



# 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.

			
<p><b>Goal A</b></p> <p><b>Maintain Fiscal Transparency</b></p> <p>focus on a balanced budget with adequate reserves; while also addressing the Town's long-term liabilities.</p>	<p><b>Goal B</b></p> <p><b>Preserve Small Town Character &amp; Quality of Life</b></p> <p>focus on the local community priorities and mitigate the impacts of regional growth.</p>	<p><b>Goal C</b></p> <p><b>Manage Circulation &amp; Improve Safety - Investments in Infrastructure</b></p> <p>leadership to maintain mobility and improve accessibility &amp; safety for bicycles and pedestrians.</p>	<p><b>Goal D</b></p> <p><b>Strengthen Community Engagement &amp; Transparency</b></p> <p>pursue opportunities for increased engagement and outreach.</p>

	
<p><b>Goal E</b></p> <p><b>Be Forward-Thinking, Well-Managed, &amp; Well-Planned</b></p> <p>be proactive, anticipate future needs; increase and maintain fiscal transparency.</p>	<p><b>Goal F</b></p> <p><b>Emergency Preparedness - Be Prepared</b></p> <p>partner with key stakeholders and empower residents to prepare for major emergencies.</p>

# Workplan Update - 2025

The Workplan Update is based on the City Council's six (6) Adopted Policy Goal Areas.

Goal Area		Maintain Fiscal Transparency	
Ln#	Project/Objective	Target Completion (If Applicable)	Departments Responsible
1	<b>Fiscal Sustainability</b>		
2	<b>Adopt a Balanced Budget</b>	Annual	All
3	Initiating FY 2025/26 Budget Review; Budget meetings at Study Sessions. Joint Meetings with the Audit and Finance Committee. Budget Adoption Target June 2025.		
4	<b>Prepare and Present Annual Audit</b>	Annual	Finance
5	Currently finalizing Annual Audit. Anticipated that the Audit & Finance Committee will review the Audit at their March meeting and recommend adoption to City Council for the Council's April Consent Agenda.		
6	<b>Review Long-Term Debt (Borrowing)</b>	Spring 2025	City Manager's Office/Finance
7	Call Option not selected for COP. Town will continue with debt service.		
8	<b>Review Unfunded Actuarial Liability (PERS)</b>	Spring 2025	City Manager's Office/Finance
9	CalPERS is currently working on scenarios for additional \$1m to \$3m ADP toward Public Safety pension liability. It is anticipated that this will be received by early March. The Audit & Finance Committee will review the data at their March meeting (recommendation from the Subcommittee). Committee will make a recommendation to the City Council.		
10	<b>Review Post Employment Benefits (OPEB)</b>	FY 2024/25	City Manager's Office/Finance
11	GOVInvest finalized the Report and it was presented to the Audit & Finance Committee at their January 2025 meeting.		
12	<b>Investigate Diversification of Revenues</b>	Ongoing	City Manager's Office/Finance
13	Staff continues to evaluate alternative revenue sources as part of the budget process. The Council has reviewed updates to the Business License Ordinance as well as updates to the Town's Fee Resolution. No alternatives are under investigation currently.		
14	<b>Management of Overtime</b>	Ongoing	Police Department/Finance/City Manager's Office
15	Quarterly Review of PD Overtime by CM/Finance due in March.		
16	<b>Consider Reduction in Franchise Fee Revenue (Refuse)</b>	Annual	City Manager's Office/Finance
17	Reviewing Rate Adjustments/Discussion of Adjustment TBD - June 2025. Currently, rate is cut by 50% to 5% (prior 10%).		
18	<b>Communications &amp; Engagement</b>		
19	<b>OpenGOV Portal Updates &amp; Stories</b>	Ongoing	City Manager's Office/Finance
20	Staff is meeting with OperGOV's engineering team for Story Design and Creation. We are evaluating a premium subscription to OpenGOV to launch this project. The premium subscription service will provide support and design. If there is a change in pricing, it will be included in the FY 2025/26 Budget.		
21			
Goal Area		Preserve Small Town Character & Quality of Life	
Ln#	Project/Objective	Target Completion (If Applicable)	Departments Responsible
24	<b>Quality of Life</b>		
25	<b>Noise Enforcement</b>	Ongoing	Police Department
26	A Noise Enforcement data table will be included in the monthly report & annual report.		
27	<b>Parking Enforcement</b>	Ongoing	Police Department
28	The PD is conducting additional enforcement @ Town Center/Neighborhoods/Evaluation of Redcurb Requirements on Maple. After evaluation, a recommendation will return to the Transportation, Bicycle and Pedestrian Committee for review. This may include recommendations for parking restrictions, speed humps, and movement restrictions. Evaluation period will be through April.		
29	<b>Code Enforcement</b>	Ongoing	Police Department

## Workplan Update - 2025

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In partnership with the City Attorney's Office and Code Enforcement, Admin and Planning staff are working to develop an internal process to manage appeals that result in Administrative Hearings. Code Enforcement will also be recommending updates to the Heritage Tree Ordinance regarding the same.

31	<b>Burglaries &amp; Crime Prevention</b>	Ongoing	Police Department
32	The Police Department will be hosting an open house in April/May. There was enhanced deployment during holiday season. Deployment returns to normal operations.		
33	<b>Drone Program Updates</b>	Annual	Police Department
34	The Drone Activity Report will be included in the Annual Reports and Audits presented to the Council each year.		
35	<b>K9 Program Updates</b>	Annual	Police Department
36	The K9 Program Activity Report is included in the Annual Reports and Audits presented to the Council each year.		
37	<b>Directed Enforcement Activities</b>	Ongoing	Police Department
38	There are no current directed enforcement activities.		
39	<b>Access Improvements / Town Services</b>	Ongoing	City Manager's Office/All
40	None Planned		
41	<b>Cultural Arts (Art in Public Spaces Program)</b>	Ongoing	City Manager's Office/Public Works
42	Staff is working to install the foundation for the "Celebration" art piece. All information has been obtained from the donor and staff is working to identify the specific location and schedule the appropriate work. The Art Foundation continues its regular art rotation program.		
43	<b>Park Maintenance</b>	Ongoing	Public Works
44	Ongoing efforts in the park include maintaining parkgrounds, improvements to landscaping. Staff replaced the playground restroom ejector pump, cleared Playschool sewer lines, repaired the Playschool HVAC, replaced a seat swing at the playground and replenished engineered wood fiber and sand at the playground.		
45	<b>Town Cleanliness &amp; Safety</b>	Ongoing	Public Works
46	Staff continues weekly by-hand trash pickup along major corridors and has coordinated with the PD regarding major debris clean-up and illegal dumping. Sandbag stations have been refreshed at the park, channel clearing and patching has been completed at various locations. Sandbags have also been installed at Alameda de las Pulgas & Walsh Road in advance of rains.		
47	<b>Land Use, Planning &amp; Building</b>		
48	<b>6th Cycle Housing Element</b>	Spring 2025	Planning
49	Received December Feedback, Reviewed and Adopted Revisions in February/March 2025 - Resubmitted to HCD. APR on March Agenda for receive, file and submit.		
50	<b>Public Workshops and Engagement</b>	Annual	Planning/Building
51	Hosted ADU Workshop via ADU Resource Center, Planning local ADU Workshop focusing on Rentals.		
52	<b>Zoning Enforcement</b>	Ongoing	Planning
53	City Council is reviewing the Town's Animal Control Ordinance related to Chickens - this may impact zoning restrictions related to chicken coops. This is on the March 2025 Council Agenda for review.		
54	<b>ADU Program - Tracking &amp; Registry</b>	Ongoing	Planning/Building/City Manager's Office
55	Staff is working with HIP Housing to manage a database of active Atherton rentals. Staff is also working to develop a database of home seekers and home providers that could be used internally.		
56	<b>Safety Element</b>	Fall 2025	Planning/Police Department/Public Works
57	Staff is working toward updates for the Safety Element (General Plan) to bring Element into compliance with State law and address new environmental hazards. The consulting team is preparing the required Vulnerability Assessment. Staff will be working internally and with the Fire Marshal to review the draft prior to its public release. Public input will be a component of the Safety Element update.		
58	<b>SB9 Program &amp; Tracking</b>	Ongoing	Planning/Building/City Manager's Office

## Workplan Update - 2025

The Workplan Update is based on the City Council's six (6) Adopted Policy Goal Areas.

Developing SB9 Public Workshop for Spring 2025

59

60 **Multi-Family Project Planning** Ongoing Planning  
There are four RM10 projects that have reached out to the Town for information around zoning restrictions and process. At this time, none have submitted applications.

61

62 **PFS Multi-Family Solutions** Ongoing Planning  
There are no pending projects.

63

64 **ADU Online Portal / Plans** January 2025 Planning/Building/City Manager's Office  
Plans Portal via ADU Resource Center is Online

65

66 **Code Updates** June 2025 Planning/Building  
Focusing on HTO Updates - Eucalyptus Trees, Canopy, Redwood Trees; Reviewing State-law changes to ADU Ordinance

67

68 **Process Improvements** March 2025 Finance  
Developing pre-construction meeting format and requirements for March 2025

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70

### Goal Area **Manage Circulation & Improve Safety Investments in the Future**

71

72 **Project/Objective** Target Completion (If Applicable) Departments Responsible

73

#### **Public Infrastructure Projects**

74

74 **Facilities - City Hall** Ongoing Public Works  
Lobby Light Replacement Completed.

75

76 **Facilities - Pavilion** Ongoing Public Works  
Flooring Project underway to replace flooring in the Pavilion.

77

78 **Facilities - Main House** Ongoing Public Works  
Flooring Project underway to replace flooring in the Main House & Art Room.

79

80 **Facilities - Carriage House** Ongoing Public Works  
None currently underway.

81

82 **Facilities - Library** Ongoing Public Works  
Children's Garden reviewed by Council; feedback incorporated and designs are being updated to reflect changes. Project to be bid by June 2025.

83

84 **Facilities - Corporation Yard (Park)** Ongoing Public Works  
None currently underway.

85

86 **Facilities - Corporation Yard (Town Center)** Ongoing Public Works  
None currently underway.

87

88 **Facilities - Train Station** December 2024 Public Works

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89	Vendor continues final work on interior of station. Anticipation of turnover delayed.		
90	<b>ADA Transition Planning</b> None currently underway.	Ongoing	Public Works
91			
92	<b>Town Center Sign Repair</b> <del>Town Center Signage Repairs completed.</del>	December 2024	Public Works
93			
94	<b>Tree Canopy</b> WGA Tree Trimming (170+ Town-maintained trees) finalized. Work complete.	December 2024	Public Works
95			
96	<b>EGR Landscape Enhancements</b> <del>Grant funding received for tree enhancement. Staff is implementing recommended tree plantings along EGR and Town Center.</del>	December 2024	Public Works
97			
98	<b>Train Station Museum Project</b> Design vendors working on internal diorama.	Spring 2025	City Manager's Office/Public Works
99			
100	<b>EV Charging Stations</b> Grant submitted for PCE for EV charging @ Park and Town Center (PD).	Spring 2025	City Manager's Office/Public Works
101			
102	<b>City Hall Solar Project</b> Solar project completed; however, PG&E cutover anticipated now in September 2025	December 2024 & Spring 2025	Public Works
103			
104	<b>Public Drainage Facilities</b> Lloyd Park: Drainage @ Snowden cleared; Town is responsible for clearing and maintaining; staff looking for original agreement.	Ongoing	Public Works
105			
106	<b>Generator Backup Update</b> Vendor work to be completed in March.	April 2025	Public Works
107			
108	<b>AT&amp;T Facilities @ Town Hall</b> AT&T finalizing underground vault; PG&E delay. One work is complete all connections will be transferred and temp wires and poles removed.	January 2025	Public Works
109			
110	<b>Master Plans and Plan Projects</b>		
111	<b>PARK - Park Event &amp; Facilities Management Review</b> Staff is connecting with RWC for possible contract oversight.	Ongoing	Public Works
112			
113	<b>PARK - Pickleball Program</b> Pickleball courts are in full use. Resident input on court management, software, Player Capital use, and conversion of clay court to regular court. Issues will be returned to P&R Committee.	Ongoing	Public Works
114			
115	<b>PARK - Playground</b> Council approved modifications to design. Design vendor is completing plan redesign.	October 2025	Public Works
116			
117	<b>DRAINAGE - Channel Project</b>	Fall 2025	Fall 2025

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*The Workplan Update is based on the City Council's six (6) Adopted Policy Goal Areas.*

118	Engineering walkthroughs have been completed for the site and the vendor is now working up solutions. Preliminary plan (10%) was reviewed by staff in December 2024/January 2025.		
119	<b>DRAINAGE - El Camino Real</b> Initial survey data is complete, and preliminary solutions are being developed. Preliminary solutions were presented to the Council for discussion. Council direction narrowed. Staff reviewed video of ECR line into COUNTY. West Bay Sanitary will be clearing the blocked line and line will be re-videoed to identify permanent blockage in County area.	Fall 2025	Public Works
121	<b>BIKE/PED - Master Plan Refresh</b> Staff has contracted with M-Group for Project Management. Project awarded to Alta Planning. Scoping underway. Kick-Off meeting hosted in February. Public engagement to begin in March through April. Vendor will be at Earth Day to gather input.	Summer 2025	Public Works
123	<b>BIKE/PED - Bicycle Lanes on Selby Lane</b> Selby Bike Lanes on Hold pending completion of Master Plan	October 2025	Public Works
125	<b>ROADS - Pavement Projects</b> Completed 2024 paving projects including spring patching, slurry seal, and overlay projects. Implemented cooperative project with Menlo Park on Valparaiso Avenue (slurry and re-stripe). Input completed projects into the Town's Pavement Management System. Coordinated 2024 pavement assessments in the field and final report in Winter 2024/25 (PTAP Grant). Initiating street evaluation and selection for 2025 maintenance projects.	Summer 2025	Public Works
127	<b>ROADS - Alameda Corridor Project</b> Design team working on finalizing design for roadway improvements; currently at 60% design, and incorporation of the roundabout at Atherton Avenue as directed by Council; draft design of Roundabout anticipated in the next 2 weeks to be shared 1:1 w/Council and then made available for public inspections pending Council approval of bid documents for public bidding. Project is delayed due to Cultural Artifact Review. Staff is working with Caltrans to determine if this will impact grant award.	March 2026	Public Works
129	<b>ROADS - El Camino Real Corridor Project</b> Alternatives out for public outreach - outreach to complete in March 2025. Outreach results and pared down concepts will be presented to the Council in April 2025.	June 2030	Public Works
131	<b>ROADS - Annual Bridge Inspection Program</b> Will coordinate inspections of Town bridges in Spring 2025.	Annual	Public Works
133	<b>ROADS - Sidewalk Inspection &amp; Repair</b> Staff issued proposal packets for informal bids/pricing; once pricing is finalized, staff will reach out to property owners for work and cost sharing.	Annual	Public Works
<b>Bicycle, Pedestrian and Traffic Safety</b>			
136	<b>Speed Humps</b> Maple Avenue speed hump request and discussion of parking concerns will be processed via the TBPSC. Most speed humps have been installed. There has been some negative feedback regarding the need for speed humps. This may percolate up to the Council.	Ongoing	Police Department/Public Works
138	<b>Intersection Signalization</b> Signalization projects via the PCEP with Caltrain mitigation is presently in the scoping phase	June 2025	Police Department/Public Works
140	<b>Town Center Parking and Traffic Flow</b> Transportation Committee to discuss the Town Center Parking and Traffic Flow.	June 2025	Police Department/Public Works
142	<b>Watkins/Station Lane Crosswalk</b> Transportation Committee to consider report regarding possibility of crosswalk @ Watkins/Station Lane	June 2025	Public Works
144	<b>Fair Oaks Crosswalk</b> Project Complete.	December 2024	Public Works
146	<b>HAWK Beacon Projects</b>	Ongoing	Public Works

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147	None Planned		
148	Directed Enforcement	Ongoing	Police Department/Public Works
149			
150	<b>Goal Area Strengthen Community Engagement &amp; Transparency</b>		
151	<b>Project/Objective</b>	<b>Target Completion (If Applicable)</b>	<b>Departments Responsible</b>
152	<b>Community Engagement</b>		
153	Town Hall & Issue Workshops	Annual	City Manager's Office
154			
155	Community Survey Survey to be finalized 1st week of March - released mid-late March.	March 2025	City Manager's Office
156			
157	Senior Task Force Task Force reviewing various events for the year and working with staff to advertise/host.	Ongoing	City Manager's Office
158			
159	Monthly Matters Newsletter Monthly	Monthly	City Manager's Office
160			
161	That's A Wrap Newsletter Monthly	Monthly	City Manager's Office
162			
163	Athertonian Newsletter Spring Athertonian in design phase	Quarterly	City Manager's Office/All
164			
165	How to Engage Brochure (Tri-Fold) Departments are working to produce a cross-departmental tri-fold print and digital "How to Connect With Us" brochure for the community.	April 2025	City Manager's Office/Public Works
166			
167	Town Banner Program Banners to be replaced in April for Summer Events	Monthly	City Manager's Office/Public Works
168			
169	Community Partner Engagement	Ongoing	City Manager's Office/All
170			
171	<b>Social Media</b>		
172	Town Website	Ongoing	City Manager's Office
173	Ongoing		
174	Website Communications (News Flashes, etc.)	Ongoing	City Manager's Office/All
175	Ongoing		
176	X/Formerly Twitter	Ongoing	City Manager's Office
177	Ongoing		
178	NextDoor	Ongoing	City Manager's Office
179	Ongoing		
180	Instagram	Ongoing	City Manager's Office
181	Ongoing		

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182 Community Events & Activities		
183	<b>Earth Day</b> Planning ongoing for April 2025 event.	April - Annual City Manager's Office
184		
185	<b>Easter Egg Hunt</b> Youth Group hosting 2025 Easter Egg Event. Restoring historic event - Town will assist as Youth Group is Designated Town Group. However, Youth Group is project lead. If successful, event will be planned as Annual Event.	April City Manager's Office
186		
187	<b>Halloween Event</b> Planning to begin in August 2025	October - Annual Police Department/City Manager's Office
188		
189	<b>Arbor Day</b> Event planning ongoing for April.	April - Annual Public Works
190		
191	<b>Holiday Tree Lighting</b> Planning to begin in October 2025	December - Annual City Manager's Office
192		
193	<b>Volunteer Holiday Party</b> Planning to begin in October 2025	December - Annual City Manager's Office
194		
195	<b>Public Safety Open House</b> Planning to begin in April 2025	May - Annual Police Department
196		
197	<b>Shred-It, Compost, E-Waste &amp; Recycling Event</b> Planning ongoing for April 2025 event.	April - Annual City Manager's Office
198		
199	<b>Community Safety Meeting</b> Hosting Fire Safety Meeting in March. Event attended by approximately 30 residents.	Spring/ Fall - Annual Police Department
200		
201	<b>Summer Concerts</b> Staff is working on the planning for summer concerts. Friends of the Library will be sponsoring some of the concert activity. The Library is also considering bringing programming in advance of the concert, such as Yoga or kid's activities prior to the performances. Staff is discussing the number of concerts for summer 2025 and the potential bands.	Summer - Annual City Manager's Office
202		
203	<b>Summer Movie</b> Staff is working on the planning for a summer movie night. We typically choose between something animated/more kid-friendly or more adult friendly. Potentials this year include Moana 2 or Wicked.	Summer - Annual City Manager's Office
204		
205	<b>National Night Out</b> Planning to begin in June 2025	August - Annual Police Department
206		
207	<b>ADAPT/RVP Annual Dinner</b> Planning to begin in October 2025	November - Annual Police Department
208		
209	<b>Coffee with a Cop</b> Planning to begin in October 2025	December - Annual Police Department
210		
211	<b>Shop with a Cop</b>	December - Annual Police Department

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212	Planning to begin in October 2025		
213	<b>Annual Toy Drive</b> Planning to begin in October 2025	December - Annual	Police Department
214			
215	<b>Bicycle Rodeo</b> Planning to begin in August 2025	September - Annual	Police Department
216			
217	<b>E-Bike Safety Workshop</b> Planning to begin March 2025	June 2025	Police Department
218			
219			
220	<b>Goal Area</b>	<b>Be Forward Thinking, Well-Managed &amp; Well-Planned</b>	
221	<b>Project/Objective</b>	<b>Target Completion (If Applicable)</b>	<b>Departments Responsible</b>
222	<b>Sustainability &amp; Climate Change</b>		
223	<b>Implementation of Climate Action Plan</b> CAP Dashboard Reviewed by EPC; EPC to begin review of CAP	Ongoing	City Manager's Office
224			
225	<b>Green Building Codes</b> State changes under review.	March 2025	City Manager's Office/Building Department
226			
227	<b>SB 1383 Compliance</b> In compliance	Ongoing	City Manager's Office
228			
229	<b>Leaf Blower Rebate/Gas Leaf Blower Ban</b> Ongoing. Council to review continuation of rebate program as part of budget review for FY 2025/26	Ongoing	City Manager's Office
230			
231	<del><b>REACH Codes &amp; Electric Readiness</b></del> <del>All reach codes and electric readiness codes have been adopted.</del>	<del>March 2025</del>	<del>City Manager's Office</del>
232			
233	<b>Edible Food Recovery Program/Food Generator Monitoring</b>	Annual	City Manager's Office
234			
235	<b>Electrify Fleet</b> EV Charging to be installed in PD parking lot to support new all electric vehicles	Ongoing	City Manager's Office/Police Department
236			
237	<b>Staff Report Integration</b> Staff is working to integrate CAP finding into staff reports	Ongoing	City Manager's Office
238			
239	<b>Town Operations</b>		
240	<b>Succession Planning</b>	Ongoing	City Manager's Office
241			
242	<b>Internship Program</b>	Summer - Annual	City Manager's Office

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Internship program will launch in early 2025. Flyers will be developed and posted/connected with local schools and colleges.

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244	<b>Management Analyst Program</b> All onboarded. Staff to begin to develop program responsibilities across all roles.	Ongoing	City Manager's Office
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246	<b>Cyber Security</b> Cybersecurity Workshop scheduled for March 2025	Ongoing	City Manager's Office
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248	<b>Employee Wellness</b> Lunch and Learn sessions commence in March	Ongoing	City Manager's Office
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250	<b>Cross-Departmental Collaboration</b>	Ongoing	City Manager's Office/All
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252	<b>Document Management (Lasercife)</b> Kick-Off meetings held. Individual department migration to begin in March 2025	June 2025	City Manager's Office/All
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254	<b>Public Facing Connections (PD, Admin, CD)</b>	Ongoing	City Manager's Office/All
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256	<b>Labor Negotiations</b> Negotiations to begin in Fall 2026. MOU Expires June 2027.	Fall 2026	City Manager's Office
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258	<b>Required Trainings (AB 1234, Sexual Harassment Prevention, Supervisory Training, Brown Act, ETC.)</b> Additional trainings scheduled for early 2025 for staff, elected officials, and appointed committee members.	Ongoing	City Manager's Office/All
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260	<b>Administrative Ordinance Updates</b> Work with Public Works and City Attorney's Office to update the Town's Purchasing Ordinance to be reflective of the Uniform Contracting laws at the State level.	June 2025	City Manager's Office
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262	<b>IT Infrastructure</b> Staff is investigating upgrading the Town phone systems, there may be some cost saving options, with monthly/annual costs and maintenance needs. We have built out some SharePoint sites although we have not promoted the use broadly. This project will be reinitiated in early 2025. The Town Website AI ChatBot will go live once initial prompts have been instituted. In mid 2025, the Town website will transition to ".gov" from our current domain.	Ongoing	City Manager's Office
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265	<b>Goal Area</b>	<b>Emergency Preparedness - Be Prepared</b>	
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266	<b>Project/Objective</b>	<b>Target Completion (If Applicable)</b>	<b>Departments Responsible</b>
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267	<b>Law Enforcement</b>		
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268	<b>Emergency Response</b>	Ongoing	City Manager's Office/All
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270	<b>PD Alarm System Monitoring Upgrade</b> Funds added at Mid-Year 2024/25 and staff is working on necessary equipment procurements. Timetable will depend on ordering, delivery and setup schedule. Expectation for upgrade is June 2025.	June 2025	Police Department
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272	<b>Departmental Training &amp; Compliance</b>	Ongoing	Police Department
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Training Reports provided within the Monthly Departmental Reports

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274	<b>Annual Program Audits</b>	Annual	Police Department
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275 City Manager is reviewing the Annual Audit Reports produced in December 2024 - To Council in March 2025

### 276 Fire

277	<b>Evacuation Planning &amp; Studies</b>	Ongoing	Fire/Police Department
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279	<b>Local Responsibility Area (LRA) - Fire Hazard Zone Updates</b>	Ongoing	Planning/Police Department/Fire
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280 No Zone Updates Required. Fire to provide recommendations for Ordinance updates.

### 281 Communications

282	<b>Community Education</b>	Ongoing	City Manager's Office/Police Department
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283 PD to host/plan for fall Disaster Drill

284	<b>Disaster Communications</b>	Ongoing	Police Department
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285

### 286 Disaster Preparedness

287	<b>Host Annual Community Preparedness Drill</b>	Fall	Police Department
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288 PD to host/plan for fall Disaster Drill

289	<b>Collaborate with ADAPT</b>	Ongoing	Police Department
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291	<b>Winter Storm Preparedness Activities</b>	Fall	Public Works
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293	<b>Required Training (ICS/NIMS)</b>	Ongoing	Police Department
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294 PD working on streamlined training handout for staff and elected officials - most training is online via DHS/FEMA

**Strikethrough** Strikethrough items are completed items and will be moved to a completed sheet after PDF printing.



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 support 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**

#### **Status of Vacancies:**

There are 44 full-time authorized positions within the 2024/25 Budget. Of that total, there are 14 employees within the City Manager's Office, Finance Department, Building Department, and Public Works Department. Within the Police Department, there are 21 sworn public safety personnel and 9 non-sworn public safety personnel. The Police Department has onboarded two Management Analyst Garcia-Dawson and Sergeant Richarson in February. The Town has onboarded seven new-hires since March 2024. The Town is currently at 98% staffing.

**Recruitment & Retention Efforts:** The Town has begun recruiting for hourly summer intern positions. Interns are typically hired from May through August and work limited hours over the summer months. Applicants are solicited from local 2-Year and 4-Year institutions. The Town is also recruiting for one (1) vacant police officer position. There are no changes needed to policies or recruitment efforts and no identified recruitment obstacles.



### **Outreach Events & Activities:**

Staff have arranged ergonomic assessments for fourteen (14) employees and consultants with workspace at Town Center through our risk management advisors provided PLAN JPA.

Menlo College completed a Town Center tour in late February hosted by the City Manager's Office, Police Sergeant Fong, and Mayor Lewis. Students learned about municipal operations, received a demo of the Police Drone, and had a brief Q&A with Mayor Lewis and City Manager Rodericks.

*Waste Wise Event, April 12, 2025*

- Atherton will host the annual Waste Wise Event on Saturday, April 12, 2025, from 10:00 AM – 1:00 PM. Atherton residents can come to Holbrook-Palmer Park to drop off E-Waste, have sensitive documents shredded, and collect compost at no cost.
  - Some items, including batteries and fluorescent tubes, will not be accepted.
  - Residents may bring three standard banker boxes for secure on-site shredding.

Questions? Contact Michael Gallagher at [mgallagher@ci.atherton.ca.us](mailto:mgallagher@ci.atherton.ca.us)

**Atherton's Annual Waste Wise Event**

**FOR ALL ATHERTON RESIDENTS - PROOF OF RESIDENCY REQUIRED**  
**SATURDAY, APRIL 12 2025 | 10AM - 1PM\***  
**HOLBROOK PALMER PARK**

**E-Waste Drop Off**

**ACCEPTABLE ITEMS:**

- Camcorders
- Cell & Break Phones
- Chips & Components
- Computers
- Document
- Cable
- DVD Players
- Fax Machines
- Inkjet Printers
- Laptops
- Modem
- Modems
- Optical Drives
- PD Boards
- PDAs
- Printers
- Routers
- Scanners
- Storage Kits
- Servers
- Telephones
- UPS Power Supply Units
- Zip Drives
- Video Game Consoles
- VCR Players

**NOT ACCEPTED:**

- Fluorescent Tubes
- Batteries

**Community Paper Shred**

Atherton residents may bring a maximum of three standard banker boxes for on-site shredding. Maximum box size: 18" x 17" x 15". Staples and paper clips are acceptable.

**Compost Giveaway**

Atherton residents may take up to one cubic yard of compost (equivalent to six full garbage bags) free of charge from a self-serve station while supplies last. Please bring your own shovel, gloves, and containers.

**QUESTIONS?**  
 Michael Gallagher  
 mgallagher@ci.atherton.ca.us  
 416-291-2100

**greenwaste**

*Summer Events*

- Atherton's annual summer movies and concerts will return to Holbrook-Palmer Park this June, July, and August. Staff are in the final stages of confirming 3 performers (one each month) and at 2 movies that begin at sunset (typically after 7:30 pm). This year staff will provide a matinee showing in the Council Chambers starting at 4:00 PM. Once all the details have been confirmed it will be shared and advertised broadly.

**(SUMMER EVENTS PHOTOS 2024)**



City Clerk Monthly Report  
March 19, 2025

*For Employee Appreciation Lunch, April 29, 2025*

- The annual Employee Appreciation luncheon has been confirmed for Tuesday, April 29, from 11:30 AM – 1:00 PM in Council Chambers We will be recognizing six (6) employees celebrating employment milestones. The council is invited to participate.

**IT Systems & Activities**

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

- IT Special Projects:
  - Led March 11 cybersecurity training for staff, consultants, and volunteers.
  - Participated in the Atherton Train Station project walk-through
  - Provided computer swap for camera PC and recommendations for printers for Police Department report writing station.
  - Performed routine new-hire setup for Police Department
  - Generator project replacement, working on getting all systems on panel backed up by UPS
  - Cybersecurity and server routine maintenance including report generation for ESET and Cylance and Performed cyber security status check with vendor.

**Emergency Management Activities**

**1. SMC Emergency Managers Association Meetings**

The COAD of South San Mateo County held its monthly meeting on March 13, 2025, focusing on enhancing disaster preparedness, response, and recovery efforts through collaboration among member organizations. There was a presentation from the Red Cross regarding the Shelter Fundamentals class in Redwood City and other upcoming training. The representative from rEPAct noted the upcoming workshop on their emergency preparedness “Specific Plan”.

2. Atherton Police Department, Menlo Park Fire Protection District, and A.D.A.P.T. hosted a discussion on emergency management and public safety on March 13, 2025. Presentation materials will be made available on the Police website here: [www.ci.atherton.ca.us/674/Community-Meeting-Resources](http://www.ci.atherton.ca.us/674/Community-Meeting-Resources)



**Sustainability Activities**

The current sustainability projects and activities are:

**1. Environmental Programs Committee**

The next Environmental Programs Committee (EPC) will be on March 20, 2025.

**Earth Day Update:**

Staff continues to prepare for the annual Earth Day Event, this is a brief update on the latest activities and developments.

**Vendors:**

- Staff have confirmed four featured vendors including the Palo Alto Little Explorers Petting Zoo, Traveling Reptile Show, West Coast Falconry, and the Beetle Lady (returning for a 3<sup>rd</sup> year).

**Sponsorships / Donors:**

- Peninsula Clean Energy and CalWater have agreed to donate \$500.00 each to the 2025 Earth Day event.

**Volunteers:**

- We have secured 19 volunteers to date and have a planned volunteer listening session scheduled at the end of March to review roles.

**Food:**

- Staff have confirmed three (3) food truck vendors that will serve sustainable foods and all meet the San Mateo County rules.

**2. Waste Reduction**

**a. CalRecycle Proposed Regulations**

On March 3, 2025 CalRecycle hosted an informal workshop for the California Paint Product Recovery Program. To learn more about each click the links:

- [Assembly Bill \(AB\) 1526](#)
- [Senate Bill \(SB\) 1143](#)

**b. Waste Wise Event – April 12, 2025**

**3. Electric Leaf Blower Program**

The Town of Atherton's Electric Leaf Blower Program continues to perform well as we move through the FY24-25 cycle. At the current rate, we are receiving approximately 8 rebate applications per month. **As of March 2025, there are about 36 rebates remaining under the FY24-25 program.**

Sustainable San Mateo County will host a webinar on transitioning from Gas-Powered Leaf Blowers on Thursday, March 20 from 4:00 PM – 5:00 PM. To register [click here](#).



**VOLUNTEER FOR EARTH DAY 2025**

With our theme "Protect Our Species," volunteers play a vital role in creating a meaningful, community-driven event that seeks to promote sustainability and environmental awareness.

MINIMUM 3-HOUR SHIFTS | COMMUNITY OUTREACH | WORKSHOPS & ACTIVITY BOOTHS

**27 APRIL 2025**  
11:00 AM TO 3:00 PM  
AT HOLBROOK-PALMER PARK

REGISTER AT [ATHERTONNEWS/VOLUNTEER-FORM](https://www.athertonnews.com/volunteer-form)

The poster features a circular logo at the top right with a tree and the text "TOWN OF ATHERTON". It includes three small photographs: one of a man and a child, one of a woman in a yellow vest, and one of a child. A QR code is located in the bottom right corner.

Join to learn how transitioning to electric powered leaf blowers can improve air quality, reduce noise, and protect workers.

4. **Refuse & Recycling Subcommittee – No Updates**

5. **Climate Action Plan Dashboard**

KLA and staff held the kick-off meeting to work on re-branding the Atherton Sustainability logo with an end goal to use a launch of this updated branding will help drive more resident attention to the Towns Climate Action Plan (CAP) Dashboard.

Bay Area Air District Releases Regional Climate Action Plan Survey. They are gathering feedback from Bay Area communities on priorities and concerns regarding regional climate goals and potential strategies and actions. To take the survey [click here](#).

6. **RICAPS Meetings**

The February and March meetings had a special focus on 2025 Reach Codes. Key updates included the availability of new building electrification resources, such as an in-house call center and free upgrades for income-qualified residents. TRC discussed areas within the reach codes that included, AC to heat pump, single family flex path, electric readiness, and energy performance for new construction. The timeline for these resources' ranges from Q1 to Q4 of 2025. Alternative reach codes like gas water heater to heat pump water heater, air quality, zero carbon energy, and green building ordinances were also reviewed, with compliance and implementation strategies discussed.

**Building Electrification**

1. **PCE Member Agency Grant –**

Staff are in the final stages of submitting for the Peninsula Clean Energy (PCE) Member Agency Energy Grant.

**ADU Match Program**

*ADU Resource Center – San Mateo County*

If you are thinking of building an ADU the Town has partnered with the ADU Resource Center of San Mateo to bring you valuable resources. Visit [smcadu.org](http://smcadu.org) to get started.

The graphic is a vertical promotional poster for the ADU Resource Center in San Mateo County. At the top, it has a blue header with the text 'THINKING ABOUT BUILDING AN ADU?' and a sub-header 'BACKYARD COTTAGES - GRANNY FLATS - IN-LAW UNITS'. Below this, there is a paragraph explaining that ADUs come in many shapes and sizes and grow with families and communities over time. It also mentions that ADUs provide housing for family and friends, rental income, and a home as you age, and that they can serve as an important source of housing for the local workforce. To the right of this text is a photograph of a small, modern ADU. Below the text, there is a section for the 'NEW ADU Resource Center' which offers tools and resources to support the ADU project from inspiration and design to permitting, construction, and move-in. This section includes a 'DOWNLOAD OUR ADU Guidebook' button and a QR code with the text 'Visit smcadu.org to get started!'. At the bottom, there is a list of 'MORE OF WHAT YOU'LL FIND ONLINE:' including: 'Step-by-step guidance through all project phases', 'Calculator to estimate project costs and rental income', 'Fillable worksheets to support the process', 'Stories about ADUs your neighbors are building', 'Local rules summaries', and 'ADU Glossary'. The graphic ends with a row of colorful house icons.

**City Clerk Activities CURRENT and ON THE HORIZON**

The staff have begun the work on the next edition of the Athertonian, reaching out to partners and departments to gather content, we are targeting late April for delivery to Atherton homes.

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 February 1 to February 28. 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 627 followers	487k impressions (-13.8% decrease from January)
Instagram	13 new followers, a total of 1,646 followers	2.1k impressions (-30% decrease from January)
Facebook	4 new followers, total of 606 followers	904 impressions (31 % increase from January)
NextDoor	35 new members, a total of 5,678 members, and 2,429 households claimed	200 impressions (10 % increase from January)

The Cross Channel Report is a cumulative report of social media performance across X, Instagram, and Facebook for the Town. One key metric staff is working to increase is our general social media activity. In this reporting period we had 31 posts, which represents a 41% increase month over month.



Town website subscriber group:

<b>Distribution List</b>	<b>Subscribers</b>
Atherton Online	1,651
News Flash (CM & PD)	1,567 & 1,572
Alert Center (CM & PD)	1,365 & 1,494
Calendar (Meetings)	1,579

- Website Analytics:
  - February 1 – February 28: 5,5k Users
  - Last 7 Days Total Page Views: 17,061
    - Agendas = 678
    - Police Department = 453
    - Business Licenses = 413
- YouTube Analytics
  - 363 Subscribers (1 new in the last 30 days)
  - 1055 Videos

## Newsflashes

### 1. NewsFlashes

Our focus on public information and social media engagement continues to strengthen connections with residents and the broader public. Recently, we shared upcoming event information about the March 13 Emergency Preparedness event with APD and MPFPD and a call for Earth Day 2025 Volunteers that received high impression stats.

### 2. Social Media

Our social media posts complement the newsflashes by presenting similar information but in a more casual, engaging tone. These posts reach a broader public audience and utilize vibrant event flyers, supporting images, and eye-catching graphics to capture attention.

Through the months, Social Media channels have increased engagement through follows, likes and account interactions. This has influenced staff to revisit the Town's [Social Media Policy](#) in hopes of updating it in 2025.





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 2024/2025 Revenues and Expenditures**  
*Year to Date*  
*Months Complete – 8*  
*% of Year Complete – 66.6%*

	Budget	Revenue	% Received
Park Program	\$ 115,000	\$ 44,322	39%
Planning Permits	\$ 850,300	\$ 315,090	33%
Business Licenses	\$ 290,000	\$ 245,939	85%
Police	\$ 368,861	\$ 420,297	114%
Sales Taxes	\$ 442,400	\$ 303,193	69%
Miscellaneous	\$ 1,150,096	\$ 607,019	53%
Public Works	\$ 659,700	\$ 310,209	47%
Franchise Fees	\$ 1,076,000	\$ 267,144	25%
Building Permits	\$ 2,203,280	\$ 1,458,498	66%
Property Taxes	\$ 15,845,385	\$ 11,933,204	75%
<b>Total</b>	<b>\$ 23,001,022</b>	<b>\$ 15,904,914</b>	<b>69%</b>

	Budget	Expenditures	% Received
City Council	\$ 66,615	\$ 18,420	27.6%
Administration	\$ 1,430,943	\$ 898,911	62.8%
City Attorney	\$ 310,000	\$ 136,465	42.7%
Finance	\$ 882,763	\$ 598,090	67.7%
Planning	\$ 1,426,970	\$ 989,151	69.3%
Building	\$ 1,735,066	\$ 1,001,521	57.7%
Interdepartmental	\$ 1,172,460	\$ 750,086	63.9%
Police	\$ 10,464,871	\$ 6,984,891	66.7%
Public Works	\$ 3,713,887	\$ 1,730,194	46.5%
<b>Total</b>	<b>\$ 21,203,575</b>	<b>\$ 13,103,727</b>	<b>61.7%</b>



The Public Works Department consists of a Public Works Director, Maintenance Manager, Associate Engineer, Town Arborist, Office Specialist and Management Analyst (new). 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, and BrightView Landscaping.



Field Public Works Services are provided under contract via MCE. MCE provides four (4) 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 sign and 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
February 24	38	12	6
March 24	38	6	12
April 24	39	6	12
May 24	39	6	12
June 24	38	6	12
July 24	36	4	12
August 24	37	6	12
September 24	38	10	5
October 24	65	3	18
November 24	60	18	6
December 24	60	24	12
January 25	38	12	6
<b>February 25</b>	<b>39</b>	<b>6</b>	<b>12</b>
<b>Total</b>	<b>373</b>	<b>83</b>	<b>83</b>

## **Services Requests**

- Banner installation on Middlefield Road at Marsh Road
- Removal of bike Sharrow on Selby Lane for HUMP Stencil installation
- Installed “HUMP” Stencils on Watkins Avenue and Selby Lane
- Replaced pump for the Town Center entry water fountain
- Removal of debris on Selby Lane
- Installation of Meno-Atherton Little League field fence at HPP
- Insatallation of Do Not Enter sign at end of Main House parking lot
- Replacement of Playschool ceiling tiles due to water damage
- Pothole repair on Alameda de las Pulgas near Polhemus Avenue
- Sign Replacements (various locations)
- Storm Patrol (Townwide)
- Removal of Town Center lobby light fixtures for repair
- Tree down response Alameda de las Pulgas and Polhemus Avenue
- Tree trimming around signs (various locations)
- Installed Speed Hump Ahead signs on Watkins AVenue
- Weed abatement on Middlefield Road
- Replaced broken window at the Jennings Pavillion

## **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 Installation on Middlefeild Road



### Sharrow Removal and HUMP Stencil on Selby Lane



### Town Center Entry Fountain Pump Replacement



**Debris Removal on Selby Lane**



**Meno-Atherton LL Field Fence Installation**



**Do Not Enter Sign at Main House parking lot**



**Pothole Repair on Alemeda de las Pulgas**



**Tree Down on Alemeda de las Pulgas and Polhemus Avenue**



**Watkins Speed Hump Ahead signs**



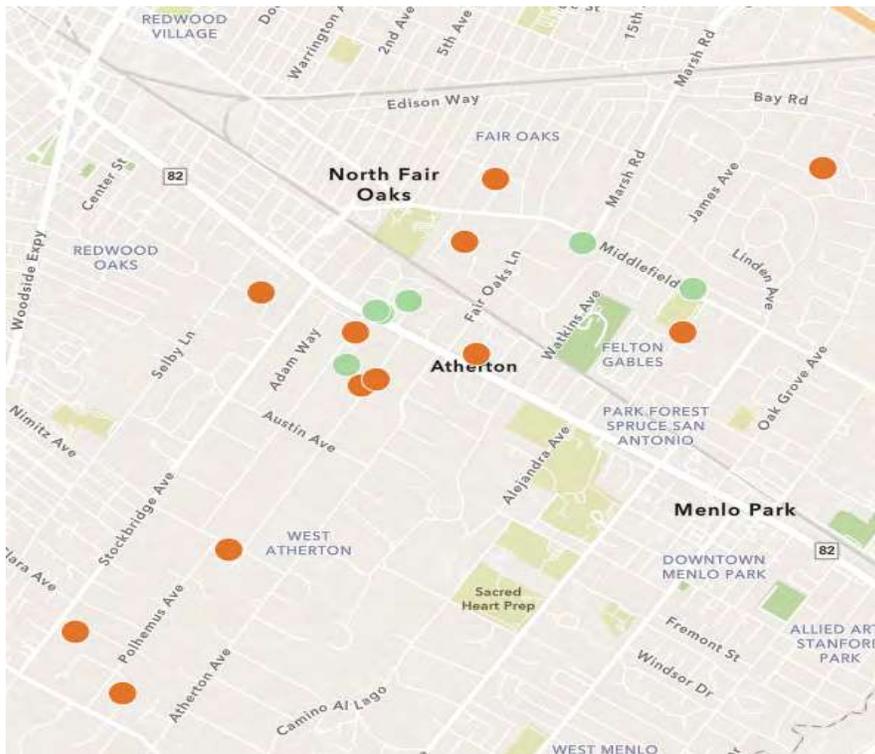
# See Click Fix February 2025

**Showing Results from 2/1/2025 to 3/1/2025**

Hide Empty Rows

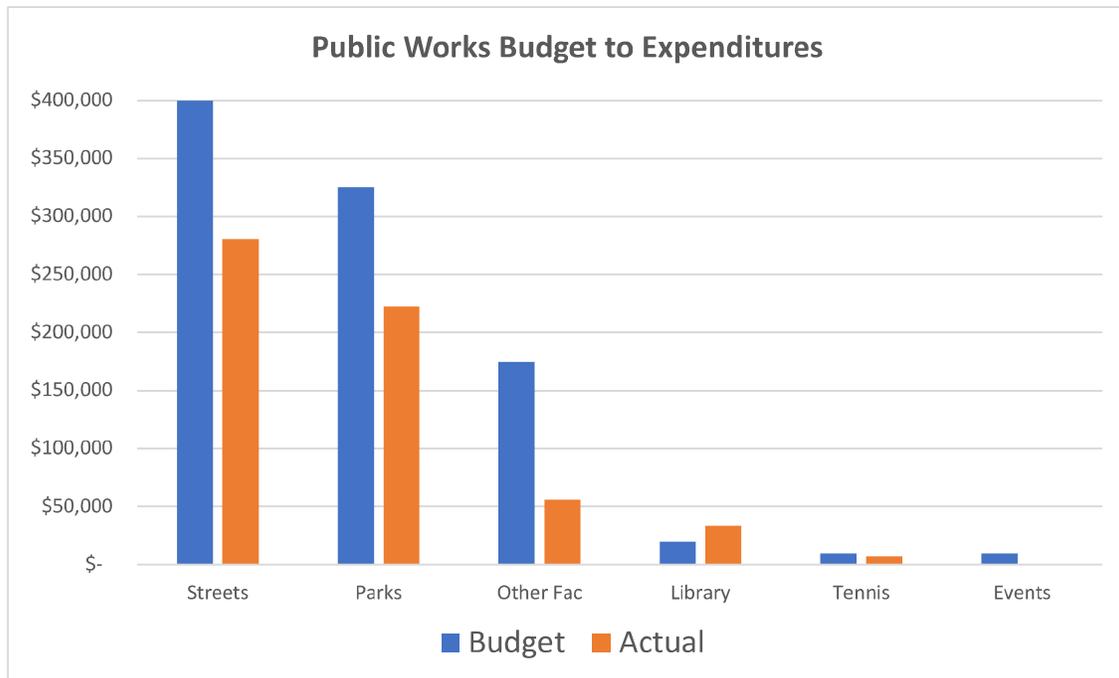
DTA: Days to Acknowledge    DTC: Days to Close    O&O: Open and Overdue

Category	Created	Ack	Closed
Sewer and Stormwater Issues	3	0	2
Street Light	2	2	0
Public Right-of-Way Concern	1	0	1
Street Sign	1	0	0
Other	1	0	0
<b>Totals</b>	<b>8</b>	<b>2</b>	<b>3</b>



## Public Works Maintenance Budget versus Expenditures Thru February 2025

Short Code	Accounting Code	Description	Budget	Actual	%
A01	101-53-52031-053	Streets	\$400,000	\$280,577.24	70.1%
A02	101-57-52031-057	Parks (Grounds & Fac)	\$325,000	\$222,200.76	68.4%
A03	101-59-52031-059	Other Facilities	\$175,000	\$55,917.11	32.0%
A04	213-30-52031-000	Library	\$20,000	\$33,177.73	165.9%
A05	101-58-52031-000	Tennis	\$10,000	\$6,855.36	68.6%
E06	101-58-52030-058	Event Services	\$10,000	\$226.48	2.3%
<b>Total</b>			<b>\$940,000</b>	<b>\$599,945.68</b>	<b>63.7%</b>





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 February 2025

Month	North Meadow	Children's Picnic Area	Jennings Pavilion	Main House	Carriage House w/ NM	Field D	Other
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	6	9	0	2	2	0	0
<b>FY 23-24</b>	<b>28</b>	<b>37</b>	<b>7</b>	<b>12</b>	<b>9</b>	<b>0</b>	<b>6</b>
24-Jul	4	2	0	0	0	0	0
24-Aug	6	2	3	3	4	0	0
24-Sep	3	1	0	0	0	0	0
24-Oct	5	0	1	1	0	0	0
24-Nov	3	1	1	0	0	0	0
24-Dec	1	0	2	1	0	0	0
25-Jan	1	1	0	0	1	0	0
<b>25-Feb</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
25-Mar	0	0	0	0	0	0	0
25-Apr	0	0	0	0	0	0	0
25-May	0	0	0	0	0	0	0
25-Jun	0	0	0	0	0	0	0
<b>FY 24-25</b>	<b>23</b>	<b>9</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>0</b>

## Types of Rental Activity for February 2025

Month	Social Gathering	Wedding	Corporate Gathering	Other
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	15	0	4	0
<b>FY 23-24</b>	<b>81</b>	<b>0</b>	<b>6</b>	<b>15</b>
24-Jul	6	0	0	0
24-Aug	16	1	1	0
24-Sep	4	0	0	0
24-Oct	7	0	0	0
24-Nov	5	0	0	0
24-Dec	4	0	0	0
25-Jan	3	0	0	0
<b>25-Feb</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
25-Mar	0	0	0	0
25-Apr	0	0	0	0
25-May	0	0	0	0
25-Jun	0	0	0	0
<b>Total</b>	<b>48</b>	<b>1</b>	<b>1</b>	<b>0</b>

## Revenue from Rental Activity for February 2025

Month	Revenue Fees	10% Catering Fee	Revenue to Town
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	\$8,650.00	\$0.00	\$8,650.00
<b>FY 23-24 Total</b>			\$59,695.18
24-Jul	\$1,000.00	\$0.00	\$1,000.00
24-Aug	\$18,160.00	\$0.00	\$18,160.00
24-Sep	\$2662.00	\$0.00	\$2662.00
24-Oct	\$4652.00	\$0.00	\$4652.00
24-Nov	\$3617.00	\$0.00	\$3617.00
24-Dec	\$9417.00	\$0.00	\$9417.00
25-Jan	\$987.00	\$0.00	\$987.00
<b>25-Feb</b>	<b>\$2,560.00</b>	<b>\$0.00</b>	<b>\$2,560.00</b>
25-Mar			
25-Apr			
25-May			
25-Jun			
<b>TOTAL</b>			<b>\$42,965.00</b>

## General and Special Services for February 2025

- 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 February:

- Baseball fence installed
- Jennings Pavillion door repair
- Playground bathroom door repair
- Playschool Ceiling tile replacement
- Playground bathroom pump repair
- Playschool roof repair
- "Do Not Enter" sign installed at MH Lot
- JP window replacement

## New and Future Planned Projects:

Jennings Pavillion Flooring, Main House and Art room Flooring

## 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
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	741	371	496	425	0	42	124
<b>FY-23-24</b>	<b>8,052</b>	<b>3,889</b>	<b>5,306</b>	<b>4,465</b>	<b>0</b>	<b>126</b>	<b>308.5</b>
24-Jul	812	415	443	465	0	64	75
24-Aug	705	408	433	380	0	39	117.5
24-Sep	805	315	407	395	0	15	116
24-Oct	797	342	397	325	0	22	132.5
24-Nov	667	345	415	362	0	6	169
24-Dec	642	295	367	322	0	15	125
25-Jan	597	299	351	321	0	9	167
<b>25-Feb</b>	<b>660</b>	<b>301</b>	<b>433</b>	<b>395</b>	<b>0</b>	<b>12</b>	<b>188</b>
25-Mar	0	0	0	0	0	0	0
25-Apr	0	0	0	0	0	0	0
25-May	0	0	0	0	0	0	0
25-Jun	0	0	0	0	0	0	0
<b>Total</b>	<b>5,685</b>	<b>2,720</b>	<b>3,246</b>	<b>2,965</b>	<b>0</b>	<b>182</b>	<b>1,090</b>

## Photographs of Work Performed in February 2025

*Ball field fence Install*



*Playschool Ceiling tile replacement*



*Playground bathroom pump repair*



*“Do Not Enter” sign installed at MH Parking lot*



*Jennings Pavillion door repair*



*JP window replacement*





## **Town of Atherton**

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

# **Community Services Monthly Report February 2025**

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

	Feb-25	Fiscal Year 2024-25	Fiscal Year 2023-24
<b>Total Construction Valuation<sup>1</sup>:</b>	\$8,208,767	\$188,857,076	\$101,229,887

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$57,399	\$323,536	\$245,851
<b>Permit Fees Collected:</b>	\$128,822	\$1,018,046	\$714,202
<b>Other Fees Collected:</b>	\$7,125	\$91,385	\$51,158
<b>TOTAL:</b>	<b>\$193,346</b>	<b>\$1,432,967</b>	<b>\$1,011,211</b>

**PLAN CHECK**

Applications Received:	<b>88</b>	<b>605</b>	<b>500</b>
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**PERMITS**

<b>Residential:</b>			
New Single Family Residential Permits Issued:	0	16	18
New Accessory Structures Issued:	17	161	150
Addition / Alteration Permits Issued:	15	67	80
Reroof / Water Well / Grading Permits Issued:	9	121	112
Plumbing/Mechanical/Electrical Permits Issued:	23	145	145
Demolition Permits Issued:	2	15	19
<b>Non-Residential:</b>			
New Permits Issued:	0	4	0
<b>TOTAL Permits Issued (2)</b>	<b>66</b>	<b>529</b>	<b>524</b>

**INSPECTIONS**

Inspections Performed:	<b>694</b>	<b>5,718</b>	<b>4,887</b>
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**Footnotes:**

<sup>1</sup>Valuation: For permitted projects during this period.

<sup>2</sup> The total permits issued for each Fiscal Year reflect totals through the corresponding month

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*February 1, 2025 to February 28, 2025*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	12	109
Planning Commission Items	2	25

Planning Commission met for their regular meeting on February 26, 2025, the following occurred.

1. Public Hearing

a. Review the 2024 General Plan Implementation and 6th Cycle Housing Element Annual Progress Report (APR) and recommend its transmittal to the City Council pursuant to Section 65400 of the California Government Code. The APR is a routine status update to the State regarding the Town's performance in meeting housing goals identified in a concurrent Housing Element. The Commissioners discussed the strong progress the Town is making toward it's RHNA goals, what happens if the Town out-performs in the very-low income category (those extra units count towards the next income level), what could the Town expect from mid-cycle check-ins in either positive or negative circumstances, and how rental information on ADUs is reviewed by the state.

2. Staff Reports - Town Planner Brittany Bendix reported on three topics:

a. Update on the Council's approval of revisions to the Housing Element and a brief summary of changes made post-Planning Commission review. The approved changes are posted to the Town's website and will be submitted to HCD after seven days for review.

b. Clarification on Brown Act process for just cause teleconferencing. This came up relative to Commissioner Tonelli's absence and I worked with Anthony to convey direction from January's Brown Act Training.

c. Update to the Planning Commission that the City Manager is coordinating with the Mayor to set a date for a future Inclusionary Housing study session and that it would likely be in April. April.

The next scheduled Planning Commission meeting is March 26, 2025.

**Arborist Activity Summary**

*February 1, 2025 to February 28, 2025*

	<b>Site Visits</b>			<b>Plan Review</b>
	Tree Removal	Inspections	Info. / Consu / C.E	
<b>TOTAL</b>	10	13	6	95

## Town of Atherton Building Inspection & Plan Check

### Summary of New Single Family Residential Permits Issued by Month

Month	2025	2024	2023	2022	2021	2020
January	1	5	1	1	0	1
February	0	3	0	1	2	1
March		2	0	2	5	0
April		1	4	2	3	0
May		2	0	4	1	3
June		0	3	3	4	2
<b>Jan. to June Totals</b>	<b>1</b>	<b>13</b>	<b>8</b>	<b>13</b>	<b>15</b>	<b>7</b>
July		2	1	3	2	4
August		5	3	2	2	5
September		2	4	2	3	2
October		5	0	3	1	1
November		1	0	1	3	3
December		0	2	2	1	3
<b>July to Dec Totals</b>		<b>15</b>	<b>10</b>	<b>13</b>	<b>12</b>	<b>18</b>
<b>Total New SFD Permits:</b>	<b>1</b>	<b>28</b>	<b>18</b>	<b>26</b>	<b>27</b>	<b>25</b>

### Plan Check Performance

*February 1, 2025 to February 28, 2025*

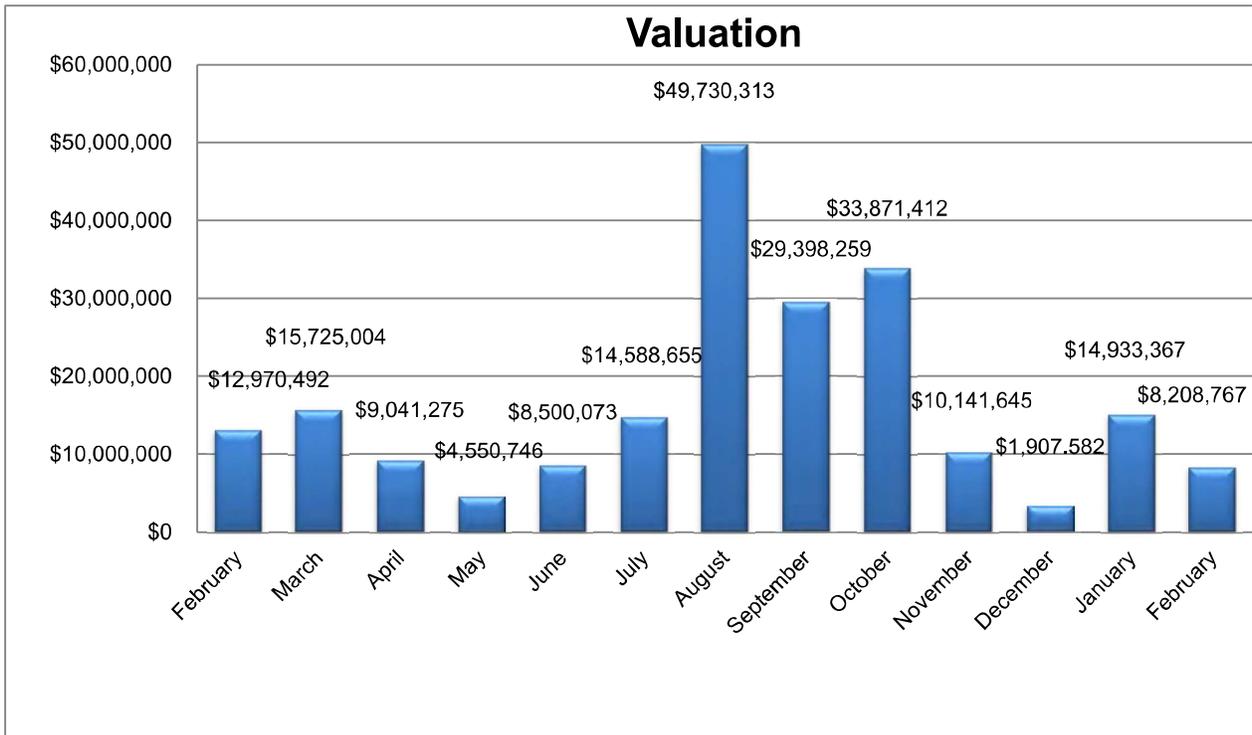
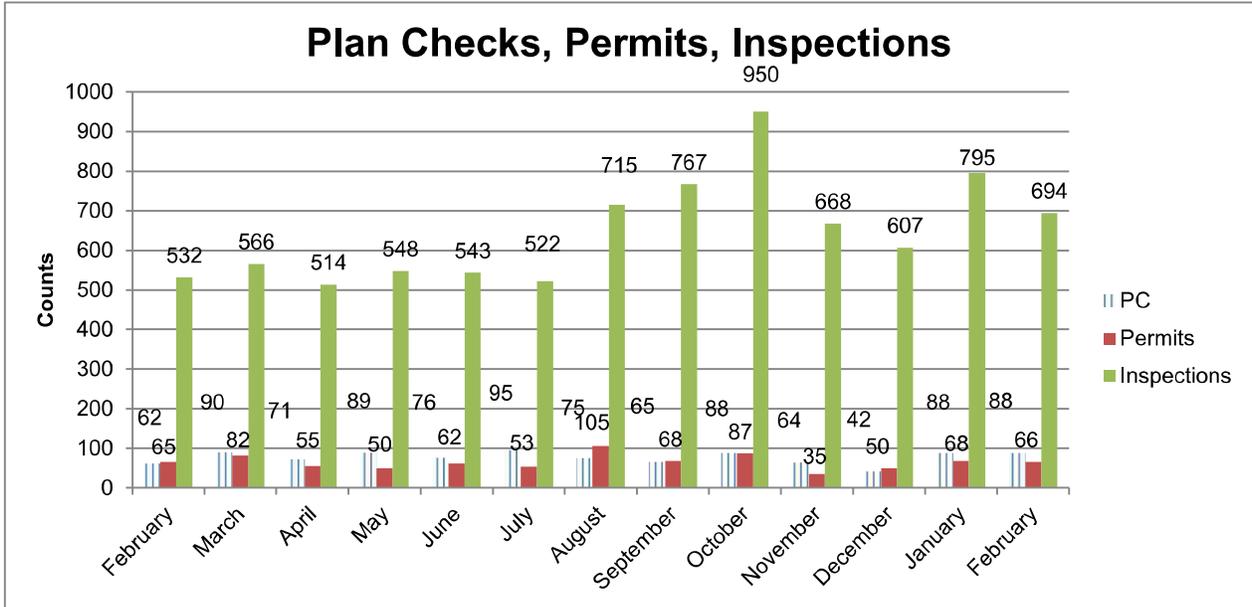
Project Type	Cycles	No of Plan Checks	Average Review Days	Target **	Overdue Plan Checks
Major Plan Check	1st Review	157	9	10	0
	Subsequent Rev.	145	5	5	0
Minor Plan Check	1st Review	10	2	3	0
	Subsequent Rev.	0	0	0	0
<b>Total Number of Plan Checks</b>			312		

\*\* Target: in working days

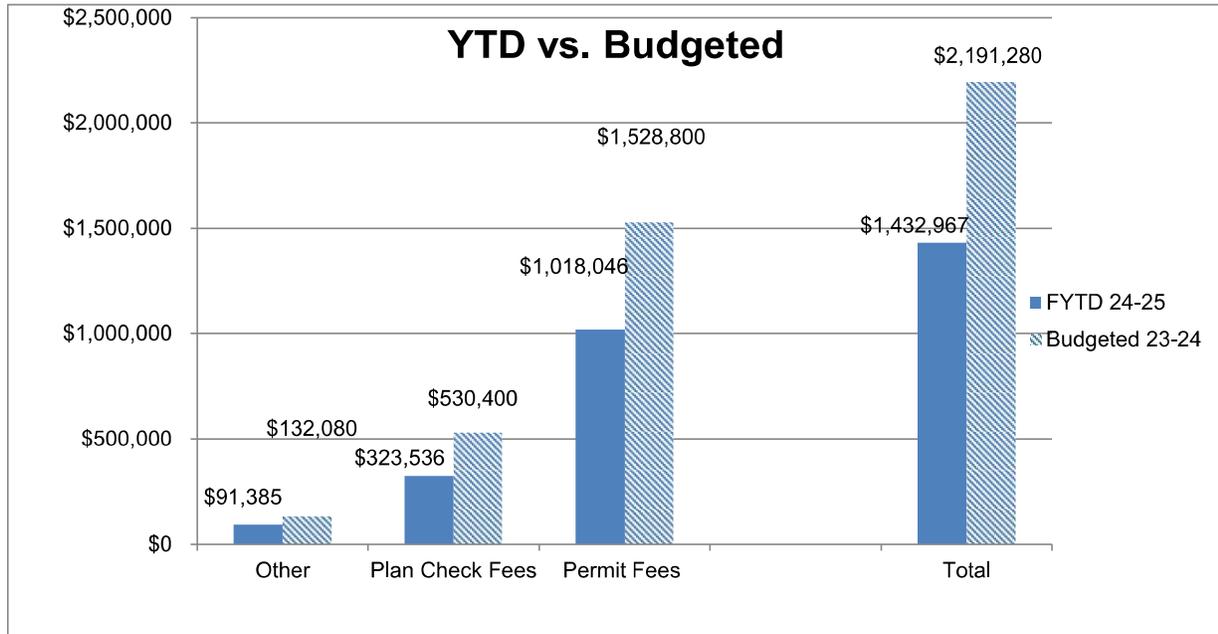
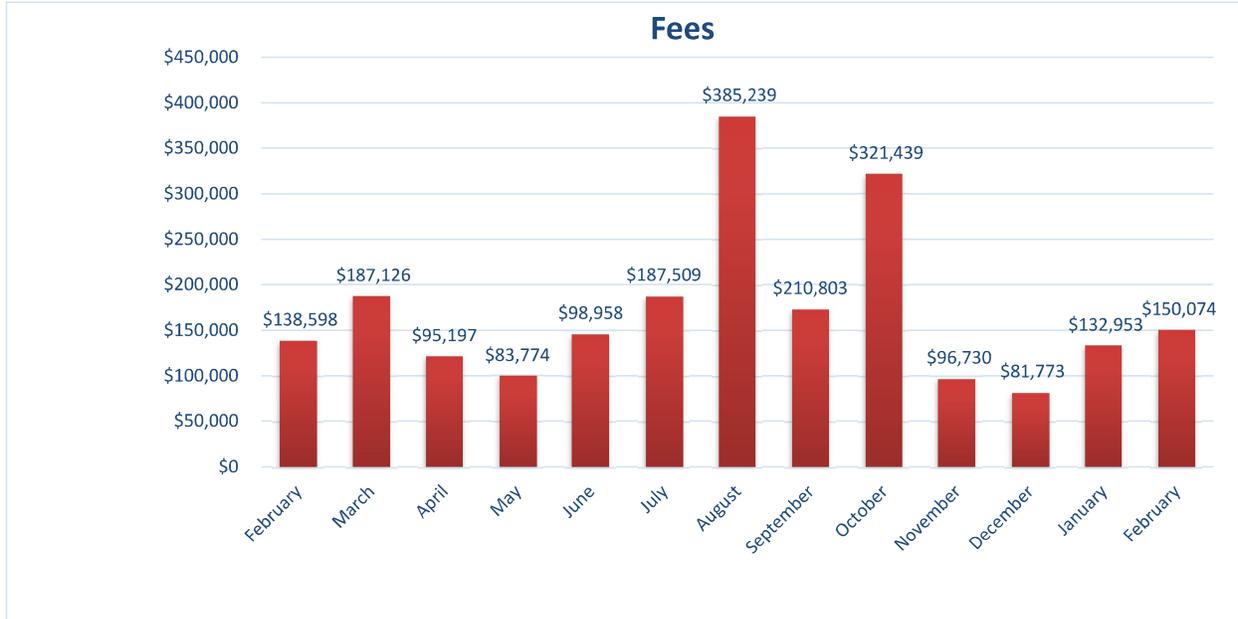
Major Plan Check: New Houses, New Accessory Structures, New non-Residential

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

## Summary Graphs



## 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	3	2					5								5
Permitted ADU	3	1					4								4
Finaled ADU	0	1					1								1
Entitled JADU	0	2					2								2
Permitted JADU	1	0					1								1
Finaled JADU	0	1					1								1
Entitled SFR	1	0					1								1
Permitted SFR	1	0					1								1
Finaled SFR	1	5					6								6

	2022	2023	2024	2025	2026	2027									Totals
Entitled ADU	53	35	26												114
Permitted ADU	25	44	46												115
Finaled ADU	17	24	14												55
Entitled JADU	10	9	4												23
Permitted JADU	5	8	0												13
Finaled JADU	0	2	7												9
Entitled SFR	20	17	26												63
Permitted SFR	26	18	28												72
Finaled SFR	17	29	11												57

**Town of Atherton  
Building Safety & Inspection**

**Active Construction Time Limit Penalties**

*February 1, 2025 to February 28, 2025*

<i>Project Address</i>	<i>Issue Date</i>	<i>CTL Deadline</i>	<i>Adjusted CTL **</i>	<i>Penalties Pd.</i>	<i>Est. Completion</i>
202 Atherton Ave	3/29/2021	3/29/2024	8/15/2024	\$250,000	6/1/2025
90 Almendral Ave	4/14/2021	4/14/2024	8/31/2024	\$250,000	2/28/2025

**Total Penalties Deposited: \$500,000**

*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.**

**Forfeited Construction Time Limit Penalties**

<b>Year</b>	<b>Amount Forfeited</b>
2015 thru 2018	\$511,200.00
2019	\$307,200.00
2020	\$329,600.00
2021	\$333,000.00
2022	\$828,000.00
2023	\$559,000.00
2024	\$780,000.00
2025	
<b>Total to Date</b>	<b>\$3,648,000.00</b>



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 February 2025**

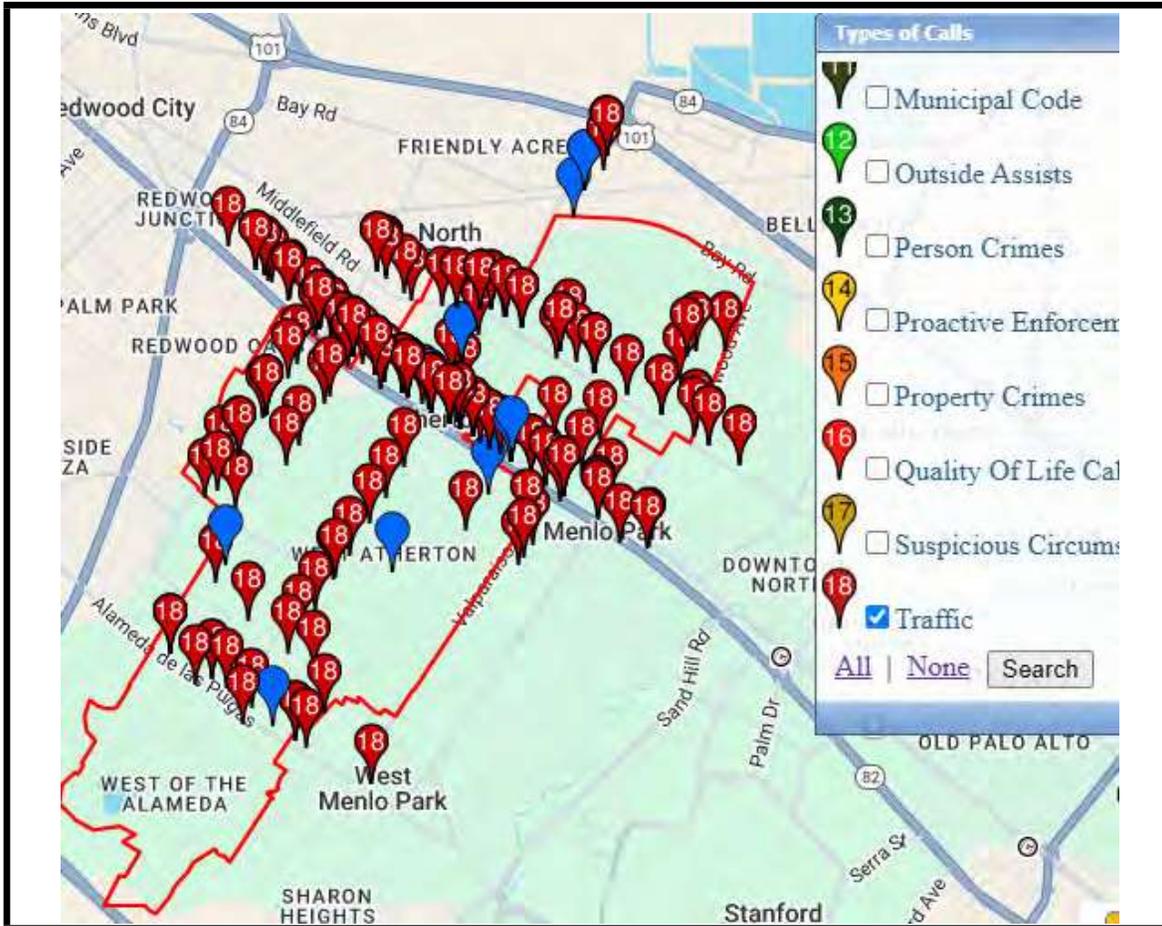
During this reporting period, there were 35 investigations. Of that total, 23 offenders were cited, arrested, referred to the San Mateo County District Attorney’s Office for prosecution, or referred to the San Mateo County Juvenile District Attorney’s Office for prosecution.

Offenses included driving with a suspended license, misdemeanor warrant, felony warrant, possession of a controlled substance, DUI, false vehicle registration tabs, hit and run, mail theft, fraud, stalking, criminal threats, and contempt of court.

Of the 1,705 total police incidents for the month, 1,091 were officer-initiated incidents. These incidents resulted in 336 citations being issued for vehicle code and other violations. Officers initiated 832 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.

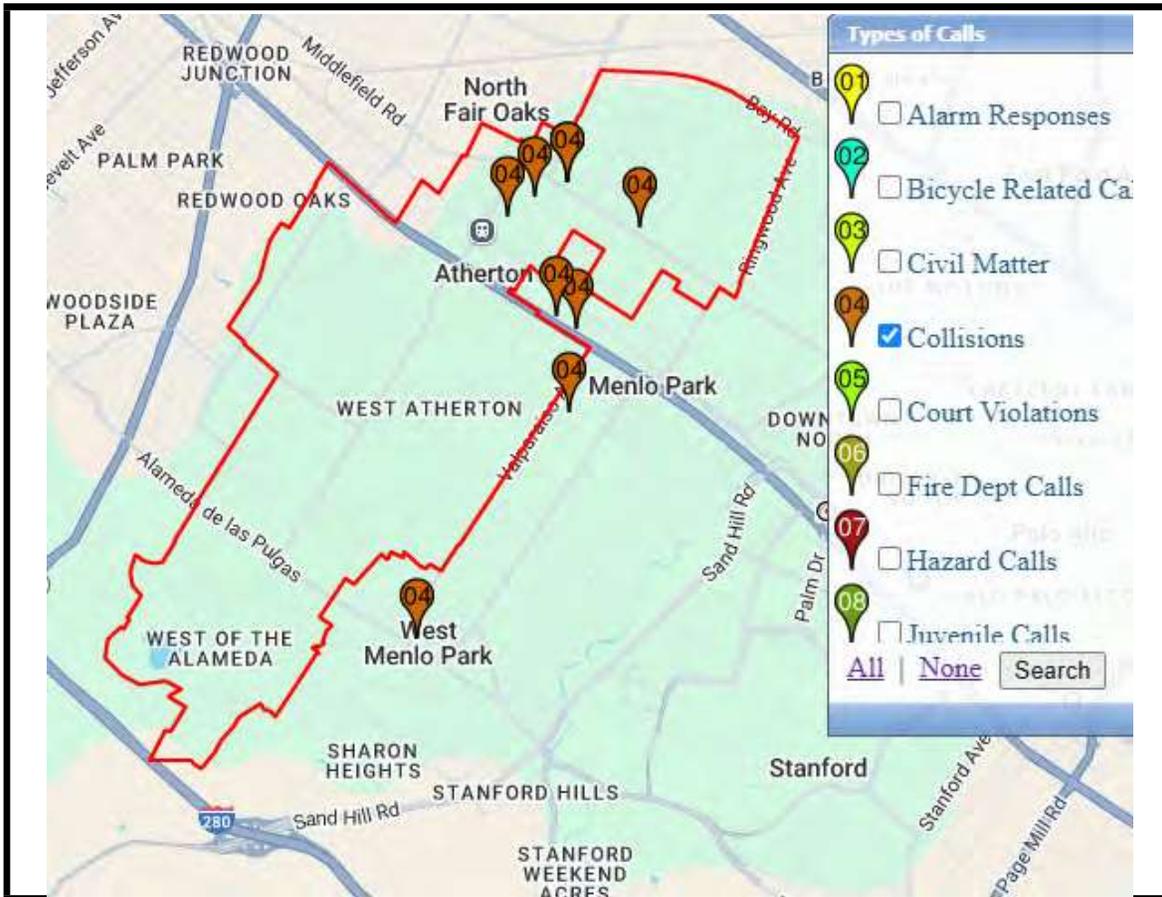
## Traffic Incidents

Overall, there were 274 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 8 collision locations during this reporting period. The map below indicates the locations of the incidents for the reporting period.

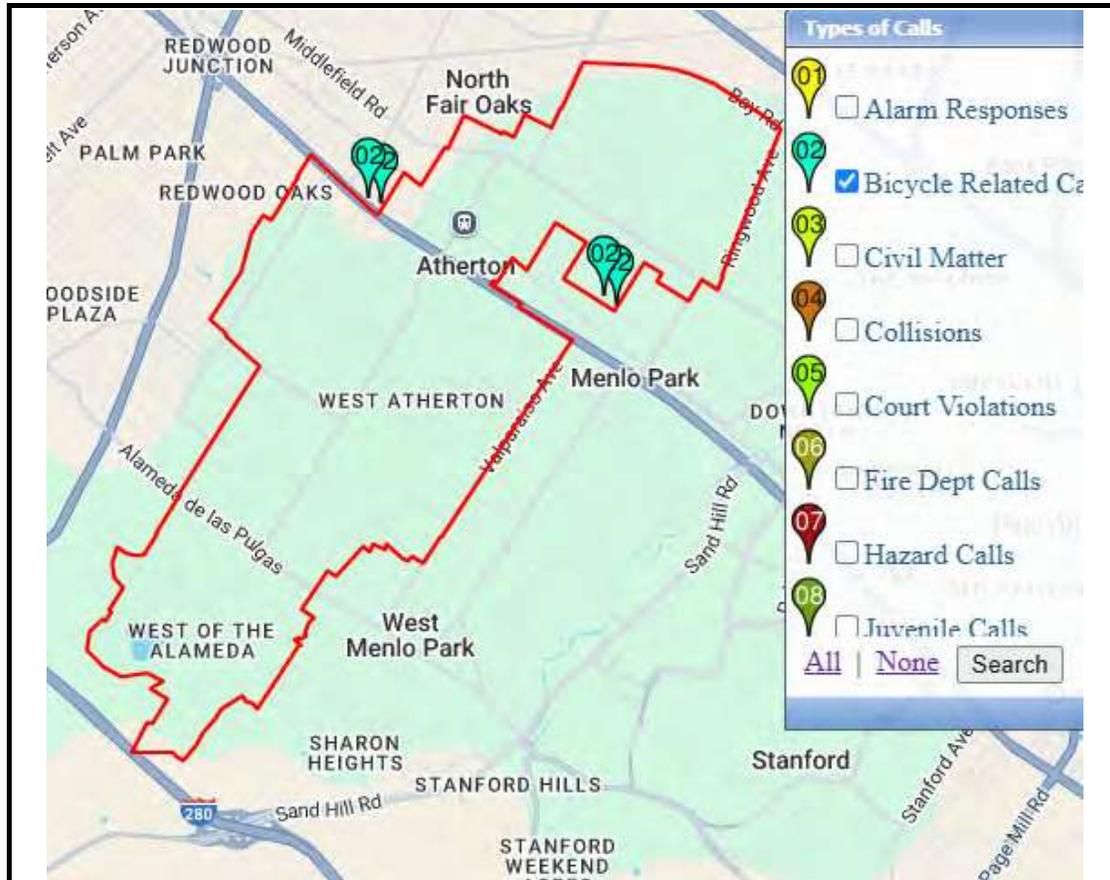


### Traffic Complaints

There were no scheduled traffic complaints for the month of February.

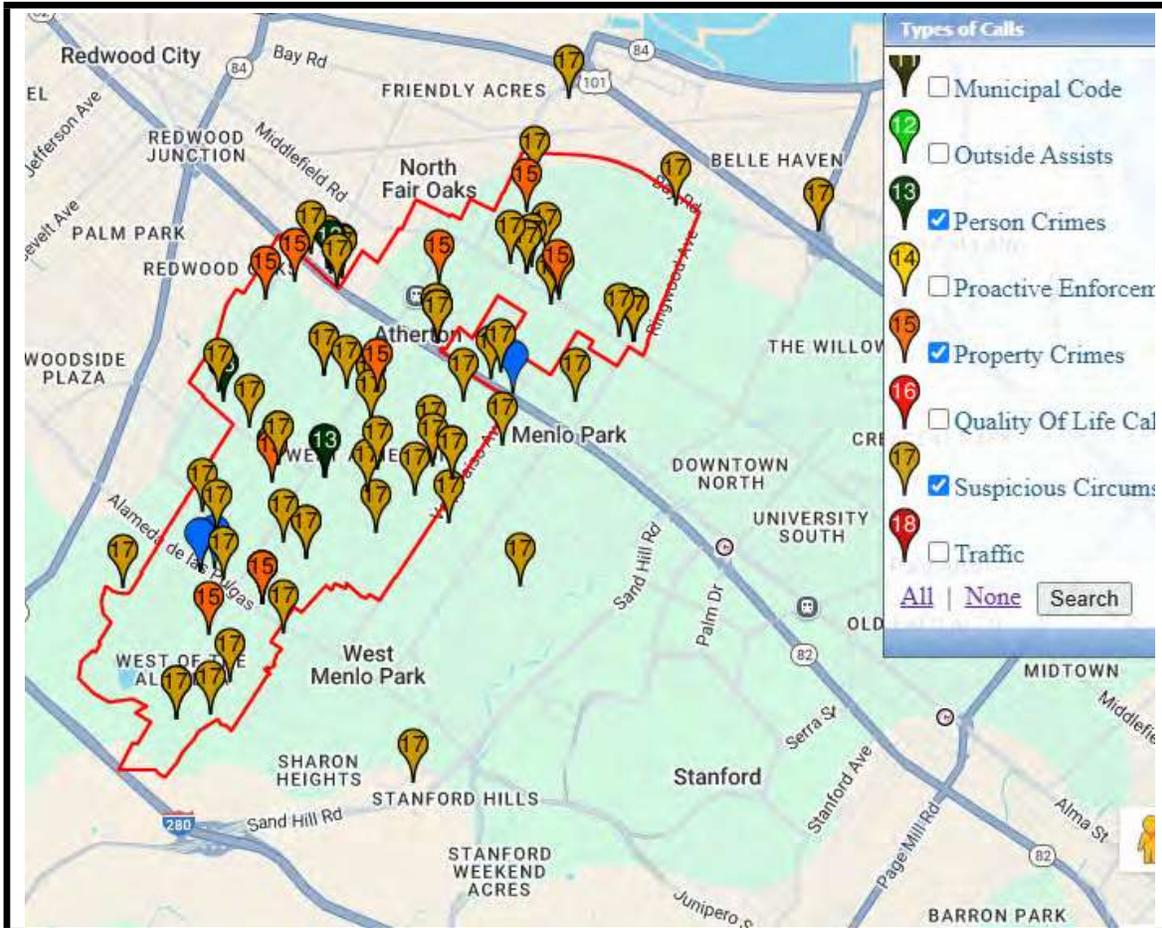
## Bicycle Traffic Stops

There were 4 bicycle related calls initiated during February. 3 calls were for improper lighting and 1 for a stop sign violation. These calls resulted in 4 verbal warnings.



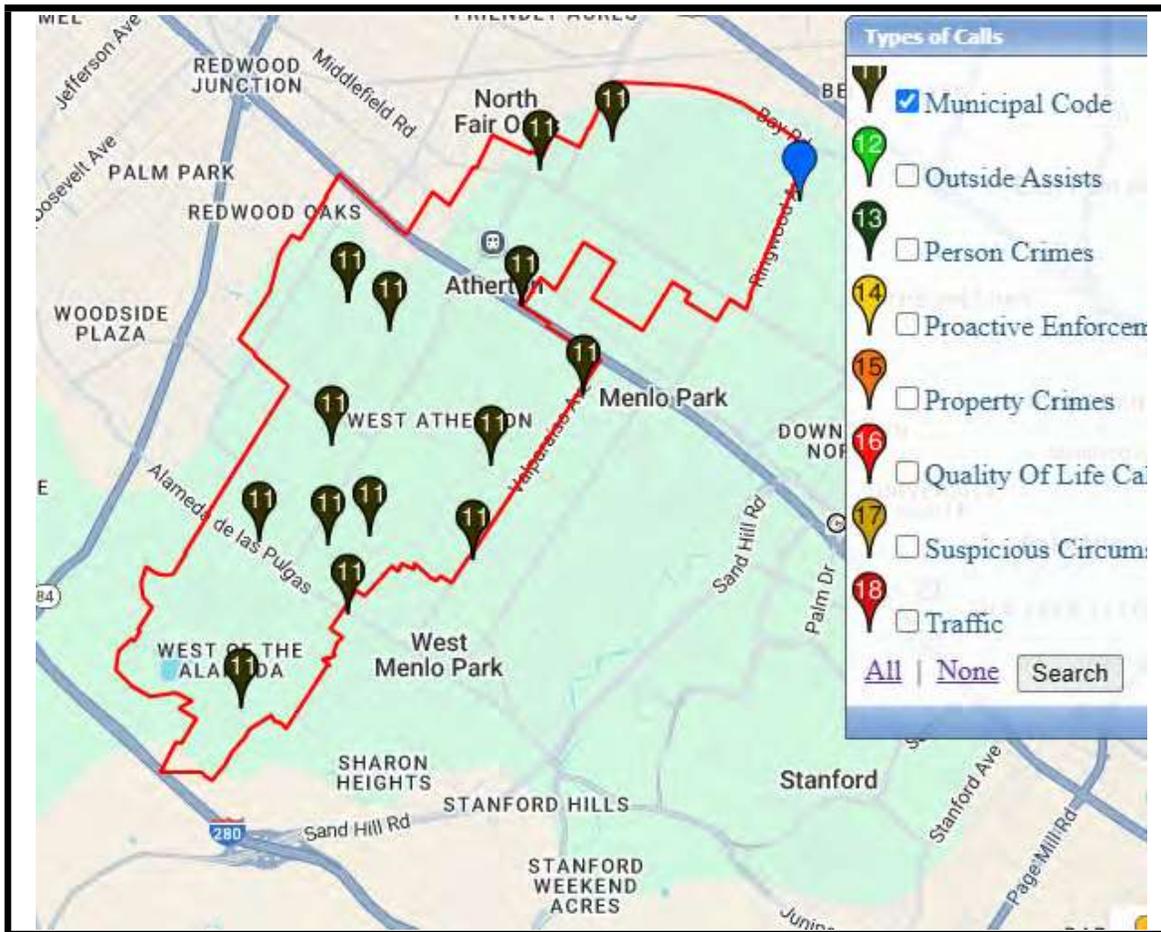
## Criminal Activity and Suspicious Circumstances

The Department responded to 83 locations (some locations multiple times) for property crimes (11), person crimes (4), and incidents of suspicious circumstances (69).



## 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 71 incidents during this reporting period, 67 of which were security checks, foot patrols by officers, and closing/opening the park. The other incidents were for animal calls and a medical.

## Premise Watch

Officers completed 550 House/Vacation checks during the reporting period.

## School Incidents

Officers responded to 173 school incidents during the reporting period. These incidents were mostly officer-initiated security checks and adapt a school visits.

Incidents of note from this reporting period:

- On 02/12, the SRO investigated a possible assault on campus and determined it was a mutual altercation. The school is handling discipline.
- On 02/15, the SRO investigated an arson on campus where a trash can was lit on fire. The SRO located the juvenile subjects and is working with their parents and the school to resolve the issue.
- On 02/25, the SRO investigated a possible child pornography case where two juveniles filmed themselves during a sexual act. This incident is still under investigation.

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

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
Encinal	Other	6	7	2	6	9	4	2	4	19	11	9	8	87
	Security	28	24	21	12	15	12	11	15	18	9	13	20	198
	Traffic	-	-	-	5	8	-	-	3	1	6	-	1	24
Knox School	Other	1	-	-	-	-	-	-	-	-	-	-	-	1
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Las Lomitas	Other	10	7	4	-	2	2	-	3	4	10	7	3	52
	Security	14	14	12	4	6	11	3	7	8	6	11	6	102
	Traffic	-	-	-	-	1	-	-	1	-	-	-	-	2
Laurel	Other	3	1	3	3	-	-	1	7	10	7	4	7	46
	Security	2	2	4	4	3	5	4	1	-	1	1	3	30
	Traffic	2	-	-	-	-	-	-	-	-	-	-	-	2
M-A HS	Other	35	39	36	26	30	21	12	34	64	63	41	35	436
	Security	16	21	30	13	12	15	13	18	27	20	15	16	216
	Traffic	-	-	1	1	1	-	-	1	-	1	-	-	5
Menlo College	Other	14	15	11	6	9	2	9	19	29	30	17	9	170
	Security	15	9	22	20	11	19	21	18	5	3	8	10	161
	Traffic	4	1	1	3	1	1	1	1	1	5	-	-	19
Menlo School	Other	3	1	3	1	-	1	3	2	3	3	6	2	28
	Security	7	3	5	6	2	3	2	5	3	3	5	3	47
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Sacred Heart	Other	6	-	3	2	4	5	6	5	9	7	8	4	59
	Security	3	1	4	-	-	1	1	1	-	1	2	2	16
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Adelante Selby	Other	-	3	3	-	3	2	-	4	8	13	5	-	41
	Security	23	24	13	17	12	21	18	17	22	19	22	22	230
	Traffic	1	1	-	2	2	-	-	1	-	2	-	1	10
<b>Total</b>		193	173	178	131	131	125	133	167	231	220	174	152	2,008

## 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 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	3:15	<4 minutes
Medium	157	4:31	<6 minutes
Low	323	5:55	<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
January	2025	5:33
December	2024	5:45
November	2024	5:50
October	2024	5:20
September	2024	4:50
August	2024	5:50

**Total Training Hours for the Reporting Period: 50.5 HOURS**

NAME	TRAINING/HOURS	DATES
Fong	Finding the Leader in You/16 hours	Feb 5 – 6
Cisco	RAP Sheet Interpretation/3.5 hours	Feb 18
Abarca	RAP Sheet Interpretation/3.5 hours	Feb 18
Tartour	RAP Sheet Interpretation/3.5 hours	Feb 18
Cisco	SLI Session 1 of 8/24 hours	Feb 27 – Mar 1

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

MONTH	OFFICER INITIATED ACTIVITY	CITATIONS
February	1,091	336
January	1,137	489
December	1,690	386
November	1,411	310
October	1,306	643
September	1,579	734

**Noise Ordinance Violations**

Month	Total Reports	Construction	Single-Family	School	Other	In Violation	Unable to Locate
Jan	5	0	2	0	3	1	1
Feb	5	0	4	0	1	0	2
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							

**Drone Use**

<b>Month</b>	<b>Total Deployments</b>	<b>Suspicious Person/Veh</b>	<b>Traffic Collision</b>	<b>Alarm</b>	<b>Training/Test</b>	<b>Other</b>
<b>Jan</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>7</b>	<b>1</b>
<b>Feb</b>	<b>23</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>15</b>	<b>1</b>
<b>Mar</b>						
<b>Apr</b>						
<b>May</b>						
<b>Jun</b>						
<b>Jul</b>						
<b>Aug</b>						
<b>Sep</b>						
<b>Oct</b>						
<b>Nov</b>						
<b>Dec</b>						

# Code Enforcement Activity Report

## Summary:



# Code Enforcement

## February 2025 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 Officers are 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	February Totals
New Cases	101
Closed Cases	76
Inspections	408
Notices Written	4
Citations	16
Courtesy Letters	24
Fines Issued	\$ 10,700

