



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: MAY 20, 2020

SUBJECT: CITY MANAGER’S WRITTEN REPORT; CERTIFICATION OF CONTINUING EMERGENCY AND RATIFICATION OF SUCH RULES AND REGULATIONS ENACTED BY THE DIRECTOR OF EMERGENCY SERVICES IN RESPONSE TO COVID-19; AND CONSIDERATION OF APPROVAL OF LEASE WAIVER FOR PLAYER CAPITAL TENNIS

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 last met on May 6 and certified the continuing emergency and ratified such rules and regulations enacted by the Director of Emergency Services in response to COVID-19.

It is recommended that the Council certify the continuing emergency and ratify such rules and regulations enacted by the Director of Emergency Services in response to COVID-19.

Tennis

Following such action, the County of San Mateo modified its interpretation of the Shelter-in-Place Order with respect to the operation of tennis facilities. The County’s FAQ is shown here.

After this revision, staff contacted Player Capital to assist with the creation of rules and regulations that could be implemented to allow the Town’s tennis facilities in Holbrook Palmer Park to operate in compliance with the County’s Order.

IS TENNIS ALLOWED?

Yes, but with limitations.

On Friday, May 8th, the Governor indicated his view that tennis (singles) is allowed under his Order.

The County's Order provides "sports or activities that include the use of shared equipment or physical contact between participants may only be engaged in by members of the same household or living unit[.]" Use of a shared ball is use of shared equipment.

Further, use of shared outdoor facilities for recreational activities that may occur outside of residences must only occur in a manner that does not violate the "shared equipment" (and other) restrictions of the Order.

Accordingly, tennis facilities can only be opened if they are going to be actively managed to reasonably ensure that tennis is either (1) only played by members of the same household or (2) singles played in a manner, in which each ball is touched only by a single tennis player. Any measures put in place must be reflected in the required posted written protocols and be monitored and managed.

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Player Capital and staff developed the following rules and regulations that would be posted on the Player Capital website, Town website, and physically posted on the tennis facility itself.

Proposed Rules of Operation

Playing tennis at public courts presents a risk of continued exposure to COVID-19 under the County's Shelter-in-Place Order. The rules below seek to minimize the risk of exposure but will not prevent it entirely, particularly for those with an immuno-compromised system. Please exercise caution and use good judgment when utilizing the facilities pursuant to the rules below.

1. Restrooms are not available onsite.
2. Operation of the facilities must be actively managed. Player Capital will have a coach/site monitor on site from 9 am to 6 pm.
3. Court access will only be available during the hours monitored.
4. Key holders must make reservations to play. Those without booked reservations will not be allowed on the courts.
5. Singles play may reserve a court, but doubles must be cleared by Player Capital the night before to allow Player Capital to verify that players are from the same household (IDs, etc.).
6. Singles players are required to use a different ball set for each server to differentiate between brands/colors when players are not from the same household for singles play.
7. Benches and high-contact areas will be taped off and cannot be used. Player Capital will place "caution tape" on all benches. Benches cannot be used until the restrictions are lifted. Anyone removing caution tape or using benches will be contacted by the site monitor and warned. Subsequent warnings will result in removal from the courts and notification to the Town for possible key revocation.
8. Player Capital will wipe down all door handles and points of access to the facility at regular intervals.
9. Tennis students will not be allowed to handle tennis balls or any equipment.
10. Social distancing must be maintained at all times between Player Capital coaches and players, and singles players.

The above rules and regulations have been reviewed by the City Council Restart Ad Hoc Subcommittee and the Subcommittee is prepared to comment if desired.

It is recommended that the Council provide direction to the City Manager/Director of Emergency Services with respect to re-opening tennis facilities at Holbrook Palmer Park.

The Town is aware that private tennis facilities at schools and the Menlo Circus Club have also resumed limited operations. If approved this evening, the Town will provide the above rules, modified to remove reference to Player Capital, to these facilities and encourage their conformance. If approved this evening, the above would go into effect on May 21.

Lease Waiver

Player Capital has an active Use Agreement with the Town. Pursuant to that Agreement, the Town has an obligation to provide functional tennis facilities in exchange for a monthly remittance of \$3,333.33 (\$40,000 per year). Attached is correspondence from Player Capital requesting a waiver of the required remittance from March 23 through May 20 in the total amount of \$6,451.70. Staff has advised Player Capital to reapply for a grant through the SMC Strong Fund.

It is recommended that the Council review and discuss this request and provide direction to staff with respect to the waiver request.

CITY COUNCIL NOTES (updated from May 8, 2020)

COVID-19

Operational Activities

- No significant changes.
- PD is fully operational.
- Town Hall continues to operate on an A-Team/B-Team approach.
- We are *soft-opening* Town Offices to accommodate permitting and licensing activities. This includes a soft open of postal services as incidental to the visit. Most activities are appointment only at this time until all safety protocol measures are in place. Once all measures are in place, we will begin advising the public of our limited hours of in-person operation. ETA on this is toward the end of May.
- Beginning May 18, the County (using Verily – Project Baseline) is implementing a roaming public testing center using a nasal swab technique (less invasive). The sites will be open to the general public with or without symptoms. They will be using an online reservation system and are working to arrange for limited walk-up options as well. A link to the site is: <https://www.projectbaseline.com/study/covid-19/>.

CITY COUNCIL NOTES

1. Civic Center Project (No updates)

- Web Links — [Main Webpage](#), [Activity Blog](#), [Naming Opportunities](#), [Video Gallery](#), [Photo Gallery](#), [Live Feed Webcam\(s\)](#)
- Donations and Naming Requests
 - Naming requests will be on the **May 20 Regular City Council Agenda**.
 - 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
 - **New Donation of \$225,000** from the Lisa and Douglas 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
 - Request 003 - Saturday work (denied)
 - Request 004 - Thursday, May 7 - Concrete Pour
 - Early Start
 - Late Finish
 - Neighbor Notification Required
 - Request 005 - Tuesday, May 12 - Concrete Pour
 - Same
 - Request 006 - Thursday, May 14 - Concrete Pour
 - Same

ADMINISTRATION/FINANCE/HR/LEGAL/IT

1. ERMA Application and FY 2020/21 Indication

Anthony is reviewing a possible change in provider for Employment Practice Liability Insurance. Currently, the Town receives coverage through Alliant Services. The budget in FY 2019/20 for this required coverage was \$40k. PLAN JPA just joined the Employment Risk Management Authority as a JPA and the coverage is offered to member agencies at a discount. To take advantage of this coverage, the Town would need to adopt a resolution authorizing participation by July 1, 2020 - so at the June 2020 meeting.

We will be evaluating the benefits of switching over the next week. Depending on the Town's limit options, coverage would range from \$28k to \$33k and would represent a savings to the Town.

2. Surf Air Update

The following is a synopsis of Surf Air's operations at San Carlos Airport for the week ending May 3, 2020.

- There were a total of 11 arrivals for the week.
- The average daily arrivals calculated from February 1, 2020 is down this week to 2.4 per day.
- Surf Air did not operate any Saturday flights this week.
- Surf Air continues to use transient parking spaces at San Carlos Airport.
- Surf Air does not fly the Bayside Visual Approach (BVA).

FINANCE

None.

PUBLIC WORKS

3. PG&E Public Safety Power Shutoff Program

PG&E is sending out a PowerPoint slide deck regarding their Public Safety Power Shutoff Program. You may receive a copy of the presentation via separate email from PG&E.

4. Grant Application - Stanford Mitigation Projects (Park Circulation Project) (Updated)

On May 12, the Santa Clara Board of Supervisors reviewed and approved the various grant applications. Based on a review of the proposals and a follow-up visit to the Town from Santa Clara County staff, the recommendation to the Board is approval of the Town's project. Santa Clara County staff were not initially supportive of any project within the Town as there did not appear to be any connection to the overall goals of the project mitigation fund. However, following a site visit with staff, County staff have recommended that the Town's project be funded. Following Board approval, the County will negotiate a funding agreement with the Town (and other jurisdictions). It is unlikely that the agreements will be ready prior to the Town's budget adoption, but once presented, we'll do an amendment to the Town's CIP to move the project forward based on any funding timelines.

5. C/CAG Large Regional Stormwater Projects

C/CAG has been working to put together “shovel-ready” transportation projects in case there is some sort of State or Federal stimulus package. County staff have asked that large regional stormwater projects be added to the list. Atherton and South San Francisco are the closest to construction and the County is asking that we put together a project description and need list - assuming the project could use additional funding.

Staff is putting this together to include the addition of drainage improvements along El Camino Real as an add to the project.

6. C/CAG - Construction Ready Bicycle and Pedestrian Projects

C/CAG is compiling a list of “construction ready” bicycle and pedestrian projects throughout the County that could quickly proceed should there be a stimulus package presented by the State. A construction ready project is defined as one that has already been environmentally cleared and construction could start within 2.5 years.

While none of the Town's bicycle and pedestrian projects in the Master Plan have completed independent environmental review (the Town would have to spend funds to move each project forward), staff submitted a few projects for the County's inclusion in the list arguing that such clearance can easily be obtained given that the Master Plan has already been completed.

Projects submitted were:

- Atherton Avenue Bicycle Lane Project - \$3m
- Watkins Avenue Shared Use Pathway - \$650k (not the shared Caltrain pathway)
- Marsh Road Shared Use Trail - \$2m

BUILDING/PLANNING

None.

PUBLIC SAFETY

None.

AD HOC SUBCOMMITTEE UPDATES

Fire Services - Wiest/Widmer (Rodericks)

None. All current activity is at the Council level.

Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

The draft MOU is being reviewed by Caltrain. Staff is meeting with Caltrain to discuss progress.

Bayfront Canal Project - DeGolia/Widmer (Rodericks/Ovadia)

The Bayfront Canal Subcommittee will be meeting with Redwood City Mayor Diane Howard and Vice Mayor Shelly Masur, as well as the County, on May 14 to discuss the project and the Town's continued participation. As the Council may recall, the Town's participation in the construction effort is capped at \$1.3 million. The Town will consider a short-term loan via the County of San Mateo that would be a draw against our annual property tax revenues prior to their receipt - provided that option remains available.

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

R3 and staff continue negotiations with GWR. We anticipate that this issue will return to the Council at the July Regular meeting. The SBWMA has responded to the Town's notice of intent to withdraw. Under my signature authority, I am engaging a peer review team to evaluate the SBWMA's financial analysis of the Town's obligations. The Council will have this peer analysis in hand when ultimately providing direction.

City Manager Major Goods, Use or Service Agreements/Contract Awards as of May 8, 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 May 8, 2020

This is a list of upcoming Special Event Permits approved or under review. Events scheduled in May were cancelled.

- June 12 - Birthday Concert, Menlo Circus Club - 5 pm to 11 pm

ATTACHMENTS

Waiver Request from Player Capital
Town Center Project Cost Summary
Police Department Report
Public Works Department Report
Community Services Department Report

May 12, 2020

Dear Atherton Town Council,

I would like to submit a request for rent relief for March 14th - May 20th. The Town of Atherton shut down the tennis courts starting March 23rd. Since then Player Capital has not been able to operate and has no way of producing income. I was not eligible for any loans or grants through the government. The SMC Strong Fund was closed almost immediately after it opened so I did not have the chance to apply. In Los Angeles County all tennis operations are closed as well.

Currently, if the Town passes to reopen the courts on May 21st we will be able to start with private lessons. We will also be paying coaches to supervise the facility so it is managed out of our own expense so our tennis community can get back on the courts.

I had on auto pay already paid the month of April for \$3,333.33. March I was forced to close for 9 days x \$107.53 = \$967.77. In May we would be closed for 20 days x \$107.53 = \$2,150.60. Therefore I am asking for a total rental credit of \$6,451.70.

Thank you for your consideration.

Michael Jessup
Owner, Player Capital

POLICE DEPARTMENT

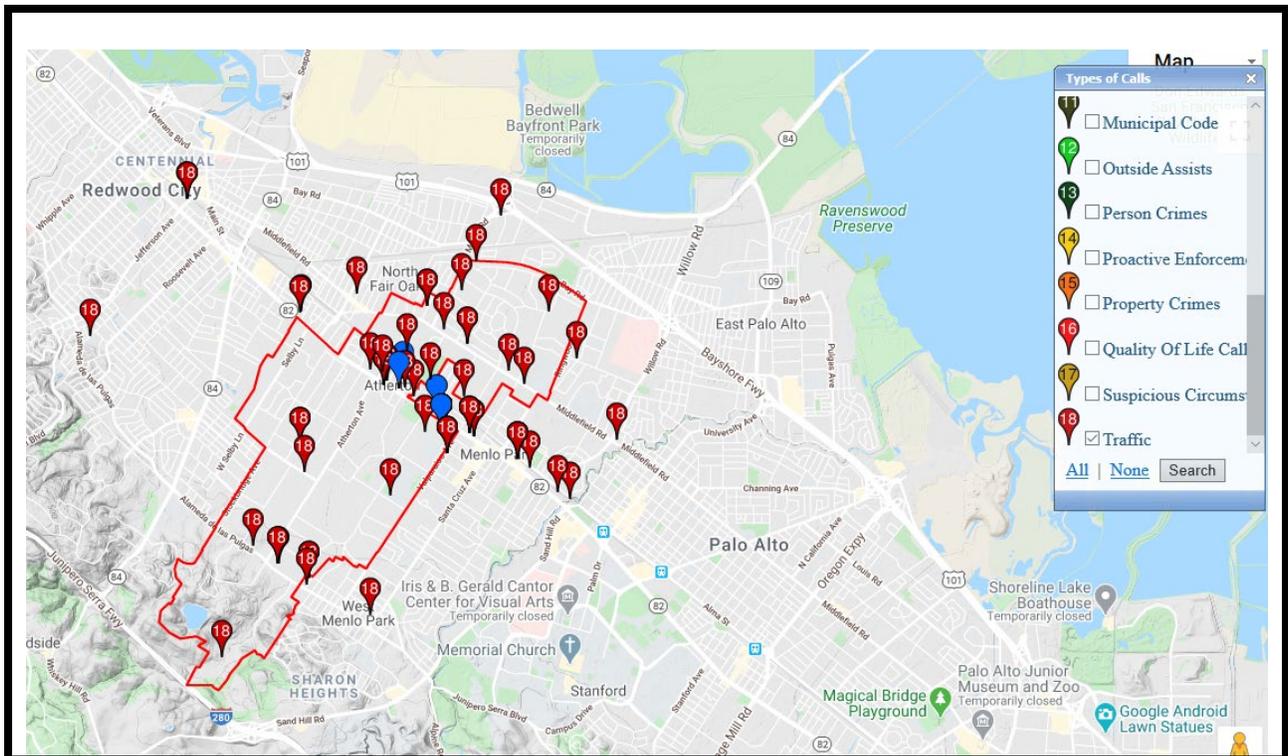
Police Activity

There were 28 investigations for the month of April. 3 offenders were cited, arrested, or referred to the San Mateo County District Attorney’s Office for prosecution. Those offenses included driving under the influence of alcohol, carrying a concealed firearm, and trespassing on prohibited posted property (train tracks).

Of the 2,374 total police incidents for the month of April, 1,611 were officer-initiated incidents, which resulted in 17 citations being issued for vehicle code and other violations. Officers initiated 1,523 other types of incidents that included investigating shelter in place violations, suspicious vehicles, traffic collisions, citizen flag downs, home checks, code enforcement and construction checks, follow-up investigations, pedestrian stops, traffic enforcement details, medical calls, and welfare checks.

Traffic Incidents

Overall, there were 86 traffic incident locations, some with multiple stops, for April. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

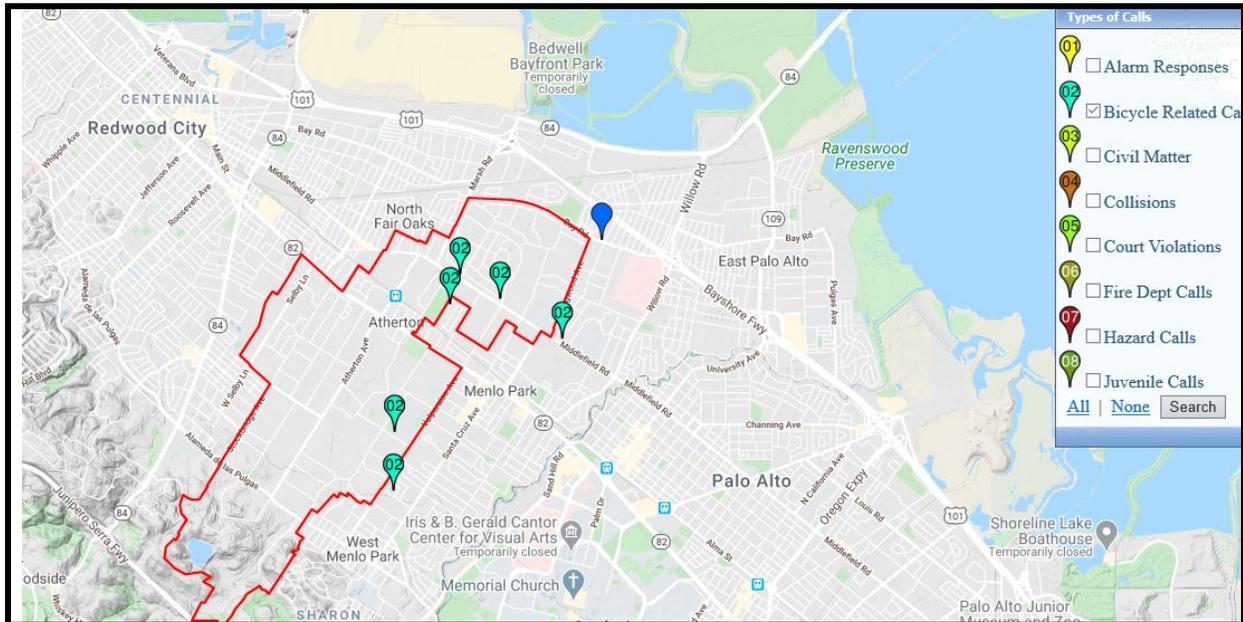
There were 4 collision locations in April. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

There were 7 bicycle stop incidents initiated for improper lighting equipment (4), and stop sign violations (5).

These stops resulted in 9 verbal warnings. The number of warnings exceed the number of incidents because in one incident there were multiple cyclists stopped all at one time.



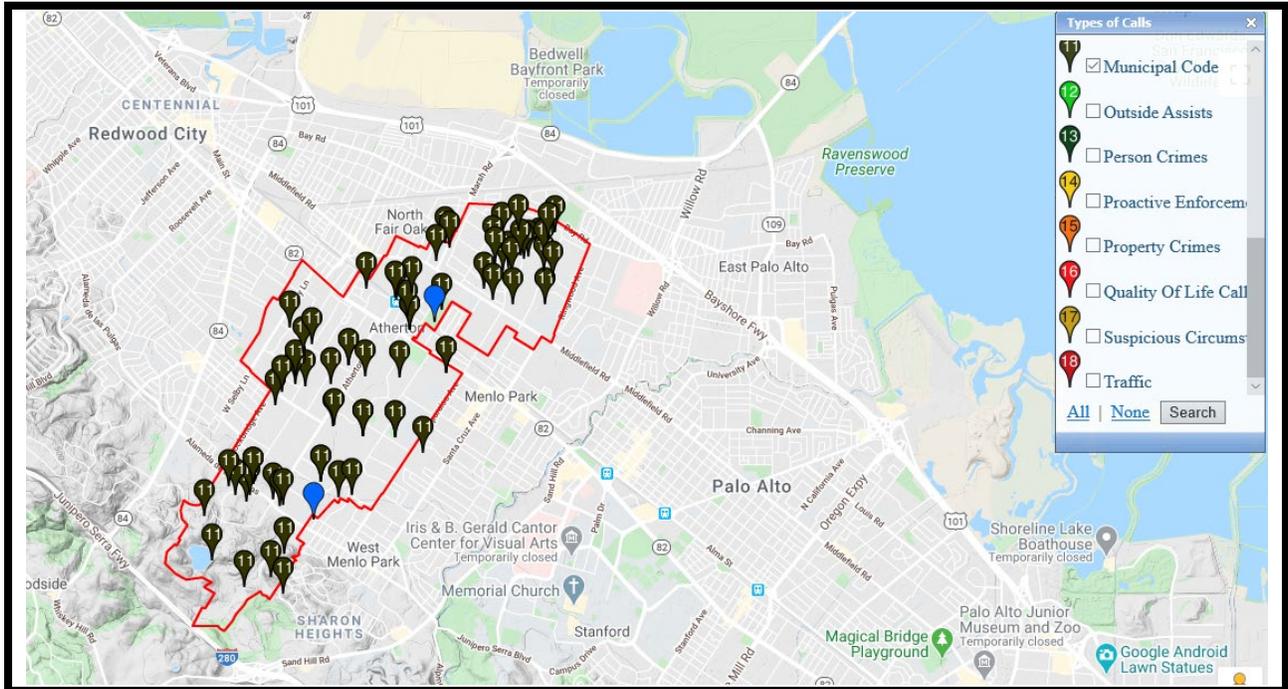
Criminal Activity and Suspicious Circumstances

The Department responded to 54 locations (some locations multiple times) for property crimes (12), person crimes (3), and incidents of suspicious circumstances (42).



Municipal Code Violations

The Department responded to 75 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for noise disturbances (loud music) and off leash dogs. The remaining incidents were for reported health order violations.



Holbrook Palmer Park

Holbrook Palmer Park had 108 incidents this reporting period, 92 of which were security checks and foot patrols by officers. The other incidents were for off leash dogs, suspicious people, suspicious vehicles, off-leash dogs, a dumping complaint and an HO (Health Order) violation complaint.

Premise Watch

Officers completed 610 House/Vacation checks during the month of April.

School Incidents

Officers responded to **414** school incidents during this reporting period. These incidents were almost exclusively officer initiated security checks, as the schools were out for the entire month.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	8	3	4	1	5	5	5	5	6	9	3	11	65
	Security	20	14	55	58	19	22	21	18	6	13	9	20	275
	Traffic	-	-	-	-	3	2	-	1	5	3	1	3	18
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	1	-	1
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	6	4	4	1	3	2	5	2	3	9	4	4	47
	Security	23	16	38	51	11	14	7	9	5	-	10	16	200
	Traffic	5	-	-	-	1	-	-	4	3	9	-	-	22
<i>Laurel</i>	Other	3	-	5	2	7	2	2	3	1	6	2	3	36
	Security	12	14	34	45	16	14	12	10	7	8	6	15	193
	Traffic	-	-	-	-	1	3	-	3	2	1	-	-	10
<i>M-A HS</i>	Other	42	35	32	3	49	24	18	44	41	56	43	25	412
	Security	29	22	64	91	22	28	24	27	18	25	26	24	400
	Traffic	1	2	-	-	4	3	1	23	2	5	2	3	46
<i>Menlo College</i>	Other	5	2	3	2	4	4	7	9	6	5	16	6	69
	Security	28	6	41	64	24	35	18	15	12	4	25	18	290
	Traffic	2	1	-	-	2	5	1	4	1	-	1	1	18
<i>Menlo School</i>	Other	2	2	5	-	2	3	1	2	3	13	5	4	42
	Security	9	10	16	17	8	10	11	11	1	18	10	14	135
	Traffic	-	-	-	-	2	2	-	2	-	1	-	-	7
<i>Sacred Heart</i>	Other	6	10	8	2	10	5	3	7	5	17	3	5	81
	Security	-	6	6	16	4	5	4	2	-	9	3	3	58
	Traffic	-	-	1	-	1	2	1	4	4	-	4	4	21
<i>Selby Lane</i>	Other	-	1	1	3	2	4	4	4	1	7	-	-	27
	Security	38	25	66	57	24	31	29	22	26	28	27	36	409
	Traffic	-	1	-	1	8	2	-	10	4	1	1	2	30
Total		239	174	383	414	232	227	133	241	162	247	202	217	2,871

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, 14 seconds**, which met our goal of having an average response time of less than 8 minutes. Priority 1 calls take precedence over all other calls for service and require an immediate police response. The most common priority 1 calls are burglary, robbery, sexual assault, active physical altercations and residential burglary alarm activations, with the latter being the most frequent in Atherton. Response times are calculated from the time the call is dispatched until the time the officer arrives on the scene.

The table below depicts APD’s Priority 1 response times for the past six months:

MONTH	YEAR	RESPONSE TIME
March	2020	5:52
February	2020	5:00
January	2020	5:05
December	2019	4:52
November	2019	5:22
October	2019	7:25

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): There were no code 3 responses during the month of April.

TOTAL TRAINING HOURS FOR April, 2020- all off-site training for April was cancelled.

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

Code Enforcement Activity Report

April 1 – April 30, 2020

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2020)
1.	Opened Cases	14	58
2.	Resolved/Closed Cases	12	53
3.	Cases Pending	181	N/A
4.	Written/Formal Notices Issued	3	40
5.	Citations Issued	15	75
6.	Amount in Citations	\$6,300	\$35,100

During the month of April, there were over 73 incidents related to code enforcement. Those incidents included but were not limited to: essential work request reviews, construction related issues, work without building permits, right-of-way encroachments/obstructions, encroachment permit issues, dead and dangerous trees, zoning issues, trash cans being left out, dumping of debris in the right-of-way and mobile vendors.

Code Enforcement staff also assisted with education and enforcement of the Health and Shelter-In-Place Orders regarding the Covid-19 pandemic. Since the situation continues to be fluid, informing and reassuring the public has been of utmost importance. Staff will continue to assist residents, as well as other members of the public through the Shelter-In-Place situation.

TRAFFIC COMPLAINTS

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

COVID-19 SHELTER IN PLACE INCIDENTS:

During the month of April, Atherton Police Officers responded to 189 Shelter in Place Order Violations related to landscaping (125), construction (43), and social distancing (21). Code Enforcement issued 2 citations to construction sites that failed to comply (after previously being warned) with the shelter in place order. No citations were issued to landscapers.

Public works update –April 2020

- Sweep contracted monthly streets:
 April 51 Miles 14.0 cu. Yards 1.9 tons

- April Service requests –
 - Moved PD radar trailer from Parkwood Drive to Glenwood Drive
 - Pest control in PD Armory
 - Refreshed striping on Watkins Avenue at El Camino Real
 - Refreshed crosswalk striping on Watkins Avenue at Burns Avenue
 - Refreshed paint on AC berms along Middlefield Road
 - Refreshed paint on bollards on Middlefield Road at Marsh Drive
 - Refreshed paint on bollards on Middlefield Road at Oak Grove Avenue
 - Removed downed tree from roadway at 60 Parkwood Drive
 - Installed “No Parking” signs on barricades in front of PD’s parking lot
 - Removed illegally dumped Xmas trees and trash in front of 55 Deodora Drive
 - Pest control at PD trailer
 - Removed downed tree on Polhemus Avenue at Orchard Hills Street
 - Installed caution tape around trees with beehive in front of 151 Glenwood Avenue
 - Removed weeds and vegetation along PD’s temporary driveway at Fair Oaks Lane
 - Graffiti removal on Stop sign at Elena Avenue/Park Drive
 - Repaired message board at Administration’s temporary trailer
 - Repair broken speed limit sign on Encinal Avenue at Laurel Street
 - Removed downed tree from roadway at 75 Catalpa Drive
 - Removed downed tree from roadway at 93 Camino Por Los Arboles

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda de las Pulgas
- Cleared organic debris from channel crossing at Elena Avenue
- Cleared organic debris from channel crossing at Cerros Manor
- Cleared organic debris from drainage ditch on Camino Al Lago at Monte Vista
- Repaired bent signposts throughout Town
- Removed weeds from Middlefield Road
- Weed removal from El Camino Real
- Refreshed stop bars and legends throughout Town
- Removed organic debris from Marsh Road shoulder along channel curb
- Pruned trees blocking railroad ahead sign and stop sign on Station Lane
- 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, 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.

Refreshed Paint on Bollards on Middlefield Road at Marsh Road



Before



After

Refreshed Striping on Watkins Avenue at El Camino Real



Before

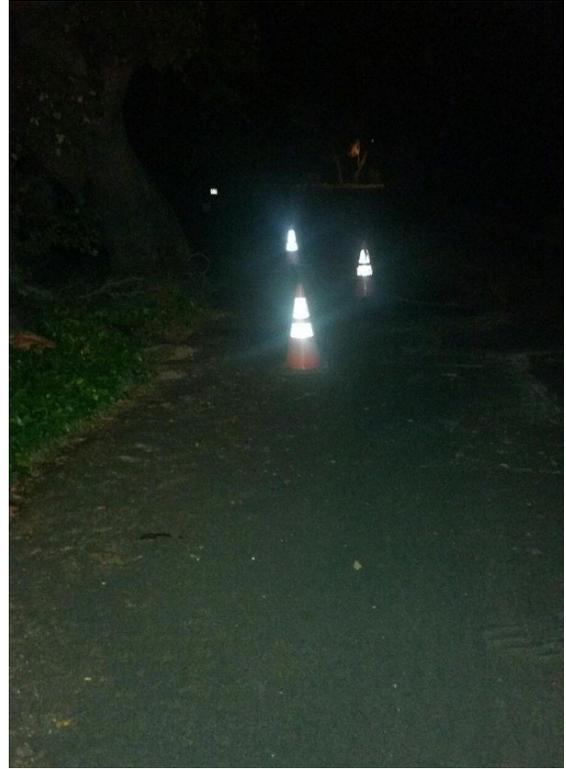


After

Cleared downed tree from roadway in front of 60 Parkwood



Before

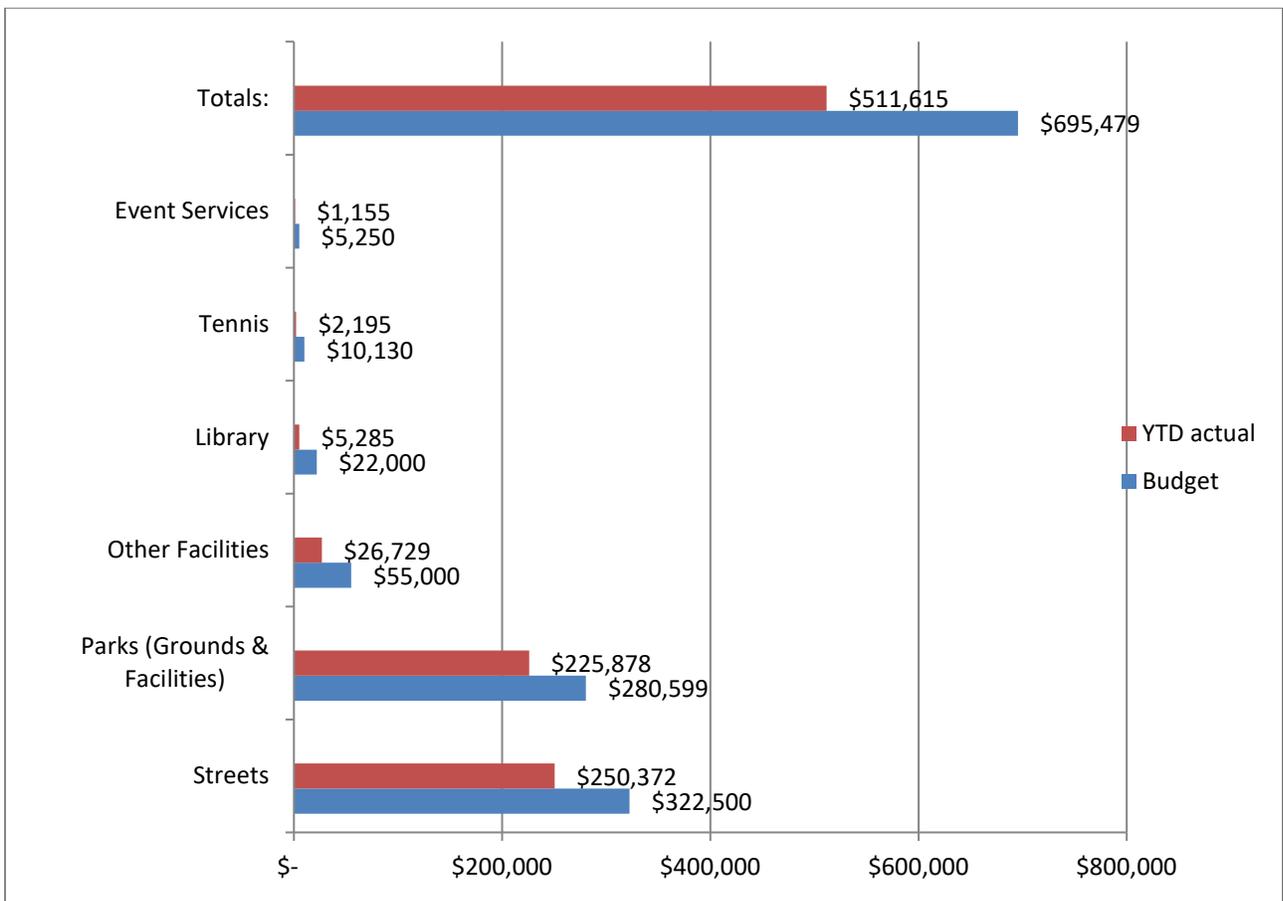


After

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 322,500	\$ 250,372	77.63
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 280,599	\$ 225,878	80.50
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 26,729	48.60
A04	213-30-52031-000	Library	\$ 22,000	\$ 5,285	24.02
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 2,195	21.67
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 1,155	22.00
Totals:			\$ 695,479	\$ 511,615	73.56

****Covid-19 related tasks \$791.44**





PARK GOING'S ON Town of Atherton

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: MAY 1ST, 2020

SUBJECT: PARK GOINGS ON APRIL 2020

REGULAR STAFF

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

- **Performed regular maintenance tasks;**
 - Pick up litter/trash.
 - Remove trash bags.
 - Blow and pick up tree leaves and debris.
 - Inspect and maintain restrooms. – **Restrooms closed 4/1**
 - Inspect and maintain tennis courts. – **Tennis Courts closed 3/23**
 - Inspect and maintain playgrounds. – **Playgrounds closed 4/1**
 - 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. -**Tennis Courts closed 3/23**

- April 1st Park benches, playgrounds, bathrooms, water fountains, par courses, and Pavilion parking lot were closed with signage and barricades by MCE.
- Well #2 (small well) was worked on by Blue Planet
- Little League dugouts locked
- Two tree deliveries delivered
- Leak fixed at the Gilmore House
- Fixed tripping hazard at Main House Patio
- Benches were secured along circle drive near Main House
- MCE discussed park rules and enforced closures due to uptick in Park users

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

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Paint Main House door
- Unclog or fix water fountain near tennis courts
- Repair Corp yard fence
- Plant trees around park
- Fix parts of the walking path

Tennis Numbers

March 22nd was the last day that Tennis was open. No numbers for April.

Closure of baseball field and locks installed on dugouts



Closure of water fountains, picnic areas and playground





Benches secured



New trees and plants delivered



Tripping hazard at Main House Patio fixed





Town of Atherton

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

Community Services Monthly Report April 2020

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
April 1, 2020 to April 30, 2020*

	Apr-20	Fiscal Year 2019-20
Total Construction Valuation¹:	\$35,000	\$89,843,973

REVENUE

Plan Check Fees Collected:	\$583	\$254,815
Permit Fees Collected:	\$962	\$696,072
Other Fees Collected:	\$522	\$40,136
TOTAL:	\$2,067	\$991,023

PLAN CHECK

Applications Received:	6	511
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PERMITS

Residential:		
New Single Family Residential Permits Issued:	0	23
New Accessory Structures Issued:	0	250
Addition / Alteration Permits Issued:	1	146
Reroof / Water Well / Grading Permits Issued:	0	140
Plumbing/Mechanical/Electrical Permits Issued:	4	229
Demolition Permits Issued:	0	52
Non-Residential:		
New Permits Issued:	0	14
TOTAL Permits Issued:	5	854

Total Open Permits as of 4/31/2020	1130
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INSPECTIONS

Inspections Performed:	62	7,370
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

April 1, 2020 to April 30, 2020

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	0	286
Planning Commission Items	3	23

The Planning Commission took the following action at the April 22, 2020 meeting:

1. 48 Gresham Lane - Continued the application for a Lot Line Re-designation to the June 24, 2020 Planning Commission meeting.
2. 147 Laurel - Continued the application for a Special Structures Permit to the May 27, 2020 Planning Commission meeting.
3. 1 Edge Road - Adopted a Initial Study/Mitigated Negative Declaration and Approved a Heritage Tree Removal Permit to remove 6 heritage trees and Approved a Tree Protection Zone (TPZ) exception for 2 heritage trees to remain.

The next regularly scheduled meeting is to be held on May 27, 2020

Arborist Activity Summary

April 1, 2020 to April 30, 2020

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	5	6	0	0

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	0	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
Total New SFD Permits:	2	21	29	27	26	31

Plan Check Performance

April 1, 2020 to April 30, 2020

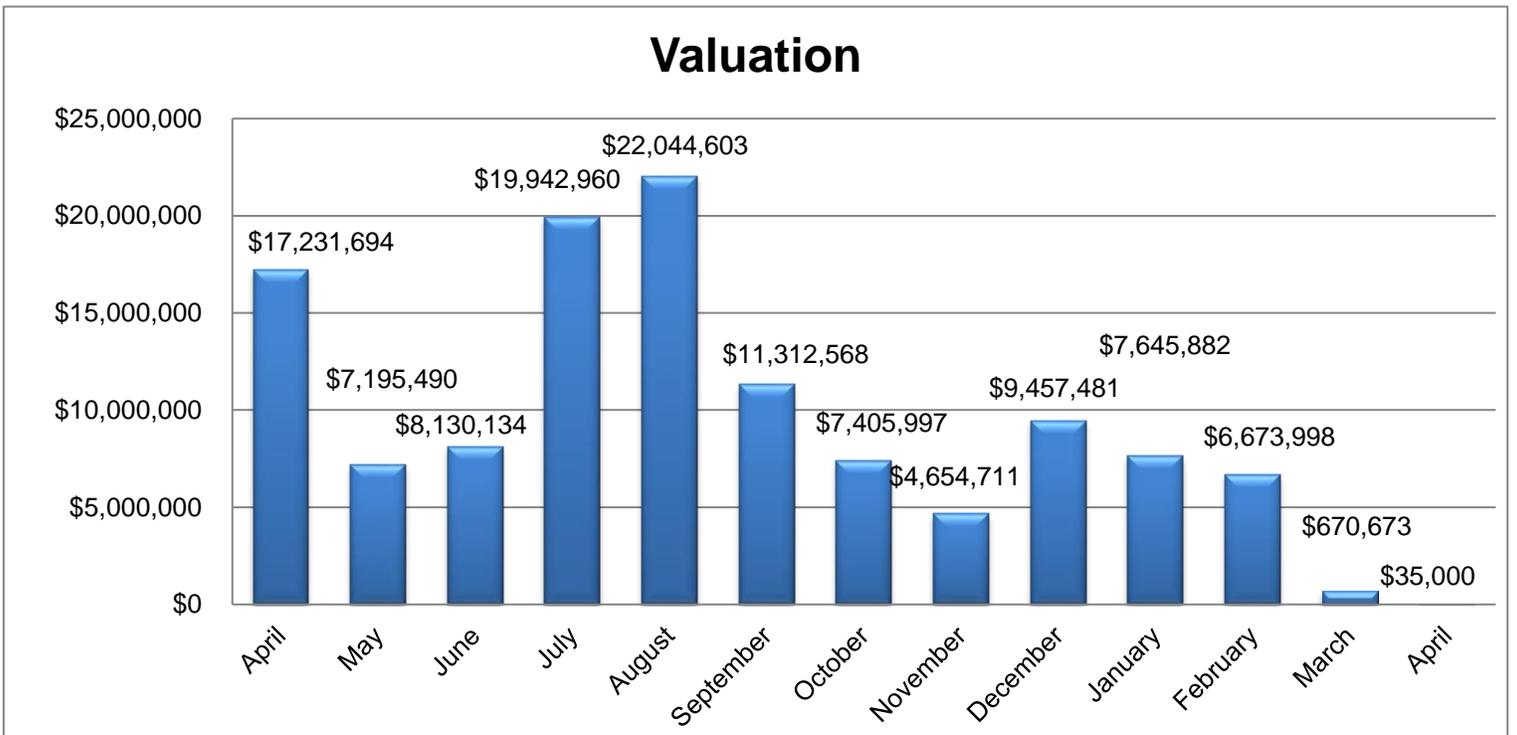
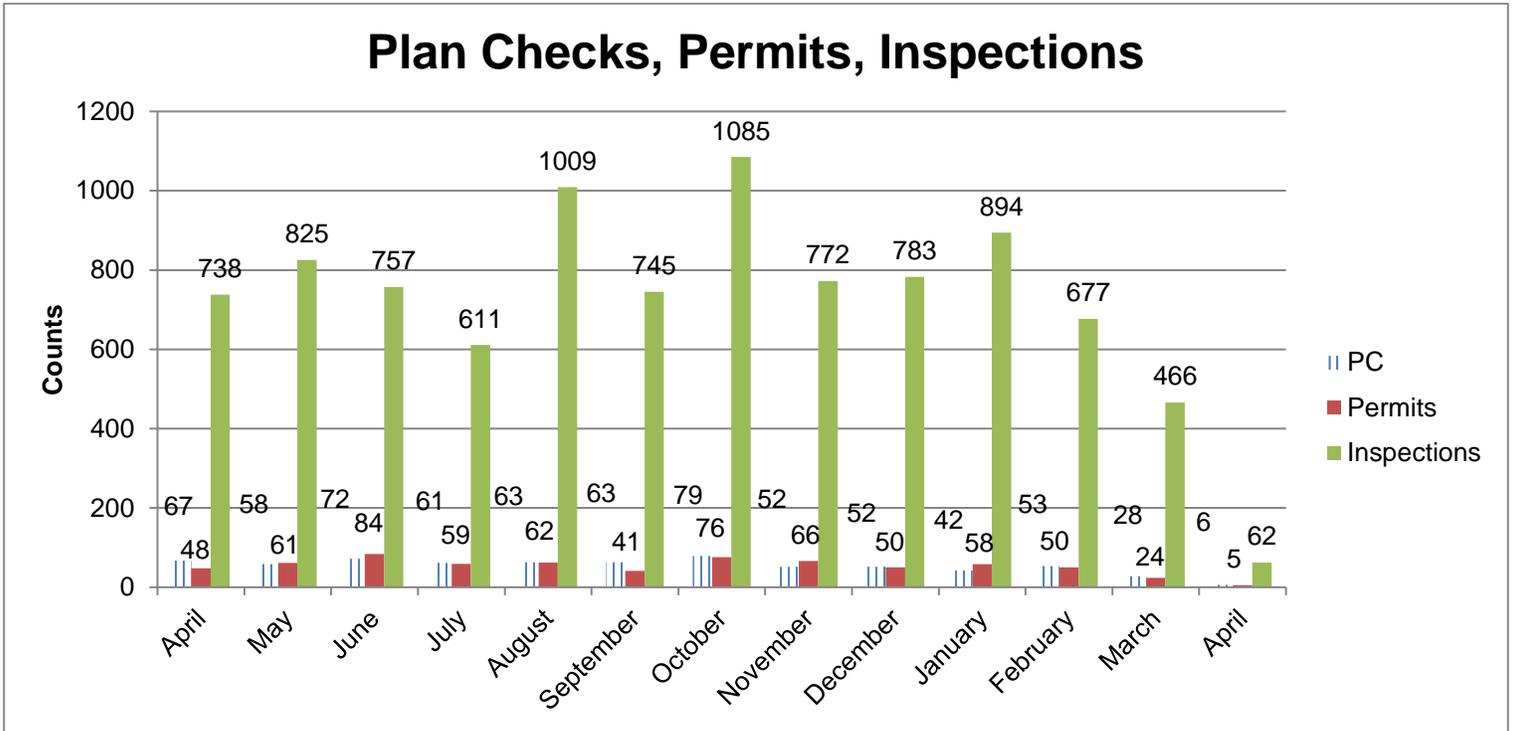
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	4	10	4	0
	Subsequent Rev.	0	5	0	0
Minor Plan Check	1st Review	0	3	0	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		4			

** 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

