



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: JULY 17, 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.

Articles of Note

- [Almanac – New Management in Atherton’s Town Hall](https://www.almanacnews.com/news/2019/07/03/new-management-in-athertons-town-hall)
(<https://www.almanacnews.com/news/2019/07/03/new-management-in-athertons-town-hall>)
- [Almanac – Atherton Approves 2019-20 Budget](https://www.almanacnews.com/news/2019/07/02/atherton-approves-2019-20-budget)
(<https://www.almanacnews.com/news/2019/07/02/atherton-approves-2019-20-budget>)

1. Civic Center Project

- [Project Main Webpage](#)
 - <http://www.ci.atherton.ca.us/290/Civic-Center-Project>
- [Project Activity Blog](#)
 - <https://www.ci.atherton.ca.us/Blog.aspx?CID=2>
- [Project Video Gallery](#)
 - <https://www.ci.atherton.ca.us/CivicMedia?CID=2>
- [Project Photo Gallery](#)
 - <https://www.ci.atherton.ca.us/gallery.aspx?AID=23>
- [Project Webcam\(s\)](#)
 - <https://www.ci.atherton.ca.us/519/Project-Webcams>
- [Cash Flow Discussion](#)
 - This item has been moved forward to the September 4 Study Session.
- [Temporary Trailer - Utility Schedule](#)
 - PG&E has advised that they have *tentatively* moved up the install date for the transformer to late July.
 - There still remains a number of items that have to be completed as part of the move. These are on the ever growing todo list for our limited Public Works staff as they

manage the summers active projects as well as the pick-up items from the move. These include:

- Re-striping of parking spaces (ADA and temporary parking) - *In Progress*
- Clearing up temporary cones and miscellaneous projects related to the move (utilities, fiber, power, etc.) - *Pending final conduit to Pavilion/Main House for Fiber*
- Adding seating areas (picnic tables) at base of City Hall entry area
- Clearing out excess storage/equipment/furnishings
- Project Related Contracts and Approvals
 - This list will include non-construction related change orders.
 - Murray Engineers - GeoTechnical Inspection and Monitoring
 - Wong Electric
 - Portable Restroom for PD Building
- Construction Project Change Orders
 - Change Orders for the Project will be listed here. Change Orders identified as "CO##" are approved change orders. Those identified as "CPE##" are Cost Proposal's that could eventually turn into Change Orders. The Change Orders will be differentiated by "*Owner requested*", something we have asked the contractor to do that was not a part of the original bid packet; and "*Contractor requested*", something the contractor is requesting either as a value add, value deduct, or something needed but not addressed in the bid documents or plans.
 - CO#1 - DG Pathway from Ashfield to Fair Oaks (\$16,334). Owner requested.
 - CPE#2 - Automated Security Gates for Secure PD Parking. Owner requested.
 - CPE#3 - Additional Webcam for Site. Owner requested.

2. Ad Hoc Subcommittee Updates

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

No updates.

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 information was presented to the Board and we did not expect to hear back from the District until late June.

A tentative meeting with the Council and District Subcommittees was set for Tuesday, July 9; however, is in the process of being rescheduled due to some confusion as to its timing and purpose by the Fire District Chair. The Council Subcommittee will meet at 4 pm on Monday, July 8 in advance of the tentative District Subcommittee meeting.

Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

No updates.

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

No updates.

Regional Housing/SB50 - Lewis/Widmer (Rodericks)

No updates.

IT/Atherton Fiber - DeGolia/Widmer (Rodericks/Suber)

No updates.

Refuse Services Procurement - Widmer/Wiest (Rodericks/Barron)

R3 will be meeting with staff on July 9 at 1 pm for the kick-off meeting as they start their work.

3. Little League Fence Removal

The temporary fence for the Little League Field will be removed July 10.

4. Menlo Park Fire Protection District Accreditation

The Fire District is undertaking an accreditation effort through the Center for Public Safety Excellence. In order to receive accreditation, the District must submit a current Standards of Coverage and Community Risk Assessment Study. A critical component of that Study is to receive input from the cities, towns and counties served by the District. To that end, the consultant will interview the managers and administrators of each stakeholder agency.

I will be interviewing with the consultant on July 30.

5. Tobacco Grant Program - Grant Proposal

The State of California's Attorney General's Office (through the DOJ) is sponsoring a Tobacco Grant Program directed at local high school programs (and SRO's). We have submitted a grant proposal for \$1 million to fund a full-time School Resource Officer over 5 years, in support of introducing anti-tobacco learning curriculum for officers, school staff and students. The grant would also purchase vapor detectors and support multi-agency task force operations enforcing tobacco related laws against retailers.

6. ECR Sinkhole(s)

CalWater was out to investigate their lines in relation to the undermining of the roadway along ECR. As they "sounded" their lines, they indicated that they heard some noise on one of the valves

on the east side within the crosswalk at Isabella. They are submitting a permit application (to Caltrans) to install a valve on Isabella and El Camino. They intend to schedule the work this next Monday or Tuesday, permit dependent, to install the valve and isolate the line crossing at Isabella. As this is *upstream* of the manhole just south of the undermined pavement, we do not yet know if this will resolve any of the underlying issues.

More concerning now is a secondary sinkhole forming at ECR/Watkin. Caltrans, CalWater and staff met onsite to do further investigation into the ECR/Maple sinkhole and staff showed them the newly forming sinkhole at ECR/Watkins. They were able to take a rod, about 5 feet long and insert it at a slight angle into the hole about 3-4 feet down- about 2 feet when inserted vertically. That should not happen. It appears that the base course, sub-base course, and even the soil sub-grade has eroded under the surface roadway at the manhole - significantly. If not addressed quickly this will become a very significant hazard for the roadway.

Caltrans and CalWater are hopefully, sufficiently energized to follow-up. That said, any construction work along these two sections of El Camino will be significant and will cause some significant traffic and circulation impact. Caltrans and CalWater need to develop a plan of action before cordoning off the roadway but they also need to assess the magnitude of the issue - which means trench plates and barricades.

We will keep you and the community advised as we learn more of what to expect from Caltrans and CalWater.

7. Real Estate Signage and Construction - Weekend Activity

Staff conducted a Saturday sweep of commercial signage on June 29. Two signs were picked up from Alameda & Stockbridge and another from Palmer & Stockbridge. Staff met with 2 realtors and educated them about the municipal code requirements. Both were for properties outside of the Town's jurisdiction.

Staff also conducted construction site inspections. One site was having a large piece of equipment picked up and 3 other sites had full crews working. One of the three sites was given a full-day stop work order (for Monday).

8. Menlo Charity Horse Show - August 3 through 16

The Menlo Charity Horse Show/Circus Club withdrew their Conditional Use Permit and submitted the standard Special Event Permit. After review, the permit was ***approved*** with all the standard conditions for notice, noise, parking, and event management from Police, Fire, Public Works, Building, and Administration.

Additional conditions were added this year to address the concerns of an adjacent neighbor. These conditions were:

— Waste collection from commercial premises that are two-hundred (200) feet or less from residential premises shall *only occur between the hours of 6 am and 6 pm, Monday through Saturday*.

- Waste removal from portable restrooms shall *only occur between the hours of 7 am and 8 pm.*
- Notice of the event shall be provided to all property owners within *1,000 feet of the parcel.* The notice shall include information about the event, specific conditions of approval, hours of operation, and an emergency event contact.
- Event operations shall comply with the Town's Noise Ordinance.
- Event managers and/or the Circus Club shall share their written event circulation, security and evacuation plans with the Town in advance of the event.

Attached is the Special Event Permit application that provides an attachment with details of the event specifics.

9. Transportation Committee Meeting - July 9

In addition to standard items, the [next Transportation Committee meeting](#) includes the following:

- Welcome of new member - Committee will welcome Steve Meller to the Committee, appointed on June 19, 2019.
- Meeting dates/times - Committee will discuss the meeting calendar for the fiscal year. Meetings are scheduled on the second Tuesday of every other (odd) month.
- Appointment of Chair/Vice Chair - Committee will discuss the positions and duties of the Chair and Vice Chair.
- Consideration of Encinal School Crossing Improvements - The Encinal School Safe Routes Committee, a group of parents at Encinal School, previously requested consideration of safety improvements along Encinal Avenue near the school. Staff will present results of a traffic engineer's analysis, with recommendations for potential improvements, including relocation of the crosswalk fronting the school and the potential installation of Rectangular Rapid Flashing Beacons (RRFB) at the Encinal Avenue/Felton Drive intersection. **The Committee may act to recommend improvements along Encinal Avenue and at the Encinal Avenue/Felton Drive intersection.**
- Consideration of Parking Restrictions – Toyon Road - Residents along Toyon Road have requested consideration of parking restrictions along Toyon Road between Oak Grove Avenue and Ringwood Avenue. **The Committee may act to recommend parking restrictions along Toyon Road including but not limited to No Parking Anytime, No Parking on certain days, or between certain hours.**
- Consideration of Pedestrian Improvements – Valparaiso Ave - Sacred Heart Schools has submitted a request for the consideration of Rectangular Rapid Flashing Beacons (RRFB) at the intersection of Valparaiso Avenue at Elena Avenue. The schools intend to deploy a crossing guard at the intersection and are requesting the in installation of RRFB's as an additional safety device. **The Committee may act to recommend improvements at the Valparaiso Avenue/Elena Avenue intersection.**
- Consideration of Striping Modifications for the Middlefield Road Class II Bicycle Lanes Improvement Project - Staff received a request to consider revising the striping on Middlefield Road between Watkins Avenue and James Avenue/Lane Place. The request was to consider conversion of the striped median between James Avenue to Watkins Avenue into a dual left turn lane to improve traffic flow. Upon review and consultation with the design engineer for the project, staff and the designer concluded that though the conversion to a dual left turn lane would be inappropriate, the left turn lanes at both Watkins Avenue and James Avenue could be extended to

facilitate mobility near the intersections. **The Committee may act to recommend striping modifications to Middlefield Road between Watkins Avenue and James Avenue.**

10. Bayfront Canal Outreach/Funding

The County has offered a 20-year note to the Town for our proposed share of the Bayfront Canal Project - \$1.3 million. The interest rate on the 20-year note would vary based on the County's Investment Pool rate but would generally be between 2%-3%. Annual debt service on such a note would be approximately \$90,000. The County will be very soon presenting a formal request for the Town's participation. They continue to seek additional funding for the project. The Town's proportionate share is/was closer to \$5-\$7 million. The Town and County agreed to cap the Town's potential participation at \$1.3 million and all of the other partner agencies picked up the Town's residual amount with the understanding that if any grants were received, it would offset their amounts in proportion and not the Town's amount unless and until the remaining amounts were equalized to their original shares.

At this time, the Town has not yet committed to the construction portion of the project.

11. Upcoming Major Park Activities for the next 30 Days

- Thursday, July 18 - Wedding - 10 am - 11 pm @ Main House & Pavilion
- Friday, July 19 - Picnic - 11:30 am - 9:30 pm @ Carriage House/North Meadow
- Saturday, July 20 - Picnic - 10 am - 6 pm @ Carriage House/North Meadow
- Saturday, July 27 - Wedding - 1 pm - 9 pm @ Carriage House/North Meadow
- Sunday, July 28 - Picnic - 11 am - 5 pm @ Carriage House/North Meadow

ATTACHMENTS

- Attachment 1 - Police Department Report
- Attachment 2 - Public Works Department Report
- Attachment 3 - Community Services Department Report

POLICE DEPARTMENT

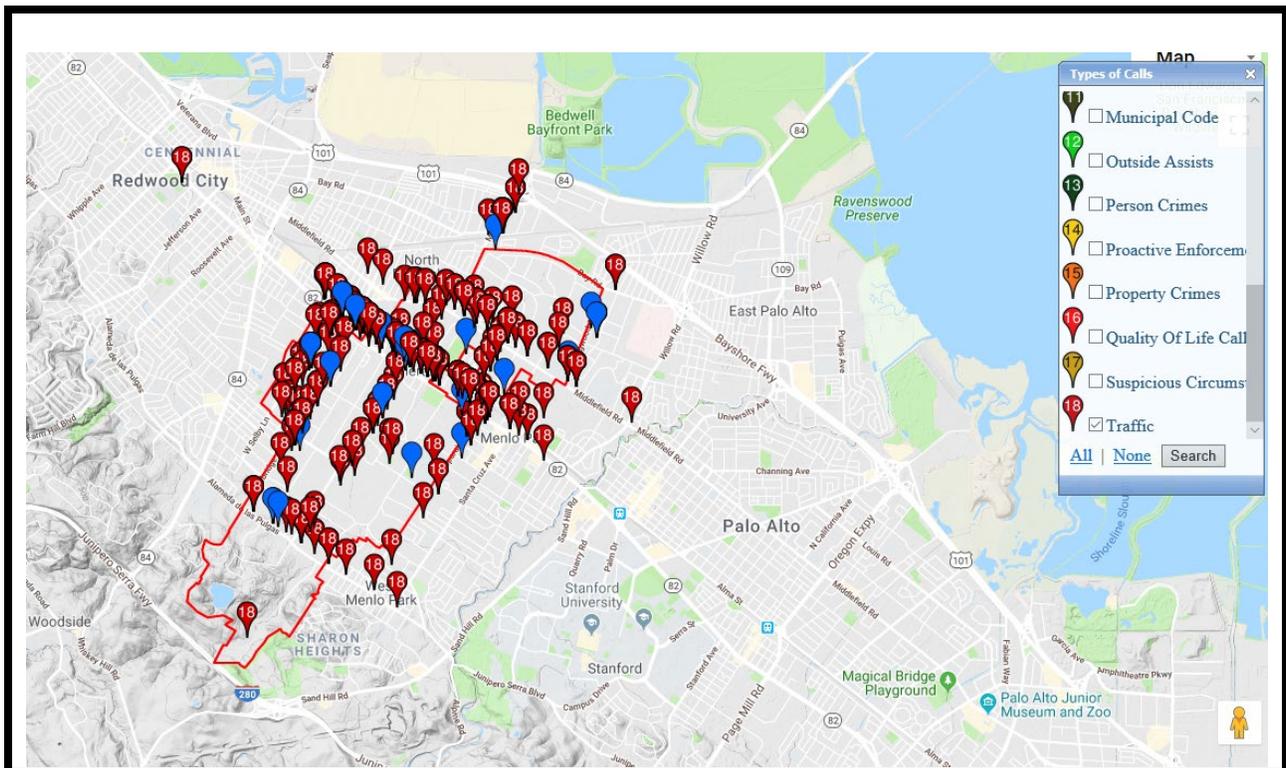
Police Activity

There were 60 investigations for the month of June. 24 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses included, parole violation, driving on a suspended license, public intoxication, warrant arrests, resisting arrest, display of false registration tabs, reckless driving, possession of drug paraphernalia, possession of burglary tools, and bringing drugs into a jail or prison.

Of the 3,579 total police incidents for the month of June, 2,666 were officer-initiated incidents, which resulted in 353 citations being issued for vehicle code and other violations. Officers initiated 2,227 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.

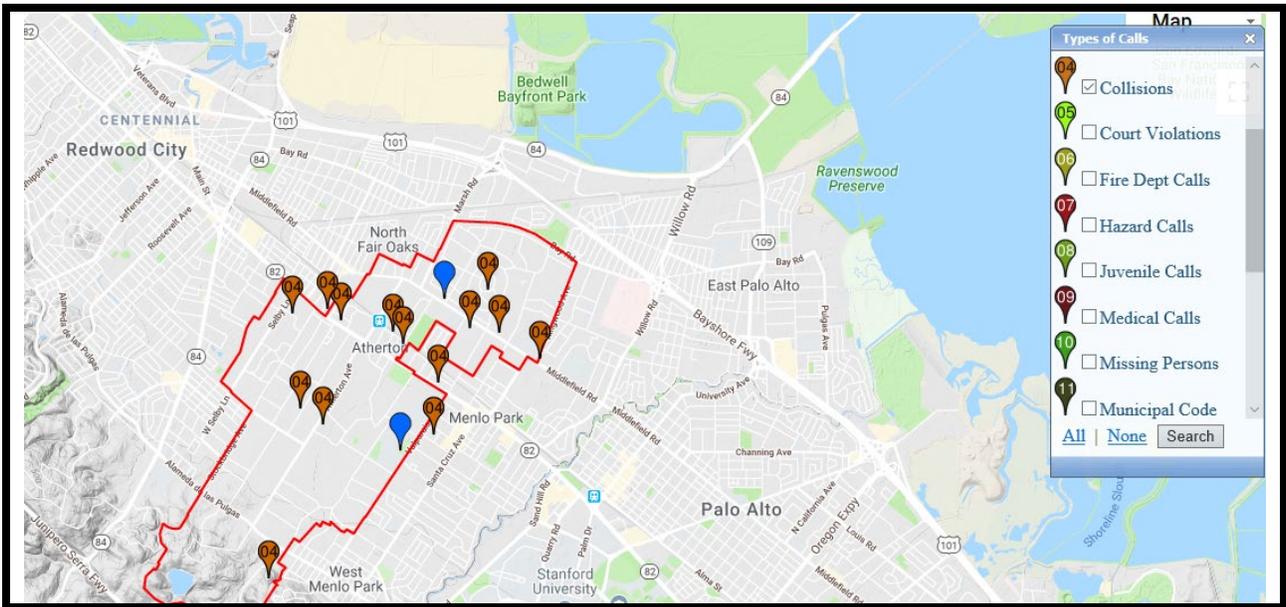
Traffic Incidents

Overall, there were 445 traffic incident locations, some with multiple stops, for June. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

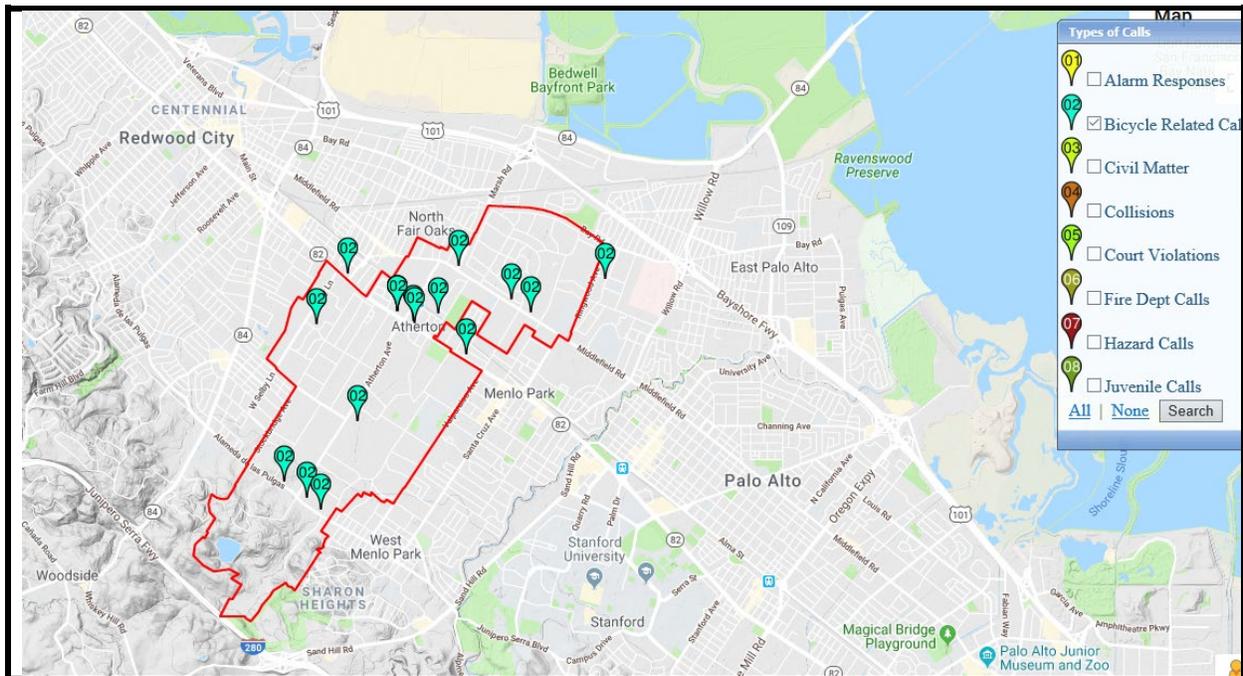
There were 16 collisions locations in June, some with multiple incidents. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

There were bicycle stop incidents initiated for Stop Sign (3), juvenile not wearing a helmet (1), lighting equipment (7), a red light violation (1), riding the wrong way (2), and ear buds (headphones) in both ears while riding a bike (1).

These stops resulted in 1 notice to appear in court (citation) 3 warning citations and 9 verbal warnings. In regards to the discrepancy of bicycle stops to dispositions for those stops, it should be noted that in two of the bike stops listed above, both bike riders evaded officers and were never found, so no warnings/citations were issued.



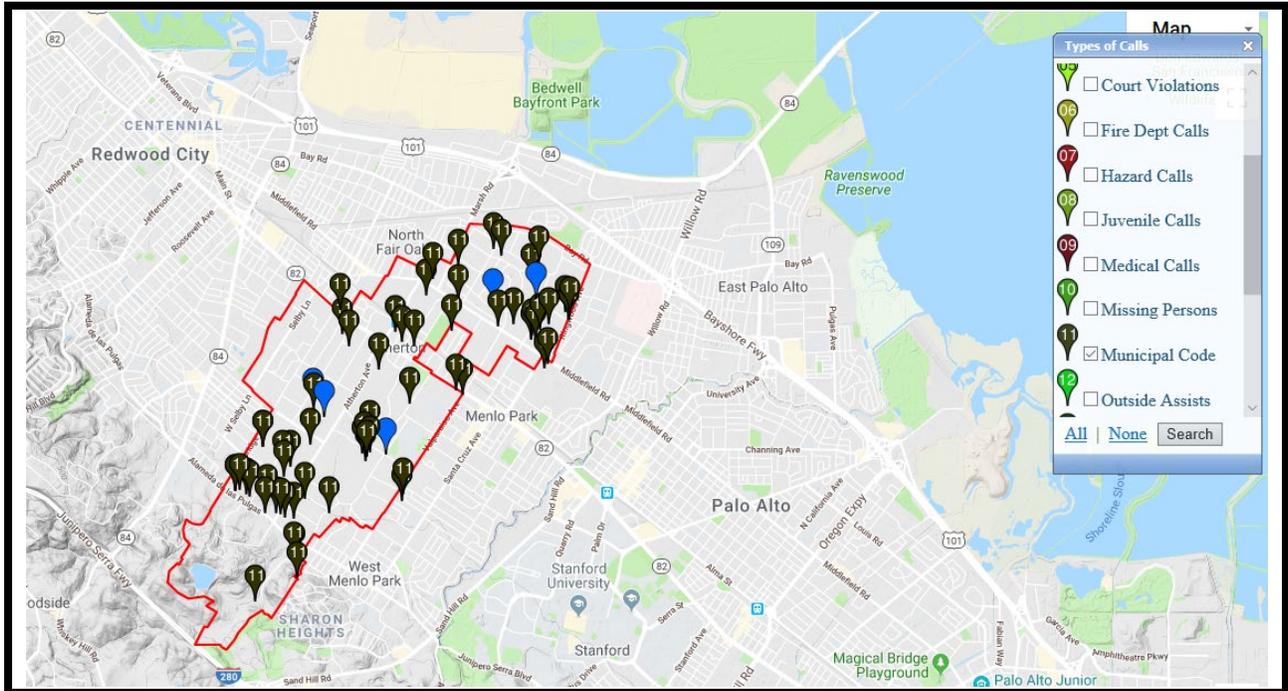
Criminal Activity and Suspicious Circumstances

The Department responded to 70 locations (some locations multiple times) for property crimes (11), person crimes (3), and incidents of suspicious circumstances (60).



Municipal Code Violations

The Department responded to 70 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to construction parking, after-hours construction, off-leash dogs, and inspections.



Holbrook Palmer Park

Holbrook Palmer Park had 91 incidents this reporting period, 58 of which were security checks and foot patrols by officers. The other incidents were related to the investigation of multiple suspicious vehicles, multiple citizen assists (disabled auto and keys locked in auto), and off-leash dogs.

Premise Watch

Officers completed 1,661 House/Vacation checks during the month of June.

School Incidents

Officers responded to 227 school incidents during this reporting period. These incidents included but were not limited to traffic enforcement, suspicious people, suspicious vehicles, trespassing, a located missing juvenile, fireworks on campus, fire alarm activation, a transient sleeping at the school, 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	5	5	-	11	18	9	11	12	92
	Security	27	12	31	22	19	22	10	10	20	26	18	19	236
	Traffic	2	2	-	1	3	2	-	1	2	1	-	9	23
<i>Knox School</i>	Other	1	-	-	1		-	-	-	-	-	1	-	3
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	3	2	3	4	3	2	6	8	6	5	5	9	56
	Security	22	9	10	17	11	14	4	7	12	17	11	11	145
	Traffic	-	-	-	-	1	-	-	1	-	1	-	-	3
<i>Laurel</i>	Other	1	3	2	5	7	2	6	4	3	4	6	5	48
	Security	13	3	22	16	16	14	5	15	10	10	16	10	150
	Traffic	-	-	-	-	1	3	-	-	-	-	1	-	5
<i>M-A HS</i>	Other	37	30	45	37	49	24	18	35	50	51	43	46	465
	Security	28	13	24	24	22	28	18	33	37	29	18	20	294
	Traffic	1	-	-	-	4	3	1	3	3	2	2	5	24
<i>Menlo College</i>	Other	4	2	10	3	4	4	8	13	11	5	9	5	78
	Security	9	6	11	16	24	35	15	17	22	21	9	12	197
	Traffic	6	1	2	2	2	5	4	3	1	4	1	4	35
<i>Menlo School</i>	Other	7	4	3	16	2	3	4	3	5	3	5	3	58
	Security	17	9	8	11	8	10	8	8	13	18	9	11	130
	Traffic		1	1	-	2	2	-	-	1	1	3	1	12
<i>Sacred Heart</i>	Other	10	6	7	12	10	5	7	10	9	17	19	22	134
	Security	14	5	7	14	4	5	1	5	8	9	4	8	84
	Traffic	1	1	2	-	1	2	-	2	1	-		1	11
<i>Selby Lane</i>	Other	3	3	4	4	2	4	3	8	7	1	1	4	44
	Security	30	8	17	25	24	31	13	27	27	17	26	22	267
	Traffic	1	-	3	1	8	2	-	7	10	-	-	1	33
Total		244	124	217	236	232	227	133	231	###	251	218	240	2,629

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, 50 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
May	2019	4:53
April	2019	4:47
March	2019	5:10
February	2019	4:59
January	2019	5:03
December	2018	5:02

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): **1 minutes, 55 seconds**.

TOTAL TRAINING HOURS FOR JUNE 2019 – 81 HOURS

NAME	TRAINING/HOURS	DATES
Massagli	Radar/Lidar/Operator/32 hours	June 4-7
Kockler/Robbins	Sudden Infant Death Syndrome/2 hours	June 12
McCulley/Bollendorf	Unified Command Training/2 hours	June 17
Robbins	DV for Crisis Negotiations	June 17-19
Larsen	Elder Abuse Symposium	June 19
MacDonald	EVOC/8 hours	June 20
Larsen/Gomez/Vigil	Unified Command Training/2 hours	June 20

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
June	2,666	353
May	2,119	285
April	1,682	444
March	1,670	280
February	1,575	192
January	2,280	375

Code Enforcement Activity Report
June 1 – June 30, 2019

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2019)
1.	Opened Cases	30	173
2.	Resolved/Closed Cases	35	152
3.	Cases Pending	189	N/A
4.	Written/Formal Notices Issued	28	85
5.	Citations Issued	22	176
6.	Amount in Citations	\$6,500	\$61,400

During the month of June, there were over 94 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, over height fences, right-of-way encroachments/obstructions, encroachment permit issues, dead and dangerous trees, construction related damage to heritage trees, animal nuisance issues, commercial operations in residence, transient short term occupancies, zoning issues, noise nuisance issues, faulty drainage issues, trash accumulations, trash cans being left out, sign issues, lack of property maintenance/overgrowth issues, dangerous vegetation and a foreclosed property.

Code enforcement staff assisted with construction hours/noise exemption permits and translations for Officers during investigations.

TRAFFIC COMPLAINTS

The Atherton Police Department received no traffic complaints during the month of June.

Public works update –June 2019

- Sweep contracted monthly streets:
June 2019 55 Miles 10.5 cu. Yards 2.9 tons
- June Service requests –
 - Removed existing workstation and installed new ergonomic workstation at PD dispatch
 - Installed Pad lock at PD side gate
 - Assisted Admin and Permit center with the move to the HP Park
 - Installed new signage on Temporary Admin and Permit Center
 - Installed new signage at Holbrook Palmer Park
 - Installed Traffic control for utility line down on Middlefield at Lane Place
 - Installed Traffic control for collision on northbound Alameda de Las Pulgas at Walsh
 - Filled pothole in front of 83 Fairview
 - “No Parking” Sign replacement on Oak Grove
 - Installed steel door and locks for new PD Property Room
 - Installed cabinets and counter for new PD packaging room
 - Sewer line repair at Carriage House
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- Removed weeds from El Camino Real
- Repaired HVAC at PD
- Removed debris from roadway El Camino Real at Stockbridge Ave.
- Removed weeds from Middlefield Road
- Installed regulatory signage that did not meet reflectivity standards
- Removed weeds from Alameda/Atherton 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.

Installed new signage on Temporary Admin and Permit Center Trailers



Installed new signage at Holbrook- Palmer Park



Sewer Line Repair at Carriage House

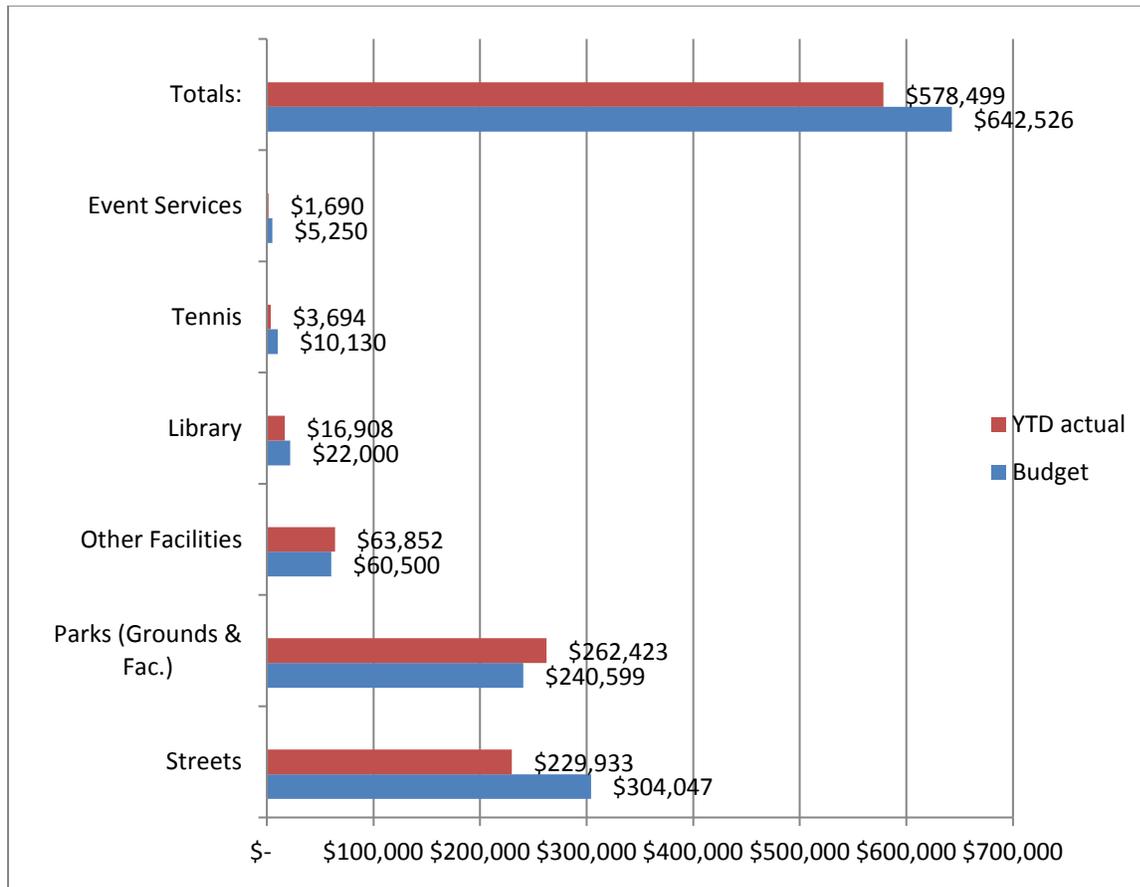


Removed existing workstation and installed new ergonomic workstation at PD dispatch



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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 304,047	\$ 229,933	75.62
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 240,599	\$ 262,423	109.07
A03	101-59-52031-059	Other Facilities	\$ 60,500	\$ 63,852	105.54
A04	213-30-52031-000	Library	\$ 22,000	\$ 16,908	76.85
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 3,694	36.46
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 1,690	32.19
Totals:			\$ 642,526	\$ 578,499	90.04





Town of Atherton 7c

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: JULY 10TH, 2019

SUBJECT: PARK GOINGS ON JUNE 2019

REGULAR STAFF

For the month of June, broken down is as follows:

- **Performed regular maintenance tasks;**
 - Pick up litter/trash.
 - Remove trash bags.
 - Blow and pick up tree leaves and debris.
 - Inspect and maintain restrooms.
 - Inspect and maintain tennis courts.
 - Inspect and maintain playgrounds.
 - Inspect and maintain Main House elevator.
 - Control undesirable weeds throughout property.
 - Cut back and remove tree brush and dead vegetation.
 - Apply seasonal fertilizers to turf and plants.
 - Inspect and maintain landscape irrigation.
 - Inspect and maintain landscape irrigation well and filter system.
 - Monitor potable water usage daily.
 - Water non-established trees throughout the park based on the schedule.
 - Blow tennis courts 2 times per week as required.

- Music in the Park x 2 and Movie Night.
- Repaired a 4-inch main line at the sport field.
- Removed and replaced tree lights at the Pavilion patio.
- Unclogged sand and debris from men's playground restrooms.
- Repaired and adjusted tree stakes on all newly planted trees.
- Repaired sewer issue at Carriage House.
- Investigated and assessed water run off at the clay court and ordered new part.
- Repaired damaged roses and irrigation made by the trailers.

- Spread wood chips all over property.
- Installed new water bags in all newly planted trees.
- Pruned trees that could be reached at 10 feet throughout the property.
- Removed fallen limb near trailers.
- West Coast Arborists Inc. injected Event Garden Oaks.
- Repaired irrigation at Gilmore House.

New and future planned projects;

- Repair and or replace broken equipment at playground structures.
- Restore/paint wall benches along Pavilion and Main House.
- Refill playground with fiber mulch.
- Refill sand box at playground with sand.
- Complete a watering system install for all trees throughout property.
- All water valves to be flushed and cleaned up.

Tennis Numbers

June:

Hours of court usage (# of crts x time) 205 hrs

Clinics/Camps: 29

Lessons: 127

Events: 1 weekly coaches meeting

Clay Court Bookings: 21 paid hours

Total # of students: 243

Cleaned up area near corp yard



Removed fallen limb near trailers



Fixed irrigation break made by trailers



Music in the Park





Movie in the Park





Town of Atherton

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

Community Services Monthly Report June 2019

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety & Inspection**

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

	Jun-19	Fiscal Year 2018-19
Total Construction Valuation¹:	\$8,130,134	\$132,298,674

REVENUE

Plan Check Fees Collected:	\$29,145	\$391,239
Permit Fees Collected:	\$83,493	\$1,148,882
Other Fees Collected:	\$7,404	\$54,952
TOTAL:	\$120,042	\$1,595,073

PLAN CHECK

Applications Received:	72	717
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PERMITS

Residential:		
New Single Family Residential Permits Issued:	1	24
New Accessory Structures Issued:	23	204
Addition / Alteration Permits Issued:	14	136
Reroof / Water Well / Grading Permits Issued:	15	128
Plumbing/Mechanical/Electrical Permits Issued:	20	184
Demolition Permits Issued:	9	46
Non-Residential:		
New Permits Issued:	2	9
TOTAL Permits Issued:	84	731

Total Open Permits as of 6/30/19	964
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INSPECTIONS

Inspections Performed:	757	8,964
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

June 1, 2019 to June 30, 2019

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	34	289
Planning Commission Items	4	20

At the June 26, 2019 Planning Commission Meeting, Planning Commission took the following actions.

1. The 50 Valparaiso/ Menlo's School- Accepted the report on the 2019 Annual Master Plan Update.
2. 168 Elena- Approved a heritage Tree Removal Certificate to remove one heritage deodar cedar tree in order to install a gas line on property.
3. 190 Park Lane- Request for a conditional use permit to allow production of the annual Menlo Charity Horse Show, agenda item removed.
4. 2 Adam Way- Denied the appeal to construction time limit penalty.

The next regularly scheduled meeting is July 24, 2019 at either the Carriage House or the Main House at Holbrook Palmer Park (TBD this week).

Arborist Activity Summary

June 1, 2019 to June 30, 2019

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	32	4	0	60

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	1	5	4	2	1	2
June	1	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:	9	29	27	26	31	33

Plan Check Performance

June 1, 2019 to June 30, 2019

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	126	10	8	0
	Subsequent Rev.	102	5	4	0
Minor Plan Check	1st Review	4	3	3	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		232			

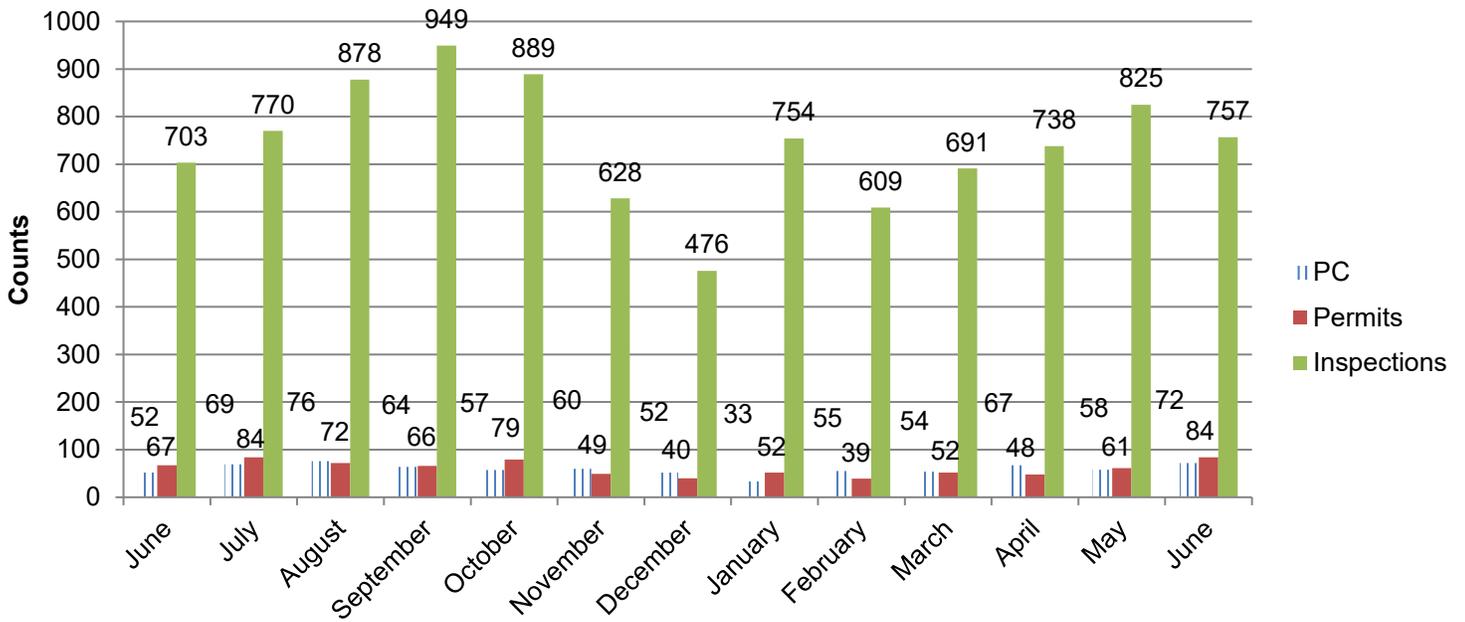
** Target: in working days

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

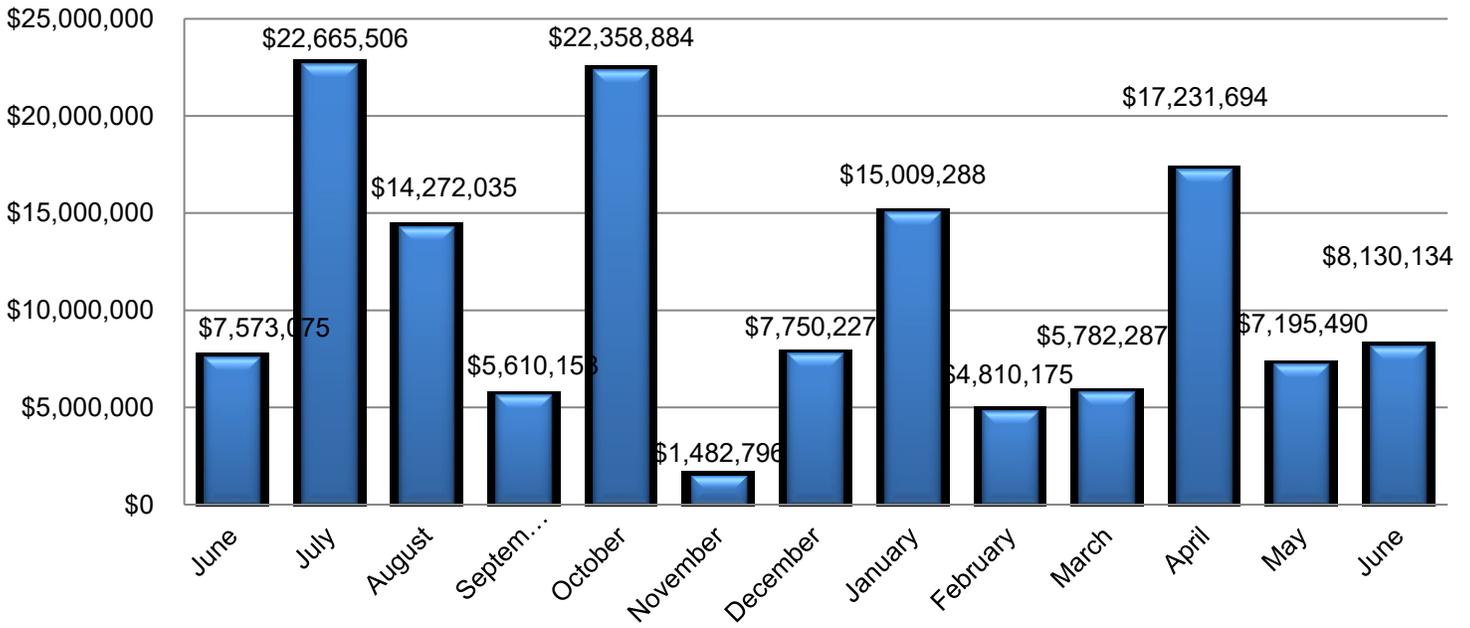
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

