

DEPARTMENT AND DIVISION

MONTHLY REPORTS

DEPARTMENTAL REPORTS

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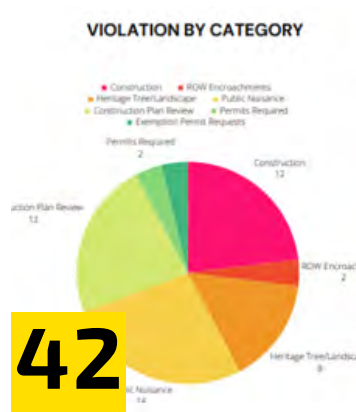
33 POLICE DEPARTMENT REPORT

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ADU PROGRESS

Summary of ADU construction activity



CODE ENFORCEMENT SUMMARY

New Code Enforcement Summary Reporting



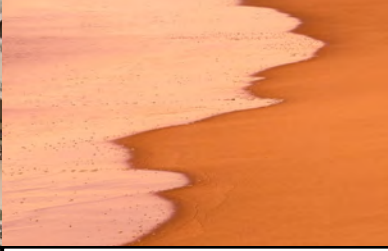
80 FAIR OAKS LANE
ATHERTON, CA 94027
650-752-0504
GRODERICKS@CI.ATHERTON.CA.US



WWW.CI.ATHERTON.CA.US

City Council Goals

Each year the City Council meets to discuss Short- and Long-Term Goals for the Town. Each Council Report item includes a reference to the specific Goals that the activity supports. The Council established seven (7) Policy-Level Goal Areas for the Town - Goal Areas A through F.



Goal A

Maintain Fiscal Transparency

focus on a balanced budget with adequate reserves; while also addressing the Town's long-term liabilities.

Goal B

Preserve Small Town Character & Quality of Life

focus on the local community priorities and mitigate the impacts of regional growth.

Goal C

Manage Circulation & Improve Safety - Investments in Infrastructure

leadership to maintain mobility and improve accessibility & safety for bicycles and pedestrians.

Goal D

Strengthen Community Engagement & Transparency

pursue opportunities for increased engagement and outreach.



Goal E

Be Forward-Thinking, Well-Managed, & Well-Planned

be proactive, anticipate future needs; increase and maintain fiscal transparency.

Goal F

Emergency Preparedness - Be Prepared

partner with key stakeholders and empower residents to prepare for major emergencies.



The City Clerk's Division is a part of the City Manager's Office and consists of the City Clerk, a Reception/Postal Clerk, and a Management Analyst II. These core personnel provide support for the Town's City Clerk, Human Resources, Sustainability, Risk Management, Information Technology, Event Management, and Town Reception/Postal services. The Town utilizes the services and assistance of various consultants in the performance of the Department's responsibilities.

HR Systems & Activities

The Town has 42 full-time authorized positions. Of that total, 21 are sworn public safety. There are 9 police department staff that are non-sworn. The remaining 12 are local miscellaneous. There are no non-Police Department vacancies. The Town is currently at 95% staffing with 2 openings in the Police Department for (1) Support Services Coordinator and (2) Code Enforcement Officer. The City Manager's Department will have a vacancy for a Management Analyst at the end of February. Staff have engaged M-Group for support while recruitment activities to fill the role take place.

2024 Employment Wellness Workshops (revised):

All workshops will be in person and take place from 12pm – 1pm. We will provide lunch.

- Navigating Learning and Work Styles – 3/7/24
- Engaging and Empowering Your Team – 4/25/24
- Time Management – 6/27/24
- Effective Communication – 9/12/24



To RSVP to join any of the wellness workshops please scan the QR Code to complete the form.

These workshops will be in-person and open to Town staff, consultants, and Council Members. Once the exact date and times are confirmed with the vendor we will distribute.

IT Systems & Activities

The Town's IT systems are operating within acceptable limits. Current IT priorities include:

- IT Special Projects:
 - Performing routine disc space cleanup to free up space on various shared network drives.
 - Developed an asset ID tracking process for equipment inventory and tracking to monitor devices for replacement, routine maintenance, and assignment.

- Holbrook-Palmer Park camera project troubleshooting and network testing.
- Performed police car fleet Axon camera service and maintenance monitoring activities.
- Performed Datto backup appliance troubleshooting and Admin Lobby door lock troubleshooting.
- Performed routine police services maintenance including police car maintenance and troubleshooting.
- Performed routine system maintenance and updates for Administration and Public Works staff.

Sustainability Activities

The current sustainability projects and activities are:

1. Environmental Programs Committee
 - a. The next meeting of the EPC will be on March 21, from 1:00 PM to 3:00 PM in the City Council Chambers.
 - b. Earth Day planning has commenced with the EPC subcommittee and Design Tech High School student volunteers. On January 17, 2024, the Council approved the Earth Day work plan and \$10,000 to fund activities, food, equipment rentals, signage, and marketing.
 - c. Residents can register for the event here:
<https://climateaction.ci.atherton.ca.us/event/170-atherton-earth-day-festival>
2. Climate Action Plan Update:
 - a. Atherton residents now have a one-stop shop to participate in sustainability programs. It is available at [climateaction.ci.atherton.ca.us]climateaction.ci.atherton.ca.us. The third blog “Energizing Atherton” has been posted [here](#).
3. Building Electrification:
 - a. The Council will hear about reach code options at a Special Meeting on February 26, 2024.
4. Waste Reduction:
 - a. The self-service organic compost pile continues to be available at Holbrook Palmer Park. Residents and their gardeners are encouraged to bring their containers and shovels to collect the free compost to apply in Atherton landscapes. The compost is the product of Atherton’s green bin – turning yard waste into a productive material that gives back to the land and captures and stores short-lived climate pollutants. GreenWaste will regularly restock the pile with their highest quality product. This effort is part of the town meeting's commitment to procuring 552 tons of compost under the state’s SB 1383 requirement. To have compost delivered directly, please visit <https://www.greenwaste.com/products/bay-area/>

- b. The Annual Waste Wise Event is scheduled for April 6 and 7 from 9:00 AM to 2:00 PM at Holbrook Palmer Park. For more details on what services are provided at the event, visit:
<https://climateaction.ci.atherton.ca.us/blogs-and-events>
5. Electric Leaf Blower Program:
 - a. Atherton residents are still able to receive a \$250 rebate to help with the purchase of an electric leaf blower. Learn more about the program here:
<https://tinyurl.com/ElectricLeafBlowers>
 - b. As of February 6, 2023, 55 rebates have been distributed. There are 45 rebates remaining.
6. Transportation
 - a. Town staff presented to C/CAG during their TDA Article 3 FY2023/24 Project Presentation Meeting on January 25 starting at 6:40 PM. The Town requested for \$100,00 in grant funding to update the Bike and Pedestrian Master Plan. Award notification will happen in May 2024.



Atherton's Annual Waste Wise Event

SATURDAY, APRIL 6 AND SUNDAY APRIL, 7
9:00 AM - 2:00 PM
HOLBROOK PALMER PARK

This Two Day Event Features:

- Goodwill Donation Collection
- Self-Service Compost Giveaway
- Secure Paper Shredding and E-Waste Recycling with GreenWaste on Saturday Only & Proof of Atherton Residency Required

For more information and to see the list of acceptable donation and e-waste items, please scan the QR code to visit tinyurl.com/WasteWise24



City Clerk Activities CURRENT and ON THE HORIZON

The Spring 2024 Athertonian content development is underway with a target date to be delivered at the end of March.

There are currently 6 active Public Records Act Requests to which staff have responded. There are currently 4 open General Liability Claims.

Annual Form 700 Conflict of Interest reporting is due **April 1, 2024**. This includes all City Council Members, Planning Commissioners, designated staff members and identified consultants.

Committee and Commissions Recruitment:

There are two vacancies on Town Committees;

- Park and Recreation has a vacancy for a term expiring June 2026
- Transportation, Bicycle and Pedestrian Safety Committee has a vacancy for a term expiring June 2026.



TOWN OF ATHERTON
COMMITTEES & COMMISSION VACANCIES
The Town is actively seeking candidates across all committees;

- Park and Recreation - 1 Vacancy
- Transportation, Bike and Pedestrian -1 Vacancy

CONTACT: ASUBER@CI.ATHERTON.CA.US | 650.752.0529
FOR APPLICATIONS VISIT:
WWW.CI.ATHERTON.CA.US/138/COMMITTEES-COMMISSIONS

Public Information Stats & Analytics

Town staff have been sharing timely information about the Housing Element, community events and meetings, programs, emergency preparedness information, and news on social media. Residents, community members, and other public agencies have viewed and interacted with the town from January 1 to January 31. Impressions refer to the number of reactions, views, comments, shares, and reposts of Town-generated content.

Platform	Number of followers	Impressions or Accounts Reached
Twitter/X	27 new followers, a total of 640 followers	1,162 impressions (12% increase from December)
Instagram	16 new followers, a total of 1,425 followers	4,682 impressions (39% decrease from December)
Facebook	2 new followers, total of 568 followers	1,881 impressions (35% decrease from December)
NextDoor	43 new members, a total of 4,947 members, and 2,309 households claimed	371 impressions (19% increase from December)

Town website subscriber group:

Distribution List	Subscribers
Atherton Online	1,639
News Flash (CM & PD)	1,588 & 1,577
Alert Center (CM & PD)	1,339 & 1,462
Calendar (Meetings)	1,541

- Website Analytics:
 - Jan 1 – Feb 9: 7,500 Users
 - Last 7 Days Total Page Views: 4,780
 - News Flashes = 159
 - Housing Element Update = 101
 - Alerts = 89
- YouTube Analytics
 - 302 Subscribers (2 new in the last 28 days)
 - 986 Videos



The Finance Department consists of a Finance Director, Accountant and Junior Accountant. These core personnel provide the bulk of the Town's accounting and payroll support. The Department utilizes the services of outside auditors, property tax analysts, and investment advisors in support of their efforts.

Fiscal Year 2023/2024 Revenues and Expenditures

Year to Date

Months Complete – 7

% of Year Complete – 58%

	Budget	Revenue	% Received
Park Program	\$ 207,500	\$ 30,483	15%
Planning Permits	\$ 298,300	\$ 189,801	64%
Business Licenses	\$ 283,600	\$ 247,234	87%
Police	\$ 285,690	\$ 517,040	181%
Sales Taxes	\$ 321,100	\$ 253,957	79%
Miscellaneous	\$ 1,534,289	\$ 1,102,608	72%
Public Works	\$ 635,700	\$ 267,100	42%
Franchise Fees	\$ 1,056,000	\$ 146,432	14%
Building Permits	\$ 1,677,000	\$ 970,387	58%
Property Taxes	\$ 17,426,596	\$ 10,903,848	62%
Total	\$ 23,766,475	\$ 14,628,890	62%

	Budget	Expenditures	% Received
City Council	\$ 69,015	\$ 19,195	27.8%
Administration	\$ 1,265,979	\$ 816,378	64.4%
City Attorney	\$ 310,000	\$ 126,713	40.8%
Finance	\$ 866,652	\$ 504,986	58.2%
Planning	\$ 1,649,819	\$ 677,893	41.1%
Building	\$ 1,361,829	\$ 730,156	53.6%
Interdepartmental	\$ 1,055,542	\$ 538,163	51.1%
Police	\$ 9,285,827	\$ 6,084,161	65.5%
Public Works	\$ 3,385,596	\$ 1,342,371	39.6%
Total	\$ 19,250,260	\$ 10,840,015	56.3%



The Public Works Department consists of a Public Works Director, Public Works Maintenance Manager Associate Engineer (Vacant), Town Arborist/Parks Manager and Office Specialist. These core personnel are supplemented by various contract service personnel and service vendors that operate on a Task Order basis. These include but are not limited to MCE, West Coast Arborists, Contract Sweeping Services, CalWest Lighting, Tony's Clean Team, Interwest Group, Willdan Engineering, and BrightView Landscaping.



Field Public Works Services are provided under contract via MCE. MCE provides three (3) personnel to perform general Town maintenance support including, but not limited to, vegetation trimming for sight distance and sign clearance, Park restroom oversight, meeting setup/takedown support, sign replacement, minor asphalt/DG repairs, street marker replacements, basic maintenance for Town-maintained trees/plantings along roadways, Town event support, minor drainage projects and maintenance, basic building support services and minor roadway maintenance (pothole repairs). MCE personnel generally work from 7 am to 4 pm, Monday through Friday; but, these same personnel provide emergency call-out services for after hours and on weekends. Landscape maintenance services at Holbrook-Palmer Park and at the Town Center/Library complex are provided by BrightView Landscaping (BrightView). BrightView is also responsible for emptying Town-owned garbage cans at the Park and Town Center.

Street Sweeping

Street Sweeping is a contract service via Contract Sweeping Services.

Month	Curb Miles	Weight (tons)	Cubic Yards
July	32	6	6
August	32	6	12
September	32	12	24
October	115	8	24
November	80	8	24
December	36	6	12
January	38	6	12
February			
March			
April			
May			
June			
Total	365	52	114

Services Requests

- Install Speed Humps on Barry Lane
- Replaced banners at Town Center
- Initiated installation of AED Cabinets in Town Center, Library and Holbrook-Palmer Park
- Replaced banners on Middlefield Road and Marsh Road
- Channel Clean Out
- Removed tree and decorations from City Hall
- Cleaned catch basins and drywells throughout the Town
- Repaired street signs on Fair Oaks Lane
- Filled gaps in concrete entry to Carriage House
- Repaired PD women's locker room faucet
- Installed blind spot mirror for PD Gate
- Set up parking barricades for Library Cave event on January 27, 2024.
- New street markers on Austin Avenue at Robleda Avenue
- Installed new toilet paper holders at Library restrooms
- Installed new hooks in Library women's restroom
- Patched potholes on Marsh Road and other locations
- Assembled storage rack and installed and flammable cabinet in PD garage
- Installed art hanging system in City Hall lobbies and stairwell
- Trimmed landscaping around Town Center sign
- Installed speed feedback sign on Stockbridge Avenue

General Maintenance and Special Services

- Weekly litter removal Along ECR, schools (Fridays 2 staff, 2 hours).
- Remove Litter on Marsh Road, Middlefield Road & Alameda de las Pulgas.
- Park General Duties: Garbage Cans, Town wide & ECR litter, ECR landscape & Corp yard clean-up, vehicle/tool maintenance.
- Fire extinguishers (checked/re-charged)
- 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

Photographs of Work Performed

Barry Lane Speed Humps Installation

Before



After



Installing AED Cabinets



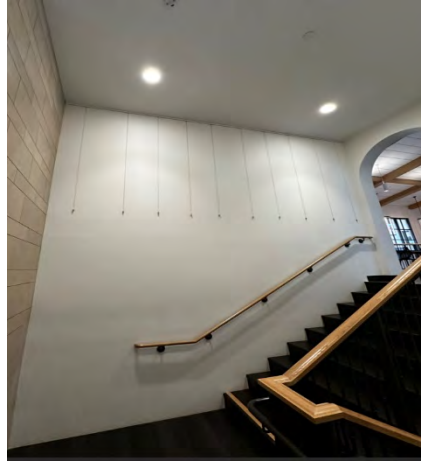
Banner Installation at Town Center



Pot Hole Repair on Marsh Road



Town Hall Art Hanging System



PD Blind Spot Mirror Installation



Storage Rack and Cabinet at PD Garage



Stockbridge Avenue Speed Feedback Sign Install



Street Marker Installation Austin Avenue and Robleda Avenue



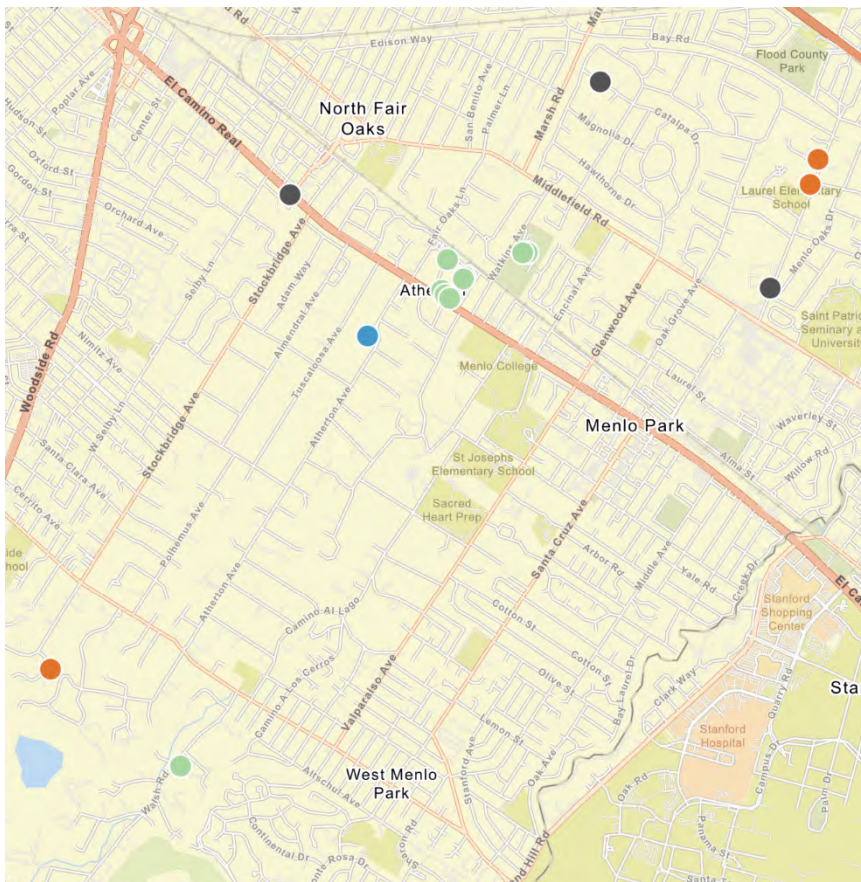
See Click Fix January 2024

Showing Results from 1/1/2024 to 2/1/2024

Hide Empty Rows ☒

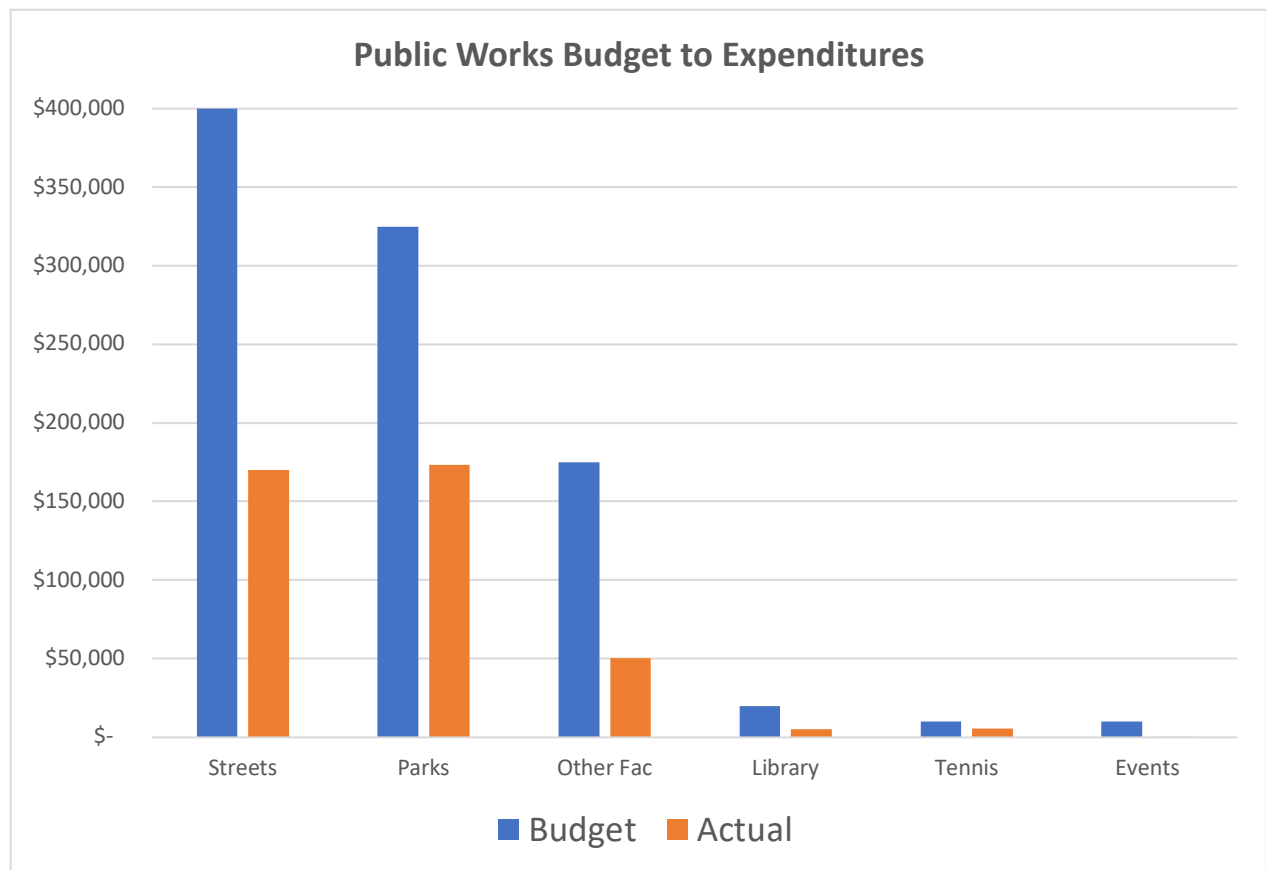
DTA: Days to Acknowledge DTC: Days to Close O&O: Open and Overdue

Category	Created	Ack	Closed
Refuse & Recycling Containers	6	4	0
Sewer and Stormwater Issues	2	1	2
Trash and Recycling	2	1	0
Parks and Playgrounds	1	1	0
Public Equipment Facilities Issues	1	1	0
Sidewalk Damage	1	1	0
Street Light	1	1	1
Traffic Signal	1	0	1
Other	1	1	0
Totals	16	11	4



Public Works Maintenance Budget versus Expenditures Thru January 2024

Short Code	Accounting Code	Description	Budget	Actual	%
A01	101-53-52031-053	Streets	\$400,000	\$170,205	43%
A02	101-57-52031-057	Parks (Grounds & Facilities)	\$325,000	\$173,493	53%
A03	101-59-52031-059	Other Facilities	\$175,000	\$50,621	29%
A04	213-30-52031-000	Library	\$20,000	\$5,277	26%
A05	101-58-52031-000	Tennis	\$10,000	\$5706	57%
E06	101-58-52030-058	Event Services	\$10,000	398	4%
Total			\$940,000	\$405,701	43%





The Public Works Director oversees general Park maintenance and activities. The Park has several contract service personnel and vendors that manage various activities at the Park.

Park Event Services are provided via contract by Catered Too. Catered Too manages all park event and rental services, to include rental of fields, buildings, and picnic areas. MCE provides facility support on a Task Order basis. BrightView Landscaping provides landscape maintenance services for the Park. Player Capital provides management and general maintenance of the six Tennis Courts.

There are three (3) structures available for event rental at the Park – the Carriage House, the Main House, and the Pavilion. Outdoor venues may also be rented and these include the Event Garden, Water Tower Green and North Meadow. Picnic areas in the Park may be reserved for small group day rental. Menlo Atherton Little League manages and maintains the Willie Mays Ball Field.

Facility Rentals for January 2024

Month	North Meadow	Children's Picnic Area	Jennings Pavilion	Main House	Carriage House w/ NM	Field D	Other
Dec – 22	0	0	0	2	0	0	0
Jan – 23	1	0	0	0	0	0	0
Feb – 23	0	0	1	0	0	0	0
Mar – 23	4	1	2	2	0	0	0
April – 23	3	3	1	2	0	0	0
May – 23	5	1	1	1	1	0	0
23-Jun	6	1	1	0	4	0	0
FY 22-23 Total	35	23	25	23	24	9	9
23-Jul	4	7	0	0	2	0	0
23-Aug	5	2	1	1	3	0	0
Sept – 23	2	1	0	1	0	0	0
23-Oct	1	1	2	1	1	0	2
Nov – 23	0	1	0	0	0	0	2
Dec – 23	0	2	1	1	0	0	0
Jan – 24	0	1	0	1	0	0	0
Feb – 24							
Mar – 24							
April – 24							
24-May							
24-Jun							
FY 23-24 Total	12	15	4	5	6	0	4

Types of Rental Activity for January 2024

Month	Social Gathering	Wedding	Corporate Gathering	Other
Dec – 22	2	0	0	0
Jan – 23	1	0	0	0
Feb – 23	1	0	0	0
Mar – 23	6	0	0	3
April – 23	8	0	0	1
May – 23	8	0	0	2
23-Jun	13	0	0	1
FY 22-23 Total	122	5	6	18
23-Jul	13	0	0	0
23-Aug	9	0	0	3
Sept – 23	3	0	0	1
23-Oct	7	0	1	0
Nov – 23	1	0	0	2
Dec – 23	4	0	0	0
Jan – 24	2	0	0	0
Feb – 24				
Mar – 24				
April – 24				
24-May				
24-Jun				
Total	39	0	1	6

Revenue from Rental Activity for January 2024

Month	Revenue Fees	10% Catering Fee	Revenue to Town
Dec – 22	\$2,061.95	\$56.00	\$2,117.95
Jan – 23	\$150.00	\$0.00	\$150.00
Feb – 23	\$3,000.00	\$838.33	\$3,838.33
Mar – 23	\$10,625.00	\$1,475.30	\$12,100.30
April – 23	\$6,950.00	\$2,121.09	\$9,071.09
May – 23	\$5,250.00	\$3,151.36	\$5,250.00
23-Jun	\$10,650.00	\$1,674.81	\$12,324.78
FY 22-23 Total			\$215,641.18
July – 23	\$3,400.00	\$664.73	\$4,064.73
23-Aug	\$6,750.00	\$3,236.44	\$9,986.44
September – 23	\$1,250.00	\$49.25	\$1,299.25
23-Oct	\$5,560.00	\$2,190.90	\$7,750.90
November – 23	\$430.00	\$0.00	\$430.00
December – 23	\$2,500.00	\$1,413.84	\$3,913.84
January – 24	\$850.00	\$0.00	\$850.00
24-Feb			
2-Mar			
23-Apr			
23-May			
23-Jun			
Total			\$28,295.16

General and Special Services for January 2024

- Pick up litter/trash
- Remove trash bags
- Blow/Pick Up Tree Leaves & Debris
- Inspect and Maintain Restrooms⁹
- 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 (scheduled)
- Blow tennis courts 2x per week, as required

For January:

- Moving Benches away from tree line at children's picnic area
- Prune Shrubs back
- Removing Nursery stakes and replacing with regular stakes on newly planted trees
- Remove Garden growth at event garden.
- Filling gaps in walkway with wood at carriage house and event garden
- Clean Main house gutters of leaves and debris
- Painting of curbs and installing reflectors at entry and exit driveways
- Repair lighting at exiting gates
- Repair and replace lighting at the Main House
- Temporary Fix for leaking roof at the Play School
- Install pickleball courts for pickleball trial including:
 - Restriping tennis court 1
 - Assembling and installing pickleball nets
 - Court signing
 - Coordination of reservation system updates
 - Website update to reflect availability of pickleball
- Initiated sale of 2024 tennis keys

New and Future Planned Projects

1. Re-keying of Tennis Courts
2. Installing sound baffle on pickleball courts
3. Installing AED unit at Little League building

Tennis Court Usage



Player Capital Tennis (PCT) manages court operations.

Month	PC Court Hours	# of Students	Private Lessons	Key Holder Court Hours	Public Court Hours	Clay Court Hours	Pickleball Court Hours
Dec – 22	255	134	154	112	0	25	N/A
Jan – 23	185	109	117	76	0	6	N/A
Feb – 23	289	135	176	101	0	10	N/A
Mar – 23	390	163	257	215	0	5	N/A
April – 23	465	194	315	240	0	12	N/A
May – 23	534	223	417	265	0	10	N/A
June -23	615	252	435	311	0	76	N/A
July	645	279	458	325	0	12	N/A
August	675	295	482	337	0	6	N/A
September	687	307	497	387	0	5	N/A
October	715	353	488	407	0	9	N/A
November	690	307	413	353	0	12	N/A
December	672	309	397	349	0	6	N/A
January	631	325	377	335	0	4	8
February							
March							
April							
May							
June							
Total	4,715	2,175	3,112	2,493	0	54	8

Photographs of Work Performed in January 2024

<i>Holbrook palmer Park Exit Lightng</i>	
<i>Before</i>	<i>After</i>
	

<i>Moving Benches from Tree Line at Children’s Picnic Area</i>	
<i>Before</i>	<i>After</i>
	

<i>Painting of curbs at entry and exit driveways</i>	
<i>Before</i>	<i>After</i>
	

<i>Reflector installation at entry and exit driveways</i>	
	

<i>Shrub pruning near Main Haouse parking lot</i>	
<i>Before</i>	<i>After</i>
	

<i>Main House gutter clean out</i>	
<i>Before</i>	<i>After</i>
 A close-up photograph of a metal gutter on a roof, heavily clogged with a thick layer of brown, dried leaves and debris.	 A close-up photograph of the same metal gutter, now clean and free of debris, showing the corrugated metal surface.

<i>Repair and replacing lights at Main House</i>	
<i>Before</i>	<i>After</i>
 A photograph of an old, square-shaped light fixture mounted on a white horizontal siding. The fixture is illuminated, casting a warm glow. Below it, a small rectangular light fixture is visible on the wall.	 A photograph of the same area after the repair. A new, square-shaped light fixture is mounted on the wall, illuminated. A yellow step ladder is leaning against the wall to the right of the light fixture.
 A photograph of an old, cylindrical ground light fixture set into a brick walkway. The fixture is covered in a dark, protective cap.	 A photograph of the same area after the repair. A new, cylindrical ground light fixture is set into the brick walkway. A person wearing an orange safety vest and a headlamp is visible in the background, working on the fixture.

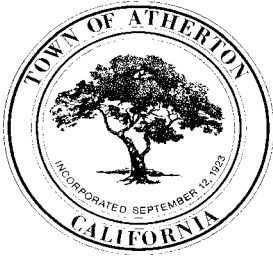
Pickleball Court Installation

Before



After





Town of Atherton

**Building Department
80 Fair Oaks Ln.
Atherton, California 94027
Phone: (650) 752-0560**

Community Services Monthly Report January 2024

Submitted by:
Interwest Consulting Group

Town of Atherton
Building Safety Inspections
Construction and Permit Summary
Based on Fiscal Year - Year to Date
Fiscal Year for Budgetary Comparisons

	Jan-24
Total Construction Valuation¹:	\$20,521,301

Fiscal Year 2023-24	Fiscal Year 2022-23
\$88,259,395	\$66,560,860

REVENUE

Plan Check Fees Collected:	\$25,658
Permit Fees Collected:	\$146,255
Other Fees Collected:	\$6,416
TOTAL:	\$178,329

\$226,857	\$261,609
\$613,318	\$618,137
\$46,288	\$37,760
\$886,463	\$917,506

PLAN CHECK

Applications Received:	58
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438	494
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PERMITS

<u>Residential:</u>	
New Single Family Residential Permits Issued:	5
New Accessory Structures Issued:	28
Addition / Alteration Permits Issued:	6
Reroof / Water Well / Grading Permits Issued:	16
Plumbing/Mechanical/Electrical Permits Issued:	21
Demolition Permits Issued:	2
<u>Non-Residential:</u>	
New Permits Issued:	0
TOTAL Permits Issued (2)	78

15	25
136	105
70	67
103	51
117	128
18	24
0	0
459	400

INSPECTIONS

Inspections Performed:	509
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4425	4,807
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Footnotes:

¹Valuation: For permitted projects during this period.

² The total permits issued for each Fiscal Year reflect totals through the corresponding month

**Town of Atherton
Building Safety & Inspection**

Planning Projects

January 1, 2023 to January 31, 2023

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	20	149
Planning Commission Items	1	13

At the January 24, 2024 Planning Commission regular meeting the following occurred.

1 Town of Atherton - Amend Heritage Tree Preservation Standards and Specifications to align the Tree Protection Zone Standards in the R1-A and R-1B. Staff recommended to maintain the current standards | Approved

The next scheduled Planning Commission Meeting is on February 28, 2024

Arborist Activity Summary

January 1, 2023 to January 31, 2023

	Site Visits			
	Tree Removal	Inspections	Info. / Consu / C.E	Plan Review
TOTAL	9	24	8	60

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2025	2023	2022	2021	2020	2019
January	5	1	1	0	1	4
February		0	1	2	1	1
March		0	2	5	0	1
April		4	2	3	0	1
May		0	4	1	3	1
June		3	2	4	2	1
Jan. to June Totals	5	8	12	15	5	9
July		1	3	2	4	1
August		3	2	2	5	5
September		4	2	3	2	3
October		0	2	1	1	1
November		0	1	3	3	1
December		2	2	1	3	1
July to Dec Totals		10	12	12	18	12
Total New SFD Permits:	5	18	24	27	25	21

Plan Check Performance

January 1, 2023 to January 31, 2023

Project Type	Cycles	No of Plan Checks	Average Review Days	Target **	Overdue Plan Checks
Major Plan Check	1st Review	96	7	10	0
	Subsequent Rev.	103	3	5	0
Minor Plan Check	1st Review	10	2	3	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		209			

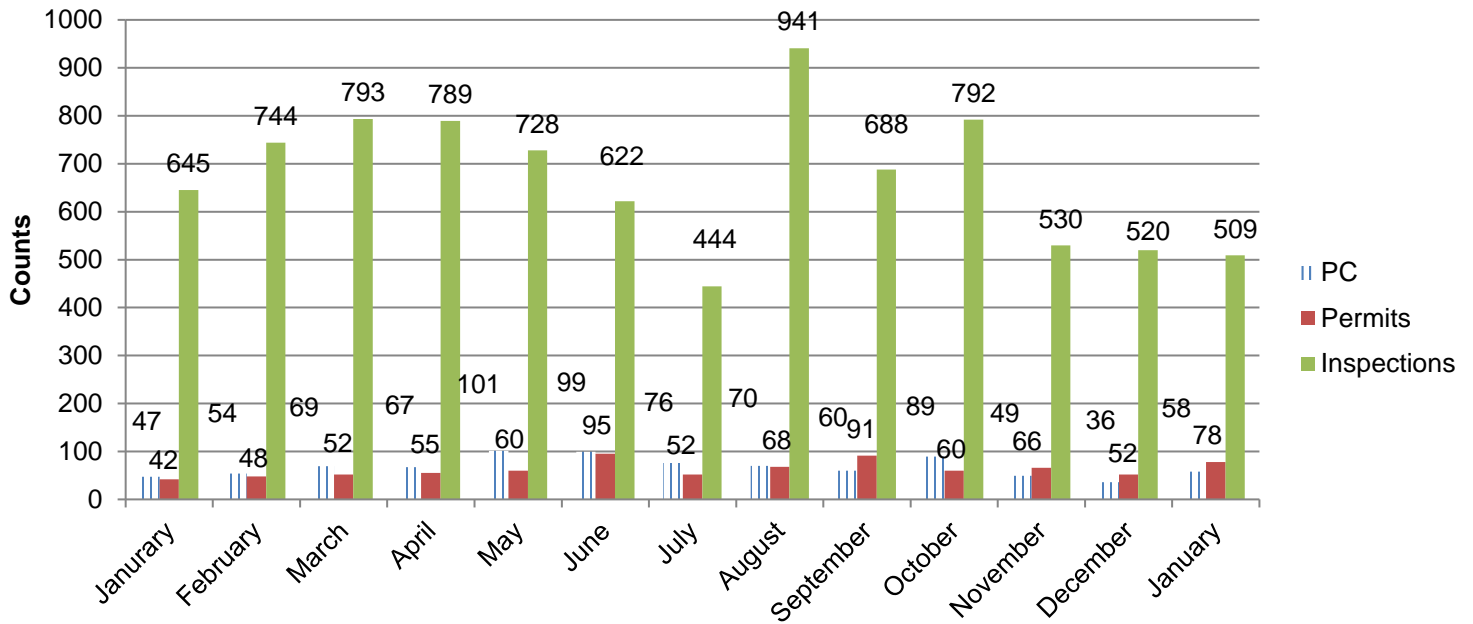
** Target: in working days

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

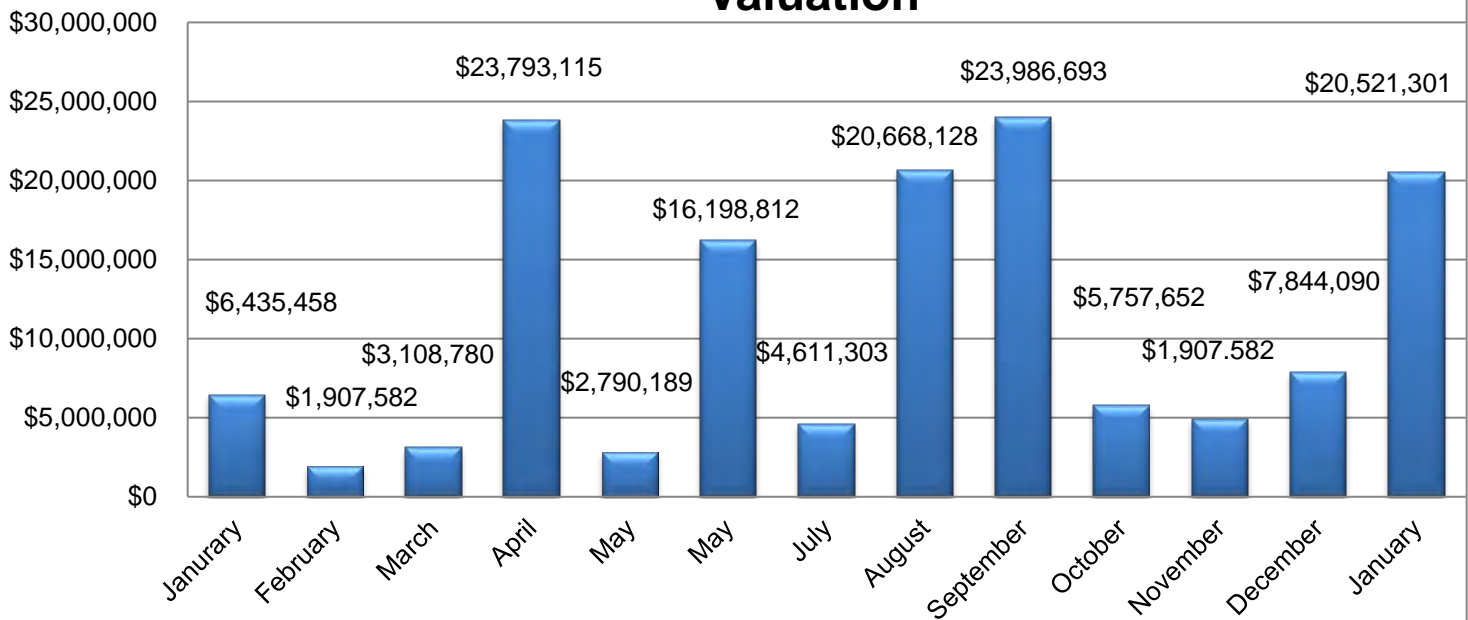
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs

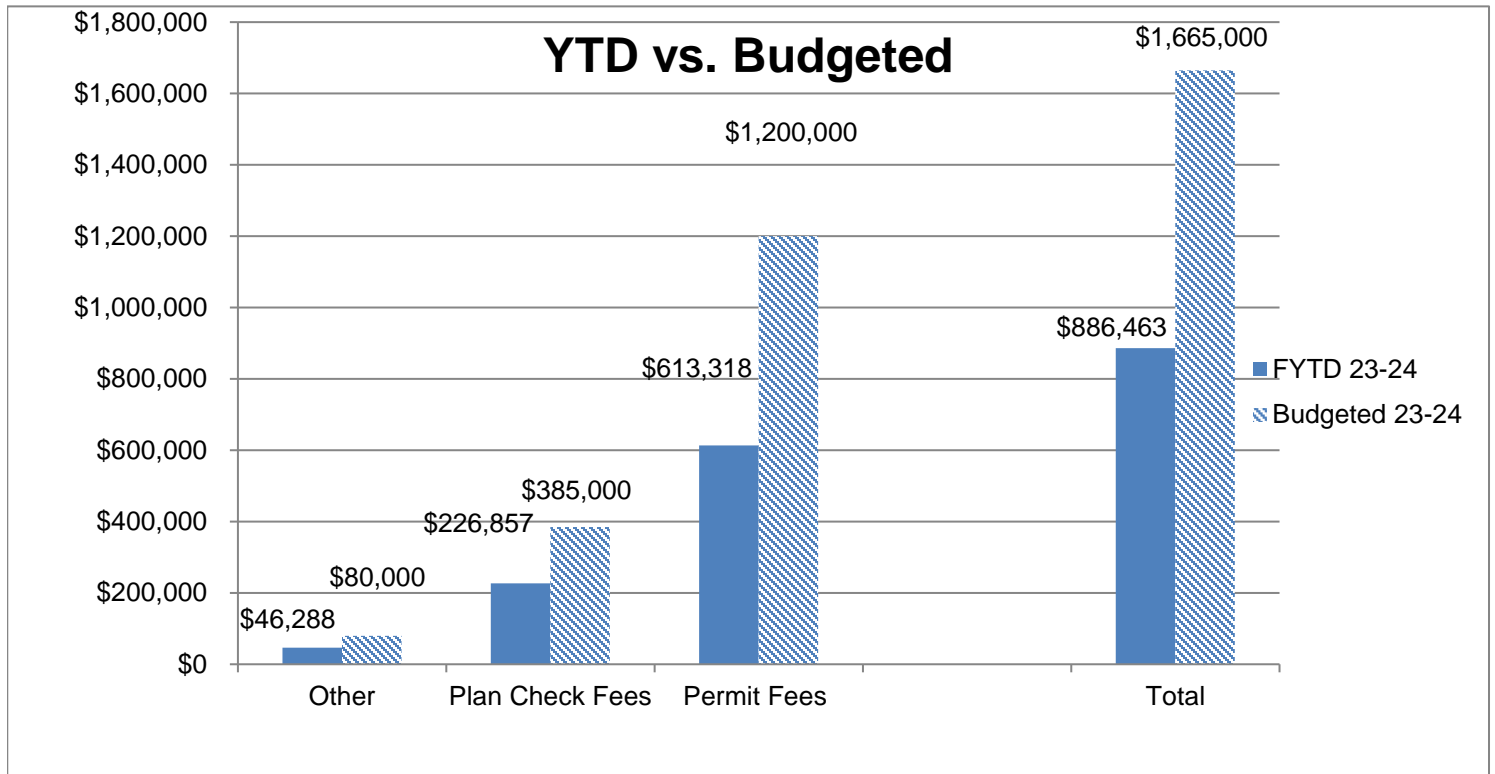
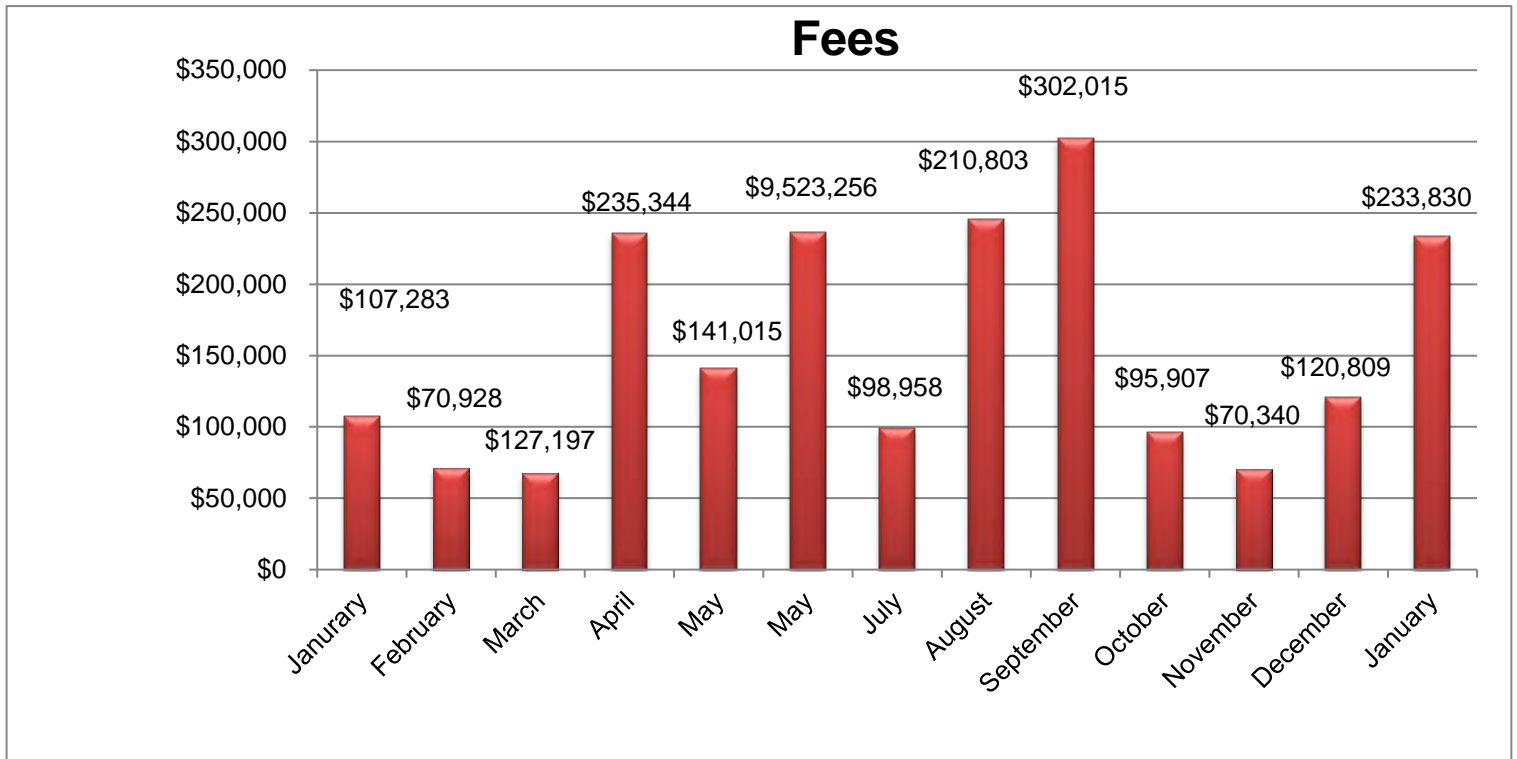
Plan Checks, Permits, Inspections



Valuation



Summary Graphs



Town of Atherton
Summary of ADU's - JADU's - SFR,
Entitled, Permitted, Finaled

	Jan	Feb	March	April	May	June	Total	July	Aug	Sept	Oct	Nov	Dec	Total	Totals
Entitled ADU	4						4								4
Permitted ADU	5						5								5
Finaled ADU	1						1								1
Entitled JADU	0						0								0
Permitted JADU	1						1								1
Finaled JADU	1						1								1
Entitled SFR	2						2								2
Permitted SFR	5						5								5
Finaled SFR	2						2								2

	2022	2023	2024	2025	2026	2027									
Entitled ADU	53	35													
Permitted ADU	25	44													
Finaled ADU	17	24													
Entitled JADU	10	9													
Permitted JADU	5	8													
Finaled JADU	0	2													
Entitled SFR	20	17													
Permitted SFR	26	22													
Finaled SFR	17	29													

**Town of Atherton
Building Safety & Inspection**

Active Construction Time Limit Penalties

January 1, 2023 to January 31, 2023

<i>Project Address</i>	<i>Issue Date</i>	<i>CTL Deadline</i>	<i>Adjusted CTL **</i>	<i>Penalties Pd.</i>	<i>Est. Completion</i>
88 Tuscaloosa	10/23/2018	10/23/2021	2/11/2022	\$250K	Apr. 2024
NOTES:					
89 Tallwood Ct.	12/1/2019	12/1/2022	10/28/2023	\$30K	Feb. 2024
NOTES: Paid \$30K on October 31, 2023					

Total Penalties Deposited: \$280K

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.**

Forfeited Construction Time Limit Penalties

Year	Amount Forfeited
2015 thru 2018	\$511,200.00
2019	\$307,200.00
2020	\$329,600.00
2021	\$333,000.00
2022	\$835,200.00
2023	\$559,000.00
2024	\$500,000.00
Total to Date	\$3,375,200.00



The Atherton Police Department consists of 31 personnel, sworn and non-sworn. Of the sworn personnel, there is a Police Chief, a Commander, five (5) Sergeants, and fourteen (14) Officers. Non-sworn personnel consist of an Executive Assistant/Training Manager, a Communications Supervisor, two (2) Code Enforcement Officers, a Community Services Officer, and five (5) Dispatchers.

These personnel provide 24-hour police patrol, dispatch, traffic enforcement, school resource, crime investigation, crime prevention and other law enforcement services to the community. Personnel typically work a 12-hour shift schedule (4-on/3-off) with a priority staffing level of three (3) sworn personnel at all times.

Graphics and data provided in this report can be found via [CitizenRIMS](#). CitizenRIMS is an active, online database of calls for service to the Atherton Police Department available via the Town's website. The database provides information on active and historic calls for service, criminal activity and statistics, missing persons, stolen vehicles, arrests, and crime bulletins. Through CitizenRIMS residents can also sign up for Security Camera Registration and Vacation Home Checks. Visit [CitizenRIMS](#) using the preceding link or this QR Code
>>>>>>>>



Overall Activity for the Month of January 2024

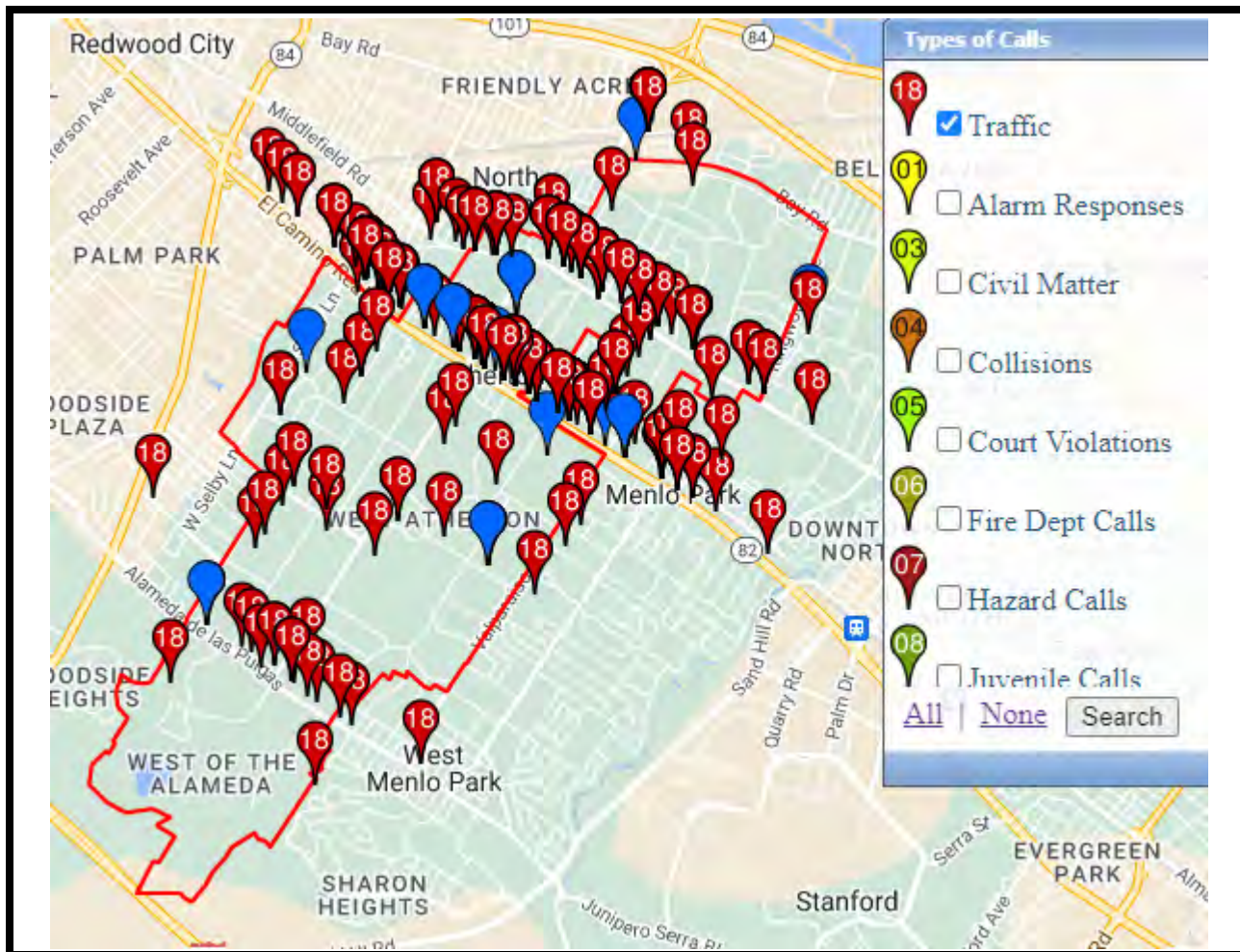
During this reporting period, there were 41 investigations. Of that total, 15 offenders were cited, arrested, referred to the San Mateo County District Attorney's Office for prosecution, or referred to the San Mateo County Juvenile District Attorney's Office for prosecution.

Offenses included, driving with a suspended license, misdemeanor warrant, possession of unlawful paraphernalia, trespassing on railroad property, peeping at an inhabited dwelling, criminal storage of a firearm, unauthorized entry into an occupied dwelling, and assault with a deadly weapon.

Of the 2,122 total police incidents for the month, 1,349 were officer-initiated incidents. These incidents resulted in 413 citations being issued for vehicle code and other violations. Officers initiated 1,022 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.

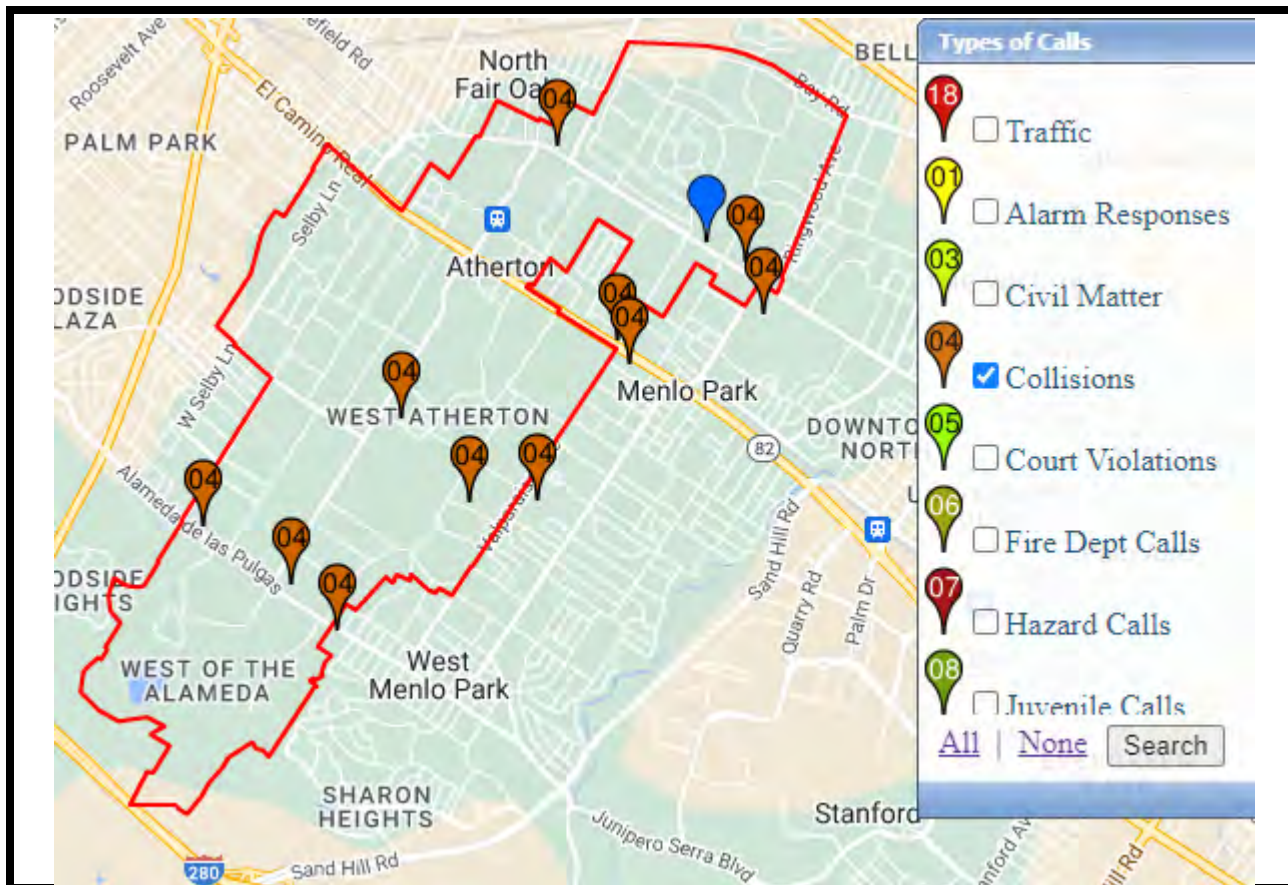
Traffic Incidents

Overall, there were 330 traffic incident locations, some with multiple stops, for the reporting period. The map below indicates the locations of the incidents for this reporting period.



Traffic Collisions

There were 13 collision locations during this reporting period. The map below indicates the locations of the incidents for the reporting period.



Traffic Complaints

The Atherton Police Department received one (1) complaint during the month of January.

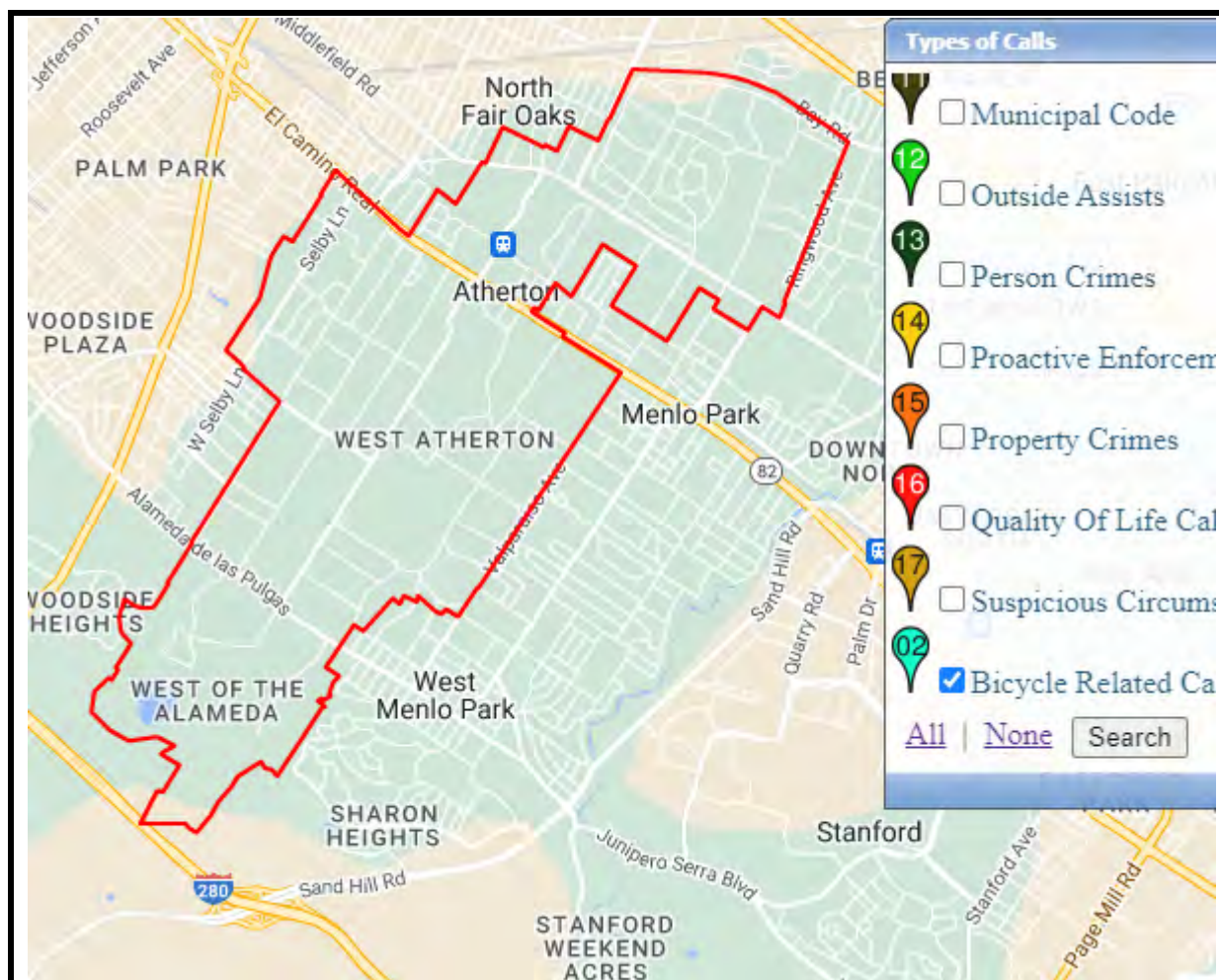
- 1) A resident reported speeding vehicles on Elena Avenue at Park Lane, Monday through Friday, between the hours of 8:00 a.m. and 9:00 a.m.

Enforcement Time: 313 minutes

Results: Three (3) Warning Citations and three (3) citations issued.

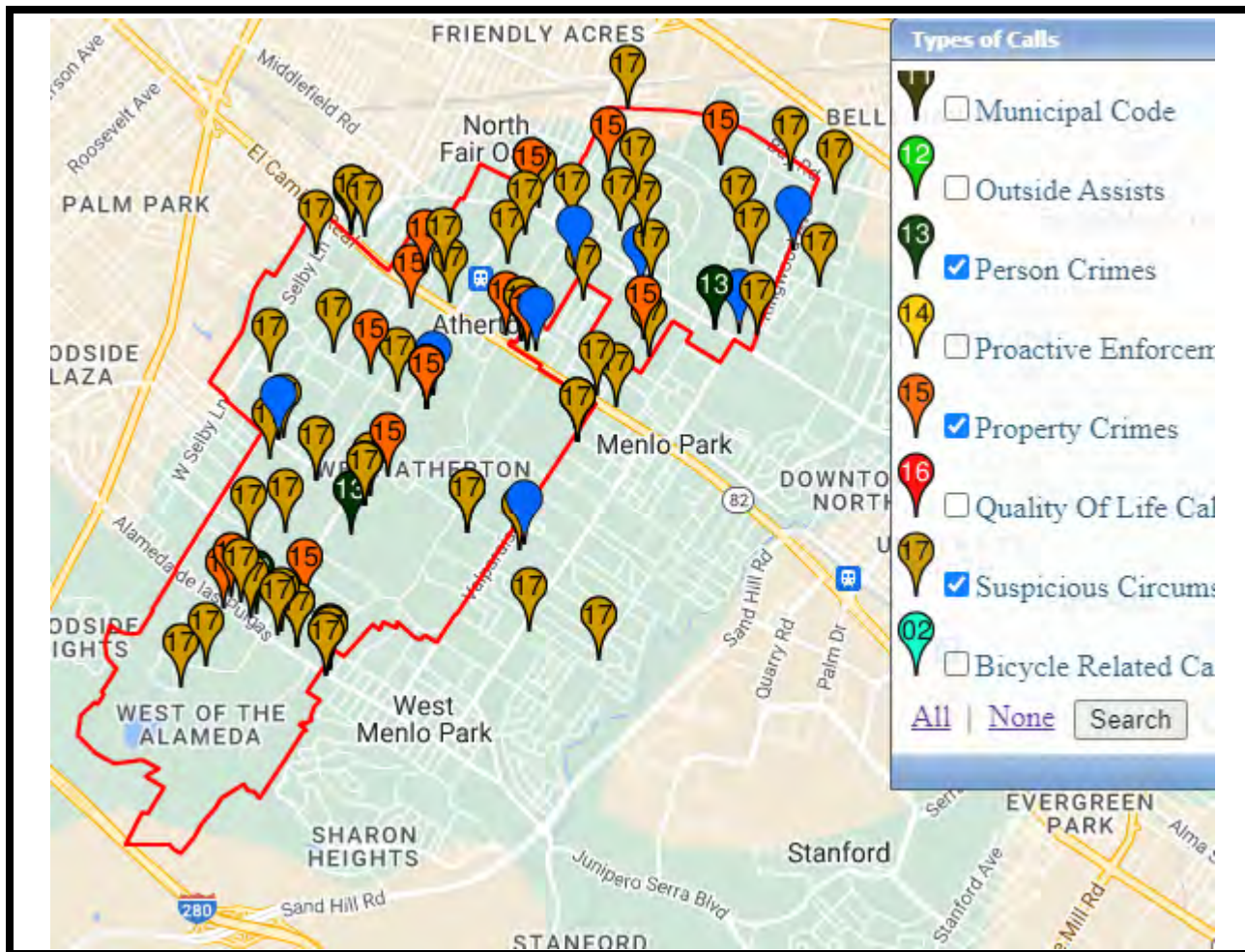
Bicycle Traffic Stops

There were 0 bicycle related calls initiated.



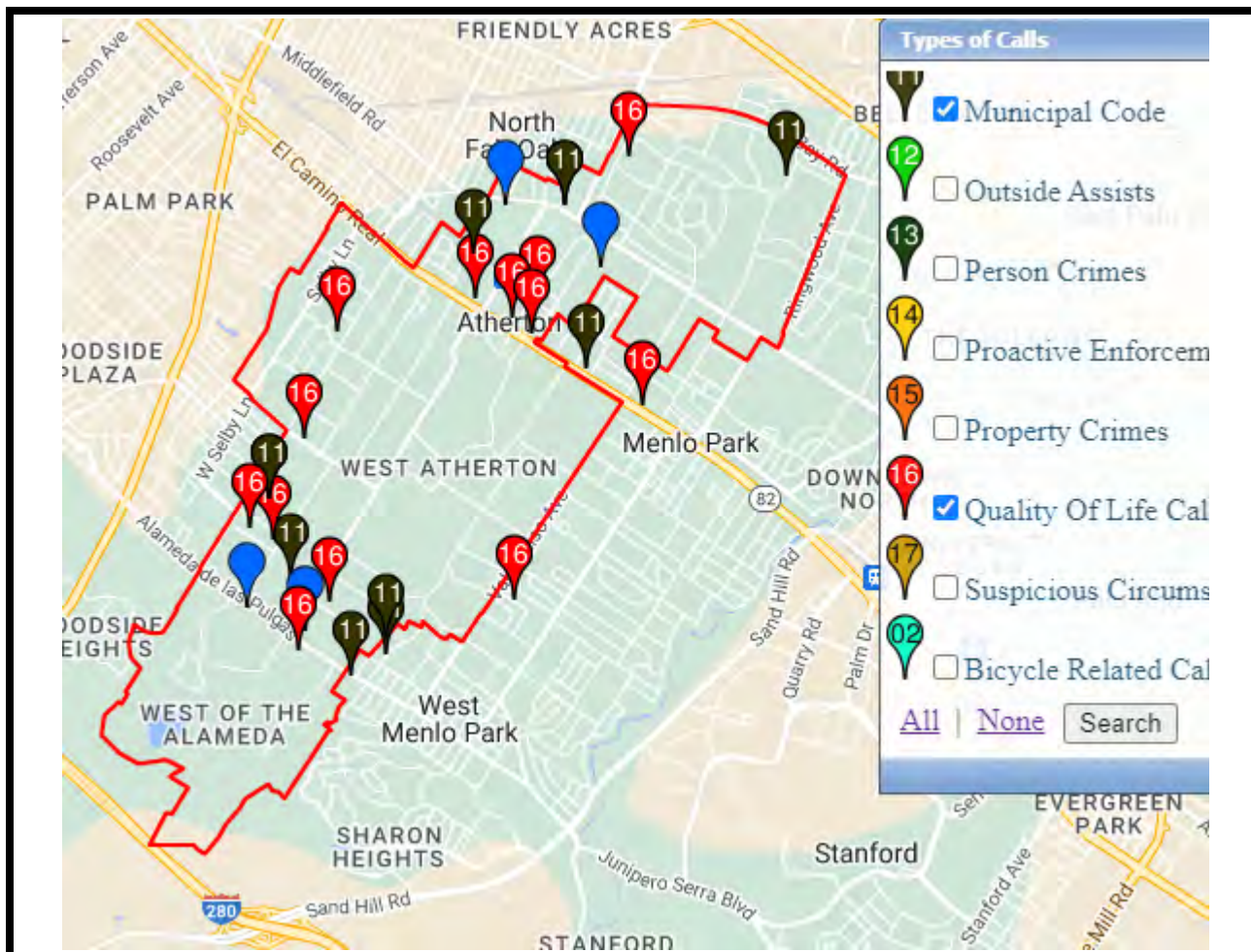
Criminal Activity and Suspicious Circumstances

The Department responded to 95 locations (some locations multiple times) for property crimes (17), person crimes (8), and incidents of suspicious circumstances (74).



Municipal Code Violations

The Department responded to approximately 28 incidents/calls for service regarding municipal code violations. Those incidents included but were not limited to construction work hour violations, construction parking violations, right-of-way encroachments and obstructions, non-permitted work on private/public property, overgrown/non-maintained vegetation, mobile food vendors, free speech/real estate/construction signs, animal nuisances, zoning questions/violations, unmaintained properties, fire damaged structures, neighbor disputes, and heritage tree concerns.



Holbrook Palmer Park

Holbrook Palmer Park had 89 incidents during this reporting period, 83 of which were security checks, foot patrols by officers, and closing/opening the park. The other incidents were for a suspicious circumstance, ordinance violation, disturbance, animal call, area check, and a welfare check.

Premise Watch

Officers completed 741 House/Vacation checks during the reporting period.

School Incidents

Officers responded to 162 school incidents during the reporting period. These incidents were mostly officer-initiated security checks.

Incidents of note from this reporting period:

- On 01/10, the SRO investigated a brandishing on campus that was unfounded.
- On 01/16, an assault with a deadly weapon occurred on campus and the subject who committed the assault was arrested.
- On 01/26, the SRO assisted a student who got on the wrong bus. The student was returned to the proper school.
- On 01/30, the SRO assisted a student who was on the roof of a school building.

The current reporting period is highlighted in the table below. All other columns represent months preceding and prior year.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	6	7	16	2	4	5	6	6	5	7	9	1	74
	Security	17	30	36	28	43	29	33	22	24	24	25	15	326
	Traffic	1	8	6	3	2	-	1	2	5	3	3	1	35
<i>Knox School</i>	Other	-	-	-	-	-	1	-	-	-	-	-	-	1
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	3	2	5	1	5	5	3	2	3	-	7	2	38
	Security	10	18	23	18	17	14	20	9	14	17	16	9	185
	Traffic	-	-	1	4	-	-	-	2	-	2	2	-	11
<i>Laurel</i>	Other	8	1	6	1	3	3	2	3	4	2	2	2	37
	Security	7	7	11	7	12	12	8	4	7	12	7	7	101
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>M-A HS</i>	Other	34	40	47	28	35	26	21	28	43	45	37	30	414
	Security	17	27	30	21	38	19	26	11	19	24	30	25	287
	Traffic	-	1	2	-	-	-	1	1	-	-	-	1	6
<i>Menlo College</i>	Other	5	5	11	15	8	5	2	6	15	20	12	9	113
	Security	15	38	38	32	45	39	31	20	22	20	24	10	334
	Traffic	2	5	-	1	3	-	1	1	-	2	1	-	16
<i>Menlo School</i>	Other	3	-	4	2	3	1	5	3	2	1	3	1	28
	Security	7	6	8	5	8	12	11	4	10	8	15	10	104
	Traffic	-	-	-	-	-	-	-	1	-	-	-	-	1
<i>Sacred Heart</i>	Other	4	4	8	7	9	12	9	6	8	4	2	2	75
	Security	-	1	4	1	2	8	8	1	1	4	3	2	35
	Traffic	-	1	-	-	1	-	-	-	1	-	-	-	3
<i>Adelante Selby</i>	Other	1	1	3	1	2	2	-	2	2	7	1	1	23
	Security	20	27	26	14	29	22	22	12	13	24	17	14	240
	Traffic	2	2	-	1	11	-	-	5	-	2	2	2	27
Total		162	231	285	192	280	215	133	151	198	228	218	144	2,437

Response Times

In general, there are 3 types of ***Calls for Service*** from the Police Department. In order of priority: High, Medium, and Low.

High Priority calls are in-progress events where persons or high-value property are in immediate danger and requires a multiple officer response. This is a lights and siren response to a crime in progress, injury collision, or medical emergency.

Medium Priority calls are in-progress events without an immediate danger to persons or property. Multiple officers may be necessary for these calls. These calls take precedence over all other calls for service and require an immediate police response (non-lights and siren), but the incident may not be in progress. The most common medium priority calls are burglary, robbery, sexual assault, and residential burglary alarm activations. The latter is the most frequent call in Atherton.

Low Priority calls are other calls for service. Events that may no longer be in-progress, so immediate response is not as urgent. Normally requires a single officer. Officers may or may not be immediately dispatched to these calls. Low priority calls are dogs off leash the Park, parking violations, construction noise or activity, and follow-up police reports.

During the Reporting Period there were:

Priority Level	Number of Calls	Average Response Time	Goal
High	3	2:03	<4 minutes
Medium	162	4:34	<6 minutes
Low	392	5:35	<8 minutes

Response times are calculated from the time the call is dispatched until the time the officer arrives on the scene. The table below depicts the Department's **Medium Priority** response times for the past 6 months.

MONTH	YEAR	RESPONSE TIME
December	2023	7:33
November	2023	4:31
October	2023	4:39
September	2023	3:56
August	2023	8:02
July	2023	4:37

Total Training Hours for the Reporting Period: 104 HOURS

NAME	TRAINING/HOURS	DATES
Dutta	Inner Perspectives Session 1/16 hours	Jan 10-11
Romero	Inner Perspectives Session 1/16 hours	Jan 10-11
Frew	Recruitment & Retention/8 hours	Jan 11
Larsen	Recruitment & Retention/8 hours	Jan 11
Davidovich	Basic K9 Handler/320 hours	Jan 15 – Mar 7
Dutta	Adv. Interview & Interrogation/24 hours	Jan 16 – 18
McCulley	Team Building/16 hours	Jan 16 – 18
Larsen	Team Building/16 hours	Jan 16 – 18
Frew	Team Building/16 hours	Jan 16 – 18
Cisco	Team Building/16 hours	Jan 16 – 18
Metzger	Team Building/16 hours	Jan 16 – 18
Pronske	Team Building/16 hours	Jan 16 – 19
Fong	Team Building/16 hours	Jan 16 – 18
Taylor	Team Building/16 hours	Jan 16 – 18
Magami	Team Building/16 hours	Jan 16 – 18
Yamsuan	Interview & Interrogation/24 hours	Jan 22 - 24
Taylor	Property Sup. Course/8.5 hours	Jan 25
Metzger	Motor Training/8 hours	Jan 29
MacDonald	Motor Training/8 hours	Jan 29
Rojas	Motor Training/8 hours	Jan 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
January	1,349	413
December	1,478	449
November	1,361	529
October	1,336	622
September	1,237	483
August	1,374	681

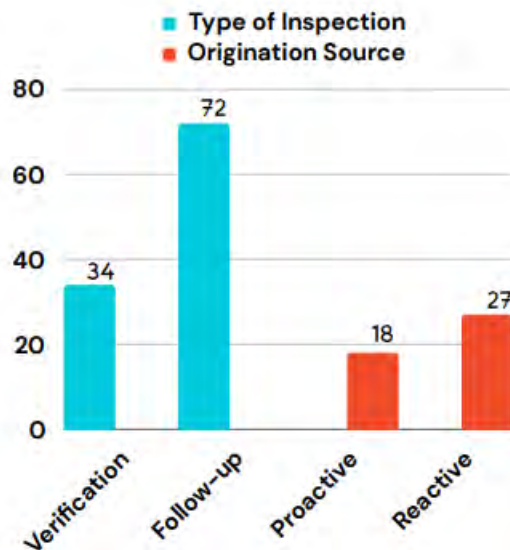
Code Enforcement Activity Report

Summary:

Various concerns, questions, and complaints are received by the Code Enforcement Division every day. Examples of calls for service are construction work hour violations, construction parking violations, right-of-way encroachments and obstructions, non-permitted work on private/public property, overgrown/non-maintained vegetation, mobile food vendors, free speech/real estate/construction signs, animal nuisances, zoning questions/violations, unmaintained properties, fire damaged structures, neighbor disputes, and heritage tree concerns.

In addition to these topics and more, our Certified Code Enforcement Officer is responsible for construction plan review related to the municipal code building section, prevention of public violations of the municipal code through investigation, detection, and education and outreach, and enforcement of violations of laws regulating public works, business activities, building standards, land use, and municipal affairs.

Activity	January Totals
New Cases	45
Closed Cases	18
Inspections	106
Notices Written	4
Citations	7
Courtesy Letters	13
Fines Issued	\$ 17,610



VIOLATION BY CATEGORY

