



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: SEPTEMBER 18, 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 - Is Trump Coming to Atherton](#)
- [Almanac - Atherton Committee Considering Off Leash Dog Park](#)

City Council Notes

1. Civic Center Project

- [Project Main Webpage](#) - <https://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 Live Feed Webcam\(s\)](#) - <https://www.ci.atherton.ca.us/519/Project-Webcams>
- Cash Flow Discussion
 - Following Wednesday’s Study Session, we are moving the consultant forward to prepare the required documents for a Certificate of Participation or other funding option. The preliminary documents include an engagement letter, debt policy and RFP for an underwriter. The Council still has a couple of months to work through and discuss funding amounts and methods (terms of the bonds, type of lending strategy, and amounts).
 - Municipal finance law is different than private sector and non-profit.
 - The Town is limited in the type(s) of debt that can be undertaken.
 - With the exception of a vote-driven bond measure, there are basically two major types of financing options – Tax Revenue Anticipation Notes (TRANS) or Certificates of Participation (COPs).

- The law prevents a municipality from entering into debt longer than a year that is not prescribed specifically by the State Constitution. Short-term lines of credit, if possible, would work TRAns in that we would be required to set aside funds for repayment of the full term of the debt each year and we would be limited in the amount available based on projected revenues.
- Any financing option must comply with and conform to the requirements of municipal finance law.
- Atherton Now Funds
 - We are processing Payment Request No. 3 and will submit an invoice for 66% of the Town’s obligation to Atherton Now (Town obligation = \$605,478.32 and AN share = \$399,615.69). At this projected expenditure rate, staff anticipates that Atherton Now’s funds will be depleted by the end of the calendar year.
 - This assumes that Atherton Now will collect on their outstanding pledges of just over \$1 million.
- Construction Project Change Orders

Net Approved Change Orders to Date		\$69,868
<i>Town Portion</i>		<i>\$27,021</i>
<i>Library Portion</i>		<i>\$42,847</i>
CO#1 – DG Pathway	Library Funds	\$16,334
CO#1.5 – VE/Partnering Meeting	N/A	\$0
CO#2 – Webcam #2	Library Funds	\$26,513
CO#3 – PD Automatic Gate/Secure Parking	Town Funds	\$27,021

- Payment Requests and Project Cost Summary

Payment Request	Period	Town Share	Library Share	Total Project
Payment Request #1	June 2019	\$983,533.46	\$538,622.09	\$1,522,155.55
Payment Request #2	July 2019	\$540,673.34	\$587,037.46	\$1,127,710.80
Payment Request #3	August 2019	\$605,478.32	\$972,753.77	\$1,578,232.09
Totals		\$2,129,685.12	\$2,098,413.32	\$4,228,098.44
Initial Project Bid		\$28,701,034	\$18,375,966	\$47,077,000
Net Change Orders		\$27,021	\$42,847	\$69,868
Updated Project Cost		\$28,728,055	\$18,418,813	\$47,146,868
Percent Complete (based on \$)		7.4%	11.4%	9%
Target Based on 24-Month Schedule				12.5%

- Look Ahead - Major Items - Work in Progress
 - September 16 - September 20
 - Install Water Line
 - Install Storm Drains
 - Excavate Elevator Pit and Pit Walls
 - Layout and Install Grade Beams @ Admin/PD

- Form & Install Pile Caps @ Library

2. Surf Air Update - Week Ending September 1

- Total of 24 arrivals for the week
- Average daily arrivals calculated from June 1, 2019 is 3.2 per day
- Surf Air did not operate any flights on Saturday

3. All Schools Meeting (Police Department)

The next All Schools Meeting hosted by the PD will be October 23 at the Pavilion. The meeting will be from 10 am to 12 pm. Council members are welcome and encouraged to attend. Please advise if you plan to attend.

4. Back to School Traffic Enforcement

Below are the statistics from Back to School Enforcement.

- Menlo Atherton High School - 10.2 hours spent in the area, 11 verbal warnings, 13 citations, 1 warning citation
- Selby Lane School - 3.5 hours spent in the area, 4 verbal warnings, 3 citations, 10 warning citations
- Laurel School - 18 minutes spent in the area, 2 verbal warnings
- Menlo College - 47 minutes spent in the area, 1 contact for red light violation
- Las Lomas School - 52 minutes spent in the area, no violations observed
- Encinal School - 38 minutes spent in the area, no violations observed

6. Closure of Runway 28L at San Francisco Airport (SFO)

SFO is scheduled to close Runway 28L on Saturday, September 7 for a period of 20 days to construct a new base layer below the runway surface. During the 20-day closure, SFO's Nighttime Preferential Runway Use Program, which normally operates between the hours of 10 pm and 7 am, will conclude an hour early, at 6 am. This move will allow for the increased usage of Runways 1L and 1R for departing flights, which will help mitigate the length of delays throughout the day, including the cascading delay effect that impacts surrounding communities in the late evening hours. Concluding this program an hour earlier than normal is expected to affect approximately 26 flights per day during the closure.

Ad Hoc Subcommittee Updates

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

No updates.

Fire Services - Wiest/Widmer (Rodericks)

The Subcommittee met on Thursday, September 5. I will be preparing a staff report for the Council for the October 2 Study Session that will make a recommendation of next steps to move the issue forward. One of those recommended options is to have the Subcommittee setup a meeting with LAFCO staff to discuss options for the Town's consideration should the Town desire to move in the direction of detachment. Service quality is not an issue.

Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

Staff and the Subcommittee met with Caltrain representatives on Monday, August 23. Caltrain is evaluating next steps in the provision of service to the Atherton Rail Station. Once Caltrain completes their evaluation, a report will be prepared back to the City Council for discussion.

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

The Heritage Tree Ordinance will return to the Council at the November 6 Study Session.

Legal Services RFP - DeGolia/Widmer (Rodericks/Conners)

The RFP has been released. Staff has been contacted by at least two potential service providers. The RFP has a closing date of October 7.

Regional Housing/SB50 - Lewis/Widmer (Rodericks)

No updates.

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

We are charging Atherton Fiber just over \$2k for the engineering work required (by the Town's survey engineer) for the relocation of their lines at Fair Oaks.

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

The RFP has been released. It is available via the Town's website and was sent directly to the following potential vendors:

- Greenwaste Recovery
- Mission Trail Waste Systems/Garden City Sanitation
- Republic Services
- Recology
- California Waste Solutions
- Waste Management
- Green Team/West Valley Collection and Recycling (operated by Waste Connections)

The RFP has a closing date of October 7. A voluntary pre-proposal meeting was held on September 10. Three vendors attended the meeting.

Special Event Permits as of September 6, 2019

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

- September 19 - Fundraiser, 45 Mount Vernon Lane, 4:30 pm - 8 pm
- September 21 - Las Lomas Education Foundation Fun Run, 8 am - 11 am
- September 22 - LHA Meeting, 46 Lowery Drive, 3 pm - 5 pm
- October 6 - Valpo Fun Run, Menlo School, 9 am - 10 am
- October 11 - Menlo School Under the Lights Homecoming @ Cartan Field, 5:30 pm - 9 pm
- October 25 - Sacred Heart Under the Lights Homecoming Game - 4 pm - 10:30 pm
- October 26 - Party, 2 Carolina Lane, 6 pm - 12 am

ATTACHMENTS

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

POLICE DEPARTMENT

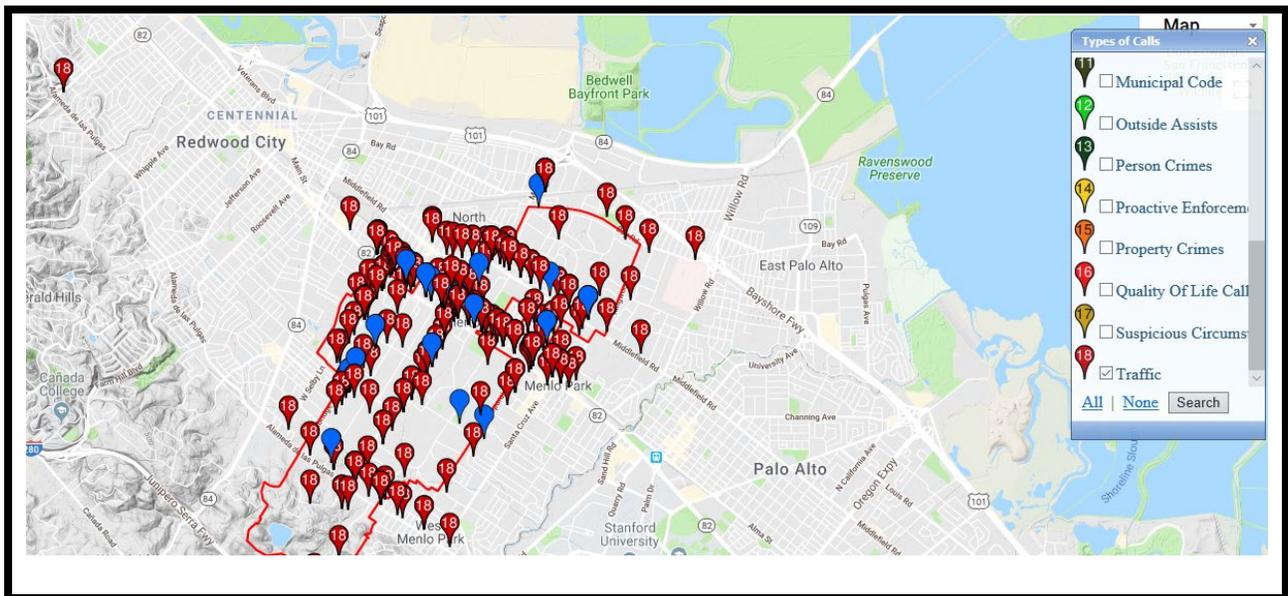
Police Activity

There were 60 investigations for the month of July. 25 offenders were cited, arrested, or referred to the San Mateo County District Attorney’s Office for prosecution. Those offenses included a juvenile probation violation, warrant arrests, DUI, driving on a suspended license, public intoxication, under the influence of a controlled substance, a parole violation, and an adult probation violation.

Of the 3,512 total police incidents for the month of July, 2,674 were officer-initiated incidents, which resulted in 299 citations being issued for vehicle code and other violations. Officers initiated 2,255 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.

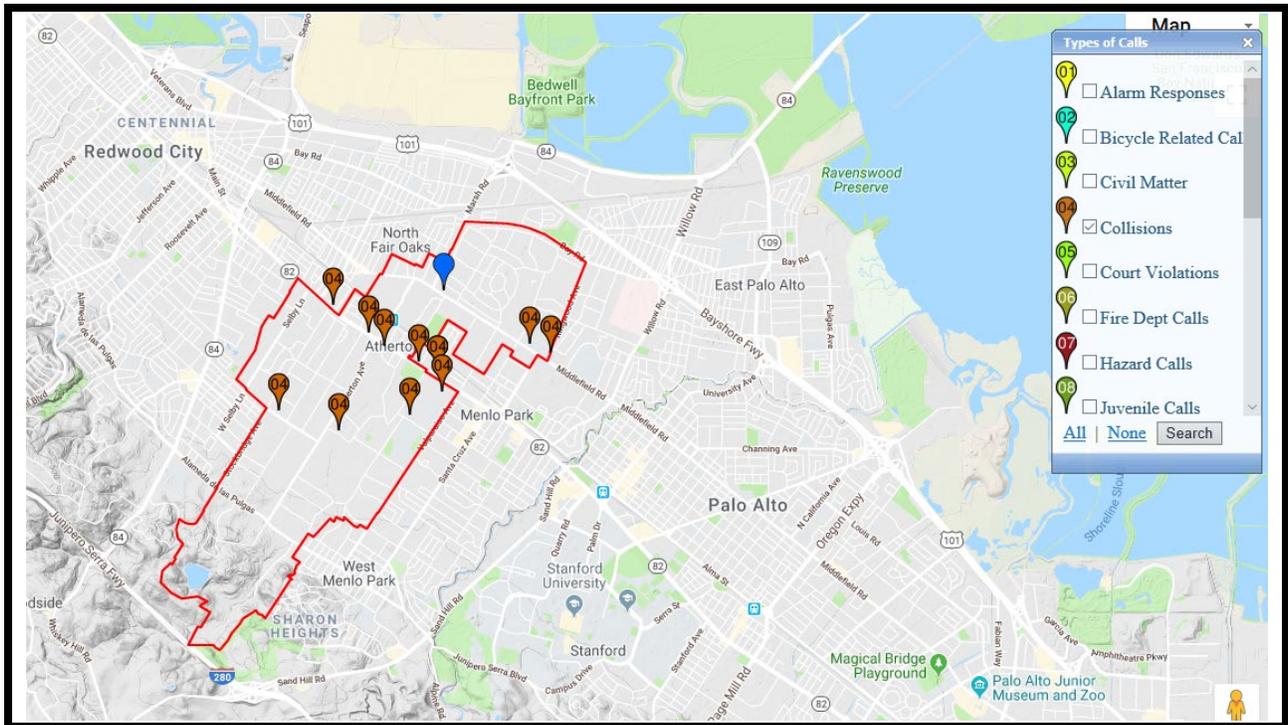
Traffic Incidents

Overall, there were 422 traffic incident locations, some with multiple stops, for July. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

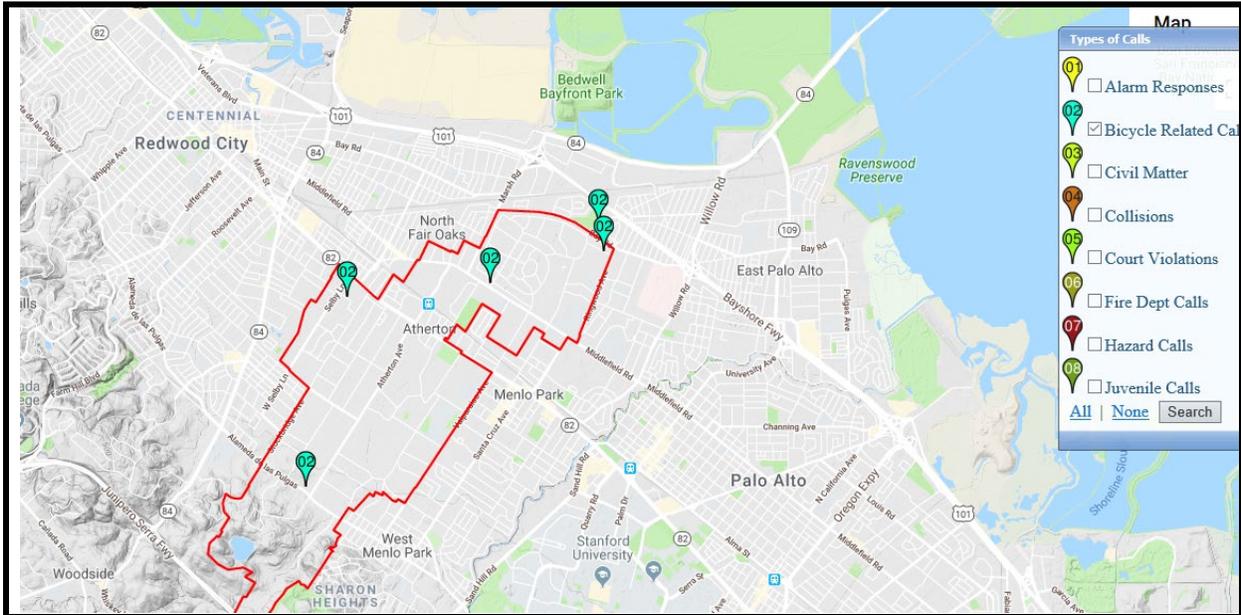
There were 16 collision locations in July, some with multiple incidents. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

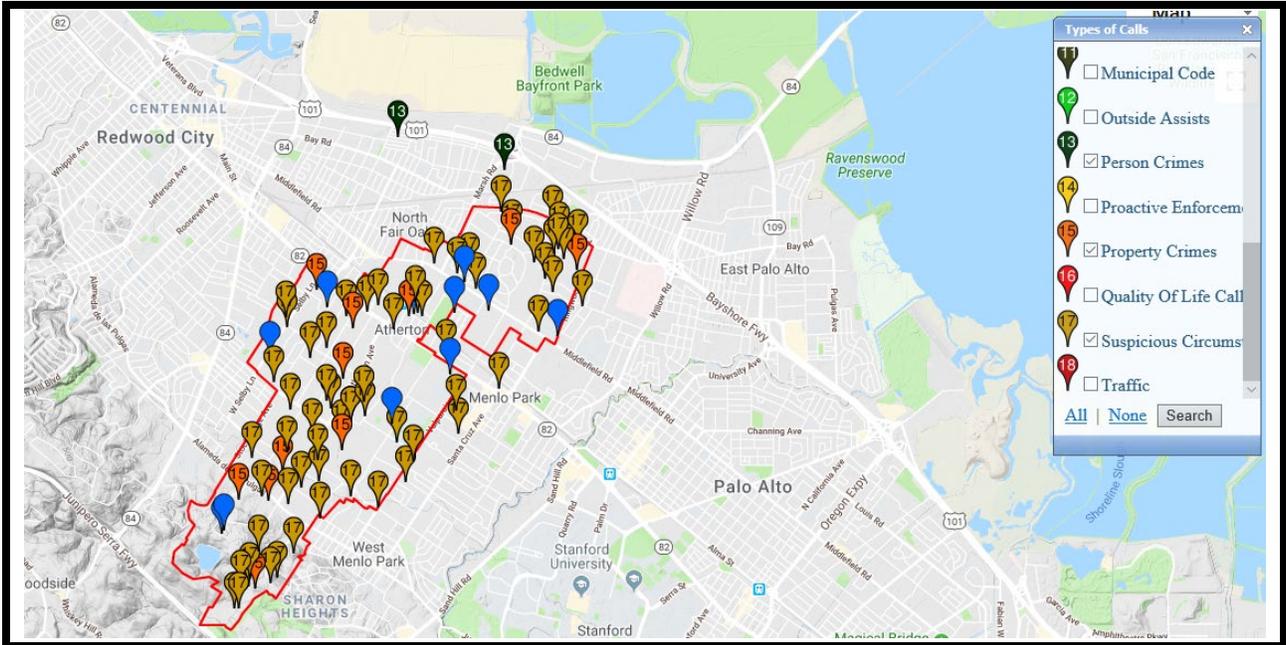
There were 5 bicycle stop incidents initiated for stop sign (3) and lighting equipment (2) violations.

These stops resulted in 1 notice to appear (citation), 2 warning citations and 2 verbal warnings.



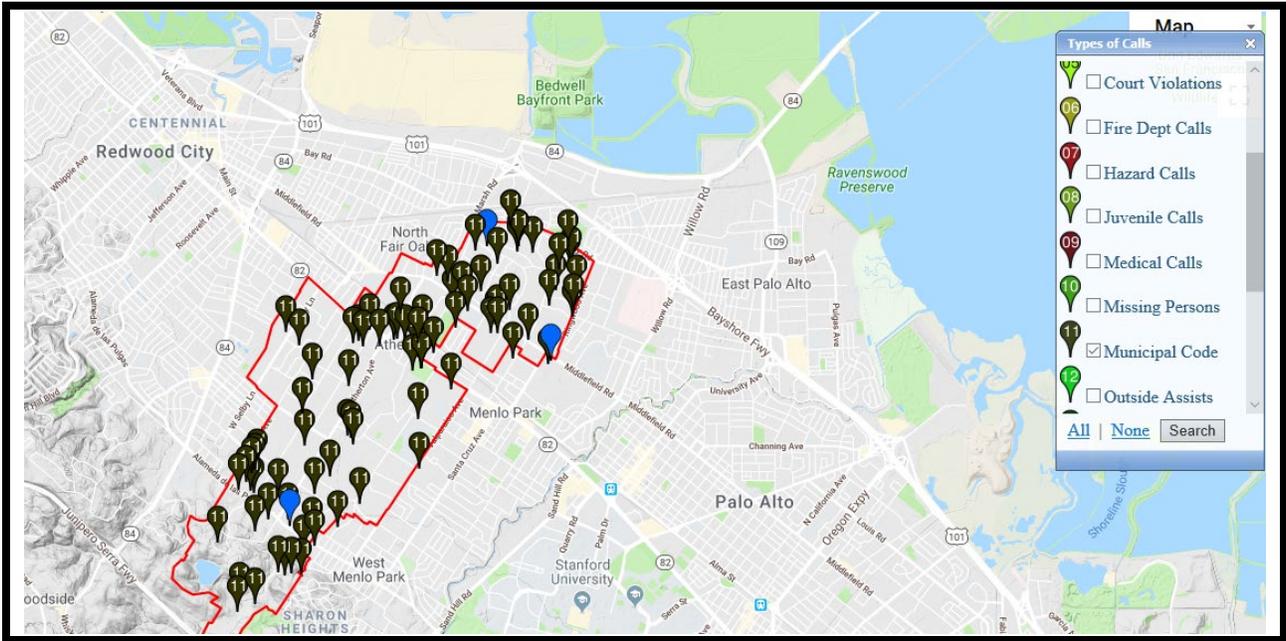
Criminal Activity and Suspicious Circumstances

The Department responded to 88 locations (some locations multiple times) for property crimes (14), person crimes (2), and incidents of suspicious circumstances (75).



Municipal Code Violations

The Department responded to 93 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 78 incidents this reporting period, 59 of which were security checks and foot patrols by officers. The other incidents were related to the investigation of a man shooting possible rockets/fireworks on the field (officers determined water powered toy rocket), multiple suspicious vehicles, a suspicious person, a lost unattended dog, and a disturbance (people yelling/arguing in the parking lot).

Premise Watch

Officers completed 1,734 House/Vacation checks during the month of July.

ATTACHMENT 1

School Incidents

Officers responded to 133 school incidents during this reporting period. These incidents included but were not limited to suspicious people, suspicious vehicles, medical calls, a 9-1-1 hang up (accidental), misdemeanor hit and run, a fire alarm 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	5	11	18	9	11	12	97
	Security	27	12	31	22	19	22	21	10	20	26	18	19	247
	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	5	8	6	5	5	9	55
	Security	22	9	10	17	11	14	7	7	12	17	11	11	148
	Traffic	-	-	-	-	1	-	-	1	-	1	-	-	3
<i>Laurel</i>	Other	1	3	2	5	7	2	2	4	3	4	6	5	44
	Security	13	3	22	16	16	14	12	15	10	10	16	10	157
	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	24	33	37	29	18	20	300
	Traffic	1	-	-	-	4	3	1	3	3	2	2	5	24
<i>Menlo College</i>	Other	4	2	10	3	4	4	7	13	11	5	9	5	77
	Security	9	6	11	16	24	35	18	17	22	21	9	12	200
	Traffic	6	1	2	2	2	5	1	3	1	4	1	4	32
<i>Menlo School</i>	Other	7	4	3	16	2	3	1	3	5	3	5	3	55
	Security	17	9	8	11	8	10	11	8	13	18	9	11	133
	Traffic		1	1	-	2	2	-	-	1	1	3	1	12
<i>Sacred Heart</i>	Other	10	6	7	12	10	5	3	10	9	17	19	22	130
	Security	14	5	7	14	4	5	4	5	8	9	4	8	87
	Traffic	1	1	2	-	1	2	1	2	1	-		1	12
<i>Selby Lane</i>	Other	3	3	4	4	2	4	4	8	7	1	1	4	45
	Security	30	8	17	25	24	31	29	27	27	17	26	22	283
	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, 10 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
June	2019	4:50
May	2019	4:53
April	2019	4:47
March	2019	5:10
February	2019	4:59
January	2019	5:03

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): **1 minutes, 42 seconds**.

TOTAL TRAINING HOURS FOR JULY 2019 – 144 HOURS

NAME	TRAINING/HOURS	DATES
Dutta	Detecting Danger/8 hours	July 2
Robbins	Sexual Abuse Protocols-San Mateo Co./16 hours	July 8-9
Diaz	Lead Safety Cert – EPA Renovation/ 8 hours	July 16
Robbins	AICC (Instructor Training/ 40 hours	July 22-26
Romero	Marijuana DUI Investigations/ 8 hours	July 25
Pronske	FTO Update/24 hours	July 27-29
Dunphy/Massagli/Dutta	Active Shooter/ 3 hours	July 29-30
Robbins	Search Warrants A-Z	July 29-30
Smiler/Metzger/Rojas	Active Shooter/ 3 hours	July 30
Pronske/Green	Active Shooter/ 3 horus	July 31

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
July	2674	299
June	2,666	353
May	2,119	285
April	1,682	444
March	1,670	280
February	1,575	192

Code Enforcement Activity Report

July 1 – July 31, 2019

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2019)
1.	Opened Cases	30	203
2.	Resolved/Closed Cases	33	185
3.	Cases Pending	186	N/A
4.	Written/Formal Notices Issued	2	87
5.	Citations Issued	35	211
6.	Amount in Citations	\$12,700	\$74,100

During the month of July, there were over 95 incidents related to code enforcement. Those incidents included but were not limited to: construction work hour violations, construction parking violations, other construction related issues, work without building permits, over height fences, right-of-way encroachments/obstructions, encroachment permit issues, dead and dangerous trees, damage to heritage trees, animal nuisance issues, commercial operations in residence, zoning issues, noise nuisance issues, faulty drainage issues, trash accumulations, trash cans being left out, sign issues, lack of property maintenance/overgrowth issues and dangerous vegetation.

Code Enforcement staff also assisted with fleet maintenance issues, assisted with construction hours/noise exemption permits, provided translation assistance to Officers and attended a Lead Safety Certification training.

TRAFFIC COMPLAINTS

The Atherton Police Department received one (1) traffic complaint during the month of July. The traffic complaint was as follows:

- 1) A resident reported speeding vehicles on Palmer Lane during the morning and afternoon commute times.

Results: 6 minutes spent in the area
No violations observed

*It is noted this complaint will carry-over to August of 2018.

Public works update –July/August 2019

- Sweep contracted monthly streets:

July	41 Miles	7.5 cu. Yards	1.2 tons
August	50 Miles	14 cu. Yards	1.9 tons
- July/August Service requests –
 - Assisted Police Department with removal of E-waste
 - Assisted Heritage Room with relocation of furniture and boxes
 - Repaired book drop off slot at Temporary Library
 - Assisted with the removal of little league ball field fencing
 - Installed signage at Temporary Admin and Permit Center trailers
 - Removed tree limb from bike lane on Middlefield Road at Glenwood Avenue
 - Installed parking delineation at Holbrook-Palmer Park associated with the Temporary Admin and Permit Center
 - Installed ADA parking stalls at Temporary Admin and Permit Center
 - Replaced downed speed limit sign on Marsh Road
 - Replaced lightbulbs at Temporary Library
 - Repaired hand rail at Temporary Library
 - Repaired Holbrook-Palmer Park walking path
 - Filled potholes on Elena Ave.
 - Removed broken tree limb from roadway in front of 184 Catalpa Drive
 - Repaired entry way lights at Police Department
 - Repaired AC unit at Police Department
 - Repaired sinkhole in SB bike lane of Alameda De Las Pulgas at Stevick Drive
 - Installed parking barricades for Horse Show
 - Trimmed brush in Camino Al Lago island
 - Trimmed brush in Camino Por Losa Arboles island
 - Installed signage and pavement markings for Class III bike route on Glenwood Avenue
 - Removed tree branch on Selby Lane between Almendral Avenue and Polhemus Avenue
 - Mounted TV in Temporary Admin conference room
 - Installed Traffic control for utility line down on Middlefield Road at Lane Place
 - Installed Traffic control for collision on northbound Alameda de Las Pulgas at Walsh Road
 - Tree removal at Civic Center
 - “No Parking” Sign replacement on Oak Grove Avenue
 - Air duct cleaning at Police Department
 - Removed tree limb and installed traffic control on Atherton Avenue between Austin Avenue and ECR
 - Sweeped loose gravel from Ashfield Road at ECR
 - Filled potholes on Oakwood Blvd.
 - Replaced exterior lightbulb at Temporary Library
 - Picked up abandoned shopping carts along ECR
 - Repaired packaging room table at PD

ATTACHMENT 2

- Installed awnings on Temporary Admin and Permit Center trailers
 - Built and installed street marker for Elena Avenue/Atherton Avenue Intersection
 - Built and installed street marker for MacBain Avenue/Howard Avenue Intersection
 - Installed traffic control for down tree at 23 Hawthorne
 - Removed fencing for water line installation at Town Center
 - Repair fence gate at PD
 - Installed security cover for PD kitchen window
 - Picked up illegally dump furniture at 22 Oakwood Boulevard
-
- 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
 - Refreshed crosswalk in front of Selby Lane School
 - Striped limit line and stop legend throughout Town
 - 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.
 - Coordinated with Caltrans and Cal Water for the repair of the sinkhole on El Camino Real at Maple Avenue

Installed ADA Parking at Temporary Admin and Permit Center Trailer



Before



After

Installed fencing between Temporary Admin and Permit Center Trailer



Removed trees from Town Center project



Installed Class III bikeway signage and pavement markings on Glenwood Avenue



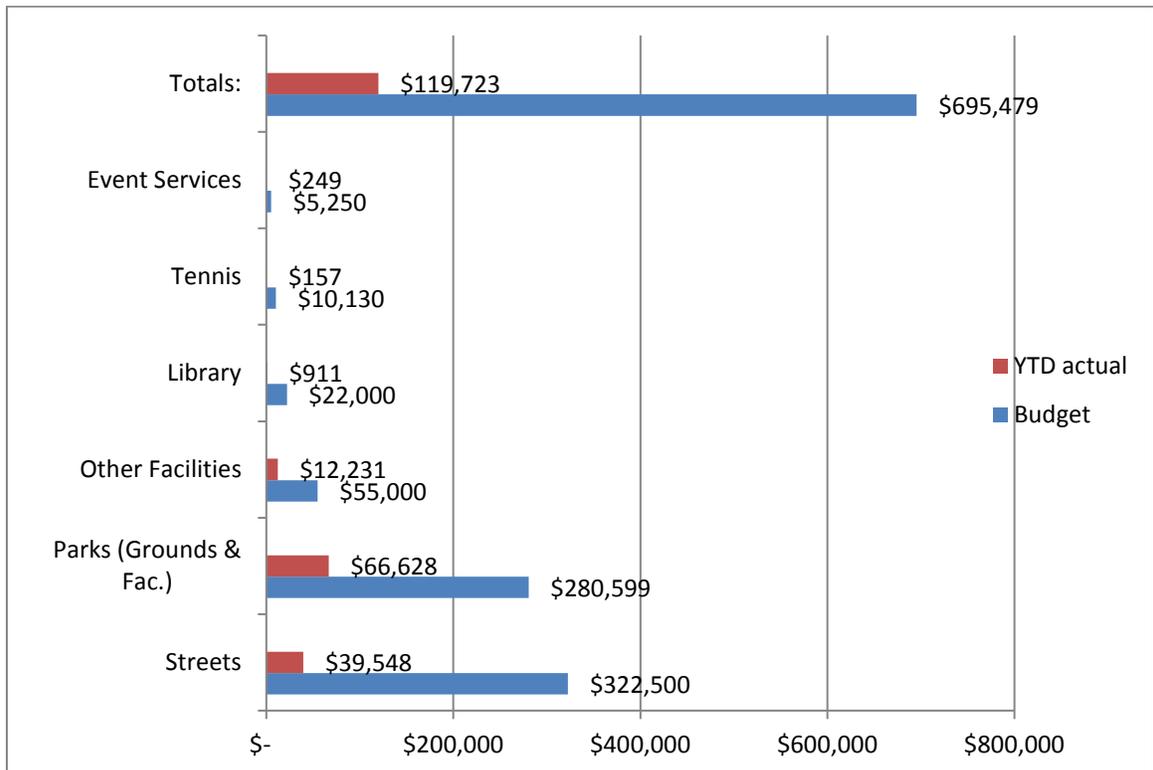
Sinkhole Repair on Elecamino Real at Maple Avenue



ATTACHMENT 2

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 322,500	\$ 39,548	12.26
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 280,599	\$ 66,628	23.74
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 12,231	22.24
A04	213-30-52031-000	Library	\$ 22,000	\$ 911	4.14
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 157	1.55
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 249	4.74
Totals:			\$ 695,479	\$ 119,723	17.21





7c. PARK GOING'S ON Town of Atherton

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: AUGUST 13TH, 2019

SUBJECT: PARK GOINGS ON JULY 2019

REGULAR STAFF

For the month of July, 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.

- Repaired bleeding valves at Event garden planters.
 - Flushed, cleaned and replaced sprinkler heads in all turf areas.
 - Repaired water leak along playschool area.
 - Patch and refill walkway bumps along path behind Corp yard and playschool.
 - Removed broken branches from Eucalyptus trees by Corp yard.
 - Replaced nets at tennis courts
 - Aerated and spread grass seed at playschool per Susan Knox request.
 - Replaced filters and broken heads around the park.
 - Removed baseball field fences.
-
- **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.
 - Complete a watering system install for all trees throughout property.
 - Plant trees and plants in Corp yard
 - Transferring IPM spraying to Reward

Tennis Numbers

July:

Hours of court usage (# of crts x time) 241 hrs

Clinics/Camps: 37

Lessons: 134

Events: 0 weekly coaches meeting

Clay Court Bookings: 26 paid hours

Total # of students: 255

Corp Yard fence fixed



Patch pathway



Baseball fences removed





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

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: SEPTEMBER 4TH, 2019

SUBJECT: PARK GOINGS ON AUGUST 2019

REGULAR STAFF

For the month of August, 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.

- Back fill sand pool at Playground.
- Repair and improve Playground restrooms plumbing functions.
- Improve and repair water leaks at playschool area.
- Set and manage yellow jacket traps for infestation control.
- Improve and repair water leaks at little league area.
- Assess and assist pump technician with reduction or control of sand in main irrigation lines from “Main Pump”.
- Ordered fiber mulch to back fill playground structure area.
- West Coast Arborist removed four dead or dying trees, removal of Monkey Puzzle trees seeds and pruned approximately 15 other trees within the park.
- MCE worked Nation Night Out

New and future planned projects;

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Flush all automatic valves at Sport field to correct brown spots.
- Make improvements to correct sand in irrigation water lines.
- Repair and or replace broken equipment at playground structures.
- Restore/paint wall benches along Pavilion and Main House.
- Refill playground with fiber mulch.
- Complete a watering system install for all trees throughout property.
- Plant trees and plants in Corp yard
- Transferring IPM weed control to Reward

Tennis Numbers

August:

Hours of court usage (# of crts x time) 255 hrs
Clinics/Camps: 25
Lessons: 128
Events: 2 weekly coaches meeting
Clay Court Bookings: 4 paid hours
Total # of students: 243

National Night Out



Removed dead Elm tree



Seed pod removal



Sandbox refilled





Town of Atherton

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

Community Services Monthly Report July 2019

Submitted by:
Interwest Consulting Group

Town of Atherton Building Safety & Inspection

*Construction and Permit Summary
July 1, 2019 to July 31, 2019*

	Jul-19	Fiscal Year 2019-20
Total Construction Valuation¹:	\$19,942,960	\$19,942,960

REVENUE

Plan Check Fees Collected:	\$45,599	\$45,599
Permit Fees Collected:	\$84,372	\$84,372
Other Fees Collected:	\$5,616	\$5,616
TOTAL:	\$135,587	\$135,587

PLAN CHECK

Applications Received:	61	61
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	1	1
New Accessory Structures Issued:	14	14
Addition / Alteration Permits Issued:	8	8
Reroof / Water Well / Grading Permits Issued:	13	13
Plumbing/Mechanical/Electrical Permits Issued:	13	13
Demolition Permits Issued:	5	5
<u>Non-Residential:</u>		
New Permits Issued:	5	5
TOTAL Permits Issued:	59	59

Total Open Permits as of 7/31/19	1065
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INSPECTIONS

Inspections Performed:	611	611
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

July 1, 2019 to July 31, 2019

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	28	28
Planning Commission Items	0	0

The July 24, 2019 Planning Commission Meeting was cancelled.

The next regularly scheduled meeting is August 28, 2019 at the Jennings Pavilion.

Arborist Activity Summary

July 1, 2019 to July 31, 2019

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	18	7	0	83

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	1	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:	10	29	27	26	31	33

Plan Check Performance

July 1, 2019 to July 31, 2019

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	106	10	8	0
	Subsequent Rev.	61	5	4	0
Minor Plan Check	1st Review	12	3	2	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		179			

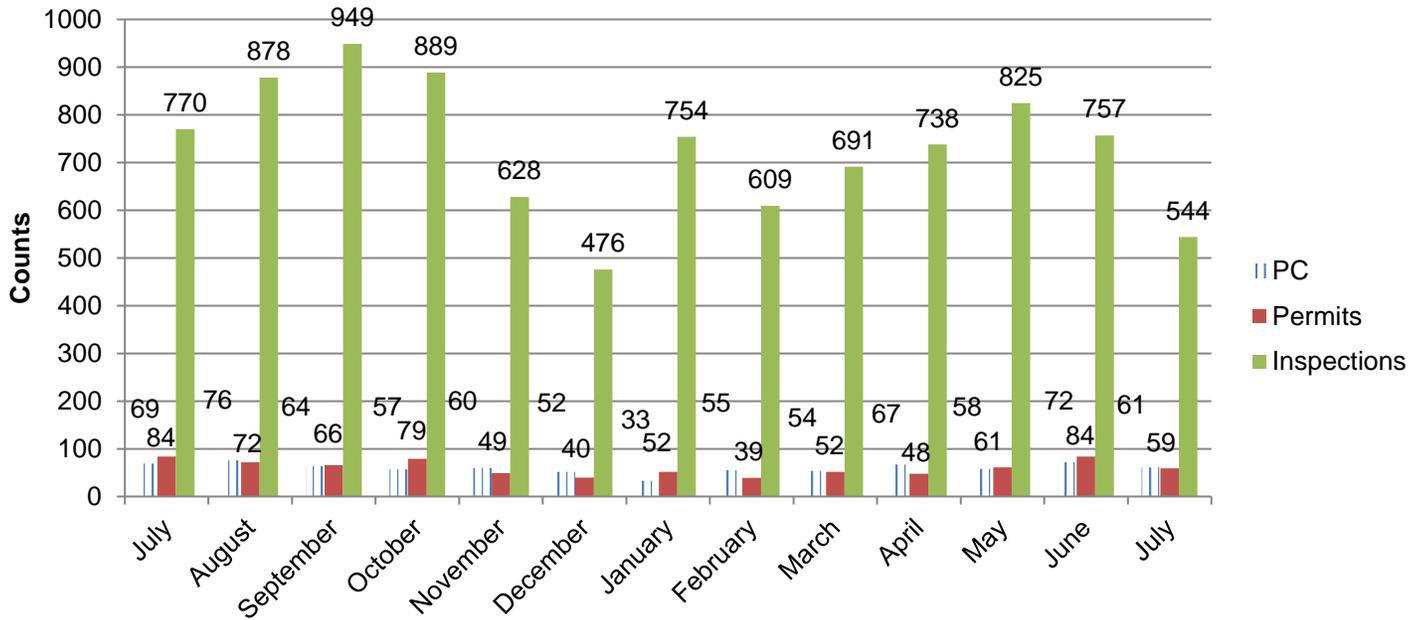
** Target: in working days

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

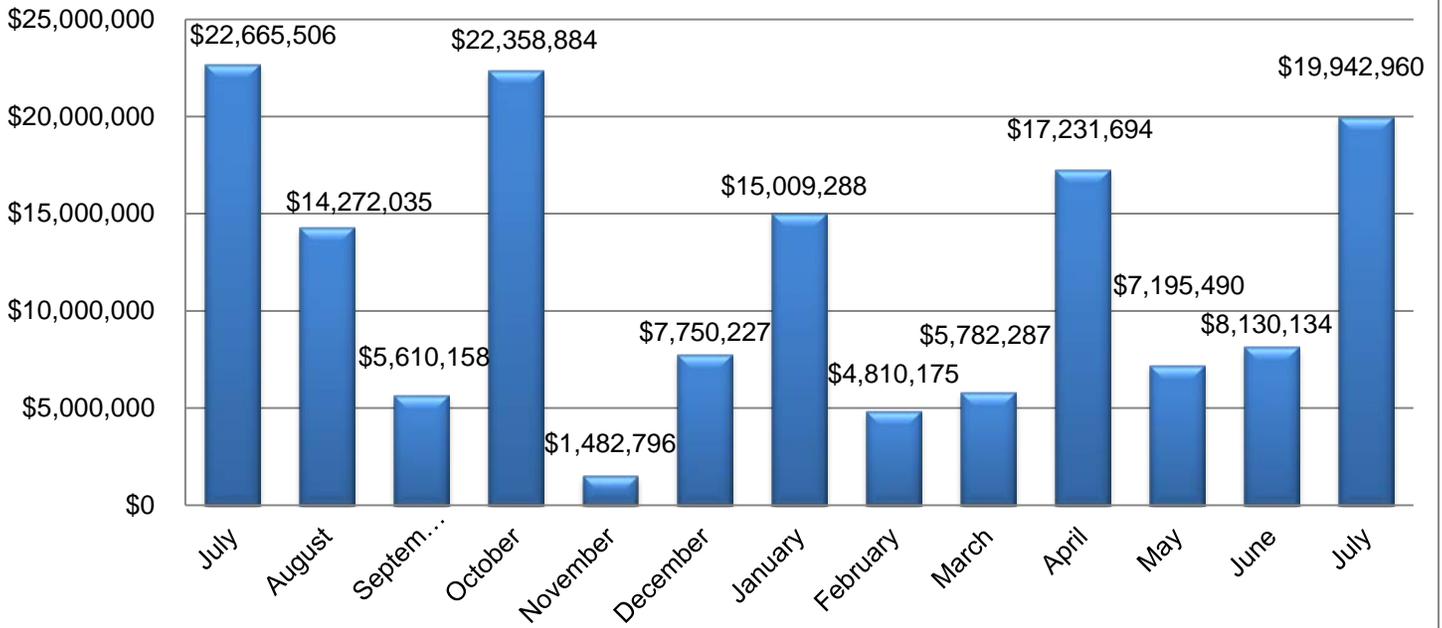
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

