



## Item No. 5 Town of Atherton

### CITY COUNCIL STAFF REPORT – MANAGER’S REPORT

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** GEORGE RODERICKS, CITY MANAGER

**DATE:** APRIL 15, 2020

**SUBJECT:** CITY MANAGER’S WRITTEN REPORT AND CERTIFICATION OF CONTINUING EMERGENCY AND RATIFICATION OF SUCH RULES AND REGULATIONS ENACTED BY THE DIRECTOR OF EMERGENCY SERVICES IN RESPONSE TO COVID-19

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.

The City Council met on April 8 and certified the continuing emergency and ratified such rules and regulations enacted by the Director of Emergency Services in response to COVID-19. Following such action, the Council also deemed that continuation of construction on the City Hall and Police Building constituted an Essential Governmental Function in support of Essential Infrastructure. Following that determination, the Director of Emergency Services authorized the continuation of the construction work on the Project pursuant to the direction provided by the Council on April 8.

It is recommended that the City Council:

*Certify the continuing emergency and ratify such rules and regulations enacted by the Director of Emergency Services in response to COVID-19.*

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### **CITY COUNCIL NOTES (updated from April 3, 2020)**

Below are the City Council Notes for the week and attached is the Agenda Look Ahead. The Agenda Look Ahead is a work in progress as we shift things around to meet various deadlines for some projects and manage the impacts of others as they are delayed due to outside agency or operational delays. We’ll resume some normal item progression soon.

- Up to date information sent to the community on COVID-19 can be found [here](#).
- The [Town’s COVID-19 webpage](#) can be found here.
- There is a standing call at the County for elected officials at 12:30 pm Monday, Wednesday and Friday.

- The Chief and I participate in the County Manager's OES call at 1:30 pm Monday, Wednesday and Friday.
- Staff has a standing Operational COVID-19 call at 9 am on Tuesdays.
- There are also standing calls for Legal Services, Finance and Public Information Officers on a regular basis.
- The Mayor is hosting a weekly Mayor's Office Hours Call from 11 am to 12 pm on Tuesdays.
- We are tracking and categorizing all cost impacts associated with our COVID-19 response.

**This City Council Notes contains some significant financial data and analysis by staff and the Town's various financial consultants that provide service to the Town in various capacities.**

### **COVID-19**

#### Operational Activities

PD and Building continue regular contacts with construction sites. There are a few sites that will be allowed to conduct some work related to making premises safe or finalizing particular items. At this time, work is scheduled at the following properties:

- April 2 - April 7 @ 117 Middlefield Road - Final Tasks for Move-In/Expiring Lease
- April 3 @ 30 Cowell - Sealing Up of Garage/Windows
- April 3 @ 54 Reservoir - Site Security Work
- April 7 - April 9 @ 11 Park - Emergency Repair Work
- April 8 @ 43 Park - ADA Needs
- April 10 @ 283 Stockbridge - PG&E Work

We continue to assess issues and requests on a case-by-case basis. These are reviewed by Building staff and the City Manager.

Staff is working under an Operations Plan for the Town to ensure continuity of operations. Most staff are operating remotely. Key staff rotate through City Hall throughout the week. Phones will be operated directly when in the office or remotely when not. Now that we are progressing into April as the new normal for the next 30 days, we are having applicable staff execute telecommuting agreements to help in monitoring offsite operations and training. There will be some staff rotating through on the weekend. PD Staff continue normal operations, albeit subject to COVID-19 Protocols.

Signage has been posted at the Park pursuant to the requirements under the new SIP Order. We are scaling back some of the maintenance in the Park to meet the obligations under the Order for essential health and safety work only - sanitation, garbage collection, resolving trip hazards and clearing pathways, etc. General weed abatement has been placed on hold along with other cosmetic work. Mowing has been scaled back to every two weeks as the fields are still in use.

Staff is also working to continue efforts on internal operations and activities, such as the FY 2020/21 Budget. Working remotely will impact the timing of some of these activities. There are interruptions of supply chains, printing and mailing resources, and field operation support.

## CITY COUNCIL NOTES

### Civic Center Project (No updates)

- Web Links — [Main Webpage](#), [Activity Blog](#), [Naming Opportunities](#), [Video Gallery](#), [Photo Gallery](#), [Live Feed Webcam\(s\)](#)
- Cash Flow Activity
  - None
- Donations and Naming Requests
  - Naming requests have been postponed from the Council Agenda as a non-essential item; but thus far we have the following:
    - Consider acceptance of an **additional** \$50,000 from Orchard Charitable Foundation (2/14/20) in exchange for naming of the Heritage Display Area.
    - The Council will also consider the requests received from Atherton Now for the following naming requests (2/28/20).
      - \$250k Water Feature @ Library - Steve Dostart
      - \$250k Adult Reading Deck @ Library - Mark Stevens
      - \$250k Water Feature @ Fair Oaks - Anonymous
      - \$100k Native Species Garden - Jessie & Mindy Rogers
      - \$100k Environmental Dashboard - John and Marcia Goldman
      - \$100k Heritage Display Area or 1 of 3 Conference Rooms - Bonnie Uytensu
    - Staff will be circling back with some of the above listed naming requests to clarify the request. John and Marcia Goldman separately advised that they are *not interested* in a naming opportunity.
  - **New Donation** of \$225,000 from the Goldman Fund (delivered over 5 years) in exchange for naming of the Heritage Room. The Goldman Fund already contributed \$25,000 to Atherton Now.
- Construction Project Payment Requests and Change Orders
  - See Attached Spreadsheet (PDF)
- Work Variance Authorization(s)
  - Request 001 - Saturday, February 29 - Structural Steel Installation for City Hall Building
  - Request 002 - Saturday, March 6 - Structural Steel Installation/Delivery for City Hall Building
    - 9 am to 5 pm
    - Ingress/Egress Limited to Fair Oaks Lane
    - Neighbor Notification Required
    - Work Limited to Structural Steel
    - All Current Job Site Requirements Remain in Force
    - A Copy of the Work Variance Approval shall be posted at all site entry points

## **ADMINISTRATION/FINANCE/HR/LEGAL/IT**

### **Surf Air Update - March 29, 2020**

The following information is a synopsis of Surf Air's operations at San Carlos Airport for the week ending Mar 29, 2020:

- There was a total of 8 arrivals for the week. This dramatic drop is undoubtedly due to the Corona Virus outbreak.
- The average daily arrivals calculated from Dec 1, 2019 is down this week to 3.4 per day but the actual daily count was 2 every other day for this week.
- Surf Air did not operate any Saturday flights this week.
- Surf Air continues to use transient parking spaces at San Carlos airport.
- As it was not approved as a charted approach by the FAA, Surf Air does not fly the Bayside Visual Approach (BVA).

## **FINANCE**

### **FY 2020/21 Budget and Financial Analyses**

Staff is working internally to keep the 2020/21 Budget process moving forward. Unlike many other agencies, the Town is in the position that *most* of our revenue stream comes from property taxes - not sales tax or transient occupancy tax (hotel tax). Property taxes represent 71% of the Town's Annual Budget Revenue. A significant drop in the assessed valuation of property in town (property values), would have an impact, but that impact will not be immediate. It will be gradual and would begin to impact the Town's revenues in FY 2021/22.

Below is the analysis on Property Tax Revenues, Town Reserves, Revenue Loss, and ERAF. Following this analysis is an analysis from HdL on the impact of the crisis/recession.

#### **Property Tax Revenues**

The Town uses the services of HdL to provide analysis and forecast for property taxes. HdL advises that assessed values and tax bills for FY 2019/20 are out and will, for the most part, be paid within the next month. HdL does not see a reason to expect that those revenues will be impacted to any significant degree - absent some State or County take back or delay in processing. As mentioned at the Council Meeting there will be about a 1-week delay in receipt.

There may be some minor reductions in supplemental revenues if transfers of ownership or new construction is reduced between now and August. Mid-year adjustments remain valid. The nature of property tax revenue as a lagging indicator is such that we will be able to see the impacts coming. Assessed values for FY 2020/21 are based on what happened in 2019. The FY 2020/21 forecasts are also still valid. The values that were enrolled for FY 2020/21 were established as of the January 1, 2020 lien date. That is the date when the 2% growth under Proposition 13 is added and events such as sale transactions, new development and construction additions that occurred in 2019 are reflected on the tax roll. If there is a recession, it is unlikely to be something that can be modeled identically using one of the past three (3) downturns we have seen in the 30 years HdL has been

providing property tax services for California cities. An analysis of the impact of a recession from HdL follows the ERAF discussion.

If there are significant, **long term** job losses, individuals may have difficulty paying their mortgages and ultimately, we might see an uptick in foreclosures and the banks repossessing properties. If we use a model based on the recession of 10 years ago, the impact of this would be a drag on the median sale prices especially if individuals decide to sell their homes to meet other obligations. When this has happened in prior recessions, HdL modeling shows that asking prices are lowered and median sale prices will dip. When sale prices decline, receipts are lower because they are tied to sale prices and numbers of sale transactions and, we also see negative supplemental allocations which are distributed based on countywide receipts per AB 8. If, however, the impacts of COVID-19 are, relatively, short-term (months) as expected, any impacts on property values may also be short-term as well.

If this crisis continues through the summer, we may expect that **revenues for FY 2020/21 may be reduced** due to some level of delinquency and Assessor value reductions to reflect market values. The potential for such reductions will only become evident as time passes. Because the nature of this crisis is far different from the circumstances 10 years ago, it is not likely that the impact of this crisis will be as deep or as long lasting as the last recession. **The impacts, large or small, of this crisis on assessed values will start to be seen in calendar year 2020 and would be reflected in the FY 2021/22 fiscal year.**

HdL will prepare forecasts for FY 2021/22 near the end of 2020 and we will be able to see what has happened to the full year of sale transactions. We will also be able to look at the number of building permits approved and sales tax numbers to give us an indication about business property and the health overall. With this data, we will then be able to provide a more reliable forecast for FY 2020/21 mid-year adjustments as well as for FY 2021/22 budgets.

#### Draw on Reserves/Loss of Revenues

With a garden-variety emergency, such as an earthquake or flood, there is a short-term disaster and phased recovery period, a pandemic is different. It forces operational changes at all levels of public and private sector operations for an extended period of time. Because of this, people will lose their jobs or suffer a significant loss of income as their wages dip from 100% to 40% or less on unemployment. Government responds to this pandemic by enacting legislation that postpones, reduces, or shifts requirements for taxes or other fees and charges - such as tax liens or foreclosures. Some discussion of this follows later in this email from the League. There are relief packages and in some cases mortgage or rent freezes. Add to this, the reality that tax collection operations at the County level and the collection industry in general could also be impacted and it is a recipe for delayed local agency revenues. We do not yet know what that impact will be or when it will occur; but it is entirely possible that our revenue from property taxes may be delayed as the State and County seek to slow the impact. As noted, property tax related revenues represent 71% of the Town's budgeted revenue of \$16.5 million.

Locally, other revenues to the Town will also be impacted - building permit revenue, planning permit revenue, public works revenue. These revenues total roughly \$2 million and represent about 12% of the Town's revenue budget. Other revenues that may be impacted include rental revenues.

However, these revenues only represent \$211,000 or 1.3% of the Town's revenue budget. A drop here would not be a significant budgetary impact.

A delay or drop in property tax revenue and a delay or drop in construction related revenues would have an impact operationally. Correspondingly, as building permits slow, so does the cost of service as those costs are a percentage of revenue received. Public Works and Planning budgets are not designed that way, but those revenues are not independently funding those operations. Planning operations can be scaled down based on need thereby reducing cost. Public Works is field and basic CIP work. The Public Works Operational Budget is \$2.4 million against a permit revenue of roughly \$500,000. While that work may be slowed to extend cost horizons, the work will continue.

A slow-down of construction will have a ripple effect on property tax values down the line but operationally it can be weathered. **More evaluation is necessary; but in the long term, assuming that property values remain relatively stable, the Town will be able to maintain a healthy gap between revenues and expenditures. Our reserves are a function of our operational expenditures so they will go up or down based on those costs. We may not have as much discretionary spending to play with but overall, the outlook is sustainable at this time.**

As you know, the Town also has an operational cushion of about \$2 to \$2.5 million each year made up of General Fund surplus revenues and ERAF. To lose that cushion solely on the loss of property tax revenue, property values in Atherton would have to decrease significantly.

The Town's next major source of revenue is Building Permit revenue. This revenue represents another 10% of the Town's budget. Fortunately, the expenditure side of this activity is a percentage of the revenue received so as the revenue goes down, so does the Town's corresponding expense. Franchise fees are the next significant revenue at 5%. These are connected to water, garbage, cable, and utilities. These are not expected to change. All other revenues are minor in nature and a short-term loss or reduction impact would be minimal. Thus, the Town is somewhat sheltered from immediate ups and downs in the economy. Our financial impacts are more predictable and can be seen coming several years out.

#### ERAF

The Town's most significant financial risk is the loss of Educational Revenue Augmentation Funds or ERAF. ERAF is a source of revenue to the Town that the Town uses for long-term liabilities or one-time capital projects. It is not considered part of our operational budget. It is a State subvention granted based on revenues to the schools and the school's status as a basic-aid school under Proposition 98. San Mateo County is one of 5 state counties that receive ERAF refunds back to local agencies. The Town receives about \$1.4-\$1.5 million per year in ERAF revenue that makes up more than half of the \$2 to \$2.5 million cushion. As mentioned, this is non-operational revenue that the Town sets aside for long-term liabilities or one-time capital projects. The State is always trying to redirect these funds away from local agencies. This is litigated at the County level with the State. We are closely watching how these funds are anticipated to be allocated in the current and future fiscal years.

There is already [analysis from the Governor's Office that there needs to be adjustments made in Excess ERAF](#). These funds continue to be at risk. In light of COVID-19, my concern is that at some point, the State may take action to shift funding from its General Fund to its emergency operations and then use ERAF to backfill its obligations under Prop 98 to schools under some emergency provision. Such action would result in an immediate shift of excess ERAF. While the Town is not dependent upon it for operations, we are dependent upon it for the Town Center Project. In addition to the current year, which we expect to receive in full, we currently anticipate FY 2020/21 and FY 2021/22 ERAF revenue to the project at an estimated \$3 million. If there is a loss of ERAF revenue coinciding with a reduction in property tax revenue that in turn reduces the Town's annual surplus, there will be a project shortfall.

*Staff's recommendation is to evaluate this concern as we move forward toward the COP issuance. If necessary, staff will return with a recommendation to increase the amount of the COP to weather any short-term shortfall due to ERAF.*

#### HdL Recession Analysis

Over the past week HdL Coren & Cone has started to field questions regarding what a recession might look like in terms of property value declines as a result of the COVID-19 pandemic and the economic fallout. HdL has been offering property tax services since 1990 and have 20-30 years of historical data for most counties. The depth and length of the recessions can be tracked from the reports attached to this email. Remember that all cities may not be impacted by all recessions equally given the makeup of the types of properties within a community (residential, commercial, industrial, etc.) and that there may be a lag of a recession's impact based on the location of the agency in the State.

Since 1990 there have been three (3) recessions. While the reasons given for their causes were different, there were similar impacts on real estate values and the related property taxes. Attached is a summary of these recessions and their dates so that you can see the delay and impact on the property values.

- **The Gulf War Recession** between July 1990 and March 1991 (8 months) was the result of Iraq invading Kuwait which resulted in a spike in the price of oil in 1990, which then caused manufacturing trade sales to decline. This was combined with the impact of manufacturing moving offshore as the provisions of the North American Free Trade Agreement (NAFTA) kicked in. In addition, the leveraged buyout of United Airlines triggered a stock market crash. GDP decline: 1.5%
- **The 9/11 Recession** between March 2001 and November 2001 (8 months) was caused by the collapse of the dotcom bubble, the 9/11 attacks, and a series of accounting scandals at major U.S. corporations. This resulted in a relatively mild contraction of the U.S. economy. Within a few months after the impacts of this recession were felt, GDP recovered to its former level. GDP decline: 0.3%.
- **The Great Recession** between December 2007 and September 2009 (18 months). The subprime mortgage crisis led to the collapse of the United States housing bubble. Falling housing-related assets contributed to a global financial crisis, even as oil and food

prices soared. The crisis led to the failure or collapse of many of the United States' largest financial institutions as well as a crisis in the automobile industry. The government responded with an unprecedented \$700 billion bank bailout and \$787 billion fiscal stimulus package. The National Bureau of Economic Research declared the end of this recession over a year after the end date. The GDP declined 4.3%.

Below is an assessed value history report/graph for the Town for the number of years for which HdL has historical property data. The second report details the historical CPI % increases granted per Proposition 13 over the past 42 years since 1978.

Possible reasons for the growth between two years that was less than 2% (highlighted) include:

- A year where the CPI granted was less than 2%
- Properties selling for less than the prior year's enrolled values
- Proposition 8 reviews and corresponding reductions granted by the assessor to bring the taxable value of property in line with market values temporarily
- Specific property types such as electric, gas and oil production, oil refineries.
- Large institutional properties with late exemption filings are often major causes value fluctuations between tax years.
- When Redevelopment was still viable prior to 2011, the creation of a new project area from the general fund portion of the city and moving parcels from the City General Fund into a new RDA resulted in a general fund value reduction.



**PROPOSITION 13 INFLATION ADJUSTMENTS**

Roll Year	Assessor Applied Inflation Adjustments	Prop 13 Cumulative Adjustments	Statewide Actual CCPI Annual	Statewide Actual CPI Cumulative	Prop 13 Taxes on Property* (\$100,000 (CPI Cap)	Property Taxes W/O Prop 13* (\$100,000 (Actual CPI)
1975-76	0.00%	100.00%	0.00%	100.00%	\$1,000	\$1,000
1976-77	2.00%	102.00%	6.25%	106.25%	\$1,020	\$1,063
1977-78	2.00%	104.04%	7.17%	113.87%	\$1,040	\$1,139
1978-79	2.00%	106.12%	8.23%	123.24%	\$1,061	\$1,232
1979-80	2.00%	108.24%	9.83%	135.35%	\$1,082	\$1,354
1980-81	2.00%	110.41%	17.32%	158.80%	\$1,104	\$1,588
1981-82	2.00%	112.62%	7.13%	170.12%	\$1,126	\$1,701
1982-83	2.00%	114.87%	11.14%	189.07%	\$1,149	\$1,891
1983-84	1.00%	116.02%	1.00%	190.96%	\$1,160	\$1,910
1984-85	2.00%	118.34%	5.00%	200.51%	\$1,183	\$2,005
1985-86	2.00%	120.70%	5.10%	210.74%	\$1,207	\$2,107
1986-87	2.00%	123.12%	4.40%	220.01%	\$1,231	\$2,200
1987-88	2.00%	125.58%	2.09%	224.62%	\$1,256	\$2,246
1988-89	2.00%	128.09%	5.16%	236.21%	\$1,281	\$2,362
1989-90	2.00%	130.65%	4.73%	247.38%	\$1,307	\$2,474
1990-91	2.00%	133.27%	4.75%	259.15%	\$1,333	\$2,592
1991-92	2.00%	135.93%	6.40%	275.74%	\$1,359	\$2,757
1992-93	2.00%	138.65%	3.04%	284.12%	\$1,387	\$2,841
1993-94	2.00%	141.42%	3.44%	293.89%	\$1,414	\$2,939
1994-95	2.00%	144.25%	2.31%	300.68%	\$1,443	\$3,007
1995-96	1.190%	145.97%	1.194%	304.27%	\$1,460	\$3,043
1996-97	1.110%	147.59%	1.115%	307.66%	\$1,476	\$3,077
1997-98	2.00%	150.54%	2.399%	315.05%	\$1,505	\$3,150
1998-99	2.00%	153.55%	2.081%	321.60%	\$1,536	\$3,216
1999-00	1.853%	156.40%	1.853%	327.56%	\$1,564	\$3,276
2000-01	2.00%	159.53%	3.214%	338.09%	\$1,595	\$3,381
2001-02	2.00%	162.72%	4.172%	352.19%	\$1,627	\$3,522
2002-03	2.00%	165.97%	3.215%	363.52%	\$1,660	\$3,635
2003-04	2.00%	169.29%	2.459%	372.46%	\$1,693	\$3,725
2004-05	1.867%	172.45%	1.867%	379.41%	\$1,725	\$3,794
2005-06	2.00%	175.90%	3.665%	393.31%	\$1,759	\$3,933
2006-07	2.00%	179.42%	4.596%	411.39%	\$1,794	\$4,114
2007-08	2.00%	183.01%	2.269%	420.73%	\$1,830	\$4,207
2008-09	2.00%	186.67%	3.380%	434.95%	\$1,867	\$4,349
2009-10	2.00%	190.40%	3.477%	450.07%	\$1,904	\$4,501
2010-11	-0.237%	189.95%	-0.237%	449.00%	\$1,899	\$4,490
2011-12	0.753%	191.38%	0.753%	452.38%	\$1,914	\$4,524
2012-13	2.00%	195.21%	2.889%	465.45%	\$1,952	\$4,655
2013-14	2.00%	199.11%	3.081%	479.79%	\$1,991	\$4,798
2014-15	0.454%	200.01%	0.454%	481.97%	\$2,000	\$4,820
2015-16	1.998%	204.01%	1.998%	491.60%	\$2,040	\$4,916
2016-17	1.525%	207.12%	1.525%	499.10%	\$2,071	\$4,991
2017-18	2.00%	211.26%	2.619%	512.17%	\$2,113	\$5,122
2018-19	2.00%	215.49%	2.962%	527.34%	\$2,155	\$5,273
2019-20	2.00%	219.80%	2.00%	537.89%	\$2,198	\$5,379
2020-21	2.00%	224.19%	2.00%	548.65%	\$2,242	\$5,486
<b>Totals</b>					<b>\$71,713</b>	<b>\$149,783</b>

The information is provided to give some historical context. This crisis may play out differently than anything we’ve seen before, it’s too soon to tell. Below is a table of assessed valuation adjustments for the Town from 1993/94 to 2019/20 highlighting similar years where there has been a downturn in assessed valuation or periods following economic downturns noted above.



## THE TOWN OF ATHERTON

### NET TAXABLE ASSESSED VALUE HISTORY

1993/94 - 2019/20 Taxable Property Values

Lien Year	Secured	Unsecured	SBE Nonunitary	Net Total AV	% Change
1993/94	\$1,509,023,253	\$1,864,428	\$67,033	1,510,954,714	
1994/95	\$1,605,899,108	\$1,947,922	\$77,860	1,607,924,890	6.42%
1995/96	\$1,701,107,426	\$1,585,226	\$89,860	1,702,782,512	5.90%
1996/97	\$1,802,000,409	\$1,585,226	\$77,260	1,803,662,895	5.92%
1997/98	\$1,985,795,411	\$1,199,311	\$108,586	1,987,103,308	10.17%
1998/99	\$2,177,528,129	\$2,473,242	\$133,092	2,180,134,463	9.71%
1999/00	\$2,389,027,664	\$7,168,075	\$90,932	2,396,286,671	9.91%
2000/01	\$2,665,943,634	\$2,015,678	\$84,057	2,668,043,369	11.34%
2001/02	\$3,383,891,894	\$4,069,834	\$92,026	3,388,053,754	26.99%
2002/03	\$3,312,257,313	\$8,321,562	\$88,601	3,320,667,476	-1.99%
2003/04	\$3,564,560,979	\$7,444,001	\$101,184	3,572,106,164	7.57%
2004/05	\$3,836,946,534	\$12,777,553	\$126,259	3,849,850,346	7.78%
2005/06	\$4,418,960,352	\$11,972,489	\$117,768	4,431,050,609	15.10%
2006/07	\$4,867,892,598	\$9,581,899	\$96,825	4,877,571,322	10.08%
2007/08	\$5,269,397,652	\$38,608,063	\$0	5,308,005,715	8.82%
2008/09	\$5,804,332,934	\$6,323,964	\$0	5,810,656,898	9.47%
2009/10	\$6,182,140,502	\$4,249,915	\$0	6,186,390,417	6.47%
2010/11	\$6,175,189,995	\$7,145,092	\$0	6,182,335,087	-0.07%
2011/12	\$6,370,405,492	\$3,427,085	\$0	6,373,832,577	3.10%
2012/13	\$6,946,927,903	\$2,289,915	\$0	6,949,217,818	9.03%
2013/14	\$7,573,079,769	\$2,855,763	\$0	7,575,935,532	9.02%
2014/15	\$8,066,341,627	\$2,223,770	\$0	8,068,565,397	6.50%
2015/16	\$8,788,925,685	\$2,276,277	\$0	8,791,201,962	8.96%
2016/17	\$9,510,641,539	\$1,914,126	\$0	9,512,555,665	8.21%
2017/18	\$10,217,211,388	\$2,880,453	\$0	10,220,091,841	7.44%
2018/19	\$10,937,630,748	\$3,529,705	\$0	10,941,160,453	7.06%
2019/20	\$11,661,588,267	\$2,942,238	\$0	11,664,530,505	6.61%
				<b>Average % Change</b>	<b>8.54%</b>

Following the recession of 2007-09, the Town's assessed valuation remained relatively flat or went down slightly - 2010/11 (decrease of -0.07%) and 2011/12 (small increase of 3.10%). Following 9/11, in 2002/03, the Town experienced a dip of -1.99%.

While the COVID-19 Pandemic is a different animal, we could expect there to be at a minimum a flat or stable assessed valuation or a minimal increase in the 2 to 3 years following the pandemic.

#### Sales Taxes and Property Taxes - Governor's Announcement

The Governor announced the State will allow small businesses to defer payment of sales and use taxes of up to \$50,000, for up to 12 months. For those communities that are reliant upon sales and use taxes this will be an adverse budgetary impact. The Town is not reliant on sales and use taxes. The League is working on analyzing these impacts and discussing with the Governor's Administration the critical need for resources to address the substantial negative fiscal impact this

will have on cities to provide essential services for residents while also addressing COVID-19 impacts.

During last week's press conference, the Governor was asked about property tax deferrals. The Governor stated it is not the State's money but is seeing what options are available; but does "not want to overpromise in this space." This is where staff has concerns regarding ERAF.

Attached is a spreadsheet that provides a 5-year hypothetical look ahead of revenues and expenditures (not CIP) if there is a COVID-19 impact in the current and next couple of years coupled with a reduction and ultimate elimination of ERAF. These are single-year budgetary perspectives. While we have a continuing surplus in each year, there is approximately \$8.8 million in surplus/ERAF commitment to the Town Center Project in FY 2019/20, 2020/21, and 2021/22. The scenario laid out in the spreadsheet provides an indication of impact should they occur.

### **PUBLIC WORKS**

None.

### **BUILDING/PLANNING**

#### **Cartan Field Water Capture Project**

At the April 15, 2020 Regular City Council meeting there will be several public hearing items related to the Cartan Field Stormwater Capture Project on the agenda. In general, the following items will be on the agenda for the Council's consideration:

- Adoption of the Initial Study/Mitigated Negative Declaration (IS/MND) for the project.
- Adoption of a Mitigation Monitoring and Reporting Program for the project.
- Conditional Use Permit for the project.
- Adoption of a Development Agreement (Ordinance) between Menlo School and Menlo College (owner of Cartan Field) and the Town of Atherton (in discussion w/College and School).

Since the IS/MND is a large document about a somewhat complex project, Staff will transmit it to you early in order to provide extra time for reading and study. At the conclusion of the Public Hearing the City Council will be asked to find that they have read and considered the environmental effects and proposed mitigation measures contained in the IS/MND before taking action on the project.

On January 7, 2020 a Notice of Intention to Adopt the IS/MND was mailed to the State of California Clearinghouse, mailed to all residents within a 500 foot radius of the boundary of Cartan Field (30 Alejandra Avenue), posted on the Town Bulletin Boards, filed with the San Mateo County Clerk, and published on the Town of Atherton website. The public review period for the IS/MND extended from January 8 to February 24, 2020. There were no comments on the document received from the public during the public review period.

## **PUBLIC SAFETY**

None.

## **AD HOC SUBCOMMITTEE UPDATES**

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

None. All current activity is at the Council level. The public meetings will be rescheduled.

### Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

The draft MOU is being forwarded to the Subcommittee for input and a meeting for discussion is being set for next week. Staff met with Caltrain on Thursday (4/2) and discussed their broad steps for moving forward. For Caltrain, they need the following before they can seek JPB Approval (targeted for July 2020). Caltrain anticipates completing the Quad Gates portion of the project (assuming everything else goes as planned) before mid-2022 as the *outside* date but anticipates completing them before then.

- Complete and approve Title VI analysis
- Complete and approve environmental clearance for station modifications
- Approval of Memorandum of Understanding with Town
- Enter into agreement for use of station property (if separate from MOU)
- JPB Approval of Resolution closing station

### Actions Needed for Closure Implementation

- Service to station could be stopped whenever overall schedule is next updated or could be deferred until physical modifications below are implemented
- For physical modifications, the following actions are required
  - Secure grant funds for station modifications
  - Complete platform removal and fence installation
  - Complete quad gate installation and other desired improvements (not directly required for station closure)
  - Caltrain desire would be to ensure that service is stopped prior to the launch of electrified service

### Status of Individual JPB and Town Actions

- MOU (Town)
  - Initial MOU draft being prepared (Town)
    - Exhibits for MOU being prepared by Caltrain
  - Town will incorporate a Use Agreement for the Station area
- Title VI (Caltrain)
  - Preparation underway (census data instead of rider survey)
  - Public notifications / outreach (TBD)
  - Study expected to be completed by mid-May

- Environmental (Caltrain)
  - Project description and ridership impact completed
  - ICF preparing addendum to PCEP EIR/EIS
  - Document expected to be completed by end of April
- Property Lease (Caltrain)
  - Station property defined and exhibit being prepared
- Funding grants (Caltrain)
  - Initial Caltrain funding allocated for environmental and other work
  - State TIRCP funding application submitted – project selection in June
- Implementation schedules
  - Preliminary construction schedules developed for fence/platform project and quad gate installation

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

R3 and the Subcommittee have begun further negotiations with GWR. A model Franchise Agreement is being reviewed by the Subcommittee.

**City Manager Major Goods, Use or Service Agreements/Contract Awards as of April 3, 2020**

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).

— None

**Special Event Permits as of April 3, 2020**

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

- May 5 - Clear Annual Party - 297 Atherton Avenue - 5 pm to 8 pm
- May 9 - Menlo College Commencement, Menlo College - 11 am to 1 pm
- June 12 - Birthday Concert, Menlo Circus Club - 5 pm to 11 pm

**ATTACHMENTS**

5-Year Revenue and Expenditure Projections

Town Center Project Cost Summary

Police Department Report

Public Works Department Report

Community Services Department Report

# ATTACHMENT 1

	COVID-19		FY 2020/21		FY 2021/22		FY 2022/23		FY 2023/24		FY 2024/25		
	FY 19/20	Impacts		Impacts		Impacts	Stabilize		Normal		Normal		
<b>Major Revenues</b>													
Secured Property Tax	\$ 9,351,129		\$ 9,351,129	2.3% +	\$ 9,566,205	3.78% +	\$ 9,927,808	4.5% +	\$ 10,374,559	5.1% +	\$ 10,903,661	5.82% +	\$ 11,538,254
Other Property Tax	\$ 2,465,735		\$ 2,465,735	1% +	\$ 2,490,392	2% +	\$ 2,540,200	3% +	\$ 2,616,406	5% +	\$ 2,694,898	5% +	\$ 2,775,745
	<b>\$ 11,816,864</b>		<b>\$ 11,816,864</b>		<b>\$ 12,056,597</b>		<b>\$ 12,468,008</b>		<b>\$ 12,990,965</b>		<b>\$ 13,598,560</b>		<b>\$ 14,314,000</b>
Sales Taxes	\$ 300,439	75%	\$ 225,329	10% Loss	\$ 270,395	2% +	\$ 275,803	2% +	\$ 281,319	2% +	\$ 286,945	2% +	\$ 292,684
Franchise Taxes	\$ 871,161		\$ 871,161	Same	\$ 871,161	2% +	\$ 888,584	2% +	\$ 906,356	2% +	\$ 924,483	2% +	\$ 942,973
Intergovernmental	\$ 40,311		\$ 40,311	Same	\$ 40,311		\$ 40,311		\$ 40,311		\$ 40,311		\$ 40,311
Business License Tax	\$ 252,033		\$ 252,033	5% Loss	\$ 239,431	2% +	\$ 244,220	2% +	\$ 249,104	2% +	\$ 254,086	2% +	\$ 259,168
Planning Fees	\$ 220,300		\$ 220,300	Same	\$ 220,300	3% +	\$ 226,909	3% +	\$ 233,716	3% +	\$ 240,728	3% +	\$ 247,950
Building Fees	\$ 1,697,509	75%	\$ 1,273,132	15% Loss	\$ 1,442,883	10% Loss	\$ 1,527,758	3% +	\$ 1,573,591	3% +	\$ 1,620,799	3% +	\$ 1,669,423
Policing Fees	\$ 183,401	90%	\$ 165,061	Same	\$ 183,401		\$ 185,000		\$ 185,000		\$ 185,000		\$ 185,000
Public Works Fees	\$ 535,700	75%	\$ 401,775	15% Loss	\$ 455,345	10% Loss	\$ 482,130	3% +	\$ 496,594	3% +	\$ 511,492	3% +	\$ 526,836
<b>Park Program Fees</b>													
Social Fees	\$ 87,700	75%	\$ 65,775	10% Loss	\$ 78,930	Recovered	\$ 87,700	3% +	\$ 90,331	3% +	\$ 93,041	3% +	\$ 95,832
Meeting Fees	\$ 24,000	75%	\$ 18,000	10% Loss	\$ 21,600	Recovered	\$ 24,000	3% +	\$ 24,720	3% +	\$ 25,462	3% +	\$ 26,225
Class Fees	\$ 25,000	75%	\$ 18,750	10% Loss	\$ 22,500	Recovered	\$ 25,000	3% +	\$ 25,750	3% +	\$ 26,523	3% +	\$ 27,318
Weddings	\$ 28,000	75%	\$ 21,000	10% Loss	\$ 25,200	Recovered	\$ 28,000	3% +	\$ 28,840	3% +	\$ 29,705	3% +	\$ 30,596
Day Use Fees	\$ 12,000	75%	\$ 9,000	10% Loss	\$ 10,800	Recovered	\$ 12,000	3% +	\$ 12,360	3% +	\$ 12,731	3% +	\$ 13,113
Admin Fees	\$ 34,000	75%	\$ 25,500	10% Loss	\$ 30,600	Recovered	\$ 34,000	3% +	\$ 35,020	3% +	\$ 36,071	3% +	\$ 37,153
	<b>\$ 210,700</b>		<b>\$ 158,025</b>		<b>\$ 189,630</b>		<b>\$ 210,700</b>		<b>\$ 217,021</b>		<b>\$ 223,532</b>		<b>\$ 230,238</b>
<b>Misc Revenues</b>													
Admin Citations	\$ 55,000	75%	\$ 41,250	Same	\$ 55,000	Recovered	\$ 55,000	3% +	\$ 56,650	3% +	\$ 58,350	3% +	\$ 60,100
Cell Lease(s)	\$ 60,876		\$ 60,876	Same	\$ 60,876	Recovered	\$ 60,876	3% +	\$ 62,702	3% +	\$ 64,583	3% +	\$ 66,521
Interest Income	\$ 80,000	90%	\$ 72,000	Same	\$ 80,000	Recovered	\$ 80,000	3% +	\$ 82,400	3% +	\$ 84,872	3% +	\$ 87,418
Knox Playschool	\$ 87,897	75%	\$ 65,923	Full	\$ 87,897	Recovered	\$ 87,897	3% +	\$ 90,534	3% +	\$ 93,250	3% +	\$ 96,047
C&D Forfeiture	\$ 65,000		\$ 65,000	Same	\$ 65,000	Recovered	\$ 65,000	3% +	\$ 66,950	3% +	\$ 68,959	3% +	\$ 71,027
Other	\$ 57,532		\$ 57,532	Same	\$ 57,532	Recovered	\$ 57,532	3% +	\$ 59,258	3% +	\$ 61,036	3% +	\$ 62,867
	<b>\$ 406,305</b>		<b>\$ 362,581</b>		<b>\$ 406,305</b>		<b>\$ 406,305</b>		<b>\$ 418,494</b>		<b>\$ 431,049</b>		<b>\$ 443,980</b>
<b>Excess ERAF</b>	<b>\$ 1,500,000</b>	90%	<b>\$ 1,350,000</b>	50% Loss	<b>\$ 750,000</b>	Eliminated	<b>\$ -</b>						
<b>Total Revenues</b>	<b>\$ 18,034,723</b>		<b>\$ 17,136,572</b>		<b>\$ 17,125,759</b>		<b>\$ 16,955,728</b>		<b>\$ 17,592,472</b>		<b>\$ 18,316,984</b>		<b>\$ 19,152,563</b>
<b>Expenditures</b>													
City Council	\$ 55,834		\$ 55,834	3% +	\$ 57,509	3% +	\$ 59,234	3% +	\$ 61,011	3% +	\$ 62,842	3% +	\$ 64,727
Admin	\$ 820,794		\$ 820,794	3% +	\$ 845,418	3% +	\$ 870,780	3% +	\$ 896,904	3% +	\$ 923,811	3% +	\$ 951,525
City Attorney	\$ 204,000		\$ 204,000	3% +	\$ 210,120	3% +	\$ 216,424	3% +	\$ 222,916	3% +	\$ 229,604	3% +	\$ 236,492
Finance	\$ 779,315		\$ 779,315	3% +	\$ 802,694	3% +	\$ 826,775	3% +	\$ 851,579	3% +	\$ 877,126	3% +	\$ 903,440
Planning	\$ 299,781		\$ 299,781	3% +	\$ 308,774	3% +	\$ 318,038	3% +	\$ 327,579	3% +	\$ 337,406	3% +	\$ 347,528
Building	\$ 1,322,150	80%	\$ 1,057,720	at 85%	\$ 1,123,828	Full	\$ 1,298,594	Full	\$ 1,337,552	Full	\$ 1,377,679	Full	\$ 1,419,009
Inter Department	\$ 761,827		\$ 761,827	3% +	\$ 784,682	3% +	\$ 808,222	3% +	\$ 832,469	3% +	\$ 857,443	3% +	\$ 883,166
Police	\$ 7,971,447		\$ 7,971,447	3% +	\$ 8,210,590	3% +	\$ 8,456,908	3% +	\$ 8,710,615	3% +	\$ 8,971,934	3% +	\$ 9,241,092
Public Works	\$ 2,377,689		\$ 2,377,689	3% +	\$ 2,449,020	3% +	\$ 2,522,490	3% +	\$ 2,598,165	3% +	\$ 2,676,110	3% +	\$ 2,756,393
	<b>\$ 14,592,837</b>		<b>\$ 14,328,407</b>		<b>\$ 14,792,635</b>		<b>\$ 15,377,466</b>		<b>\$ 15,838,790</b>		<b>\$ 16,313,954</b>		<b>\$ 16,803,373</b>
<b>Revenues Over Expenditures</b>	<b>\$ 3,441,886</b>		<b>\$ 2,808,165</b>		<b>\$ 2,333,124</b>		<b>\$ 1,578,262</b>		<b>\$ 1,753,681</b>		<b>\$ 2,003,030</b>		<b>\$ 2,349,190</b>
ERAF Commitment to Town Center	\$ (1,500,000)		\$ (1,500,000)		\$ (1,500,000)		\$ (1,500,000)		\$ -		\$ -		\$ -
Debt Service	\$ -		\$ -		\$ (1,000,000)		\$ (1,000,000)		\$ (1,000,000)		\$ (1,000,000)		\$ (1,000,000)
Surplus Committed to Town Center	\$ (1,941,886)		\$ (1,308,165)		\$ (1,000,000)		\$ (1,000,000)		\$ (1,000,000)		\$ (1,000,000)		\$ (1,000,000)
Surplus to Unallocated GF Balance	\$ -		\$ (0)		\$ (1,166,876)		\$ (1,921,738)		\$ 753,681		\$ 1,003,030		\$ 1,349,190



**POLICE DEPARTMENT**

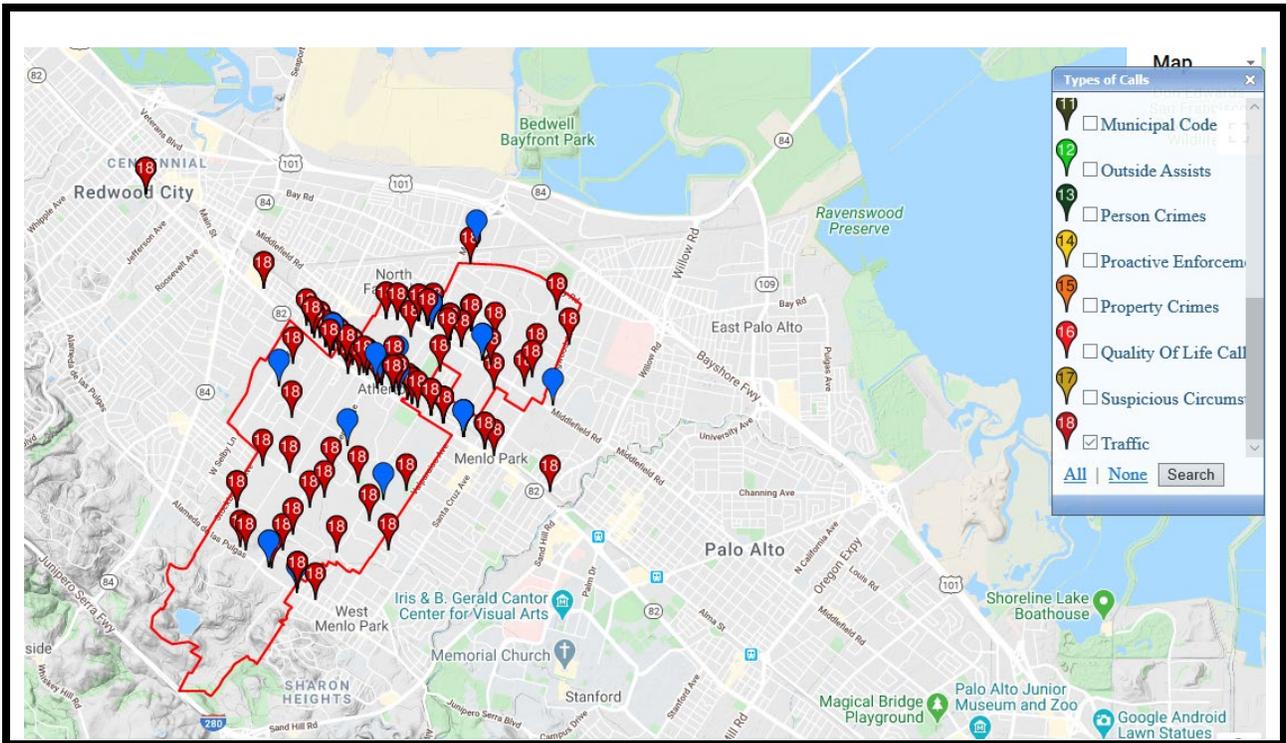
**Police Activity**

There were 65 investigations for the month of March. 11 offenders were cited, arrested, or referred to the San Mateo County District Attorney’s Office for prosecution. Those offenses included residential burglary, driving on a suspended license, public intoxication, possession of a controlled substance, under the influence of a controlled substance, restraining order violation, and displaying false registration tabs on a vehicle.

Of the 2,496 total police incidents for the month of March, 1,756 were officer-initiated incidents, which resulted in 125 citations being issued for vehicle code and other violations. Officers initiated 1,634 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 155 traffic incident locations, some with multiple stops, for March. The map below indicates the locations of the incidents for the reporting period.



### Traffic Collisions

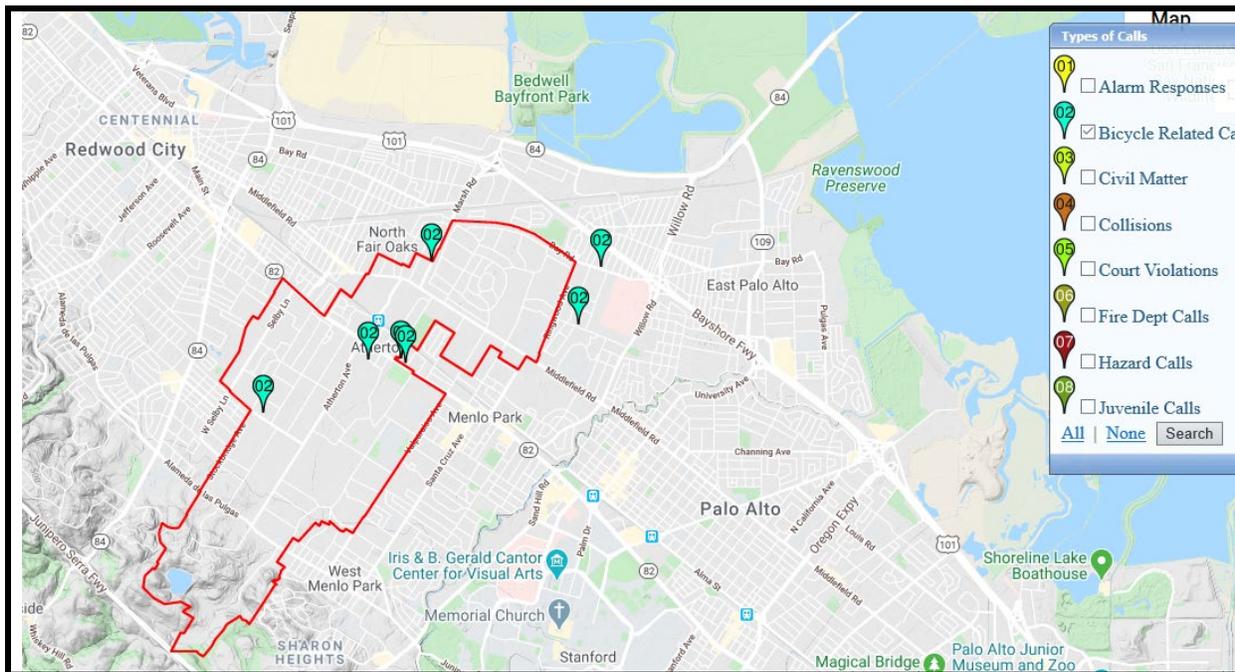
There were 4 collision locations in March. The map below indicates the locations of the incidents for the reporting period.



### Bicycle Traffic Stops

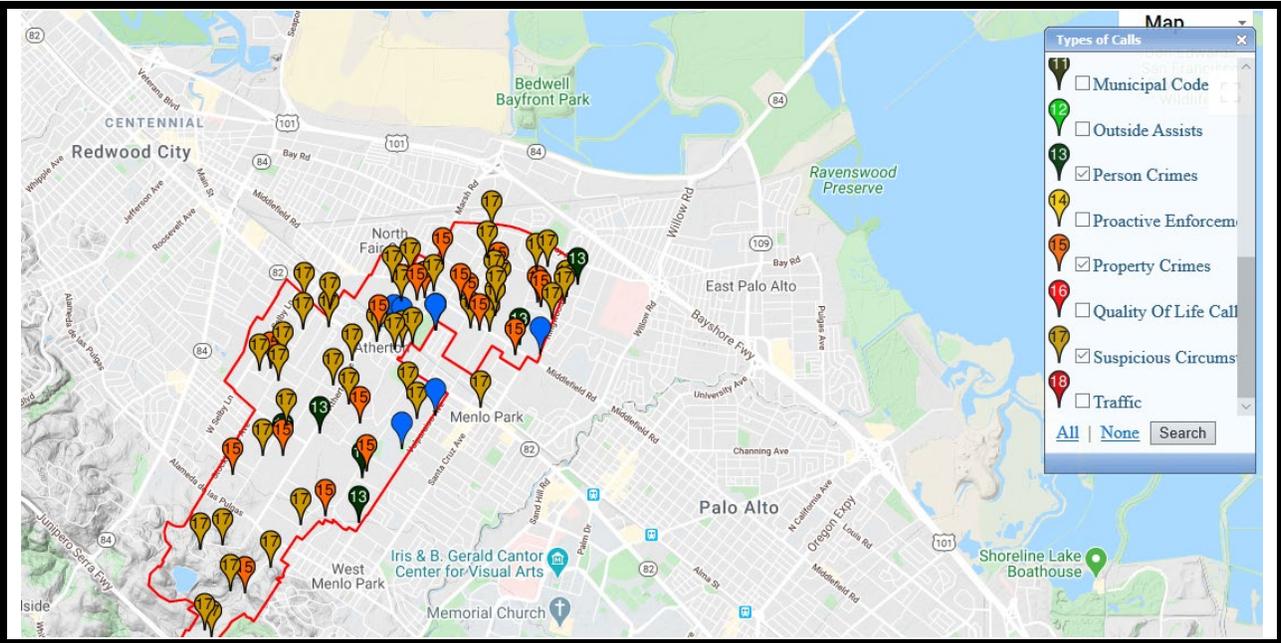
There were 7 bicycle stop incidents initiated for riding the wrong way (2), improper lighting equipment (1), and stop sign violations (4).

These stops resulted in 7 verbal warnings.



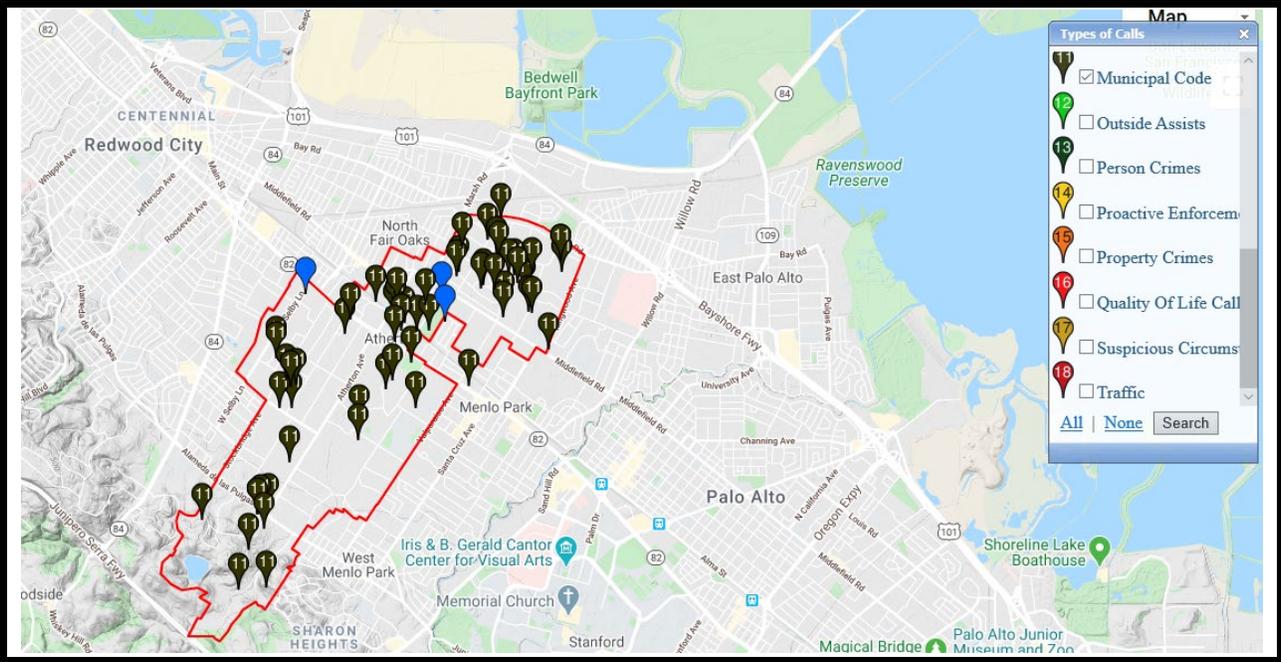
**Criminal Activity and Suspicious Circumstances**

The Department responded to 75 locations (some locations multiple times) for property crimes (21), person crimes (8), and incidents of suspicious circumstances (50).



**Municipal Code Violations**

The Department responded to 63 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to solicitors, right of way inspections, off-leash dogs, and after-hours construction.



**Holbrook Palmer Park**

Holbrook Palmer Park had 86 incidents this reporting period, 74 of which were security checks and foot patrols by officers. The other incidents were for suspicious people, suspicious vehicles, off-leash dogs, parking complaints, a medical call, and a food truck with no permit.

**Premise Watch**

Officers completed 687 House/Vacation checks during the month of March.

### School Incidents

Officers responded to **383** school incidents during this reporting period. These incidents primarily included security checks, as the schools were out for a significant portion of the month.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	8	3	4	5	5	5	5	5	6	9	3	11	69
	Security	20	14	55	22	19	22	21	18	6	13	9	20	239
	Traffic	-	-	-	1	3	2	-	1	5	3	1	3	19
<i>Knox School</i>	Other	-	-	-	1		-	-	-	-	-	1	-	2
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	6	4	4	4	3	2	5	2	3	9	4	4	50
	Security	23	16	38	17	11	14	7	9	5		10	16	166
	Traffic	5	-	-	-	1	-	-	4	3	9	-	-	22
<i>Laurel</i>	Other	3	-	5	5	7	2	2	3	1	6	2	3	39
	Security	12	14	34	16	16	14	12	10	7	8	6	15	164
	Traffic	-	-	-	-	1	3	-	3	2	1	-	-	10
<i>M-A HS</i>	Other	42	35	32	37	49	24	18	44	41	56	43	25	446
	Security	29	22	64	24	22	28	24	27	18	25	26	24	333
	Traffic	1	2	-	-	4	3	1	23	2	5	2	3	46
<i>Menlo College</i>	Other	5	2	3	3	4	4	7	9	6	5	16	6	70
	Security	28	6	41	16	24	35	18	15	12	4	25	18	242
	Traffic	2	1	-	2	2	5	1	4	1		1	1	20
<i>Menlo School</i>	Other	2	2	5	16	2	3	1	2	3	13	5	4	58
	Security	9	10	16	11	8	10	11	11	1	18	10	14	129
	Traffic	-	-	-	-	2	2	-	2	-	1	-	-	7
<i>Sacred Heart</i>	Other	6	10	8	12	10	5	3	7	5	17	3	5	91
	Security	-	6	6	14	4	5	4	2	-	9	3	3	56
	Traffic	-	-	1	-	1	2	1	4	4	-	4	4	21
<i>Selby Lane</i>	Other	-	1	1	4	2	4	4	4	1	7	-	-	28
	Security	38	25	66	25	24	31	29	22	26	28	27	36	377
	Traffic	-	1	-	1	8	2	-	10	4	1	1	2	30
<b>Total</b>		<b>239</b>	<b>174</b>	<b>383</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>217</b>	<b>2,693</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, 52 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>
February	2020	5:00
January	2020	5:05
December	2019	4:52
November	2019	5:22
October	2019	7:25
September	2019	5:05

**Code 3** Emergency response time (when officers respond to an emergency call with lights and sirens): **1** minute and **57** seconds.

**TOTAL TRAINING HOURS FOR March 2020 – 24 HOURS (all other scheduled training for March was cancelled)**

<b>NAME</b>	<b>TRAINING/HOURS</b>	<b>DATES</b>
Robbins	Inner Perspectives #3 / 16 hours	Mar. 4-5
Koehler	Dispatch, Next Generation 911/ 8 hours	Mar. 9

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>March</b>	1,756	125
<b>February</b>	1,692	281
<b>January</b>	1,906	215
<b>December</b>	2,348	186
<b>November</b>	1,869	294
<b>October</b>	2,203	305

## Code Enforcement Activity Report

March 1 – March 31, 2020

Summary:

	<b>Activity</b>	<b>Total for Month</b>	<b>Year to Date (From 01/01/2020)</b>
1.	Opened Cases	13	44
2.	Resolved/Closed Cases	13	41
3.	Cases Pending	179	N/A
4.	Written/Formal Notices Issued	14	37
5.	Citations Issued	20	60
6.	Amount in Citations	\$10,600	\$28,800

During the month of March, there were over 92 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, dust/dirt/mud in the roadway, dead and dangerous trees, damage to heritage trees, overgrown vegetation in the right-of-way, zoning issues, trash accumulations, trash cans being left out, lack of property maintenance/overgrowth issues, dumping of debris in the right-of-way and abandoned structures/properties.

Code Enforcement staff also assisted with the development of bilingual informational notices for the Health Order regarding the Covid-19 pandemic. Since the situation is and has been fluid, informing the public has been of utmost importance. Staff will continue to assist residents, as well as other members of the public.

**TRAFFIC COMPLAINTS**

The Atherton Police Department received three (3) traffic complaints during the month of March. The complaints were as follows:

- 1) A resident reported speeding vehicles from 7:30am to 9:00am, and again from 8:00pm to 10:00pm, on Alameda de las Pulgas.

Results: 7 minutes spent in the area  
No violations were observed  
This was a carry-over complaint from February 2020

- 2) A resident reported speeding vehicles on Holbrook Lane, Monday through Friday, from 7:00pm to 9:00pm.

Results: 21 minutes spent in the area  
1 citation, 1 warning citation, and 1 verbal warning issued.

- 3) A resident reported speeding vehicles in Lindenwood during the morning and afternoon commute times.

Results: 17 minutes spent in the area  
No violations observed

**Public works update –March 2020**

- Sweep contracted monthly streets:  
 March            52 Miles            12.0 cu. Yards            2.0 tons
  
- March Service requests –
  - Removed flooded signage throughout Town
  - Removed tripping hazard from asphalt pathway by little league’s restroom
  - Prepped and painted benches behind the HP Park Main house
  - Cleared downed tree in front of 77 Fair Oaks Lane from roadway
  - Moved ADAPT trailers for ADAPT meeting
  - Repaired streetlight outage near 84 Redwood Way
  - Cleared roadway of gravel debris along Alameda de Las Pulgas (between Walsh Road and Camino Al Lago)
  - Cleared roadway of gravel debris along Alameda de Las Pulgas (between Atherton Avenue and Stockbridge Avenue)
  - Arranged and covered items/furniture from Holbrook-Palmer Park’s Art Room for ceiling work
  - Removed illegal dumping of organic debris in front of 352 Atherton Avenue
  - Removed illegal dumping of abandoned car seat at the corner of Selby Lane/Stockbridge Avenue
  - Cleaned/Disinfected Holbrook-Palmer Park playground and par course equipment twice daily – COVID 19
  - Provide enhanced janitorial services to all Town Facilities – COVID 19
  - Replaced broken street marker at Linden Avenue and Flood Circle
  - Replaced broken street marker at Emilie Avenue and Valparaiso Avenue
  - Filled failing trench on walking path at Holbrook-Palmer Park
  - Filled pothole along Toyon Road (between Oak Grove Avenue and Ringwood Avenue)
  - Repaired roof leak at PD
  
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter removal on Marsh Road, Middlefield Road and Alameda.
- Cleared organic debris from channel crossing at Elena Avenue
- Installed eye wash station at Public Works Corp Yard
- Cleared roadway of organic debris along Fair Oaks Lane at El Camino Real
- Cleared organic debris from channel crossing at Cerros Manor
- Removed weeds from Middlefield Road
- Weed removal from El Camino Real
- Backflow testing
- Replaced signage throughout Town
- Replaced broken delineator from storm drain on Middlefield Road at Fair Oaks Lane
- General duties – Garbage cans, town wide and ECR litter, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/re-charged), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs.

Removed tripping hazard from pathway behind little league field at HP Park



Before



After

Cleared downed tree from roadway in front of 77 Fair Oaks Lane



Before



After

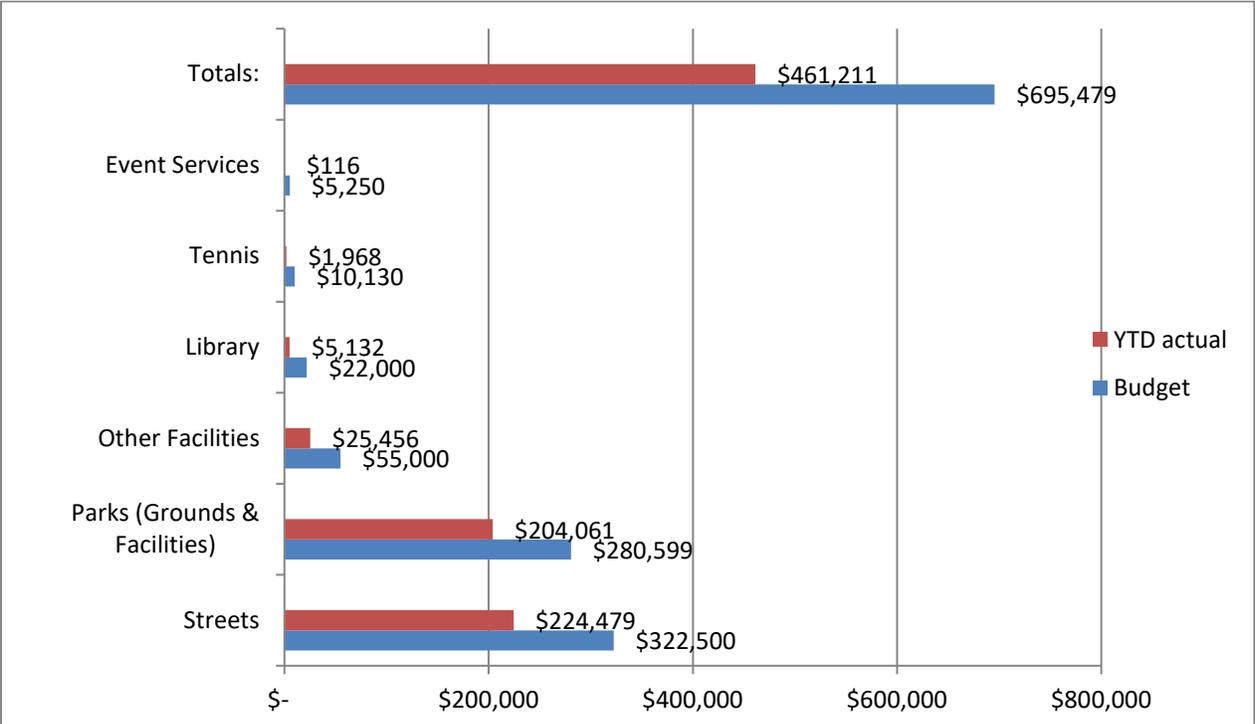
**Cleared roadway of gravel debris along Alameda de Las Pulgas (between Walsh Road and Camino Al Lago)**



Town of Atherton  
MCE Corporation/Public Works Maintenance  
Rev. vs. Exp. Through March 2020

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 322,500	\$ 224,479	69.61
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 280,599	\$ 204,061	72.72
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 25,456	46.28
A04	213-30-52031-000	Library	\$ 22,000	\$ 5,132	23.33
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 1,968	19.42
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 116	2.21
Totals:			\$ 695,479	\$ 461,211	66.32

\*\*Covid - 19 related Expenses \$936.33





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

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

**TO: PARK AND RECREATION COMMITTEE**

**FROM: SALLY BENTZ, PARK MANAGER**

**DATE: APRIL 1ST, 2020**

**SUBJECT: PARK GOINGS ON MARCH 2020**

#### **REGULAR STAFF**

For the month of March, 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. (No blowing has occurred since closure)

- Spraying and pulling of weeds on a regular schedule
- Spreading of mulch throughout the park
- Installation of Tennis Shelter and ramp
- Benches at Main House were fixed and repainted
- Cleaned up and dried wet rug in Pavilion
- Cleaned out gutters at Pavilion
- Disinfected playground equipment (twice daily beginning 3/13). Playgrounds were closed on April 1, 202 following issuance of the revised Shelter-in-Place Order issued on March 31, 2020
- Repaired pathway near Little League
- Garden Room (Main House) ceiling was scraped and painted

**New and future planned projects:** (Once the Health Directive is lifted in some cases)

- Paint Main House door
- Unclog or fix water fountain near tennis courts
- Repair Corp yard fence
- Secure benches near main House and foot bridge

## **Tennis Numbers**

Classes were cancelled following the San Mateo County Health Officer's order issued on March 16, 2020. The tennis courts were closed to public access on March 23, 2020 following the posting of an FAQ page by the County Health Department restricting such activities.

March:

Hours of court usage (# of crts x time) 211 hrs

Clinics: 14

Lessons: 182

Events: 1 weekly coaches meeting

Clay Court Bookings: 4 paid hours

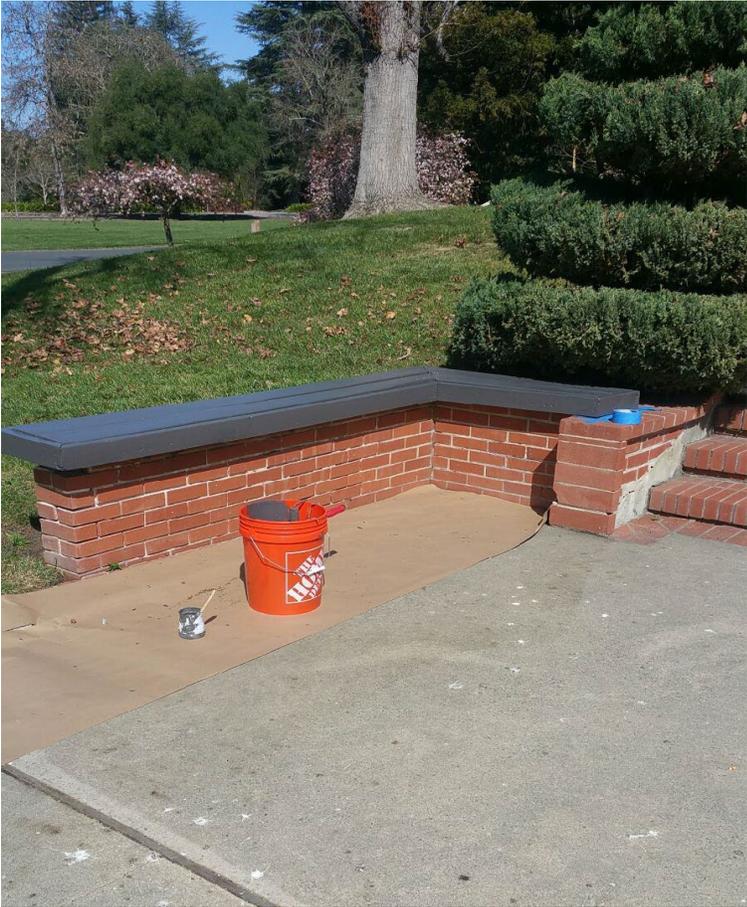
Total # of students: 149

**Tennis Shelter and Ramp Installed**





Repaired and painted benches at Main House



**Patched pathway by Little League Restrooms**



Garden room ceiling scraped and painted

Before



**After**





## **Town of Atherton**

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

# **Community Services Monthly Report March 2020**

Submitted by:  
Interwest Consulting Group

**Town of Atherton  
Building Safety & Inspection**

*Construction and Permit Summary  
March 1, 2020 to March 31, 2020*

	<b>Mar-20</b>	<b>Fiscal Year 2019-20</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$670,673	\$89,808,973

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$9,827	\$254,232
<b>Permit Fees Collected:</b>	\$29,049	\$695,065
<b>Other Fees Collected:</b>	\$1,250	\$39,614
<b>TOTAL:</b>	<b>\$40,127</b>	<b>\$988,911</b>

**PLAN CHECK**

Applications Received:	<b>28</b>	<b>505</b>
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**PERMITS**

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	0	23
New Accessory Structures Issued:	3	250
Addition / Alteration Permits Issued:	4	145
Reroof / Water Well / Grading Permits Issued:	5	140
Plumbing/Mechanical/Electrical Permits Issued:	11	225
Demolition Permits Issued:	1	52
<b><u>Non-Residential:</u></b>		
New Permits Issued:	0	14
<b>TOTAL Permits Issued:</b>	<b>24</b>	<b>849</b>

<b>Total Open Permits as of 3/31/2020</b>	<b>1133</b>
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**INSPECTIONS**

Inspections Performed:	<b>466</b>	<b>7,308</b>
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Footnotes:

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

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*March 1, 2020 to March 31, 2020*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	14	286
Planning Commission Items	1	20

The Planning Commission took the following action and the following discussion at the March 25, 2020 meeting:

1. Recommended that the City Council adopt the Initial Study/ Mitigated Negative Declaration & Mitigation Monitoring and Reporting Program, and Conditional Use permit with conditions specified in the draft certificate of approval. The Commission also recommended that the City Council adopt the Development Agreement for the Cartan Field Storm Water Capture Facility.

The next regularly scheduled meeting is to be held on April 22, 2020

**Arborist Activity Summary**

*March 1, 2020 to March 31, 2020*

	<b>Site Visits</b>			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
<b>TOTAL</b>	8	9	0	30

**Town of Atherton  
Building Inspection & Plan Check**

**Summary of New Single Family Residential Permits Issued by Month**

Month	2020	2019	2018	2017	2016	2015
January	1	4	0	2	2	2
February	1	1	2	1	1	1
March	0	1	3	2	0	3
April		1	2	0	2	2
May		1	5	4	2	1
June		1	2	3	0	3
July		1	5	1	5	8
August		5	4	2	3	4
September		3	1	3	4	4
October		1	4	2	6	3
November		1	0	4	0	0
December		1	1	3	1	0
<b>Total New SFD Permits:</b>	<b>2</b>	<b>21</b>	<b>29</b>	<b>27</b>	<b>26</b>	<b>31</b>

**Plan Check Performance**

*March 1, 2020 to March 31, 2020*

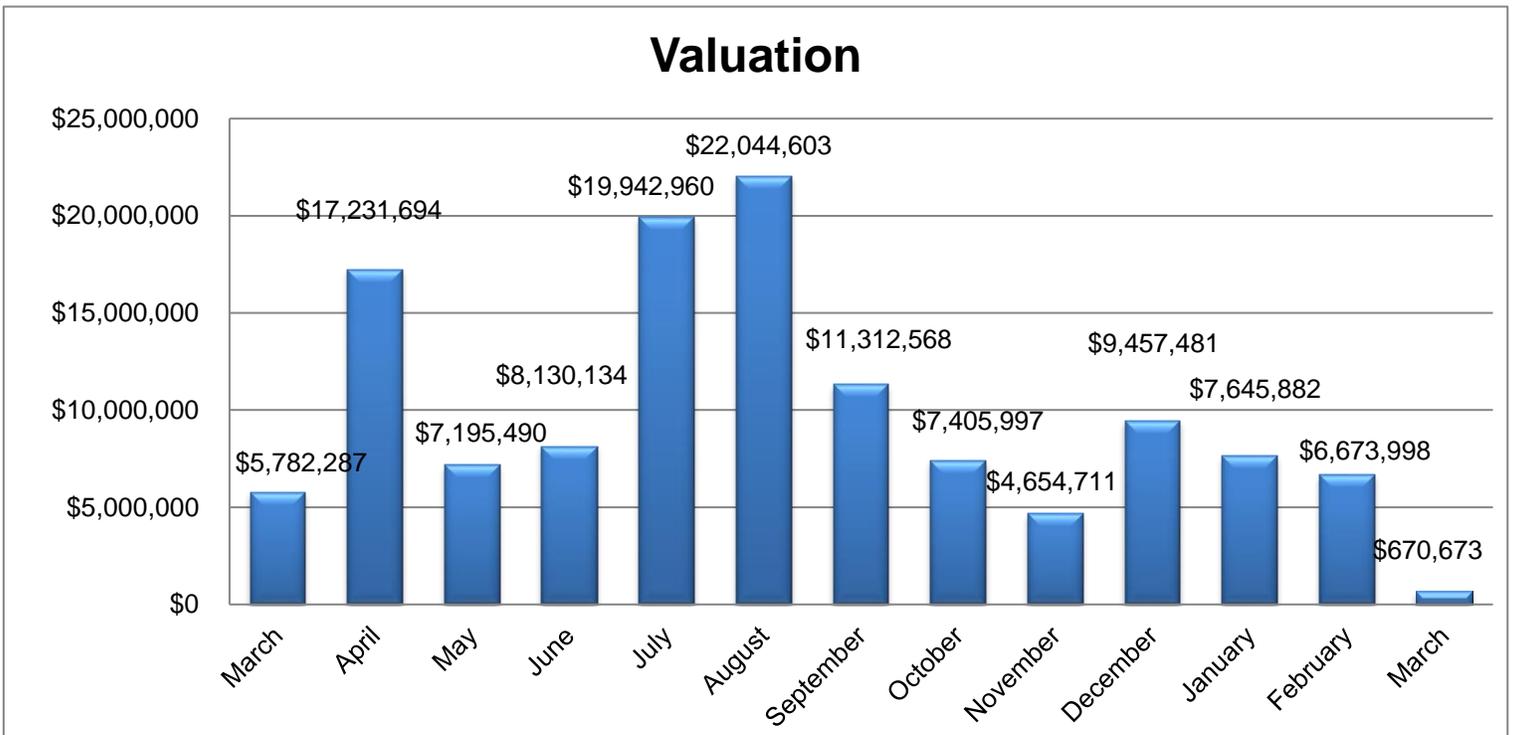
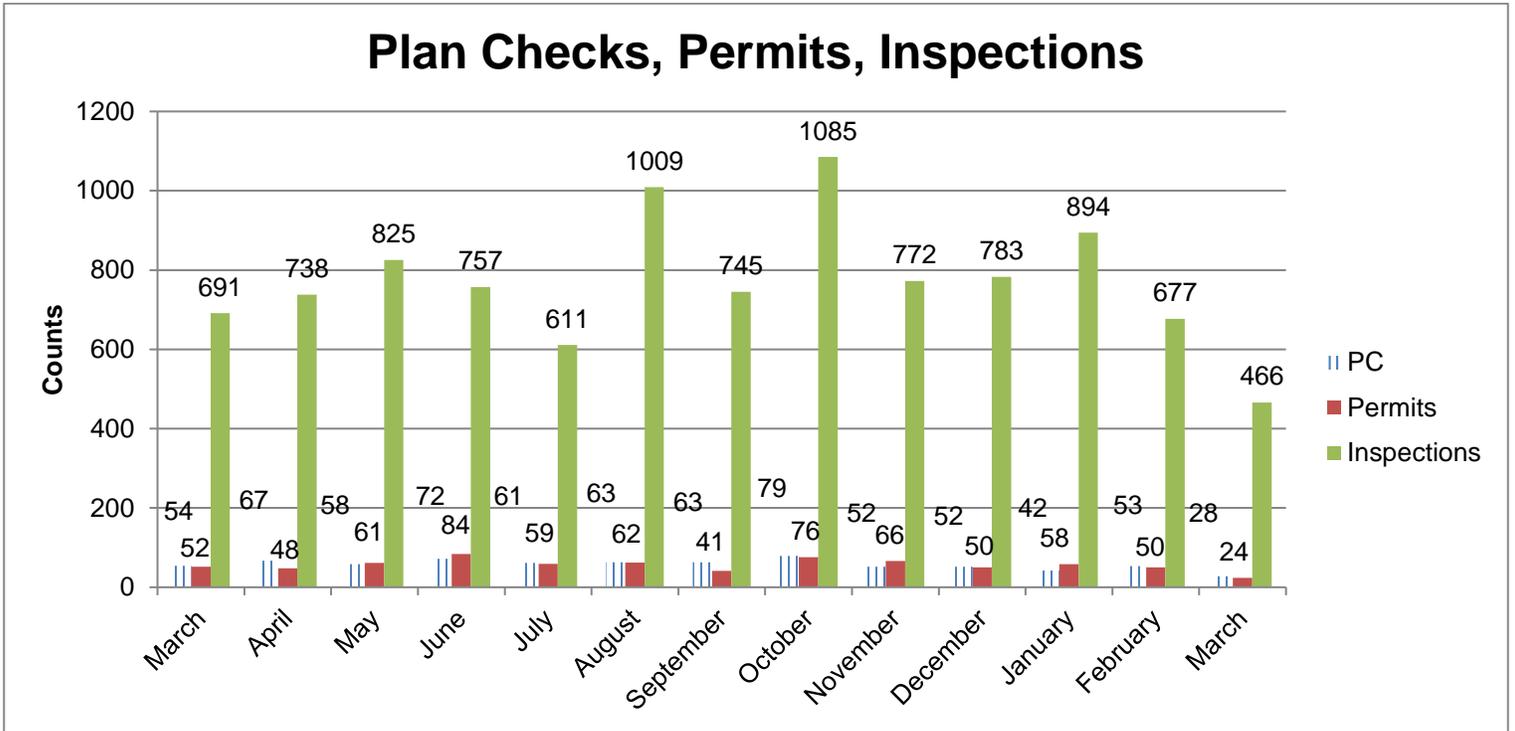
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
<b>Major Plan Check</b>	1st Review	106	10	9	0
	Subsequent Rev.	88	5	4	0
<b>Minor Plan Check</b>	1st Review	1	3	1	0
	Subsequent Rev.	0	2	0	0
<b>Total Number of Plan Checks</b>		195			

\*\* 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

