



Item No. 6 Town of Atherton

CITY COUNCIL STAFF REPORT – CITY MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: SEPTEMBER 16, 2020

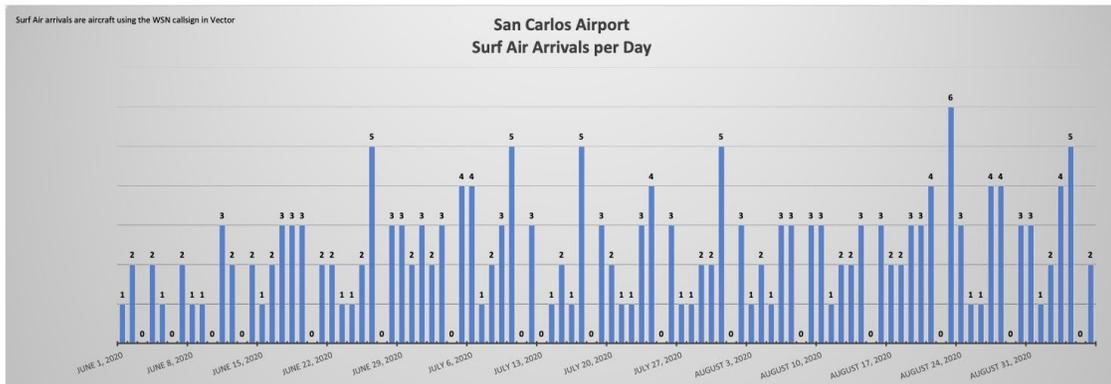
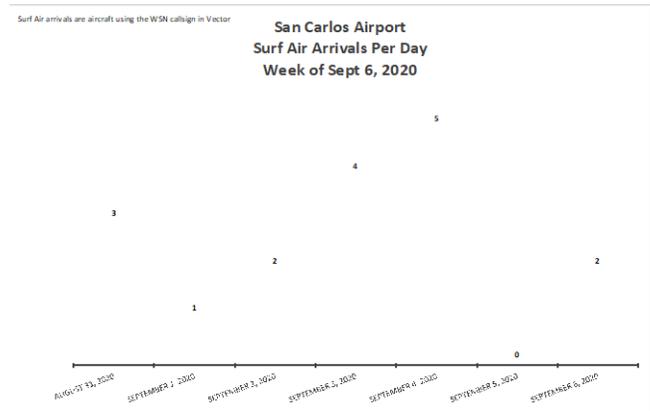
SUBJECT: CITY MANAGER REPORT

The City Manager’s Report includes written reports from the Town’s various Departments. Staff is present to answer any questions the Council may have on the various issues noted in the written in the Reports.

ADMINISTRATION

Surf Air Update Week Ending September 6

Prior to COVID-19, Surf Air averaged 5 arrivals per day to San Carlos Airport with no service on Saturdays. Surf Air’s current average calculated from June 1, 2020 is 2 arrivals per day with no service on Saturdays.



Committee Recruitments

The active recruitment period closed for recruitment of members to the Rail Committee and Environmental Programs. There were no applications received during the period of active recruitment. If you have constituencies that you can connect with for potential applicants, please reach out. We will continue to accept applications and will present them to the Council upon receipt. At this time, there is one vacancy per committee.

On October 7, staff is presenting the Committee Resolution for amendment with respect to the Rail Committee. Proposed amendments are connected to the Rail Committee Charter as it relates to the Caltrain Station. This is moving forward concurrent with review of the Station Closure MOU with Caltrain. Staff will also recommend that the Council consider reducing the size of the Rail Committee from 10 members to 9 - a better size for quorum and voting purposes. This can be done by attrition with regard to the vacant seat.

Menlo College Voting Center

Menlo College has offered up their facilities to the County as a Voting Center for the November 3, 2020 Election.

August 2020 Park Revenue and Event Log

HOLBROOK PALMER PARK-MONTHLY EVENTS FY 20/21

DATE	FACILITY	TYPE OF EVENT	EVENT STATUS/ PAY OR FREE	FEES PAID (not including deposit)	ADMIN. CHARGES (15% Res/30% Non- Res)	TOTAL \$	NOTES
8/15/2020	Main House	Wedding	Non Resident	\$1,793.00	\$537.90	\$2,330.90	Domenico Winery
8/22/2020	Main House	Wedding	Non Resident	\$1,793.00	\$537.90	\$2,330.90	Domenico Winery
8/29/2020	Carriage House	Birthday	Non Resident	\$1,037.00	\$251.10	\$1,288.10	D.Haniger
TOTALS				\$4,623.00	\$1,326.90	\$5,949.90	

REVISED by Finance 9/01/2020

Month	Revenue from Facility Use Fee, Day Use Permit & Addt Charges	Revenue from Administrative Fees	Payment to Catering by Dana (Starting March 2019 50% of Revenue Not including Admin Fees)	Net to Town(50% of Revenue + Admin Fee)
Jul-20	\$0.00	\$0.00	\$0.00	\$0.00
Aug-20	\$4,623.00	\$1,326.90	\$2,311.50	\$3,638.40
Sep-20				
Oct-20				
Nov-20				
Dec-20				
Jan-21				
Feb-21				
Mar-21				
Apr-21				
May-21				
Jun-21				
Total FY 2020-21	\$4,623.00	\$1,326.90	\$2,311.50	\$3,638.40

BUILDING/PLANNING

Monthly Report

See attached Monthly Report for August.

PUBLIC SAFETY

Monthly Report

See attached Monthly Report for August.

PUBLIC WORKS

Monthly Report

See attached Monthly Report for July and August. Due to late invoicing by MCE, the June 2020 year-end statistics appear in the July Report. This Report includes both the year end MCE numbers as well as the total so far, this fiscal year (combined July and August numbers).

Rule 20A Credits

South San Francisco is now ready to begin the purchase of Rule 20A Credits. They are seeking to acquire \$3m in credits. The Town has about \$1.4m. Their initial offer is about \$0.30 per dollar. We advised that we were looking closer to \$0.50 per dollar. Staff will be in contact with the South San Francisco City Manager to see if we can meet somewhere closer to the Town's asking price.

Sculpture at the Park

The concrete pad for the new sculpture at the Park was installed and cured. However, MCE opened the crate for the sculpture and found that one of the welds appeared to be breaking and that there appeared to be minor fractures at the connection. We will be in contact with the seller to determine next steps, but it will not be installed until this is remedied.

C/CAG Measure M Program

C/CAG is reaching out to member agencies to develop their 5-Year Implementation Plan for Measure M Vehicle Registration Fee funds. Staff will be responding to their survey.

AD HOC SUBCOMMITTEE UPDATES

COVID-19 Restart - Widmer/Lempres (Rodericks)

Until there are Event Manager Services for the Park, facility rental events will not be scheduled at the Park after September 18. The Town does not have the staff or resources to manage these activities. Day Use Permits for groups up to 25 are allowed. Tennis and standard facility user group rentals will also continue - dog training, AA, etc. COVID-19 requirements remain in place.

Karunia Harianto ("Nia") - current employee of Catering by Dana managing event services for the Town - had an Event Management business prior to joining Catering by Dana. Nia is interested in assuming the Catering by Dana contract once they shut down. She is in the process of rejuvenating her licenses and insurance. Staff will be evaluating this as a possibility for continuation of event management services in the Park and will be presenting the option, along with other options, to the Council on October 7. As a reminder, Catering by Dana ceases operation on September 18.

Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

The Caltrain JPB Hearing on the Atherton Station Closure occurred on September 3. The Board took public comment. Mayor DeGolia spoke as did Councilmember Wiest. In advance of the Hearing, Caltrain had received 36 public comments. There were 22 comments in support and 12 in opposition submitted via the online portal. There were also 2 letters sent in opposition.

Work on the MOU continues. The Ad Hoc Subcommittee will meet with representatives from Caltrain and the JPB to discuss the draft version of the MOU in mid-September. Legal staff from both agencies are working through final language for both the Maintenance and Use Agreement and Closure MOU.

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

Legal staff from both entities are working through the proposed language in the MOU. As noted prior, the Town's Subcommittee made several recommendations that were not fully incorporated into the Agreement. Following this meeting, the Agreement will be reviewed by the Subcommittee one final time before making its way to the Council for consideration at the October 7 Study Session.

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

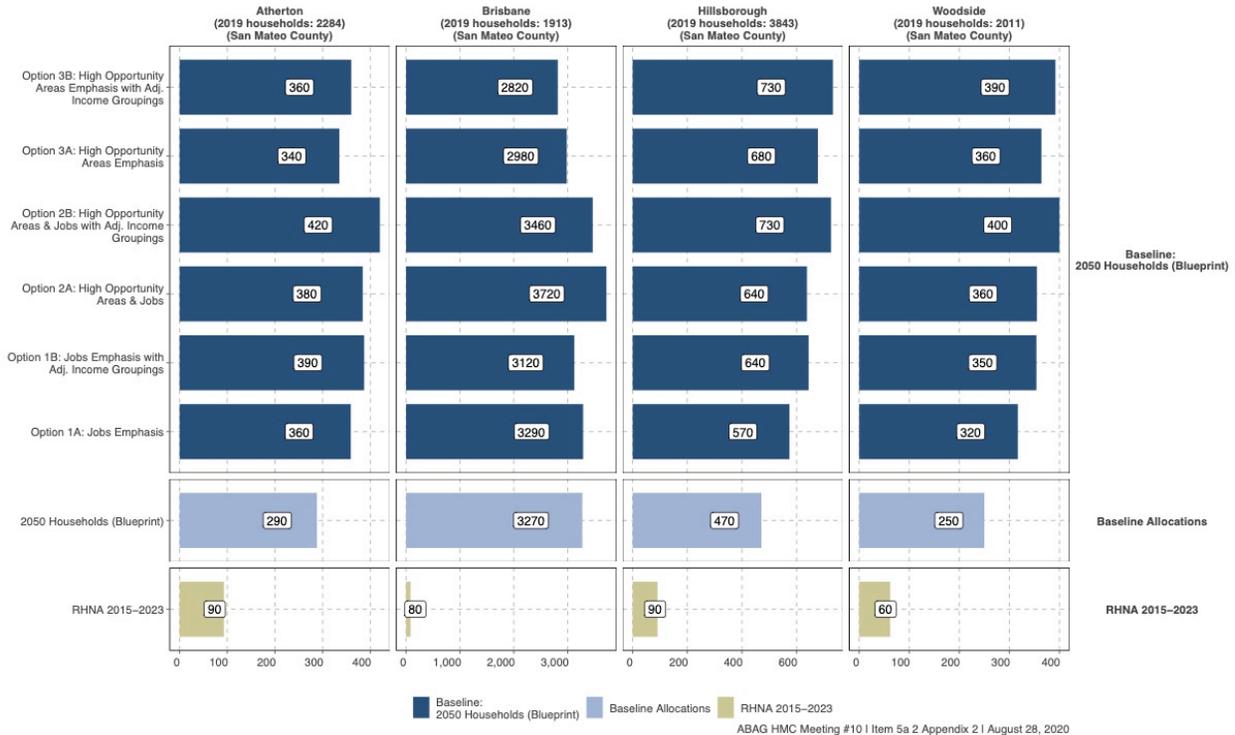
The item will return to the Council at the September 16 Regular Meeting.

Housing Subcommittee - Lewis/Widmer (Rodericks/Costa-Sanders)

Below is the early preview of what the RHNA numbers could look like for Atherton for the next housing cycle. Atherton's previous RHNA allocation for 2015 to 2023 was 90 units. The estimate for the next round ranges from 290 housing units to 420 housing units, depending upon which methodology ABAG elects to use. ABAG is scheduled to settle on the methodology by December 2020 with an official release of allocation(s) scheduled for Spring 2021. We will know our allocation as we move into our Housing Element process in 2021 to be completed by Fall 2022.

**Appendix 2: Potential RHNA Allocation
 Page 15 (Counties on Page: San Mateo)**

Chart shows a RHNA allocation for the methodology concept and baseline listed below. See Item 5a memo for details. Label shows allocation rounded to nearest 10.



ATTACHMENTS

- Town Center Project Cost Summary
- Police Department Report
- Public Works Department Report
- Community Services Department Report

Town Center - Payment Progress & Change Orders (Construction Only)

Total Net Change Orders To Date	\$ 499,672	
Percentage of Change Orders (Town Original Contract))	0.70%	
Percentage of Change Orders (Library Original Contract)	1.62%	
Total Contingency	Total Remaining	
Town 10% Project Contingency	\$2,870,103	\$2,668,715
Library 10% Project Contingency	\$1,837,597	\$1,539,313
	Town Share	Library Share
Roll-up of Approved Change Orders	\$ 201,389	\$ 298,283
CO#1 – DG Pathway	\$ -	\$ 16,334
CO#1.5 – VE/Partnering Meeting	\$ -	\$ -
CO#2 – Webcam #2	\$ -	\$ 26,513
CO#3 – PD Automatic Gate/Secure Parking	\$ 27,021	\$ -
CO#4 – CalWater Required Survey	\$ -	\$ 4,272
CO#4 – CalWater Required Survey	\$ 12,159	\$ -
CO#5 - Demo/Plaster Walls (Library)	\$ -	\$ 5,332
CO#6 - Storm Drain Realignment (Corp Yard)	\$ -	\$ 5,687
CO#7 - Credit for Hand Digging v. Boring	\$ -	\$ (7,754)
CO#8 - Library Pile Work Redesign	\$ -	\$ 22,199
CO#9 - CalWater Required Survey	\$ 2,352	\$ 827
CO#10 - Epoxy Grout	\$ 1,119	\$ 393
CO#11 - CMU Wall, Split Face	\$ 1,335	
CO#12 - Stanchions @ Ancillary Building	\$ 33,459	
CO#13 - Fire Service Line to Ancillary Building	\$ 9,553	
CO#14 - VE Elevator	\$ (67,250)	
CO#15 - Grading/Paving Main & Ancillary	\$ 21,420	
CO#16 - Door Hardware Group	\$ (12,459)	
CO#17 - Dry Rot/Historic Town Hall		\$ 3,079
CO#19 - Lighting Fixtures	\$ 13,045	\$ 4,584
CO#20 - Glazing		\$ 6,628
CO#18 - Window Modification	\$ 4,514	\$ 1,586
CO#21 - Concrete Credit/Library/Hardware/Elec	\$ 8,120	\$ (1,396)
CO#22 - CPE#13 & CPE#51	\$ 147,000	\$ 210,000
	\$ 201,389	\$ 298,283

General Share Division		
Library	26%	
Town	74%	

City Manager Single-Change Order Approval Authority \$ 250,000
 Maximum Total Allowed Change Orders \$ 2,000,000

Payment Request	Work Period	Town Share	Library Share	Total Project	Retention (5%)	AN Funds Paid	AN Funds Remaining
Payment Request #1	Jun-19	\$ 983,533	\$ 538,622	\$ 1,522,156	\$ 76,108	\$ 649,132	\$ 2,676,981
Payment Request #2	Jul-19	\$ 540,673	\$ 587,037	\$ 1,127,711	\$ 56,386	\$ 356,844	\$ 2,320,137
Payment Request #3	Aug-19	\$ 605,478	\$ 972,754	\$ 1,578,232	\$ 78,912	\$ 399,616	\$ 1,920,521
Payment Request #4	Sep-19	\$ 997,235	\$ 638,317	\$ 1,635,551	\$ 81,778	\$ 658,175	\$ 1,262,346
Payment Request #5	Oct-19	\$ 969,456	\$ 252,633	\$ 1,222,089	\$ 61,104	\$ 639,841	\$ 621,604
Payment Request #6	Nov-19	\$ 1,318,002	\$ 341,692	\$ 1,659,694	\$ 82,985	\$ 371,604	\$ 250,000
Payment Request #7	Dec-19	\$ 1,346,738	\$ 555,978	\$ 1,902,716	\$ 95,136	\$ -	\$ -
Payment Request #8	Jan-20	\$ 1,289,498	\$ 480,925	\$ 1,770,423	\$ 88,521	\$ -	\$ -
Payment Request #9	Feb-20	\$ 1,042,792	\$ 342,867	\$ 1,385,659	\$ 69,283	\$ -	\$ -
Payment Request #10	Mar-20	\$ 1,242,721	\$ 440,645	\$ 1,683,366	\$ 84,168	\$ -	\$ -
Payment Request #11	Apr-20	\$ 309,282	\$ 248,412	\$ 557,694	\$ 27,885	\$ -	\$ -
Payment Request #12	May-20	\$ 1,391,401	\$ 713,524	\$ 2,104,924	\$ 105,246	\$ -	\$ -
Payment Request #13	Jun-20	\$ 1,190,085	\$ 553,300	\$ 1,743,386	\$ 87,169	\$ -	\$ -
Payment Request #14	Jul-20	\$ 1,668,570	\$ 499,340	\$ 2,167,910	\$ 108,396	\$ -	\$ -
Payment Request #15	Aug-20	\$ 1,587,199	\$ 541,236	\$ 2,128,435	\$ 106,422	\$ -	\$ -
Payment Request #16	Sep-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #17	Oct-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #18	Nov-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #19	Dec-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #20	Jan-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #21	Feb-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #22	Mar-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #23	Apr-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #24	May-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #25	Jun-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #26	Jul-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #27	Aug-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #28	Sep-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #29	Oct-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #30	Nov-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$ 16,482,663	\$ 7,707,282	\$ 24,189,945	\$ 1,209,497	\$ 3,075,212	
Initial Project Bid		\$ 28,701,034	\$ 18,375,966	\$ 47,077,000			
Net Change Orders		\$ 201,389	\$ 298,283	\$ 499,672			
Updated Project Cost		\$ 28,902,423	\$ 18,674,249	\$ 47,576,672			
Percent Complete (based on \$)		57%	41%	51%			
Target % Complete (25/m Sch)				52%			
Each Month Represents				4%			

Donation Contributions

	Design	Percent	Construction	Percent
Project Cost (Town Only)	\$ 3,980,652	74%	\$ 28,902,423	61%
Atherton Now	\$ 2,125,203	53%	\$ 3,075,212	10.64%
Other (Lurie)			\$ 500,000	1.73%
Other (Various)			\$ 48,884	0.17%
Other (Orchard)			\$ 50,000	0.17%
Other (Goldman Foundation)			\$ 225,000	0.78%
	\$ 2,125,203	53%	\$ 3,899,096	13.49%

POLICE DEPARTMENT

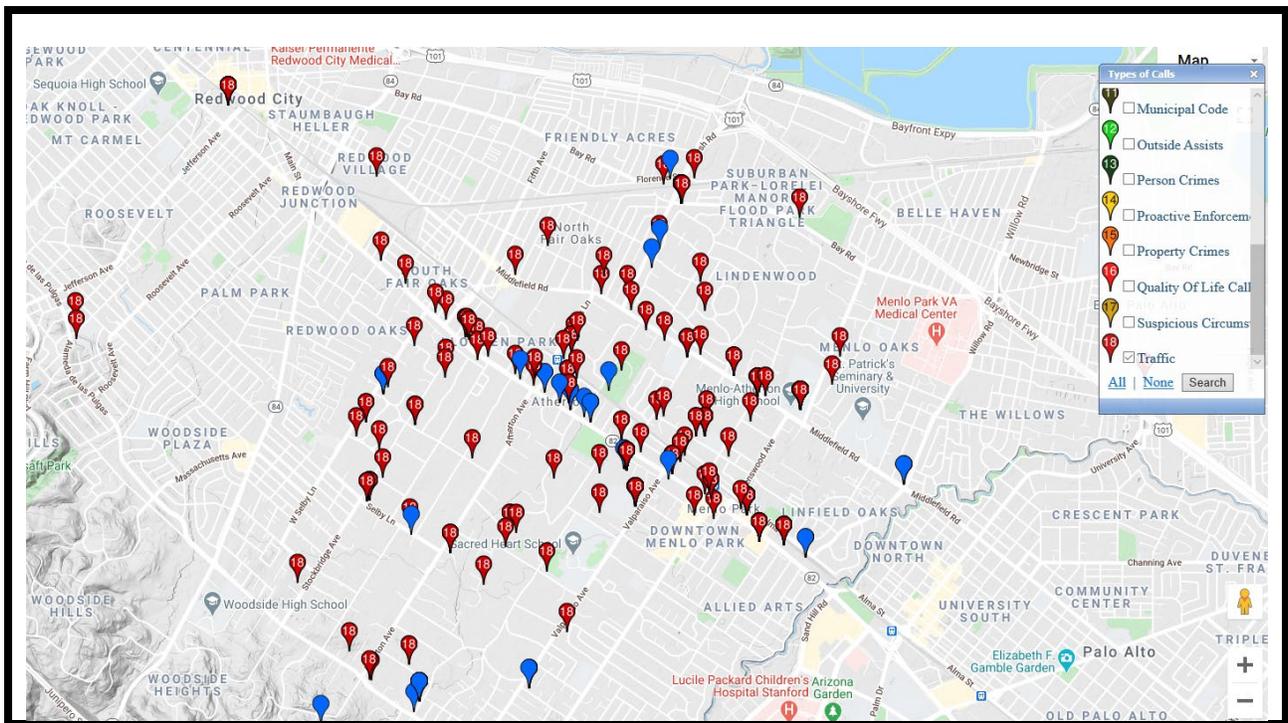
Police Activity

There were 69 investigations for the month of August. 22 offenders were cited, arrested, or referred to the San Mateo County District Attorney’s Office for prosecution. Those offenses included warrant arrests, possession of drug paraphernalia, possession of marijuana for sale, driving with a suspended driver’s license, residential burglary, DUI, domestic violence, and public intoxication.

Of the 2,799 total police incidents for the month of August, 2,013 were officer-initiated incidents, which resulted in 367 citations being issued for vehicle code and other violations. Officers initiated 1,556 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.

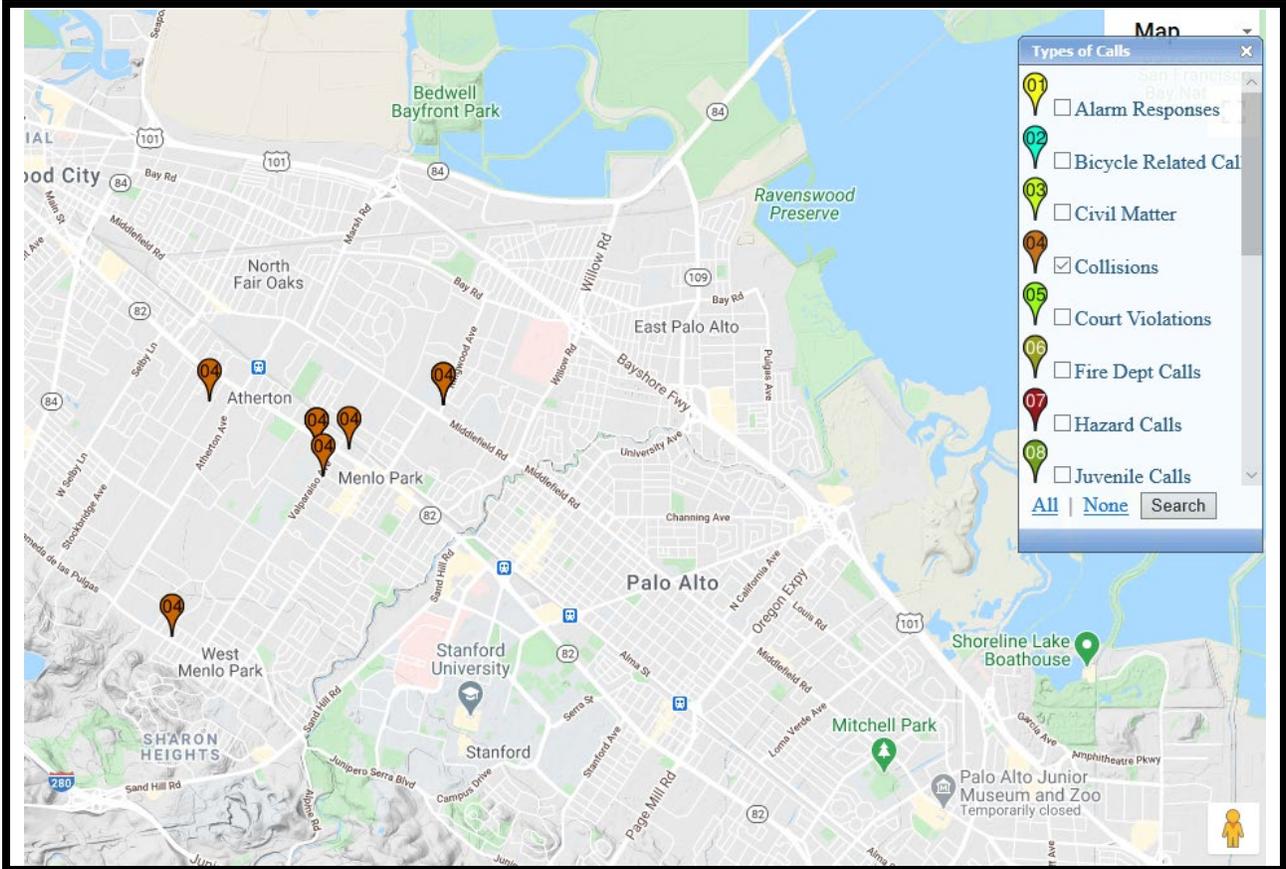
Traffic Incidents

Overall, there were 437 traffic incident locations, some with multiple stops, for August. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

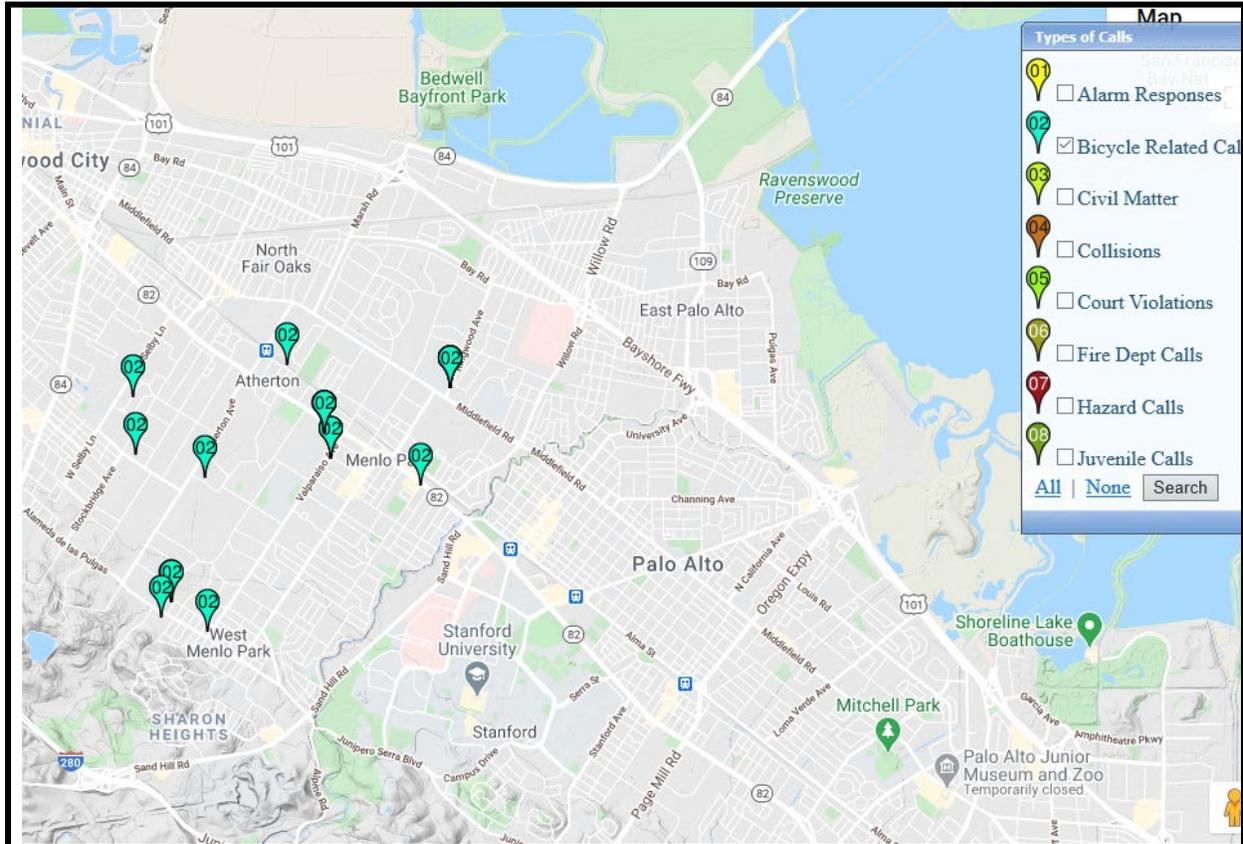
There were 6 collision locations in August. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

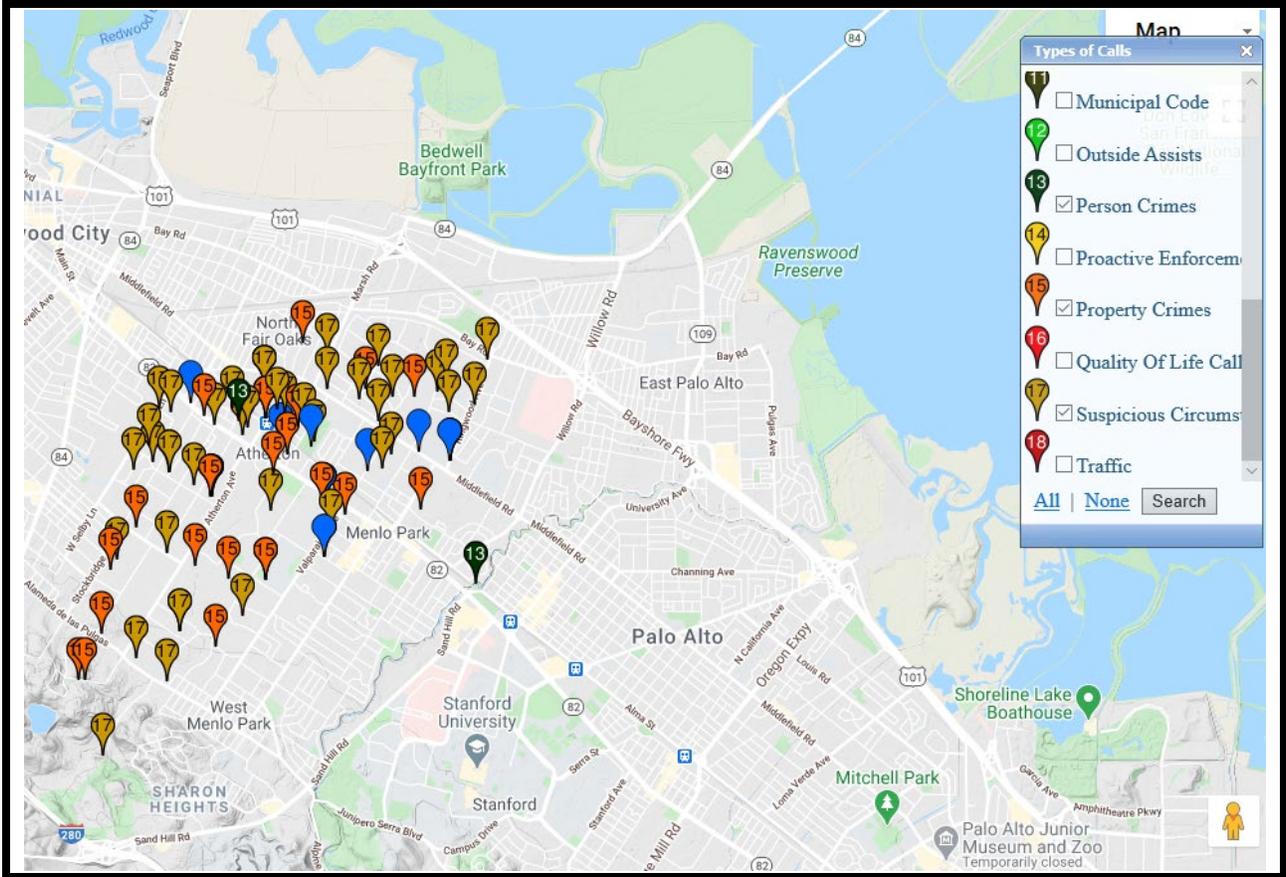
There were 11 bicycle stop incidents initiated for improper lighting equipment (5), stop sign violation (5) riding on the wrong side of the road (1).

These stops resulted in 8 verbal warnings and 3 warning citations.



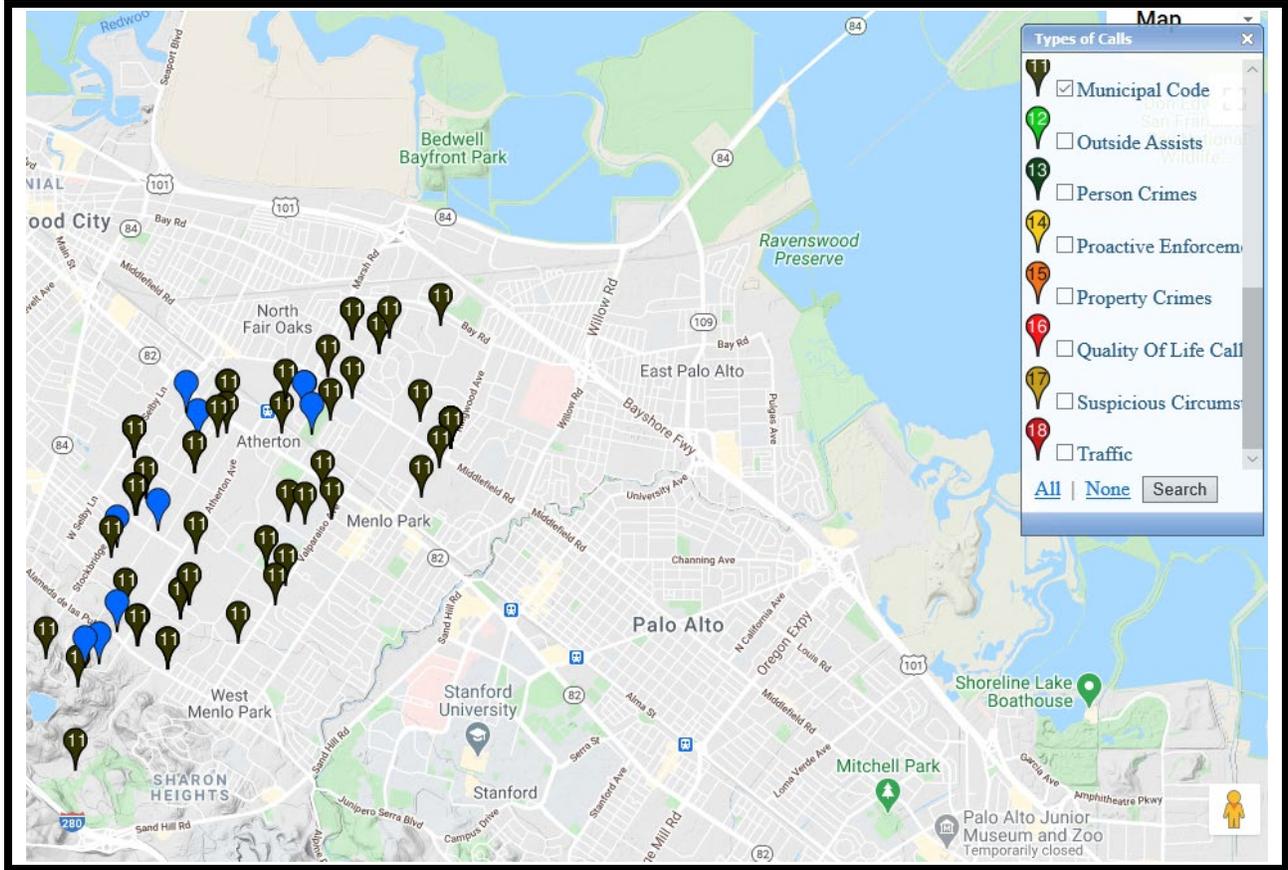
Criminal Activity and Suspicious Circumstances

The Department responded to 85 locations (some locations multiple times) for property crimes (26), person crimes (5), and incidents of suspicious circumstances (57).



Municipal Code Violations

The Department responded to 70 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for construction parking, after hours construction, the report of illegal fireworks, right of way issues, and noise disturbances.



Holbrook Palmer Park

Holbrook Palmer Park had 153 incidents this reporting period, 141 of which were security checks and foot patrols by officers. The other incidents were for social distancing violations, suspicious vehicles, report of scooters on the pathways, report of people in the park after dark, and an off-leash dog.

Premise Watch

Officers completed 805 House/Vacation checks during the month of August.

ATTACHMENT 2

School Incidents

Officers responded to **330** 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	4	2	-	4	6	9	3	11	55
	Security	20	14	55	58	29	40	32	40	6	13	9	20	336
	Traffic	-	-	-	-	1	-	1	1	5	3	1	3	15
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	1	-	1
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomas</i>	Other	6	4	4	1	7	6	10	6	3	9	4	4	64
	Security	23	16	38	51	25	35	61	50	5	-	10	16	330
	Traffic	5	-	-	-	-	-	-	-	3	9	-	-	17
<i>Laurel</i>	Other	3	-	5	2	5	2	6	3	1	6	2	3	38
	Security	12	14	34	45	16	34	19	33	7	8	6	15	243
	Traffic	-	-	-	-	-	-	-	-	2	1	-	-	3
<i>M-A HS</i>	Other	42	35	32	3	6	11	3	11	41	56	43	25	308
	Security	29	22	64	91	57	49	60	69	18	25	26	24	534
	Traffic	1	2	-	-	-	1	1	-	2	5	2	3	17
<i>Menlo College</i>	Other	5	2	3	2	4	3	3	5	6	5	16	6	60
	Security	28	6	41	64	37	42	35	42	12	4	25	18	354
	Traffic	2	1	-	-	1	1	-	3	1	-	1	1	11
<i>Menlo School</i>	Other	2	2	5	-	1	3	2	2	3	13	5	4	42
	Security	9	10	16	17	5	12	11	10	1	18	10	14	133
	Traffic	-	-	-	-	-	-	-	-	-	1	-	-	1
<i>Sacred Heart</i>	Other	6	10	8	2	3	5	3	4	5	17	3	5	71
	Security	-	6	6	16	8	11	7	7	-	9	3	3	76
	Traffic	-	-	1	-	-	-	-	-	4	-	4	4	13
<i>Selby Lane</i>	Other	-	1	1	3	7	5	2	1	1	7	-	-	28
	Security	38	25	66	57	37	38	34	37	26	28	27	36	449
	Traffic	-	1	-	1	2	1	1	2	4	1	1	2	16
Total		239	174	383	414	255	301	133	330	162	247	202	217	3,057

ATTACHMENT 2

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, 27 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
July	2020	4:09
June	2020	4:48
May	2020	4:40
April	2020	4:14
March	2020	5:52
February	2020	5:00

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens):
For calls for service that required a code 3 response, the average response time was 1 minute and 54 seconds.

TOTAL TRAINING HOURS FOR August 2020 – 136 HOURS

NAME	TRAINING/HOURS	DATES
Larsen	SLI- Sup. Leadership Institute/24 hours session 1/8	Aug. 13-15
Koehler	Interpersonal Skills and Career Survival/8 hours	Aug. 17
Rojas	Firearms Instructor Course/80 hours	Aug. 24-Sep. 2
Romero	Radar Course/24 hours	Aug. 31-Sep. 2

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
August	2,013	367
July	1,808	208
June	1,536	124
May	1,480	94
April	1,611	18
March	1,756	125

Code Enforcement Activity Report
August 1 – August 31, 2020

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2020)
1.	Opened Cases	19	166
2.	Resolved/Closed Cases	18	144
3.	Cases Pending	198	N/A
4.	Written/Formal Notices Issued	12	108
5.	Citations Issued	45	228
6.	Amount in Citations	\$43,000*	\$122,400

During the month of August, there were over 79 incidents related to code enforcement. Those incidents included but were not limited to: construction parking, construction hours, work without building permits, right-of-way encroachments or obstructions, encroachment permit issues, dead and dangerous trees, heritage tree damage, unpermitted tree removals, overgrown landscaping issues, set-back zoning issues, trash cans being left out, accumulations of trash/debris, lack of maintenance, dumping of debris in the right-of-way, noise nuisance, unpermitted mobile food vendors, unpermitted circulars/magazines, unpermitted commercial uses and COVID-19 protocol related enforcement.

Code Enforcement staff also assisted with construction hours/noise exemption permits and provided translation assistance to Officers. Staff continues to inform and reassure the public of ongoing measures taken to safeguard against COVID-19.

**The amount (monetary) of citations for this month exceed the average due to a case at a residence on the 100 block El Camino Real for ongoing zoning violations--commercial use, lack of business license and lack of Home Occupation Permit. After months of attempts to gain voluntary compliance, enforcement actions were escalated in pursuit of compliance. Each day the violations continued, a \$2,000 citation was issued; \$500 for each of the 4 counts/code sections. A total of 18 citations totaling \$35,300 are in relation to this case. As of 8/31/20, staff received confirmation from the property manager of their intent to terminate the tenant's lease, as he is directly responsible for causing the violations. This should provide compliance in the long term. Enforcement actions will be ongoing until compliance is met.*

TRAFFIC COMPLAINTS

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

- 1) A resident reported speeding vehicles, and construction vehicles, on Glenwood Avenue, between 8:00am and 10:00am, Monday through Friday.

Results: 64 minutes spent in the area
2 Warning Citations, 5 Verbal Warnings, and 1 Citation issued

- 2) A resident reported construction trucks speeding and driving recklessly on Polhemus Avenue during different times of the day.

Results: 130 minutes spent in the area
No violations observed

- 3) A resident reported speeding vehicles, and construction vehicles, on Glenwood Avenue, between 3:00pm and 6:00pm, Monday through Friday.

Results: 93 minutes spent in the area
7 Warning Citations and 2 Verbal Warnings issued

COVID-19 INCIDENTS:

During the month of August, Atherton Police Officers responded to 2 Shelter in Place Order Violations. Both calls were related to social distancing.

Public works update – July-August 2020

- Sweep contracted monthly streets:

July	55 Miles	14.0 cu. Yards	2.0 tons
August	60 Miles	14.0 cu. Yards	2.2 tons

- July Service requests –
 - Repaired streetlight on Serrano Drive near Selby Lane
 - Repair A/C unit at PD
 - Installed EAP signage throughout Town
 - Removed weeds from PD temporary driveway
 - Removed litter along Fair Oaks Lane between PD gate and Atherton train station
 - Removed branches from pedestrian pathway behind Town Center project
 - Adjusted Town of Atherton sign on Marsh Road
 - Replace knockdown directional signage in Holbrook-Palmer Park
 - Removed rodent feces from PD Armory
 - Moved finance boxes to storage
 - Pressure washed gutter along Mandarin Way
 - Repaired white fencing at 1 Watkins Avenue
 - Built and installed street marker at McCormick Lane at Marianna Lane
 - Picked up abandoned bike at 55 Redwood Way
 - Installed signage along Alameda de Las Pulgas at Camino Al Lago
 - Pruned trees blocking Railroad arm and signage along Watkins Avenue (westbound)
 - Cleared clogged sewer line at PD

- August Service requests –
 - Removal of graffiti on pillars at the intersection of Stockbridge Avenue at Serrano Drive
 - Installed speed radar signs on Watkins Avenue
 - Installed signage along Alameda de Las Pulgas at Camino Al Lago
 - Removed fallen tree from roadway in front of 122 Tuscaloosa Avenue
 - Picked up illegal trash dumping at Selby Lane/Oakwood Boulevard
 - Picked up abandoned bike at 47 Jennings Lane
 - Removed broken/hanging tree branch over roadway in front of 98 Monte Vista Avenue
 - Removed organic debris at the temporary library site
 - Removed weeds in front of PD
 - Picked up cardboard boxes from roadway on Selby Lane
 - Removed tree limb from roadway on Monte Vista Avenue at Camino Al Lago
 - Picked up illegal trash dumping at 197 Selby Lane

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter removal on Marsh Road, Middlefield Road and Alameda de las Pulgas.
- Replaced fixed delineators on Middlefield Road
- Pruned oleanders blocking Railroad crossing sign

ATTACHMENT 3

- Pruned overhanging vegetation on Camino al Lago at Monte Vista Avenue
- Filled potholes along Stockbridge Avenue
- Pruned branches along El Camino Real for sign visibility
- Pruned shrub on Austin Avenue at Selby Lane for sign visibility
- Pruned low hanging branches on Selby Lane at El Camino Real
- Installed 4 new speed radar signs throughout town
- Removed weeds from Middlefield Road
- Weed removal from El Camino Real
- Replaced signage throughout Town
- 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.

Pressure washed concrete valley gutter along Mandarin Way



Before



After

Adjusted and replaced pole for Town of Atherton sign on Marsh Road



Before



After

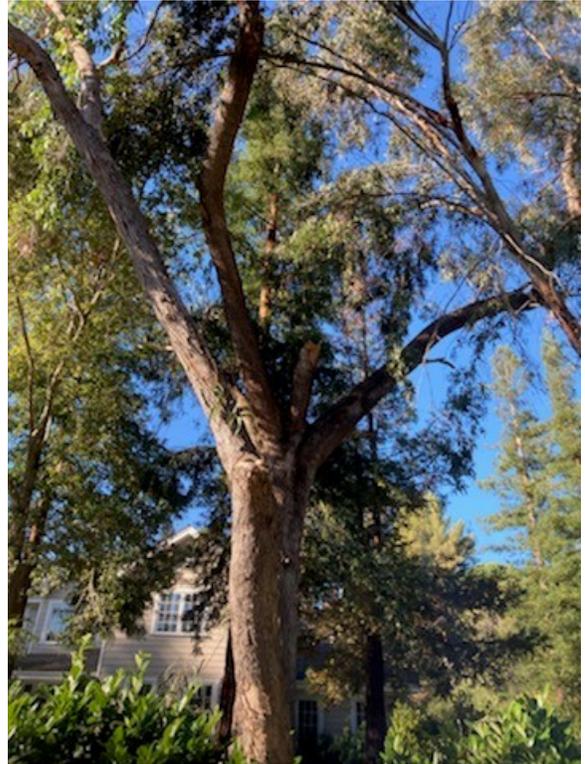
Installed EAP sign



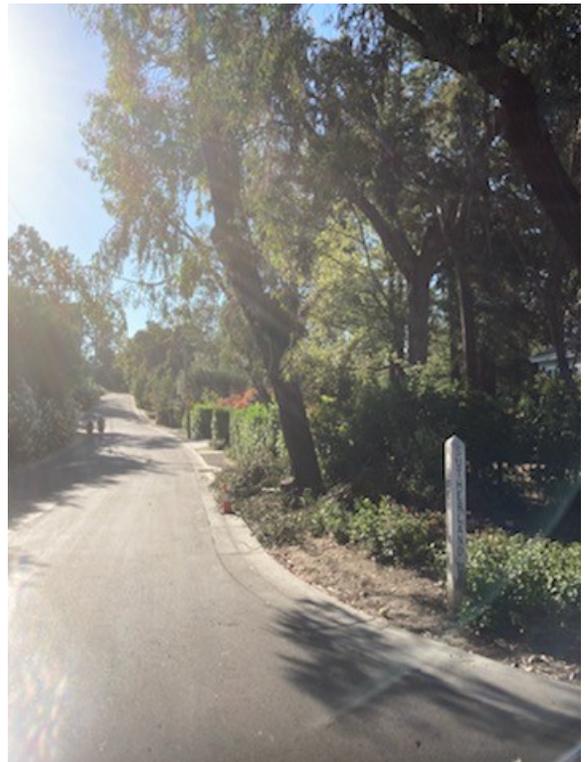
Removed fallen branch from roadway in front of 1 Sutherland



Before



Before



ATTACHMENT 3

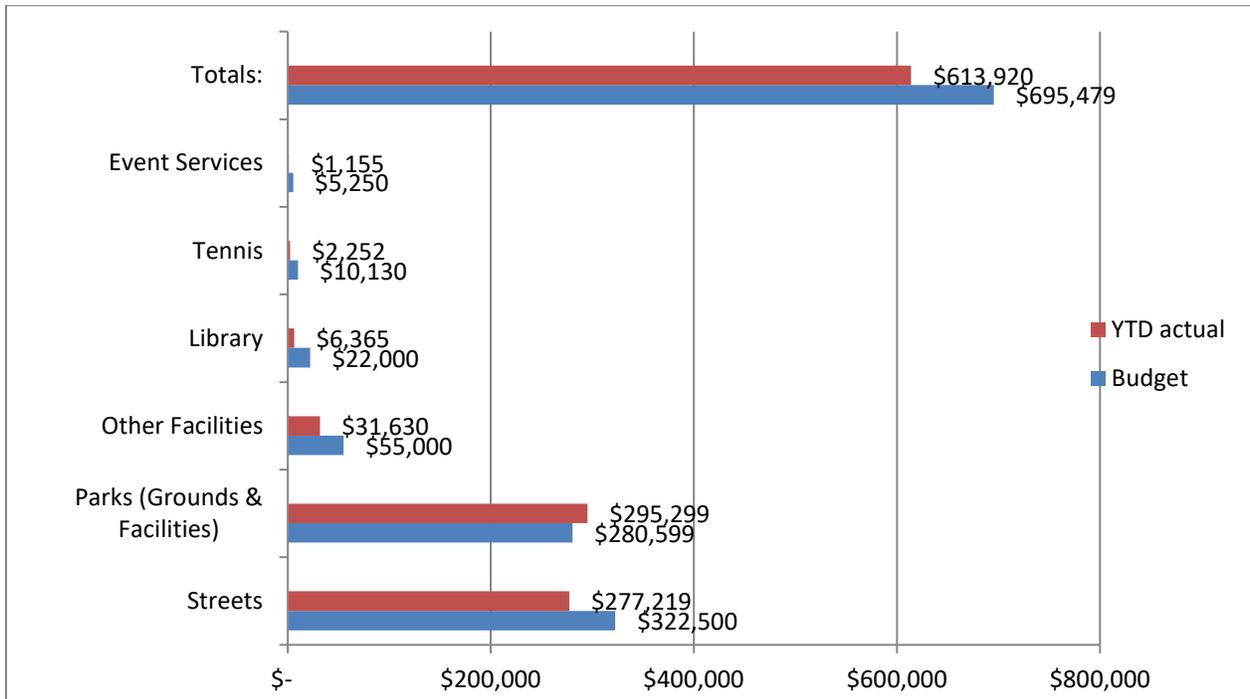
Before

After

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through June 2020 (FY19-20)

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 322,500	\$277,219	85.96
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 280,599	\$295,299	105.24
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$31,630	57.51
A04	213-30-52031-000	Library	\$ 22,000	\$6,365	28.93
A05	101-58-52031-000	Tennis	\$ 10,130	\$2,252	22.24
E06	101-58-52031-058	Event Services	\$ 5,250	\$1,155	22.00
Totals:			\$ 695,479	\$613,920	88.27

****Covid 19 Related Cost = \$643.48**

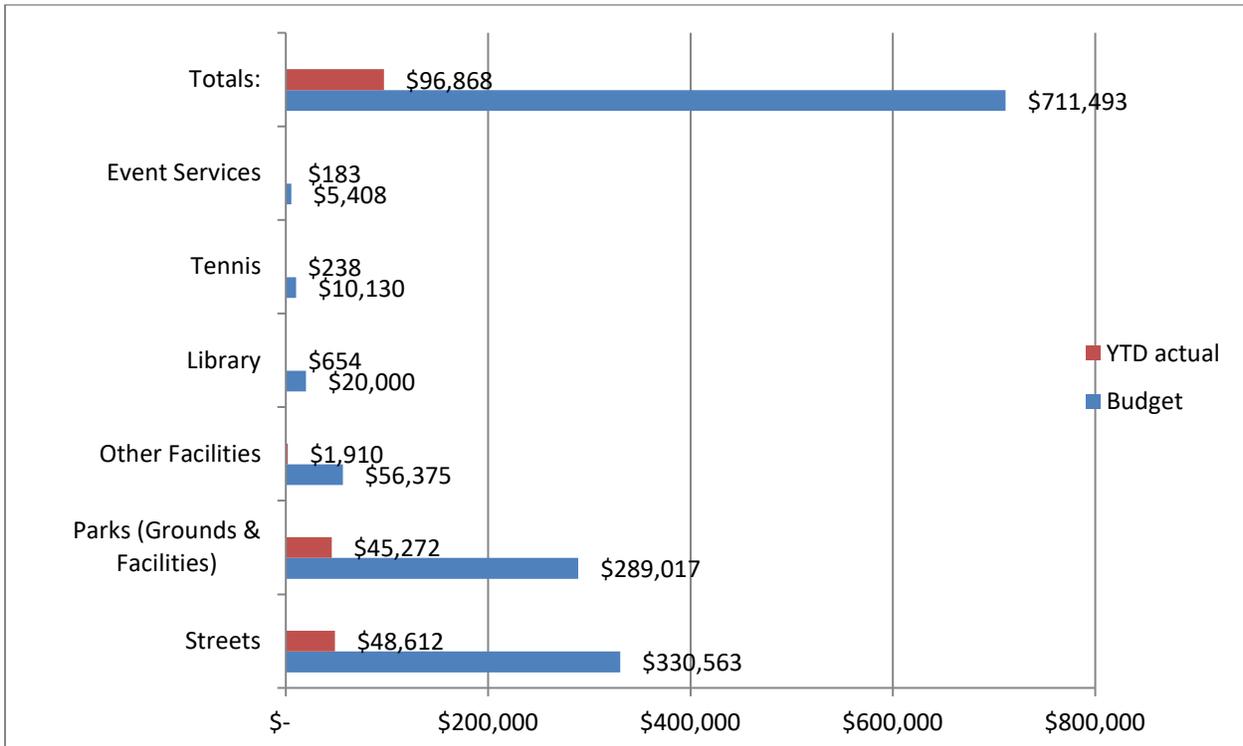


ATTACHMENT 3

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through August 2020 (FY20-21)

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 48,612	14.71
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 45,272	15.66
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 1,910	3.39
A04	213-30-52031-000	Library	\$ 20,000	\$ 654	3.27
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 238	2.34
E06	101-58-52031-058	Event Services	\$ 5,408	\$ 183	3.38
Totals:			\$ 711,493	\$ 96,868	13.61

****Covid 19 Related Cost = \$183.88**





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

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: JULY 1ST, 2020

SUBJECT: PARK GOINGS ON JULY 2020

REGULAR STAFF

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

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

- Daily monitoring of closed areas and re-closing with tape
- Stakes taken off Sycamore trees in Admin parking lot
- Deadheaded roses and agapanthus plants throughout park
- Fixed decomposed granite at the Event Garden and removed weeds in the new statue location
- Fixed gates at tennis courts
- New statue delivered and stored
- Fence at playground bathrooms repaired
- Fixed clasp on electrical box
- Mulched roses
- Homeless area found and cleaned up
- Spraying of weeds weekly
- Fixed irrigation issues
- More trees planted around the park

New and future planned projects:

- Prepare stand and install new statue at Event Garden
- 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- still closed
- Repair Corp yard fence
- Resurface Courts 4&5

Tennis Numbers

July #'s

Total Courts hours- 342

Clinics: **0 due to COVID restrictions**

Lessons: 290

Events: 2 weekly coaches meeting

Clay Court Bookings: 0 paid hours

Total # of students: 223

ATTACHMENT 3

Roses have been mulched



New Statue delivered and stored



Fixed fence outside Men's Bathroom at Playground



Electrical box at North Meadow fixed



Encampment near North Meadow cleaned up



Event Garden area prepped for statue



Closure signs updated and tape reattached daily



Stakes taken off Sycamore trees in Trailer Parking Lot





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

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: AUGUST, 25TH 2020

SUBJECT: PARK GOINGS ON AUGUST 2020

REGULAR STAFF

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

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

- Daily monitoring of closed areas and re-closing with tape
- Spraying of weeds weekly
- Little League Fence removed
- Event garden grass area fertilized and reseeded plus closed off
- Pruning of trees in the park including Event Garden trees by West Coast Arborists
- Monkey Puzzle seed pods removed from three trees by West Coast Arborists
- Tree of Heaven removal
- The base for the new Event Garden statue was installed by MCE Construction division
- New temporary signage was installed

New and future planned projects:

- Install new statue in Event Garden
- 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- still closed
- Repair Corp yard fence

Tennis Numbers

August:

Total Courts hours- 297

Clinics: 0 due to COVID restrictions

Lessons: 215

Events: 1 weekly coaches meeting

Clay Court Bookings: 0 paid hours

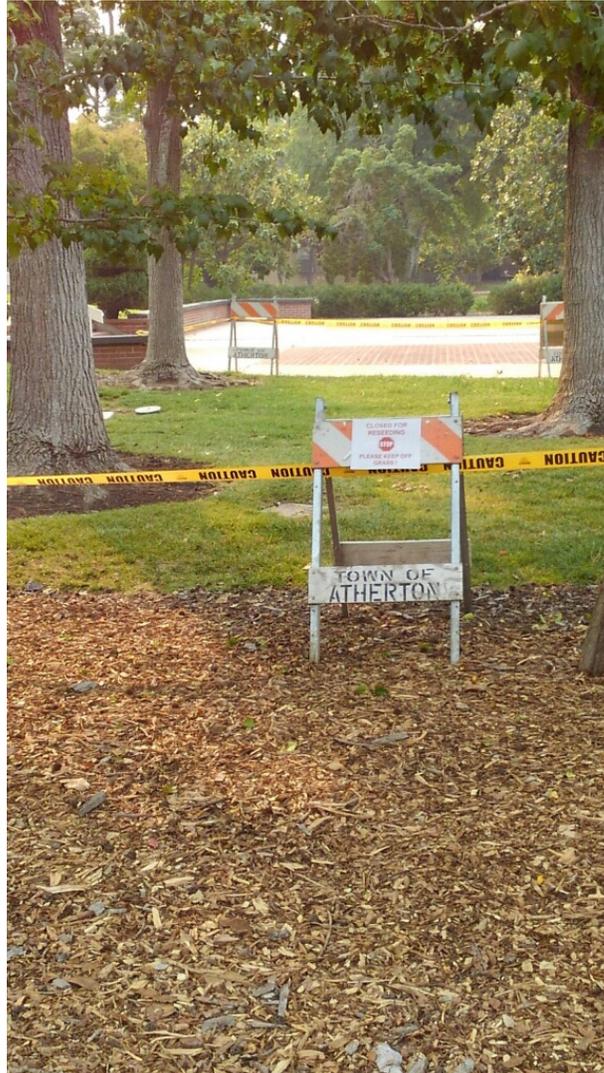
Total # of students: 217

We lost a bunch of lessons due to smoke issues the past 7 days.

Little League fence removed



Main House Lawn closed for reseeding and fertilizing due to high use



New temporary signage



New Event Garden statue base



West Coast Arborist pruning trees in the park





Town of Atherton

**Building Department
150 Watkins Ave.
Atherton, California 94027
Phone: (650) 752-0560**

Community Services Monthly Report August 2020

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety Inspections**

ATTACHMENT 4

Construction and Permit Summary
August 1, 2020 to August 31, 2020

	Aug-20
Total Construction Valuation¹:	\$17,922,465

Fiscal Year 2020-21	Fiscal Year 2019-20
\$33,621,577	\$41,987,563

REVENUE

Plan Check Fees Collected:	\$19,124
Permit Fees Collected:	\$126,987
Other Fees Collected:	\$4,576
TOTAL:	\$150,687

\$44,080	\$70,678
\$230,746	\$243,466
\$8,101	\$10,602
\$282,927	\$324,746

PLAN CHECK

Applications Received:	71
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149	123
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PERMITS

Residential:	
New Single Family Residential Permits Issued:	5
New Accessory Structures Issued:	23
Addition / Alteration Permits Issued:	6
Reroof / Water Well / Grading Permits Issued:	21
Plumbing/Mechanical/Electrical Permits Issued:	25
Demolition Permits Issued:	5
Non-Residential:	
New Permits Issued:	0
TOTAL Permits Issued:	85

9	6
53	40
12	21
37	27
42	32
10	10
1	6
164	142

Total Open Permits as of 8/31/2020	1071
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1089

INSPECTIONS

Inspections Performed:	1026
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2,361	1,620
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

August 1, 2020 to August 31, 2020

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	21	37
Planning Commission Items	4	7

The Planning Commission took the following action at its August 26, 2020 meeting:

1. Approved the request for a Tree Protection Zone Exception at 2 Encino Road.
2. Approved the request to remove two heritage Deodar Cedar trees at 83 Linda Vista
3. Approved the request for a Conditional Use Permit to allow temporary portable buildings at Menlo School to accommodate staff and faculty child care during the COVID-19 pandemic.
4. Voted to recommend the City Council deny the Accessory Dwelling Unit Ordinance. The Commission expressed concern with State oversight and loss of local control. Staff will continue to recommend the Ordinance to City Council. If the Ordinance is not adopted, the State rules will apply in Atherton.

The next Planning Commission meeting is scheduled for September 23, 2020

Arborist Activity Summary

August 1, 2020 to August 31, 2020

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	13	8	0	72

**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	2	1	5	4	2	1
June	2	1	2	3	0	3
July	4	1	5	1	5	8
August	5	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:	15	21	29	27	26	31

Plan Check Performance

August 1, 2020 to August 31, 2020

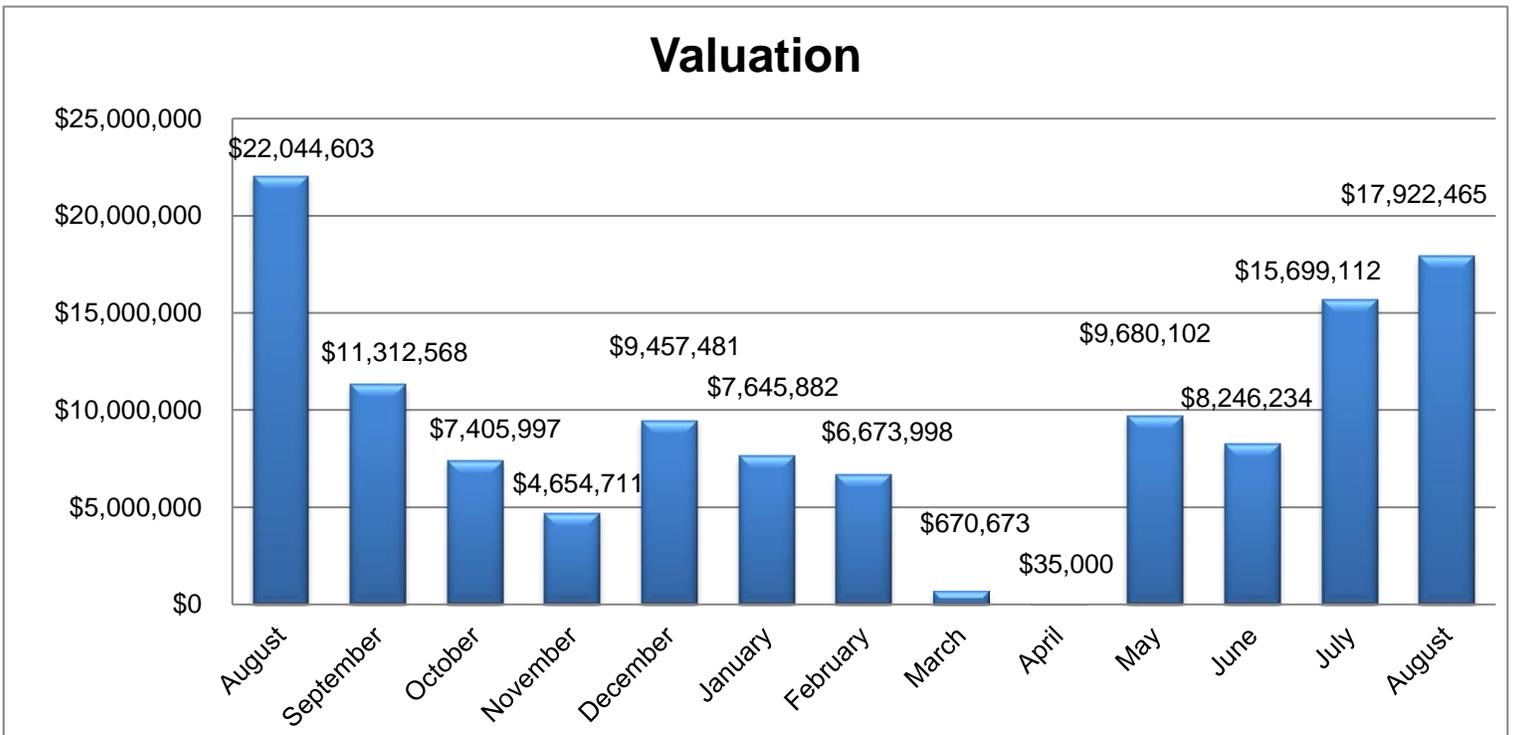
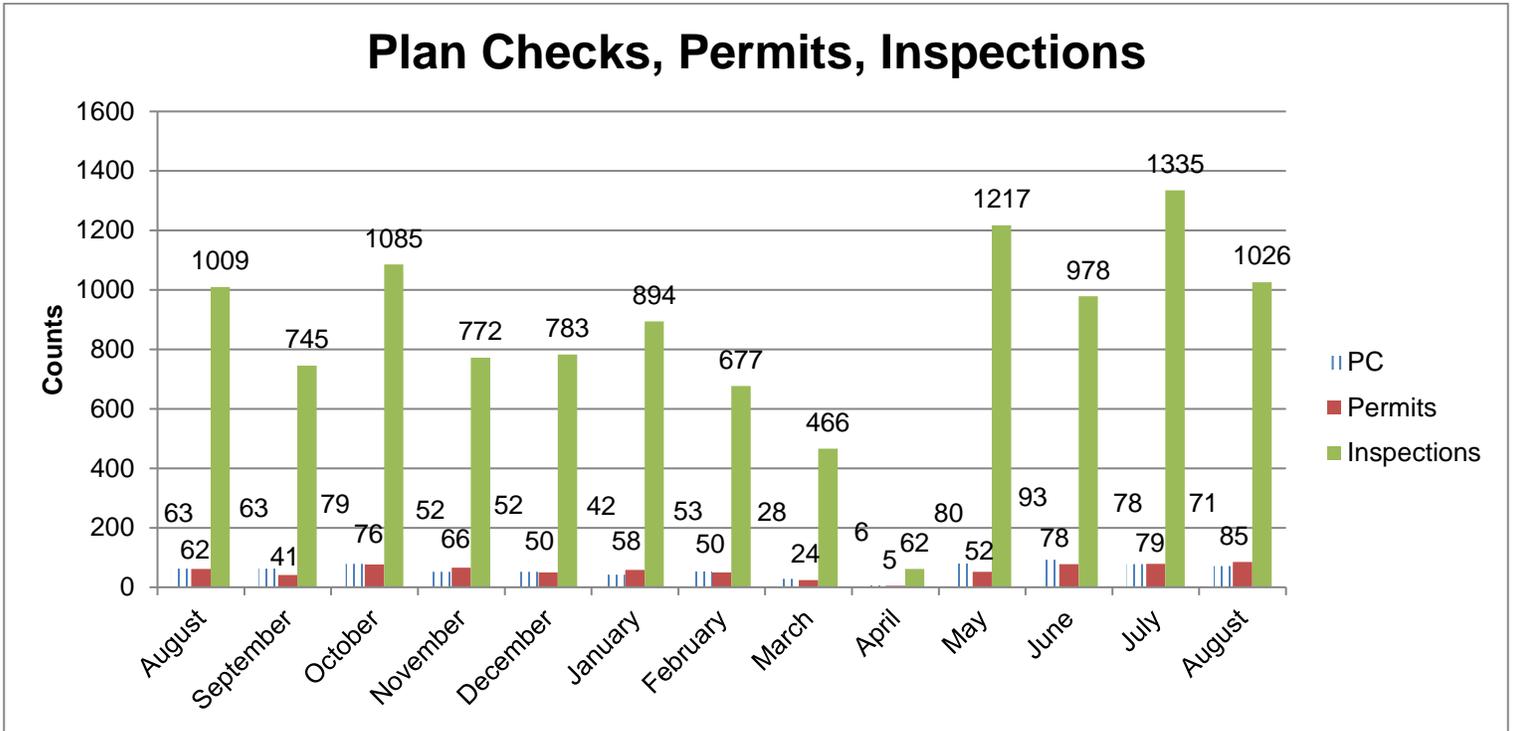
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	100	10	9	0
	Subsequent Rev.	139	5	4	0
Minor Plan Check	1st Review	23	3	2	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		262			

** 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

