



Item No. 5 Town of Atherton

CITY COUNCIL STAFF REPORT – CITY MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: OCTOBER 20, 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.

COVID-19 UPDATES

The Town will continue meeting in Zoom for all public meetings through the month of September (all Committees and the Commission will follow). Non-public Ad Hoc Subcommittees or Liaison meetings can be conducted in person. The following policies apply:

- 1) **All vaccinated employees and contract personnel** (building, planning, public works, etc.) must provide proof of vaccination status. In the case of contract personnel, that can be provided directly to the Town or via certification from the contractor. If the individual cannot provide proof of vaccination (in any acceptable form) the individual will be treated as non-vaccinated.
- 2) **All individuals** entering public facilities and in shared public vehicles are required to wear face coverings indoors regardless of vaccination status. This applies to public, employees and contract personnel alike. Individual office spaces, singular vehicles, and individual spaces are exempt.
- 3) **All non-vaccinated employees and contract personnel**, including those "treated" as non-vaccinated, are required to provide proof of a negative COVID-19 test every 10 days.

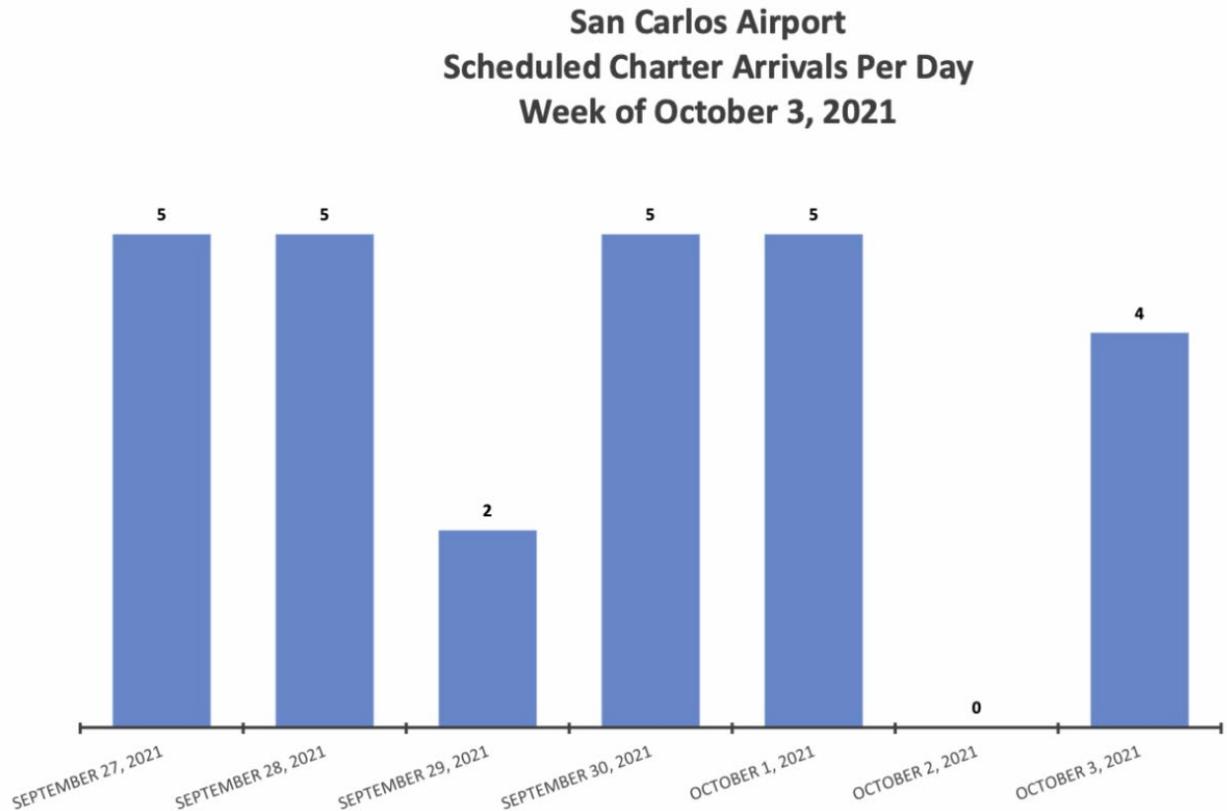
ADMINISTRATION/CITY CLERK/FINANCE

Annual Goals Report

At the end of this year I hope to finalize a Calendar Year End Goals Report. Staff is working on a number of item updates that will be incorporated into the Final Report for release to the Council at the December Regular Meeting and via the Town's Social Media channels (web, Atherton Online, etc.). It is important to note that *most* of the items on the list(s) are in addition to the day-to-day operational responsibilities of staff and their respective departments.

Surf Air Report

The San Carlos Airport currently has an average of 3.7 Scheduled Charter aircraft arrivals per day, calculated from July 1, 2021.



BUILDING/PLANNING

Monthly Report

See attached Monthly Report.

Builder's Roundtable Report

This Report was released in October. One of the items noted in the Report is progress on the Landscape Screening Ordinance. Planning staff is currently in the process of working on developing amendments to the Landscape Screening Ordinance in consult with the Town Arborist to address related issues for properties on hillside lots as originally discussed by the City Council in January 2021 and the Planning Commission in April 2021. Following discussions, Planning was made aware of other standards within the Landscape Screening Ordinance that have been identified by the Town Arborist as challenging and/or concerning in implementation of the Ordinance as well as communicated to her from concerned residents. Specifically, beyond the issues for hillside

lots, the Town Arborist has identified issues related to the adequacy and/or ability of the existing Landscape Screening Ordinance to address towers on main residences, minimal setback distances as allowed by ADUs, and the frequency of requests from neighbors wanting larger screening specimens that grow more quickly than otherwise required by the Ordinance.

The additional issues raised by the Town Arborist, combined with available staffing resources, the quantity of high-level current development projects and changes in housing laws that staff has been focused on, have resulted in the current status. Staff is working with the Town Arborist on a more detailed evaluation of possible cumulative amendments to the Landscape Screening Ordinance beyond just hillside lots as originally directed by the Council and is working towards developing a draft for public hearings in early 2022.

Study Session – ADU Ordinance Review/HCD Comments

Staff is preparing a report for the Council to discuss the ADU Ordinance in relation to comments received from the State on the Town's Housing Element. As you know, the State must certify the Town's Housing Element or the Town will be found to be non-compliant. Staff made revisions to the Town's ADU Ordinance on the basis of comments received from HCD (in writing). However, staff at HCD have changed their perspective on a few of the issues and the Town's Ordinance may need to be revised in order to address their concerns.

PUBLIC SAFETY

Police Citizens Academy 2021

The Citizens' Police Academy 2021 has been canceled. We only received 8 applications for attendance. This is likely due to the continuing COVID-19 concerns. Staff needs about 20-25 attendees to justify hosting the event. We will retain the 8 applicants and reschedule for Spring 2022.

Monthly Report

See attached Monthly Report.

PUBLIC WORKS

Middlefield/Oak Grove Turn Restrictions

To address the Council's requests with respect to engineering solutions and signal timing, staff will need to engage contract traffic engineer support. Work on this effort will not be complete in time for the October 20 Council meeting.

Neighborhood Traffic Management Action Plan Update

Staff is working with TJKM to review and prioritize the short and mid-term recommended traffic solutions for the Council's consideration. It is unlikely that this effort will complete in time to make the October 20 Regular Agenda.

Monthly Report

See attached Monthly Report.

AD HOC SUBCOMMITTEE UPDATES

Renovation of the Historic Train Station (DeGolia/Hawkins-Manuelian)

No updates.

Sea Level Rise (Lewis/Hawkins-Manuelian)

No Updates.

IT/Wireless (DeGolia/Widmer)

No Updates.

Multi-Jurisdictional Stanford Group (Lewis/Hawkins-Manuelian)

No Updates.

COVID-19 Restart (Vacant/Widmer)

No Updates.

Surf Air / Aircraft Noise (Vacant/Widmer)

No Updates.

Naming/Donor Plaque Recognition (DeGolia/Widmer)

No Updates.

Refuse Services (Widmer/DeGolia)

No Updates.

Town Center Fountain Selection (Lewis/Hawkins-Manuelian)

No updates.

Town Center Landscape Review (Lewis/DeGolia)

No Updates.

Donor Wall Design (Lewis/Hawkins-Manuelian)

No Updates.

Review of Leaf Blower Regulations (Widmer/Hawkins-Manuelian)

No Updates. Staff is setting up a Joint Subcommittee meeting with the EPC Subcommittee for review.

Grand Opening/Ribbon Cutting (Lewis/Hawkins-Manuelian)

No Updates.

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

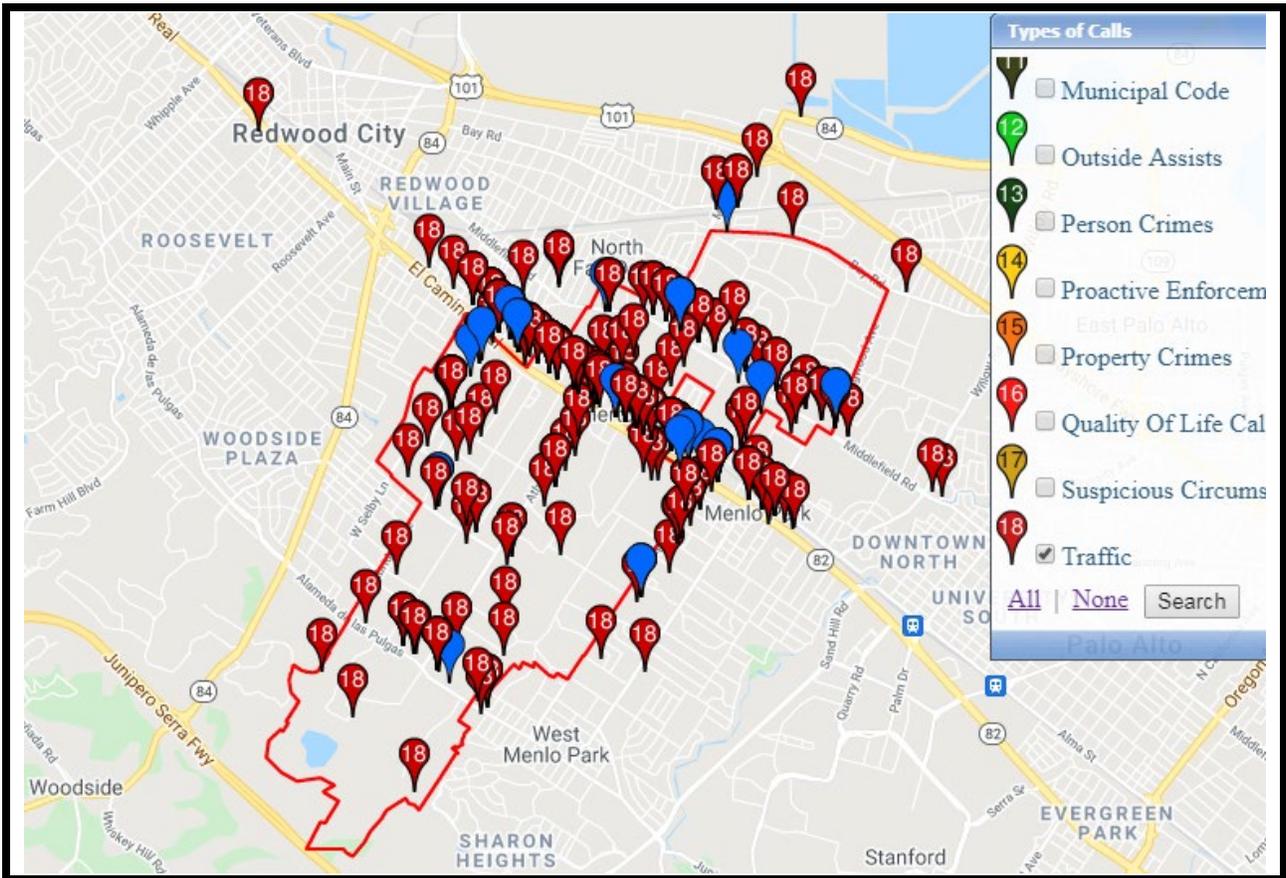
Police Activity

There were 72 investigations for the month of September. 27 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 driving under the influence of alcohol, warrant violations, driving with a suspended license, parole violation, probation violation, being under the influence of a controlled substance, possession of narcotics, throwing an object at a moving vehicle, misappropriation of property, possession of a concealed firearm, petty theft, false ID to a peace officer, possession of burglary tools, and residential burglary.

Of the 2,028 total police incidents for the month of September, 1,390 were officer-initiated incidents, which resulted in 405 citations being issued for vehicle code and other violations. Officers initiated 1,097 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.

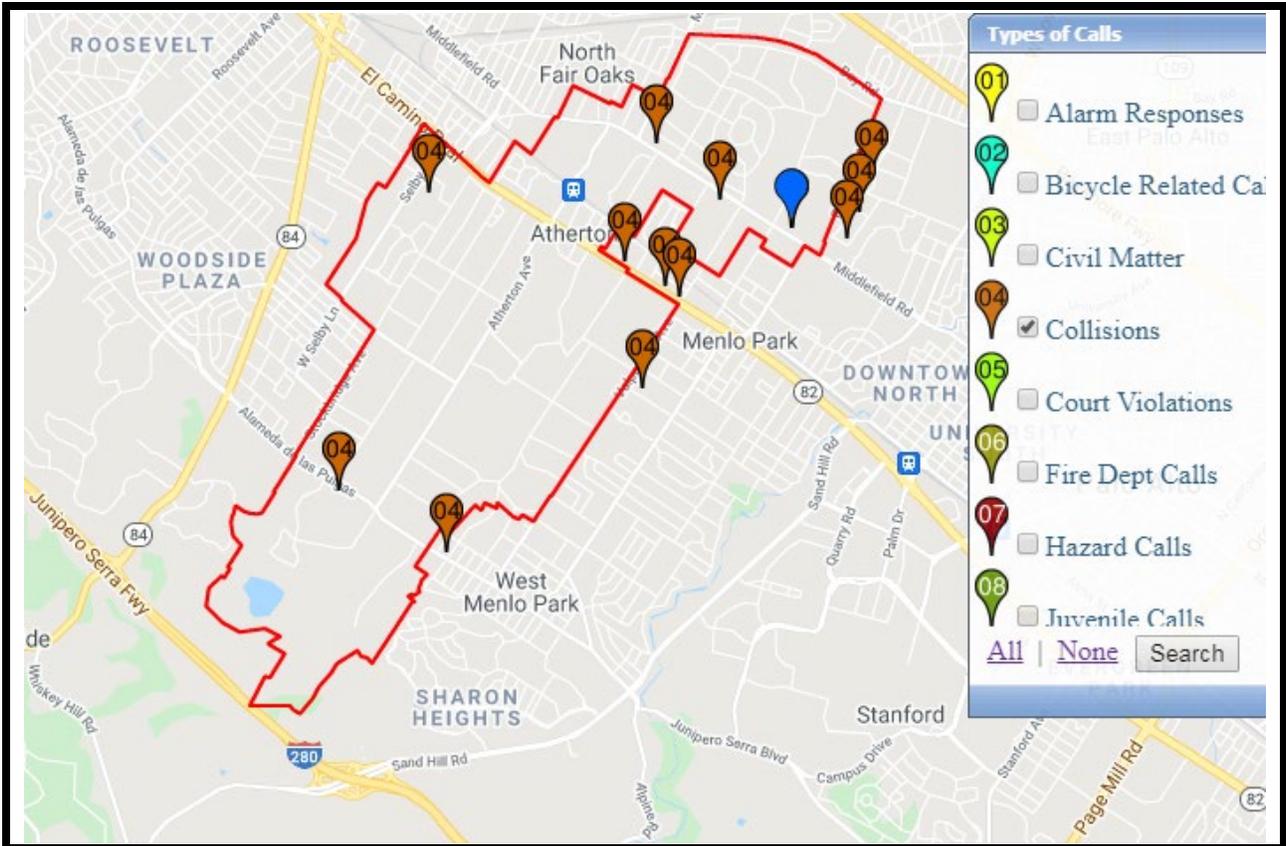
Traffic Incidents

Overall, there were 360 traffic incident locations, some with multiple stops, for September. The map below indicates the locations of the incidents for this reporting period.



Traffic Collisions

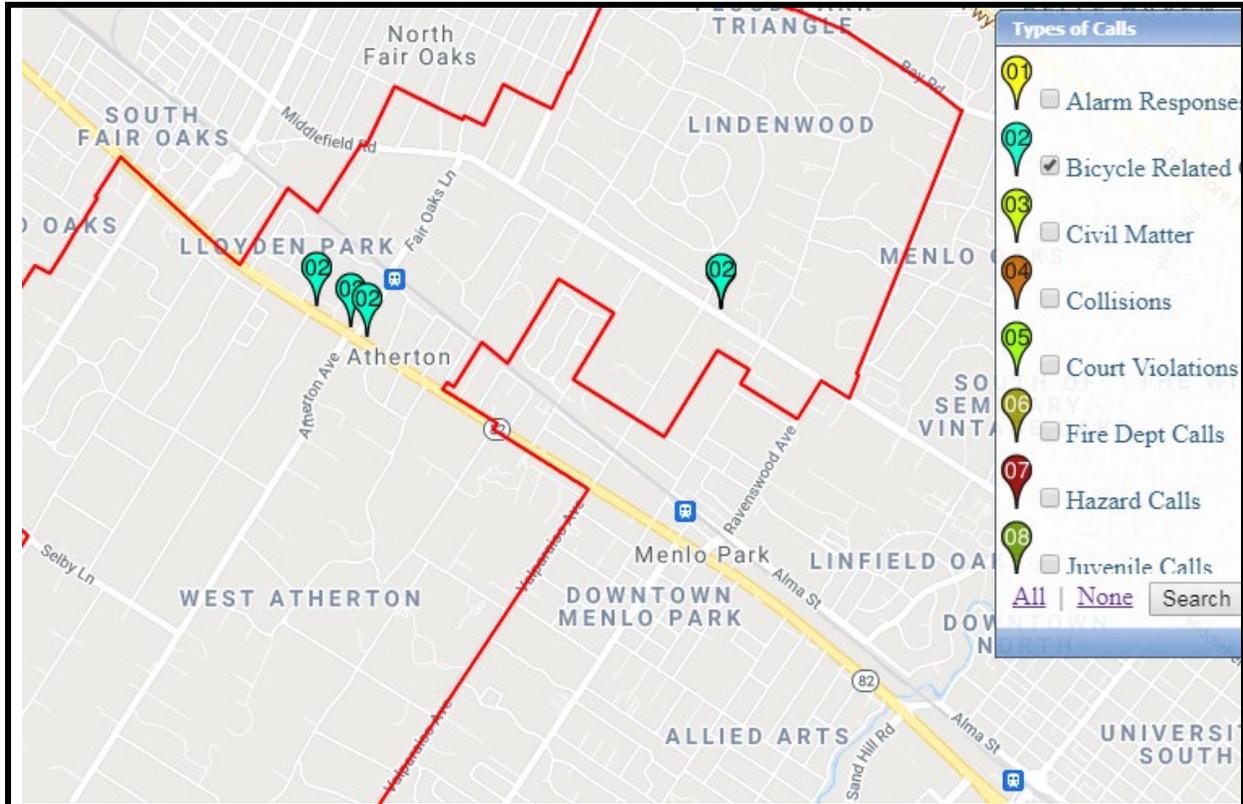
There were 14 collision locations in September. The map below indicates the locations of the incidents for this reporting period.



Bicycle Traffic Stops

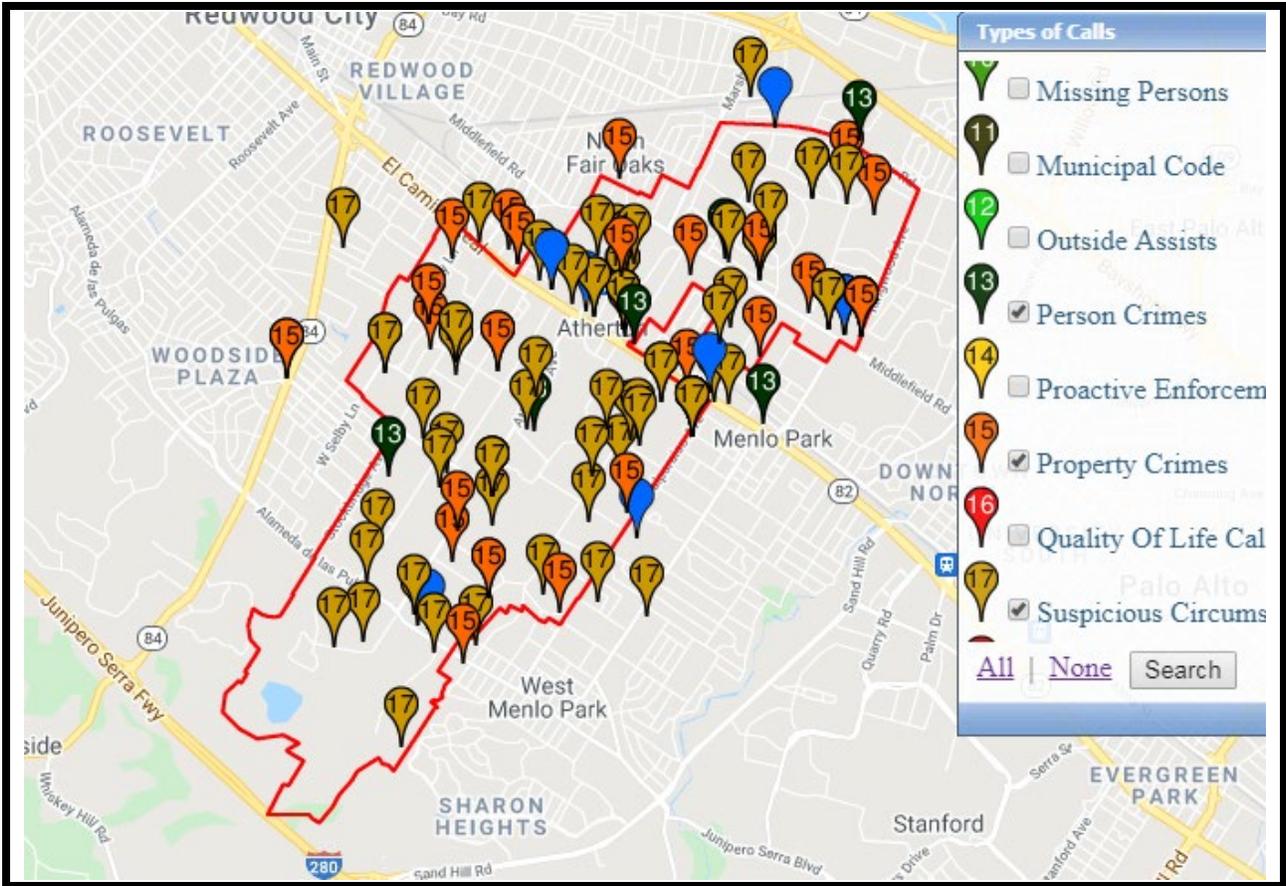
There were 4 bicycle stop incidents initiated for improper lighting (x3) and running a red light.

These stops resulted in 4 verbal warnings.



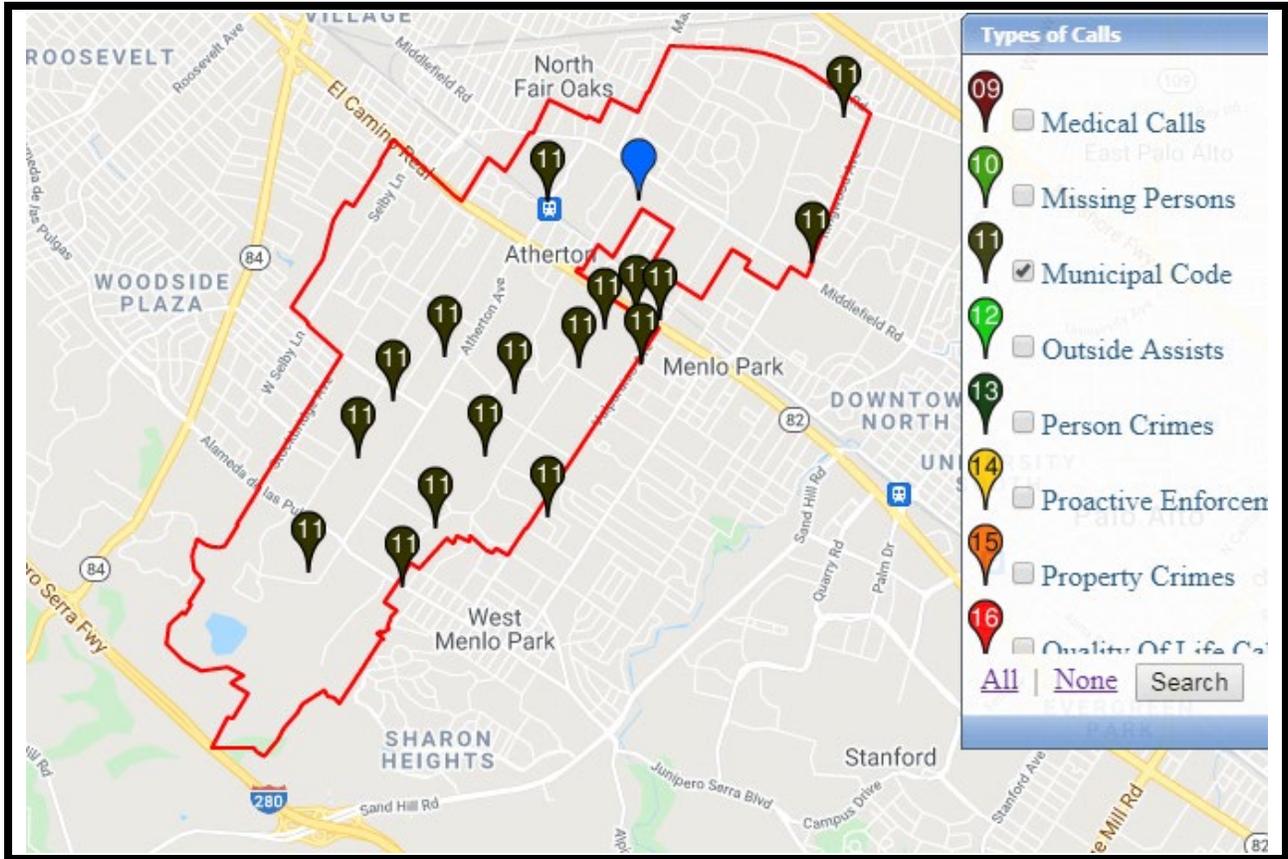
Criminal Activity and Suspicious Circumstances

The Department responded to 134 locations (some locations multiple times) for property crimes (32), person crimes (11), and incidents of suspicious circumstances (91).



Municipal Code Violations

The Department responded to 18 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for construction parking, after hours construction, various noise disturbances, right of way issues, solicitors, and dogs off leash.



Holbrook Palmer Park

Holbrook Palmer Park had 65 incidents during this reporting period, 53 of which were security checks and foot patrols by officers. The other incidents were for suspicious vehicles, found property, and ordinance violations.

Premise Watch

Officers completed 483 House/Vacation checks during the month of September.

ATTACHMENT 1

School Incidents

Officers responded to 383 school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks. Incidents of note were:

- On 09/16/21, a juvenile was arrested for threatening a MAHS school official with an act of violence.
- On 09/16/21, a juvenile was caught selling marijuana vape cartridges on school campus at MAHS. A report was taken and forwarded to the Juvenile District Attorney's Office for prosecution.
- On 09/28/21, officers responded to MAHS regarding a trespasser on the school campus. Officers located the trespasser, determined the trespasser was not a threat to the campus, and escorted the trespasser off campus.
- On 09/30/21, a hairdryer was taken from a restroom at MAHS as part of a TIKTOK challenge. A vandalism/theft case was taken.
- Traffic continued to be an issue at Adelante/Selby School. A no left turn sign was placed at the east exit of the campus, which helped alleviate some of the traffic.
- On 09/22/21, a student left the Adelante/Selby School campus and was later located on Woodside Road. Officers convinced the student to go back to campus with their parents.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
Encinal	Other	4	1	2	5	3	4	5	3	2	4	1	3	37
	Security	32	31	44	33	33	23	29	47	53	36	26	44	431
	Traffic	1	1	1	-	-	1	2	6	7	1	6	2	28
Knox School	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Las Lomitas	Other		2	6	-	-	2	2	1	3	13	7	2	38
	Security	39	39	39	35	35	26	37	52	42	61	47	37	489
	Traffic		-	2	-	1	1	-	2	6	-	4	-	16
Laurel	Other	2	1	2	7	-	-	5	1	-	-	1	4	23
	Security	27	20	39	32	32	14	21	31	18	22	25	26	307
	Traffic	1	-	-	-	-	-	-	1	-	4	-	-	6
M-A HS	Other	5	1	9	22	14	8	5	6	21	12	3	8	114
	Security	57	51	47	41	36	18	43	81	79	65	60	51	629
	Traffic		-	-	1	-	-	-	17	9	-	-	3	30
Menlo College	Other	2	3	6	4	5	4	2	14	5	13	2	-	60
	Security	45	35	33	36	25	24	35	50	49	56	60	51	499
	Traffic	6	5	9	3	2	7	5	5	2	4	5	2	55
Menlo School	Other		-	1	2	9	-	4	4	6	2	2	1	31
	Security	7	8	9	9	14	10	11	23	12	5	4	9	121
	Traffic	-	-	1	1	-	-	-	2	2	-	-	1	7
Sacred Heart	Other	6	3	7	8	6	6	2	3	5	4	2	2	54
	Security	8	5	5	7	4	6	2	7	3	3	3	3	56
	Traffic	-	1	-	1	-	-	-	2	-	-	-	-	4
Adelante Selby	Other	1	2	-	-	1	4	4	1	4	7	-	-	24
	Security	43	38	42	49	35	37	43	53	50	45	42	38	515
	Traffic	-	-	1	4	4	-	-	4	5	-	1	1	20
Total		286	247	305	300	259	195	133	416	383	357	301	288	3,470

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 **3 minutes, 48 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	2021	4:38
July	2021	5:37
June	2021	4:39
May	2021	4:26
April	2021	4:57
March	2021	4:39

For calls for service that required a code 3 response, the average response time was 2 minute and 12 seconds.

Total Training Hours for September 2021 – 388 HOURS

NAME	TRAINING/HOURS	DATES
Massagli	Why Did You Stop Me/8 Hours	Sept. 13
Cisco	CCUG Seminar/24 Hours	Sept. 14-16
Allen	Courageous Heart/8 Hours	Sept. 15
All PD	In-House Trn./30 Personnel @ 10 Hours = 300 Hours	Sept. 21 & 23
Davidovich	DUI SFST Course/24 Hours	Sept. 27-29
Patel	DUI SFST Course/24 Hours	Sept. 27-29

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	1,390	405
August	1,662	435
July	1,809	486
June	1,177	455
May	1,555	498
April	1,634	591

Code Enforcement Activity Report

Summary:

- 1) Animal Related Nuisance
 - a. One (1) total
 - b. One (1) citation issued for \$200
- 2) Landscape / Right of Way Encroachment Issues
 - a. Six (6) total
 - b. Six (6) citations issued, each for \$100
- 3) Public Nuisance - Garbage Cans
 - a. Two (2) total
 - b. One (1) citation issued for \$100
 - c. One (1) worked with homeowner to solve problem
- 4) Public Nuisance – Parking Issues
 - a. One (1) total
 - b. Worked with homeowner to explain Municipal Code
 - c. Chief granted a variance to allow extra parking time
- 5) Tree Issues – Unsafe, Sick or Dead
 - a. Three (3) total
 - b. Three (3) citations issued, each for \$100
- 6) Construction – Illegal Buildings
 - a. One (1) total
 - b. Incident handed off to Building Department for follow-up
- 7) Civil Issue
 - a. One (1) total
 - b. Issue dealing with damage to other person’s property during construction
 - c. Certified letters mailed to contractors to assist with repairing person’s damaged property

All of the above cases were documented in the Code Enforcement Software.

This was the fifth month with a vacant code enforcement officer position. A candidate was selected and is in the background process.

Traffic Complaints

The Atherton Police Department did not receive any traffic complaints for the month of September.

Covid-19 Incidents

During the month of September, Atherton Police Officers responded to zero calls for service related to Covid mandates.



Town of Atherton

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

Community Services Monthly Report August 2021

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety Inspections**

ATTACHMENT 2

Construction and Permit Summary
August 1, 2021 to August 31, 2021

	Aug-21	Fiscal Year 2021-22	Fiscal Year 2020-21
Total Construction Valuation¹:	\$9,137,061	\$25,452,146	\$33,621,577

REVENUE

Plan Check Fees Collected:	\$33,872	\$79,741	\$44,080
Permit Fees Collected:	\$84,624	\$202,232	\$230,746
Other Fees Collected:	\$5,845	\$10,201	\$8,101
TOTAL:	\$124,341	\$292,174	\$282,927

PLAN CHECK

Applications Received:	70	146	149
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PERMITS

<u>Residential:</u>			
New Single Family Residential Permits Issued:	2	4	9
New Accessory Structures Issued:	14	43	53
Addition / Alteration Permits Issued:	8	23	12
Reroof / Water Well / Grading Permits Issued:	13	25	37
Plumbing/Mechanical/Electrical Permits Issued:	18	43	42
Demolition Permits Issued:	5	9	10
<u>Non-Residential:</u>			
New Permits Issued:	0	2	1
TOTAL Permits Issued:	60	149	164

Total Open Permits as of 8/31/2021	1205		1089
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INSPECTIONS

Inspections Performed:	639	1,626	1,621
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

August 1, 2021 to August 31, 2021

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	27	89
Planning Commission Items	4	4

The Planning Commission held a special meeting on August 11th at which it took the following actions.

1. Approved a Tree Protection Zone Exception (TPZ) at 400 Selby Lane for one heritage Redwood tree to 3.6 times to 5.7 times the trees diameter.
2. Denied a Tree Protection Zone Exception (TPZ) at 267 Greenoaks Drive for one heritage valley oak tree to 6 times the trees diameter.

Planning Commission regular meeting on August 25th and took these additional actions.

1. Approved a Tree Protection Zone Exception (TPZ) at 57 Linda Vista Avenue, associated with two (2) heritage trees from a TPZ of ten times (10x) the trees diameter to three and half times to less than six times (5.5x-6.0x) the trees diameter.
2. Approved a Special Structures Permit (SSP) at 349 Walsh Road, Atherton to allow for a detached accessory structure (swimming pool) to have the same front yard setback as the main residence.

The next regularly scheduled meeting of the Planning Commission is September 22, 2021

Arborist Activity Summary

August 1, 2021 to August 31, 2021

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	21	36	2	84

**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	1	2	1	5	4	2
June	4	2	1	2	3	0
July	2	4	1	5	1	5
August	2	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:	19	23	21	29	27	26

Plan Check Performance

August 1, 2021 to August 31, 2021

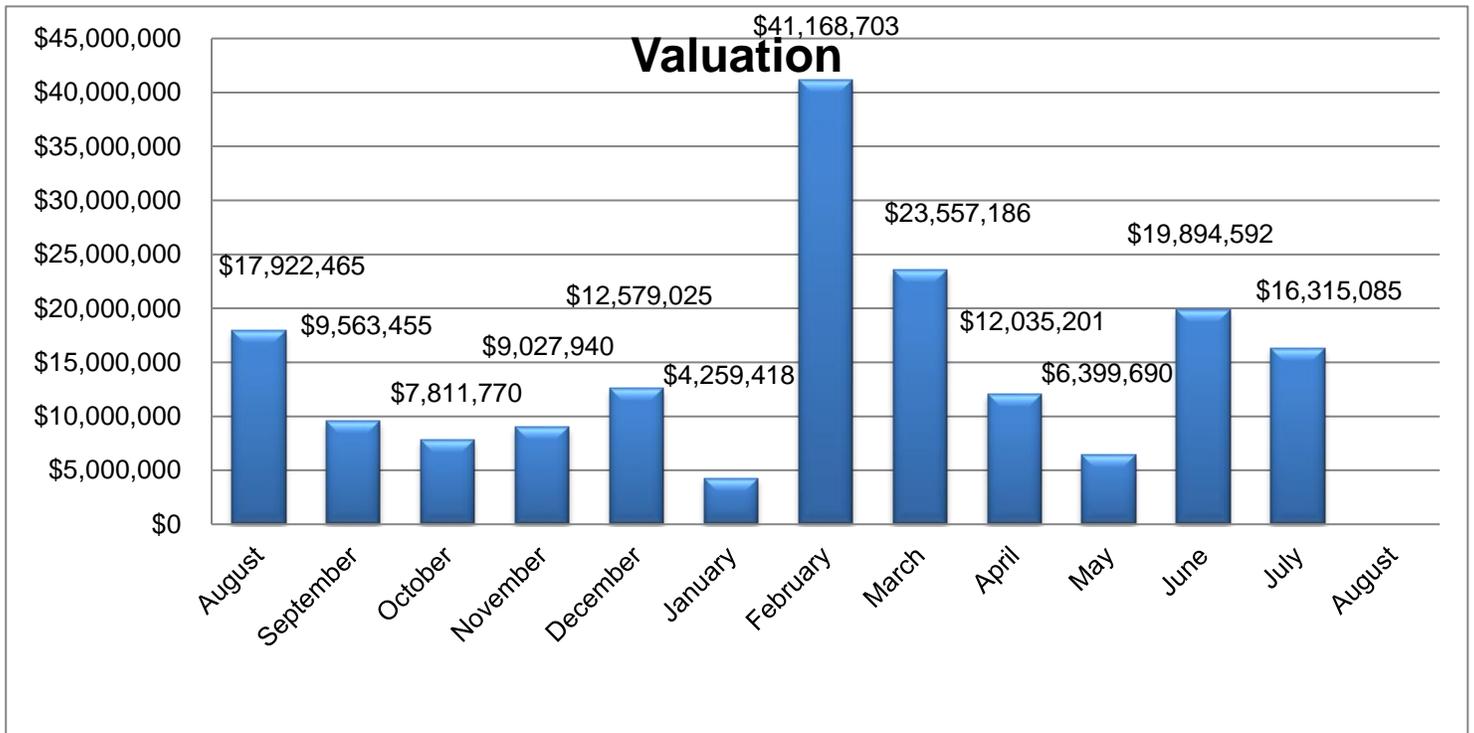
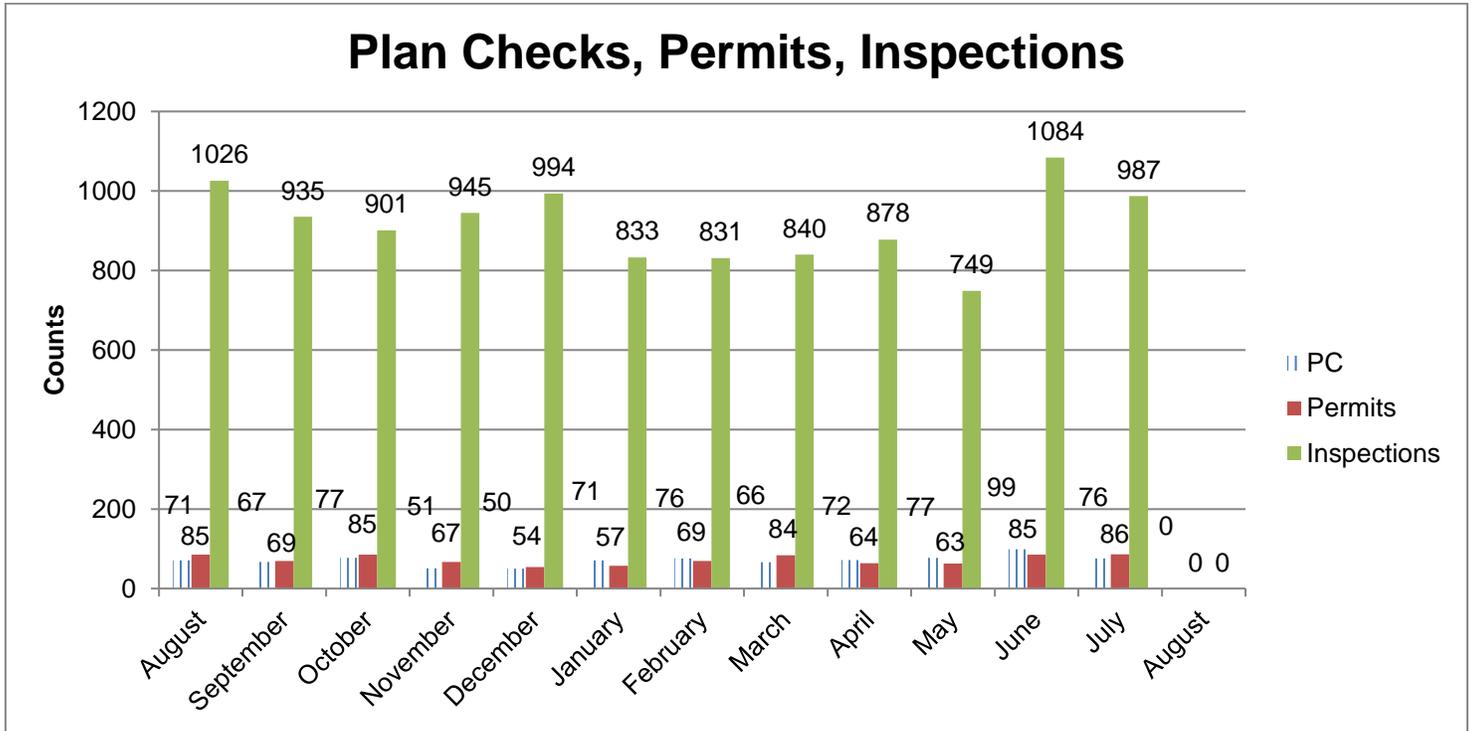
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	142	10	9	0
	Subsequent Rev.	137	5	4	0
Minor Plan Check	1st Review	10	3	2	0
	Subsequent Rev.		2	2	0
Total Number of Plan Checks		289			

** Target: in working days

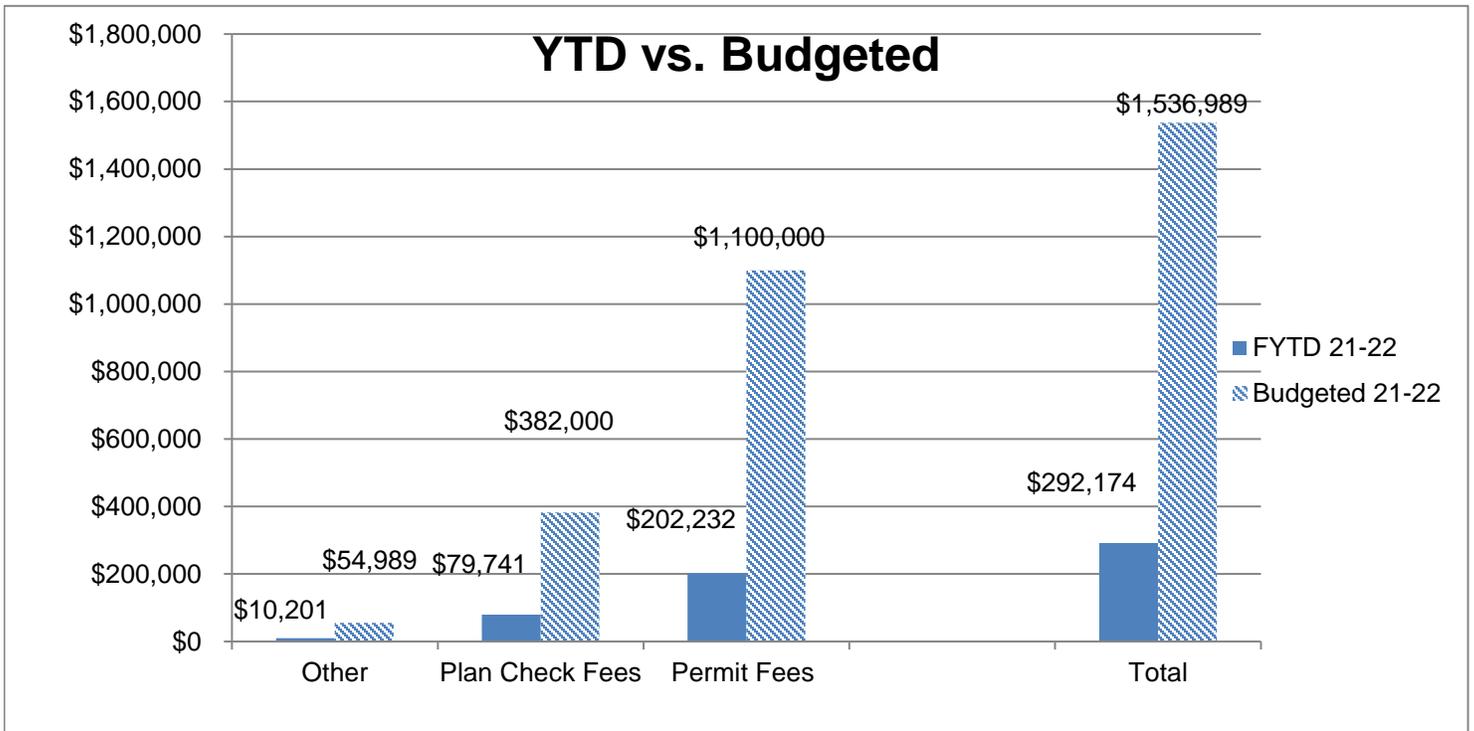
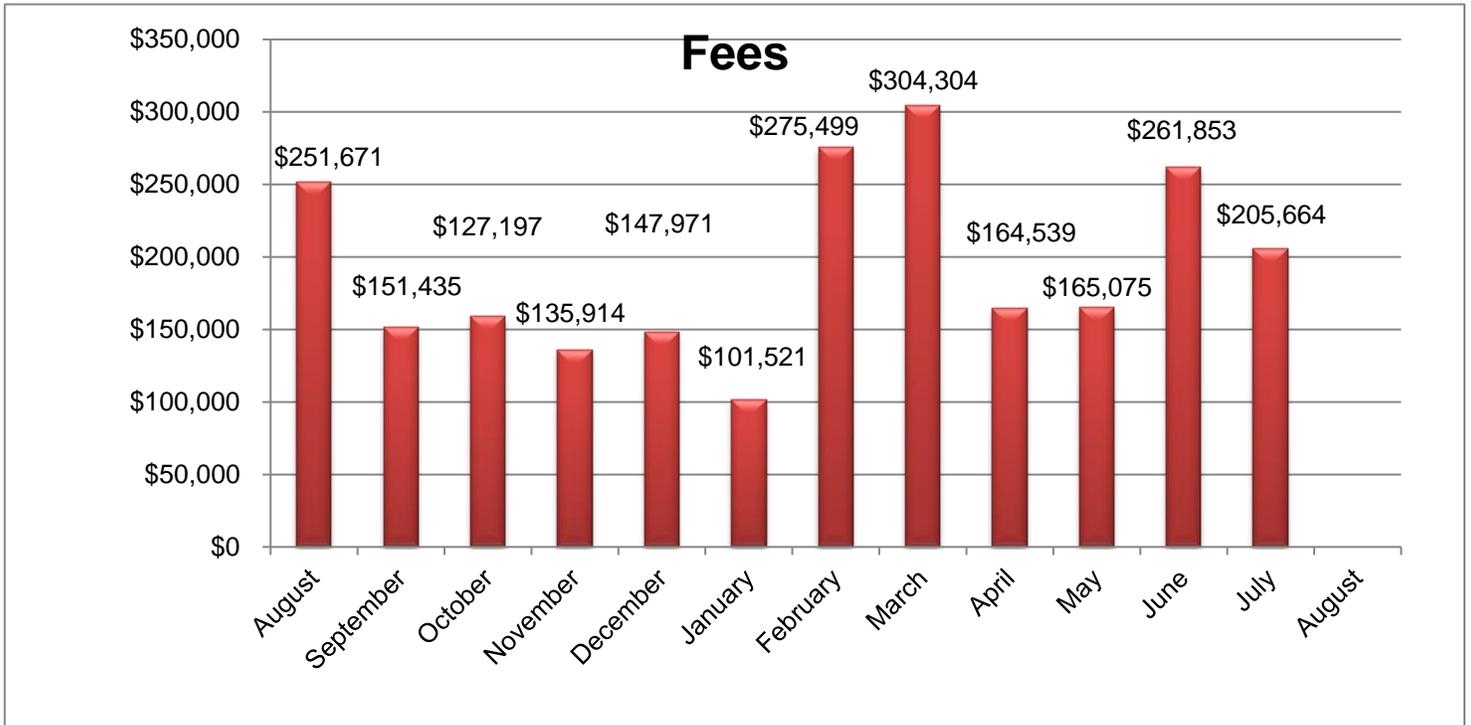
Major Plan Check: New Houses, New Accessory Structures, New non-Residential

Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs



Summary Graphs



Town of Atherton
Building Safety & Inspection

Active Construction Time Limit Penalties

August 1, 2021 to August 31, 2021

Project Address	Issue Date	CTL Deadline	Adjusted CTL **	Penalties Pd.	Est. Completion
25 Isabella	5/26/2016	5/22/2019		\$250K	Oct. 2021
NOTES: Status Unchanged This project has not been finalized. Neighbor dispute. Owner trying to get a varaince on the height of good neighbor wall Under Planning Commissiom Review					
91 Fleur	9/8/2016	9/8/2019		\$250K	Jun-22
NOTES:					
122 Hawthorne	8/24/2017	8/24/2020	1/10/2021	\$250K	Dec. 2021
NOTES:					
141 Tuscaloosa	5/12/2017	5/12/2020	9/28/2020	\$340K *	June. 2022
NOTES: Status Update Paid additional CTL Fees of \$90,00.00					
50 Belbrook	9/19/2017	9/19/2020	2/5/2021	\$250K *	Apr-22
NOTES: Additional CTL Fees will be due by January 12, 2022 if project is not finalized.					
78 Shearer	10/19/2017	10/19/2020	3/7/2021	\$250K *	Oct. 2021
NOTES: Additional CTL Fees will be due by Febuary 11, 2022 if project is not finalized.					
55 Camino Por Los Arbi	12/5/2017	12/5/2020	4/23/2021	\$30K *	June. 2022
NOTES: Status Update \$220k was due on Aug. 22, 2021 and has not been paid. Working with owner to comply.					

Total Penalties Deposited: \$1,620,000

NOTE: Penalties do not become revenue to the Town until all appeals have been exhausted.

* Under new modified ordinance. Additional Penalty fees due

** Covid-19 CTL adjustments due to shutdown.



Town of Atherton

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

Community Services Monthly Report September 2021

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety Inspections**

ATTACHMENT 2

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

	Sep-21	Fiscal Year 2021-22	Fiscal Year 2020-21
Total Construction Valuation¹:	\$22,877,046	\$48,329,192	\$43,185,032

REVENUE

Plan Check Fees Collected:	\$24,867	\$104,608	\$63,226
Permit Fees Collected:	\$154,492	\$356,724	\$288,393
Other Fees Collected:	\$4,011	\$14,211	\$14,645
TOTAL:	\$183,370	\$475,543	\$366,264

PLAN CHECK

Applications Received:	62	208	216
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PERMITS

Residential:			
New Single Family Residential Permits Issued:	3	23	1
New Accessory Structures Issued:	19	62	76
Addition / Alteration Permits Issued:	13	36	25
Reroof / Water Well / Grading Permits Issued:	17	42	42
Plumbing/Mechanical/Electrical Permits Issued:	19	62	42
Demolition Permits Issued:	4	13	10
Non-Residential:			
New Permits Issued:	0	2	5
TOTAL Permits Issued:	75	240	201

Total Open Permits as of 9/30/2021	1203	1109
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INSPECTIONS

Inspections Performed:	624	2,250	3,296
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

September 1, 2021 to September 30, 2021

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	19	108
Planning Commission Items	2	6

The Planning Commission held a regular meeting on September 22nd at which it took the following actions.

1. Approved a Heritage Tree Removal (HTR) at 233 Park Lane to allow for the removal of one (1) heritage oak tree.
2. Approved a Special Structures Permit (SSP) at 67 Redwood Way to allow for a detached accessory structure (swimming pool) to have a reduced front yard setback.

The next regular scheduled meeting will be held on August 25, 2021

Arborist Activity Summary

September 1, 2021 to September 30, 2021

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	11	18	7	81

**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	1	2	1	5	4	2
June	4	2	1	2	3	0
July	2	4	1	5	1	5
August	3	5	5	4	2	3
September	3	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:	23	23	21	29	27	26

Plan Check Performance

September 1, 2021 to September 30, 2021

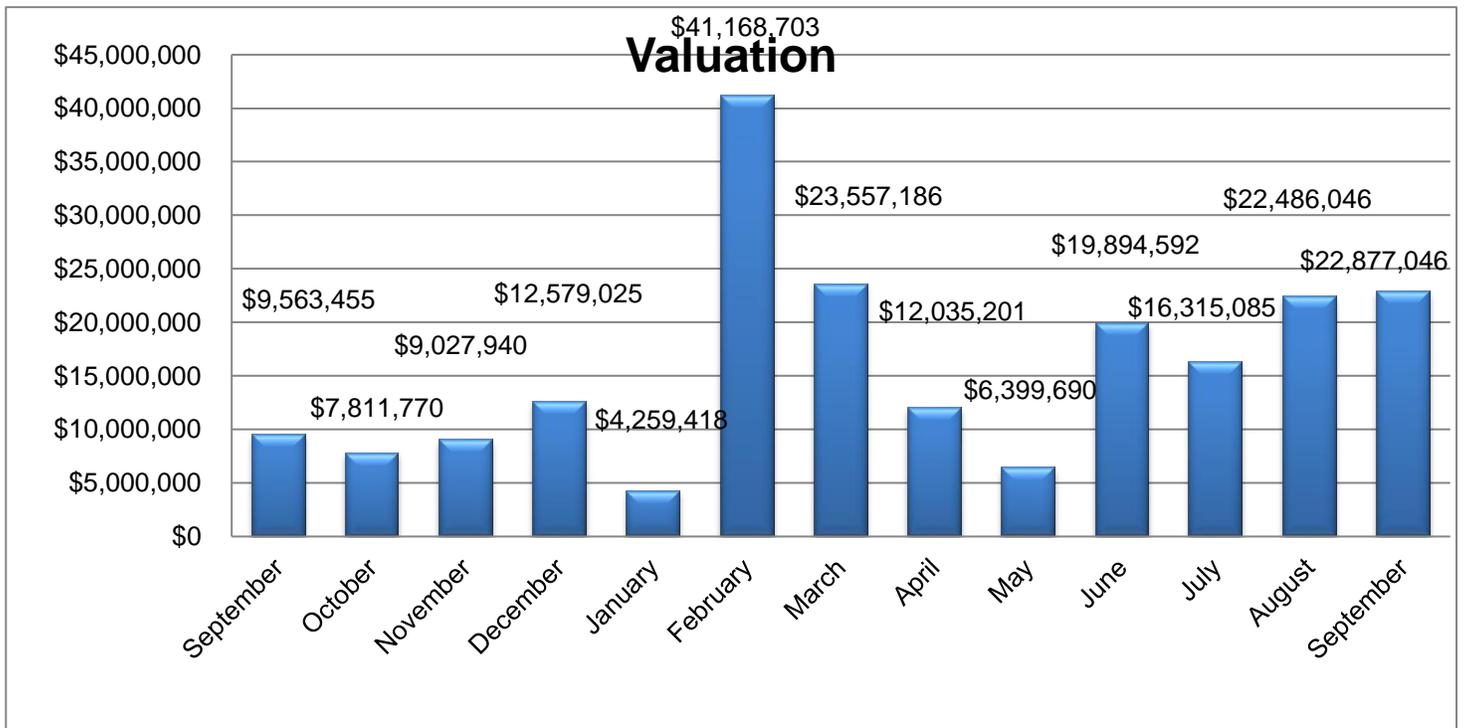
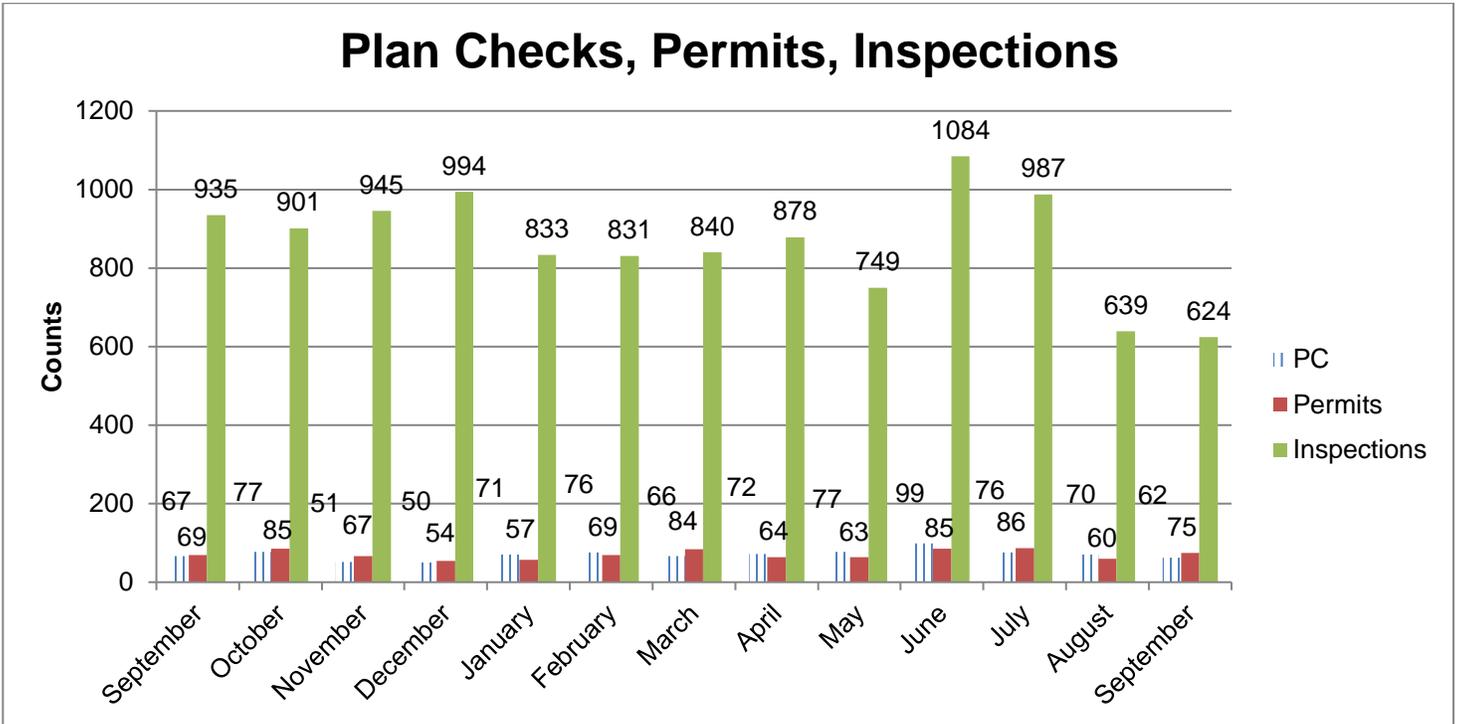
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	74	10	9	0
	Subsequent Rev.	94	5	4	0
Minor Plan Check	1st Review	11	3	3	0
	Subsequent Rev.	0	2	2	0
Total Number of Plan Checks		179			

** Target: in working days

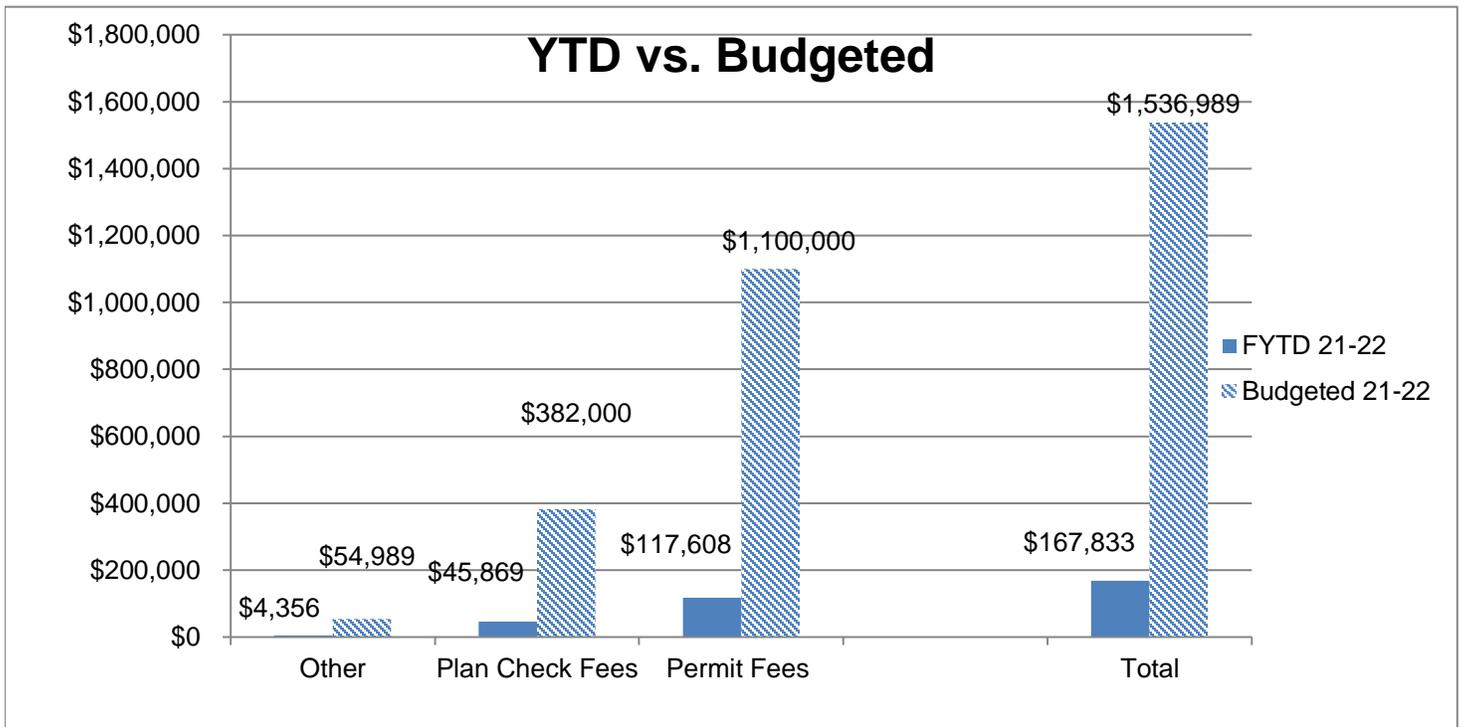
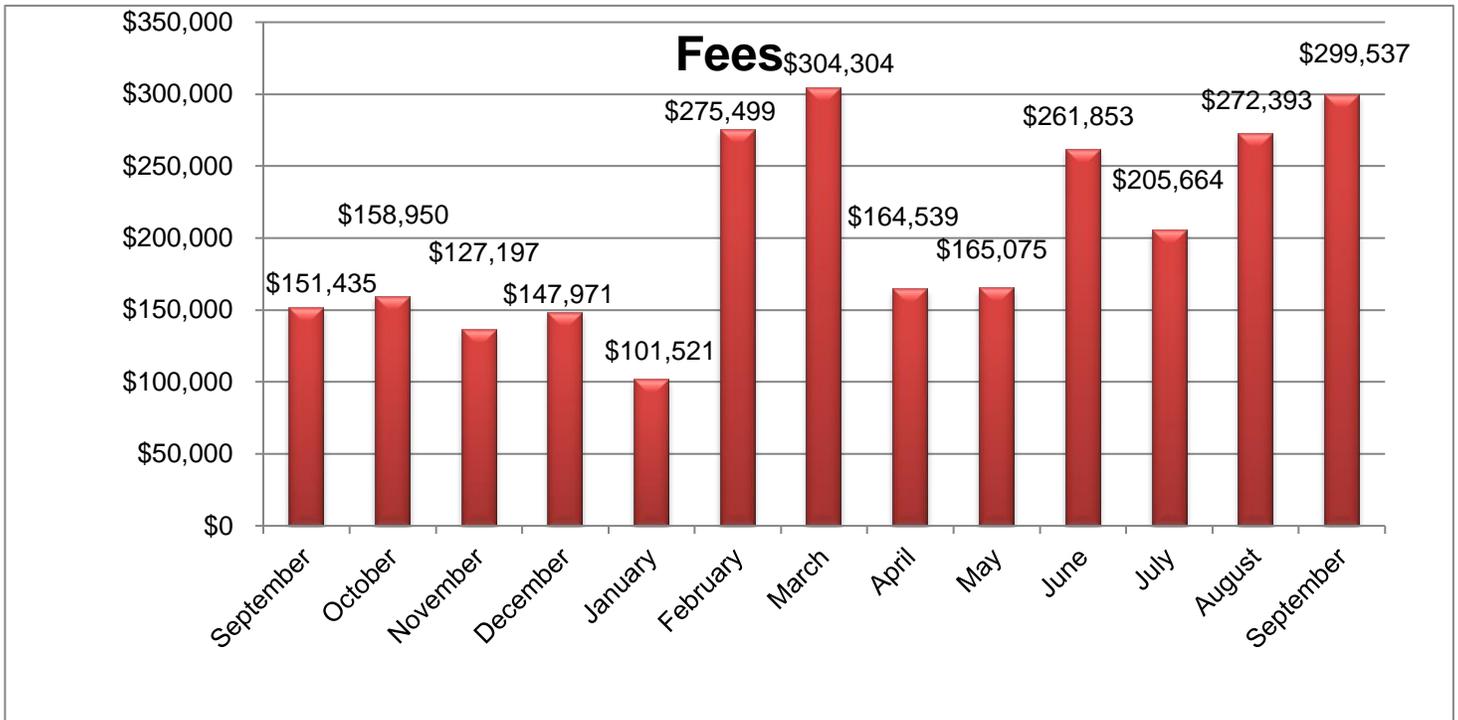
Major Plan Check: New Houses, New Accessory Structures, New non-Residential

Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs



Summary Graphs



**Town of Atherton
Building Safety & Inspection**

Active Construction Time Limit Penalties

September 1, 2021 to September 30, 2021

<i>Project Address</i>	<i>Issue Date</i>	<i>CTL Deadline</i>	<i>Adjusted CTL **</i>	<i>Penalties Pd.</i>	<i>Est. Completion</i>
25 Isabella	5/26/2016	5/22/2019		\$250K	Oct. 2021
NOTES: This project has not been finalized. Neighbor dispute. Owner trying to get a varaince on the height of good neighbor wall Under Planning Commissiom Review					
91 Fleur	9/8/2016	9/8/2019		\$250K	Jun-22
NOTES:					
122 Hawthorne	8/24/2017	8/24/2020	1/10/2021	\$250K	Dec. 2021
NOTES:					
141 Tuscaloosa	5/12/2017	5/12/2020	9/28/2020	\$340K *	June. 2022
NOTES: On September 4, 2021 additional CTL Penalty deposit will be due. Paid additional \$90K CTL Deposit					
50 Belbrook	9/19/2017	9/19/2020	2/5/2021	\$250K *	Apr-22
NOTES:					
78 Shearer	10/19/2017	10/19/2020	3/7/2021	\$250K *	Oct. 2021
NOTES:					
55 Camino Por Los Arb	12/5/2017	12/5/2020	4/23/2021	\$30K *	June. 2022
NOTES: \$250k will be due on Aug. 22, 2021. Owner still hasen't paid. Submitted Covid-19 delays for review.					
195 Alta Vista	10/19/2017	10/19/2020	3/7/2021	30K *	Oct. 2021
NOTES:					

Total Penalties Deposited: \$1,650,000

NOTE: Penalties do not become revenue to the Town until all appeals have been exhausted.

* Under new modified ordinance. Additional Penalty fees due

** Covid-19 CTL adjustments due to shutdown.

Public works update –September 2021

- Sweep contracted monthly streets:
September 74 Miles 18.0 cu. Yards 5.0 tons

- September Service requests –
 - Assisted with set up for ADAPT event
 - Filled pothole in across from 77 Stockbridge Avenue
 - Installed flock camera signage on Lloyd Drive at ECR
 - Pruned branches blocking speed limit sign on Lloyd Drive at ECR
 - Fixed streetlight across from 74 Laburnum Road
 - Pruned shrubs blocking stop sign on McCormick Lane at Watkins Avenue
 - Filled potholes on Fair Oaks Lane at McCormick Lane
 - Filled pothole on Mercedes Lane at Atherton Avenue
 - Replaced sewer pump at temporary restroom at PD
 - Filled pothole on Atherton Avenue at O’Dell Place
 - Filled pothole adjacent to 41 Parkwood Drive
 - Pruned shrub blocking stop sign on Fletcher Drive at Alameda de las Pulgas
 - Pruned tree blocking no parking sign/bike lane sign on Alameda de las Pulgas at Stevick Drive
 - Replaced light bulbs for exterior lights at temporary library
 - Inspected traffic signal at Marsh Road at Middlefield Road
 - Filled pothole in front of 227 Park Lane
 - Replaced stop ahead sign westbound on Almendral Avenue

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda de las Pulgas.
- Removed weeds from Middlefield Road
- Creek walk - Removed large debris in the creek
- 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.

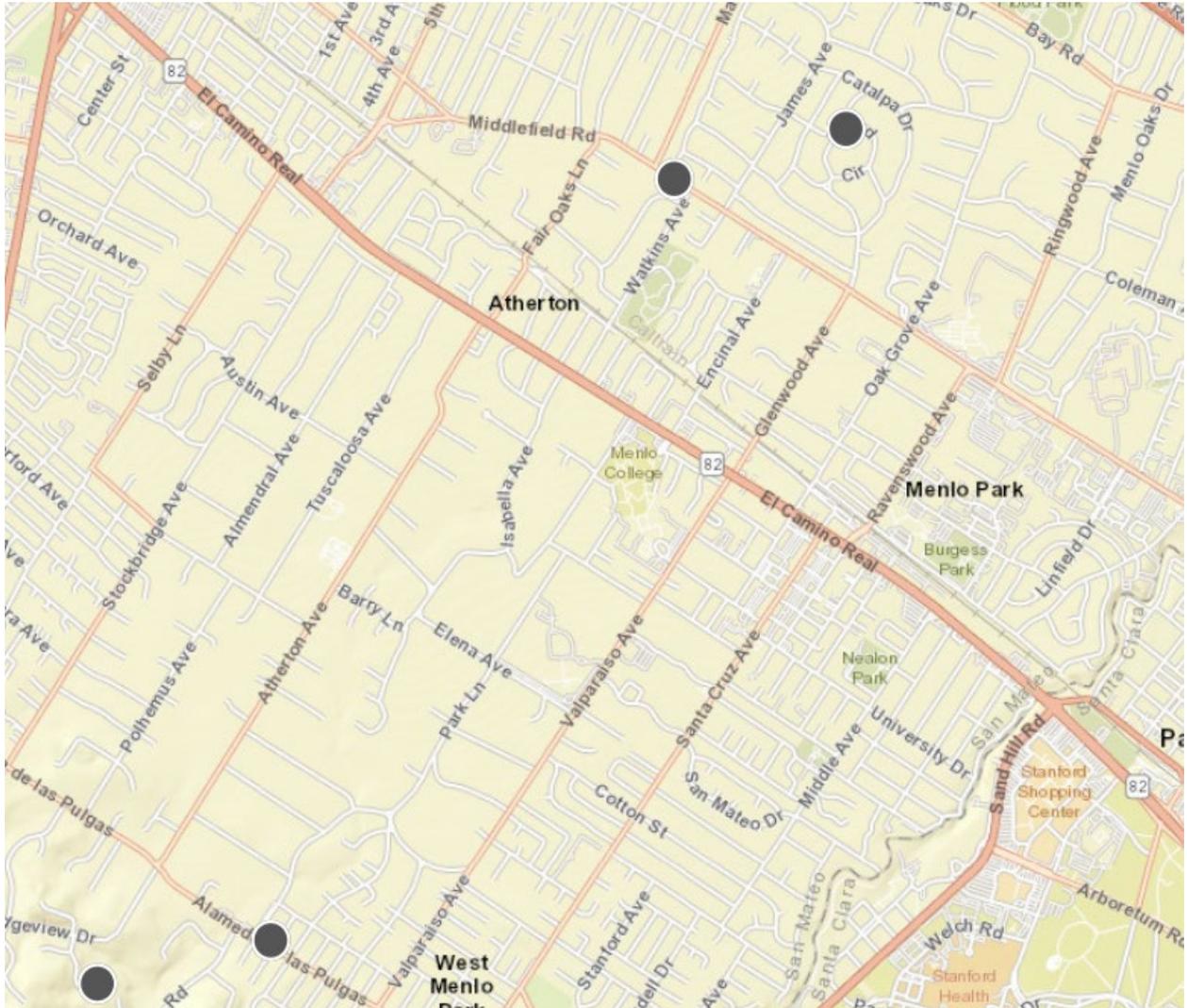
SeeClickFix Requests

Showing Results from 9/1/2021 to 10/1/2021

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

Category	Created	Ack	Closed
Lost Personal Items	1	1	1
Refuse & Recycling Containers	1	1	1
Street Light	1	1	1
Traffic Signal	1	1	1
Totals	4	4	4

Hide Empty Categories



Filled pothole on Mercedes Lane at Atherton Avenue



Replaced stop sign ahead sign on Almedral Avenue



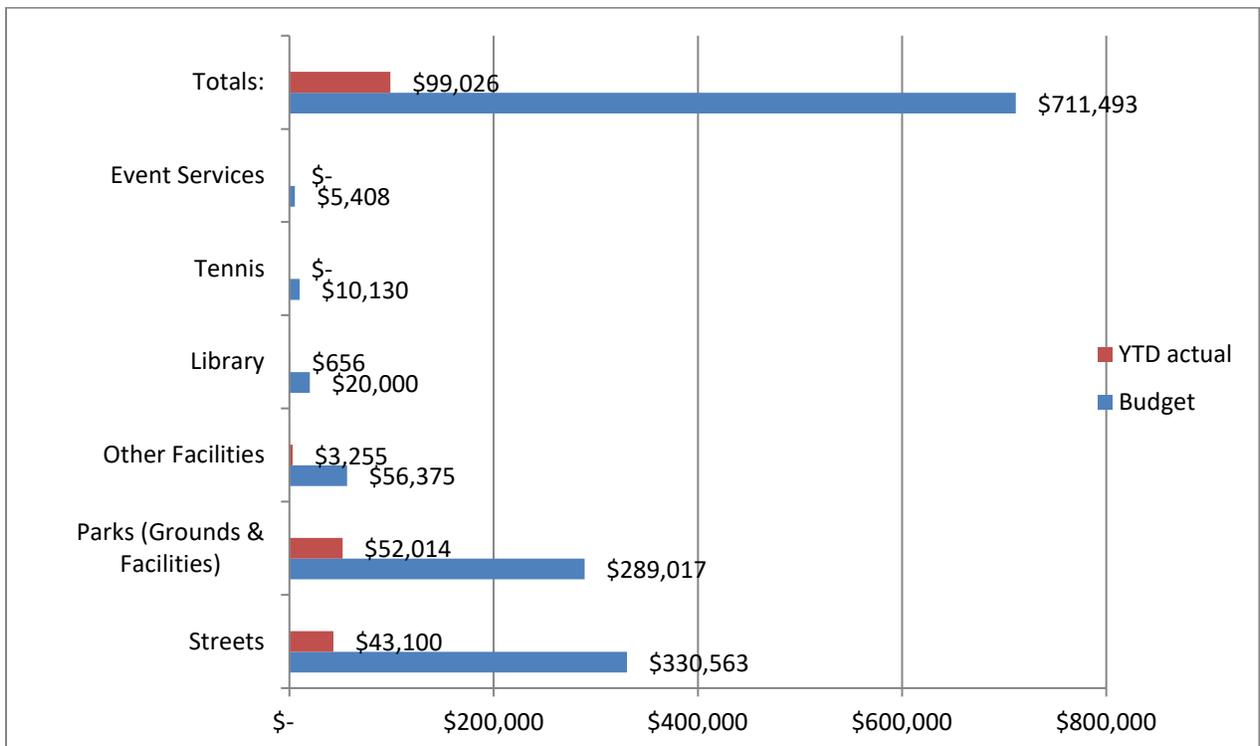
Replaced sewer pump at temporary restrooms at PD



ATTACHMENT 3

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

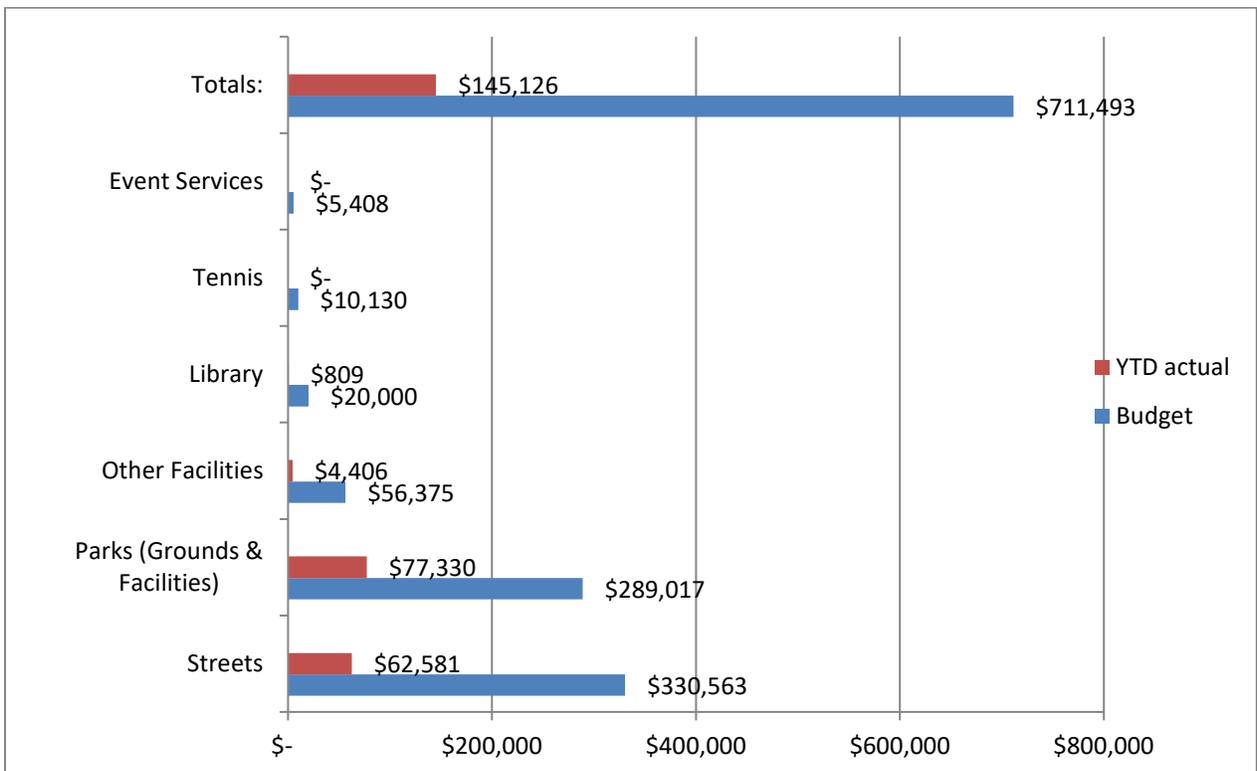
Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 43,100	13.04
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 52,014	18.00
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 3,255	5.77
A04	213-30-52031-000	Library	\$ 20,000	\$ 656	3.28
A05	101-58-52031-000	Tennis	\$ 10,130	\$ -	0.00
E06	101-58-52031-058	Event Services	\$ 5,408	\$ -	0.00
Totals:			\$ 711,493	\$ 99,026	13.92



ATTACHMENT 3

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

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 62,581	18.93
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 77,330	26.76
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 4,406	7.82
A04	213-30-52031-000	Library	\$ 20,000	\$ 809	4.05
A05	101-58-52031-000	Tennis	\$ 10,130	\$ -	0.00
E06	101-58-52031-058	Event Services	\$ 5,408	\$ -	0.00
Totals:			\$ 711,493	\$ 145,126	20.40





**PARK GOING'S ON
7b.
Town of Atherton**

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE
FROM: SALLY BENTZ, PARK MANAGER
DATE: OCTOBER 6TH, 2021
SUBJECT: PARK GOINGS ON SEPTEMBER 2021

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.
 - 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 weekly.
- Report of spraying of weeds weekly.
- Turnaround construction project completed
- Relocated picnic area and temp fenced off Valley Oak
- Power washed Main House patio
- Replacement trees being planted
- Weeded children’s playground
- Replaced vandalized sanitation station

New and future planned projects:

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Repair the header boards at the Jennings Pavilion.
- Fix Jennings Pavilion handle
- Fix Carriage House stove
- Fix drainage pipe near baseball field

Tennis Numbers

September Tennis Numbers:

Total Courts hours-408 (private plus clinic court use total)

Clinics: 22 unique clinics, 76 total hours of court use for clinics

Lessons: 265 individual lessons

Events: 0

Clay Court Bookings: 6 hours

Total # of students: 115 unique students between private and clinics

Turnaround / Hammerhead project completed

Before:



After:



Replacement trees being planted



Picnic area relocated and Valley Oak area temporarily closed off



