



**Item No. 6A  
Town of Atherton**

**PARK & RECREATION COMMITTEE STAFF REPORT**

**TO: PARK AND RECREATION COMMITTEE**  
**FROM: STEVE TYLER, PUBLIC WORKS SUPERINTENDENT**  
**DATE: NOVEMBER 5, 2014**  
**SUBJECT: PARK GOINGS ON OCTOBER 2014**

**RECOMMENDATION**

Review and discuss DRAFT

**Review**

**REGULAR STAFF**

- All turf mowed weekly
- Hand watered trees and other replants
- Blow park paths (semi-weekly)
- Spread mulch various locations
- Tree removals and pruning (various areas)
- Remove large Eucalyptus at corp yard – brown rot fungus. Remove 2 Elms.
- Tennis court maintenance
  - Monday empty trash cans and safety review (17.5 hrs)
  - Friday's trash cans, sweep/blow all courts and weed removal.
  - Wind screen repairs
  - Add new court rollers and push brooms
  
- Prune and remove dead brush.
- Irrigation system repair and inspection – large repairs on N. Meadow.
- Clean out area behind tennis court sound wall.
- Oversee addition of new park path – 300' between LL field and Felton Gables gate
- Dead brush removal
- Sprinkler adjustments (27.5 hrs).
- Drought check – searching and repairing leaks at faucets, hoses and valves
- Check and administer day use permits.
- Garbage and restrooms
- Training
- Prep park bridge irrigation system for replants

### **HEAD GARDNER (55 HRS)**

During the month of October he spent (55.5) hours at HP Park inspecting the site's irrigation systems, creating a maintenance binder, working on Project #3 (Bridge Landscape Project), project 5 (Entrance Landscape Project), and Project 16 (Water Tower Project).

Ed also created work orders for Matt to begin repairing the irrigation deficiencies found in the Fountain Lawn and Bedding Area, The Main House Lawn and Bedding Area, The Water Tower Lawn and Bedding Area, The Pavilion Lawn and Bedding Area. The City Manager's Lawn and Bedding Area, The North Meadows Area, and the Main Field Area. As the repairs were completed he re-inspected the system to confirm the repairs.

Worked to adjust the flow stems on all the RCV to make certain they were fully opened. He re-adjusted approximately twelve RCV.

Worked with Matt to change the run times for the irrigation heads. The run times for full and part circle heads were the same which led to over/under watering of areas. Staff adjusted the run times so the full heads are approximately twice as much as the run times for half heads, and quarter heads are approximately one half the run times of the half head run times.

Worked with Matt to adjust the Et Rates for the Irrigation Controllers so that they are now set at approximately 35% of the run time for July.

Steve provided with the information for the purchase of Atherton's Centralized Irrigation System Software Upgrades and the Hand Held Remote Unit.

Worked with Matt to confirm the presence of a Sulfur Conk on another of HP Park's Eucalyptus Trees.

Worked with Matt to confirm the presence of Poison Oak in a portion of HP Park's Open Space Area-North side, and to provide him with safe ways to control the poison oak.

In addition, Ed repaired and/or adjusted irrigation heads (just the easy ones), and turned on a few valves that had been turned off, and reprogrammed the controllers as necessary.

Starting next month he plans to begin working on the Fountain Pump issue to see if we can get it programmed and then working with staff to order the materials and supplies for Project #3 (Bridge Landscape Project), project 5 (Entrance Landscape Project), and Project 16 (Water Tower Project).

### **EVENTS**

**(see attachments for October revenue vs. expenses and November events).**

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 12 -13

	A	B	C	D	E	F	G	H
1	DATE	FACILITY	TYPE OF EVENT	EVENT STATUS/ PAY OR FREE	FEES PAID (not including deposit)	ADMIN. CHARGES (15%	TOTAL \$	NOTES
2	10/1/2014	Main House	Park & Rec Mtg.	No Pay	\$ -	\$ -	\$ -	S. Tyler
3	10/5/2014	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	Deutsch 25ppl
4	10/6/2014	Main House	Round Table Mtg	No Pay	\$ -	\$ -	\$ -	M.Kashiwagi
5	10/6/2014	Main House	Foundation Mtg.	No Pay	\$ -	\$ -	\$ -	M.Timpson
6	10/7/2014	Pavilion	ACIL Forum	No Pay	\$ -	\$ -	\$ -	P.Lively
7	10/7/2014	Main House	PD Training	No Pay	\$ -	\$ -	\$ -	J.Frew
8	10/8/2014	Main House	Meeting	Pay Non Res	\$ 700.00	\$ 210.00	\$ 910.00	K.Garcia 25ppl
9	10/9/2014	Main House	PD Training	No Pay	\$ -	\$ -	\$ -	J.Frew
10	10/10/2014	NM/CH	Picnic	Pay Non Res	\$ 700.00	\$ 210.00	\$ 910.00	Pentair 150+ppl
11	10/10/2014	Pavilion	All Day Meeting	Pay Non Res	\$ 900.00	\$ 270.00	\$ 1,170.00	S.Harlan 48ppl
12	10/11/2014	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	Tang 25 ppl
13	10/12/2014	Day Use	Picnic NM	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	Beltran 25 ppl
14	10/12/2014	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	Melgar 25 ppl
15	10/12/2014	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	Quintero 25ppl
16	10/15/2014	Main House	HRA Meeting	No Pay	\$ -	\$ -	\$ -	T. DeLaSanta
17	10/18/2014	NM/CH	Party	Pay Non Res	\$ 400.00	\$ 120.00	\$ 520.00	Knoss 100ppl
18	10/18/2014	Day Use	Picnic	Pay Non Res	\$ 200.00	\$ -	\$ 200.00	Hayes 30 ppl
19	10/18/2014	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	Perry 25ppl
20	10/18/2014	Day Use	Party	Pay Res	\$ 150.00	\$ -	\$ 150.00	Salhi 50ppl
21	10/19/2014	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	Cortez 25ppl
22	10/19/2014	Day Use	Picnic NM	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	Klemmer 25ppl
23	10/19/2014	Day Use	Picnic	Pay Res	\$ 75.00	\$ -	\$ 75.00	Vo 20ppl
24	10/19/2014	Day Use	Picnic	Pay Res	\$ 75.00	\$ -	\$ 75.00	Kwatinez 25ppl
25	10/22/2014	Pavilion	Meeting	No Pay	\$ -	\$ -	\$ -	t.Dellasanta 10ppl
26	10/22/14	Main House	All Day Meeting	Pay Non Res	\$ 900.00	270.00	\$ 1,170.00	Stanford 25ppl
27	10/23/14	Main House	All Day Meeting	Pay Non Res	\$ 900.00	270.00	\$ 1,170.00	Stanford 25ppl
28	10/24/14	Main House	Refund	N/A	\$ 300.00	-	\$ 300.00	Stanford 3hrs O/T
29	10/25/14	Carriage House	Party	Pay Res	\$ 700.00	105.00	\$ 805.00	Persson 50ppl

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 12 -13

	A	B	C	D	E	F	G	H
30	10/25/14	Day Use	Picnic	Pay Non Res	\$ 100.00	-	\$ 100.00	Connell 25ppl
31	10/26/14	Day Use	Picnic	Pay Non Res	\$ 100.00	-	\$ 100.00	Qurt 25 ppl
32	10/26/14	Day Use	Picnic	Pay Non Res	\$ 200.00	-	\$ 200.00	Home 50 ppl
33	10/26/14	Day Use	Picnic	Pay Non Res	\$ 100.00	-	\$ 100.00	Chang 25ppl
34	10/30/14	Day Use	Picnic	Pay Non Res	\$ 100.00	-	\$ 100.00	Paffen 25ppl
35								
36				<b>TOTALS</b>	<b>\$ 7,400.00</b>	<b>\$ 1,455.00</b>	<b>\$ 8,855.00</b>	
37								
38								
39			Summary by Month FY 2014-15					
40			Month	Revenue - not incl	Admin. Revenue	MCE Cost	% Catering By Dana	Net To Town
41			Jul-14	\$ 12,925.00	\$ 3,210.00		\$ 6,462.50	\$ 9,672.50
42			Aug-14	\$ 15,000.00	\$ 3,825.00		\$ 7,500.00	\$ 11,325.00
43			Sep-14	\$ 11,400.00	\$ 3,120.00		\$ 5,700.00	\$ 8,820.00
44			Oct-14	\$ 7,400.00	\$ 1,455.00		\$ 3,700.00	\$ 5,155.00
45			Total FY 2014-15	46,725.00	\$ 11,610.00		\$ 23,362.50	34,972.50



## NOVEMBER 2014 HP PARK EVENTS/BOOKINGS

		<u>CLASS</u>	<u>FACILITY/DAYS USED</u>
		DISCUSSION MEETINGS	CARRIAGE HOUSE/ - SUNDAYS 0900-1000
		ATHERTON LACROSSE	None.
		AYSO	November 1-30 - 4:30 - 7 pm
		BARI HALPERIN - DOG TRNG	11/3,11/10,11/17 - NM 6:30 - 8:45 pm
		BAY AREA COUNTRY DANCE	November 11- 8 - 10 pm
		FREDDIE JACKSON - DOG TRNG	11/4,6,11,13,18,20 & 25 - NM 2-4 pm
		FOLK DANCE	11/5, 11/12, 11/19 - CH 8 - 10 pm
		MENLO-ATHERTON YOUTH LACROSSE	11/4,11/6/11/13 - 12 - 2 pm
		TENNIS	TENNIS COURTS - DATES/TIMES VARY

\*\* member has key from Pd to open and close facility.