



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: OCTOBER 21, 2020

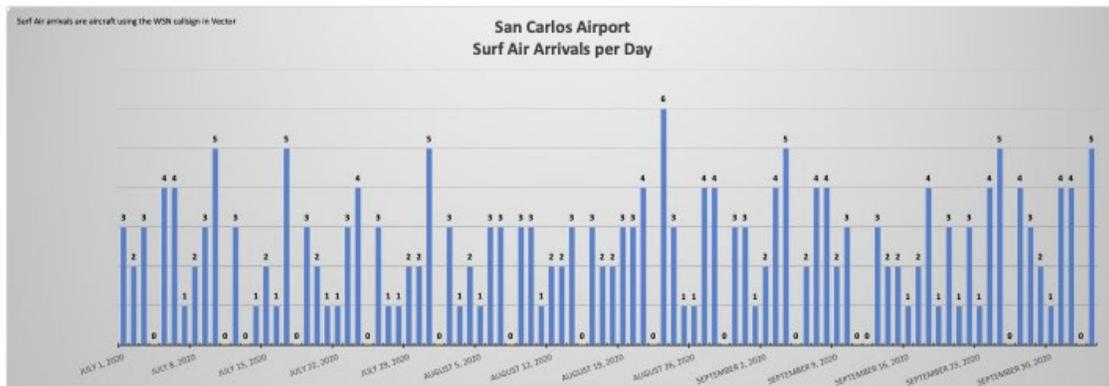
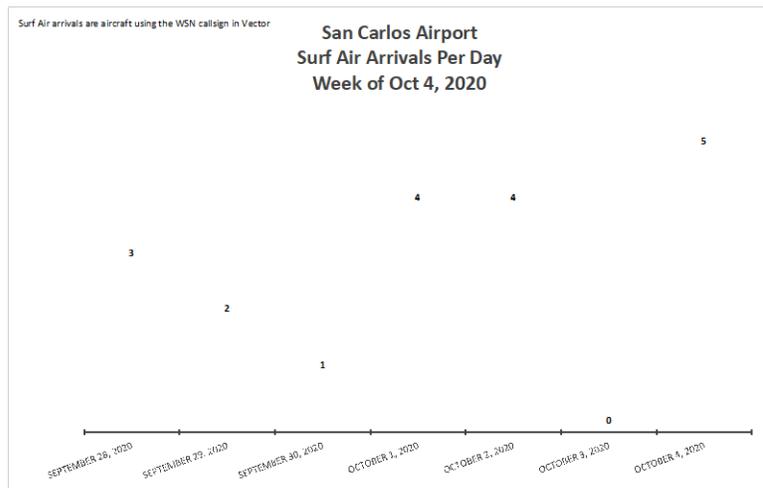
SUBJECT: CITY MANAGER REPORT

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 October 4

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 July 1, 2020 is 2 arrivals per day with no service on Saturdays.



COVID-19 Updates – October 7, 2020

Here are several graphics from the October updates from the County’s weekly OES meeting.

- San Mateo County Metrics Map
- San Mateo County New Equity Metric
- San Mateo County Great Plates Distribution
- San Mateo County Mask Distribution



There have been **changes** to Town Operations during the last week.

- Private gatherings of 50 or less are permitted as well as cohorts of 12 or less in a “social bubble”. State guidance provides that gatherings that include **more than 3** households are prohibited. Special Event Permits at private property can be approved based on those guidelines. When approving such Special Event Permits on private property, staff will include all relevant COVID-19 protocols as conditions of approval. While not all private events on private property trigger Special Event Permits, when they do, the Town will add conditions.

New Equity Metric

Blueprint Metrics as of Oct 6	Tier 1 (Widespread)	Tier 2 (Substantial)	Tier 3 (Moderate)	Tier 4 (Minimal)
Adjusted Case Rate per 100,000	>7	4 to 7	1 to 3.9	<1
Overall Test Positivity Rate	>8%	5% to 8%	2% to 4.9%	<2%
Lowest HPI Quartile's Test Positivity Rate (excludes rurals)	>8.00%	≤8.00%	<5.25%	<2.2%

Chart Courtesy of HOAC – please note all figures are preliminary
September 29, 2020

- Park indoor facilities (Pavilion & Main House) remain closed to rental activities. Protocols have been enacted to allow outdoor activities at the Park. Catering by Dana can permit outdoor events of 40 or less (monitored). Day Use Permits up to 25 are also allowed. All permittees will be required to put up event awareness signage, obey social distancing and face covering protocols, and limit interaction.
- Tennis hours have been extended to 7:30 pm on Monday through Friday, through the end of September. Adjustments will again be made in October for Daylight Savings Time.
- Town Offices remain on team rotations and limited public in-person hours.
- Post Office Hours are extended to 5 days a week from 8 am to 12 pm.
- Staff will also be reopening the playground and par course areas pursuant to the State’s Playground Reopening Guidelines.

San Mateo County metrics

4.3

Adjusted case rate for tier assignment

New cases per day per 100K (unadjusted) 4.9

2.6%

Positivity rate



Find a county

No items highlighted



Select a county for updated metrics

- Widespread
- Substantial
- Moderate
- Minimal

© 2020 Mapbox © OpenStreetMap



Great Plates Delivered: Home meals for seniors



To apply, call Aging & Adult Services Hotline: **1-800-675-8437**

Eligibility Criteria

- (1) Individuals who are 65 or older, or 60-64 and at high-risk (CDC guidelines)
- (2) The applicant **IS NOT** currently receiving assistance from any federal nutrition assistance programs such as the Supplemental Nutrition Assistance Program (SNAP [CalFresh in California]) or Home Delivered Meals
- (3) The applicant **DOES NOT** have a family or community support system to provide consistent access to food resources or prepare meals on their behalf
- (4) The applicant's annual income **DOES NOT** exceed \$74,940 for a household of one (1) or \$101,460 for a household of two (2)
- (5) The applicant **IS NOT** able to prepare or obtain their own meals

Funding secured through 10/9/20

FEMA (Federal) | 75%
 State | 18.75%
 Local | 6.25%

To Date (Screening Began April 29th) We Have.....

Expressed Interest	Active & Contracted Restaurants
3475	68
Eligible Participants	Participants to be Matched
2900	13
Participants Matched to Restaurant	Participants Cancelled Service
2507	388
County Staff Involvement	Program Service Days
130	128



City	# Eligible	# Served	Meals Served	Costs
Atherton	1	1	369	\$8,118
Belmont	54	50	14,664	\$322,608
Brisbane	47	49	9,780	\$215,160
Broadmoor	1	1	228	\$5,016
Burlingame	37	41	7,962	\$175,164
Colma	30	33	7,116	\$156,552
Daly City	879	884	197,067	\$4,335,474
East Palo Alto	78	78	20,475	\$450,450
El Granada	5	5	663	\$14,586
Foster City	102	101	24,342	\$535,524
Half Moon Bay	59	59	13,851	\$304,722
Hillsborough	7	7	2,094	\$46,068
La Honda	13	14	2,769	\$60,918
Menlo Park	69	68	17,760	\$390,720
Millbrae	115	113	26,034	\$572,748
Montara	8	7	1,350	\$29,700
Moss Beach	5	5	750	\$16,500
Pacifica	176	174	38,394	\$844,668
Pescadero	2	2	627	\$13,794
Portola Valley	4	4	996	\$21,912
Redwood City	191	187	44,940	\$988,680
San Bruno	205	205	46,497	\$1,022,934
San Carlos	42	42	10,428	\$229,416
San Gregorio	3	3	858	\$18,876
San Mateo	296	292	65,064	\$1,431,408
South San Francisco	468	466	111,405	\$2,450,910
Total	2900	2894	666,750	\$14,668,500

Park Event Activities

Events are ramping up for reservations in Calendar Year 2021. Staff is currently reviewing reservation requests for:

- 6/12/21- Saturday -Jennings Pavilion – Wedding – 175 people
- 7/23/21- Friday - Carriage/North Meadow- Corporate Picnic – 170 people
- 8/28/21- Saturday - Jennings – Bar Mitzvah – 150 people
- 9/18/21- Saturday- Jennings – Wedding- 150 people

Renters will be advised about situational changes resultant from any continuing COVID-19 Restrictions.

FINANCE

The Town received its additional excess ERAF from the additional reserve amounts set aside for FY 2017/18 and FY 2018/19. The total amount received was \$211,577.08. This includes the full balance of FY 2017/18 and FY 2018/19 reserve amounts withheld by the County. There remains the standard 5% reserve set aside for FY 2019/20 which will be released to the Town in August 2022. The State Controller's Office is issuing guidelines on how to determine a school district's ERAF entitlement no later than December 2020. This will assist in future calculations of ERAF.

The Town also received Excess ERAF in August 2020 in the amount of \$621,835.06 for FY 2019/20. This was in addition to the reserves noted above. In speaking with the County, the Town can reasonably expect to receive another \$621,000 in January 2021 for a total Excess ERAF of \$1,455,000 for FY 2020/21. The budget projected \$1,312,000.

BUILDING/PLANNING

Monthly Report

See attached Monthly Report.

PUBLIC SAFETY

Monthly Report

See attached Monthly Report.

PUBLIC WORKS

Monthly Report

See attached Monthly Report.

AD HOC SUBCOMMITTEE UPDATES

IT Subcommittee (DeGolia/Widmer)

The Subcommittee will be meeting next week with Atherton Fiber to discuss deployment in Lindenwood. Atherton Fiber is also meeting with Public Works staff to discuss ways to conform to the Town's requirements for microtrenching.

Housing/SB50 (Lewis/Widmer

The Subcommittee has recommended a Resolution to be considered by the City Council based on a similar resolution adopted by the City of Beverly Hills related to local land use control and housing mandates. A resolution will be prepared for Council consideration in November.

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	\$ 1,694,475	\$ 555,997	\$ 2,250,471	\$ 112,524	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Nov-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$ 18,177,138	\$ 8,263,278	\$ 26,440,417	\$ 1,322,021	\$ 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 \$)		63%	44%	56%			
Target % Complete (29/m Sch)				52%			
Each Month Represents				3%			

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

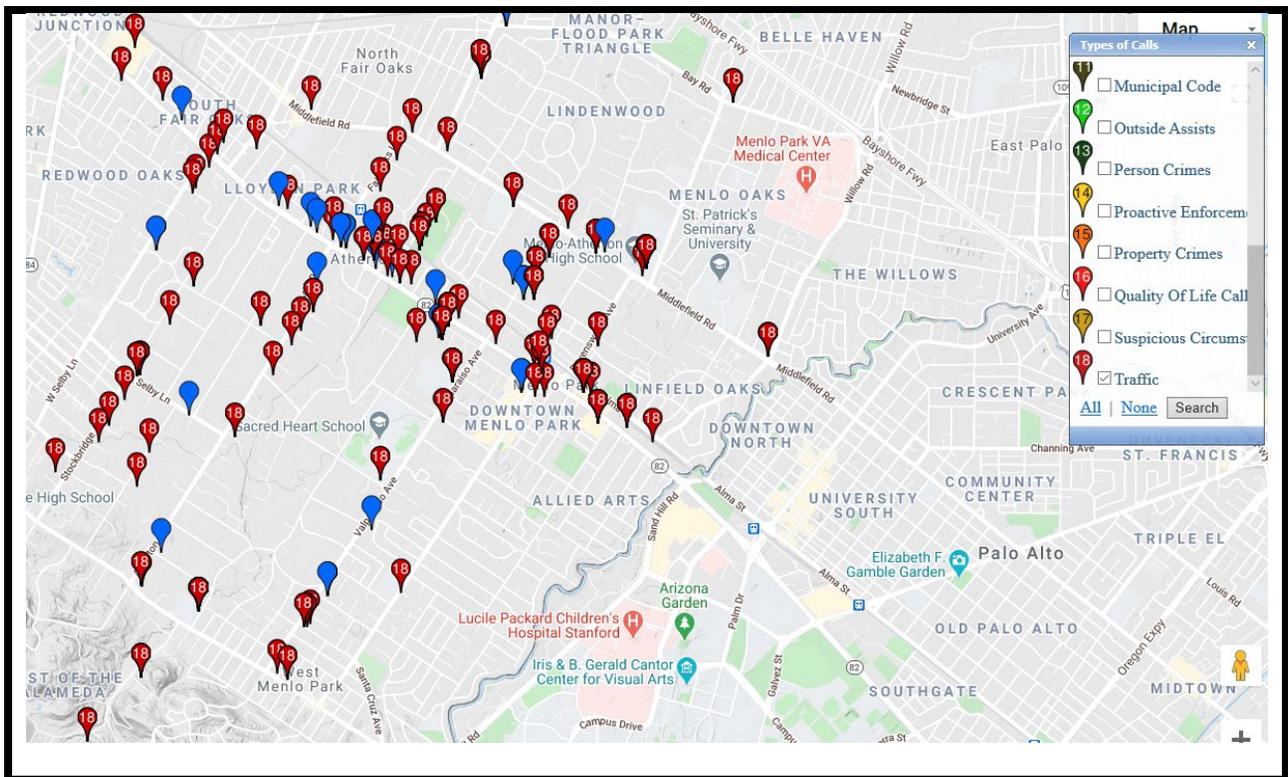
Police Activity

There were 68 investigations for the month of September. 20 offenders were cited, arrested, or referred to the San Mateo County District Attorney’s Office for prosecution. Those offenses included driving with a suspended driver’s license, DUI, warrant arrests, possession of a stolen vehicle, and possession of a device used to smoke a controlled substance.

Of the 2,358 total police incidents for the month of September, 1,667 were officer-initiated incidents, which resulted in 469 citations being issued for vehicle code and other violations. Officers initiated 1,145 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.

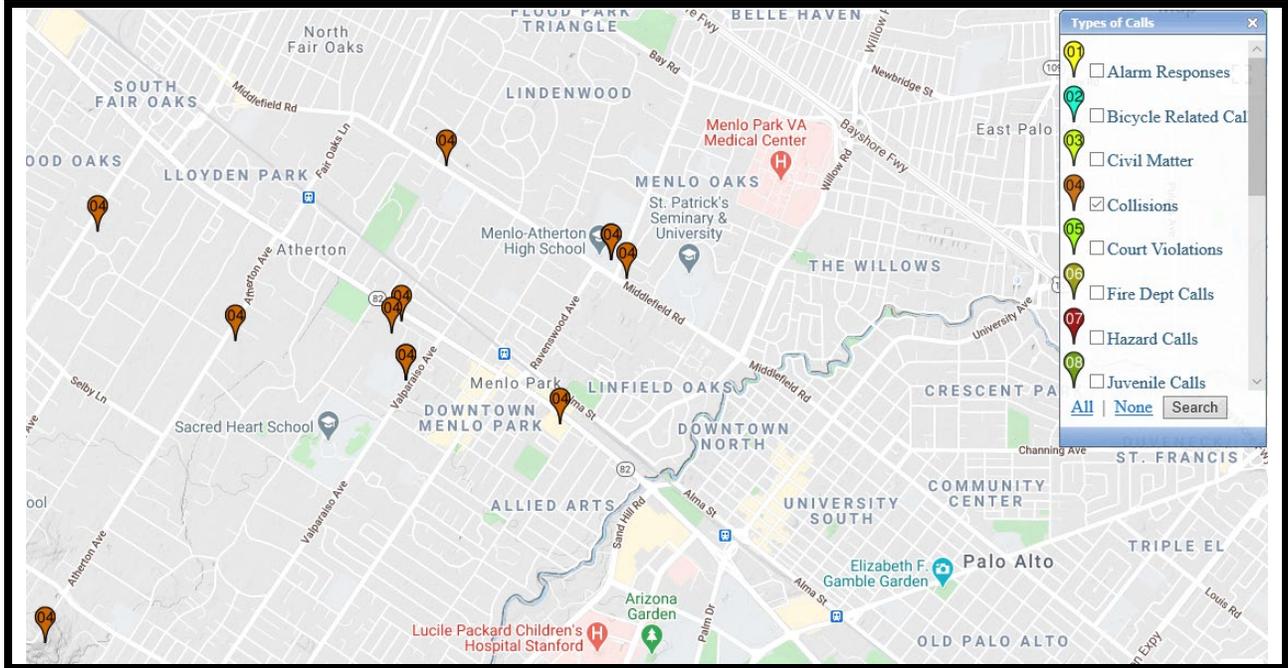
Traffic Incidents

Overall, there were 480 traffic incident locations, some with multiple stops, for September. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

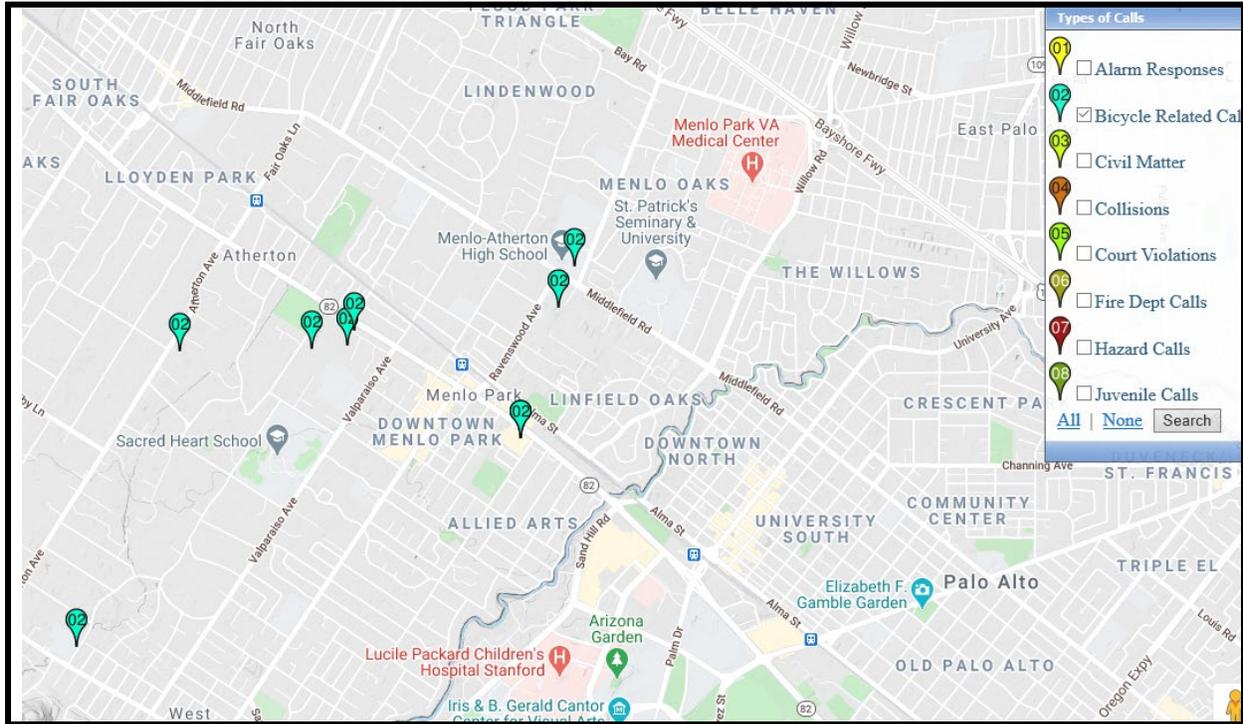
There were 6 collision locations in September. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

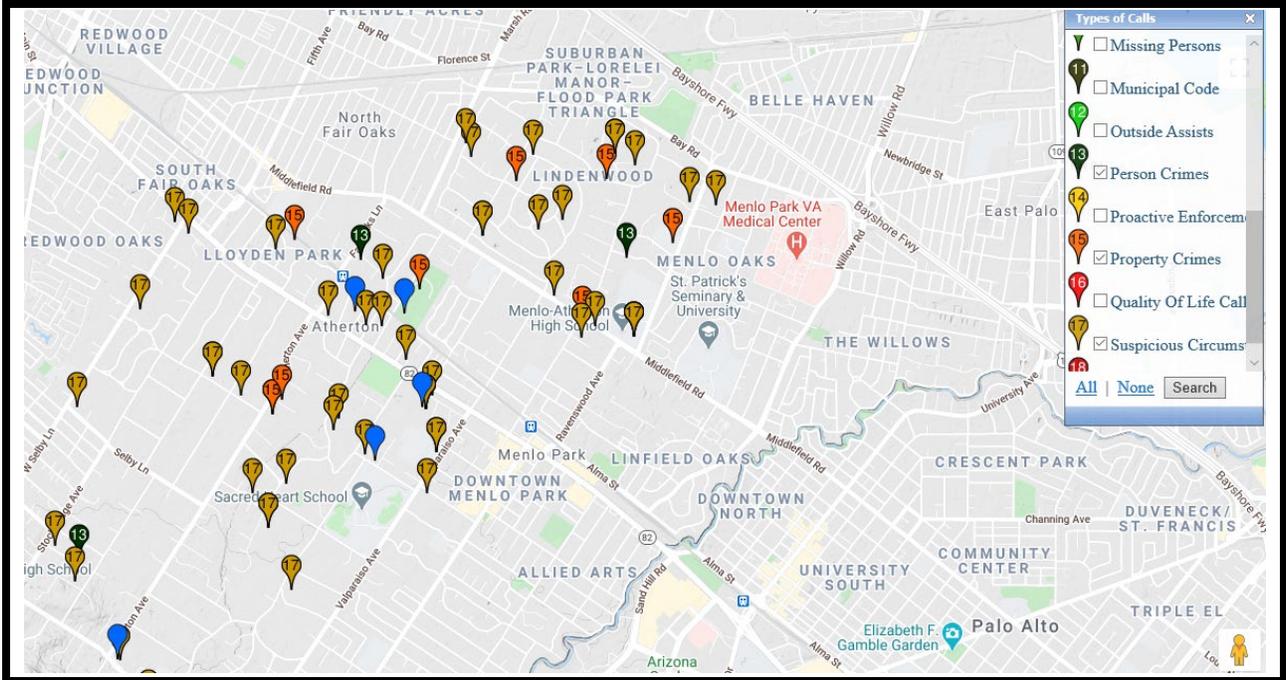
There were 8 bicycle stop incidents initiated for improper lighting equipment (2), stop sign violation (2), riding on the wrong side of the road (2), and juvenile with no helmet (2).

These stops resulted in 6 verbal warnings and 2 warning citations.



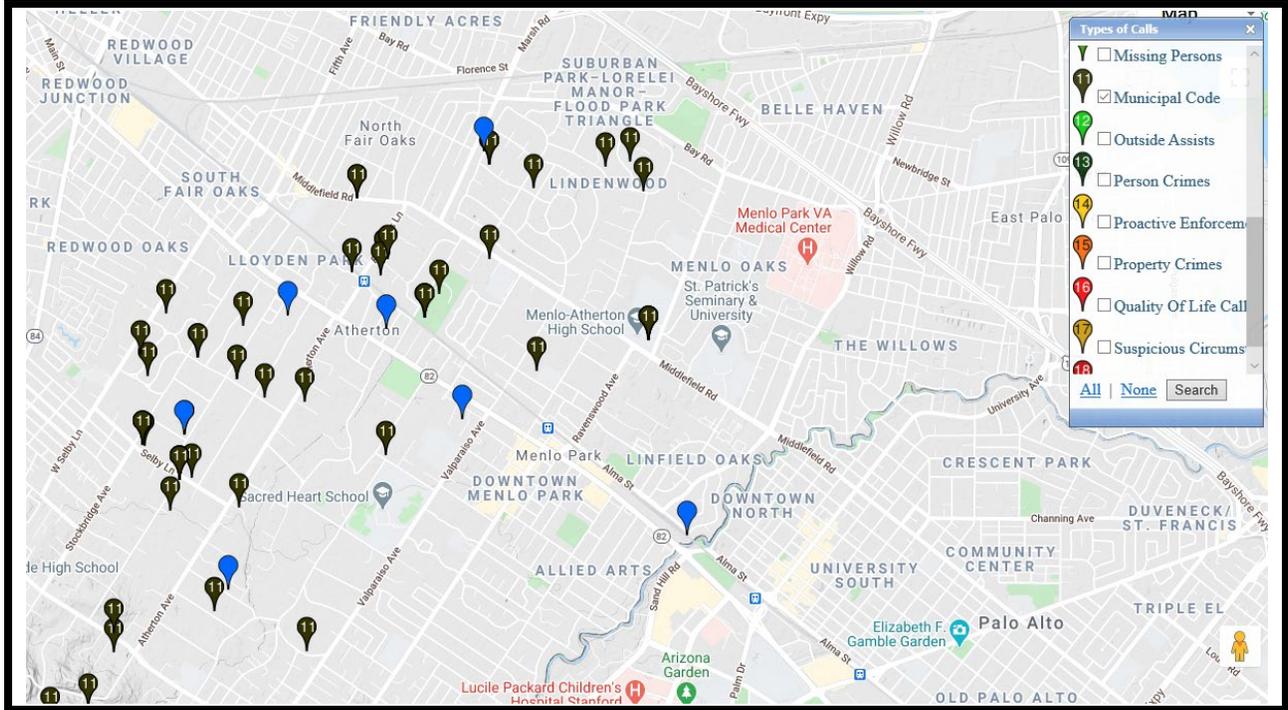
Criminal Activity and Suspicious Circumstances

The Department responded to 71 locations (some locations multiple times) for property crimes (17), person crimes (5), and incidents of suspicious circumstances (51).



Municipal Code Violations

The Department responded to 64 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for after hours construction, construction parking, right of way issues, and noise disturbances.



Holbrook Palmer Park

Holbrook Palmer Park had 132 incidents this reporting period, 119 of which were security checks and foot patrols by officers. The other incidents were for suspicious vehicles, social distancing issues, a loud noise complaint (music), and traffic enforcement.

Premise Watch

Officers completed 399 House/Vacation checks during the month of September.

School Incidents

Officers responded to 317 school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks, as the schools were still not in session.

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	3	9	3	11	52
	Security	20	14	55	58	29	40	32	40	37	13	9	20	367
	Traffic	-	-	-	-	1	-	1	1	-	3	1	3	10
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	1	-	1
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	6	4	4	1	7	6	10	6	5	9	4	4	66
	Security	23	16	38	51	25	35	61	50	48	-	10	16	373
	Traffic	5	-	-	-	-	-	-	-	-	9	-	-	14
<i>Laurel</i>	Other	3	-	5	2	5	2	6	3	5	6	2	3	42
	Security	12	14	34	45	16	34	19	33	24	8	6	15	260
	Traffic	-	-	-	-	-	-	-	-	-	1	-	-	1
<i>M-A HS</i>	Other	42	35	32	3	6	11	3	11	12	56	43	25	279
	Security	29	22	64	91	57	49	60	69	56	25	26	24	572
	Traffic	1	2	-	-	-	1	1	-	-	5	2	3	15
<i>Menlo College</i>	Other	5	2	3	2	4	3	3	5	3	5	16	6	57
	Security	28	6	41	64	37	42	35	42	47	4	25	18	389
	Traffic	2	1	-	-	1	1	-	3	8	-	1	1	18
<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	17	18	10	14	149
	Traffic	-	-	-	-	-	-	-	-	-	1	-	-	1
<i>Sacred Heart</i>	Other	6	10	8	2	3	5	3	4	4	17	3	5	70
	Security	-	6	6	16	8	11	7	7	4	9	3	3	80
	Traffic	-	-	1	-	-	-	-	-	-	-	4	4	9
<i>Selby Lane</i>	Other	-	1	1	3	7	5	2	1	-	7	-	-	27
	Security	38	25	66	57	37	38	34	37	41	28	27	36	464
	Traffic	-	1	-	1	2	1	1	2	-	1	1	2	12
Total		239	174	383	414	255	301	133	330	317	247	202	217	3,212

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, 12 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:

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens):

MONTH	YEAR	RESPONSE TIME
August	2020	4:27
July	2020	4:09
June	2020	4:48
May	2020	4:40
April	2020	4:14
March	2020	5:52

For calls for service that required a code 3 response, the average response time was 2 minute and 43 seconds.

TOTAL TRAINING HOURS FOR September 2020 – 281 HOURS

NAME	TRAINING/HOURS	DATES
MacDonald	Taser re-cert / 8 hours	Sept. 10
Kockler	AICC / 40 hours	Sept. 14-18
Frew	POST Training Manager Update / 3 hours	Sept. 14
Torres	TLO / 8 hours	Sept. 15-16
MacDonald	Motorcycle Training	Sept. 17,19, 20
Larsen/Robbins/Davidovich/ MacDonald/Rojas/Torres/Yamsuan Clark/Tam/Diaz/Abarca/Wade Massagli	Active Shooter Training/Gas Mask Fit Testing/Arrest and Control/ 8 hours	Sept. 22
Tam/Clark	Force Options Simulator/ 8 hours	Sept. 23
McCulley/Kockler/Metzger Dunphy/Dutta/Gatto/Kumar Pronske/Romero/Boyle/Mijangos Allen/Gutierrez/Koehler	Active Shooter Training/Gas Mask Fit Testing/Arrest and Control/ 8 hours	Sept. 24
Wade	Force Options Simulator / 5 hours	Sept. 25
McCulley	Force Options Simulator / 4 hours	Sept. 29
Kockler/Boyle	Force Options Simulator / 8 hours	Sept. 30
Johnson	Human Trafficking Awareness / 8 hours	Sept. 30

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
September	1,667	469
August	2,013	367
July	1,808	208
June	1,536	124
May	1,480	94
April	1,611	18

Code Enforcement Activity Report

September 1 – September 30, 2020

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2020)
1.	Opened Cases	10	176

2.	Resolved/Closed Cases	16	160
3.	Cases Pending	192	N/A
4.	Written/Formal Notices Issued	6	114
5.	Citations Issued	35	263
6.	Amount in Citations	\$18,000	\$140,400

During the month of September, there were over 70 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, TPZ violations, overgrown landscaping issues, set-back zoning issues, trash cans being left out, accumulations of trash/debris, lack of maintenance, debris in the right-of-way, unpermitted mobile food vendors, unpermitted circulars/magazines, animal noise nuisance and COVID-19 protocol related enforcement.

Code Enforcement staff also attended mandatory in-house training, 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.

CE staff represented the Town during an appeal hearing involving damage to a Heritage Tree. The Hearing Officer’s findings were in favor of the Town, and a penalty in the amount of \$15,600 was upheld.

TRAFFIC COMPLAINTS

The Atherton Police Department received two (2) traffic complaints during the month of September. The complaints were as follows:

- 1) A resident reported speeding vehicles on Walsh Road during all times of the day.
 Results: 183 minutes spent in the area
 No violations observed

- 2) A resident reported speeding vehicles on Watkins Avenue, between El Camino Real and the Railroad Tracks, during all times of the day.
 Results: 158 minutes spent in the area
 1 Citation and 1 Warning Citation issued

COVID-19 INCIDENTS:

During the month of September, Atherton Police Officers responded to 6 Shelter in Place Order Violations. All 6 calls were related to social distancing.

Public works update –September 2020

- Sweep contracted monthly streets:

September	80 Miles	12.0 cu. Yards	8.0 tons
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- September Service requests –
 - Removed tree branch from Atherton Channel at Elena Avenue crossing
 - Removed electronic waste from corp yard
 - Removed glass debris from N/B bike lane on Middlefield Road near 117 Middlefield Road
 - Removed tree limb from the roadway in front of 60 James Avenue
 - Removed tree limb from the roadway in front of 29 Snowden Lane
 - Swept pebbles/rocks from S/B bike lane on Alameda de Las Pulgas at Stevick Drive
 - Replaced lightbulbs in PD’s packaging room
 - Installed pedestrian bollards on Watkins Avenue
 - Installed speed radar sign on WB Watkins Avenue
 - Installed warning flags on speed limit signs on Watkins Avenue
 - Cleaned solar lights and repaired walking path behind Town Center
 - Cleared dried shrubs along the westerly property line of PD
 - Removed shelving at PD dispatch
 - Refreshed striping at temporary library parking lot

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter removal on Marsh Road, Middlefield Road and Alameda.
- Painted street markers throughout Town
- Cleared vegetation along Oak Grove Avenue blocking No Parking Signs
- Removed weeds from Middlefield Road
- Weed removal from El Camino Real
- Removed illegal dumping on Selby Lane at Oakwood Boulevard
- Removed illegal dumping in front of 74 San Benito Avenue
- Removed illegal dumping in front of 344 Encina Avenue
- Removed illegal dumping in front of 51 Almendral Avenue
- Removed illegal dumping in front of 580 Middlefield Road
- Repaired bent sign pole on Elena at Isabella Avenue
- Removed tree branch blocking pedestrian walkway on Selby lane at Selby lane
- Tested backflows at Town center for Annual backflow certification
- 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.

Installed Pedestrian Bollard Watkins Avenue at Burns Avenue



Installed speed radar sign on WB Watkins Ave in front of 177 Watkins Ave



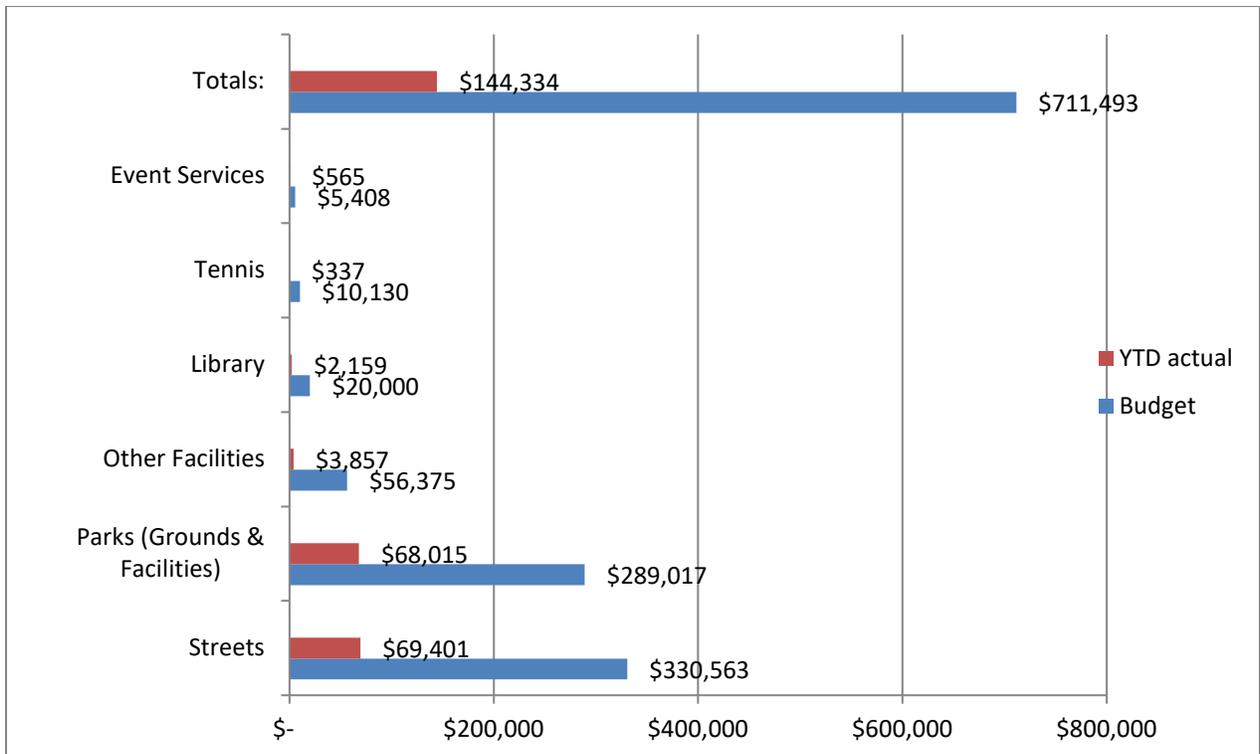
Removed illegally dump trash on Oakwood at Selby Lane



ATTACHMENT 3

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 69,401	20.99
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 68,015	23.53
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 3,857	6.84
A04	213-30-52031-000	Library	\$ 20,000	\$ 2,159	10.79
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 337	3.33
E06	101-58-52031-058	Event Services	\$ 5,408	\$ 565	10.44
Totals:			\$ 711,493	\$ 144,334	20.29





PARK GOING'S ON Town of Atherton

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: OCTOBER 7TH, 2020

SUBJECT: PARK GOINGS ON SEPTEMBER 2020

REGULAR STAFF

For the month of September, 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.

Staff report – Park Going’s September

Page 2 of 8

- Daily monitoring of closed areas and re-closing with tape
- Event Garden plants delivered
- Event Garden new plants are being planted
- Adding mulch around park
- Spraying of weeds weekly
- Fixed irrigation issues
- More trees planted around the park
- Resurfacing of tennis court 4 & 5
- Closed North Meadow path when large limb failed on a Coast Live Oak tree
- Removal of one dead Elm plus one failed Coast Live Oak
- Cleanup of failed neighbor’s tree in the backyard of the Gilmore House
- Removed Tree of Heaven and dead bushes near North Meadow
- Pruned up trees along tennis court path
- Elevator serviced and maintained
- Prepped the playground areas for possible reopening

New and future planned projects:

- Prepare stand and install new statue at tennis courts
- 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

September Tennis Numbers

Total Courts hours- 314

Clinics: 0 due to COVID restrictions

Lessons: 275

Events: 2 weekly coaches meeting

Clay Court Bookings: 0 paid hours

Total # of students: 249

Tennis Courts 4 & 5 Resurfaced





Neighbor’s tree that failed on HPP side was removed



Event Garden plant delivery and install



Coast Live Oak tree near North Meadow failure: Path was closed, and tree was removed







Town of Atherton

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

Community Services Monthly Report September 2020

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety Inspections**

ATTACHMENT 4

Construction and Permit Summary
September 1, 2020 to September 30, 2020

	Sep-20	Fiscal Year 2020-21	Fiscal Year 2019-20
Total Construction Valuation¹:	\$9,563,455	\$43,185,032	\$53,300,131

REVENUE

Plan Check Fees Collected:	\$19,146	\$63,226	\$93,831
Permit Fees Collected:	\$75,647	\$288,393	\$343,015
Other Fees Collected:	\$6,544	\$14,645	\$18,089
TOTAL:	\$101,337	\$366,264	\$454,935

PLAN CHECK

Applications Received:	67	216	186
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PERMITS

<u>Residential:</u>			
New Single Family Residential Permits Issued:	2	11	9
New Accessory Structures Issued:	23	76	52
Addition / Alteration Permits Issued:	13	25	24
Reroof / Water Well / Grading Permits Issued:	5	42	37
Plumbing/Mechanical/Electrical Permits Issued:	21	42	44
Demolition Permits Issued:	5	10	11
<u>Non-Residential:</u>			
New Permits Issued:	0	1	6
TOTAL Permits Issued:	69	207	183

Total Open Permits as of 9/30/2020	1071		1109
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INSPECTIONS

Inspections Performed:	935	3,296	2,365
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

September 1, 2020 to September 30, 2020

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	29	66
Planning Commission Items	3	10

The Planning Commission took the following action at its September 23, 2020 meeting:

1.86 Tallwood - Approved a Special Structures Permit to allow construction of a detached accessory building (indoor sports court) to have the same front yard setback as the main residence.

2.135 Selby - Approved a Heritage Tree Removal Permit to allow for the removal of 1 heritage Canary Pine tree and amended the draft Approval Certificate to not require a replanting plan.

3.Tree Protection Zone (TPZ) - Received a summary report from staff on the process guidelines. Directed to staff to work with appointed sub-committee of Commissioner Narancic on developing more specific criteria and/or findings for consideration of TPZ exception applications as either amendments to the Heritage Tree Ordinance or HTR Standards and Specifications and present back to the Planning Commission at a future meeting for additional discussion and consideration.

The next Planning Commission meeting is scheduled for October 28, 2020

Arborist Activity Summary

September 1, 2020 to September 30, 2020

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	25	14	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	2	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:	17	21	29	27	26	31

Plan Check Performance

September 1, 2020 to September 30, 2020

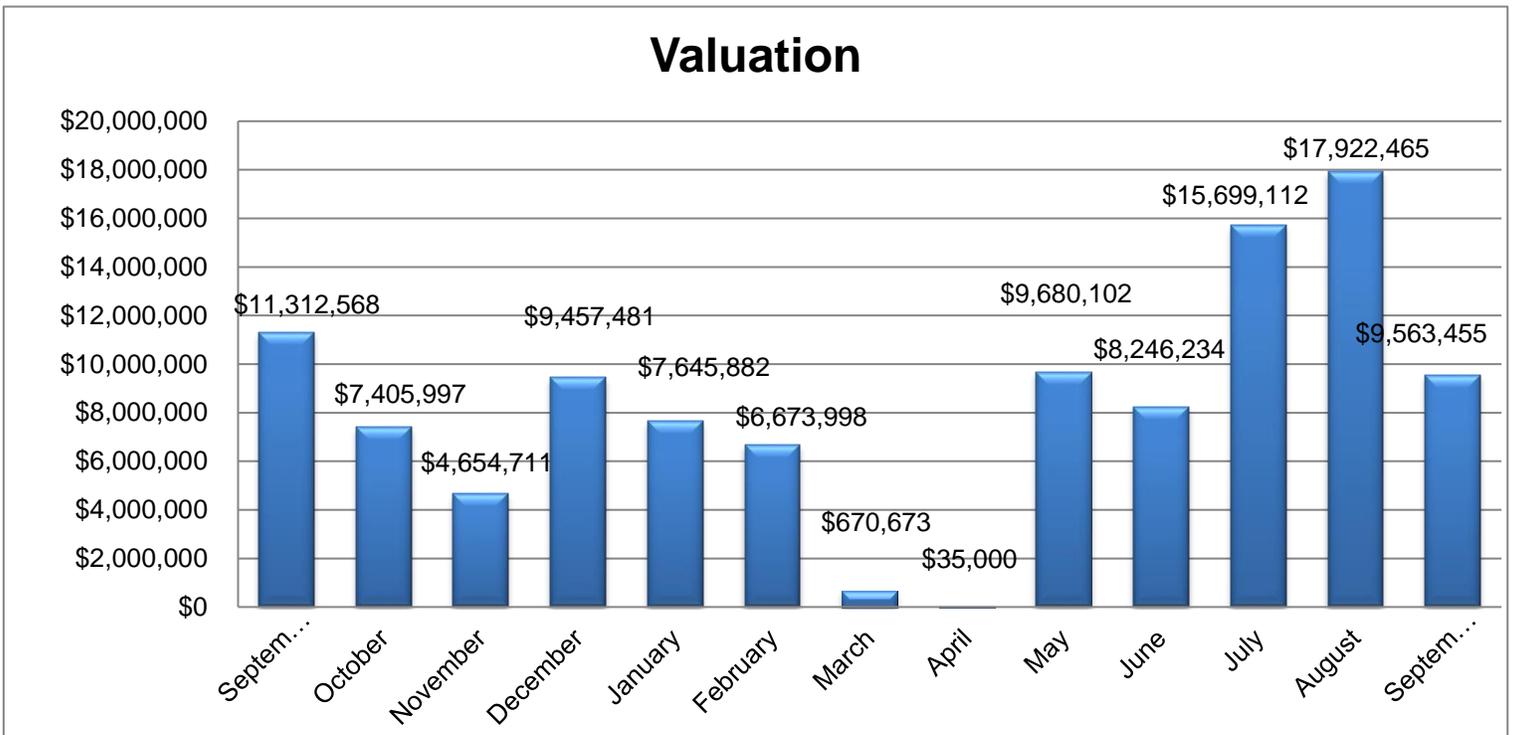
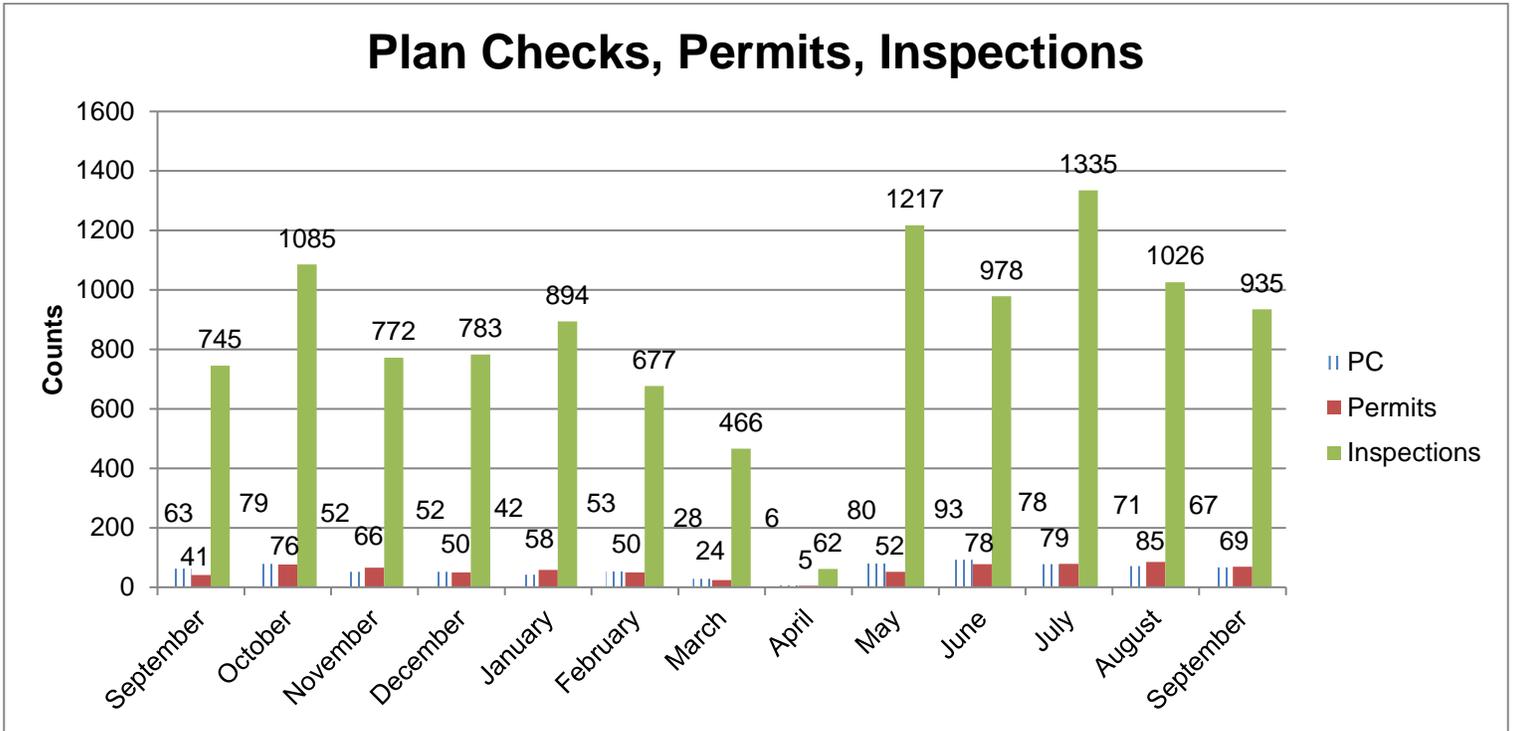
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	85	10	9	0
	Subsequent Rev.	127	5	4	0
Minor Plan Check	1st Review	11	3	2	0
	Subsequent Rev.	3	2	1	0
Total Number of Plan Checks		226			

** 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

