



# 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: DECEMBER 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.

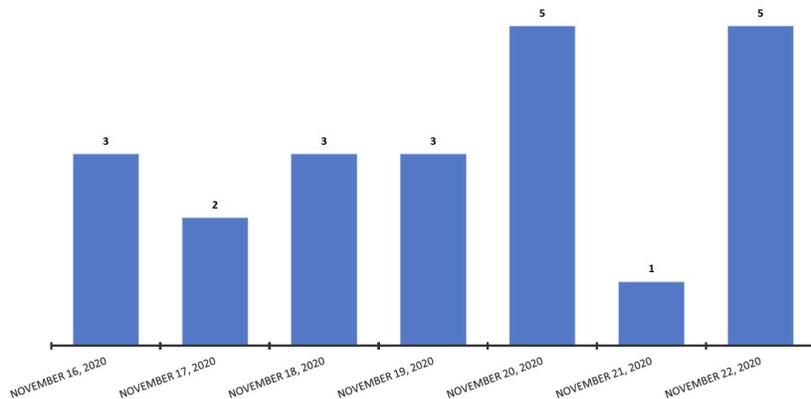
### **ADMINISTRATION**

#### **Surf Air Update Week Ending November 22**

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 August 1, 2020 is 2.4 arrivals per day with one Saturday arrival this period.

Surf Air arrivals are aircraft using the WSN callsign in Vector

**San Carlos Airport  
Surf Air Arrivals Per Day  
Week of Nov 22, 2020**



#### **Upcoming Council Items of Note**

At the January 13 Study Session, the Planning Department will be presenting a discussion seeking direction regarding hillside landscape screening, design review and other solutions.

At that same meeting, the Police Department will be presenting a discussion seeking direction on Succession Planning and Enrollment of Candidates in the Police Academy as a recruitment and succession planning tool.

Lastly, as discussed below in the Planning Department section, Planning will be coming to the Council at the Regular January meeting with discussion and direction regarding a Sustainability Coordinator.

## Greenwaste Recovery Transition

Greenwaste is mailing transition materials that should reach customer mailboxes this week. A customer landing page is available via the following link:  
[https://www.greenwaste.com/service\\_area/atherton/](https://www.greenwaste.com/service_area/atherton/).

The Town's website will push users to the Greenwaste Recovery website for continuity of information. The Greenwaste Recovery website contains a set of FAQs about the transition, cart swap, and container usage. There will also be two community workshops (virtual):

- Saturday, December 12 from 10 am to 11 am
- Saturday, January 9 from 10 am to 11 am

I plan to attend the two workshops. Residents can also sign up for one-on-one individual virtual chats on specific topics for their service address. Cart exchange will begin the 3rd week of January and continue through the 3rd week of February.

Important messaging during the cart transition period is addressed on the Atherton landing page for Greenwaste in the FAQs:

### ***WHEN WILL I BE RECEIVING MY NEW GREENWASTE ISSUED CARTS? WHAT CARTS WILL I BE RECEIVING?***

The cart replacement process will begin on January 18 and will occur during a 3-4 week period. Your carts will be replaced on your service day during that four-week period. Set all carts in their service location by 6:30am on your service day, even if they are empty. GreenWaste and Recology are using the same cart removal/delivery subcontractor to minimize the opportunity for disruption. You will receive the same size and number of carts you currently have based on the information in Recology's database. Your old carts will be removed at the same time your new carts are delivered.

GreenWaste and Recology are using the same cart removal/delivery subcontractor to minimize the opportunity for disruption. You will receive the same size and number of carts you currently have based on the information in Recology's database. Your old carts will be removed at the same time your new carts are delivered.

### ***WHAT IF I PURCHASED MY CARTS FROM A PREVIOUS HAULER?***

The cart delivery subcontractor will be removing all carts set out at the curb. If you have additional carts that you own and wish to keep, do not bring them to the curb during the replacement period. Please also keep in mind that these customer-owned carts may only be used for incidental extra material and may not be used for regular weekly collection.

**greenwaste** a brighter shade of green

**GREENWASTE RECOVERY** will begin providing collection and processing services to the Town of Atherton starting January 1, 2021.

**LEARN ABOUT THE SERVICE**  
**VIRTUAL WORKSHOPS**  
Saturday, December 12, 10am - 11am  
Saturday, January 9, 10am - 11am  
**VIRTUAL OFFICE HOURS**  
Sign up for individual virtual chats for a specific topic regarding your service address.  
Access these resources at: [www.greenwaste.com/service\\_area/atherton](https://www.greenwaste.com/service_area/atherton)

**MEET THE NEW WASTE STREAMS**

<b>BLUE</b> paper • plastic metal • glass CLEAN & DRY	<b>GRAY</b> food waste • soiled paper garbage WET / MIXED	<b>GREEN</b> yard trimmings branches • flowers CLEAN GREEN
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Please set out your carts by **6:30am** on your service day. Your new driver may service your carts at a different time of day than your previous driver.

Extra materials will be collected for a charge, based on volume and material type. **CURBSIDE • IN CAN OR BAGS ONLY.**

Undecorated holiday trees **6ft. lengths, set curbside!** will be collected starting December 20 and continuing until the end of January.

Additional details on all program guidelines can be found on [www.greenwaste.com/service\\_area/atherton](https://www.greenwaste.com/service_area/atherton)

***WHAT IF I AM DELIVERED FEWER CARTS THAN I SET OUT?***

All carts set out Curbside for removal during the weeks of cart transition will be removed. However, your account with Recology has a specific per cart subscription and there is a subscription fee (service and/or cart rental) associated with each cart. Only the amount of carts on that subscription will be replaced. We don't want to begin charging for services you may not want to receive, so if you are currently paying for service on fewer carts than you set out, you will only be delivered the number and type of carts based on the information in Recology's database. The excess carts will be removed but not replaced. In this case, a cart hanger will be left on your new carts indicating how many and what type of carts were removed and not replaced, and you can contact Customer Service if you would like to subscribe to additional services.

**IN SUMMARY: If you want excess carts removed but not replaced, you can set them out; but, if you want all carts removed and replaced (increasing your subscribed service level), contact Customer Service when you receive the cart hanger. If you do not want your owned carts replaced, do not set them out during the transition weeks.**

**Council Liaisons and Ad Hoc Subcommittee Appointments**

The City Clerk will be distributing a blank City Council Committee and Liaison list. Once received, please take a moment to review it and mark down those upon which you would like to serve. Return the form to the City Clerk who will in turn distribute it to the Mayor.

In January, the Mayor will appoint members to liaison and subcommittee roles. This will be a "receive and file" item at the January Regular Council meeting.

For a refresh of the current liaison roles and appointments, please see the City Council webpage.

**FINANCE**

**VLF Shortfall (Due to ERAF)**

The Town's total VLF due for FY 2020/21 is \$1,328,296. We budgeted \$1,251,929 for the FY 2020/21 Budget. However, due to a shortage of ERAF, our total funding from the State will be reduced by approximately \$420,000 to \$908,323. This is a budget to actual loss of \$343,606. However, this loss is also subject to recovery via the State and in prior years, similar losses were recovered. The County is working to coordinate an effort to address how to get a long-term fix to this issue. Staff will be meeting with the County (and other municipalities) in January to discuss FY 2021/22 as the State issues its budget forecast. Final numbers will not be available until July 2021. The County will be working on a delegation of counties, city managers, etc. to assist with State messaging on VLF funding for the future.

**Peninsula Clean Energy EV Ready Program Webinar (Grants)**

On December 8, staff will be participating in an upcoming webinar hosted by Peninsula Clean Energy in support of the State-managed incentive program called CALeVIP. CALeVIP provides up to \$4,500 per EV charging port and nearly all city facilities would be eligible. We will be

pursuing this and other similar grants as the Town Center nears completion for EV charging stations at Town Hall and the Park. Applications are due by December 16. An application is not a guarantee of funding nor is it a guarantee of installation.

### **SBWMA Bond Defeasance**

The final escrow for the defeasance of bonds with the SBWMA is \$2,076,905.66. This is slightly less than anticipated and does not include additional administrative costs. Staff will be working with the SBWMA for close of escrow wire transfer. As noted earlier, there is slightly more than \$2m in the Rate Stabilization Fund. Greenwaste Recovery will be submitting \$175,000 to the Town as a one-time payment for the costs related to the procurement and negotiation of the Franchise Agreement. In addition, as part of the negotiated franchise, Greenwaste Recovery will submit \$300,000 by January 1, 2021 and another \$285,000 on or before January 1, 2022 as an offset of the Town's withdrawal cost from the SBWMA.

### **Educational Revenue Augmentation Funds (ERAF)**

The County has released information regarding the FY 2020/21 ERAF amounts for local agencies. For FY 2020/21, we had projected approximately \$1.45m. However, the County has decided to release approximately \$221k in prior year reserve amounts as well as a \$196k increase in revenue for FY 2020/21 for a total of \$1,862,588.

Once we move into January 2021 and some of the above and below numbers play out, staff will be able to provide the Council with a true-up of additional revenue that will impact FY 2020/21. Some of the revenue will be to restricted funds (such as the Rate Stabilization Fund) and other revenue will come to the General Fund (such as the Rule 20A fund swap).

### **Sale of Rule 20A Funds**

Staff from the City of South San Francisco and the Town are working toward finalizing a swap of Rule 20A Funds for unrestricted General Funds. Both agency Councils will need to adopt finalizing resolutions. These are targeted for the January Council meetings. The Town has approximately \$1,427,825 in credits and will swap for \$642,521.25 in unrestricted General Funds.

## **BUILDING/PLANNING**

### **Monthly Report**

See attached Monthly Report.

### **Environmental Programs Internship and Sustainability Coordinator**

As noted last week, the Environmental Programs Committee is working toward a Student Volunteer/Intern to assist the EPC on some of its mission.

Following up on that issue with staff, it has become clear that pushing forward on the Town's Climate Action Plan (CAP) Goals will require more staff time and resources than were budgeted

for the Planning Department and more expertise than the Planning staff are able to provide. As the Council may recall, when we started the CAP implementation process in FY 2019/2020, the Planning Department allocated staff support to the EPC, but recommended that the Town consider engaging a Sustainability Coordinator (consultant) to provide direct expertise and support to some of the programs and goals within the CAP.

Staff will return to the Council in January for discussion of a shift of roles and responsibilities from the Planning Department to a Sustainability Coordinator consultant supervised out of the City Manager's Office with direct support to the EPC.

## **PUBLIC SAFETY**

### **Monthly Report**

See attached Monthly Report.

## **PUBLIC WORKS**

### **Monthly Report**

See attached Monthly Report.

### **Caltrain Station Closure**

Caltrain has released their Press Release/Mailer for the Atherton Station Closure to residents within a ½-mile radius of the Station. The mailer notes that the last day of train service to the Station will be Sunday, December 13, 2020. It notes that the closure will reduce noise and increase safety for Atherton residents and will improve Caltrain reliability and flexibility, improving travel time through the area by as much as 3 minutes.

### **Holiday Lights - Water Tower**

Similar to last year, MCE will install lights in the trees and on the Water Tower in the Park. Unfortunately, there will not be a holiday tree lighting event.

The cost to install the lighting is part of MCE's annual donation to the Town per their contract.

### **Park Events in 2021 (no updates)**

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.

### **AD HOC SUBCOMMITTEE UPDATES**

The following are the current City Council Ad Hoc Subcommittee assignments. There are no updates at this time for any of the Ad Hoc Subcommittee activities. Ad Hoc Subcommittee are appointed by the Mayor for limited and specific purposes.

Legends Room – DeGolia/Lempres

Sea Level Rise – DeGolia/Lewis

IT/Town-wide Fiber – DeGolia/Widmer

Multi-Jurisdictional Stanford Project(s) – DeGolia/Lempres

Naming/Donor Recognition at Town Center – DeGolia/Widmer

COVID-19 Restart – Lempres/Widmer

Surf Air – Lempres/Widmer

Refuse Services Franchise – Wiest/Widmer

### **ATTACHMENTS**

Police Department Report

Public Works Department Report

Community Services Department Report

**POLICE DEPARTMENT**

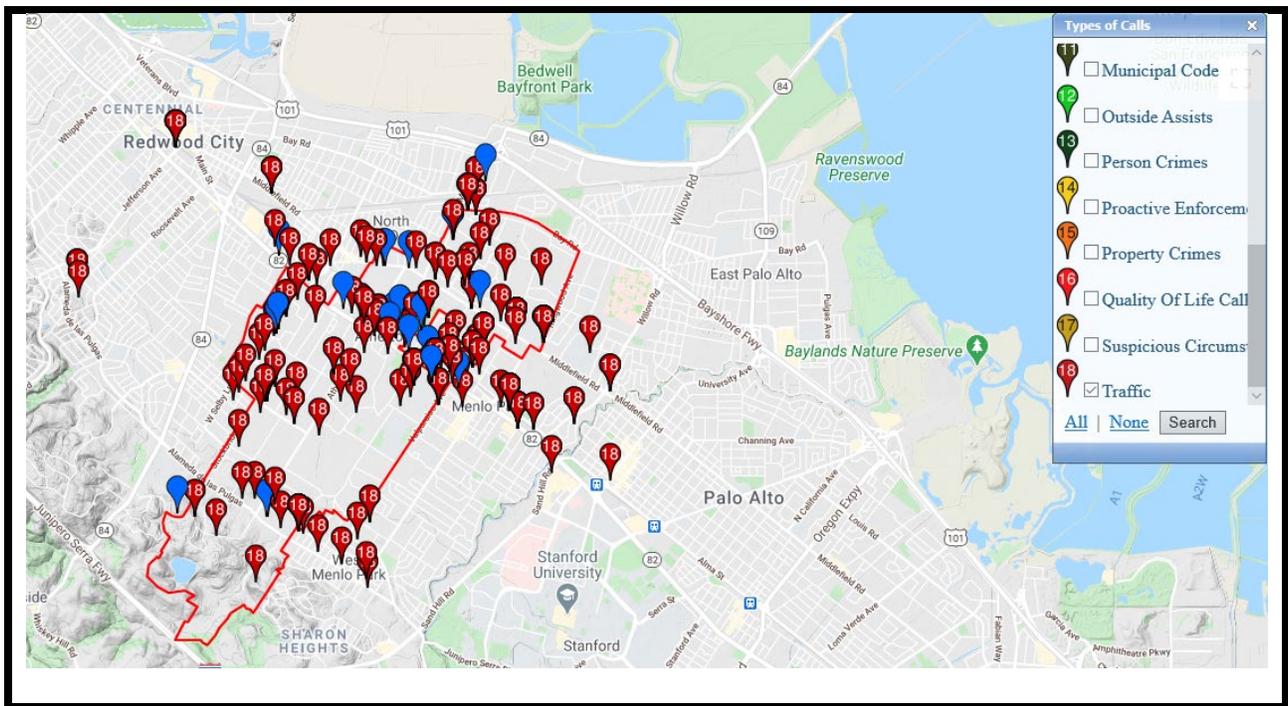
**Police Activity**

There were 48 investigations for the month of November. 20 offenders were cited, arrested, or referred to the San Mateo County District Attorney’s Office for prosecution. Those offenses included DUI, driving with a suspended driver’s license, forgery, possession of a device used to smoke a controlled substance, and warrant arrests.

Of the 2,427 total police incidents for the month of November, 1,698 were officer-initiated incidents, which resulted in 439 citations being issued for vehicle code and other violations. Officers initiated 1,222 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 455 traffic incident locations, some with multiple stops, for November. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

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



### Bicycle Traffic Stops

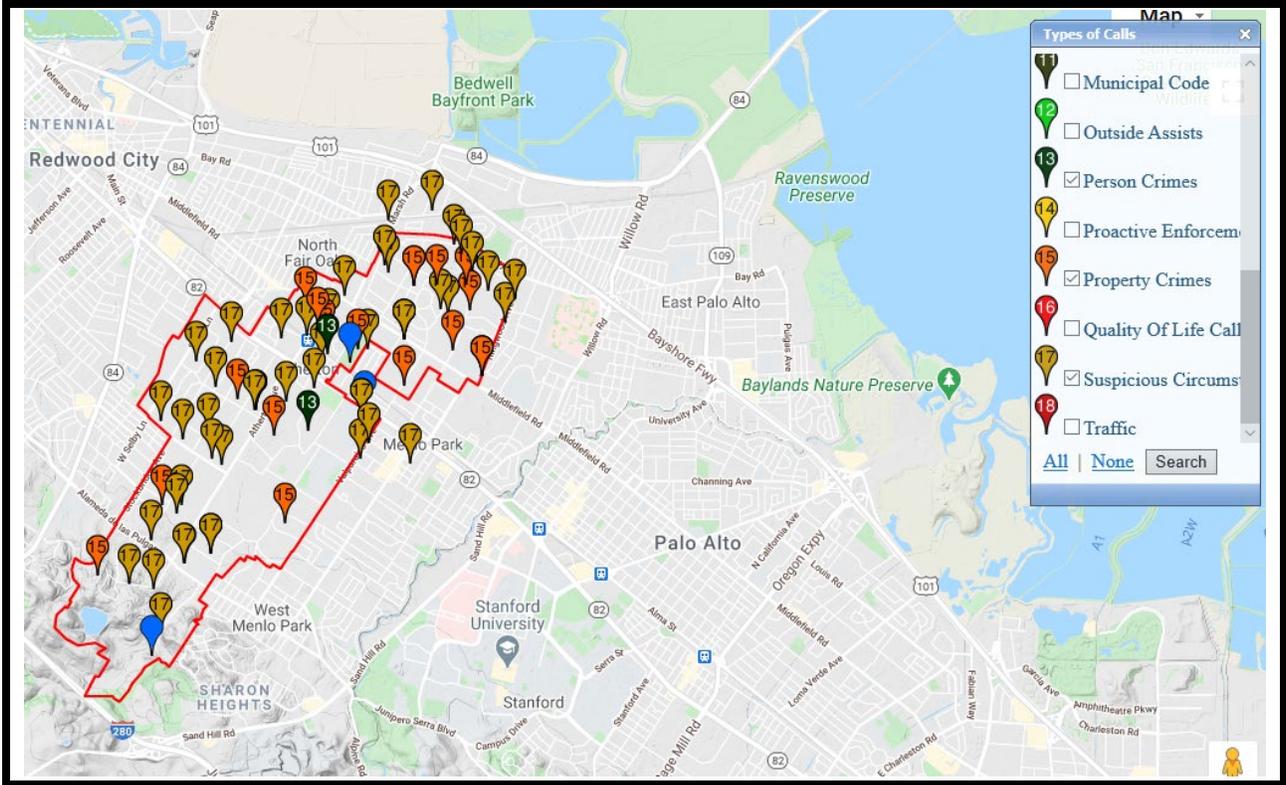
There were 10 bicycle stop incidents initiated for improper lighting equipment (4), stop sign violation (4), a red light violation (1) and a juvenile riding without a helmet (1).

These stops resulted in 9 verbal warnings and 1 written notice to appear (citation).



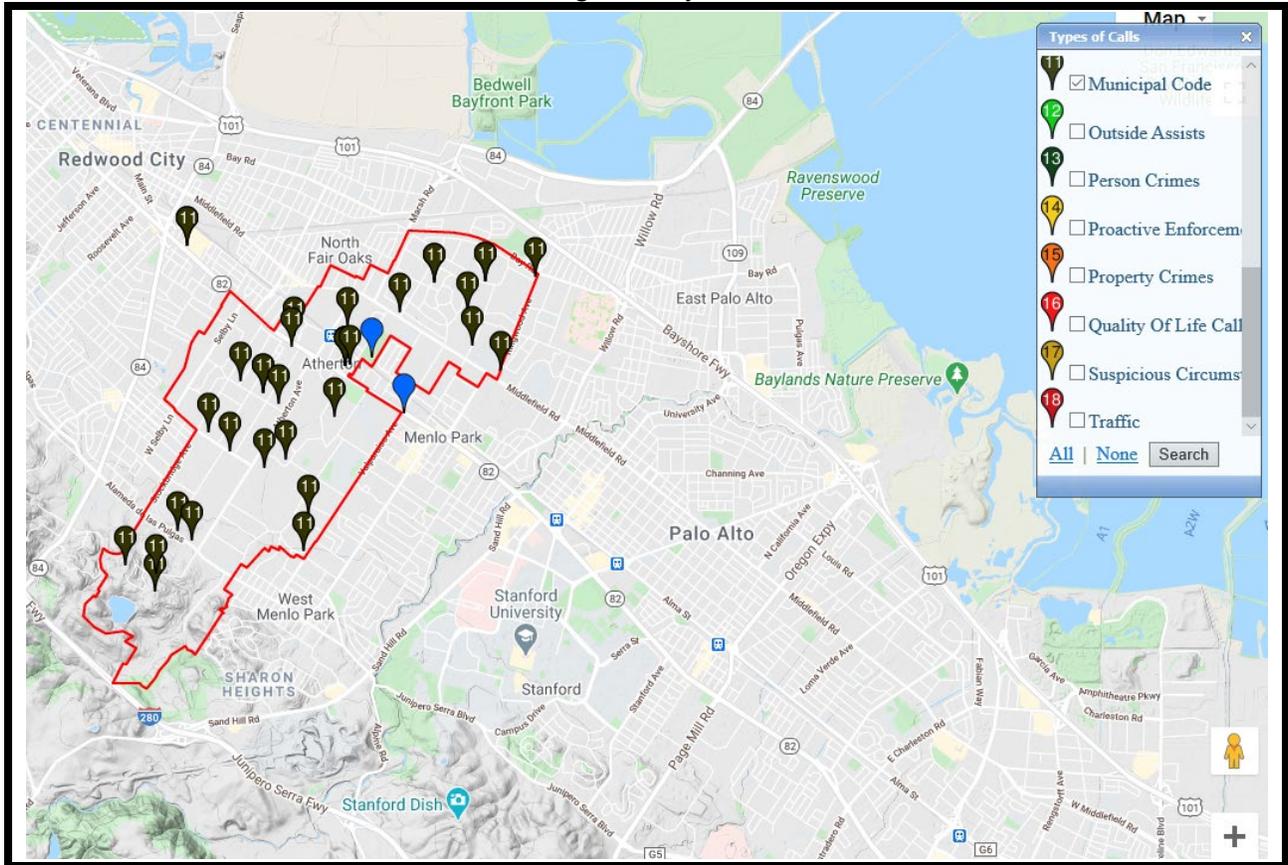
**Criminal Activity and Suspicious Circumstances**

The Department responded to 73 locations (some locations multiple times) for property crimes (17), person crimes (3), and incidents of suspicious circumstances (54).



### Municipal Code Violations

The Department responded to 37 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for illegal fireworks, construction parking, after hours construction, various noise disturbances, and right of way issues.



### Holbrook Palmer Park

Holbrook Palmer Park had 111 incidents this reporting period, 94 of which were security checks and foot patrols by officers. The other incidents were for suspicious people, a lost wallet, illegal fireworks, report of social distancing violations, and suspicious vehicles.

### Premise Watch

Officers completed 523 House/Vacation checks during the month of November.

# ATTACHMENT 1

## School Incidents

Officers responded to **301** 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	4	1	11	45
	Security	20	14	55	58	29	40	32	40	37	36	26	20	407
	Traffic	-	-	-	-	1	-	1	1	-	1	6	3	13
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	6	4	4	1	7	6	10	6	5	13	7	4	73
	Security	23	16	38	51	25	35	61	50	48	61	47	16	471
	Traffic	5	-	-	-	-	-	-	-	-	-	4	-	9
<i>Laurel</i>	Other	3	-	5	2	5	2	6	3	5	-	1	3	35
	Security	12	14	34	45	16	34	19	33	24	22	25	15	293
	Traffic	-	-	-	-	-	-	-	-	-	4	-	-	4
<i>M-A HS</i>	Other	42	35	32	3	6	11	3	11	12	12	3	25	195
	Security	29	22	64	91	57	49	60	69	56	65	60	24	646
	Traffic	1	2	-	-	-	1	1	-	-	-	-	3	8
<i>Menlo College</i>	Other	5	2	3	2	4	3	3	5	3	13	2	6	51
	Security	28	6	41	64	37	42	35	42	47	56	60	18	476
	Traffic	2	1	-	-	1	1	-	3	8	4	5	1	26
<i>Menlo School</i>	Other	2	2	5	-	1	3	2	2	3	2	2	4	28
	Security	9	10	16	17	5	12	11	10	17	5	4	14	130
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Sacred Heart</i>	Other	6	10	8	2	3	5	3	4	4	4	2	5	56
	Security	-	6	6	16	8	11	7	7	4	3	3	3	74
	Traffic	-	-	1	-	-	-	-	-	-	-	-	4	5
<i>Selby Lane</i>	Other	-	1	1	3	7	5	2	1	-	7	-	-	27
	Security	38	25	66	57	37	38	34	37	41	45	42	36	496
	Traffic	-	1	-	1	2	1	1	2	-	-	1	2	11
<b>Total</b>		<b>239</b>	<b>174</b>	<b>383</b>	<b>414</b>	<b>255</b>	<b>301</b>	<b>133</b>	<b>330</b>	<b>317</b>	<b>357</b>	<b>301</b>	<b>217</b>	<b>3,421</b>

# ATTACHMENT 1

## 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, 36 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
October	2020	3:42
September	2020	4:12
August	2020	4:27
July	2020	4:09
June	2020	4:48
May	2020	4:40

**For calls for service that required a code 3 response, the average response time was 3 minutes and 18 seconds.**

## TOTAL TRAINING HOURS FOR November 2020 – 216 HOURS

NAME	TRAINING/HOURS	DATES
Massagli	Electronic Crimes & Inv. Conference/ 20 hours	Nov. 2-6
Davidovich/Kumar/Taylor Torres/Yamsuan	Patrol Rifle Course/16 hours	Nov. 2-3
Rojas	Driving Simulator/ 4 hours	Nov. 4
Torres	Interview & Interrogation/ 24 hours	Nov. 4-6
Torres	Radar/Lidar/ 32 hours	Nov. 16-19
Larsen	SLI- Session 4 of 8	Nov. 18-21
Davidovich/Kockler	Chasing Cell Phones/ 8 hours (zoom)	Nov. 23
MacDonald/Rojas	PAS Calibration/ 8 hours	Nov. 24

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

<b>MONTH</b>	<b>OFFICER INITIATED ACTIVITY</b>	<b>CITATIONS</b>
<b>November</b>	<b>1,698</b>	<b>439</b>
October	1,705	499
September	1,667	469
August	2,013	367
July	1,808	208
June	1,536	124

## Code Enforcement Activity Report

November 1 – November 30, 2020

Summary:

	<b>Activity</b>	<b>Total for Month</b>	<b>Year to Date (From 01/01/2020)</b>
1.	Opened Cases	13	229
2.	Resolved/Closed Cases	19	224
3.	Cases Pending	181	N/A
4.	Written/Formal Notices Issued	1	143
5.	Citations Issued	26	299
6.	Amount in Citations	\$11,600	\$155,000

During the month of November, there were over 37 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 and traffic control plan issues, dead and dangerous trees, TPZ violations, overgrown landscaping

issues, set-back zoning issues, trash cans being left out, accumulations of trash/debris, lack of maintenance, unpermitted mobile food vendors 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.

**TRAFFIC COMPLAINTS**

The Atherton Police Department received one (1) traffic complaint during the month of November. The complaint was as follows:

- 1) The Police Department initiated a traffic complaint for speeding vehicles on Middlefield Road, between Jennings Lane and Fair Oaks Lane, during all times of the day.

Results: 221 minutes spent in the area  
9 warning citations and 3 verbal warning issues

**COVID-19 INCIDENTS:**

During the month of November, Atherton Police Officers responded to 2 calls for service that were related to social distancing.

### Public works update –November 2020

- November Service requests –
  - Installed Flock camera signage
  - Prepared sandbag station at Holbrook-Palmer Park
  - Sanitized Playground restrooms and little league restrooms in preparation of reopening the restrooms for park patrons.
  - Removed illegally dump sofa in front of 55 Selby Lane
  - Removed fallen tree from roadway on Middlefield Road at Linden Avenue
  - Removed illegally dump miscellaneous furniture on Selby Lane at Oakwood Boulevard
  - Installed NFPA placards at the Public Works Corporation Yard per Menlo Park Fire's Annual fire inspection
  - Removed water from ADA ramp in front of 55 Rittenhouse
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- Removed weeds from Middlefield Road
- Removed weeds from El Camino Real
- Cleaned Euclid-Parker ditch
- Generator inspection at PD
- Refreshed pavement striping and markings 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 Flock camera signage on Middlefield Road at Ringwood Ave.**



**Before**



**After**

**Installed sandbag station at Holbrook-Palmer Park**



**Cleared debris from Euclid/Parker Ditch**



**Before**

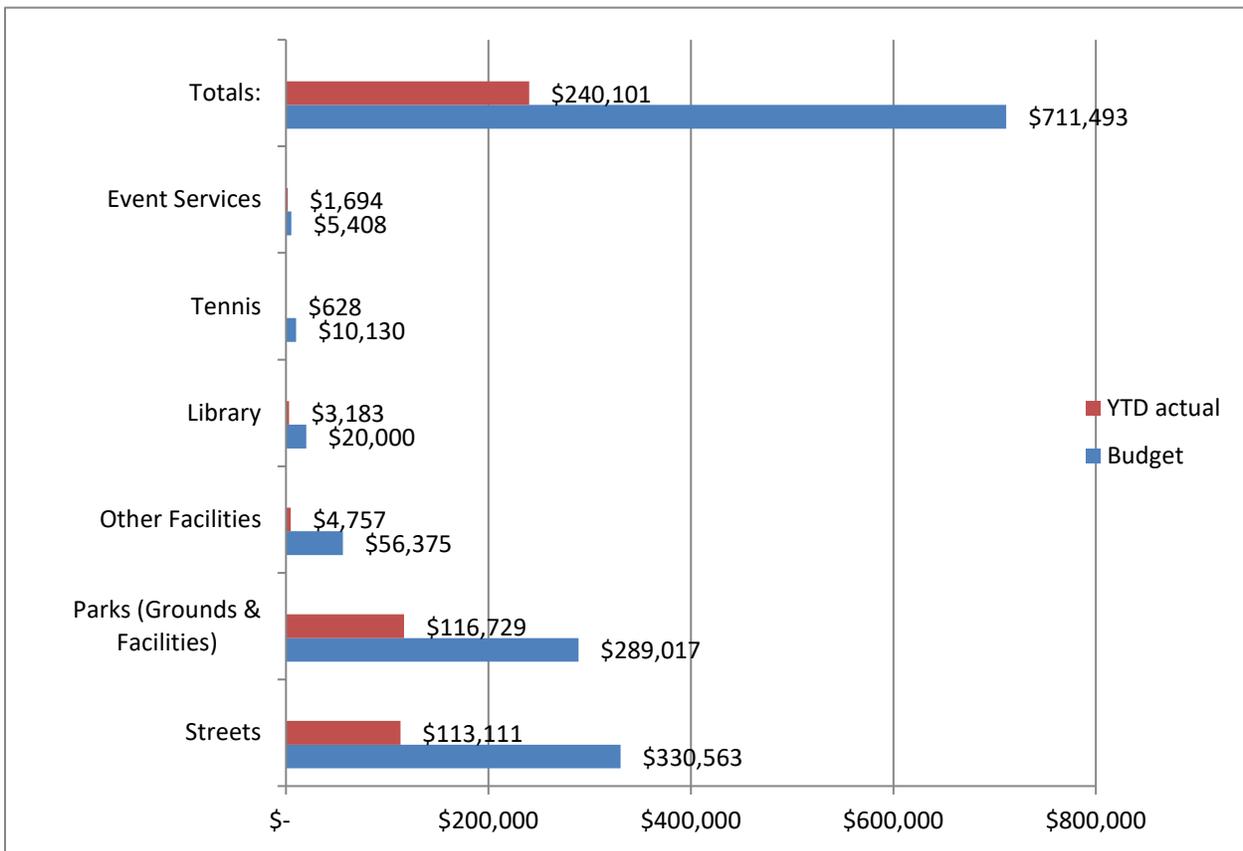


**After**

## ATTACHMENT 2

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 113,111	34.22
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 116,729	40.39
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 4,757	8.44
A04	213-30-52031-000	Library	\$ 20,000	\$ 3,183	15.91
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 628	6.20
E06	101-58-52031-058	Event Services	\$ 5,408	\$ 1,694	31.32
Totals:			\$ 711,493	\$ 240,101	33.75





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

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

**TO: PARK AND RECREATION COMMITTEE**

**FROM: SALLY BENTZ, PARK MANAGER**

**DATE: DECEMBER 2ND, 2020**

**SUBJECT: PARK GOINGS ON NOVEMBER 2020**

#### **REGULAR STAFF**

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

- **Performed regular maintenance tasks;**
  - Pick up litter/trash.
  - Remove trash bags.
  - Blow and pick up tree leaves and debris.
  - Inspect and maintain restrooms. – **Restrooms closed 4/1**
  - Inspect and maintain tennis courts.
  - Inspect and maintain playgrounds. –
  - Inspect and maintain Main House elevator.
  - Control undesirable weeds throughout property.
  - Cut back and remove tree brush and dead vegetation.
  - Apply seasonal fertilizers to turf and plants.
  - Inspect and maintain landscape irrigation.
  - Inspect and maintain landscape irrigation well and filter system.
  - Monitor potable water usage daily.
  - Water non-established trees throughout the park based on the schedule.
  - Blow tennis courts 2 times per week as required.

- Posting day use permits and guidelines
- Fixed metal headers in two areas
- Fixed patches on paths
- Fixed latch and removed dead bushes out front at Playschool
- Pruned trees over tennis courts
- Opened playgrounds and par course stations
- Continued spreading of mulch around the park
- Spraying of weeds weekly

**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
- Repair broken lights around the Park
- Repair the door at the Jennings Pavilions HVAC Room
- Repair the header boards at the Jennings Pavilion
- Paint Main House door
- Remove dead plants around the park
- Fix Jennings Pavilion glass windows
- Fix Jennings Pavilion handle

## **Tennis Numbers**

November Tennis Numbers: Projections

Total Courts hours- 297

Clinics: 0 due to COVID restrictions

Lessons: 247

Events: 2 weekly coaches meeting

Clay Court Bookings: 2 paid hours

Total # of students: 259

**Pruned trees away from tennis courts**



**Opened Playgrounds and Par Courses with signage and hand sanitizer**



Spraying playground and par course 1x a week



Fixed latch at Playschool



Repair patch material on paths





## **Town of Atherton**

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

# **Community Services Monthly Report November 2020**

Submitted by:  
Interwest Consulting Group

**Town of Atherton  
Building Safety Inspections**

**ATTACHMENT 3**

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

	<b>Nov-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2019-20</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$9,027,940	\$60,024,742	\$65,360,839

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$25,955	\$119,879	\$147,511
<b>Permit Fees Collected:</b>	\$72,356	\$443,852	\$458,865
<b>Other Fees Collected:</b>	\$6,649	\$25,525	\$30,458
<b>TOTAL:</b>	<b>\$104,960</b>	<b>\$589,256</b>	<b>\$636,834</b>

**PLAN CHECK**

Applications Received:	51	344	317
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**PERMITS**

<b>Residential:</b>			
New Single Family Residential Permits Issued:	2	14	20
New Accessory Structures Issued:	24	127	195
Addition / Alteration Permits Issued:	10	45	118
Reroof / Water Well / Grading Permits Issued:	12	74	115
Plumbing/Mechanical/Electrical Permits Issued:	15	80	167
Demolition Permits Issued:	4	16	39
<b>Non-Residential:</b>			
New Permits Issued:		3	13
<b>TOTAL Permits Issued:</b>	<b>67</b>	<b>359</b>	<b>667</b>

<b>Total Open Permits as of 11/30/2020</b>	1111		1139
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**INSPECTIONS**

Inspections Performed:	945	5,142	4,222
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Footnotes:

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

<sup>2</sup>Other.

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*November 1, 2020 to November 30, 2020*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	23	123
Planning Commission Items	0	13

There was no Planning Commission meeting in the month of November 2020.

The next regularly scheduled Planning Commission meeting is scheduled for 12/2/2020.

**Arborist Activity Summary**

*November 1, 2020 to November 30, 2020*

	<b>Site Visits</b>			<b>Plan Review</b>
	<b>Tree Removal</b>	<b>Inspections</b>	<b>Info. / Consu.</b>	
<b>TOTAL</b>	8	3	1	71

**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	1	4	2	6	3
November	2	1	0	4	0	0
December		1	1	3	1	0
<b>Total New SFD Permits:</b>	<b>20</b>	<b>21</b>	<b>29</b>	<b>27</b>	<b>26</b>	<b>31</b>

**Plan Check Performance**

*November 1, 2020 to November 30, 2020*

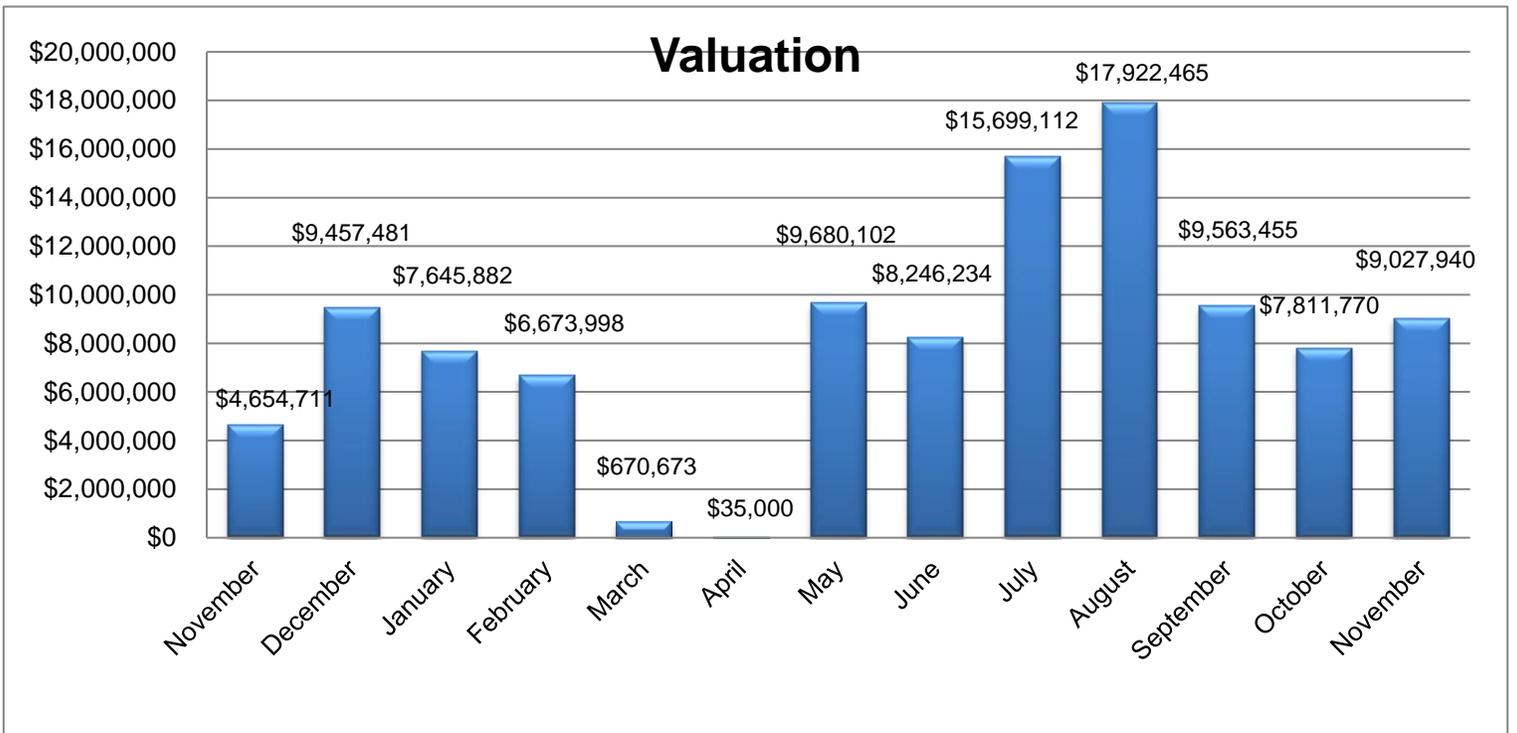
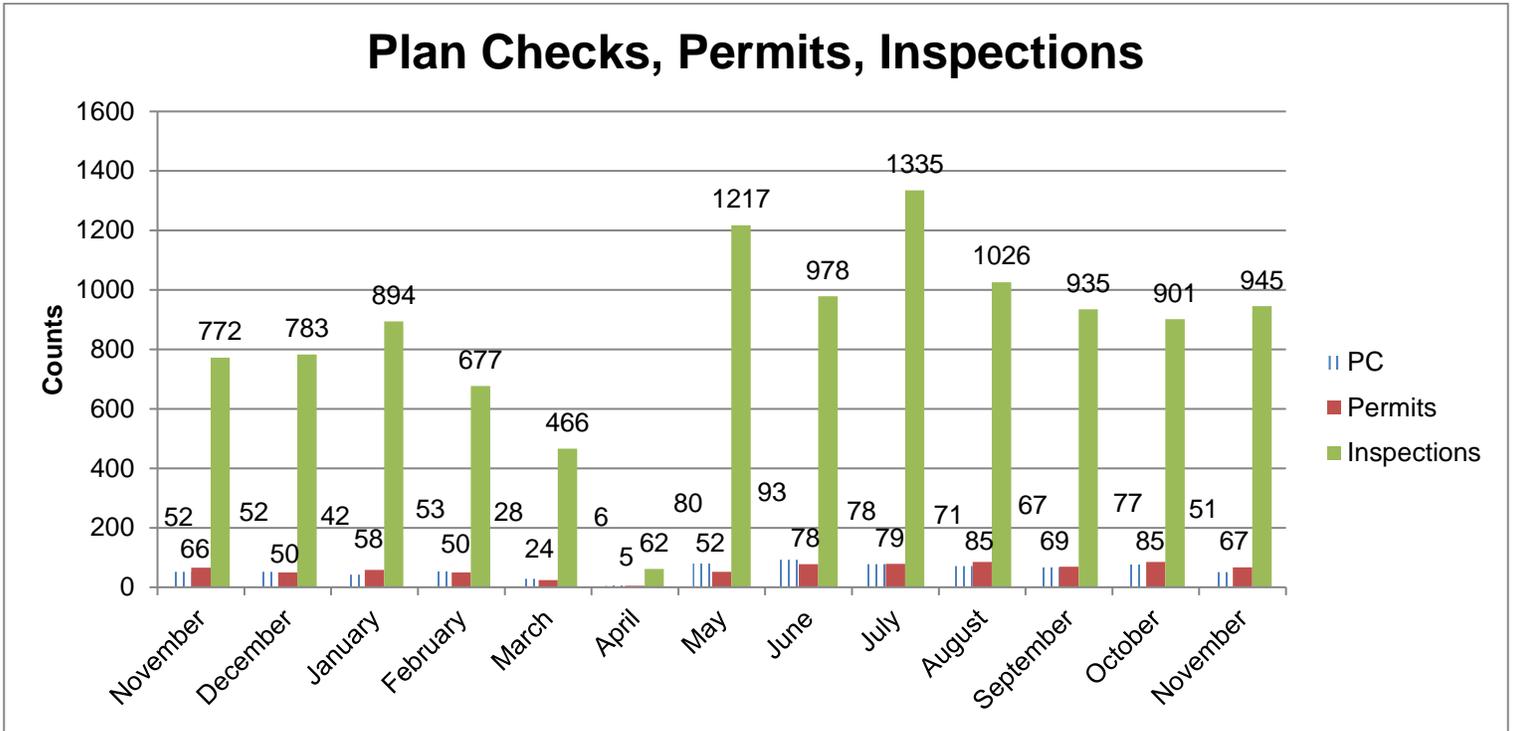
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
<b>Major Plan Check</b>	1st Review	91	10	9	0
	Subsequent Rev.	89	5	4	0
<b>Minor Plan Check</b>	1st Review	8	3	3	0
	Subsequent Rev.	0	2	0	0
<b>Total Number of Plan Checks</b>		188			

\*\* 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

