



## 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:** DECEMBER 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.

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#### City Council Notes

##### 1. Civic Center Project

- Web Links — [Main Webpage](#), [Activity Blog](#), [Video Gallery](#), [Photo Gallery](#), [Live Feed Webcam\(s\)](#)
- Cash Flow Activity
  - Urban Futures is working on the financial RFPs for bond counsel and underwriting professionals. Selection will likely occur in January.
- New Donations
  - We are still awaiting naming opportunity details (if any) from Atherton Now.
  - I am working on a *Special Town Center Edition* of the Athertonian. I intend for the publication to include up to date images of the construction, project funding status and details, timing and schedule information, and opportunities for donation/naming. The publication will be released in December and will also be released electronically.
- Atherton Now Funds
  - The attached spreadsheet includes a calculation of the remaining Atherton Now funds. Funds from Atherton Now will likely be depleted with their payment in December.
- Rammed Earth Wall
  - The mock-up for the rammed earth wall should be complete at the end of December. As you pass through the site during your periodic visits, be sure to check out the mock-up as it moves along.
- Construction Project Payment Requests and Change Orders
  - See Attached Spreadsheet (PDF)

## **2. Holiday Closures**

City Hall will be *CLOSED* on:

- Tuesday, December 24 at noon through Wednesday, January 1 for Christmas Break
- Wednesday, December 25 and Wednesday, January 1 are No Construction Activity days

## **3. Committee Vacancies & Mid-Year Recruitment**

We will be recruiting for a total of 6 committee vacancies. There are:

- 2 vacancies on the Environmental Programs Committee;
- 1 vacancy on the Bicycle and Pedestrian Committee;
- 1 vacancy on the Rail Committee; and
- 2 vacancies on the Park & Recreation Committee

The recruitment will remain open until early to mid-January with appointment at the February Council Meeting.

## **4. Awesome Me! Assemblies**

First through 5th Grade Students at Encinal earn *Awesome Me! Assembly tickets* for following the Encinal Way: using kind words, including others, and caring how others feel. The monthly assemblies include opportunities for students to win prizes when their names are called. 1st and 2nd graders can earn a trip to a treasure chest while 3rd - 5th graders can earn a virtual reality experience such as riding roller coaster or swimming with dolphins. This month, Police Chief McCulley and SRO KC MacDonald surprised three lucky upper grade students with a surprise shopping spree at Target.

During the assembly, Awesome Me! 3rd, 4th, and 5th grade students were selected as Students of the Month. These students were also part of the *Shop with a Cop* program and will join the PD on December 11 at the Redwood Target for a holiday shopping spree. Shop with a Cop kids are also selected from Laurel and Las Lomas.

## **5. Rule 20A Work Credits**

As of June 30, 2019, the Town's Rule 20A Fund Balance with PG&E is \$1,402,334. The Town earned \$25,336 in Rule 20A funds in 2019. We are attempting to determine whether this balance takes into account the recent re-allocation by the PUC which would result in a slight deduct from the total.

You may have seen the recent email exchange I forwarded with a resident as he works to pursue an underground district in Town. I put the resident in touch with Dennis Klingelhofer, Harris & Associates. Harris & Associates have been a part of numerous underground utility districts and may be able to provide assistance to the property owners as they work to create a formation committee for Walsh Road. Staff provided the resident with a mailing list of all the addresses

within the area identified along Walsh Road. The area is approximately 2 miles worth of utilities of both high-tension wires and standard wires.

The cost to underground these will vary by length and type and PG&E dictates the circuits required to complete the District and thus dictates what properties would be in or out of any planned District. The preliminary number of properties targeted is 149. A stretch of 2 miles of utilities (assuming feasibility) at the high-end cost of \$2,000 per lineal foot is nearly \$21 million. That's roughly a cost of \$140,000 per property plus the added cost of each local property connection (another \$10k) resulting in a rough cost of \$150,000 per property owner. All of this is hypothetical and a very, very rough estimate. It typically takes 1-2 years from the start of formation to getting into PG&E's pipeline for design and another 1-2 years to get to construction. The cost of construction is likely not anticipated to decrease during that time.

## **6. Surf Air Update**

The following is the Surf Air operations for the week ending November 24:

- there were a total of 32 arrivals for the week
- the average daily arrivals calculated from September 1 is 3.4 per day
- Surf Air did not operate any flights on Saturday this week.

## **7. Sandbag Access**

The Town's prior sandbag location for local residents at the Corporation Yard has been compromised by the Town Center Construction Project. We coordinated with the County to allow our residents (mostly contractors) to visit the County's site for sandbags. Because of the stormwater runoff requirements and other regulatory controls, new sandbag locations must be carefully designed. We do not have a publicly accessible location in the Park and access is typically during hours that the Park is not open.

However, it was noted that Menlo Park has a sandbag site at Burgess Park for their residents. Staff is investigating whether we could contribute to that location to allow Atherton residents to use that site as well.

## **8. PLAN JPA - General Liability**

As the Council is aware, the Town is a member of PLAN JPA. PLAN JPA is a Pooled Liability Assurance Network Joint Powers Authority that consists of 28 member cities in the San Francisco Bay Area. Members of PLAN JPA collectively share the risk of self-insured losses and purchase a broad range of risk management services including, but not limited to, program administration, accounting and finance, claims administration, risk control, loss prevention, actuarial services, training and education, and legal services to support shared risk programs. The group was originally formed in 1986 by ABAG. With ABAG's transition into the MTC, PLAN transitioned into a stand-alone JPA and is no longer affiliated with ABAG. I serve as a member of the Board of Directors and the Chair of the Risk Management Subcommittee. The Board meets quarterly and the Subcommittee meets monthly.

PLAN JPA provides a number of training and educational programs for its member agencies. One of the most recent that the Town hosted was on Contractual Risk Transfer (July 2019). Contractual Risk Transfer is the practice of shifting liability and defense responsibilities to another party via contractual obligation. The purpose is to minimize legal costs and general claims expenditures for the Town by assigning the liability for a project to the party that is most in control of the risk factors that can lead to a claim. In addition to providing training, PLAN JPA assists by reviewing contracts and providing common guidelines for risk transfer whenever we enter into a contract or agreement with another party, or when allowing another party access to the Town's premises, property or personnel.

### **9. K9 Training**

Trident K9 will begin working on explosives training after the first year with K9 Art and Officer Greene. The training will take a few weeks to complete.

### **10. December 4 Planning Commission Update**

The Planning Commission took the following action at their 12/4/19 meeting:

— 6 Cowell Lane – Approved a Variance to allow the construction of a detached accessory structure (a playhouse) to be located in the required front yard area.

— 89 Douglass Way – Approved a Special Structures Permit (SSP) to allow for a swimming pool to be located between the front yard setback line and the front line of the main structure.

— 122 Hawthorne Drive – Approved a Heritage Tree Removal Permit to allow for the removal of one (1) on site heritage Deodar Cedar tree and one (1) on-site Canary Pine tree. Denied a Heritage Tree Removal Permit to allow for the removal of one (1) one-site heritage Canary Pine Tree.

— Approved the 2020 Planning Commission meeting calendar.

The next regularly scheduled Planning Commission meeting will be held on January 22, 2020.

### **11. Holiday Lighting Event**

Kudos to staff, MCE and volunteers for putting together the inaugural Holiday Lighting Event. The Town's Water Tower was lit by holiday lights, there was a choral group from Menlo High School, food, photos with Santa, 3-D printing with the Library, and gingerbread house decorating. Events such as these take time to grow and communities like Atherton - a lot of neighbor to neighbor word of mouth. Attendance was sparse (perhaps about 30-40 people) but will grow over time as the Town improves the event year over year without making it too large that it is no longer attractive as a hometown event.

Lighting of the water tower was well done. Adds for next year or years include:

- more lights on the Tower
- more lights on the trees from the Tower to the Pavilion

- music both indoor and outdoor
- more elves
- more food/snacks
- a sled for group photos
- snow?

We have been spending very little on community events and try to get sponsors but that's difficult to do and not all that reliable. Jurisdictions can spend \$50,000-\$70,000 on these and similar events. That's not us; but we can look to enhancing the budget a bit to grow the event year over year. If we want our events to be successful, we need to commit resources to their success - that's money, staff time, and advertising.

## **12. HdL PowerPoint and Summaries for Property Tax**

The Town's website has a link from the recent Audit and Finance Committee to the HdL PowerPoint and Summaries for Property Taxes for the Town. This is the Annual Report from our consultant HdL. I will be using this year's data to update the Property Tax Blog article that I wrote a couple of years ago. The issue of property taxes, amounts to the Town, uses, and Town budget have been at the forefront of some recent conversation with the community and on the recent Almanac article about the Development Tax there was some inaccurate information distributed via the comments section online.

### **Ad Hoc Subcommittee Updates**

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

No updates.

#### **Fire Services - Wiest/Widmer (Rodericks)**

The Subcommittee met with LAFCO on **November 25** at 3 pm. LAFCO expressed that they were generally not supportive of detachment efforts for Special Districts and instead, encouraged consolidation. LAFCO advised that if the Town were to submit an application, they would process it accordingly. They advised that the studies done by the Town did not address or provide all of the specific information that LAFCO would require in order to process an application and that additional information would need to be compiled as part of an application. LAFCO did not offer any advice or assistance to the Town in pursuit of a non-detachment solution to the issue. LAFCO did not support the Town in its concerns over equity. LAFCO also suggested that they may consider pursuit of a larger study seeking County-wide consolidation of fire service.

I will have a brief follow-up staff report for the Council's consideration at the **December 18 Council meeting**. It will present a couple of options for the Council's consideration and direction. These include tabling the issue entirely, formal initiation of an application for detachment; and public engagement (meetings, community survey, etc.).

Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

No updates. The Subcommittee held a meeting on November 20. Further progress has been made by Caltrans analyzing the issues around the Atherton Rail Station. It is anticipated that Caltrain will prepare and present a Report and Recommendation for Council's consideration in January.

Another Subcommittee meeting is being set for mid-December.

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

No updates.

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

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)

The Subcommittee and R3 Consulting are fine tuning a review of a more attractive solution provided by Greenwaste Recovery. The Subcommittee will return to Greenwaste with comments on their solution and then ask them to propose their last and best solution to the Town that may or may not include all options currently provided by Recology and the SBWMA (we do not need all the options currently provided but that we pay for under contract).

We will return to the Council on the topic in January. At that time, we also anticipate having a preliminary estimate of cost to exit the SBWMA should that be the direction of the Council. That exit is also subject to cost impact negotiations.

**City Manager Major Goods, Use or Service Agreements/Contract Awards as of December 6, 2019**

As a reminder, the list below is provided as informational only. All items listed are authorized pursuant to the Town's purchasing policy requirements and within the Town's program budget(s).

- Dell Leasing Agreement
- TJKM Contract
- Interwest Task Order (TJKM)

**Special Event Permits as of December 6, 2019**

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

- December 6 - Private Event, 30 Adam Way - 6 pm - 10:30 pm
- April 4 - Pacific Islander Club Luau, Menlo College - 4 pm to 10 pm
- May 20 - Menlo College Commencement, Menlo College - 11 am to 1 pm

**ATTACHMENTS**

1. Town Center Project Cost Summary
2. Police Department Report
3. Public Works Department Report
4. Community Services Department Report



## POLICE DEPARTMENT

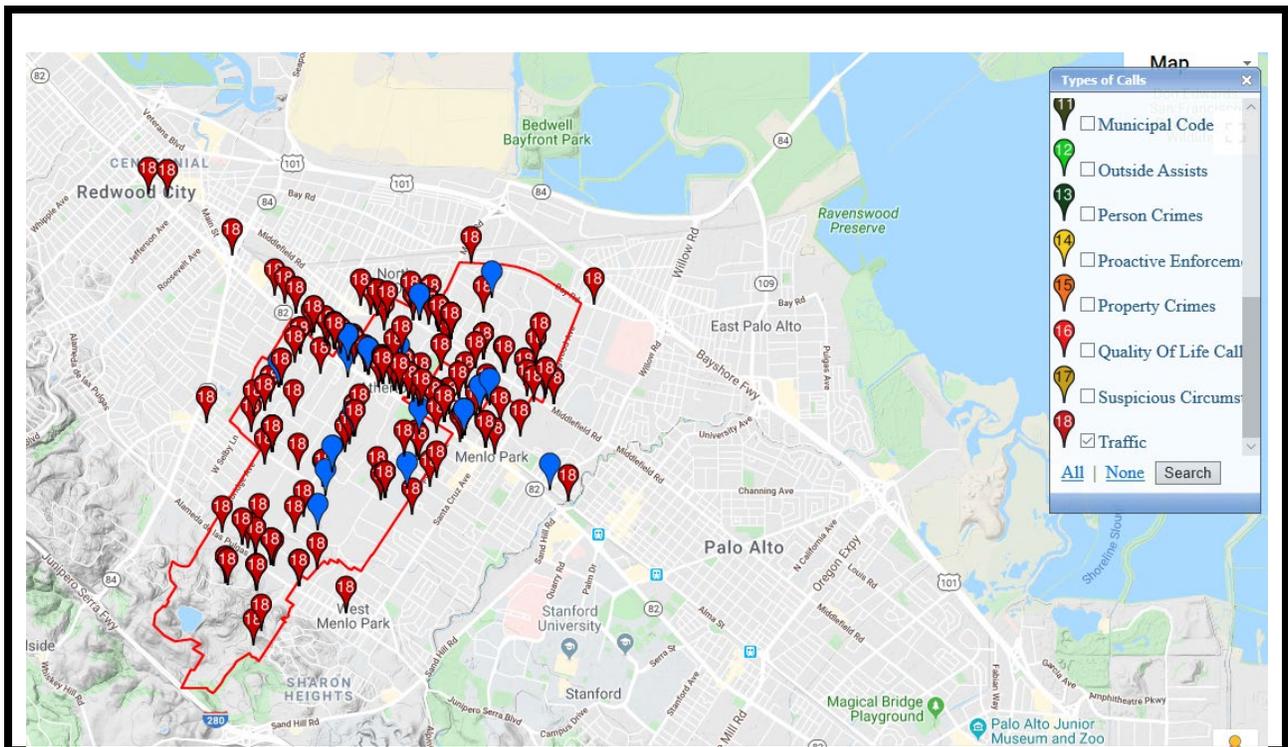
### Police Activity

There were 49 investigations for the month of November. 16 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses included warrant arrests, DUI, driving on a suspended license, possession of a controlled substance, assault with a deadly weapon, display false tabs/plates on vehicle, exhibition of speed, and possession of a device used to smoke narcotics.

Of the 2,837 total police incidents for the month of November, 1,869 were officer-initiated incidents, which resulted in 261 citations being issued for vehicle code and other violations. Officers initiated 1,632 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.

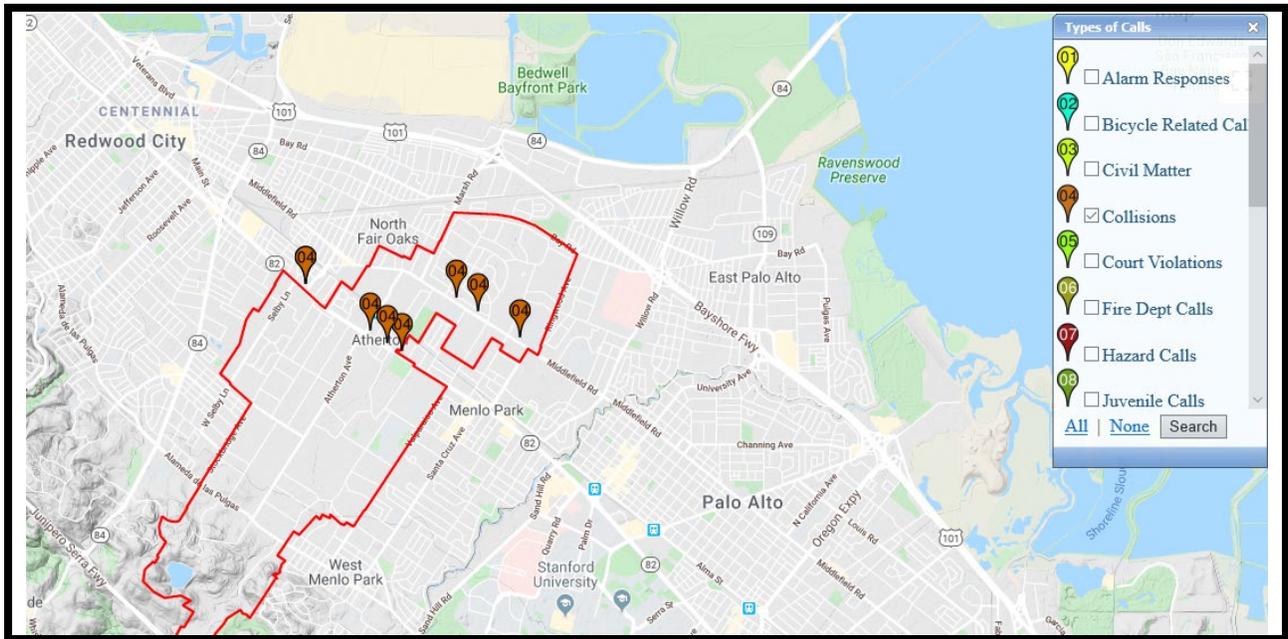
### Traffic Incidents

Overall, there were 295 traffic incident locations, some with multiple stops, for November. The map below indicates the locations of the incidents for the reporting period.



### Traffic Collisions

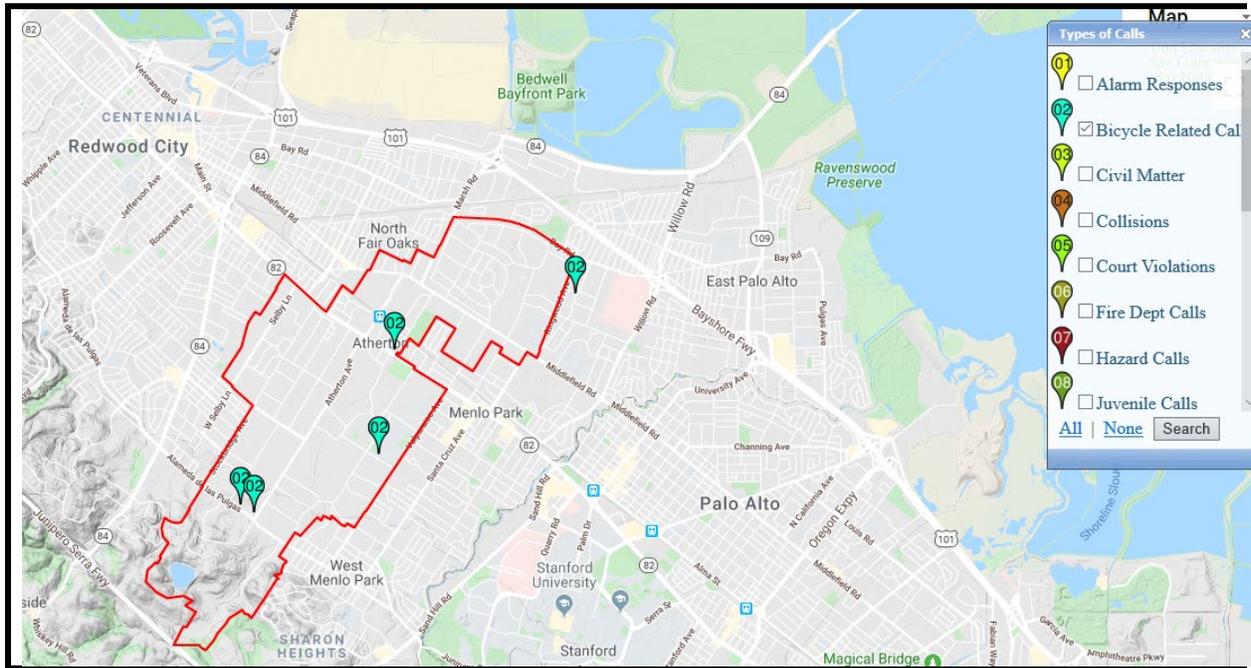
There were 8 collisions locations in November. The map below indicates the locations of the incidents for the reporting period.



### Bicycle Traffic Stops

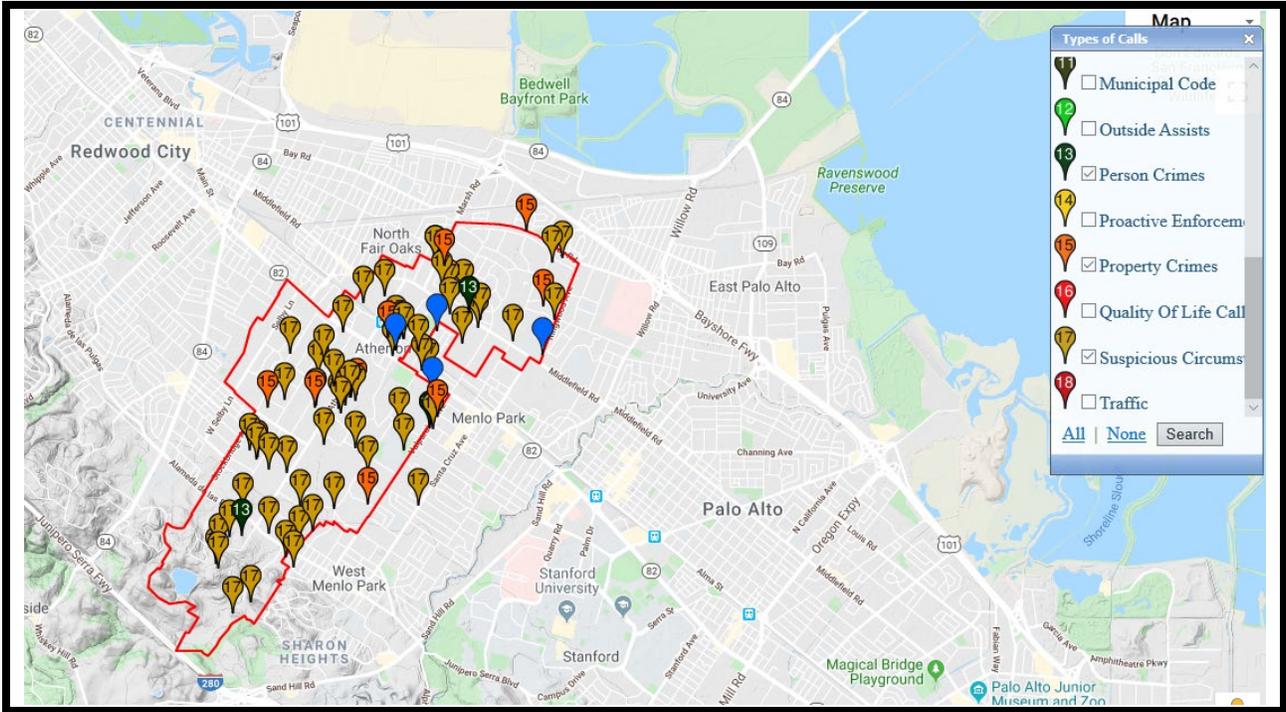
There were 5 bicycle stop incidents initiated for stop sign (3), riding the wrong direction, no lighting equipment (4), and a found Facebook bike.

These stops resulted in 2 warning citations, 2 verbal warnings, and 1 assist (call to Facebook to notify of the found bike).



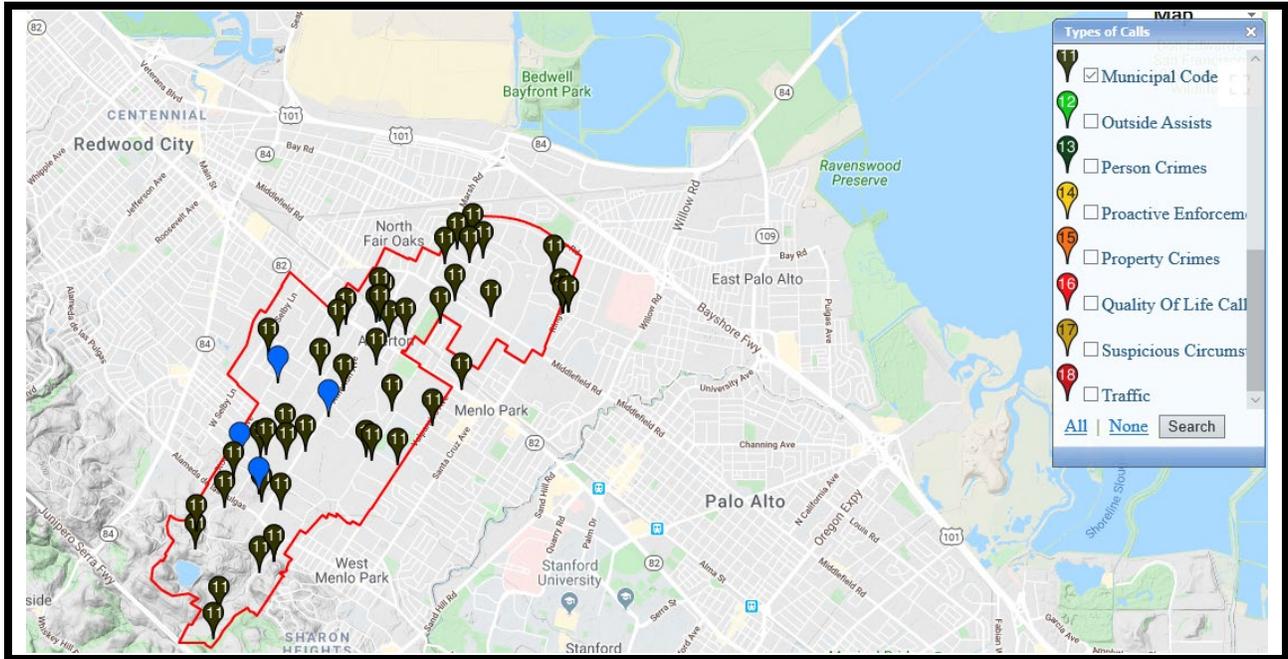
### Criminal Activity and Suspicious Circumstances

The Department responded to 79 locations (some locations multiple times) for property crimes (12), person crimes (6), and incidents of suspicious circumstances (64).



### Municipal Code Violations

The Department responded to 52 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to right of way issues, after-hours construction, inspections, off leash dogs, and construction parking violations.



### Holbrook Palmer Park

Holbrook Palmer Park had 50 incidents this reporting period, 35 of which were security checks and foot patrols by officers. The other incidents were related to traffic enforcement, training (K9 building search), medical calls, suspicious people and suspicious vehicles.

### Premise Watch

Officers completed 1,185 House/Vacation checks during the month of November.

**School Incidents**

Officers responded to **202** school incidents during this reporting period. These incidents included but were not limited to traffic enforcement, various juvenile problems, trespassing, medical calls, petty theft, auto burglary, suspicious persons, assault likely to cause great bodily injury, and felony hit and run.

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	5	6	9	3	12	71
	Security	27	12	31	22	19	22	21	18	6	13	9	19	219
	Traffic	2	2	-	1	3	2	-	1	5	3	1	9	29
<i>Knox School</i>	Other	1	-	-	1		-	-	-	-	-	1	-	3
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomas</i>	Other	3	2	3	4	3	2	5	2	3	9	4	9	49
	Security	22	9	10	17	11	14	7	9	5		10	11	125
	Traffic	-	-	-	-	1	-	-	4	3	9	-	-	17
<i>Laurel</i>	Other	1	3	2	5	7	2	2	3	1	6	2	5	39
	Security	13	3	22	16	16	14	12	10	7	8	6	10	137
	Traffic	-	-	-	-	1	3	-	3	2	1	-	-	10
<i>M-A HS</i>	Other	37	30	45	37	49	24	18	44	41	56	43	46	470
	Security	28	13	24	24	22	28	24	27	18	25	26	20	279
	Traffic	1	-	-	-	4	3	1	23	2	5	2	5	46
<i>Menlo College</i>	Other	4	2	10	3	4	4	7	9	6	5	16	5	75
	Security	9	6	11	16	24	35	18	15	12	4	25	12	187
	Traffic	6	1	2	2	2	5	1	4	1		1	4	29
<i>Menlo School</i>	Other	7	4	3	16	2	3	1	2	3	13	5	3	62
	Security	17	9	8	11	8	10	11	11	1	18	10	11	125
	Traffic		1	1	-	2	2	-	2	-	1	-	1	10
<i>Sacred Heart</i>	Other	10	6	7	12	10	5	3	7	5	17	3	22	107
	Security	14	5	7	14	4	5	4	2	-	9	3	8	75
	Traffic	1	1	2	-	1	2	1	4	4	-	4	1	21
<i>Selby Lane</i>	Other	3	3	4	4	2	4	4	4	1	7	-	4	40
	Security	30	8	17	25	24	31	29	22	26	28	27	22	289
	Traffic	1	-	3	1	8	2	-	10	4	1	1	1	32
<b>Total</b>		<b>244</b>	<b>124</b>	<b>217</b>	<b>236</b>	<b>232</b>	<b>227</b>	<b>133</b>	<b>241</b>	<b>162</b>	<b>247</b>	<b>202</b>	<b>240</b>	<b>2,505</b>

**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 **5 minutes, 22 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:

<b>MONTH</b>	<b>YEAR</b>	<b>RESPONSE TIME</b>
October	2019	7:25
September	2019	5:05
August	2019	5:55
July	2019	4:10
June	2019	4:50
May	2019	4:53

**Code 3** Emergency response time (when officers respond to an emergency call with lights and sirens): **1** minute and **58** seconds.

**TOTAL TRAINING HOURS FOR November 2019 – 148 HOURS**

<b>NAME</b>	<b>TRAINING/HOURS</b>	<b>DATES</b>
Diaz/Gutierrez	San Mateo County Women in LE Leadership Group/2 hours	Nov. 6
Johnson	Communications Training Officer/24 hours	Nov. 6-8
Greene	Museum of Tolerance/8 hours	Nov. 12
Romero	Patrol Rifle/16 hours	Nov. 13-14
Vigil	2019 Digital Evidence Training/DA’s Office/8 hours	Nov. 19
Larsen/MacDonald	Active Shooter- Train the Trainer/24 Hours	Nov. 19-21
Rojas	CNOA Annual Training/40 hours	Nov. 21-25

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

<b>MONTH</b>	<b>OFFICER INITIATED ACTIVITY</b>	<b>CITATIONS</b>
<b>October</b>	2,203	305
<b>September</b>	2,145	277
<b>August</b>	2,441	338
<b>July</b>	2,674	299
<b>June</b>	2,666	353
<b>May</b>	2,119	285

## Code Enforcement Activity Report

November 1 – November 30, 2019

Summary:

	<b>Activity</b>	<b>Total for Month</b>	<b>Year to Date (From 01/01/2019)</b>
1.	Opened Cases	14	272
2.	Resolved/Closed Cases	14	257
3.	Cases Pending	183	N/A
4.	Written/Formal Notices Issued	6	127
5.	Citations Issued	29	332
6.	Amount in Citations	\$11,000	\$121,200

During the month of November, there were over 38 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, right-of-way encroachments/obstructions, encroachment permit issues, dead and dangerous trees, damage to heritage trees, overgrown vegetation in the right-of-way, commercial operations in residence, short-term transient occupancies, zoning issues, trash accumulations, trash cans being left out, sign issues, lack of property maintenance/overgrowth issues, damage to the public right-of-way, substandard housing and abandoned structures/properties.

Code Enforcement staff also assisted with construction hours/noise exemption permits, provided translation assistance to Officers, attended the County Women’s Leadership Meeting and completed the required Sexual Harassment Training.

**TRAFFIC COMPLAINTS**

Four (4) traffic complaints were received by the Atherton Police Department during the month of November. The complaints were as follows:

- 1) A resident reported vehicles crossing the center line on Encinal Avenue, in front of Encinal School, to get around traffic during school days from 2:45pm to 3:05pm.

Results: This incident was provided to the patrol units for enforcement.

- 2) A resident reported speeding vehicles on Maple Avenue, between Station Lane and El Camino Real, during the afternoon commute period, around 5:00pm.

Results: 62 minutes spent in the area  
No violations observed

- 3) A resident reported speeding vehicles on Monte Vista Avenue, between Atherton Avenue and Camino Al Lago, from 8:00am to 9:00am.

Results: 79 minutes spent in the area  
No violations observed

- 4) A resident reported vehicles not stopping for pedestrians in the crosswalk at the intersection of Middlefield Road and Watkins Avenue. This was occurring Monday through Friday from 2:00 pm to 4:00 pm.

Results: 62 minutes spent in the area  
No violations observed

## Public works update –November 2019

- Sweep contracted monthly streets:  
November                      50 Miles              12.0 cu. Yards              2.0 tons
  
- November Service requests –
  - Pressure wash paint from roadway near 328 Fletcher Drive
  - Replaced pump on PD’s emergency generator
  - Installed temporary “No Parking” signs along Prado Secoya
  - Repaired streetlight in front of 82 Lloyd Drive
  - Removed tree limb from roadway on Walsh Road at Knoll Vista
  - Trimmed ivy around the street sign marker on Lloyd Drive at Fair Oaks Lane
  - Hung Christmas lights on water tower and along Knox preschool
  - Repaired sewer pump at the HP Park playground restroom
  
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- Replaced non-reflective regulatory signs throughout town.
- Removed weeds from El Camino Real
- Filled potholes on Oakwood Drive
- Removed weeds from Middlefield Road
- Removed weeds/debris from channel along Watkins Ave.
- 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.

**Repaired streetlight in front of 82 Lloyd Drive**



**BEFORE:**



**AFTER:**

**Pressure wash paint from roadway in front of 328 Fletcher Drive**



**Repaired sewer pump a HP Park playground restroom**





## **PARK GOING'S ON Town of Atherton**

### **PARK & RECREATION COMMITTEE STAFF REPORT**

**TO: PARK AND RECREATION COMMITTEE**

**FROM: SALLY BENTZ, PARK MANAGER**

**DATE: NOVEMBER, 2019**

**SUBJECT: PARK GOINGS ON NOVEMBER 2019**

#### **REGULAR STAFF**

For the month of November, 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.

- Reported water leak next to pavilion parking lot got repaired from malfunctioning gate valve.
- New section of Decomposed Granite (DG) path was installed near fields.
- Holiday lights were put up.
- The small pump for the well was fixed and is in operation.
- The entrance sign was fixed.
- Event Garden leak was fixed.

**New and future planned projects;**

- Refill playground with fiber mulch.
- Restore/paint wall benches along Pavilion and Main House.
- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.

**Tennis Numbers**

November:

Hours of court usage (# of crts x time) 265 hrs  
Clinics: 31  
Lessons: 172  
Events: 2 weekly coaches meeting  
Clay Court Bookings: 4 paid hours  
Total # of students: 231

New section of Decomposed Granite (DG) path was installed near fields

Before

After



Holiday lights were put up





## **Town of Atherton**

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

# **Community Services Monthly Report November 2019**

Submitted by:  
Interwest Consulting Group

**Town of Atherton  
Building Safety & Inspection**

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

	<b>Nov-19</b>	<b>Fiscal Year 2019-20</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$4,654,711	\$65,360,839

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$26,441	\$147,511
<b>Permit Fees Collected:</b>	\$56,516	\$458,865
<b>Other Fees Collected:</b>	\$5,631	\$30,458
<b>TOTAL:</b>	<b>\$88,588</b>	<b>\$636,834</b>

**PLAN CHECK**

Applications Received:	<b>52</b>	<b>317</b>
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**PERMITS**

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	1	20
New Accessory Structures Issued:	25	195
Addition / Alteration Permits Issued:	8	118
Reroof / Water Well / Grading Permits Issued:	9	115
Plumbing/Mechanical/Electrical Permits Issued:	16	167
Demolition Permits Issued:	7	39
<b><u>Non-Residential:</u></b>		
New Permits Issued:	0	13
<b>TOTAL Permits Issued:</b>	<b>66</b>	<b>667</b>

<b>Total Open Permits as of 11/30/19</b>	<b>1139</b>
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**INSPECTIONS**

Inspections Performed:	<b>772</b>	<b>4,222</b>
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Footnotes:

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

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*November 1, 2019 to November 30, 2019*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	32	179
Planning Commission Items	0	6

There was no Planning Commission Meeting for the month of November.

The next regularly scheduled meeting will be December 4, 2019 at the Jennings Pavilion in the Holbrook Palmer Park.

**Arborist Activity Summary**

*November 1, 2019 to November 30, 2019*

	<b>Site Visits</b>			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	20	11	0	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	1	5	4	2	1	2
June	1	2	3	0	3	2
July	1	5	1	5	8	4
August	5	4	2	3	4	2
September	3	1	3	4	4	1
October	1	4	2	6	3	1
November	1	0	4	0	0	4
December		1	3	1	0	4
<b>Total New SFD Permits:</b>	<b>20</b>	<b>29</b>	<b>27</b>	<b>26</b>	<b>31</b>	<b>33</b>

### Plan Check Performance

*November 1, 2019 to November 30, 2019*

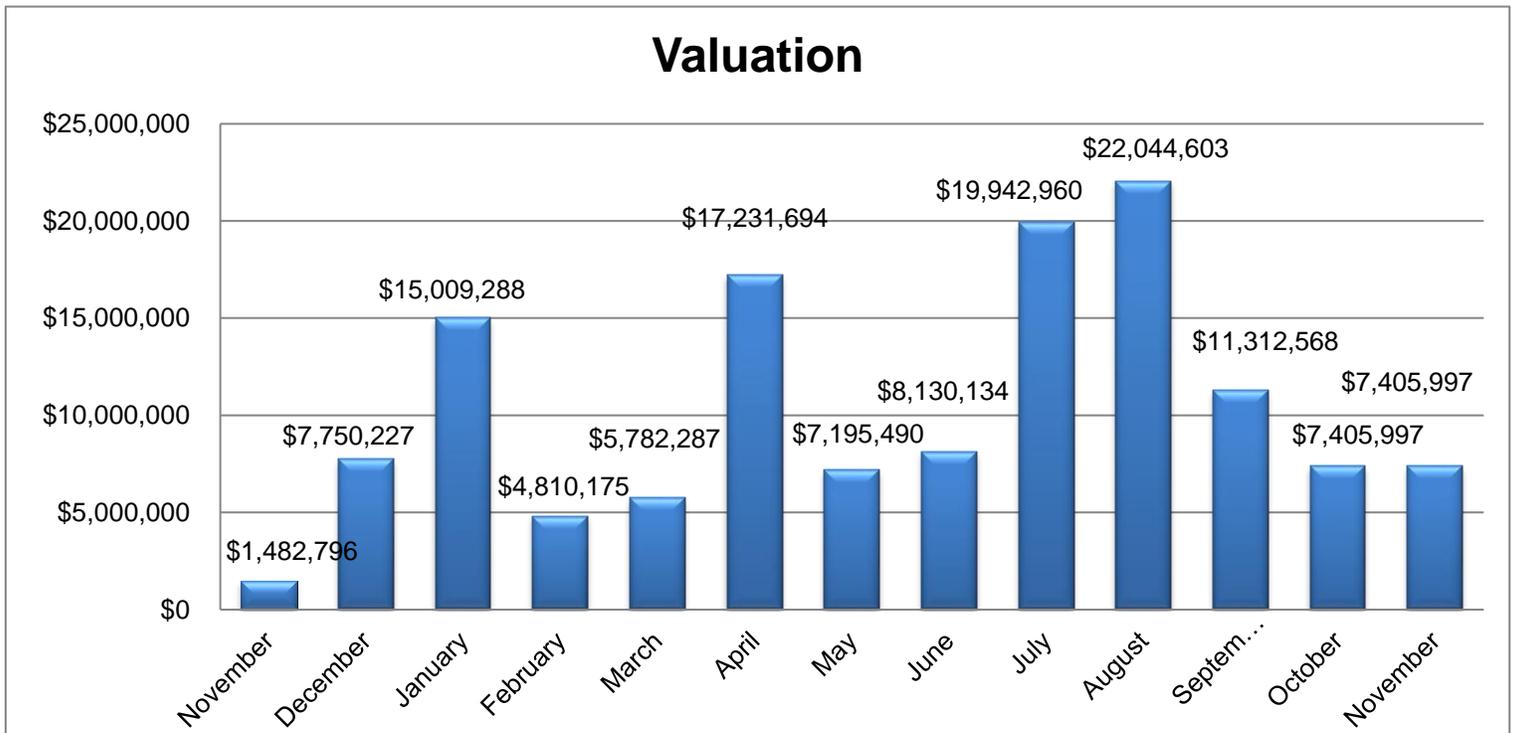
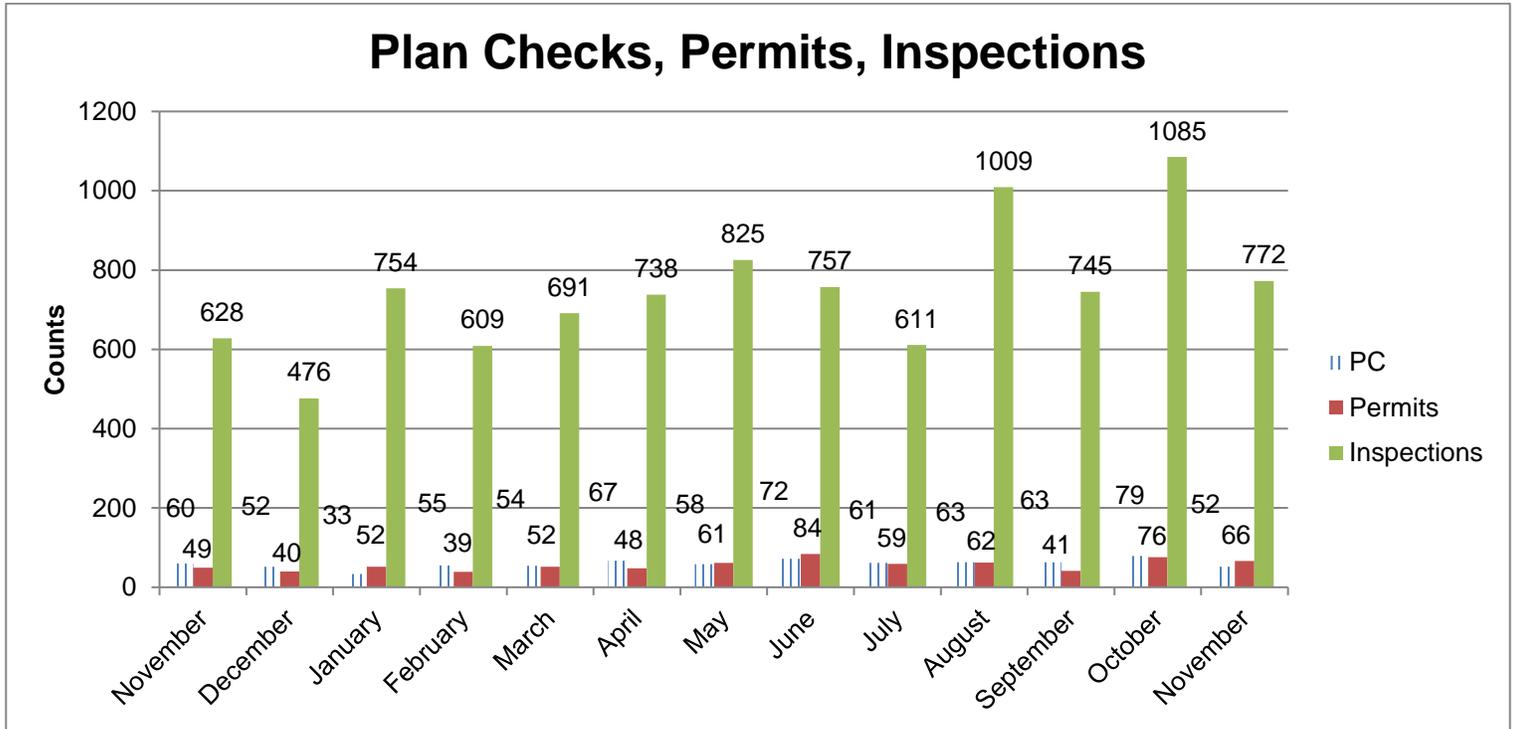
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	106	10	9	0
	Subsequent Rev.	116	5	5	0
Minor Plan Check	1st Review	6	3	2	0
	Subsequent Rev.	0	2	0	0
<b>Total Number of Plan Checks</b>		<b>228</b>			

\*\* Target: in working days

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

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

### Summary Graphs



# Summary Graphs

