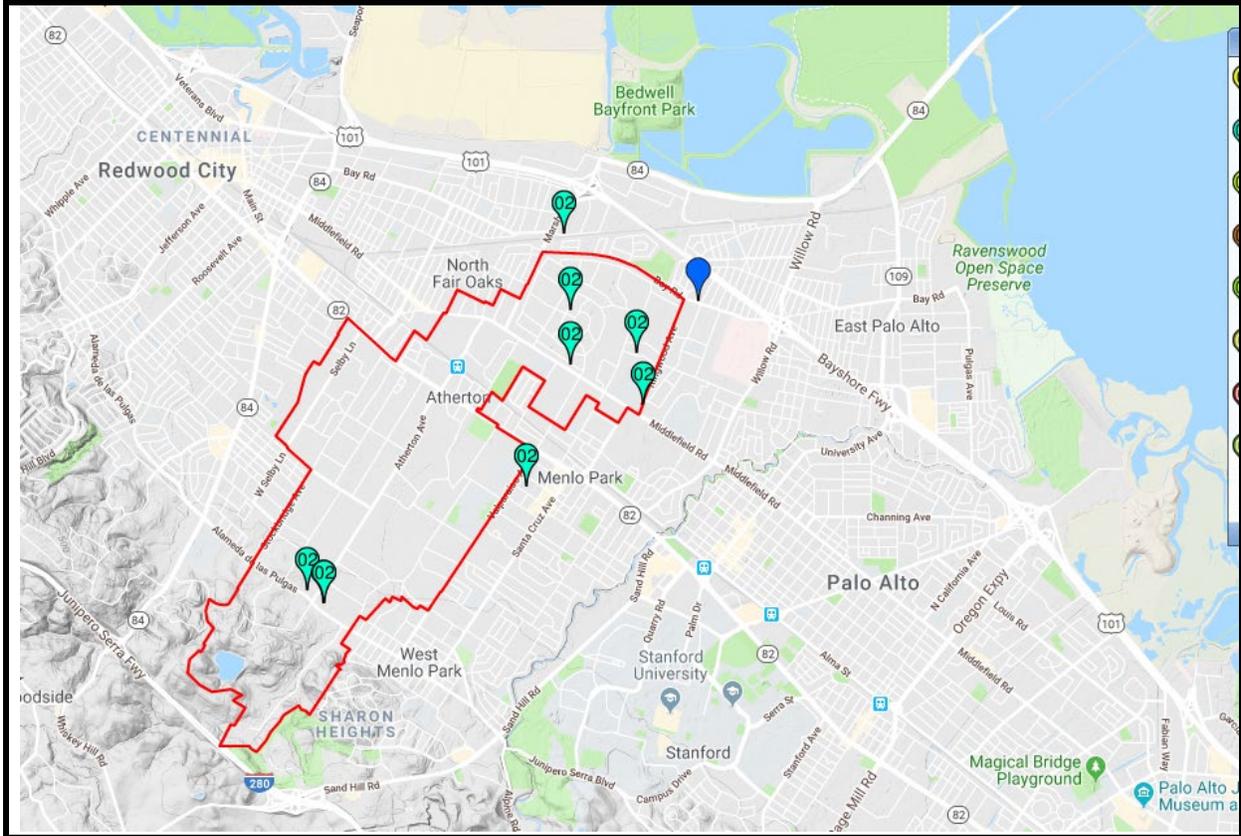
There were 13 collisions locations in April, some with multiple incidents. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

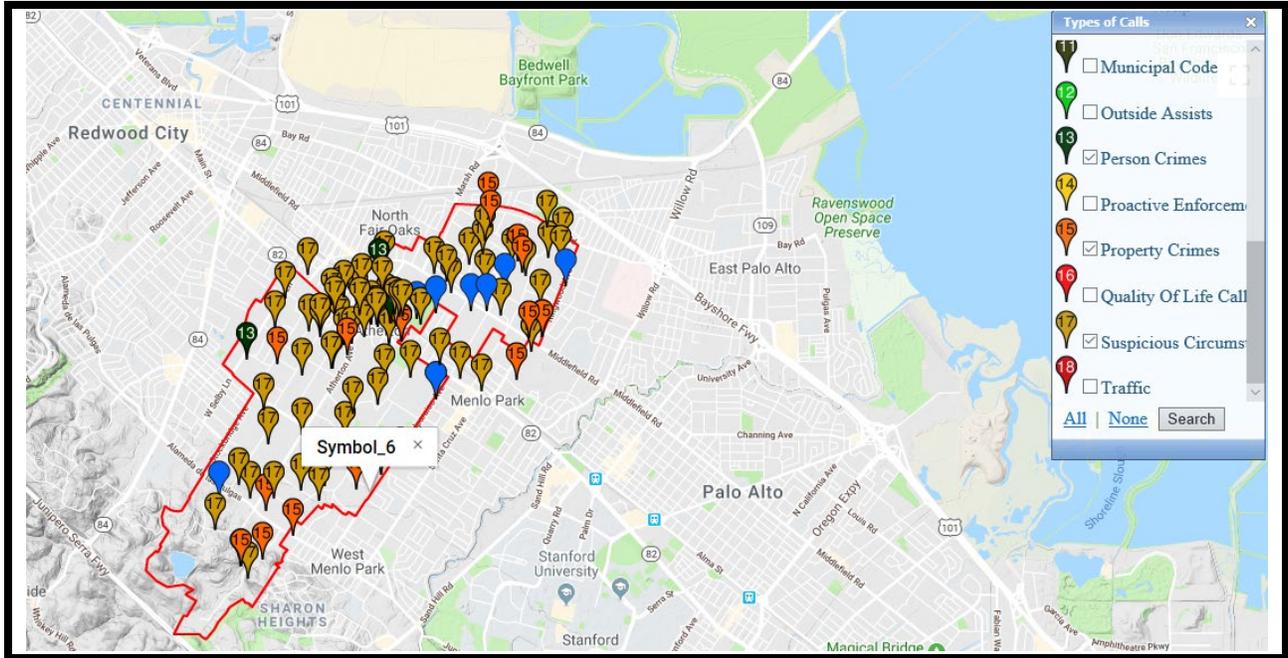
There were 10 bicycle stop incidents initiated for Stop Sign (3) lighting equipment (3), juveniles with no bike helmets (3), and riding the wrong way (1).

These stops resulted in 1 warning citation and 9 verbal warnings.



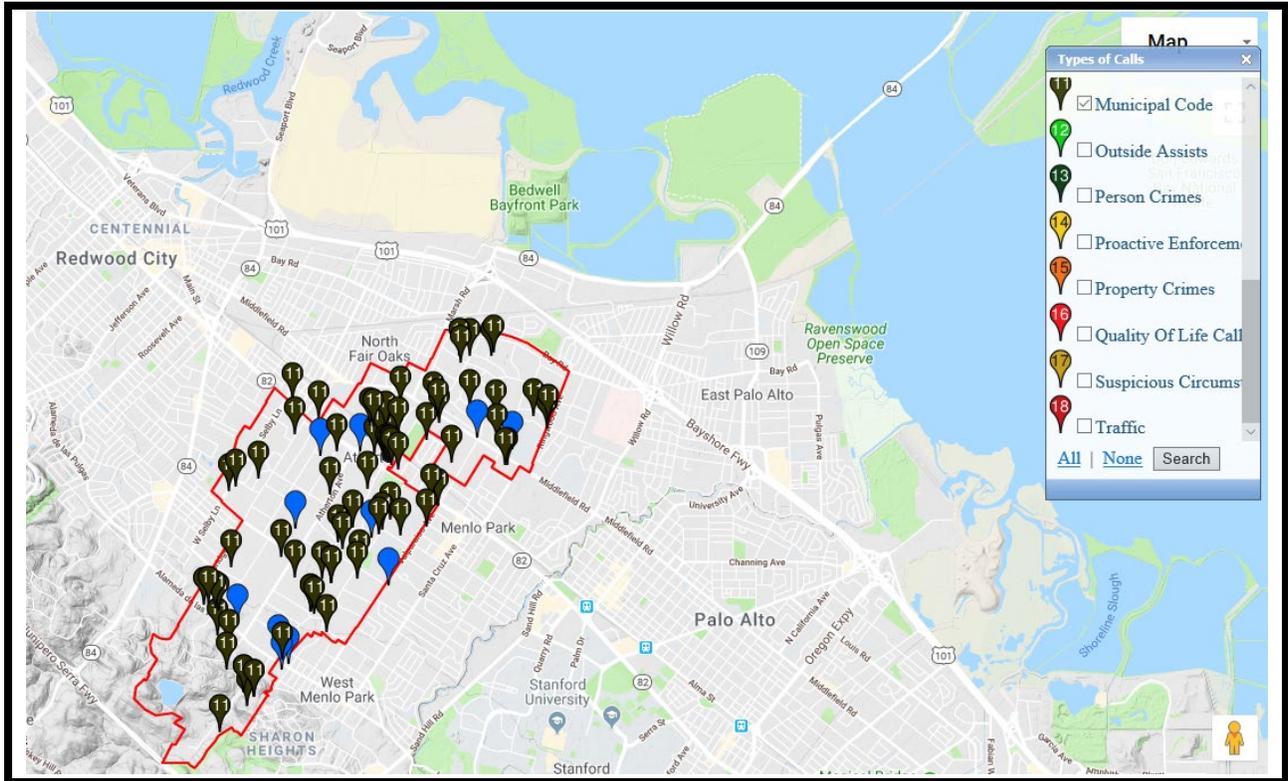
Criminal Activity and Suspicious Circumstances

The Department responded to 105 locations (some locations multiple times) for property crimes (21), person crimes (6), and incidents of suspicious circumstances (84).



Municipal Code Violations

The Department responded to 95 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to right of way violations, construction parking, inspections, after-hours construction, off leash dogs, and illegal solicitors.



Holbrook Palmer Park

Holbrook Palmer Park had 52 incidents this reporting period, 44 of which were security checks and foot patrols by officers. The other incidents were related to suspicious vehicles, suspicious people, two people smoking marijuana, people screaming at the park after hours, dogs off leash, and traffic enforcement.

Premise Watch

Officers completed 791 House/Vacation checks during the month of April.

School Incidents

Officers responded to 236 school incidents during this reporting period. These incidents included but were not limited to suspicious people, suspicious vehicles, loud fireworks on campus, petty thefts, grand thefts, strong arm robbery traffic enforcement, medical calls, and various juvenile problems:

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	7	4	5	5	6	5	-	11	18	9	11	12	93
	Security	27	12	31	22	11	7	10	10	20	26	18	19	213
	Traffic	2	2	-	1	2	1	-	1	2	1	-	9	21
<i>Knox School</i>	Other	1	-	-	1		-	-	-	-	-	1	-	3
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	3	2	3	4	2	3	6	8	6	5	5	9	56
	Security	22	9	10	17	14	7	4	7	12	17	11	11	141
	Traffic	-	-	-	-		-	-	1	-	1	-	-	2
<i>Laurel</i>	Other	1	3	2	5	1	2	6	4	3	4	6	5	42
	Security	13	3	22	16	10	9	5	15	10	10	16	10	139
	Traffic	-	-	-	-		-	-	-	-	-	1	-	1
<i>M-A HS</i>	Other	37	30	45	37	17	14	18	35	50	51	43	46	423
	Security	28	13	24	24	26	21	18	33	37	29	18	20	291
	Traffic	1	-	-	-		1	1	3	3	2	2	5	18
<i>Menlo College</i>	Other	4	2	10	3	2	3	8	13	11	5	9	5	75
	Security	9	6	11	16	9	8	15	17	22	21	9	12	155
	Traffic	6	1	2	2	3	-	4	3	1	4	1	4	31
<i>Menlo School</i>	Other	7	4	3	16	2	3	4	3	5	3	5	3	58
	Security	17	9	8	11	5	7	8	8	13	18	9	11	124
	Traffic		1	1	-		-	-	-	1	1	3	1	8
<i>Sacred Heart</i>	Other	10	6	7	12	4	6	7	10	9	17	19	22	129
	Security	14	5	7	14	9	9	1	5	8	9	4	8	93
	Traffic	1	1	2	-	5	1	-	2	1	-		1	14
<i>Selby Lane</i>	Other	3	3	4	4	5	2	3	8	7	1	1	4	45
	Security	30	8	17	25	6	7	13	27	27	17	26	22	225
	Traffic	1	-	3	1		2	-	7	10	-	-	1	25
Total		244	124	217	236	139	118	133	231	###	251	218	240	2,427

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, 47 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	2019	5:10
February	2019	4:59
January	2019	5:03
December	2018	5:02
November	2018	5:14
October	2018	5:07

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): **3 minutes, 37 seconds**.

TOTAL TRAINING HOURS FOR APRIL 2019 – 306.5 HOURS

NAME	TRAINING/HOURS	DATES
Bollendorf	Supervisor Course/80 hours	April 8-19
Dunphy	Inner Perspectives Session 4 of 5/16 hours	April 3-4
Kockler	Specialty Investigations/Successful Prosecutions/8 hours	April 5
Robbins	Search and Seizure Update/8 hours	April 9
Kockler/Larsen/MacDonald Vigil/Metzger/Smiler/Dutta Greene/Romero/Tam/Clark	Range- 4 hours Coyote Pt.	April 9
Gomez/Dunphy/Rojas Massagli/Boyle/Mijangos McCulley/Wade/Hall/Robbins	Range- 4 hours Coyote Pt.	April 12
Koehler	CLEARs Training/5.5 hours	April 17
Smiler	EVOC/Alameda County- 8 Hours	April 17
Pronske	EVOC/Alameda County- 8 hours	April 18
Smiler	Chasing Money/CNOA/8 hours	April 24
Robbins	EVOC/Alameda County/8 hours	April 24
Diaz/Boyle/Johnson	Museum of Tolerance/8 hours	April 24

Greene	K9 Tracking course/40 hours	April 29-May 3
McCulley	EVOC/Alameda County/8 hours	April 30
Diaz	Safe Streets Encounters webinar/1 hour	April 30

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

MONTH	OFFICER INITIATED ACTIVITY	CITATIONS
April	1,682	444
March	1,670	280
February	1,575	192
January	2,280	375
December	2,450	182
November	1,562	328

Code Enforcement Activity Report

April 1 – April 30, 2019

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2019)
1.	Opened Cases	51	110
2.	Resolved/Closed Cases	27	85
3.	Cases Pending	193	N/A
4.	Written/Formal Notices Issued	17	48
5.	Citations Issued	45	132
6.	Amount in Citations	\$12,100	\$46,500

During the month of April, there were over 139 incidents related to code enforcement. Those incidents included but were not limited to: construction work hour violations, construction parking violations, mud in the roadway, other construction related issues, work without building permits, right-of-way encroachments/obstructions, encroachment permit issues, dead and dangerous trees, construction related damage to heritage trees, animal nuisance issues, unpermitted mobile vendor, commercial operations in residence, noise nuisance issues, trash

cans being left out, sign issues, lack of property maintenance/overgrowth issues and a foreclosed property.

Code enforcement staff assisted with fleet maintenance issues, construction hours/noise exemption permits and translations for Officers during investigations. Staff also attended a training at the Museum of Tolerance.

TRAFFIC COMPLAINTS

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

- 1) A resident reported speeding vehicles on Emilie Avenue during school drop-off and pick-up times.

Results: No time was spent in the area

- 2) A resident reported vehicles on northbound Middlefield Road were entering the bike lane prematurely to make the right turn onto eastbound Marsh Road. This was occurring during the weekday afternoon hours. The resident reported several near miss collisions between vehicles and children on bicycles.

Results: 34 minutes spent in the area
10 verbal warnings issued

Public works update –April 2019

- Sweep contracted monthly streets:
April 2019 50 Miles 8.5 cu. Yards 2.2 tons

- April Service requests –
 - Removal of damaged tree from the Civic Center parking lot
 - Repaired sound wall along ECR near 335 Lloyd Park Lane
 - Removal of beach chair in channel at Station Lane
 - Removal of organic debris from roadway due to fallen tree on Coghlan Lane
 - Site preparation at Park Corporation Yard for EOC supplies storage POD
 - Installed “No Parking” signs at Civic Center parking lot for Atherton Recycling event
 - Removed organic debris from Atherton Channel at ECR with the assistance of Caltrans
 - Picked up illegal dumping of trash at Austin Avenue/Tuscaloosa Avenue intersection
 - Filled pothole at Stockbridge Avenue at Patricia Drive
 - Removed weeds at DeBell Drive at Maple Leaf Way
 - Removed spider webs from HP Park Main House parking lot and the playground bathroom cameras
 - Removed traffic control sign on Emilie Avenue
 - Repaired Garage door at 83 Ashfield Road
 - Pest Control at 160 Watkins Avenue
 - Repaired streetlight issue near 5 Faxon Forrest
 - Repaired exterior light at temporary library
 - Moved Finance Department boxes to Carriage House
 - Moved Permit Center boxes to Carriage House
 - Moved Administration boxes to Carriage House
 - Setup and prepared for Civic Center ground breaking ceremony

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda de las Pulgas
- Remove tree branch from roadway at Alameda de las Pulgas/Walsh Road
- Replaced delineator on Middlefield Road at Encinal Avenue
- Filled pothole in front of 130 Britton Avenue
- Removed weeds from Middlefield Road
- Removed weeds from Alameda de las Pulgas/Atherton Avenue median island
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, 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.

Removed damaged tree from the Civic Center parking lot



Before

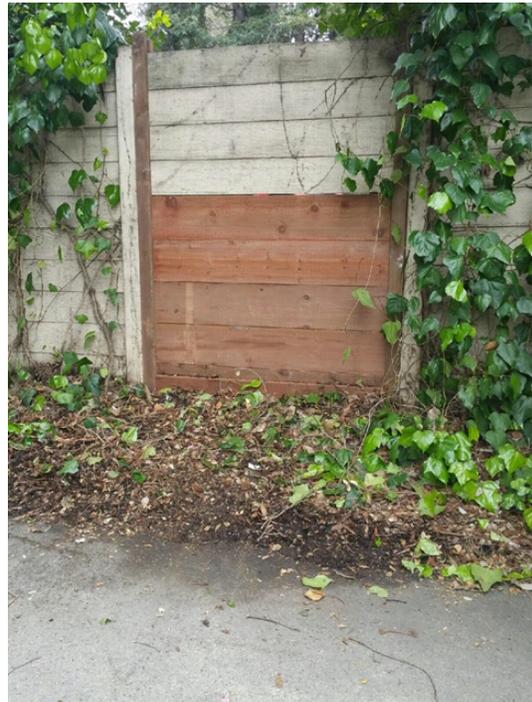


After

Repaired sound wall along ECR at 335 Lloyd Drive



Before



After

Removed organic debris from Atherton Channel at ECR



Before



After

Removed weeds from Debell/Maple Leaf Island



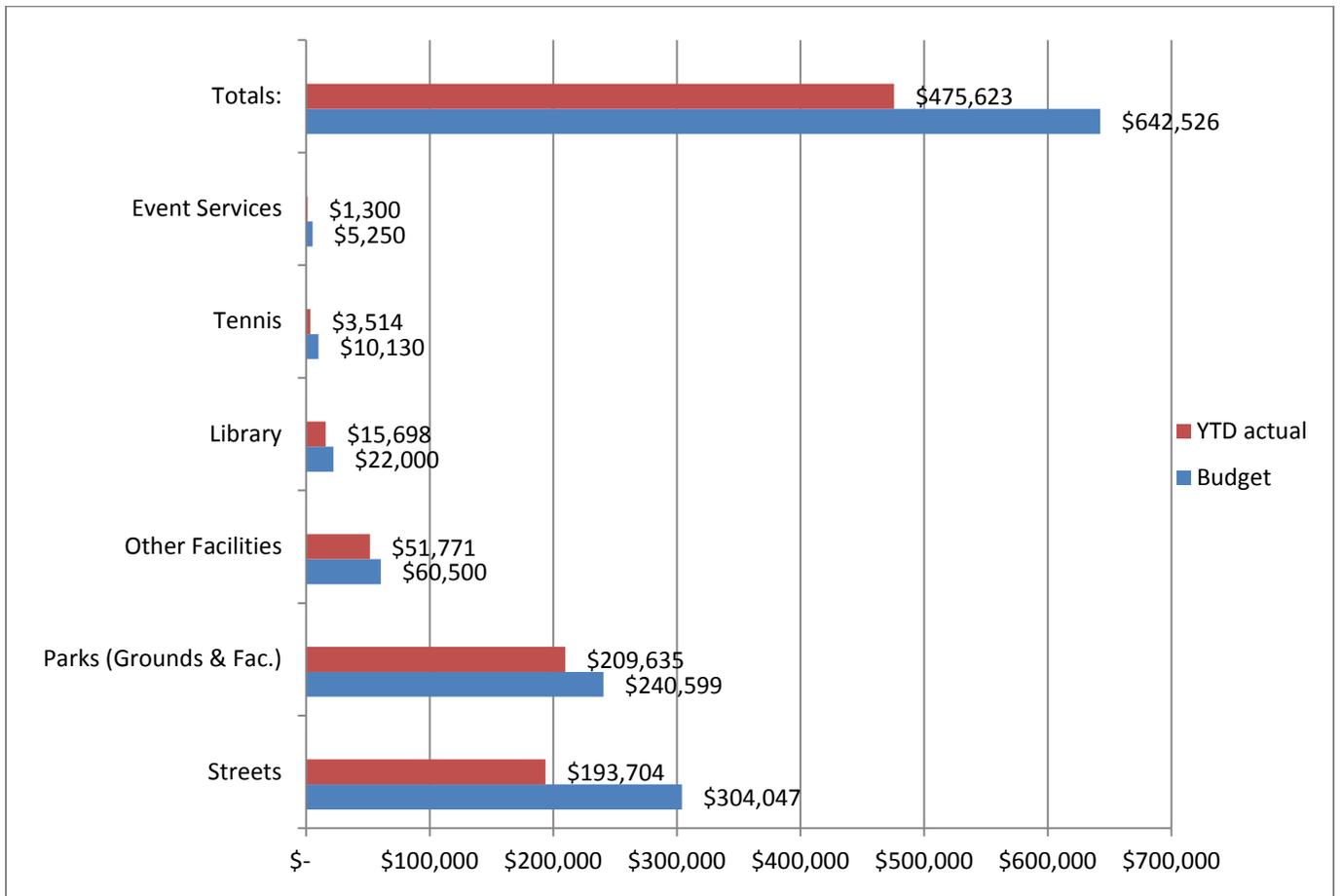
Before



After

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through April 2019

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 304,047	\$ 193,704	63.71
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 240,599	\$ 209,635	87.13
A03	101-59-52031-059	Other Facilities	\$ 60,500	\$ 51,771	85.57
A04	213-30-52031-000	Library	\$ 22,000	\$ 15,698	71.36
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 3,514	34.69
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 1,300	24.77
Totals:			\$ 642,526	\$ 475,623	74.02



PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: APRIL 28th, 2019

SUBJECT: PARK GOINGS ON APR 2019

REGULAR STAFF

For the month of April, 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 schedule.
 - Blow tennis courts 2 times per week as required.

- Dug holes with John Deere for planting of new trees for Arbor Day event
- Helped with the planting of trees for Arbor Day event
- Spread new decomposed granite at the Event Garden
- Spread wood chip piles
- Rebuilt and installed new automatic irrigation valves
- Painted and restored iron garbage cans
- Ordered new non-treated tree stakes for Arbor Day
- Helped with the Easter egg hunt
- Replaced submersible pump at playground restrooms

- **New and future planned projects;**
 - Continue complete all wire splicing in all automatic flow valves
 - Repair and or replace broken equipment at playground structures
 - Purchase light covers for Carriage House fans
 - Restore/Paint wall benches along Pavilion and Main House
 - Refill playground with fiber mulch
 - Refill sand box at playground
 - Control mole by Fountain Lawn
 - Paint wooden shed by Tennis Court

Tennis Numbers

April:

Hours of court usage (# of crts x time) 155 hrs

Clinics/Camps: 21

Lessons: 113

Events: 2 weekly coaches meeting

Clay Court Bookings: 3 paid hours

Total # of students: 217

Installed new irrigation valves and lines



Arbor Day Event





Town of Atherton

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

Community Services Monthly Report April 2019

Submitted by:
Interwest Consulting Group

Town of Atherton Building Safety & Inspection

*Construction and Permit Summary
April 1, 2019 to April 30, 2019*

	Apr-19	Fiscal Year 2018-19
Total Construction Valuation¹:	\$17,231,694	\$116,973,050

REVENUE

Plan Check Fees Collected:	\$30,948	\$327,953
Permit Fees Collected:	\$184,269	\$992,235
Other Fees Collected:	\$4,268	\$43,838
TOTAL:	\$219,485	\$1,364,026

PLAN CHECK

Applications Received:	67	587
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	1	22
New Accessory Structures Issued:	11	163
Addition / Alteration Permits Issued:	7	108
Reroof / Water Well / Grading Permits Issued:	15	103
Plumbing/Mechanical/Electrical Permits Issued:	12	153
Demolition Permits Issued:	1	34
<u>Non-Residential:</u>		
New Permits Issued:	1	3
TOTAL Permits Issued:	48	586

Total Open Permits as of 4/30/19	947
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INSPECTIONS

Inspections Performed:	738	7,382
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

April 1, 2019 to April 30, 2019

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	28	243
Planning Commission Items	1	12

At the April 24, 2019 Planning Commission Meeting, Planning Commission took the following actions.

1. Discussion of the Atherton 2019 General Plan Update – Initial Study/Mitigated Negative Declaration (IS/MND), Mitigation Monitoring and Reporting Program (MMRP) and the 2019 General Plan Update.

- IS/MND & MMRP: The Commission had some questions, but did not direct staff on any revisions to the IS/MND and MMRP

- 2019 Draft General Plan: The Commission had some questions and directed to further evaluate policies in the Circulation Element related to the prepared Town-Wide Traffic study and revise where appropriate, and to outreach to the private schools on the project.

The next Planning Commission meeting is scheduled for May 22, 2019.

Arborist Activity Summary

April 1, 2019 to April 30, 2019

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	14	2	3	51

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2019	2018	2017	2016	2015	2014
January	4	0	2	2	2	0
February	1	2	1	1	1	6
March	1	3	2	0	3	6
April	1	2	0	2	2	1
May		5	4	2	1	2
June		2	3	0	3	2
July		5	1	5	8	4
August		4	2	3	4	2
September		1	3	4	4	1
October		4	2	6	3	1
November		0	4	0	0	4
December		1	3	1	0	4
Total New SFD Permits:	7	29	27	26	31	33

Plan Check Performance

April 1, 2019 to April 30, 2019

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	117	10	8	0
	Subsequent Rev.	101	5	4	0
Minor Plan Check	1st Review	3	3	2	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		221			

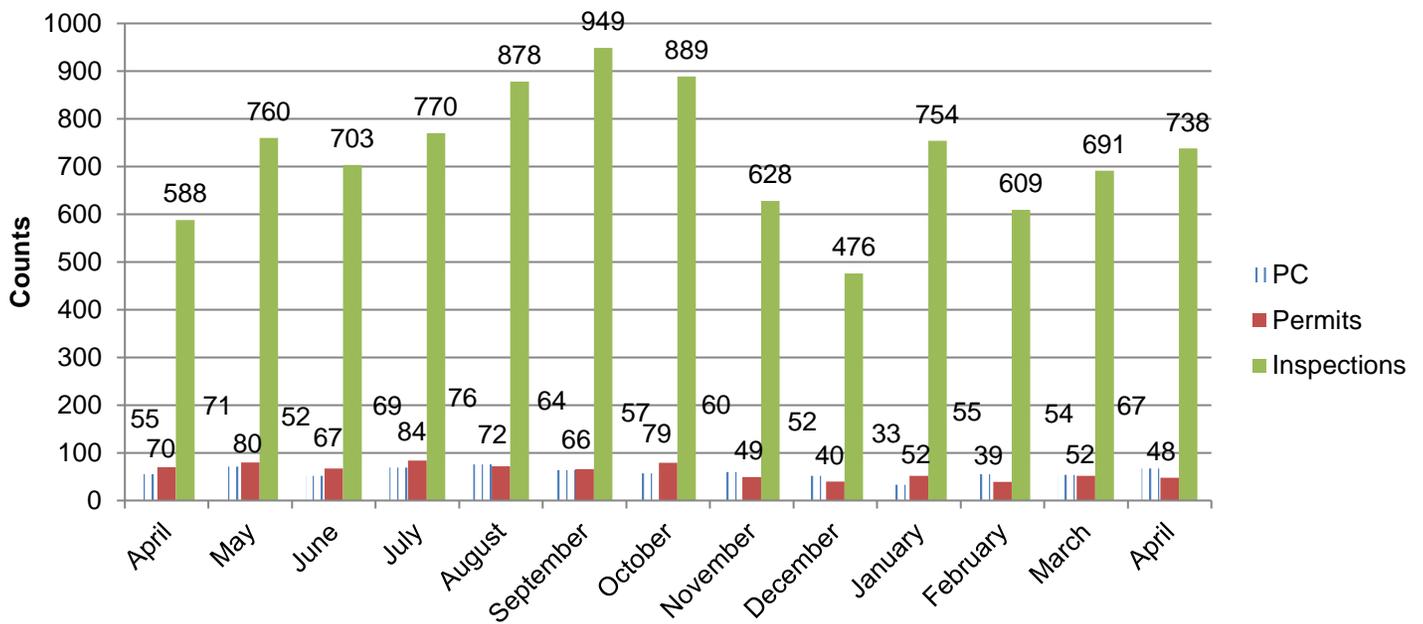
** Target: in working days

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

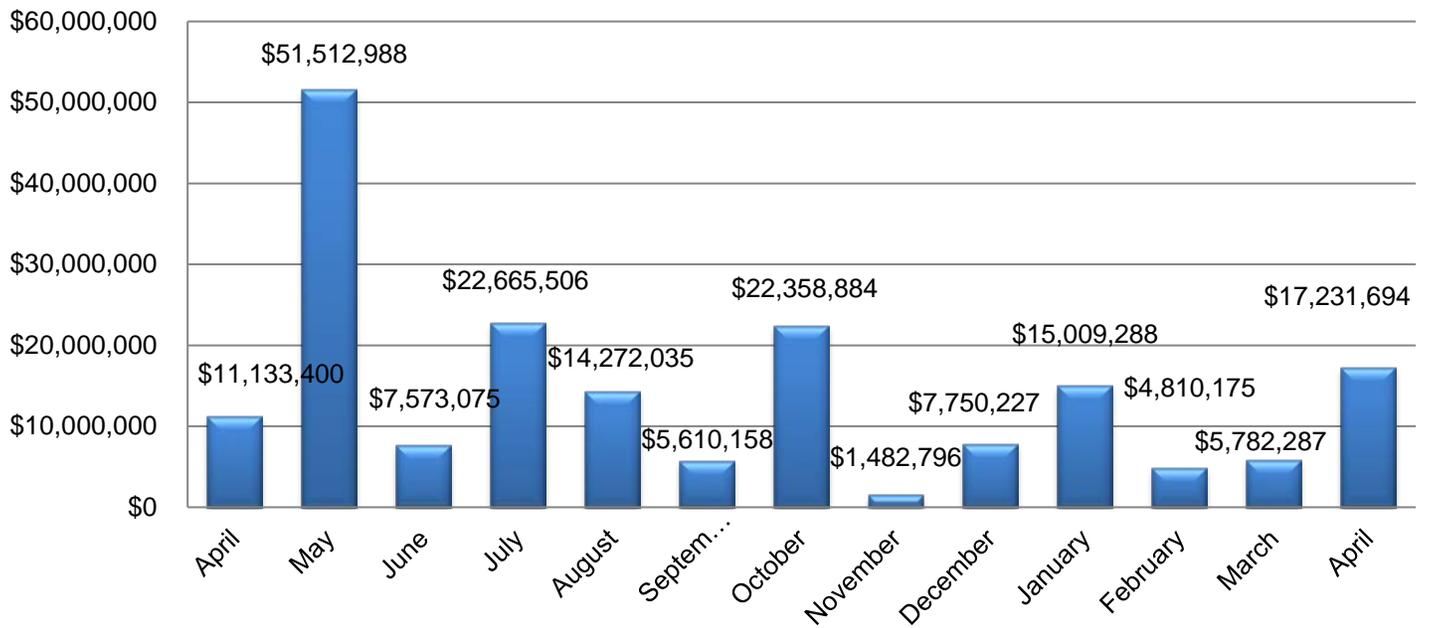
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections

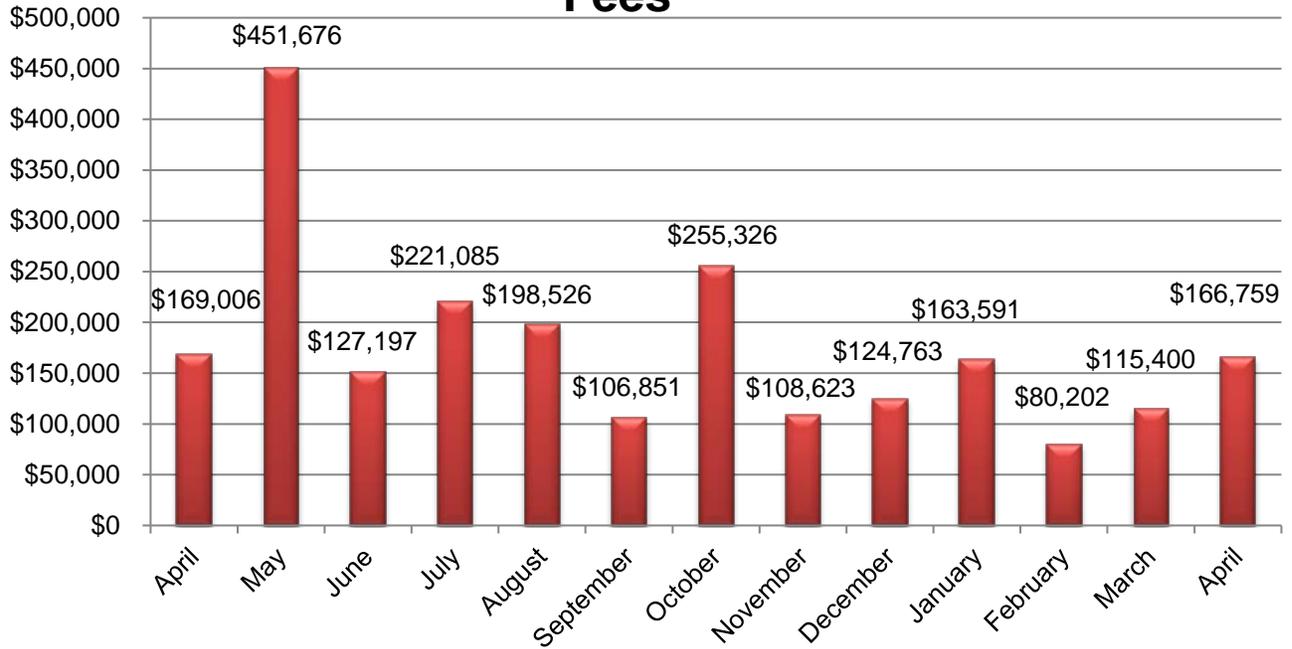


Valuation



Summary Graphs

Fees



YTD vs. Budgeted

