



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: MAY 19, 2021

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/CITY CLERK/FINANCE

Public Bulletin Board Posting

As the Council is aware, the Town has 4 designated posting location for Agendas and Public Notices pursuant to the Town’s Ordinance. The Ordinance is fairly outdated and some of these locations no longer exist. As we move into new facilities, we will be returning the Ordinance to the Council for update.

Committee Recruitments

Terms on the Town's various Committees and the Planning Commission are set to expire each June. For these vacancies, the Town reaches out to the incumbent candidates to advise that the Town will be conducting an open recruitment and invites them to re-apply, unless they are termed out. Staff has also mailed out a Postcard encouraging applicants to the various Town Committees.

These positions are part of an active recruitment. Please share the following vacancies with any of your networks.

- Audit and Finance - 2 vacancies
- Bicycle and Pedestrian Advisory - 2 vacancies
- Park and Recreation - 2 vacancies
- Environmental Programs - 1 vacancy
- Rail - 4 vacancies (Council may opt to reduce the size of the Committee)
- Transportation - 1 vacancy
- Planning Commission - 1 vacancy

BUILDING/PLANNING

Monthly Report

See attached Monthly Report.

PUBLIC SAFETY

Monthly Report

See attached Monthly Report.

PUBLIC WORKS

Monthly Report

See attached Monthly Report.

Park & Recreation Committee Meeting – May 5, 2021

The Park & Recreation Committee met on May 5 and provided input on the Circulation Plan for the Park. The Plan will now move forward to the City Council for additional input. It is scheduled for the Council Study Session on July 7.

The Committee also heard a presentation in support of a Community Garden Project in the Park. The Committee made a motion to recommend to the City Council that further outreach be done and that staff investigate the potential of a project further. This will also come before the Council at a future meeting.

The Committee expressed support for a Park Tree Walk Project and Brochure, provided updates on the Park Projects and Goals, and expressed support for a Park banner.

Lastly, the Committee provided feedback to the Chair for an Annual Report to the City Council to be scheduled at the June or July Regular Meeting.

The Park Foundation representative noted that the Foundation is considering a Park Fountain project which may involve a cast of the old fountain or picking a new one.

Park Events in 2021

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

- 5/22/21 - Saturday – Carriage House/Water Tower Lawn -Wedding – 50 people
- 6/11/21 - Friday Carriage House/North Meadow - Graduation Event – 150 people
- 6/12/21 – Saturday –Carriage House/North Meadow – Worship/Picnic – 100 people

- 6/12/21- Saturday - Jennings Pavilion & Main House – Wedding – 175 people
- 6/26/21 - Saturday – Jennings Pavilion - Quinceanera – 85 people
- 7/10/21 – Saturday – Carriage House/North Meadow – Company Picnic – 50 people (*pending*)
- 7/11/21 – Sunday – Jennings Pavilion – Memorial – 100 people (*pending*)
- 7/31/21 - Saturday – Jennings Pavilion – Wedding – 75 people
- 8/7/21 - Saturday – Carriage House/North Meadow – Wedding – 150 people
- 8/14/21 - Saturday – Carriage House/North Meadow - Corporate Event 140 people
- 8/20/21 – Friday – Carriage House/North Meadow-Corporate Picnic – 170 people
- 8/21/21 - Saturday – Carriage House/North Meadow-Birthday Party-80 people
- 8/27/21 – Friday – Carriage House/North Meadow – High School Reunion – 100 people (*pending*)
- 8/28/21 - Saturday – Jennings Pavilion – Bar Mitzvah – 150 people
- 9/5/21 - Sunday – Jennings Pavilion – Wedding -150 people
- 9/18/21 - Saturday- Jennings Pavilion – Wedding- 150 people
- 9/23/21 – Thursday – Carriage House/North Meadow – Corporate Event – 75 people
- 9/25/21 – Saturday – Main House – Wedding – 80 people
- 10/2/21 - Saturday – Jennings Pavilion -Wedding – 100 people
- 10/8/21 – Friday – Main House/Water Tower Lawn – Wedding – 100 people
- 10/9/21 – Saturday – Jennings Pavilion – Corporate Event – 100 people
- 10/16/21 – Saturday – Jennings Pavilion – Bar Mitzvah – 100 people
- 11/18/21 – Thursday – Main House – Social Gathering – 50 people

Renters will be advised about situational changes resultant from any continuing COVID-19 Restrictions - this includes limitations on gatherings and party size.

AD HOC SUBCOMMITTEE UPDATES

Ad Hoc Subcommittees and Councilmember Liaisons are appointed by the Mayor for limited and specific purposes. The June 2 Study Session is the regularly scheduled opportunity for representative Council Liaisons and Subcommittee representatives to provide verbal report-outs to the City Council.

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

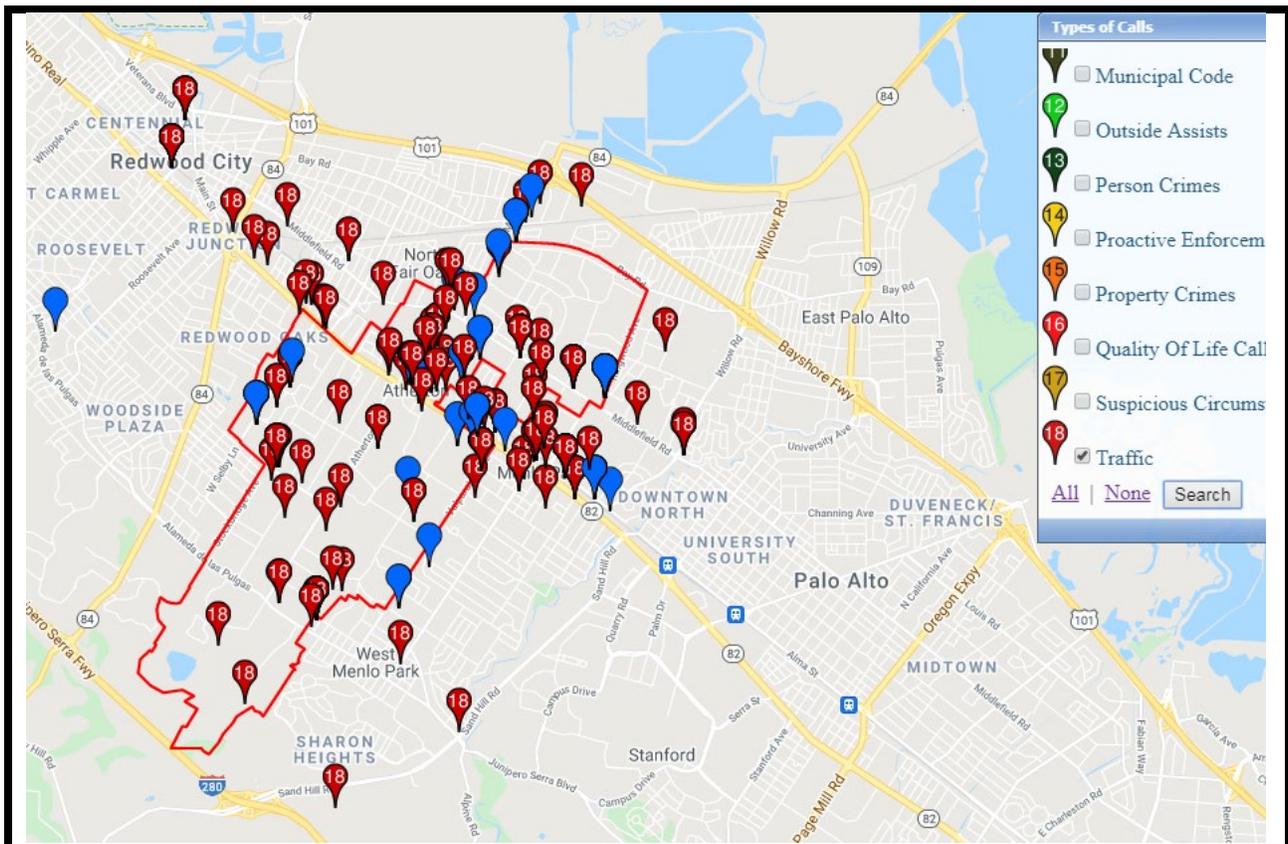
Police Activity

There were 70 investigations for the month of April. 36 offenders were cited, arrested, referred to the San Mateo County District Attorney’s Office for prosecution, or referred to the San Mateo County Juvenile District Attorney’s Office for prosecution. Those offenses included possession of a controlled substance and/or paraphernalia, possession of stolen property, DUI, driving with a suspended driver’s license, warrant violations, annoying/harassing phone calls, criminal threats, vandalism, robbery, public intoxication, and vehicle theft.

Of the 2,466 total police incidents for the month of April, 1,634 were officer-initiated incidents, which resulted in 591 citations being issued for vehicle code and other violations. Officers initiated 1,186 other types of incidents that included investigating 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.

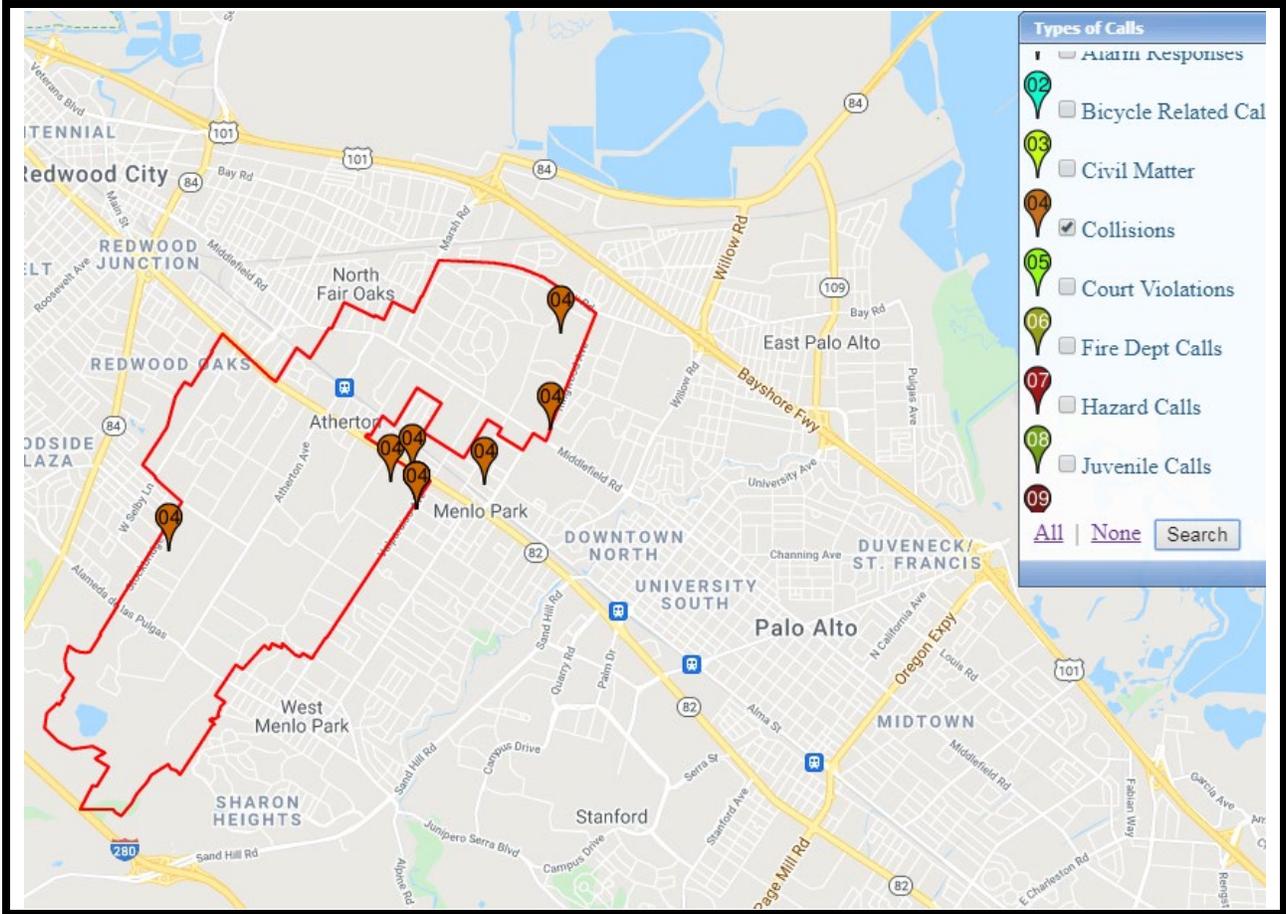
Traffic Incidents

Overall, there were 427 traffic incident locations, some with multiple stops, for April. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

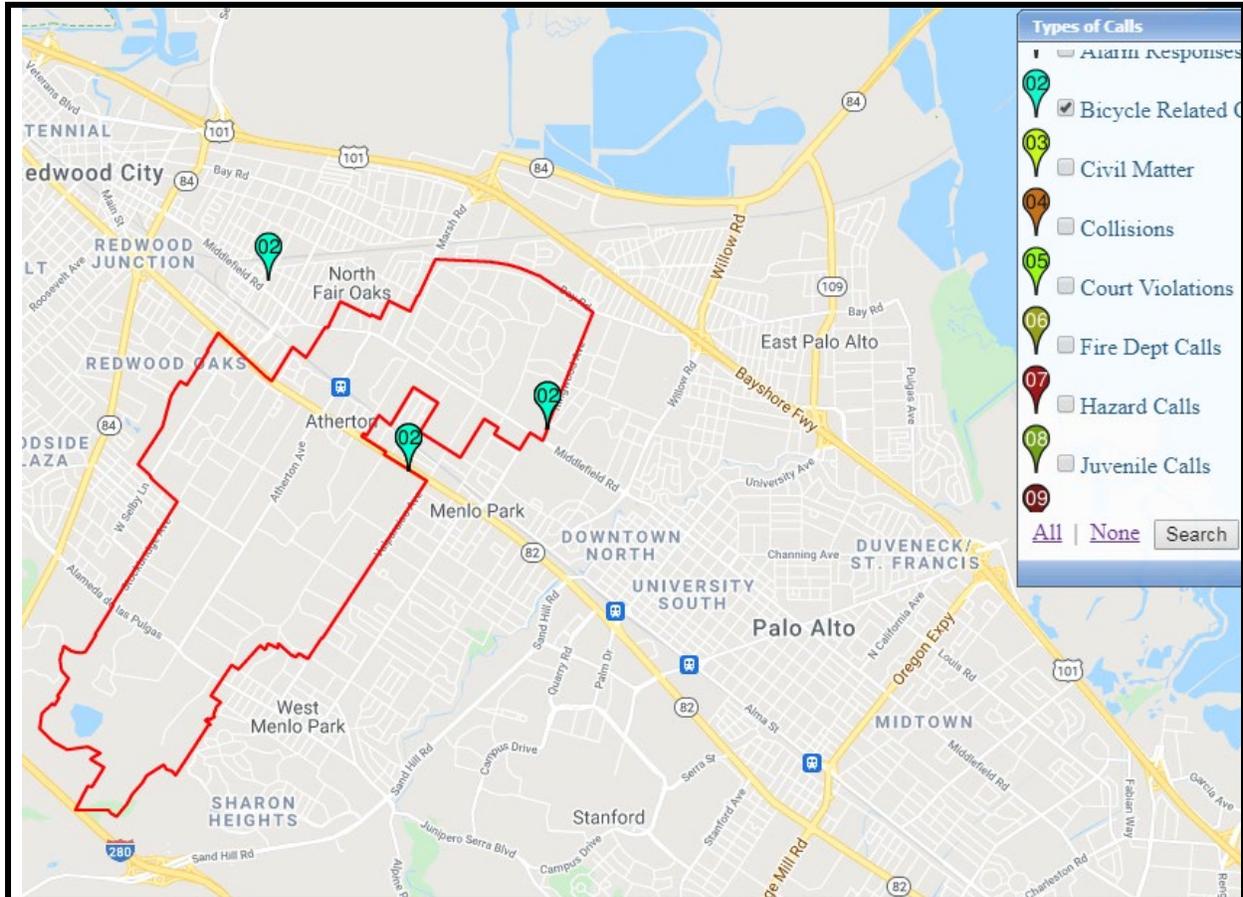
There were 7 collision locations in April. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

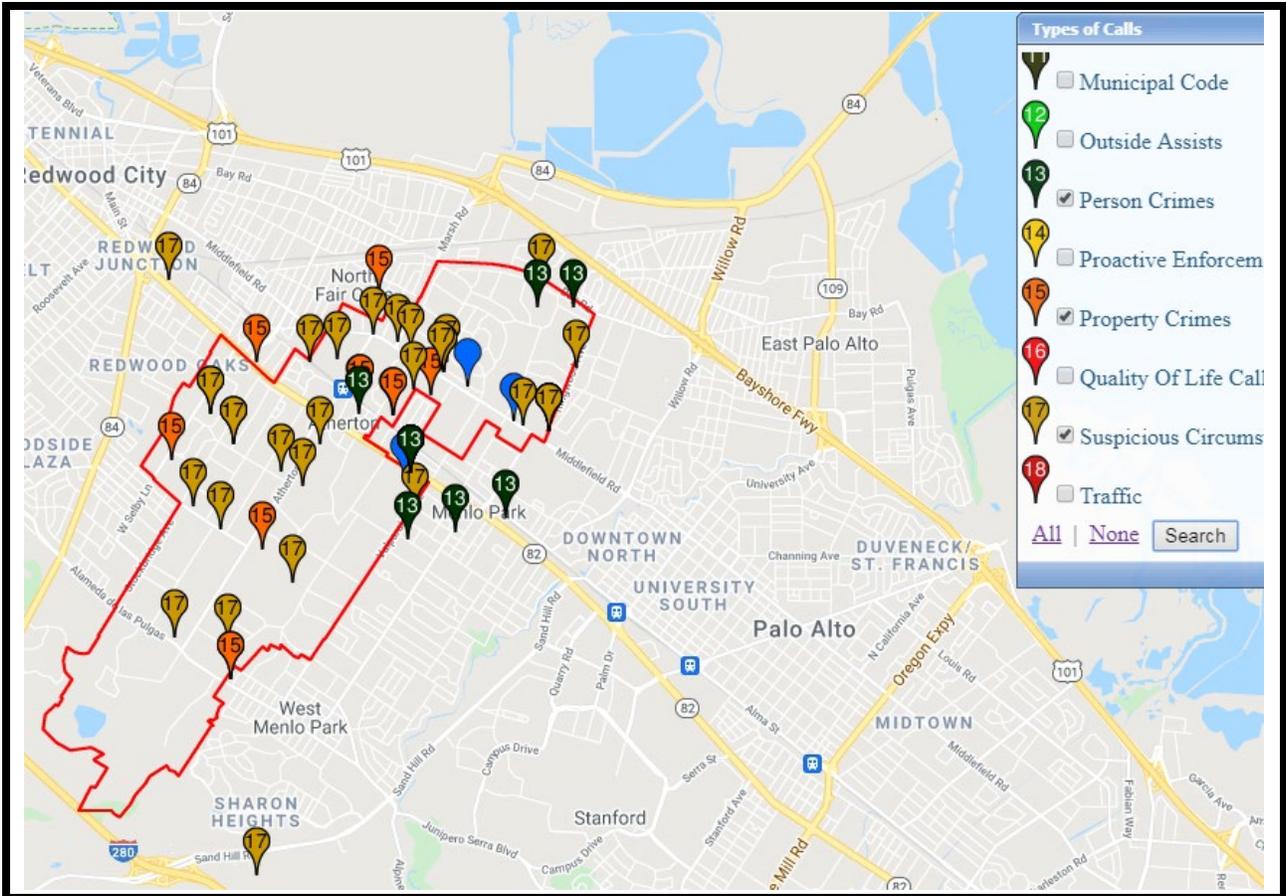
There were 3 bicycle stop incidents initiated for improper lighting.

These stops resulted in 2 verbal warnings and 1 failure to yield.



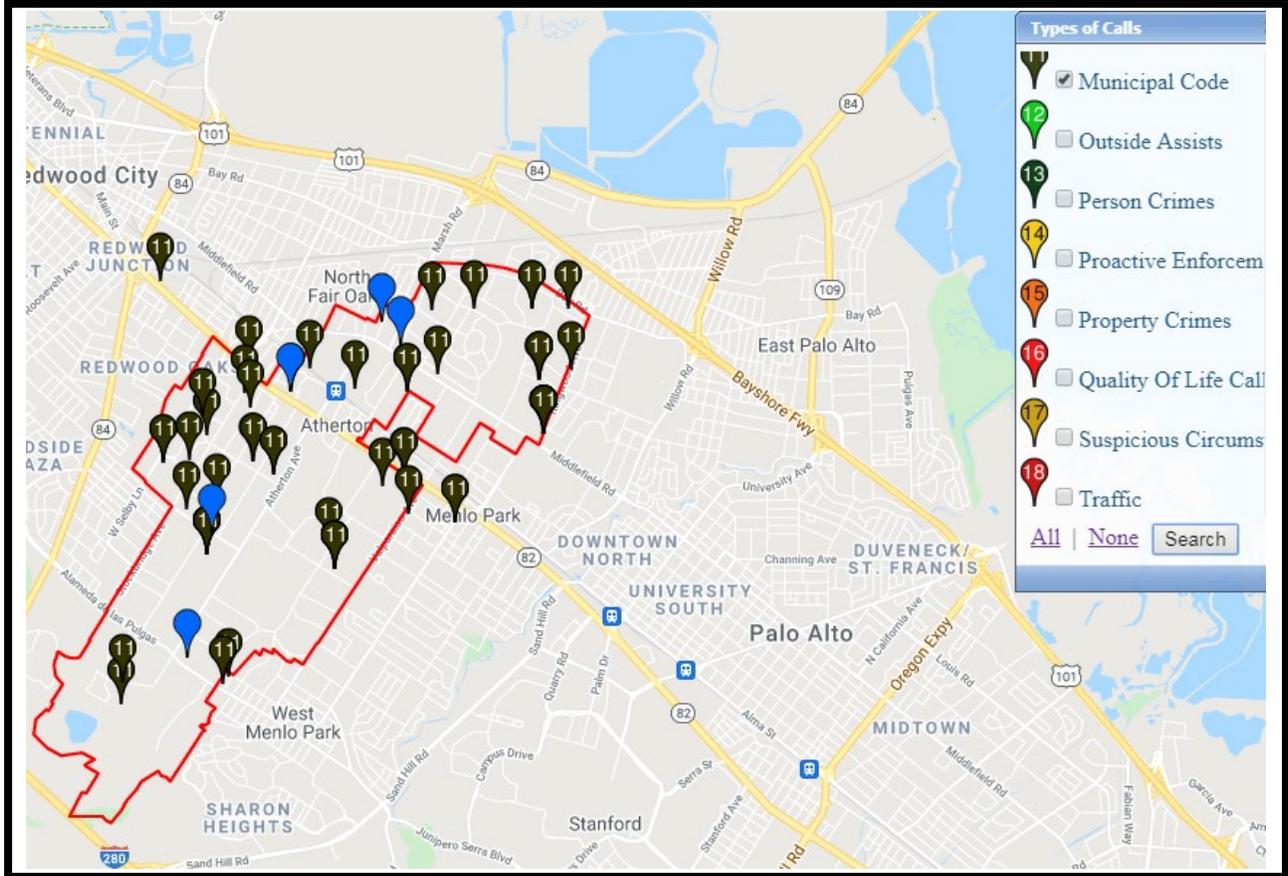
Criminal Activity and Suspicious Circumstances

The Department responded to 63 locations (some locations multiple times) for property crimes (12), person crimes (10), and incidents of suspicious circumstances (46).



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 illegal solicitors, construction parking, after hours construction, various noise disturbances, and right of way issues.



Holbrook Palmer Park

Holbrook Palmer Park had 89 incidents this reporting period, 64 of which were security checks and foot patrols by officers. The other incidents were for suspicious vehicles, a Flock LPR activation for stolen license plates, threats, noise disturbances, traffic stops, and ordinance violations.

Premise Watch

Officers completed 615 House/Vacation checks during the month of April.

ATTACHMENT 1

School Incidents

Officers responded to **300** school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks, as the schools were at limited capacity. An incident of note occurred on 04/06/21 at Menlo Atherton High School and involved a subject calling the school and making a violent threat. As a result of the threat, the school was placed on lockdown during the investigation and later safely evacuated.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	4	1	2	5	4	2	-	4	3	4	1	3	33
	Security	32	31	44	33	29	40	32	40	37	36	26	44	424
	Traffic	1	1	1	-	1	-	1	1	-	1	6	2	15
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other		2	6	-	7	6	10	6	5	13	7	2	64
	Security	39	39	39	35	25	35	61	50	48	61	47	37	516
	Traffic		-	2	-	-	-	-	-	-	-	4	-	6
<i>Laurel</i>	Other	2	1	2	7	5	2	6	3	5	-	1	4	38
	Security	27	20	39	32	16	34	19	33	24	22	25	26	317
	Traffic	1	-	-	-	-	-	-	-	-	4	-	-	5
<i>M-A HS</i>	Other	5	1	9	22	6	11	3	11	12	12	3	8	103
	Security	57	51	47	41	57	49	60	69	56	65	60	51	663
	Traffic		-	-	1	-	1	1	-	-	-	-	3	6
<i>Menlo College</i>	Other	2	3	6	4	4	3	3	5	3	13	2	-	48
	Security	45	35	33	36	37	42	35	42	47	56	60	51	519
	Traffic	6	5	9	3	1	1	-	3	8	4	5	2	47
<i>Menlo School</i>	Other		-	1	2	1	3	2	2	3	2	2	1	19
	Security	7	8	9	9	5	12	11	10	17	5	4	9	106
	Traffic	-	-	1	1	-	-	-	-	-	-	-	1	3
<i>Sacred Heart</i>	Other	6	3	7	8	3	5	3	4	4	4	2	2	51
	Security	8	5	5	7	8	11	7	7	4	3	3	3	71
	Traffic	-	1	-	1	-	-	-	-	-	-	-	-	2
<i>Adelante Selby</i>	Other	1	2	-	-	7	5	2	1	-	7	-	-	25
	Security	43	38	42	49	37	38	34	37	41	45	42	38	484
	Traffic	-	-	1	4	2	1	1	2	-	-	1	1	13
Total		286	247	305	300	255	301	133	330	317	357	301	288	3,420

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, 57 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
March	2021	4:39
February	2021	3:51
January	2021	4:02
December	2020	4:02
November	2020	4:36
October	2020	3:42

For calls for service that required a code 3 response, the average response time was 2 minute and 4 seconds.

TOTAL TRAINING HOURS FOR APRIL 2021 – 117 HOURS

NAME	TRAINING/HOURS	DATES
Gatto	FTO Update/24 Hours	April 12-14
Kumar	Standardized Field Sobriety Tests/24 Hours	April 12-14
Cisco	Intro to Supervision/6 Hours	April 12 & 14
MacDonald, Metzger, Pronske	Training "Artifacts": The Role of Training/24 Hours	April 20
Pronske	Use of Force Update/2.5 Hours	April 23
Dutta	Courageous Heart, Session 1 of 3/8 Hours	April 23
Larsen	Mgmt. Course Session 1 of 3/40 Hours	April 26-30
Dutta	Digital Evidence Recovery/8 Hours	April 28

ATTACHMENT 1

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
April	1,634	591
March	1,660	582
February	1,488	334
January	1,625	279
December	1,703	70
November	1,698	439

Code Enforcement Activity Report

April 1 – April 30, 2021

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2021)
1.	Opened Cases	21	97
2.	Resolved/Closed Cases	32	119
3.	Cases Pending	141	N/A
4.	Written/Formal Notices Issued	12	47
5.	Citations Issued	20	102
6.	Amount in Citations	\$8,600	\$38,000

During the month of April, there were over 92 incidents related to code enforcement. Those incidents included but were not limited to: construction parking, construction hours, work without building permits, construction related damage to property, mud/debris in the roadway, right-of-way encroachments or obstructions, encroachment permit, dead and dangerous trees, TPZ violations, overgrown landscaping issues, set-back zoning issues, food business in a residence, solicitor nuisances, trash cans being left out, animal noise nuisance, lighting issues, fence issues and lack of maintenance.

Code Enforcement staff assisted with construction hours/noise exemption permits and provided translation assistance to Officers. CE staff also attended two CACEO Webinar training sessions.

Traffic Complaints

The Atherton Police Department received three (3) traffic complaints during the month of April.

- 1) A resident reported speeding vehicles on Stockbridge Avenue near Austin Avenue during commute hours and lunch time.

Result: Officer hours were not recorded and no violations were observed.

- 2) A resident reported traffic stopped in both directions in front of 170 Selby Lane and vehicles passing in the oncoming lane of travel.

Result: 14 minutes spent in the area

One (1) warning citation issued

Covid-19 Incidents

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

POLICE DEPARTMENT

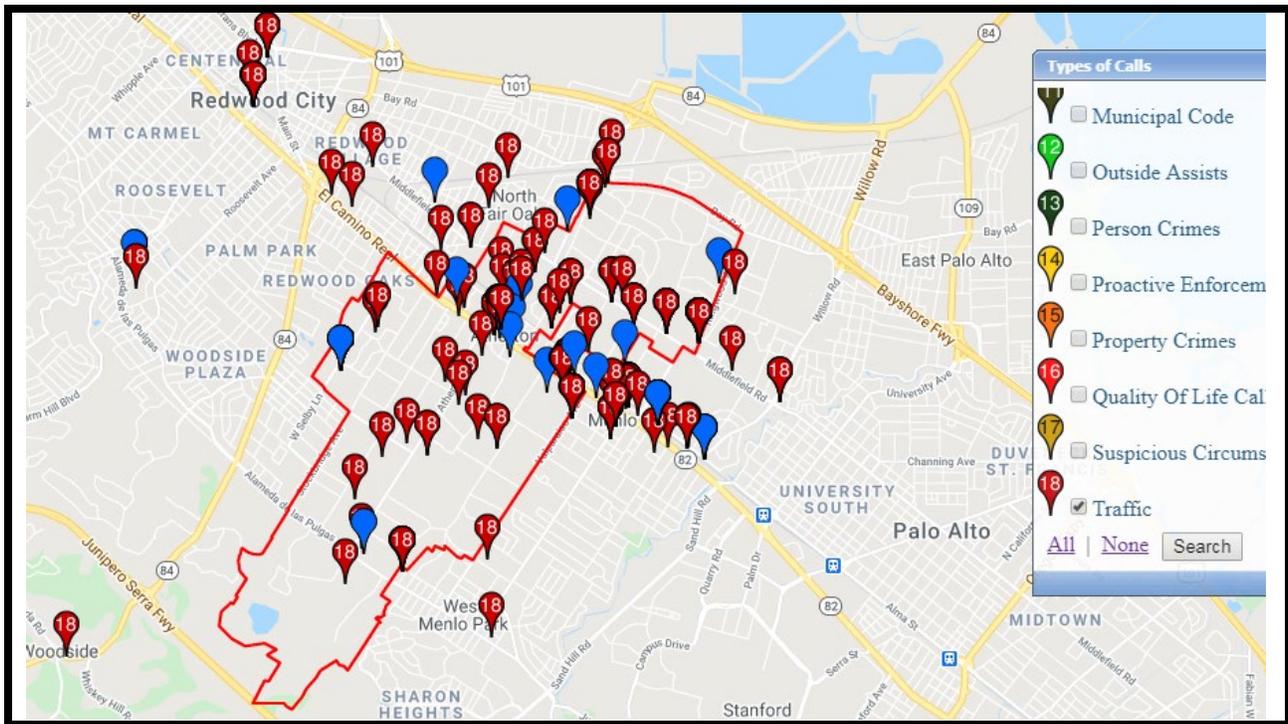
Police Activity

There were 55 investigations for the month of March. 26 offenders were cited, arrested, referred to the San Mateo County District Attorney’s Office for prosecution, or referred to the San Mateo County Juvenile District Attorney’s Office for prosecution. Those offenses included possession of a firearm by a convicted felon, DUI, driving with a suspended driver’s license, warrant violations, possession of stolen property, and various narcotics violations.

Of the 2,494 total police incidents for the month of March, 1,660 were officer-initiated incidents, which resulted in 582 citations being issued for vehicle code and other violations. Officers initiated 1,095 other types of incidents that included investigating 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.

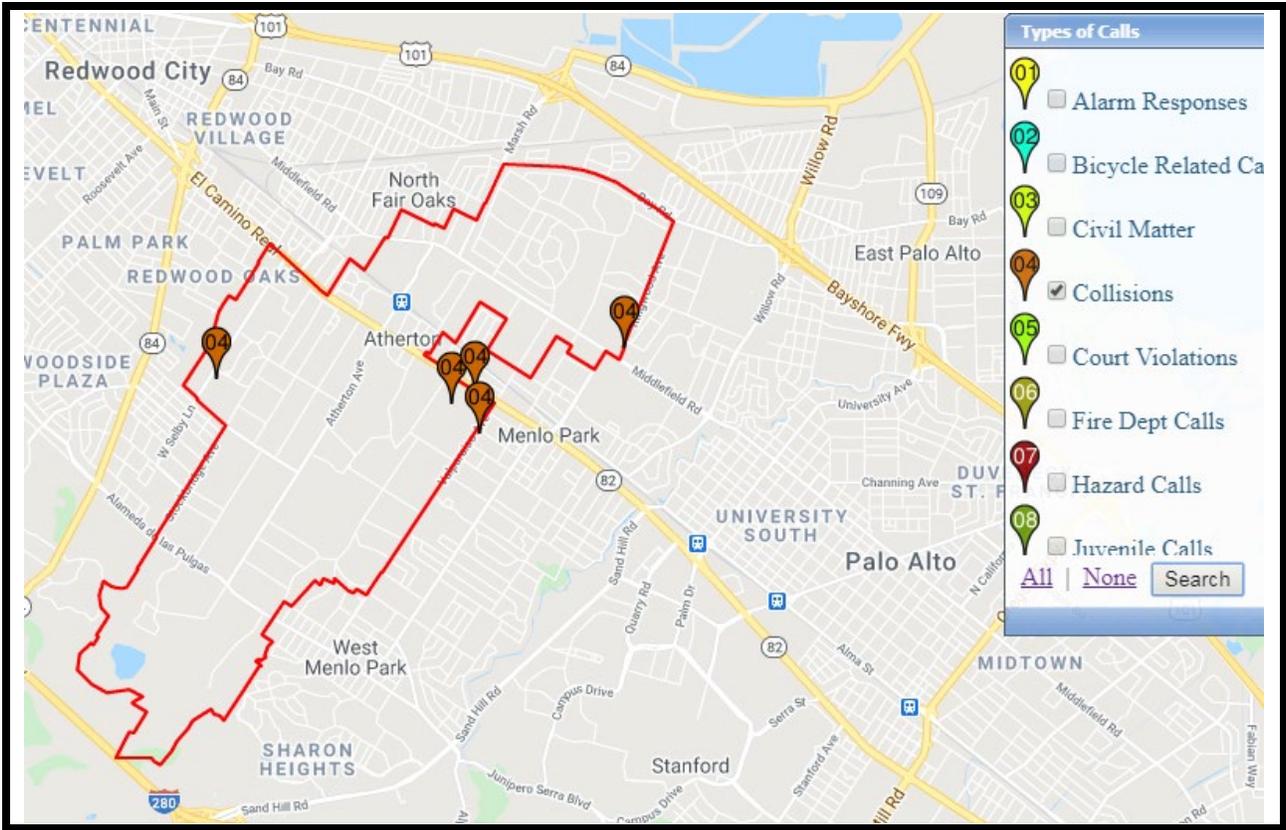
Traffic Incidents

Overall, there were 464 traffic incident locations, some with multiple stops, for March. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

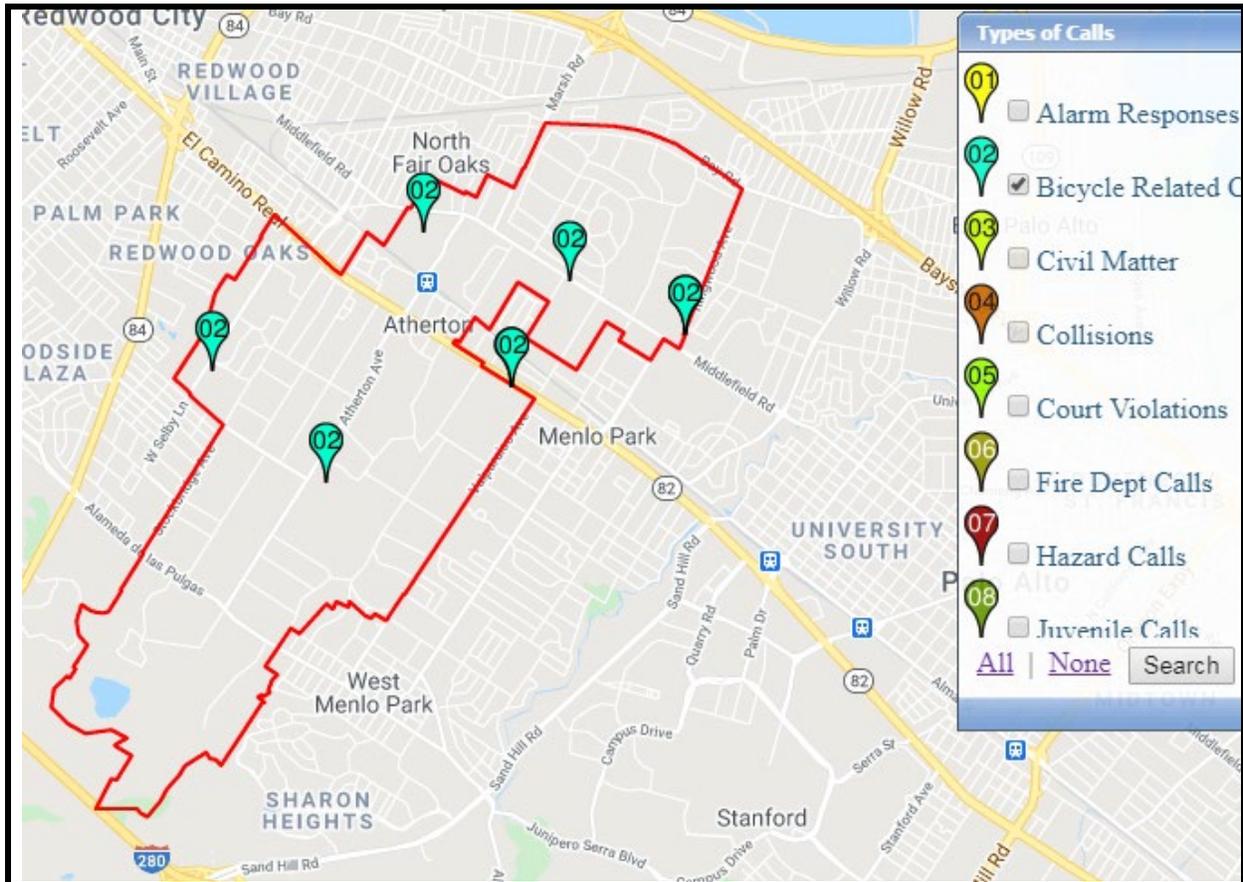
There were 5 collision locations in March. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

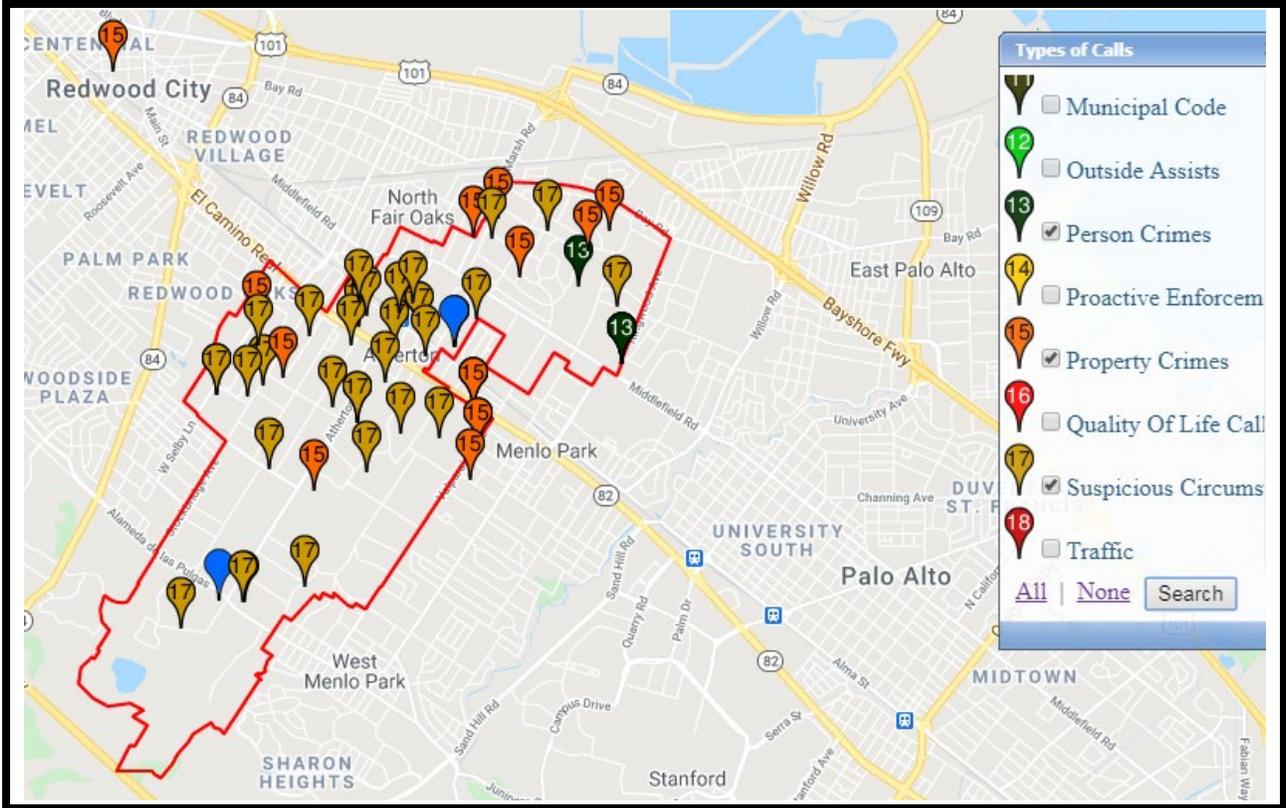
There were 6 bicycle stop incidents initiated for improper lighting equipment (2), riding against traffic (1), and contact with suspicious subjects on bicycles (3).

These stops resulted in 2 verbal warnings.



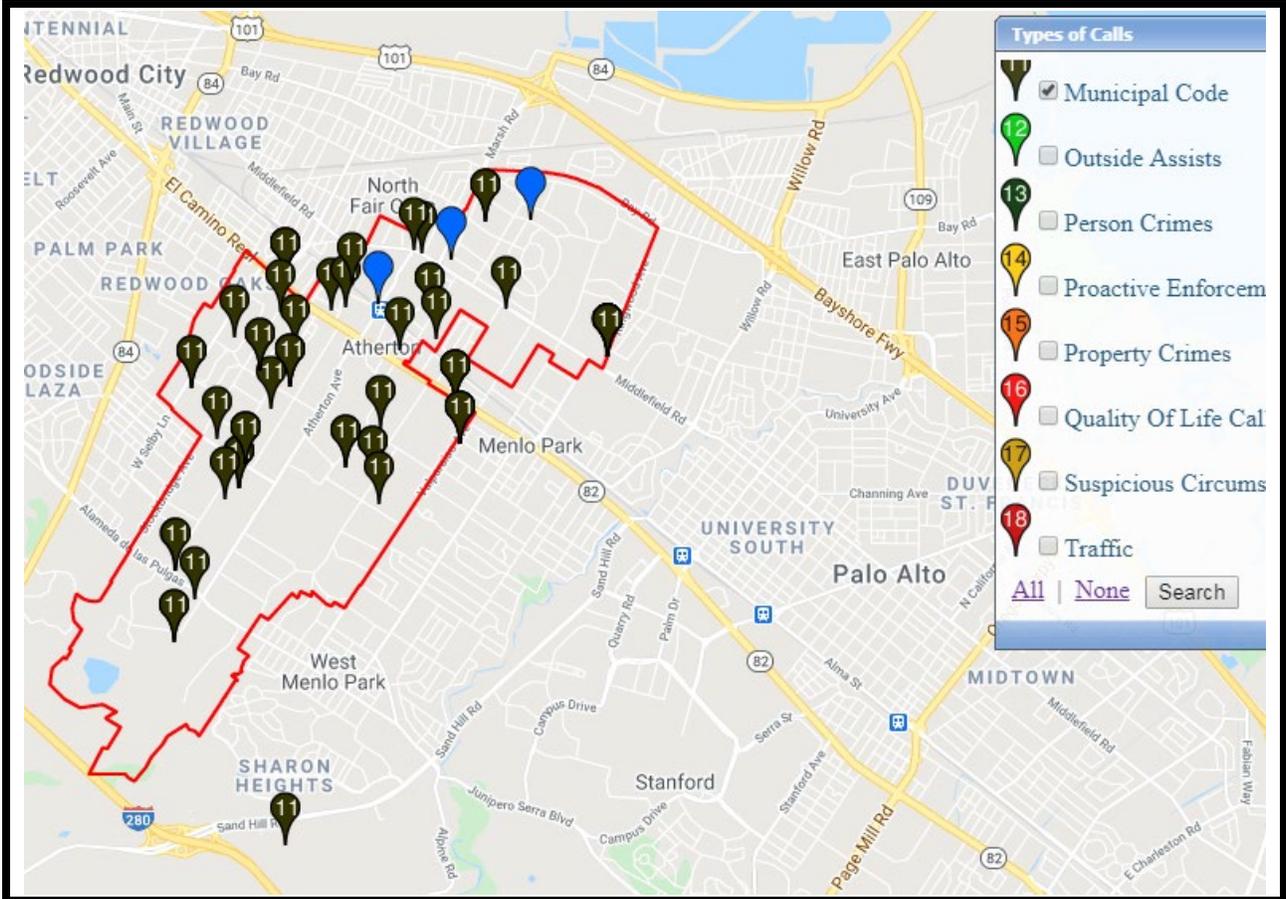
Criminal Activity and Suspicious Circumstances

The Department responded to 57 locations (some locations multiple times) for property crimes (19), person crimes (4), and incidents of suspicious circumstances (36).



Municipal Code Violations

The Department responded to 69 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for illegal solicitors, construction parking, after hours construction, various noise disturbances, and right of way issues.



Holbrook Palmer Park

Holbrook Palmer Park had 74 incidents this reporting period, 59 of which were security checks and foot patrols by officers. The other incidents were for a suspicious vehicle, a Flock LPR activation for stolen license plates, a drug law violation, possession of stolen property, a welfare check, a verbal disturbance, traffic stops, and ordinance violations.

Premise Watch

Officers completed 532 House/Vacation checks during the month of March.

ATTACHMENT 2

School Incidents

Officers responded to **305** 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	4	1	2	1	4	2	-	4	3	4	1	3	29
	Security	32	31	44	58	29	40	32	40	37	36	26	44	449
	Traffic	1	1	1	-	1	-	1	1	-	1	6	2	15
<i>Knox School</i>	Other	-	-	-			-	-	-	-	-	-	-	-
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other		2	6	1	7	6	10	6	5	13	7	2	65
	Security	39	39	39	51	25	35	61	50	48	61	47	37	532
	Traffic		-	2	-	-	-	-	-	-	-	4	-	6
<i>Laurel</i>	Other	2	1	2	2	5	2	6	3	5	-	1	4	33
	Security	27	20	39	45	16	34	19	33	24	22	25	26	330
	Traffic	1	-	-	-	-	-	-		-	4	-	-	5
<i>M-A HS</i>	Other	5	1	9	3	6	11	3	11	12	12	3	8	84
	Security	57	51	47	91	57	49	60	69	56	65	60	51	713
	Traffic		-	-	-	-	1	1	-	-	-	-	3	5
<i>Menlo College</i>	Other	2	3	6	2	4	3	3	5	3	13	2	-	46
	Security	45	35	33	64	37	42	35	42	47	56	60	51	547
	Traffic	6	5	9	-	1	1	-	3	8	4	5	2	44
<i>Menlo School</i>	Other		-	1	-	1	3	2	2	3	2	2	1	17
	Security	7	8	9	17	5	12	11	10	17	5	4	9	114
	Traffic	-	-	1	-	-	-	-	-	-	-	-	1	2
<i>Sacred Heart</i>	Other	6	3	7	2	3	5	3	4	4	4	2	2	45
	Security	8	5	5	16	8	11	7	7	4	3	3	3	80
	Traffic	-	1	-	-	-	-	-	-	-	-	-	-	1
<i>Adelante Selby</i>	Other	1	2	-	3	7	5	2	1	-	7	-	-	28
	Security	43	38	42	57	37	38	34	37	41	45	42	38	492
	Traffic	-	-	1	1	2	1	1	2	-	-	1	1	10
Total		286	247	305	414	255	301	133	330	317	357	301	288	3,534

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, 39 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
February	2021	3:51
January	2021	4:02
December	2020	4:02
November	2020	4:36
October	2020	3:42
September	2020	4:12

For calls for service that required a code 3 response, the average response time was 2 minute and 41 seconds.

TOTAL TRAINING HOURS FOR March 2021 – 330 HOURS

NAME	TRAINING/HOURS	DATES
Koehler	Dispatcher Role in Mass Casualty Inc./8 Hours	March 1
Yamsuan/Torres	DUI Detection/24 Hours	March 1-3
Davidovich	Field Force Options/24 hours	March 1-3
Frew	Managing Police Records/7 Hours	March 2
Dutta	Computer Crimes-Forensic Investigations/7 Hours	March 3
Massagli/Rojas	Field Force Options/24 Hours	March 4-6
Davidovich	Radar & Lidar/32 Hours	March 9-12
MacDonald	Red Dot Transition/16 Hours	March 19-20
Larsen	SLI-Session 8/24 Hours	March 23-25
Diaz	Advanced CPTED/24 Hours	March 23-25
Pronske/Robbins	Building a Leadership Development Program/1.5 Hours	March 24
Davidovich	Courageous Heart/8 Hours	March 26
Romero	K9 Tactics E-Collar/40 Hours	March 29-April 2
Andruha/Kuma/Yamsuan	Radar & Lidar/32 Hours	March 29-April 1

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

MONTH	OFFICER INITIATED ACTIVITY	CITATIONS
March	1,660	582
February	1,488	334
January	1,625	279
December	1,703	70
November	1,698	439
October	1,705	499

Code Enforcement Activity Report

March 1 – March 31, 2021

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2021)
1.	Opened Cases	19	76
2.	Resolved/Closed Cases	26	87
3.	Cases Pending	152	N/A
4.	Written/Formal Notices Issued	5	25
5.	Citations Issued	36	82
6.	Amount in Citations	\$12,900	\$29,400

During the month of March, there were over 155 incidents related to code enforcement. Those incidents included but were not limited to: construction parking, construction hours, work without building permits, mud/debris in the roadway, right-of-way encroachments or obstructions, encroachment permit, dead and dangerous trees, TPZ violations, overgrown landscaping issues, set-back zoning issues, solicitor nuisances, trash cans being left out, animal nuisance, lighting issues, fence issues, lack of maintenance and COVID-19 protocol related enforcement.

Code Enforcement staff assisted with construction hours/noise exemption permits and provided translation assistance to Officers. CE staff also attended Crime Prevention Through Environmental Design-Advanced training and watched a SeeClickFix training video.

Traffic Complaints

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

- 1) A resident reported drivers making left turns and U-turns in front of the Laurel School located at 35 Edge Road during drop off and pickup times.
Results: 5 minutes spent in the area
No violations observed
- 2) A resident reported vehicles speeding on Fletcher Drive during all times of the day.
Results: 3 minutes spent in the area
No violations observed

Covid-19 Incidents

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

Public works update –March 2021

- Sweep contracted monthly streets:
 March 81 Miles 12.0 cu. Yards 8.0 tons

- March Service requests –
 - Continued to install Flock Camera signage around Town
 - Removed garbage and debris at the former Atherton station
 - Repaired park bench located in the North Meadow at Holbrook Palmer Park
 - Removed tree limb from roadway on Linden Avenue
 - Re-installed loose pavement reflector for Fire Hydrant near 152/156 Selby Lane
 - Installed new speed limit sign and post in front of 189 Almendral Avenue
 - Repaired sewer ejector pump/grinder at HP Park playground restroom
 - Removed tree limb from roadway on the corner of Valparaiso Avenue/Elena Avenue
 - Sanitized Permit trailer due to Covid-19 related incident
 - Picked up illegally dump furniture in front of 14 Almendral Avenue

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- Removed weeds from Middlefield Road
- Weed removal from El Camino Real
- Generator inspection at PD
- 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.

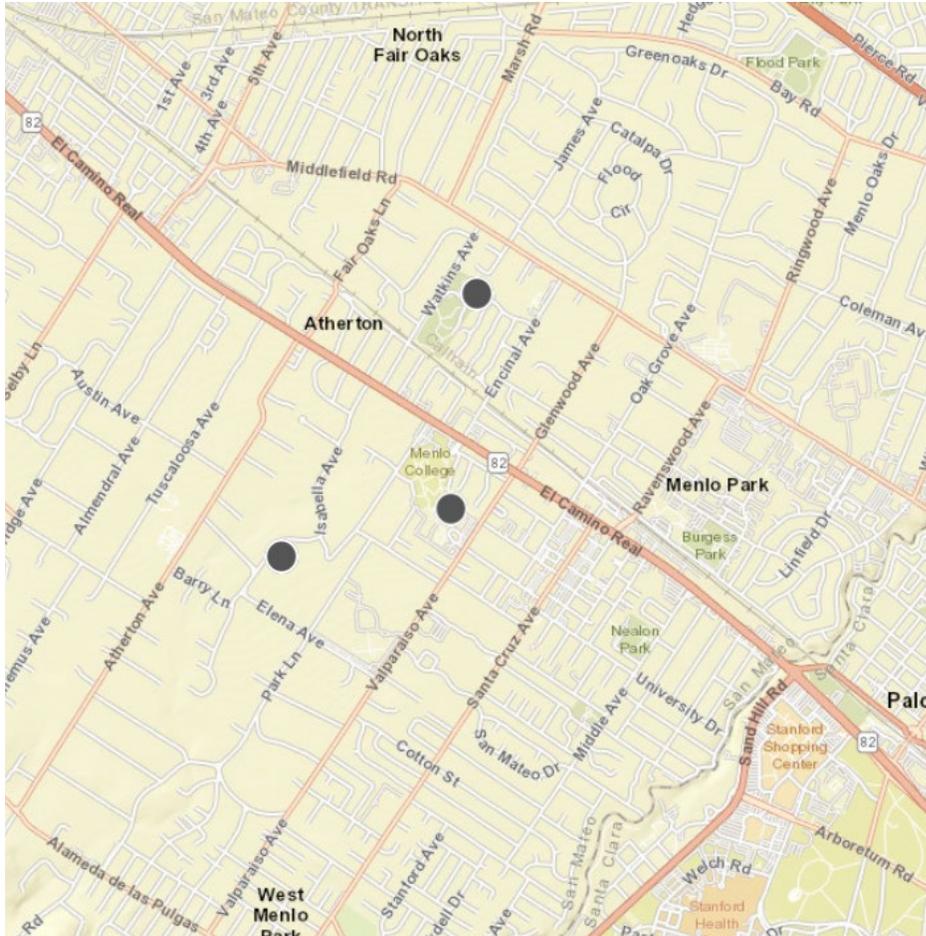
SeeClickFix Requests

Showing Results from 3/1/2021 to 4/1/2021

DTA: Days to Acknowledge DTC: Days to Close O&O: Open and Overdue

Category	Created	Ack	Closed
Animal Control	1	1	1
Parks and Playgrounds	1	1	1
Other	1	1	1
Totals	3	3	3

Hide Empty Categories



Installed Flock camera signage on Middlefield Road at Marsh Road



Before



After

Installed new speed limit sign and post in front of 189 Almedral Avenue where a tree knocked down the existing sign and post



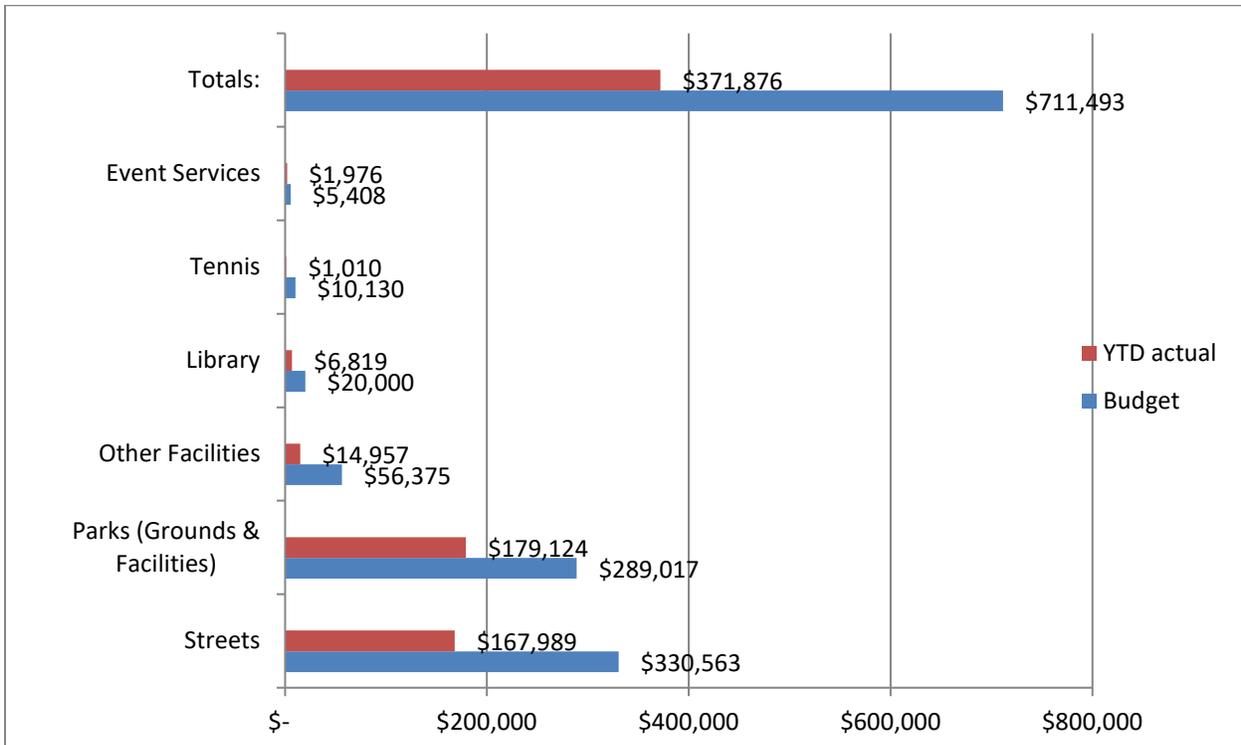
Repaired sewer grinder/ejector pump at the HP Park playground restrooms



ATTACHMENT 3

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through February 2021

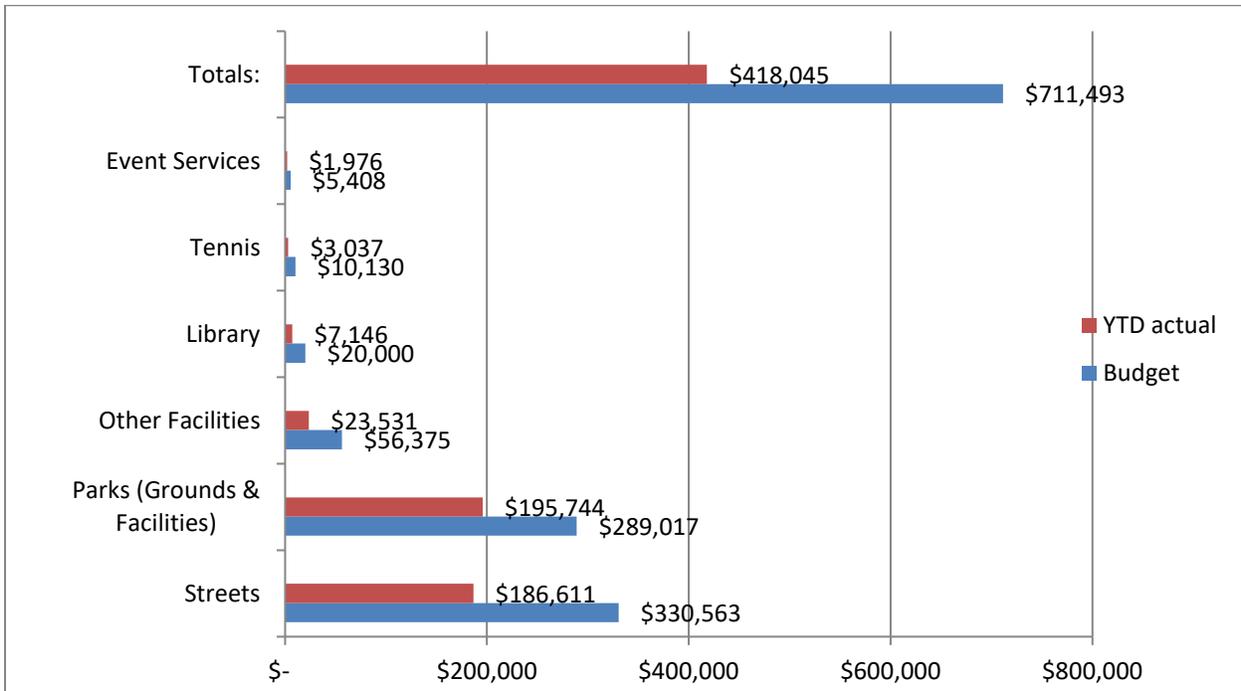
Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 167,989	50.82
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 179,124	61.98
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 14,957	26.53
A04	213-30-52031-000	Library	\$ 20,000	\$ 6,819	34.10
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 1,010	9.97
E06	101-58-52031-058	Event Services	\$ 5,408	\$ 1,976	36.54
Totals:			\$ 711,493	\$ 371,876	52.27



ATTACHMENT 3

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through March 2021

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 186,611	56.45
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 195,744	67.73
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 23,531	41.74
A04	213-30-52031-000	Library	\$ 20,000	\$ 7,146	35.73
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 3,037	29.98
E06	101-58-52031-058	Event Services	\$ 5,408	\$ 1,976	36.54
Totals:			\$ 711,493	\$ 418,045	58.76





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

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: APRIL 7TH, 2021

SUBJECT: PARK GOINGS ON MARCH 2021

REGULAR STAFF

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

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

- Posting day use permits and guidelines
- Continued spreading of mulch around the park
- Report of spraying of weeds weekly
- Disinfecting playground and par course 1x week
- Bathrooms are being disinfected 2x per day by MCE
- Elevator was inspected
- Power washed the driveway and path at the Gilmore House
- Landscape maintenance and irrigation repair started at the Gilmore House
- Clay bags moved behind fence
- New electric leaf blowers arrived

New and future planned projects:

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Unclog or fix water fountain near tennis courts
- Repair Corp yard fence
- Repair the header boards at the Jennings Pavilion
- Fix Jennings Pavilion handle

Tennis Numbers

March Tennis Numbers:

Total Courts hours- 297

Clinics: 0 due to COVID restrictions

Lessons: 229

Events: 1 weekly coaches meeting

Clay Court Bookings: 0 paid hours

Total # of students: 253

Gilmore House driveway and paths power washed



Irrigation repair started at the Gilmore House



Annual inspection completed on the elevator at the Main House



New electric leaf blowers received



Public works update –April 2021

- Sweep contracted monthly streets:
 April 27 Miles 12.0 cu. Yards 4.0 tons

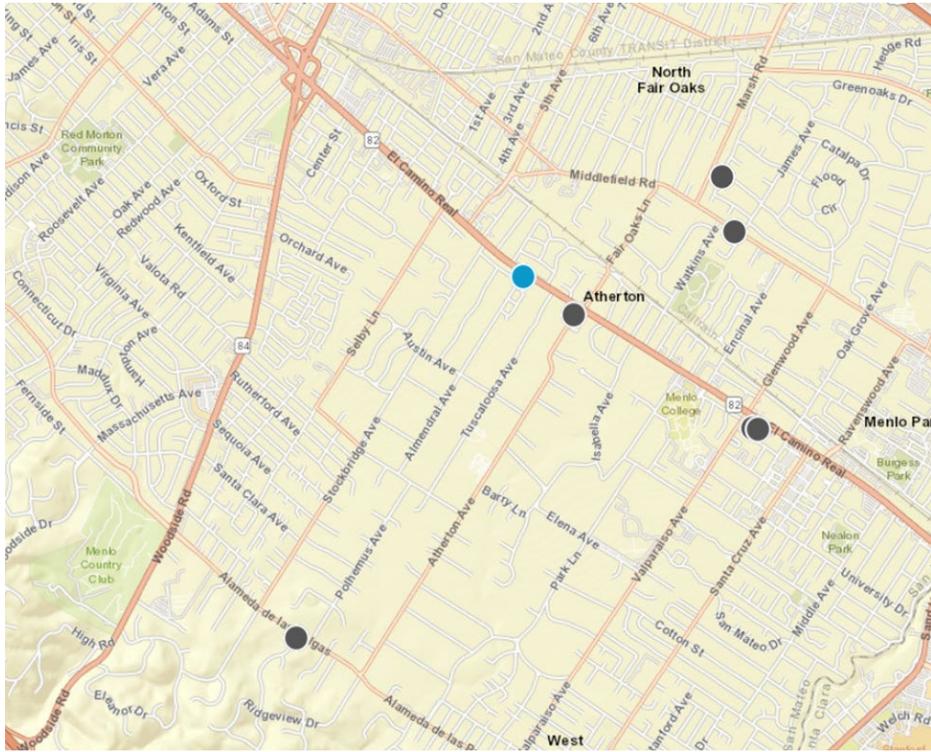
- April Service requests –
 - Continued to install Flock camera signage around Town
 - Pressure washed gutters on Mandarin Way
 - Repaired broken streetlight conduit in front of 102 Magnolia Drive
 - Assisted with E-Waste/compost/shred event
 - Filled pothole on Alameda de las Pulgas between Stockbridge Avenue and Fletcher Drive
 - Replaced broken stop sign on Stockbridge Avenue at Parker Drive
 - Replaced broken storm drain cover across from 223 Stockbridge Avenue
 - Removed low hanging branch overhanging El Camino Real at 1 Tuscaloosa

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda de las Pulgas
- Repaired Street signs on Camino Por Los Arboles at Valparaiso Avenue
- Replaced traffic signpost on Fair Oaks Lane at El Camino Real
- Picked up illegal dumping in front of 340 El Camino Real
- Picked up illegal dumping near Oakwood Drive and Selby Lane
- Removed weeds from Middlefield Road
- Shoulder backed roadway edge on Middlefield Road
- Weed removal from El Camino Real
- Generator inspection at PD
- 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.

SeeClickFix Requests

Showing Results from 4/1/2021 to 5/1/2021			
DTA: Days to Acknowledge DTC: Days to Close O&O: Open and Overdue			
Category	Created	Ack	Closed
Trees	2	0	2
Construction Disturbance/Hours	1	1	1
Pothole	1	0	1
Private Property Issue	1	1	1
Public Right-of-Way Concern	1	1	1
Other	1	1	1
Totals	7	4	7

Hide Empty Categories



Picked up illegal dumping near Oakwood at Selby



Replaced bent traffic sign post on Fair Oaks Lane at El Camino Real



Before



After

Pressure washed gutter on Mandarin Way



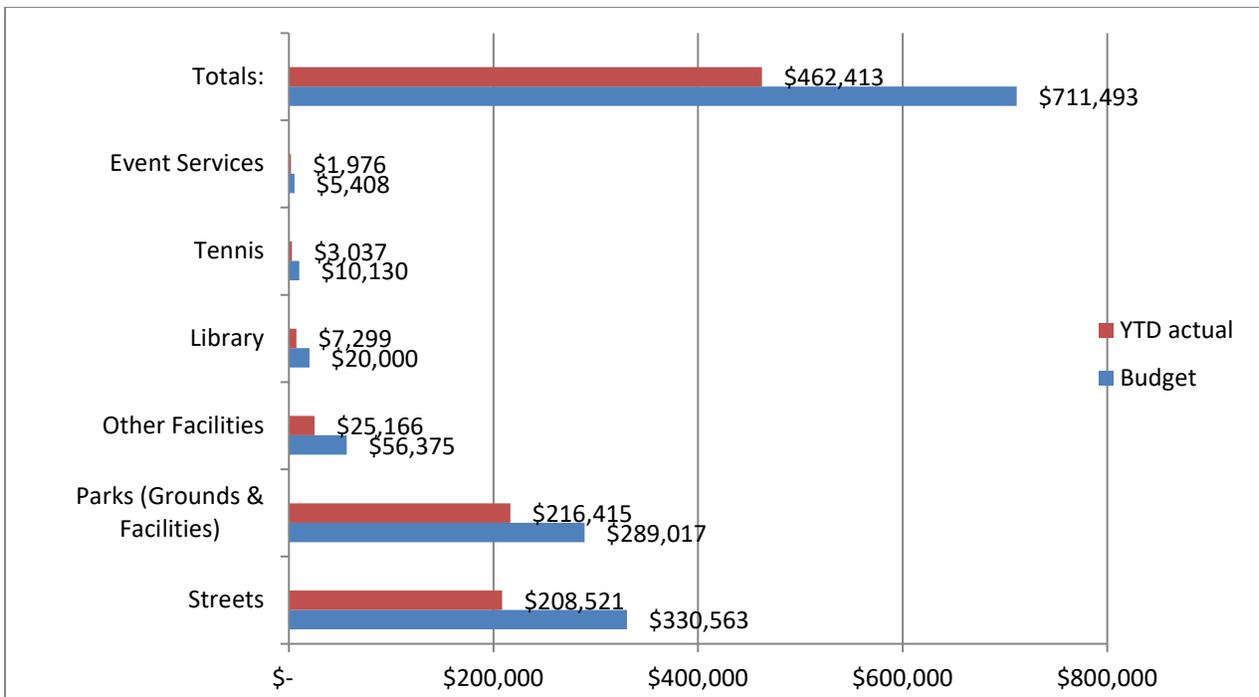
Before



After

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through April 2021

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 208,521	63.08
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 216,415	74.88
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 25,166	44.64
A04	213-30-52031-000	Library	\$ 20,000	\$ 7,299	36.49
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 3,037	29.98
E06	101-58-52031-058	Event Services	\$ 5,408	\$ 1,976	36.54
Totals:			\$ 711,493	\$ 462,413	64.99





PARK GOING'S ON Town of Atherton

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: MAY 5TH, 2021

SUBJECT: PARK GOINGS ON APRIL 2021

REGULAR STAFF

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

- **Performed regular maintenance tasks;**
 - Pick up litter/trash.
 - Remove trash bags.
 - Blow and pick up tree leaves and debris.
 - Inspect and maintain restrooms.
 - 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
- Report of spraying of weeds weekly
- Disinfecting playground and par course 1x week
- Bathrooms are being disinfected 2x per day by MCE
- Additional compost delivered to Gilmore House
- Weed abatement started at Gilmore House
- Signage moved or removed based on Staff and Park & Rec recommendations
- Replaced pressure gauge in the playground restrooms
- Started setting up meetings
- Applied granular broad leaf control to turf areas
- Resumed tree watering with the green watering bags
- Started planting the Event Garden with small plants in our inventory
- Lightly trimmed the Water Tower and Main House shrubs
- Removed cobwebs off of the Pavilion

New and future planned projects:

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Unclog or fix water fountain near tennis courts
- Repair Corp yard fence
- Repair the header boards at the Jennings Pavilion
- Fix Jennings Pavilion handle

Tennis Numbers

April Tennis Numbers:

Total Courts hours-327

Clinics: 0 due to COVID restrictions

Lessons: 291

Events: 0

Clay Court Bookings: 4 paid hours

Total # of students: 279

Park signage moved or removed that staff and P&R Committee recommended



Replaced pressure gauge in the playground restrooms



Applied granular broad leaf control to turf areas



Lightly trimmed the Water Tower and Main House shrubs





Town of Atherton

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

Community Services Monthly Report April 2021

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety Inspections**

ATTACHMENT 5

Construction and Permit Summary
April 1, 2021 to April 30, 2021

	Apr-21	Fiscal Year 2020-21	Fiscal Year 2019-20
Total Construction Valuation¹:	\$12,035,201	\$153,624,275	\$89,843,973

REVENUE

Plan Check Fees Collected:	\$31,090	\$318,776	\$254,815
Permit Fees Collected:	\$106,665	\$1,027,065	\$696,072
Other Fees Collected:	\$6,223	\$46,330	\$40,136
TOTAL:	\$143,978	\$1,392,171	\$991,023

PLAN CHECK

Applications Received:	72	679	511
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PERMITS

<u>Residential:</u>			
New Single Family Residential Permits Issued:	3	33	23
New Accessory Structures Issued:	15	212	250
Addition / Alteration Permits Issued:	15	102	146
Reroof / Water Well / Grading Permits Issued:	14	125	140
Plumbing/Mechanical/Electrical Permits Issued:	13	171	229
Demolition Permits Issued:	3	33	52
<u>Non-Residential:</u>			
New Permits Issued:	1	11	14
TOTAL Permits Issued:	64	687	854

Total Open Permits as of 4/30/2021	1065		1130
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INSPECTIONS

Inspections Performed:	878	9,518	7,370
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

April 1, 2021 to April 30, 2021

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	29	210
Planning Commission Items	5	18

The Planning Commission took the following action at the April 28, 2021 Planning Commission Meeting .

- a. Continued to a date uncertain a Special Structures Permit (SSP) at 207 Atherton Avenue, with direction that additional detail on a future proposed landscaping plan be included in the next submittal.
- b. Approved a Special Structures Permit at 234 Park Lane, to allow for a section of a proposed main residence basement to extend beyond the footprint of the first floor.
- c. Approved a Heritage Tree Removal Permit (HTR) at 24 Hawthorne Drive to allow the removal of one (1) heritage oak tree.
- d. Approved a Tree Protection Zone Exception (TPZ) at 4 Basset Lane associated with five (5) heritage trees to remain from a TPZ of 10 times (10x) the trees diameter to three – seven and a half (3x – 7.5x) times the trees diameter.
- e. Denied a Heritage Tree Removal Permit (HTR) to allow the removal of one (1) heritage oak tree and approved a Tree Protection Zone Exception (TPZ) associated with three (3) heritage trees to remain from a TPZ of 10 times (10x) the trees diameter to five to seven times (5x-7x) times the trees diameter at 133 Burns Avenue.

The next regularly scheduled Planning Commission meeting is May 26, 2021.

Arborist Activity Summary

April 1, 2021 to April 30, 2021

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	16	39	10	93

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

Summary of New Single Family Residential Permits Issued by Month

Month	2021	2020	2019	2018	2017	2016
January	0	1	4	0	2	2
February	2	1	1	2	1	1
March	5	0	1	3	2	0
April	3	0	1	2	0	2
May		2	1	5	4	2
June		2	1	2	3	0
July		4	1	5	1	5
August		5	5	4	2	3
September		2	3	1	3	4
October		1	1	4	2	6
November		2	1	0	4	0
December		3	1	1	3	1
Total New SFD Permits:	10	23	21	29	27	26

Plan Check Performance

April 1, 2021 to April 30, 2021

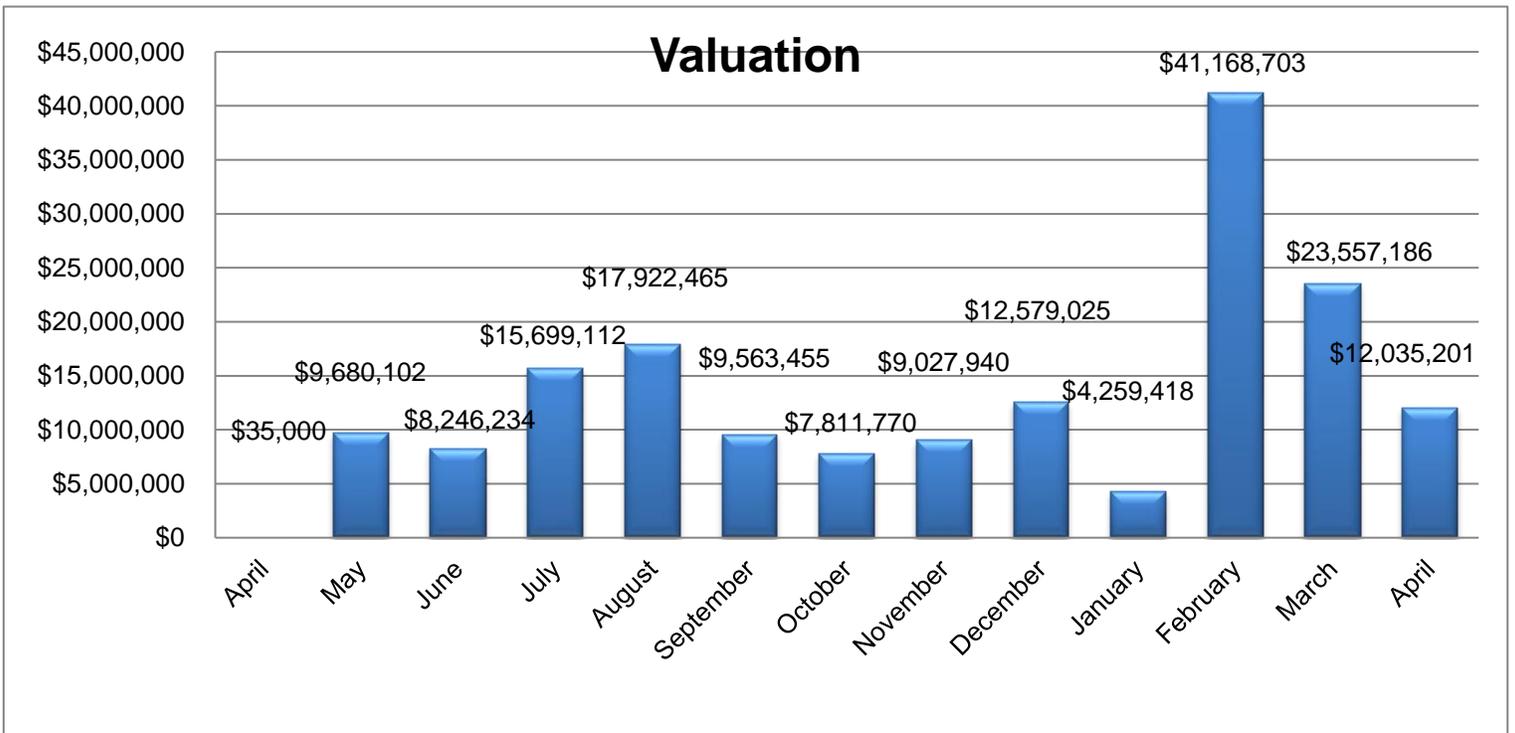
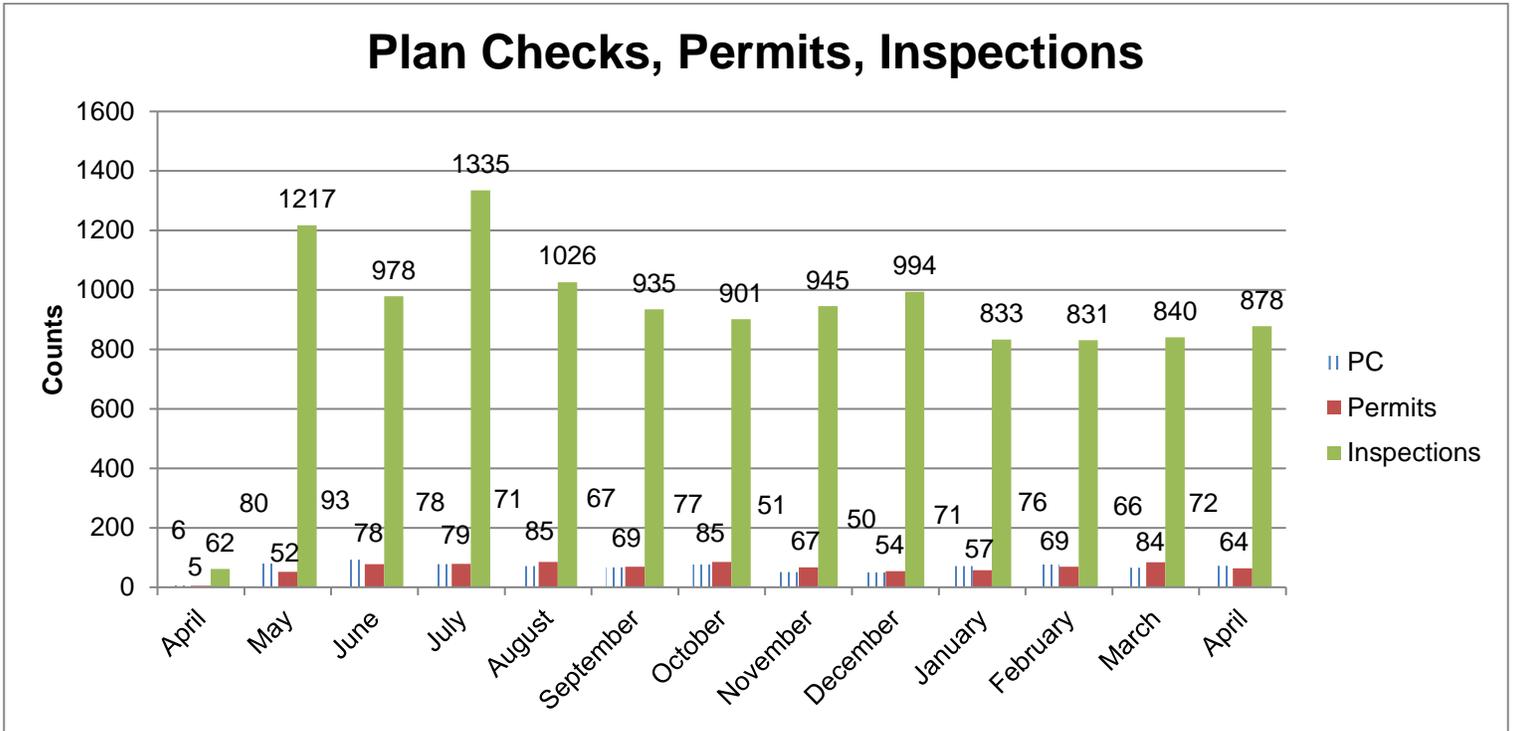
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	95	10	8	0
	Subsequent Rev.	98	5	4	0
Minor Plan Check	1st Review	7	3	2	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		200			

** 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

