

MONTHLY REPORTS

DEPARTMENTAL REPORTS

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Examples of field crew work during the month of May



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SUMMARY OF TRAFFIC INCIDENTS

Summary of traffic incidents during the month of May



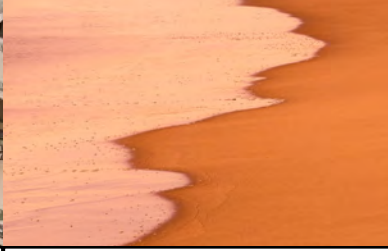
80 FAIR OAKS LANE
ATHERTON, CA 94027
650-752-0504
GRODERICKS@CI.ATHERTON.CA.US



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 I/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 43 full-time authorized positions. Of that total, 21 are sworn public safety. There are 9 police department staff that are non-sworn. The remaining 13 are local miscellaneous. The Police Department will be onboarding a new Code Enforcement Officer in August. The Town is currently at 95% staffing with one opening in the Police Department for a Sergeant and one opening in the Public Works Department for Management Analyst. The Town has onboarded a total of four (4) summer Interns in the City Manager's Office, Public Works Department, and Planning Department.

- Molara Mabogunje – City Manager Office
- Selma Ruiz – City Manager Office
- Charles Rock – Public Works Department
- Rania Mili – Planning Department

2024 Employment Wellness Workshops:

- 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.



Outreach Events & Activities:

- Community Meeting | Alameda de las Pulgas Corridor Traffic and Safety Improvement Project
When: June 20, 2024, at 6:00 PM – 7:30 PM
Where: 80 Fair Oaks Lane | Council Chambers

Alameda de las Pulgas Corridor Traffic and Safety Improvement Project

Thursday, June 20, 2024
6:00PM – 7:30PM

Council Chambers
80 Fair Oaks Lane
Atherton, CA 94027

In-person attendance only.

Contact Us:
Javed Mirsadi
jmirsadi@interwestgrp.com
415.770.3039

80 Fair Oaks Lane
www.ci.atherton.ca.us



- Atherton Gas-Powered Leaf Blower Ban is effective on July 1, 2024



IT Systems & Activities

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

- IT Special Projects:
 - Continuing to tag and track equipment via Asset ID tracking via SharePoint
 - Assisting with developing automated processes within SharePoint for onboarding and other day to day business processes.
 - Continuing to configure the annual replacement computers for distribution.
 - Performed routine spam/phishing email blocking.
 - Performed routine police services maintenance including iRIMS setup, ControLoc and police car maintenance, surveillance camera scrubbing, and SFTP to DOJ testing.
 - 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 July 18, from 1:00 PM to 3:00 PM in the City Council Chambers.
 - b. The committee discussed the Atherton Earth Day recap at the May 16, 2024, meeting and provided recommendations for future events to be considered by Council.
 - c. The EPC have participated in reviewing and discussing future outreach events and materials to inform the community on the upcoming Leaf Blower Ban and non-gas powered lawn equipment, electrification and water conservation initiatives and rebate opportunities for residents.
2. Climate Action Plan Update:
 - a. Climate Action Dashboard vendor KLA are assisting staff with updating the GHG inventory data for 2022 that was provided by the San Mateo County consultant Rincon Consultants, Inc. Noteworthy highlights include the Town's share of GHGs from combustion and Electric Vehicles (EV) and an emphasis on the growing percentage of EV's as a trend for reducing transport GHGs. Once available the new data can be reviewed here: <https://climateaction.ci.atherton.ca.us/dashboard>

3. Building Electrification:

- a. San Mateo County Office of Sustainability manages a website for energy resources for public agencies. There are a variety of support programs through San Mateo County Energy Watch (SMCEW) and Regionally Integrated Climate Action Planning Support (RICAPS). The department has launched a Countywide Building Decarbonization Strategy, which features five supporting initiatives. Those initiatives are;

- New Building Reach Code
- Permit Simplification
- Electrification Communications Campaign
- Neighborhood Electrification Pilot
- Existing Building Electrification Roadmap

For more information visit: <https://www.smcsustainability.org/energy-resources-public-agency/>

4. Waste Reduction:

- a. The Refuse and Recycling Committee held a meeting on June 6 and reviewed the Q1 GreenWaste report, Waste Wise Event report, 2023 GreenWaste Sustainability report, and discussed overages and future rate adjustments including commercial rates and franchise fees.

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 June 14, 2024, 86 rebates have been distributed. There are 19 rebates remaining.

City Clerk Activities CURRENT and ON THE HORIZON

The Summer Athertonian is underway with a target ship date in mid-July.

There are currently 5 active Public Records Act Requests to which staff have responded. There are currently 4 open General Liability Claims.

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 May 1 to May 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	0 new followers, a total of 669 followers	1,004 impressions (35% decrease from April)
Instagram	16 new followers, a total of 1,483 followers	454 accounts reached (85% decrease from April)

City Clerk Monthly Report
June 19, 2024

Facebook	0 new followers, total of 570 followers	5.7K reach (908 % increase from April)
NextDoor	49 new members, a total of 5,190 members, and 2,376 households claimed	175 impressions (15 % increase from April)

Town website subscriber group:

Distribution List	Subscribers
Atherton Online	1,649
News Flash (CM & PD)	1,596 & 1,581
Alert Center (CM & PD)	1,342 & 1,478
Calendar (Meetings)	1,552

- Website Analytics:
 - May 1 – May 31: 11,600 Users
 - Last 7 Days Total Page Views: 4,650
 - News Flashes – Housing Element Update = 129
 - News Flash – Tennis Court Updates = 77
 - City Manager Monthly Report = 49
- YouTube Analytics
 - 322 Subscribers (8 new in the last 30 days)
 - 1000 Videos



ATHERTON 2024 EVENTS CALENDAR

HIGHLIGHT EVENTS	DEPT LEAD	DATE	DETAILS
SUMMER CONCERTS	City Manager	June 20, July 11, & Aug 10	Summer Concerts & Movies at Holbrook-Palmer Park
SUMMER MOVIES	City Manager	June 28 & July 19	
NATIONAL NIGHT OUT	Police	August 2	Annual event to engage residents and neighbors hosted by the Police Department.
BIKE RODEO	Police	September 21	Bike safety community event hosted by the Police Department
HALLOWEEN EVENT	Police	October	Event in partnership with the Atherton Library
TOWN HOLIDAY PARTY	City Manager	December	Town end of year celebration with staff and all committee and commissioners.
TREE LIGHTING	City Manager	December	Collaborative event with the Atherton Library
CITY COUNCIL RE-ORG	City Manager	December 18	Annual selection of the Mayor and Vice-Mayor
TOY DRIVE	Police	December	These events will take place in the second half of 2024 and exact dates have not been determined. The Town has held a Halloween event in partnership with the library in October, Town holiday party, annual Tree Lighting, City Council Re-Org, Toy Drive, and Show with a Cop all in December in connection with the holiday season.
SHOP WITH A COP	Police	December	



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 – 11

% of Year Complete – 92%

	Budget	Revenue	% Received
Park Program	\$ 74,500	\$ 59,362	80%
Planning Permits	\$ 405,300	\$ 299,057	74%
Business Licenses	\$ 283,600	\$ 279,030	98%
Police	\$ 561,690	\$ 559,588	99%
Sales Taxes	\$ 409,100	\$ 396,702	97%
Miscellaneous	\$ 1,838,188	\$ 1,615,307	88%
Public Works	\$ 660,700	\$ 442,014	67%
Franchise Fees	\$ 1,056,000	\$ 781,840	74%
Building Permits	\$ 2,119,000	\$ 1,495,161	71%
Property Taxes	\$ 17,798,309	\$ 16,638,283	93%
Total	\$ 25,206,387	\$ 22,566,343	90%

	Budget	Expenditures	% Received
City Council	\$ 69,015	\$ 42,893	62.1%
Administration	\$ 1,354,479	\$ 1,230,105	90.8%
City Attorney	\$ 310,000	\$ 251,595	81.1%
Finance	\$ 866,652	\$ 745,270	86.0%
Planning	\$ 1,674,819	\$ 1,466,101	87.5%
Building	\$ 1,604,829	\$ 1,117,513	69.6%
Interdepartmental	\$ 1,102,542	\$ 868,164	78.7%
Police	\$ 9,584,827	\$ 9,144,799	95.4%
Public Works	\$ 3,681,445	\$ 2,117,266	57.5%
Total	\$ 20,248,608	\$ 16,983,704	83.8%



The Public Works Department consists of a Public Works Director, Maintenance Manager, Associate Engineer, Town Arborist 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	38	12	6
March	38	6	12
April	39	6	12
May	39	6	12
June			
Total	519	82	156

Services Requests

- Fallen tree cleanup 83 Santiago.
- Town center art hanging
- Banner installation town center
- Backhoe delivery and inspection.
- Corporation yard clean up
- Homeless encampments cleaned up Selby Lane
- Fallen tree on Fairview.
- Fallen tree on 73 Hawthorn.
- Marsh road banner install
- Multi stack area clean up.
- Library drain flush.
- Middlefield Weed Abatement
- Speed humps installed on Watkins Ave.
- “Speed humps ahead” signs installed, Watkins, Fairview, Linda Vista & Monte Vista
- Pothole Repair, Marsh, Selby & Alameda.
- Watkins Sign Trimming.
- PD bathrooms sink repair

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

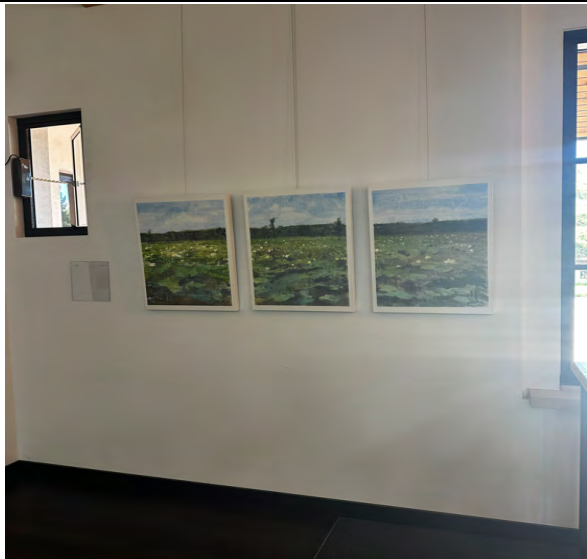
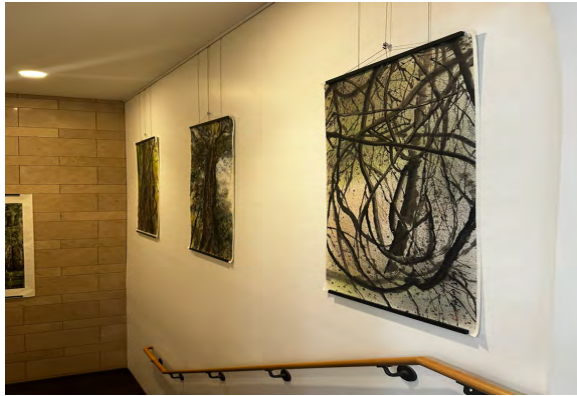
Banner Install Town Center



Banner Installaion Marsh



Art Intall at Towncenter





Middlefield weed cleanp






Speed Hump Ahead Sign Install



Speed Hump install Watkins	
Before	After
	

Tree Down 83 Santiago	
	

Tree Down Fairview	
	

Tree Down 73 Hawthorn	
	

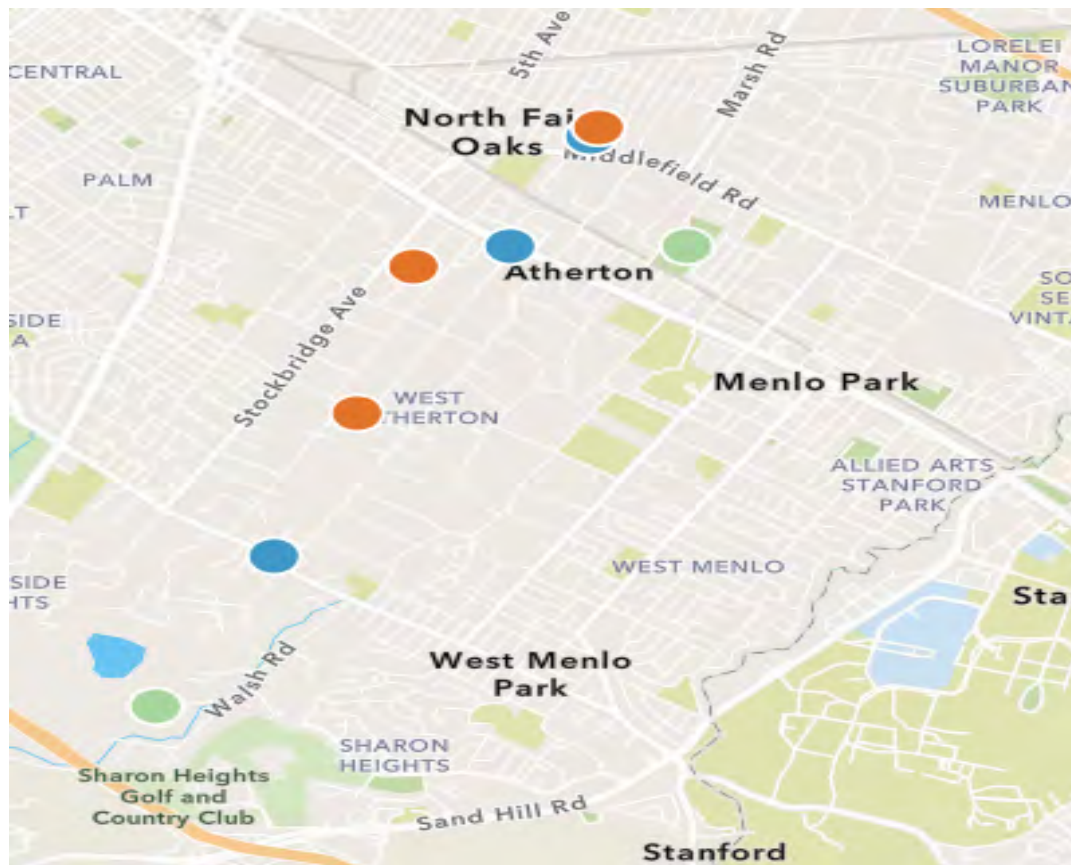
See Click Fix May 2024

Showing Results from 5/1/2024 to 6/1/2024

Hide Empty Rows ☒

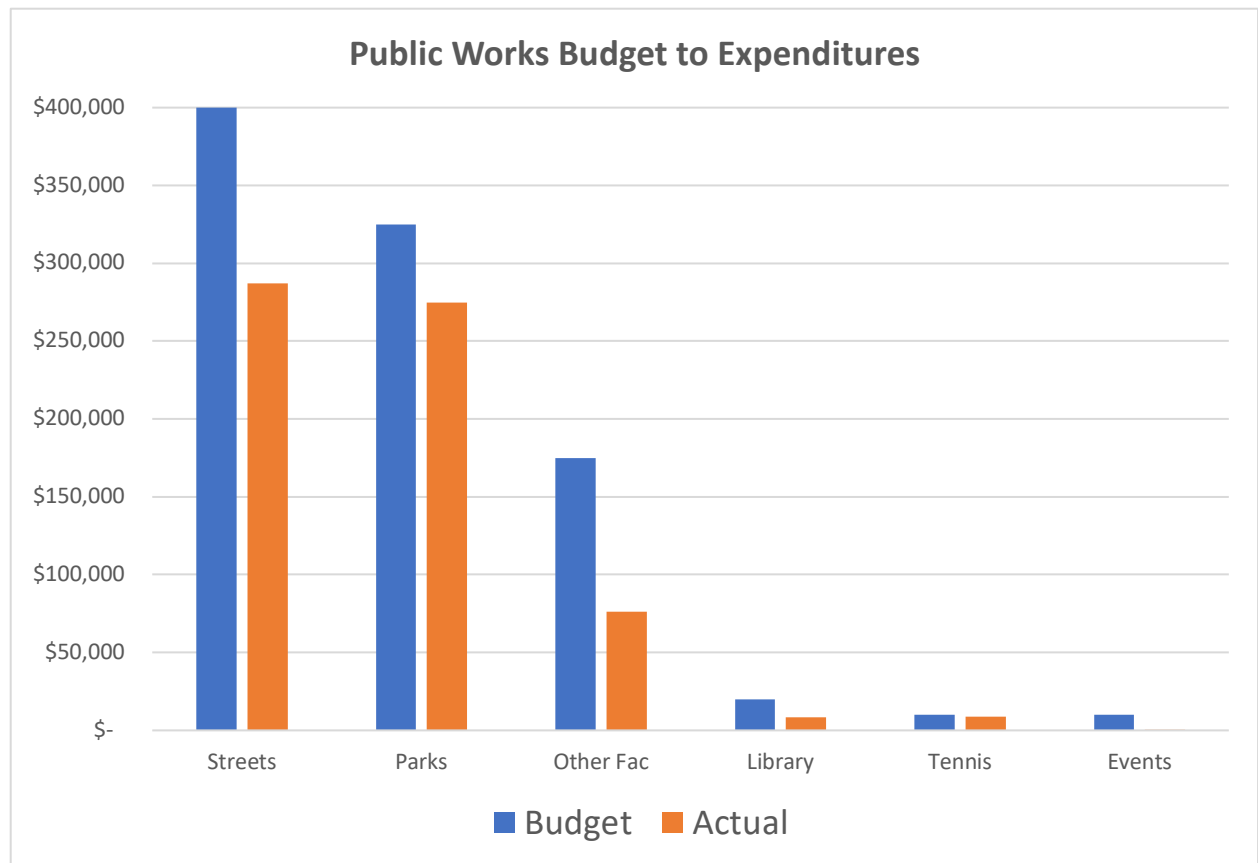
DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Category	Created	Ack	Closed
Other	2	1	1
Debris Blocking Roadway	1	1	1
Illegal Dumping	1	1	1
Public Right-of-Way Concern	1	0	1
Street Light	1	0	0
Traffic Signal	1	0	1
Trees	1	1	1
Totals	8	4	6



Public Works Maintenance Budget versus Expenditures Thru May 2024

Short Code	Accounting Code	Description	Budget	Actual	%
A01	101-53-52031-053	Streets	\$400,000	\$287,118.89	72%
A02	101-57-52031-057	Parks (Grounds & Facilities)	\$325,000	\$274,764.91	85%
A03	101-59-52031-059	Other Facilities	\$175,000	\$76,057.66	44%
A04	213-30-52031-000	Library	\$20,000	\$8,283.13	41%
A05	101-58-52031-000	Tennis	\$10,000	\$8,966.65	90%
E06	101-58-52030-058	Event Services	\$10,000	398	4%
Total			\$940,000	\$655,589.16	70%





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 typically provided via contract. With the departure of Catered Too, temporary personnel have been contracted to manage all park events and rental services, to include rental of fields, buildings, and picnic areas until a permanent vendor is contracted. 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 May 2024

Month	North Meadow	Children's Picnic Area	Jennings Pavilion	Main House	Carriage House w/ NM	Field D	Other
22-Dec	0	0	0	2	0	0	0
23-Jan	1	0	0	0	0	0	0
23-Feb	0	0	1	0	0	0	0
23-Mar	4	1	2	2	0	0	0
23-Apr	3	3	1	2	0	0	0
23-May	5	1	1	1	1	0	0
23-Jun	6	1	1	0	4	0	0
FY 22-23	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
23-Sep	2	1	0	1	0	0	0
23-Oct	1	1	2	1	1	0	2
23-Nov	0	1	0	0	0	0	2
23-Dec	0	2	1	1	0	0	0
24-Jan	0	1	0	1	0	0	0
24-Feb	0	0	0	0	0	0	0
24-Mar	3	4	1	1	0	0	2
24-Apr	4	2	0	0	0	0	0
24-May	3	7	2	4	1	0	0
24-Jun							
FY 23-24	22	28	7	10	7	0	6

Types of Rental Activity for May 2024

Month	Social Gathering	Wedding	Corporate Gathering	Other
22-Dec	2	0	0	0
23-Jan	1	0	0	0
23-Feb	1	0	0	0
23-Mar	6	0	0	3
23-Apr	8	0	0	1
23-May	8	0	0	2
23-Jun	13	0	0	1
FY 22-23	122	5	6	18
23-Jul	13	0	0	0
23-Aug	9	0	0	3
23-Sep	3	0	0	1
23-Oct	7	0	1	0
23-Nov	1	0	0	2
23-Dec	4	0	0	0
24-Jan	2	0	0	0
24-Feb	0	0	0	0
24-Mar	10	0	0	4
24-Apr	3	0	0	3
24-May	14	0	1	2
24-Jun				
Total	66	0	2	15

Revenue from Rental Activity for May 2024

Month	Revenue Fees	10% Catering Fee	Revenue to Town
22-Dec	\$2,061.95	\$56.00	\$2,117.95
23-Jan	\$150.00	\$0.00	\$150.00
23-Feb	\$3,000.00	\$838.33	\$3,838.33
23-Mar	\$10,625.00	\$1,475.30	\$12,100.30
23-Apr	\$6,950.00	\$2,121.09	\$9,071.09
23-May	\$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
23-Jul	\$3,400.00	\$664.73	\$4,064.73
23-Aug	\$6,750.00	\$3,236.44	\$9,986.44
23-Sep	\$1,250.00	\$49.25	\$1,299.25
23-Oct	\$5,560.00	\$2,190.90	\$7,750.90
23-Nov	\$430.00	\$0.00	\$430.00
23-Dec	\$2,500.00	\$1,413.84	\$3,913.84
24-Jan	\$850.00	\$0.00	\$850.00
24-Feb	\$0.00	\$0.00	\$0.00
24-Mar	\$9,100.00	\$0.00	\$9,100.00
24-Apr	\$1,375.00	\$0.00	\$1,375.00
24-May	\$12,275.00	\$0.00	\$12,275.00
24-Jun			
Total			\$51,045.16

General and Special Services for May 2024

- Pick up litter/trash.
- Remove trash bags.
- Blow/Pick Up Tree Leaves & Debris
- Inspect and Maintain Restrooms
- 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 May:

- Power Washing of Carriage House Exterior
- Power washing of Main House Exterior
- Power Washing of Jennings Pavilion Exterior
- Repaired AC in classroom #4 at Playschool.
- Staging for Events at Main house, Carriage house and JP
- Large Tree down in Corporation Yard Clean up
- Clay Court Tennis Net repair
- Art Foundation Event equipment moving
- Clay Court Drainage repair
- Repair to irrigation at Ball field.
- Carpet Cleaning of Main House Upstairs
- Deep Cleaning Of Carriage House (TCT)
- Deep Cleaning of Main House Upstairs (TCT)

New and Future Planned Projects



Jennings Pavilion Flooring Quotes
Carriage House Bathroom Quotes for remodel
Main House flooring quotes
Art room Flooring quotes



Tennis Court Usage/Reservations

Player Capital Tennis (PCT) manages court operations.



Month	PC Court Hours	# of Students	Private Lessons	Key Holder Hours	Public Court Hours	Clay Court Hours	Pickleball Court Hours
22-Dec	255	134	154	112	0	25	N/A
23-Jan	185	109	117	76	0	6	N/A
23-Feb	289	135	176	101	0	10	N/A
23-Mar	390	163	257	215	0	5	N/A
23-Apr	465	194	315	240	0	12	N/A
23-May	534	223	417	265	0	10	N/A
23-Jun	615	252	435	311	0	76	N/A
23-Jul	645	279	458	325	0	12	N/A
23-Aug	675	295	482	337	0	6	N/A
23-Sep	687	307	497	387	0	5	N/A
23-Oct	715	353	488	407	0	9	N/A
23-Nov	690	307	413	353	0	12	N/A
23-Dec	672	309	397	349	0	6	N/A
24-Jan	631	325	377	335	0	4	8
24-Feb	542	297	323	299	0	6	15.5
24-Mar	653	337	441	393	0	5	24
24-Apr	677	344	462	422	0	11	52.5
24-May	724	365	472	433	0	8	84.5
24-Jun							
Total	7,311	3,518	4,810	4,040	0	84	184.5

Photographs of Work Performed in May 2024

<i>Power Washing Carriage House</i>	
<i>Before</i>	<i>After</i>
	

<i>Power washing of Main House</i>	
	

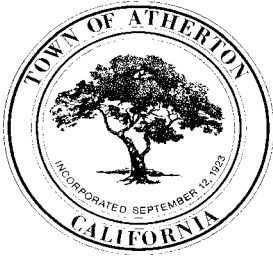
<i>Power Washing of Jennings Pavilion</i>	
	

<i>Clay Court Drainage Repair</i>	
	

<i>Tree Down Corp Yard Cleanup</i>	
<i>Before</i>	<i>After</i>
	

Event Staging





Town of Atherton

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

Community Services Monthly Report May 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

	May-24
Total Construction Valuation¹:	\$4,550,746

Fiscal Year 2023-24	Fiscal Year 2022-23
\$130,546,912	\$147,036,954

REVENUE

Plan Check Fees Collected:	\$51,640
Permit Fees Collected:	\$97,709
Other Fees Collected:	\$14,320
TOTAL:	\$163,670

\$344,948	\$389,308
\$978,953	\$1,073,098
\$85,544	\$55,668
\$1,409,446	\$1,518,074

PLAN CHECK

Applications Received:	89
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750	764
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PERMITS

<u>Residential:</u>	
New Single Family Residential Permits Issued:	2
New Accessory Structures Issued:	8
Addition / Alteration Permits Issued:	11
Reroof / Water Well / Grading Permits Issued:	15
Plumbing/Mechanical/Electrical Permits Issued:	13
Demolition Permits Issued:	1
<u>Non-Residential:</u>	
New Permits Issued:	0
TOTAL Permits Issued (2)	50

23	18
176	203
116	104
161	102
201	226
24	38
0	3
701	694

INSPECTIONS

Inspections Performed:	548
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6515	9,003
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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

May 1, 2024 to May 31, 2024

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	22	211
Planning Commission Items	4	21

At the May 22, 2024 Planning Commission regular meeting the following occurred.

- 1 Request for a Special Structures Permit to construct two retaining walls taller than 6'-0" in height at 50 Tallwood Ct. - Approved with conditions of approval to require safety guard rails installed at the top of both walls and sufficient draining mediation be provided.
2. Request for a Special Structures Permit to construct a detached garage with reduced front setbacks at 178 Atherton Ave. - Approved.

The next scheduled Planning Commission Meeting is on June 26, 2024

Arborist Activity Summary

May 1, 2024 to May 31, 2024

	Site Visits			
	Tree Removal	Inspections	Info. / Consu / C.E	Plan Review
TOTAL	17	8	11	76

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2024	2023	2022	2021	2020	2019
January	5	1	1	0	1	4
February	3	0	1	2	1	1
March	2	0	2	5	0	1
April	1	4	2	3	0	1
May	2	0	4	1	3	1
June		3	3	4	2	1
Jan. to June Totals	13	8	13	15	7	9
July		1	3	2	4	1
August		3	2	2	5	5
September		4	2	3	2	3
October		0	3	1	1	1
November		0	1	3	3	1
December		2	2	1	3	1
July to Dec Totals		10	13	12	18	12
Total New SFD Permits:	13	18	26	27	25	21

Plan Check Performance

May 1, 2024 to May 31, 2024

Project Type	Cycles	No of Plan Checks	Average Review Days	Target **	Overdue Plan Checks
Major Plan Check	1st Review	131	7	10	0
	Subsequent Rev.	96	4	5	0
Minor Plan Check	1st Review	8	2	3	0
	Subsequent Rev.	0	0	0	0
Total Number of Plan Checks		235			

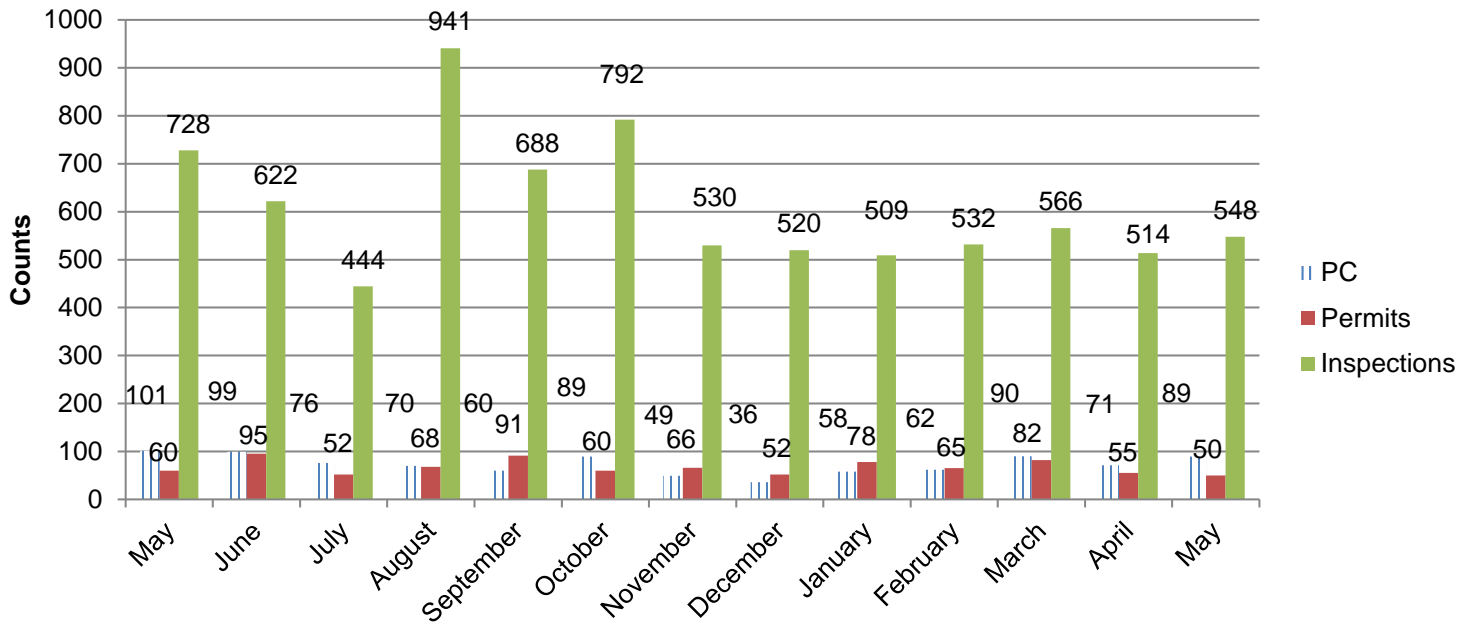
** Target: in working days

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

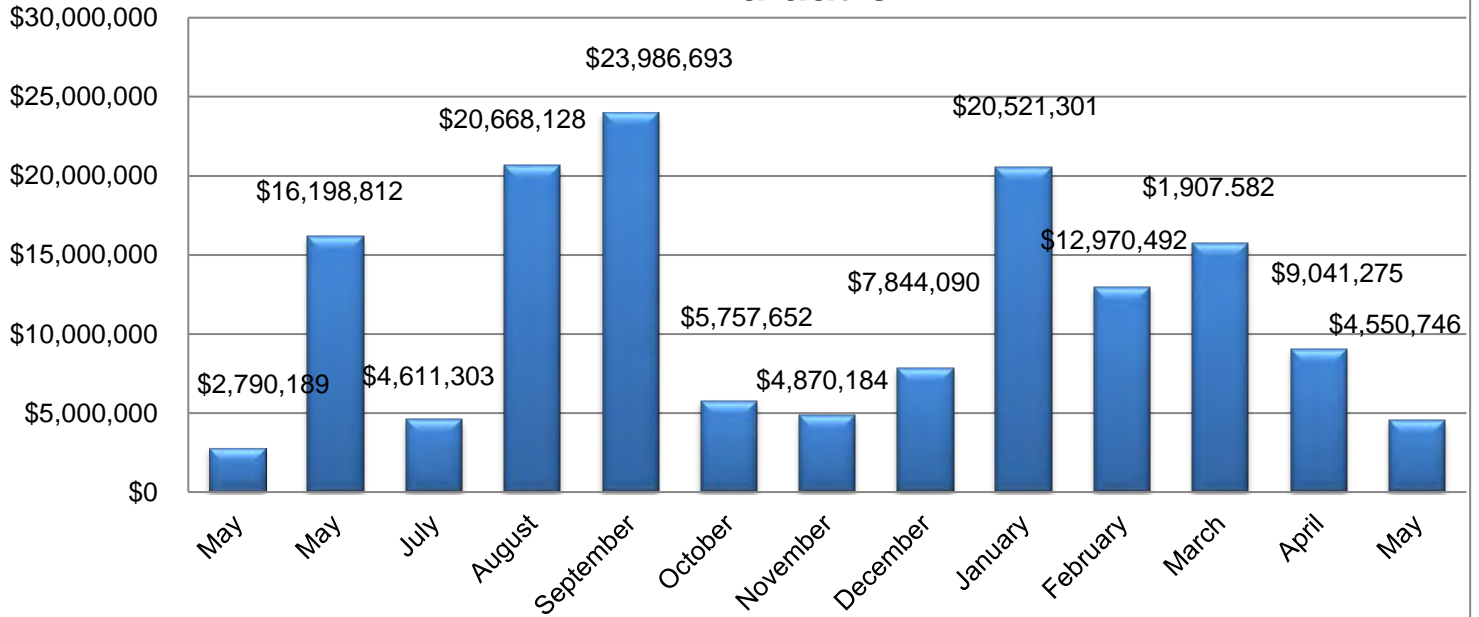
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs

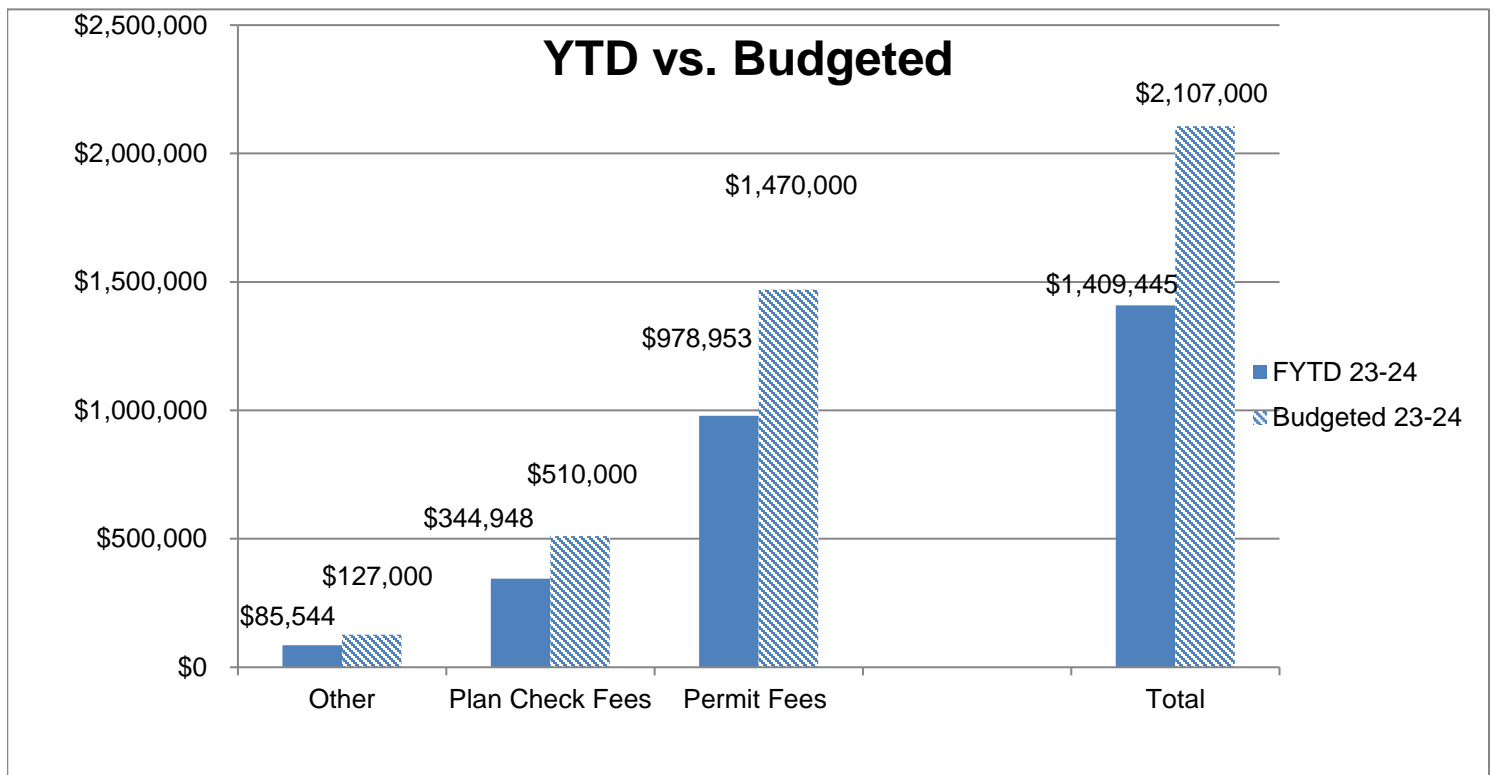
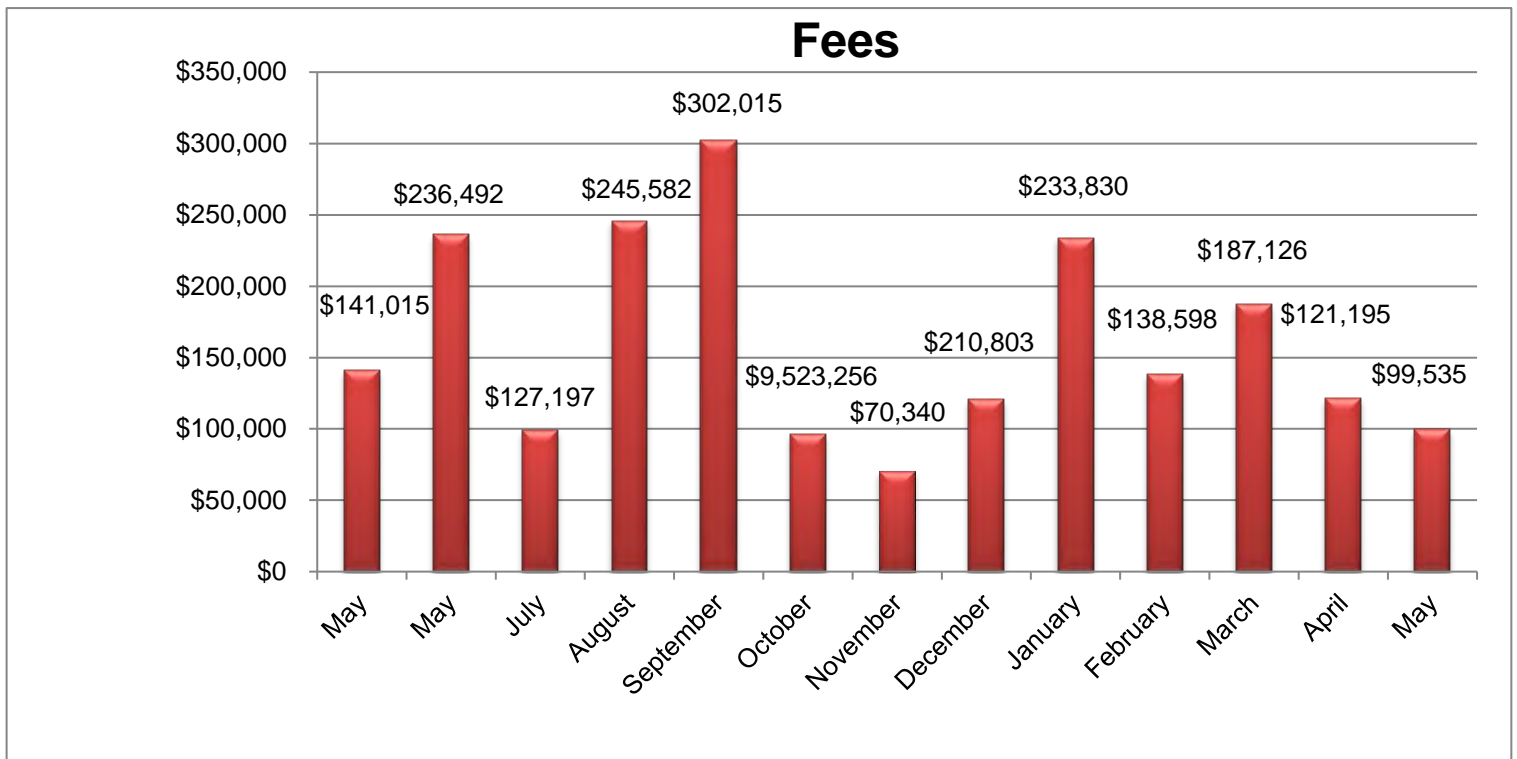
Plan Checks, Permits, Inspections



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	2	2	3	1		12								12
Permitted ADU	5	3	4	1	3		16								16
Finaled ADU	1	1	4	0	2		8								8
Entitled JADU	0	0	0	1	0		1								1
Permitted JADU	1	2	1	0	0		4								4
Finaled JADU	1	0	0	0	0		1								1
Entitled SFR	2	3	3	2	1		11								11
Permitted SFR	5	3	2	1	2		13								13
Finaled SFR	2	3	0	3	0		8								8

	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	18													
Finaled SFR	17	29													

**Town of Atherton
Building Safety & Inspection**

Active Construction Time Limit Penalties

May 1, 2024 to May 31, 2024

<i>Project Address</i>	<i>Issue Date</i>	<i>CTL Deadline</i>	<i>Adjusted CTL **</i>	<i>Penalties Pd.</i>	<i>Est. Completion</i>

Total Penalties Deposited:

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	\$780,000.00
Total to Date	\$3,655,200.00



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 May 2024

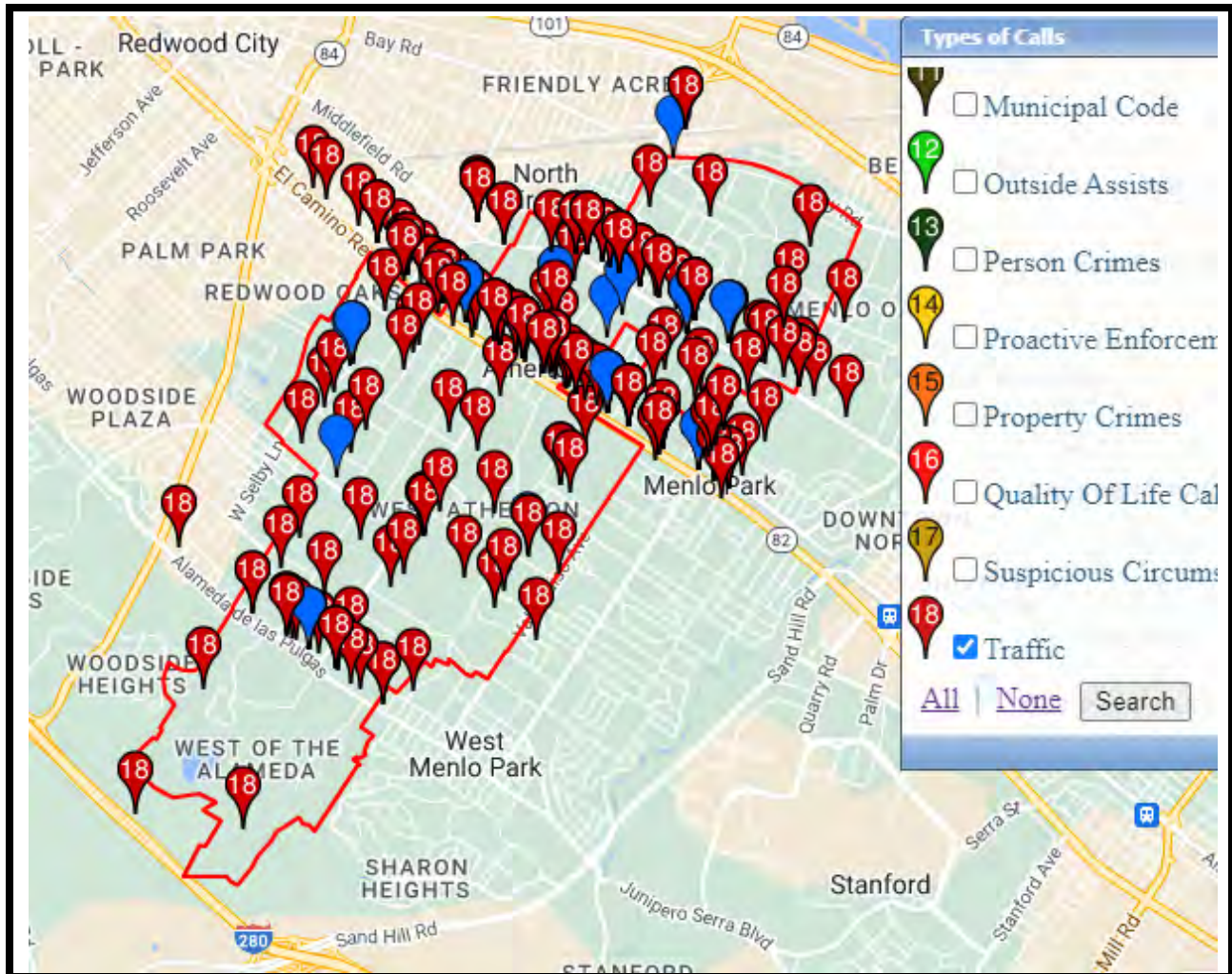
During this reporting period, there were 36 investigations. Of that total, 11 offenders were cited, arrested, referred to the San Mateo County District Attorney's Office for prosecution, or referred to the San Mateo County Juvenile District Attorney's Office for prosecution.

Offenses included driving with a suspended license, misdemeanor warrant, felony warrant, driving under the influence of alcohol, felony driving under the influence of alcohol, driving under the influence of drugs, possession of a controlled substance, trespassing, violation of parole, mail theft, felony hit and run, trespassing on a school campus, and obstructing/resisting a peace officer.

Of the 2,165 total police incidents for the month, 1,371 were officer-initiated incidents. These incidents resulted in 522 citations being issued for vehicle code and other violations. Officers initiated 1,065 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.

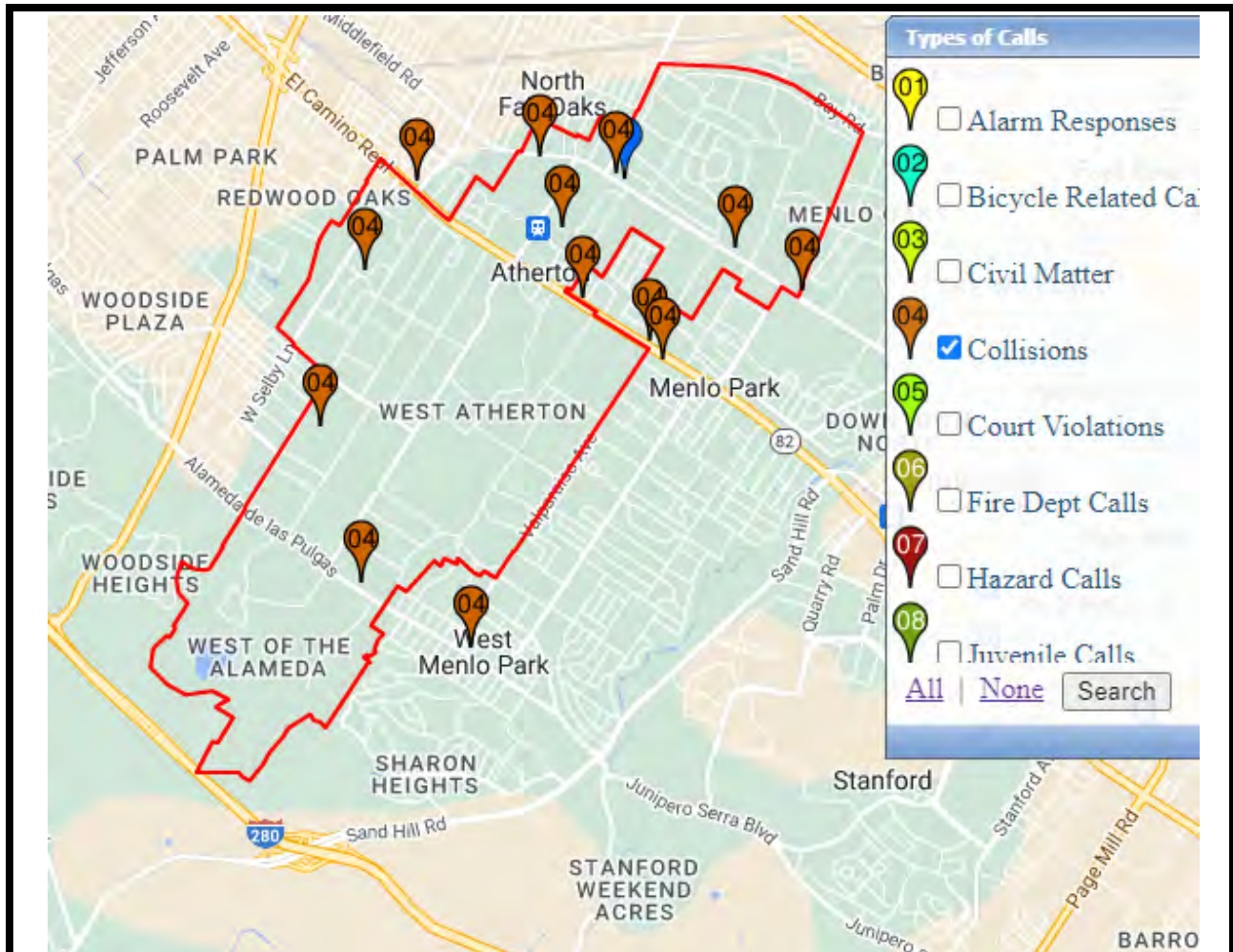
Traffic Incidents

Overall, there were 335 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 14 collision locations during this reporting period. The map below indicates the locations of the incidents for the reporting period.



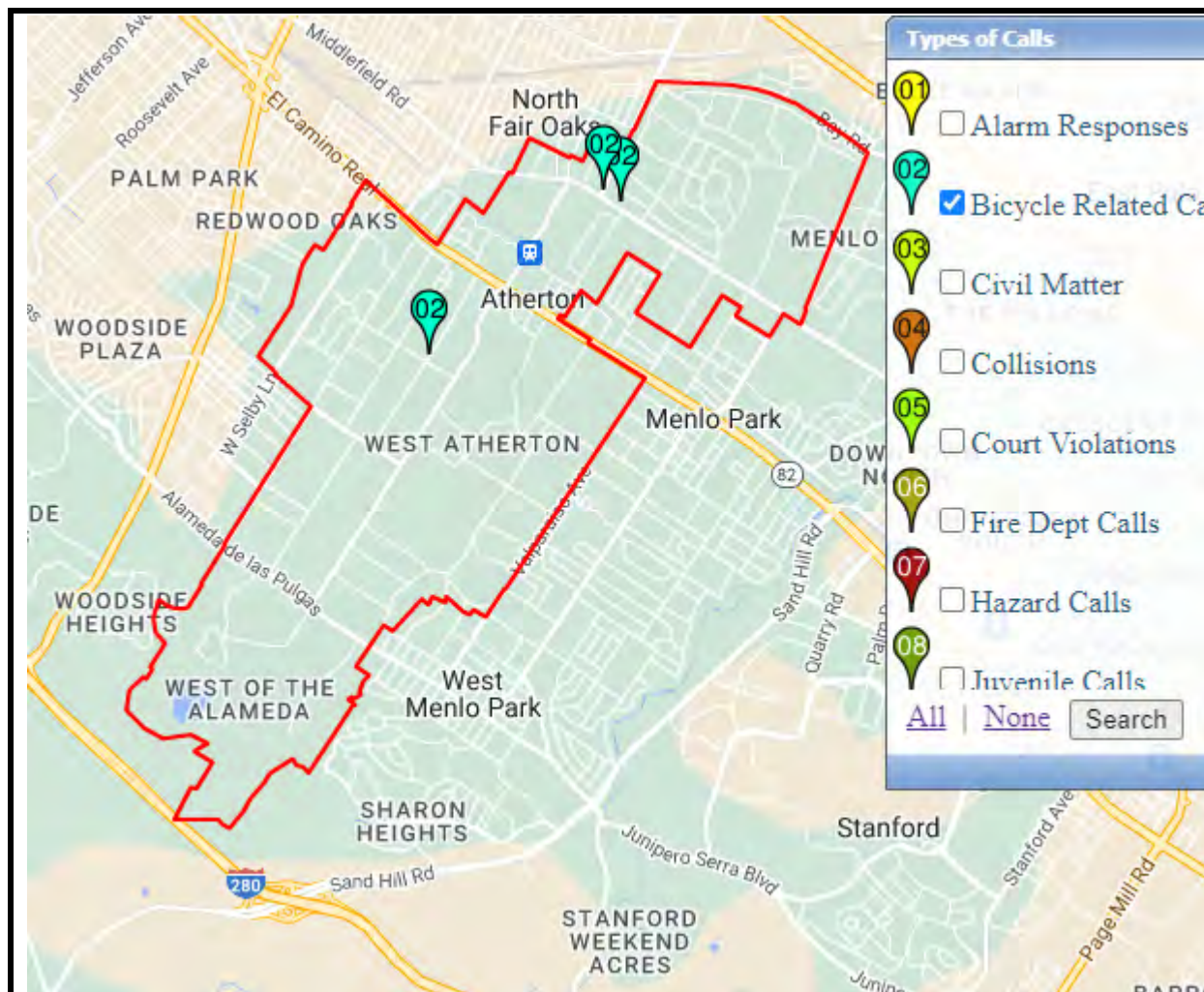
Traffic Complaints

The Atherton Police Department received two (2) complaints during the month of May.

- 1) Encinal School- Complaint regarding vehicles not stopping for pedestrians in crosswalks and other unsafe driving.
Results: (5) citations were recorded due to vehicles driving in the bicycle lane. (1) citation was recorded due to the vehicle crossing the double yellow lines.
- 2) Middlefield Rd. between Watkins Ave. and Glenwood Ave.-
Results: On 05/16/2024, between the hours of 8am and 10am, Traffic Officers conducted a Crosswalk Enforcement Detail. Using department employees as decoys, Officers issued a total of 27 citations for crosswalk violations.

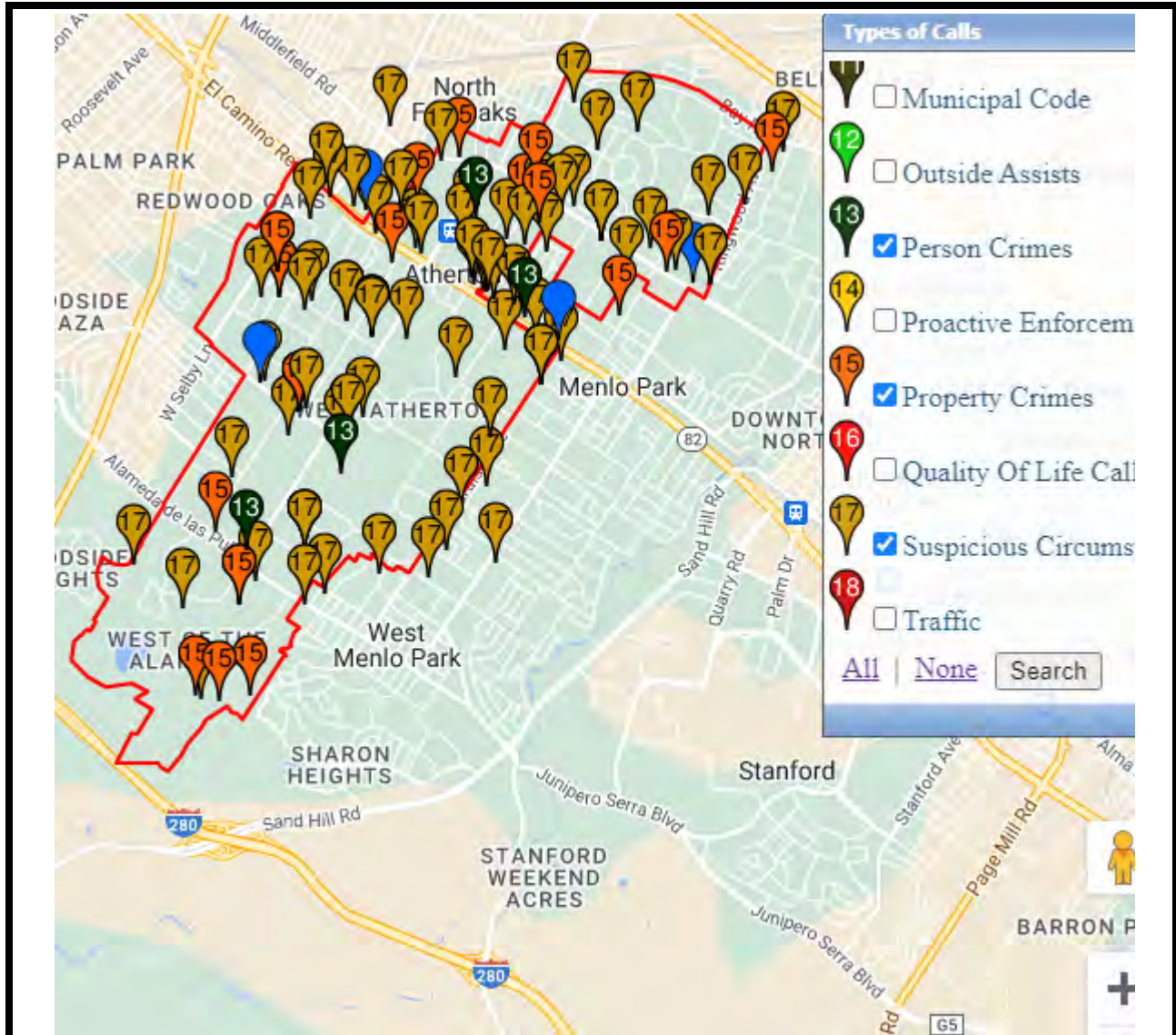
Bicycle Traffic Stops

There were 3 bicycle related calls initiated for improper lighting (X2), and a stop sign violation. This resulted in 3 verbal warnings.



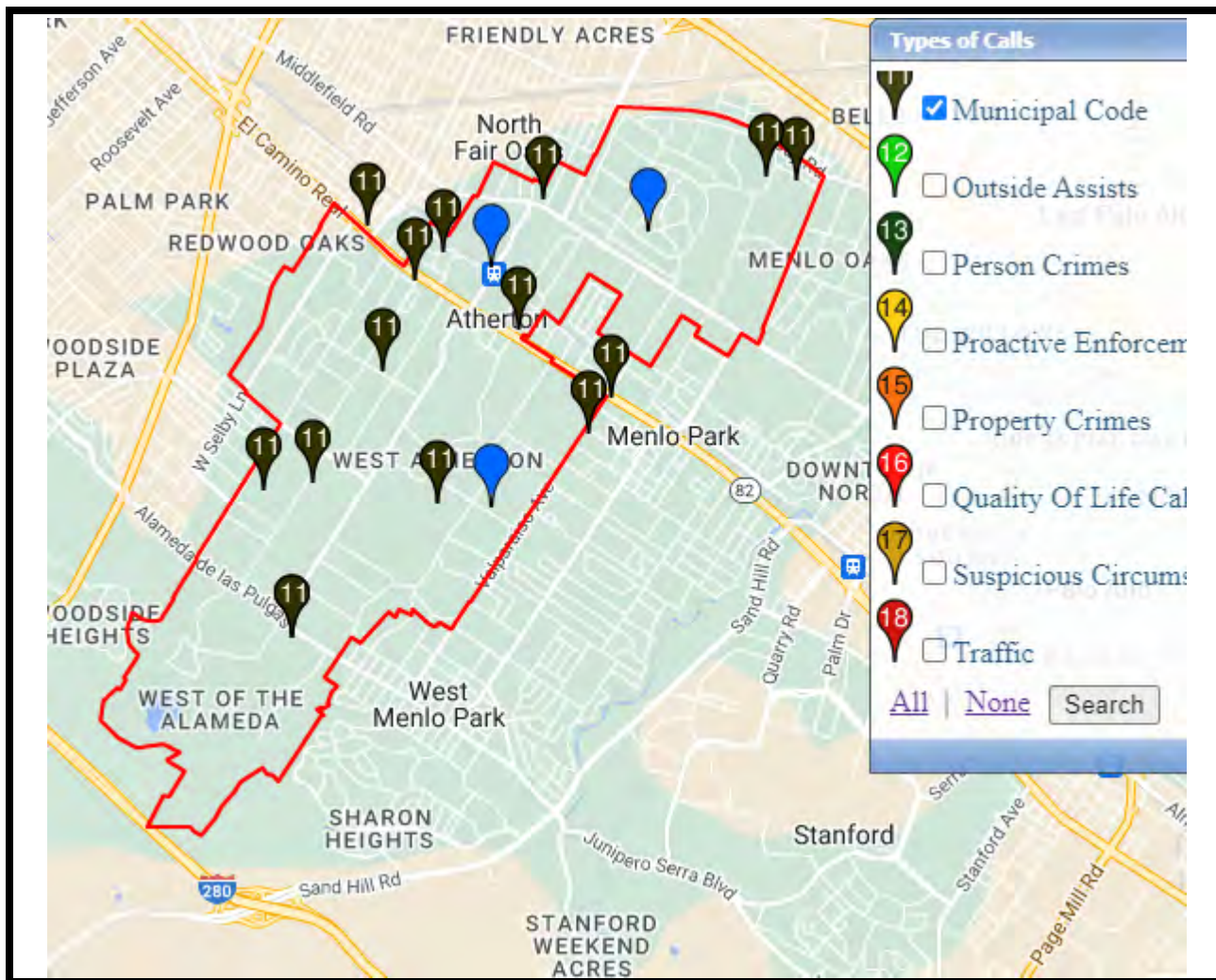
Criminal Activity and Suspicious Circumstances

The Department responded to 95 locations (some locations multiple times) for property crimes (11), person crimes (6), and incidents of suspicious circumstances (84).



Municipal Code Violations

The Department responded to approximately 18 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 90 incidents during this reporting period, 85 of which were security checks, foot patrols by officers, and closing/opening the park. The other incidents were for suspicious people, suspicious vehicle, fallen tree branch, and a dog off leash.

Premise Watch

Officers completed 793 House/Vacation checks during the reporting period.

School Incidents

Officers responded to 131 school incidents during the reporting period. These incidents were mostly officer-initiated security checks.

Incidents of note from this reporting period:

- On 05/02, the SRO located a missing person on campus.
- On 05/07, the SRO investigated a possible poisoning where a student consumed a large amount of marijuana.
- On 05/14, the SRO assisted with a student who was possibly overdosing on an unknown substance. The student was transported to the hospital.
- On 05/15, the SRO investigated graffiti on a school campus.
- On 05/16, the SRO investigated a possible sexual assault. The possible sexual assault occurred outside of Atherton's jurisdiction and the proper jurisdiction was contacted.

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
Encinal	Other	6	9	2	6	9	5	6	6	5	7	9	1	71
	Security	17	22	21	12	15	29	33	22	24	24	25	15	259
	Traffic	1	-	-	5	8	-	1	2	5	3	3	1	29
Knox School	Other	-	-	-	-	-	1	-	-	-	-	-	-	1
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Las Lomitas	Other	3	3	4	-	2	5	3	2	3	-	7	2	34
	Security	10	14	12	4	6	14	20	9	14	17	16	9	145
	Traffic	-	-	-	-	1	-	-	2	-	2	2	-	7
Laurel	Other	8	2	3	3	-	3	2	3	4	2	2	2	34
	Security	7	7	4	4	3	12	8	4	7	12	7	7	82
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
M-A HS	Other	34	34	36	26	30	26	21	28	43	45	37	30	390
	Security	17	16	30	13	12	19	26	11	19	24	30	25	242
	Traffic	-	-	1	1	1	-	1	1	-	-	-	1	6
Menlo College	Other	5	9	11	6	9	5	2	6	15	20	12	9	109
	Security	15	13	22	20	11	39	31	20	22	20	24	10	247
	Traffic	2	1	1	3	1	-	1	1	-	2	1	-	13
Menlo School	Other	3	1	3	1	-	1	5	3	2	1	3	1	24
	Security	7	10	5	6	2	12	11	4	10	8	15	10	100
	Traffic	-	-	-	-	-	-	-	1	-	-	-	-	1
Sacred Heart	Other	4	7	3	2	4	12	9	6	8	4	2	2	63
	Security	-	2	4	-	-	8	8	1	1	4	3	2	33
	Traffic	-	-	-	-	-	-	-	-	1	-	-	-	1
Adelante Selby	Other	1	7	3	-	3	2	-	2	2	7	1	1	29
	Security	20	18	13	17	12	22	22	12	13	24	17	14	204
	Traffic	2	-	-	2	2	-	-	5	-	2	2	2	17
Total		162	175	178	131	131	215	133	151	198	228	218	144	2,064

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	1:07	<4 minutes
Medium	321	5:51	<6 minutes
Low	259	6:09	<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
April	2024	4:51
March	2024	5:38
February	2024	4:46
January	2024	4:34
December	2023	7:33
November	2023	4:31

Total Training Hours for the Reporting Period: 144 HOURS

NAME	TRAINING/HOURS	DATES
Tartour	Active Shooter Situations/4 hours	May 1
Larsen	Taser Instructor/8 hours	May 3
McCulley	FBI Exec. Trn./40 hours	May 6 – 10
Tam	EVOC/8 hours	May 8
Dutta	Inner Perspectives Session 5/8 hours	May 9
Romero	Inner Perspectives Session 5/8 hours	May 9
Metzger	SLI Session 3/24 hours	May 9 – 11
McCulley	ATS 2024/20 hours	May 19 – 22
Taylor	Ghost Gun Invest./8 hours	May 23
Massagli	EVOC/8 hours	May 28
Metzger	EVOC/8 hours	May 30

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
May	1,371	522
April	1,273	282
March	1,429	443
February	1,457	360
January	1,349	413
December	1,478	449

Code Enforcement Activity Report

Summary:



Code Enforcement May 2024 Activity Report

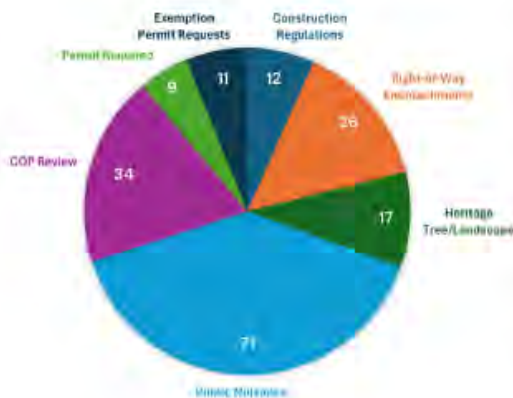


Various concerns, questions, and complaints are received by the Code Enforcement Division every day. Examples of calls for service are construction work hour violations, construction parking violations, right-of-way encroachments and obstructions, non-permitted work on private/public property, overgrown/non-maintained 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	May Totals
New Cases	141
Closed Cases	133
Inspections	449
Notices Written	7
Citations	2
Courtesy Letters	61
Fines Issued	\$ 500

VIOLATION BY CATEGORY



**INSPECTION TYPE /
CASE INITIATION SOURCE**

