



# 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.

# 2024 Workplan Update

## 4th Quarter Update - December 2024

The City Council has adopted six (6) broad Goal Areas. Each of these Goal Areas have subcategories of projects and/or objectives. The following is an Update Summary of the timeframe and status of the project area and any associated UPDATE for the Quarter.

### Goal Area >>> Maintain Fiscal Transparency

#### Fiscal Sustainability

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>Adopt a Balanced Budget</b>	Annual	All
Q4   Preparing the mid-year Budget Report for February 2025		
<b>Prepare and Present Annual Audit</b>	Annual	Finance
Q4   Currently finalizing audit review items for draft report by year end		
<b>Review Long-Term Debt (Borrowing)</b>	Spring 2025	City Manager's Office/Finance
Q4   June 2025 the Town will have a Call Option on the COP		
<b>Review Unfunded Actuarial Liability (PERS)</b>	Spring 2025	City Manager's Office/Finance
Q4   Finance Subcommittee finalizing Report/Review – due end of CY 2024		
<b>Review Post Employment Benefits (OPEB)</b>	FY 2024/25	City Manager's Office/Finance
Q4   GOVInvest is finalizing the FY 24 OPEB Actuarial, due end of November		
<b>Investigate Diversification of Revenues</b>		City Manager's Office/Finance
Q4		
<b>Management of Overtime</b>	Annual	Police Department/Finance/City Manager's Office
Q4   CM/PD review of overtime (November)		
<b>Consider Reduction in Franchise Fee Revenue (Refuse)</b>	Annual	City Manager's Office/Finance
Q4   November 2024, Council action to reduce Franchise Fee (Jan 1, 2025) to 5%. Proposition 218 process pending to adjust rates for full-cost recovery		

#### Communications & Engagement

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>OpenGOV Portal Updates &amp; Stories</b>	Ongoing	City Manager's Office/Finance
Q4   Finance Director attended OpenGov Workshop to learn more about production and stories; ETA for new stories and integrations – end of CY 2024. Admin staff will provide support to Finance with this project that will include engagement of Management Analyst and Admin Intern to integrate the “stories” tool.		

### Goal Area >>> Preserve Small Town Character & Quality of Life

#### Quality of Life

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>Noise Enforcement</b>	Ongoing	Police Department
Q4   developing Noise Enforcement data table for monthly report & annual report		
<b>Parking Enforcement</b>	Ongoing	Police Department
Q4   TBPAC reviewing permit and hourly parking near Town Center @ December meeting		
<b>Code Enforcement</b>	Ongoing	Police Department
Q4   In partnership with the City Attorney's Office and Code Enforcement, Admin staff are working to develop an internal process to manage appeals that result in Administrative Hearings.		
<b>Burglaries &amp; Crime Prevention</b>	Ongoing	Police Department
Q4   enhanced deployment during holiday season		
<b>Drone Program</b>	Ongoing	Police Department
Q4   installed new drone landing garage on top of PD ancillary building		
<b>K9 Program</b>	Ongoing	Police Department
Q4		
<b>Directed Enforcement Activities</b>	Ongoing	Police Department
Q4		
<b>Access Improvements / Town Services</b>	Ongoing	City Manager's Office/All
Q4		
<b>Cultural Arts (Art in Public Spaces Program)</b>	Ongoing	City Manager's Office/Public Works
Q4   completed lighting improvements for the Library Toad sculpture and coordinated pickup of the “Celebration” sculpture for future installation. Staff initiated design and purchase of signage for the new sculpture and is working with the donor on installation requirements.		
<b>Park Maintenance</b>	Ongoing	Public Works
Q4   Ongoing efforts in the park include maintaining park grounds, 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.		
<b>Town Cleanliness &amp; Safety</b>	Ongoing	Public Works
Q4   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.		

#### Land Use, Planning & Building

Project/Objective	Target Completion (If Applicable)	Departments Responsible
-------------------	-----------------------------------	-------------------------

# 2024 Workplan Update

## 4th Quarter Update - December 2024

<b>6th Cycle Housing Element</b>	Spring 2025	Planning
<b>Q4</b>	submitted to HCD in October; anticipate feedback in December 2024	
<b>Public Workshops and Engagement</b>	Annual	Planning/Building
<b>Q4</b>	hosted Fall ADU Mixer in November	
<b>Zoning Enforcement</b>	Ongoing	Planning
<b>Q4</b>		
<b>ADU Program - Tracking &amp; Registry</b>	Ongoing	Planning/Building/City Manager's Office
<b>Q4</b>	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.	
<b>Safety Element</b>	Spring 2025	Planning/Police Department/Public Works
<b>Q4</b>	working toward updates for the Safety Element (General Plan) to bring Element into compliance with State law and address new environmental hazards	
<b>SB9 Program &amp; Tracking</b>	Ongoing	Planning/Building/City Manager's Office
<b>Q4</b>	Developing SB9 Public Workshop for January 2025	
<b>Multi-Family Project Planning</b>	Ongoing	Planning
<b>Q4</b>		
<b>PFS Multi-Family Solutions</b>	Ongoing	Planning
<b>Q4</b>		
<b>ADU Online Portal / Plans</b>	Jan-25	Planning/Building/City Manager's Office
<b>Q4</b>	ADU Resource Center online at County, Town is a participant; local online portal will include pre-approved plans that are site-agnostic. Assisting with Building and Planning to develop Town web pages with access to relevant information and resources.	
<b>Code Updates</b>	Jun-25	Planning/Building
<b>Q4</b>	reviewing ADU Ordinance for necessary cleanup due to State law changes; reviewing Mills Act code for revisions; reviewing HTO for changes related to redwood trees (Planning Commission) and appeal processing; reviewing CEC and CalGreen for 2025 Code Updates (prescriptive measures for solar pool heating, heat pump requirements, high performance windows/walls, spacer and water heating requirements, HVAC performance, and AC replacements; for Multifamily – improving mandatory requirements for insulation, fenestration, water piping insulation, and electric readiness requirements + EV charging and bicycle parking requirements.	
<b>Process Improvements</b>	Ongoing	Finance
<b>Q4</b>	developing pre-construction meeting format and requirements for January 2025	

## Goal Area >>>

## Manage Circulation & Improve Safety - Investments in the Future

### Public Infrastructure Projects

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>Facilities</b>	Ongoing	Public Works
<b>Q4</b>	staff is working to replace the inside components of several lobby lights in the Town Center due to their failure.	
<b>ADA Transition Planning</b>	Ongoing	Public Works
<b>Q4</b>		
<b>Town Center Sign Repair</b>	Dec-24	Public Works
<b>Q4</b>	contractor onsite to begin work on sign repair. ETA December 2024. Letter replacement has extended lead time.	
<b>Tree Canopy</b>	Dec-24	Public Works
<b>Q4</b>	West Coast Arborists (WCA) is trimming 170+ Town-maintained trees throughout the Town on medians and rights of way. This includes trees along Middlefield, Lindenwood medians, Town Center and the Park. Several trees were removed and slated for replacement. Caltrain contractor has initiated installation of mitigation trees in the Town Center and along Middlefield Road.	
<b>ECR Landscape Enhancements</b>	Dec-24	Public Works
<b>Q4</b>	staff is coordinating an agreement with Caltrain regarding the installation and maintenance of new trees along ECR. Staff is working with Brightview to identify solutions for landscape irrigation in preparation of the installation of trees provided/funded by Caltrain.	
<b>Train Station Renovation Project</b>	Dec-24	Public Works
<b>Q4</b>	Contractor is working to complete the project for turnover to the Town. Outstanding items include completion of remaining electrical work, ADA pushbutton installation and door operation, addressing paint cracks and other minor issues. Turnover is anticipated by early December, weather permitting.	
<b>Train Station Museum Project</b>	Spring 2025	City Manager's Office/Public Works
<b>Q4</b>	Staff is investigating ventilation solutions for the station building; heat in the space has resulted in peeling laminate; anticipated turnover from the contractor is early December, weather permitting.	
<b>EV Charging Stations</b>	Spring 2025	City Manager's Office/Public Works
<b>Q4</b>	staff is working with PCE Grant to secure bids for EV stations @ Park and PD Parking area. Admin Management Analyst is working collaboratively with PW to hand-off EV stations at the park to PW Management Analyst.	
<b>City Hall Solar Project</b>	December 2024 & Spring 2025	Public Works
<b>Q4</b>	Solar project is anticipated to complete in early December 2024, weather permitting. PG&E connectivity and activation is anticipated in February/March 2025.	
<b>Generator Backup Update</b>	Feb-25	Public Works
<b>Q4</b>	contracts finalized with vendor; Permit plan design was initiated with permitting anticipated in December 2024. Work will begin following permit approval with a 6- to 8-week timeline for completion.	
<b>AT&amp;T Facilities @ Town Hall</b>	Jan-25	Public Works
<b>Q4</b>	AT&T is finalizing the below-grade vault in the Town Center Parking Lot; once complete, AT&T will finalize will pulls and transfer all connections to the portable buildings. After this work completes, AT&T will pull all temporary wires, poles and infrastructure.	

### Master Plans and Plan Projects

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>PARK - Park Event &amp; Facilities Management Review</b>	Ongoing	Public Works



# 2024 Workplan Update

## 4th Quarter Update - December 2024

<b>Q4</b>	No responses to the most recent solicitation for vendor and rental management at the park. Event management is currently staff by a temporary agency that continues to have challenges maintaining consistent staffing. Staff is evaluating options.		
<b>PARK - Pickleball Program</b>		Ongoing	Public Works
<b>Q4</b>	Reservation system is updated to reflect newly approved hours. Court signage has been updated. Staff is working to update the website in December to reflect current status of the Program.		
<b>PARK - Playground</b>		Oct-25	Public Works
<b>Q4</b>	The Park & Recreation Committee reviewed the two alternatives and provided a recommendation to Council. The Council heard the presentation(s) in December and continued the item to the January Regular Meeting for further discussion after providing direction to staff.		
<b>DRAINAGE - Channel Project</b>		Fall 2025	Public Works
<b>Q4</b>	Engineering walkthroughs have been completed for the site and the vendor is now working up solutions. It is anticipated that a preliminary plan (10%) will be reviewed by staff in December 2024.		
<b>DRAINAGE - El Camino Real</b>		Fall 2025	Public Works
<b>Q4</b>	Initial survey data is complete, and preliminary solutions are being developed. It is anticipated that preliminary solutions will be presented to the Council for discussion at the January Regular Meeting.		
<b>BIKE/PED - Master Plan Refresh</b>		Spring 2025	Public Works
<b>Q4</b>	Staff has contracted with M-Group for Project Management. One proposal was received for the Project and staff/M-Group are negotiating scope and fee parameters with the consultant. This will return to Council at a future meeting for award.		
<b>BIKE/PED - Bicycle Lanes on Selby Lane</b>		October 2025	Public Works
<b>Q4</b>	Discussion on bicycle lane alternatives for Selby Lane scheduled for December TBPS meeting.		
<b>ROADS - Pavement Projects</b>		Summer 2025	Public Works
<b>Q4</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.		
<b>ROADS - Alameda Corridor Project</b>		Mar-26	Public Works
<b>Q4</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.		
<b>ROADS - El Camino Real Corridor Project</b>		Jun-30	Public Works
<b>Q4</b>	Council input received at November Study Session regarding alternatives for additional public engagement.		
<b>ROADS - Annual Bridge Inspection Program</b>		Annual	Public Works
<b>Q4</b>	will coordinate inspections of Town bridges in Spring 2025.		
<b>ROADS - Sidewalk Inspection &amp; Repair</b>		Annual	Public Works
<b>Q4</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.		

### Bicycle, Pedestrian and Traffic Safety

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>Speed Humps</b>	Ongoing	Police Department/Public Works
<b>Q4</b>	MCE installed speed humps on Watkins Avenue and is currently working on Storm Preparation Measures. Once complete MCE will shift to installation of speed humps at selected locations on Encinal, Selby and Stockbridge as weather and other activities permit. Maple Avenue speed hump request and discussion of parking concerns will be processed via the TBPS	
<b>Intersection Signalization</b>	Jun-25	Police Department/Public Works
<b>Q4</b>	signalization projects via the PCEP with Caltrain mitigation is presently in the scoping phase	
<b>Fair Oaks Crosswalk</b>	Dec-24	Public Works
<b>Q4</b>	Project is substantially complete. Staff is working with the contractor to repair damaged curb drain and complete punch list items	
<b>HAWK Beacon Projects</b>	Ongoing	Public Works
<b>Q4</b>	None Planned	
<b>Directed Enforcement</b>	Ongoing	Police Department/Public Works
<b>Q4</b>		

## Goal Area >>>

## Strengthen Community Engagement & Transparency

### Community Engagement

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>Town Hall &amp; Issue Workshops</b>	Annual	City Manager's Office
<b>Q4</b>		
<b>Community Survey</b>	Mar-25	City Manager's Office
<b>Q4</b>	Committee reviewing draft of survey in December. ETA for final survey January 2025	
<b>Senior Task Force</b>	Ongoing	City Manager's Office
<b>Q4</b>	Task Force made a presentation to City Council in December 2024; based on Council feedback staff will provide identified support to the Task Force. Staff will include events, programs, and updates in Town communication channels	
<b>Monthly Matters Newsletter</b>	Monthly	City Manager's Office
<b>Q4</b>	Writing production for mid-December (pre-Holiday) release	
<b>That's A Wrap Newsletter</b>	Monthly	City Manager's Office
<b>Q4</b>	Release to follow December Regular Meeting	
<b>Athertonian Newsletter</b>	Quarterly	City Manager's Office/All
<b>Q4</b>	Winter edition Athertonian planning is underway; an outline has been developed and content assignments established.	
<b>Town Banner Program</b>	Monthly	City Manager's Office/Public Works

# 2024 Workplan Update

## 4th Quarter Update - December 2024

<b>Q4</b>	PW replaced various banners and is coordinating with ADMIN on installation of Holiday Banners and Committee banners, once designed	
<b>Community Partner Engagement</b>	Ongoing	City Manager's Office/All
<b>Q4</b>		

### Social Media

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>Town Website</b>	Ongoing	City Manager's Office
<b>Q4</b>	Updating website for Senior Resources and various Departmental Updates	
<b>Website Communications (News Flashes, etc.)</b>	Ongoing	City Manager's Office/All
<b>Q4</b>		
<b>X/Formerly Twitter</b>	Ongoing	City Manager's Office
<b>Q4</b>		
<b>NextDoor</b>	Ongoing	City Manager's Office
<b>Q4</b>		
<b>Instagram</b>	Ongoing	City Manager's Office
<b>Q4</b>		

### Community Events & Activities

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>Earth Day</b>	April - Annual	City Manager's Office
<b>Q4</b>	Planning is underway for the April 27, 2025 Earth Day event. Updates have been presented to the EPC and City Council (Nov. 2024). Staff continues progress with reaching out to community groups, schools, and other stakeholders for the event to confirm attendance and participation. Regular updates are provided to the EPC.	
<b>Halloween Event</b>	October - Annual	Police Department/City Manager's Office
<b>Q4</b>	Hosted event in October 2024	
<b>Arbor Day</b>	April - Annual	Public Works
<b>Q4</b>	Volunteer Arbor Day event is tentatively scheduled for Friday, April 25, 2025. Arborist and PW Maintenance Management will coordinate pre-event excavation of tree wells to facilitate volunteer installation	
<b>Holiday Tree Lighting</b>	December - Annual	City Manager's Office
<b>Q4</b>	Planning underway for event on Friday, December 13. Vendors have been selected. Santa and helpers have been selected. Outdoor tree is up and decorated on the Deck for the tree lighting and kid's activity supplies have been ordered.	
<b>Volunteer Holiday Party</b>	December - Annual	City Manager's Office
<b>Q4</b>	Annual Volunteer Holiday Party event planned for December 18. Invitations have been sent and the catering vendor (Catered TOO) has been confirmed.	
<b>Public Safety Open House</b>	May - Annual	Police Department
<b>Q4</b>		
<b>Shred-It, Compost, E-Waste &amp; Recycling Event</b>	April - Annual	City Manager's Office
<b>Q4</b>	Vendor engagement has begun for Spring 2025 event - dates TBD	
<b>Community Safety Meeting</b>	Spring / Fall - Annual	Police Department
<b>Q4</b>	hosted Fall safety meeting in November 2024	
<b>Summer Concerts</b>	Summer - Annual	City Manager's Office
<b>Q4</b>		
<b>Summer Movie</b>	Summer - Annual	City Manager's Office
<b>Q4</b>		
<b>National Night Out</b>	August - Annual	Police Department
<b>Q4</b>		
<b>ADAPT/RVP Annual Dinner</b>	November - Annual	Police Department
<b>Q4</b>	hosted annual dinner in November 2024	
<b>Coffee with a Cop</b>	December - Annual	Police Department
<b>Q4</b>	hosted Coffee with a Cop in October 2024	
<b>Shop with a Cop</b>	December - Annual	Police Department
<b>Q4</b>	PD planning Shop with a Cop for December 2024	
<b>Annual Toy Drive</b>	December - Annual	Police Department
<b>Q4</b>	PD planning Annual Toy Drive for early December 2024	
<b>Bicycle Rodeo</b>	September - Annual	Police Department
<b>Q4</b>		

### Goal Area >>>

### Be Forward Thinkjng, Well-Managed & Well-Planned

### Sustainability & Climate Change

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>Implementation of Climate Action Plan</b>	Ongoing	City Manager's Office
<b>Q4</b>	Initiating Annual Review of CAP. The CAP Dashboard has been updated with the 2019 GHG Inventory and is available for public engagement online.	
<b>Green Building Codes</b>	Mar-25	City Manager's Office/Building Department
<b>Q4</b>	The Reach Code Ordinance amendment is underway and is expected to be presented to Council for 1st Reading in December. The Builder's Roundtable provided feedback to staff during a recent meeting and subsequent communication.	
<b>SB 1383 Compliance</b>	Ongoing	City Manager's Office
<b>Q4</b>	Staff has submitted quarterly reports to CalRecycle for compliancy review under the OWR4 Grant that is assisting the Town in meeting its SB 1383 requirements. Free compost continues at the park.	

# 2024 Workplan Update

## 4th Quarter Update - December 2024

<b>Leaf Blower Rebate/Gas Leaf Blower Ban</b>	Ongoing	City Manager's Office
<b>Q4</b>	The Electric Leaf Blower Rebate Program continues to be a success and well used. For FY 2024/25, there are approximately 50 of 100 rebates remaining.	
<b>REACH Codes &amp; Electric Readiness</b>	Mar-25	City Manager's Office
<b>Q4</b>	Electric readiness code set for 1st Reading to Council in December 2024	
<b>Edible Food Recovery Program/Food Generator Monitoring</b>	Annual	City Manager's Office
<b>Q4</b>	Staff has confirmed Mademoiselle Colette's is exempt from the Edible Food Recovery requirements due to their building footprint. Menlo Circus Club and the private schools are monitored and enforced via staff through the County. The Town is engaged with the County and made aware of any violations within our jurisdiction.	
<b>Electrify Fleet</b>	Ongoing	City Manager's Office/Police Department
<b>Q4</b>	New EV cars for PD to arrive by end of CY 2025; 2 new hybrid vehicles and 2 all electric vehicles	
<b>Staff Report Integration</b>	Ongoing	City Manager's Office
<b>Q4</b>	staff is working to integrate CAP finding into staff reports	

### Town Operations

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>Succession Planning</b>	Ongoing	City Manager's Office
<b>Q4</b>		
<b>Internship Program</b>	Summer - Annual	City Manager's Office
<b>Q4</b>	Internship program will launch in early 2025. Flyers will be developed and posted/connected with local schools and colleges.	
<b>Management Analyst Program</b>	Ongoing	City Manager's Office
<b>Q4</b>	There are three mid-level analysts within the Town's structure. One in Admin, one in Public Works and one in PD. The PD analyst will be onboarded in January 2025. Once all three are on board staff will begin a mid-level management program to develop responsibilities, roles, and programs for these mid-level managers within the organization.	
<b>Cyber Security</b>	Ongoing	City Manager's Office
<b>Q4</b>	IT has been ensuring that multi-factor authentication is implemented Townwide, especially within the Police Department. IT has been penetration and intrusion testing with Cylance. Phishing and other cyber-attack detection software is ongoing.	
<b>Employee Wellness</b>	Ongoing	City Manager's Office
<b>Q4</b>	Open Enrollment Wellness messages will be rolled out in December. These are done twice per year. The Employee Assistance Program will host a "lunch and learn" session in early 2025. There will also be vendors that will provide staff with training public speaking, and meeting facilitation.	
<b>Cross-Departmental Collaboration</b>	Ongoing	City Manager's Office/All
<b>Q4</b>	Planning and Building have been collaborating on a variety of processes to prevent future issues related to the plan review and approval process. The City Manager's Office and PD are working to ensure certain community information is shared broadly. PD have been granted access to Vista Social, where they can draft and prepare their own social media content and posts, which would get approved for release by the City Manager's Office. To date, the City Manager's Office has exclusively developed content, but with the onboarding of the new MA we anticipate getting more involvement from PD.	
<b>Document Management (Laserfiche)</b>	Jun-25	City Manager's Office/All
<b>Q4</b>	Initial meetings with Department Heads will take place in early January 2025.	
<b>Public Facing Connections (PD, Admin, CD)</b>	Ongoing	City Manager's Office/All
<b>Q4</b>		
<b>Labor Negotiations</b>	Fall 2026	City Manager's Office
<b>Q4</b>	MOU expires June 2027; negotiations begin Fall 2026	
<b>Required Trainings (AB 1234, Sexual Harassment Prevention, Supervisory Training, Brown Act, ETC.)</b>	Ongoing	City Manager's Office/All
<b>Q4</b>	Brown Act refresher scheduled for December 2024; There will be additional trainings scheduled for early 2025 for staff, elected officials, and appointed committee members.	
<b>IT Infrastructure</b>	Ongoing	City Manager's Office
<b>Q4</b>	Update to the PDs Alarm Monitoring System for IP-capable transceiver scheduled for mid-year budget add of \$63k; Staff is investigating upgrading the Town phone systems, there may be some cost saving options, with monthly/annual costs and maintenance needs. Infinity would become our maintenance provider, and we would shed CMS. 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 pre holiday once initial prompts have been instituted. In mid 2025, the Town website will transition to ".gov" from our current domain. We had an issue verifying some information with the federal agency that oversees this	

### Goal Area >>>

### Emergency Preparedness - Be Prepared

#### Law Enforcement

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>Emergency Response</b>	Ongoing	City Manager's Office/All
<b>Q4</b>		
<b>Departmental Training &amp; Compliance</b>	Ongoing	Police Department
<b>Q4</b>	Training Reports provided within the Monthly Departmental Reports	
<b>Annual Program Audits</b>	Annual	Police Department
<b>Q4</b>	City Manager is reviewing the Annual Audit Reports produced in December 2024	

#### Fire

Project/Objective	Target Completion (If Applicable)	Departments Responsible
<b>Evacuation Planning &amp; Studies</b>	Ongoing	Fire/Police Department
<b>Q4</b>		
<b>Local Responsibility Area (LRA) - Fire Hazard Zone Updates</b>	Ongoing	Planning/Police Department/Fire
<b>Q4</b>	Working with Menlo Fire to update the LRA requirements to bring them in line with State law - Spring 2025	

#### Communications

## 2024 Workplan Update

### 4th Quarter Update - December 2024

Project/Objective	Target Completion (If Applicable)	Departments Responsible
Community Education	Ongoing	City Manager's Office/Police Department
Q4 PD hosted Annual Communications Drill with ADAPT and HAM Radio Operators		
Disaster Communications	Ongoing	Police Department
Q4 Recent communications tested during Tsunami Warning in early December		

#### Disaster Preparedness

Project/Objective	Target Completion (If Applicable)	Departments Responsible
Host Annual Community Preparedness Drill	Fall	Police Department
Q4 PD hosted Annual Communications Drill with ADAPT and HAM Radio Operators		
Collaborate with ADAPT	Ongoing	Police Department
Q4		
Winter Storm Preparedness Activities	Fall	Public Works
Q4		
Required Training (ICS/NIMS)	Ongoing	Police Department
Q4 PD working on streamlined training handout for staff and elected officials - most training is online via DHS/FEMA		





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 44 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 Town is currently at 95% staffing. The Police Department has conditional offers extended to a Management Analyst and Sergeant pending completed background examinations. The Public Works Department onboarded Ben Talavera in late November. The City Manager Office extended an offer to Michael Gallagher for the Receptionist position for a start date of January 1, 2025.

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

#### **City Council Reorganization**

City Council Reorganization will take place at this evening's meeting. Council will welcome the reappointment of incumbent Councilmembers Elizabeth Lewis and Diana Hawkins-Manuelian to serve on Council and welcome the newly appointed Mayor and Vice Mayor after the selection process is complete.



#### **Halloween 2024**

The event was a huge success thanks in large part to the work of staff at the Police Department, City Manager's Office, Atherton Library and Friends of the Library and Atherton Residents for joining us and donating resources.



## **IT Systems & Activities**

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

- IT Special Projects:
  - Performed new-hire onboarding work for Public Works Management Analyst
  - Continued work related to the Town Historical Train Museum including cabling and internal camera installation assessment with Verkada

- Assisted with Police Department Drone installation that included firmware fixes and data line creation.
- Performed maintenance on Holbrook-Palmer Park cameras experiencing errors.
- Performed network changes for Town Hall Solor project and reassigned CDHP to static and created new VLAN.
- Cybersecurity and server routine maintenance including report generation for ESET and Cylance and Performed cyber security status check with vendor.
- Performed urgent maintenance to restore RIMS due to an outage at the Police Department.

### **Emergency Management**

The San Mateo Operational Area Emergency Services Council (ESC) approved changes to the Joint Power Agreement (JPA) at their September 2024 meeting, which the Town is a part of. The changes include:

- Standardizing nomenclature.
- Updating agreement language; and
- Clarifying and defining the roles of the ESC, the ESC Finance Committee, and the Department of Emergency Management

The Council will be considering the adoption of the updated JPA at the December 18, 2024, meeting.

The Bay Area Urban Area Security Initiative will conduct a tabletop exercise in Redwood City on Tuesday, January 28, 2025. This exercise will focus on the partnership between San Mateo County Community-Based Organizations (CBOs) and local government, and how we can better partner to serve CBO Clients and communities during a Winter Storm emergency scenario. Staff will plan to participate.

### **ADU Updates**

The Town's Building Department are developing a resource page to provide information on building Accessory Dwelling Units in Town. Those resources include the Association of Bay Area Governments – Second Unit Resource Center. To learn more visit <https://seconduitcentersmc.org/>.

### **ADU Mixer Recap – Thursday, November 14, 2024**

On Thursday evening, staff hosted an ADU Mixer that drew over 45 attendees, including residents (potential providers), home seekers, and other interested parties. The event featured an overview of ADU development and a brief Q&A session, but the highlight was a presentation from HIP Housing.

A key moment of the evening was the introduction of an Atherton resident who had utilized HIP Housing's services to find a tenant. While the homeowner, a former Parks & Recreation



Commission member, shared only brief remarks, his daughter spoke in detail about their positive experience with the HIP process. She emphasized the ease of navigating the program and the reassurance of having a trusted tenant living with her elderly parent—not as a caregiver



### **Sustainability Activities**

The current sustainability projects and activities are:

1. Environmental Programs Committee
  - a. The EPC Chair and Committee Liaison has met with staff to work on 2025 goals planning.
2. Waste Reduction
  - a. GreenWaste Recovery Franchise Agreement, second amendment was approved in November by Council.
  - b. Facility Tour Planning for Jan/February

Staff is working with GreenWaste to schedule a facility tour for the EPC in early 2025, likely January or February. If any members of the council would like to join, please contact Christabel at [Csoria-mendoza@ci.atherton.ca.us](mailto:Csoria-mendoza@ci.atherton.ca.us)

d. Compost Pile

The Compost pile continues to be a free and well used product offered at Holbrook Palmer Park and was recently restocked with a 30 foot cubic bin.

e. CalRecycle Reporting| E-Annual Report (EAR)

The EAR was submitted and CalRecycle confirmed there are no follow up questions at this time.

3. Electric Leaf Blower Program

**As of November 2024, the Town has given over \$12,500 in rebates for an average of \$243 per household. There is just over \$12,000 remaining for FY24-25 program.**

We continue to encourage residents who haven't yet taken advantage of this offer to do so, as the rebates are available on a first-come, first-served basis until the funds are depleted. Based on some of the residents' feedback, folks are concerned that the battery life of electric leaf blowers won't keep up with Atherton acre+ lot/s and adds stress and labor onto their landscapers.

4. **Refuse & Recycling Subcommittee**

Staff met with the standing committee to review and discuss options to offset rate increases, which went to City Council for review and approval in November 2024.

5. **Climate Action Plan Dashboard**

Staff met with KLA to discuss 2025 goals and objectives to promote the use of the dashboard and discuss ideas to engage residents more broadly.

There is a plan in place to identify residents that would like to showcase electric ready infrastructure within their homes to be showcased on the Climate Action Dashboard and distributed through Town social media channels.

6. **RICAPS Meetings**

**RICAPS End-of-Year Meeting Recap**

Last Tuesday, I participated in the final RICAPS (Regionally Integrated Climate Action Planning Support) meeting of the year at the new all-electric Burlingame Community Center! The meeting brought together sustainability staff from across San Mateo County, along with partners from SamTrans and Peninsula Clean Energy, to reflect on our collective achievements in 2024, assess progress on emissions reductions, and chart a collaborative path forward for 2025.



During the workshop, the group celebrated successes, reviewed emissions data, and identified priority areas for next year's climate action efforts. Key focus areas for 2025 will include:

- Electric Vehicle Charging: Expanding access to EV infrastructure countywide.
- Mode Shift: Encouraging active and sustainable transportation options to reduce single-occupancy vehicle trips.
- Building Electrification: Supporting the transition from fossil fuel-based systems to cleaner electric alternatives.

To advance these priorities, RICAPS plans to create focused implementation groups to develop and coordinate specific projects within these sectors.

### **Looking Ahead to 2025**

RICAPS will introduce a refreshed meeting structure next year:

- Monthly Meetings: These virtual meetings will prioritize updates from jurisdictional staff and agency partners, fostering regular information-sharing and collaboration.
- Quarterly In-Person Convenings: These sessions will feature guest speakers, updates from the new implementation groups, and hands-on workshops to co-develop projects.
- These changes aim to enhance connectivity and deepen collaboration across jurisdictions, driving effective climate action informed by shared learning and innovative strategies. I look forward to continuing to engage in this important work with my regional colleagues.

### **Sustainability Tour with Sustainable Future Outdoor Academy (SFOA)**

Staff welcomed 35 middle school students from the Sustainable Futures Outdoor Academy (SFOA) for a sustainability tour of the Town Center. SFOA, dedicated to educating youth about sustainable living and green careers, organizes hands-on field trips to inspire the next generation. During the tour, staff showcased the all-electric campus, explained the solar panel installation and its benefits, highlighted drought-resistant landscaping and bioswales for stormwater management, and detailed how the Town Center buildings were designed to reduce energy consumption. Students also learned about the use of recycled materials, repurposed spaces, and the creation of expanded outdoor areas for community enjoyment.

### **Building Electrification**

#### **1. REACH Code Update**

The Town of Atherton first reading and introduction of the Reach Code Update will be heard at the December 18, 2024, meeting. This version was introduced to the Builders Roundtable and the version before council includes feedback and input from that group of stakeholders.

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

The Winter Athertonian Edition is currently in the development phase with a target deliver to homes date in late January. The Town will have updates on Police Department programs and year end reviews of a variety of Capital Improvement Projects completed and ongoing.

There are currently 6 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 November 1 to November 30. Impressions refer to the number of reactions, views, comments, shares, and reposts of Town-generated content.

<b>Platform</b>	<b>Number of followers</b>	<b>Impressions or Accounts Reached</b>
Twitter/X	7 new followers, a total of 705 followers	175 impressions (10% decrease from October)
Instagram	8 new followers, a total of 1,421 followers	461 accounts reached (20 % increase from October)
Facebook	2 new followers, total of 590 followers	2.7K reach (10 % decrease from October)
NextDoor	10 new members, a total of 5,265 members, and 2,358 households claimed	150 impressions (10 % decrease from October)

Town website subscriber group:

<b>Distribution List</b>	<b>Subscribers</b>
Atherton Online	1,652
News Flash (CM & PD)	1,566 & 1,567
Alert Center (CM & PD)	1,358 & 1,488
Calendar (Meetings)	1,572

- Website Analytics:
  - November 1 – November 30: 8,600 Users
  - Last 7 Days Total Page Views: 5,125
    - News Flash – Police Department = 89
    - City Manager Monthly Report = 55

- Committee Vacancies = 25
- YouTube Analytics
  - 338 Subscribers (4 new in the last 30 days)
  - 1016 Videos

## Newsflashes

### 1. News Flashes

Our focus on public information and social media engagement continues to strengthen connections with residents and the broader public.

Recently, we've shared several important updates, including:

- Community events (ADU Mixer and Holiday Events)
- Police department updates, such as community safety measures and upcoming events.

These newsflashes offer formal and precise communication to residents about ongoing developments and priorities in town.

### 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.

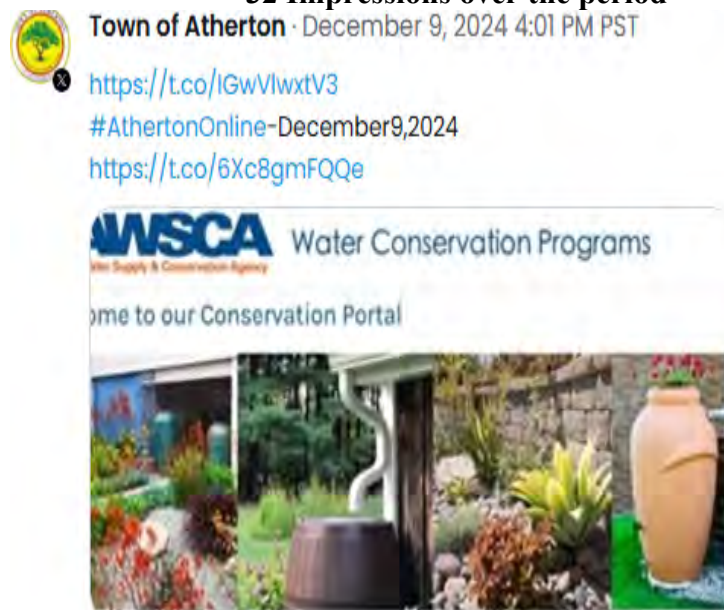
Through social media, we've been able to promote:

- Upcoming events
- General community updates
- Emergency preparedness
- Climate Action Plan and Dashboard related
- Fun and informative posts that encourage residents to stay connected with town activities

### 142 Impressions over the period



### 32 Impressions over the period





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 – 5*

*% of Year Complete – 41.6%*

	<b>Budget</b>	<b>Revenue</b>	<b>% Received</b>
Park Program	\$ 115,000	\$ 33,780	29%
Planning Permits	\$ 850,300	\$ 205,820	24%
Business Licenses	\$ 290,000	\$ 228,398	79%
Police	\$ 368,861	\$ 341,519	93%
Sales Taxes	\$ 442,400	\$ 218,207	49%
Miscellaneous	\$ 1,150,096	\$ 286,499	25%
Public Works	\$ 659,700	\$ 202,049	31%
Franchise Fees	\$ 1,076,000	\$ 150,403	14%
Building Permits	\$ 2,203,280	\$ 1,011,796	46%
Property Taxes	\$ 15,845,385	\$ 3,175,839	20%
<b>Total</b>	<b>\$ 23,001,022</b>	<b>\$ 5,854,310</b>	<b>25.45%</b>

	<b>Budget</b>	<b>Expenditures</b>	<b>% Received</b>
City Council	\$ 66,615	\$ 10,276	15.4%
Administration	\$ 1,400,943	\$ 590,733	42.2%
City Attorney	\$ 310,000	\$ 57,752	18.6%
Finance	\$ 882,763	\$ 426,131	48.2%
Planning	\$ 1,426,970	\$ 556,421	38.9%
Building	\$ 1,659,166	\$ 771,007	46.5%
Interdepartmental	\$ 1,172,460	\$ 489,035	41.7%
Police	\$ 10,171,871	\$ 4,796,536	47.1%
Public Works	\$ 3,683,887	\$ 1,070,459	29%
<b>Total</b>	<b>\$ 20,774,676</b>	<b>\$ 8,768,350</b>	<b>42.2%</b>



The Public Works Department consists of a Public Works Director, Maintenance Manager, Associate Engineer, Town Arborist, Office Specialist and Management Analyst. 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
January 24	38	6	12
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
<b>November 24</b>	<b>60</b>	<b>18</b>	<b>6</b>
December 24			
January 25			
<b>Total</b>	<b>236</b>	<b>41</b>	<b>53</b>



## **Services Requests**

- Banner installation on Middlefield Road at Marsh Drive
- Catch basin cleaning (Various Locations)
- Removal of courtyard umbrellas at the Town Center and Library
- Clearing of the Atherton Channel at Elena Avenue
- Atherton Channel crack repair at Elena Avenue
- Installation of new eye wash station at PW Corporation yard
- Cleaning of Library roof and gutters
- Holbrook Palmer Park playground restroom pump repair and cleanup
- Holbrook Palmer Park playschool sewer line clearing and cleanup
- Holbrook Palmer Park Tennis court gate repair
- Holbrook Palmer Park bottle filling station/water fountain installation
- Town Center Christmas tree installation coordination
- Police Department door repair
- Police Department gate repair
- El Camino Real soundwall repair between Selby Lane and 5<sup>th</sup> Avenue
- El Camino Real drainage ditch clearing near Selby Lane
- El Camino Real drainage ditch clearing near Stockbridge Avenue
- Setup for Coffee talk at Library
- Vegetation trimming along Station Lane
- Vegetation trimming (signage) along El Camino Real
- Vegetation trimming (signage) along Middlefield Road
- Storm drain line flushing with Vactor truck (Various Locations)

## **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 Middlefield Road



## Atherton Channel Clearing at Elena Avenue



## Atherton Channel Crack Repair at Elena Avenue

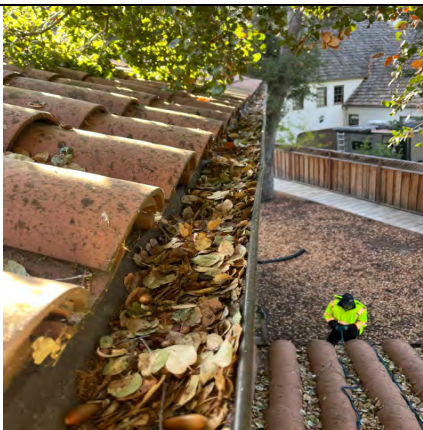




**Eye Wash Station at Corporation yard**



**Library Roof and Gutter Cleaning**



**Holbrook Palmer Park Water Fountain Installation**

*Before*



*After*





## Storm Draing Flushing with Vactor Truck



## El Camino Real Soundwall Repair

*Before*



*After*





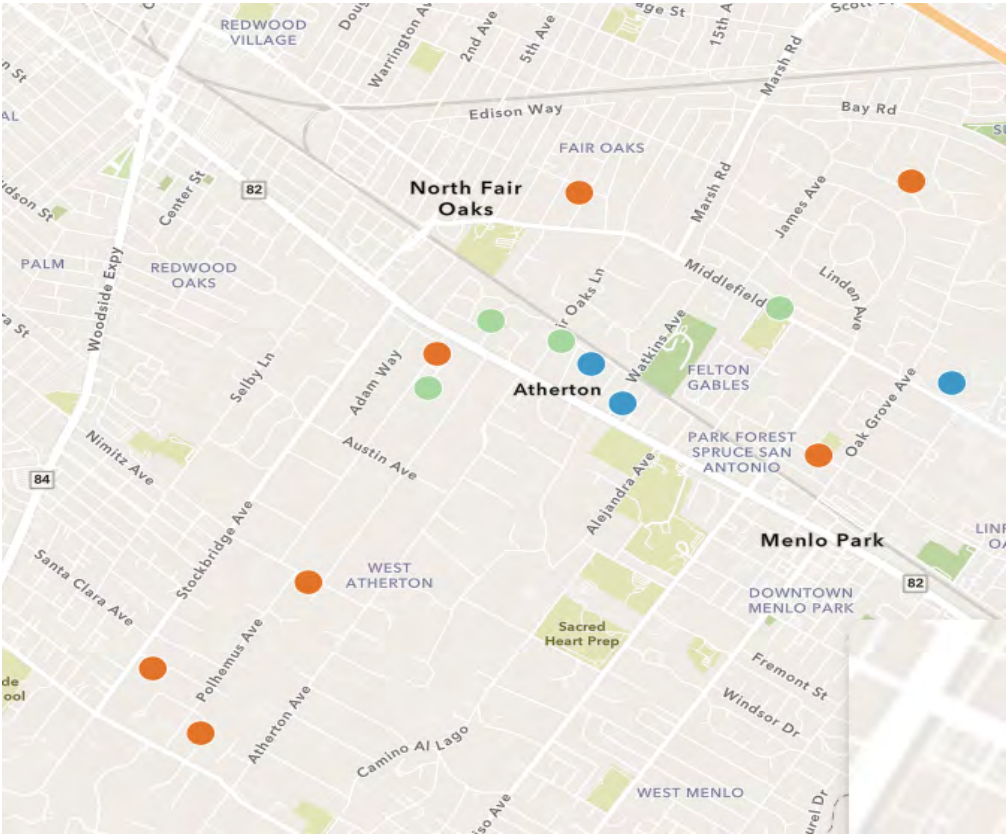
# See Click Fix November 2024

## Showing Results from 11/1/2024 to 12/1/2024

Hide Empty Rows ☒

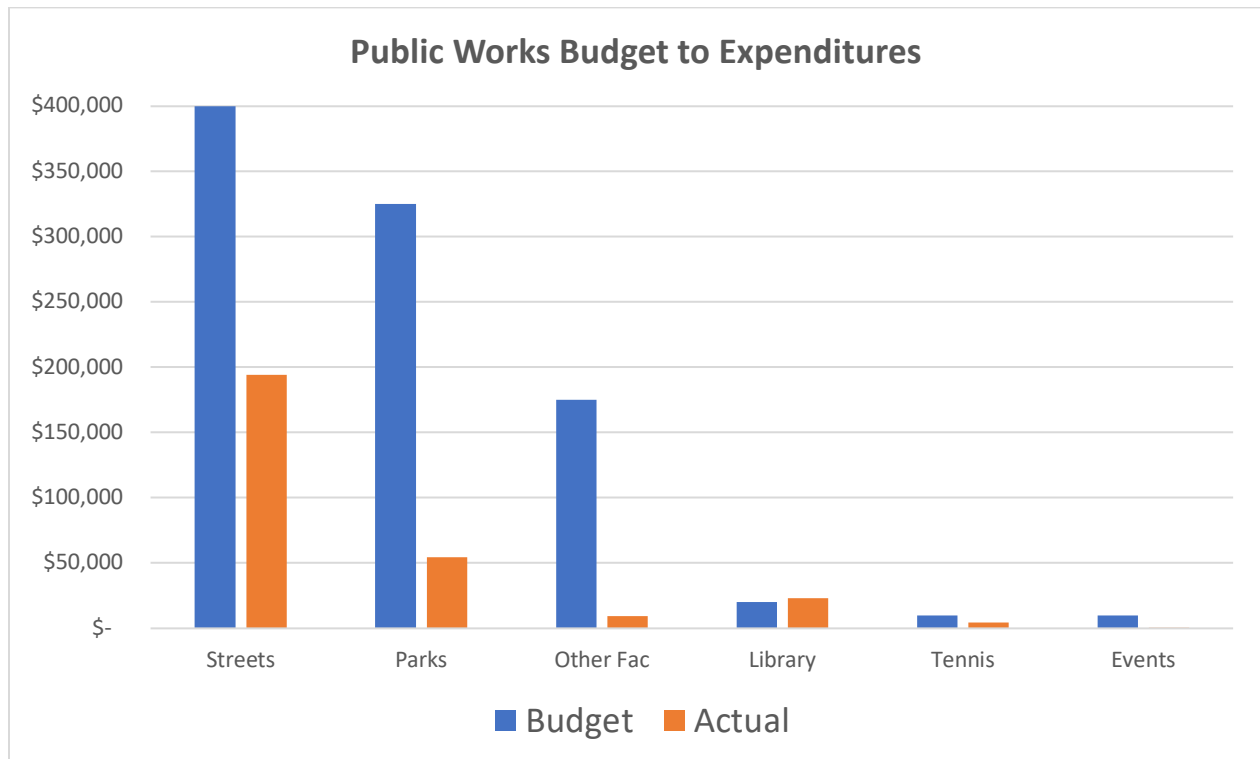
DTA: Days to Acknowledge    DTC: Days to Close    O&O: Open and Overdue

Category	Created	Ack	Closed
Refuse & Recycling Containers	45	0	45
Sewer and Stormwater Issues	2	2	2
Illegal Dumping	1	1	1
Parks and Playgrounds	1	1	1
Pothole	1	1	0
Other	1	1	1
Totals	51	6	50



## Public Works Maintenance Budget versus Expenditures Thru November 2024

Short Code	Accounting Code	Description	Budget	Actual	%
A01	101-53-52031-053	Streets	\$400,000	\$194,382.01	48.6 %
A02	101-57-52031-057	Parks (Grounds & Facilities)	\$325,000	\$54,434.32	16.7%
A03	101-59-52031-059	Other Facilities	\$175,000	\$9,505.40	5.4%
A04	213-30-52031-000	Library	\$20,000	\$22,982.84	114.9%
A05	101-58-52031-000	Tennis	\$10,000	\$4,284.60	42.8%
E06	101-58-52030-058	Event Services	\$10,000	\$226.48	2.3%
<b>Total</b>			<b>\$940,000</b>	<b>\$285,815.65</b>	<b>30.4%</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 November 2024

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
<b>24-Nov</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
24-Dec	0	0	0	0	0	0	0
25-Jan	0	0	0	0	0	0	0
25-Feb	0	0	0	0	0	0	0
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>21</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>

## Types of Rental Activity for October 2024

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
<b>24-Nov</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
24-Dec	0	0	0	0
25-Jan	0	0	0	0
25-Feb	0	0	0	0
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>38</b>	<b>1</b>	<b>1</b>	<b>0</b>

## Revenue from Rental Activity for October 2024

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	\$1085.00	\$0.00	\$1085.00
24-Oct	\$4652.00	\$0.00	\$4652.00
<b>24-Nov</b>	<b>\$3617.00</b>	<b>\$0.00</b>	<b>\$3617.00</b>
24-Dec			
25-Jan			
25-Feb			
25-Mar			
25-Apr			
25-May			
25-Jun			
<b>TOTAL</b>			<b>\$28,514.00</b>



# General and Special Services for September 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 November:

- Tennis Court water fountain replacement
- Playground bathroom pump repair
- Playschool Drain Flush
- Playschool repair toilet leak
- Art room Rodent repair
- Tennis "Court One" Door repair
- Playschool String light Hanging

## New and Future Planned Projects:

New Flooring in The Jennings Pavillion and Main House

# 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
<b>24-Nov</b>	<b>667</b>	<b>345</b>	<b>415</b>	<b>362</b>	<b>0</b>	<b>6</b>	<b>169</b>
24-Dec	0	0	0	0	0	0	0
25-Jan	0	0	0	0	0	0	0
25-Feb	0	0	0	0	0	0	0
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>3,786</b>	<b>1,825</b>	<b>2,095</b>	<b>1,927</b>	<b>0</b>	<b>146</b>	<b>610</b>



# Photographs of Work Performed in November 2024



<i>Tennis Court Water Fountain Installed</i>			
<i>Before</i>		<i>After</i>	
			

<i>Playschool plumbing flush</i>	
	

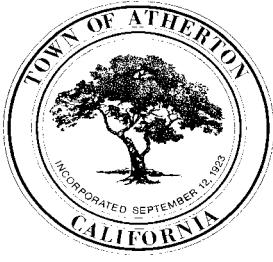
<i>Playground Bathroom Clean Out</i>	
	

<i>Tennis Court 1 Door Repair</i>	
<i>Before</i>	<i>After</i>
	

<i>Art room rodent repair</i>	
<i>Before</i>	<i>After</i>
	

<i>Playschool Lighting Hanining</i>	
	





## **Town of Atherton**

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

# **Community Services Monthly Report November 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

	Nov-24
<b>Total Construction Valuation<sup>1</sup>:</b>	\$33,871,412

Fiscal Year 2024-25	Fiscal Year 2023-24
\$162,460,051	\$59,894,004

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$14,033
<b>Permit Fees Collected:</b>	\$56,193
<b>Other Fees Collected:</b>	\$6,165
<b>TOTAL:</b>	<b>\$76,391</b>

\$212,460	\$201,199
\$733,895	\$467,063
\$56,480	\$39,872
<b>\$1,002,835</b>	<b>\$708,134</b>

**PLAN CHECK**

Applications Received:	<b>64</b>
------------------------	-----------

<b>387</b>	<b>344</b>
------------	------------

**PERMITS**

<b>Residential:</b>	
New Single Family Residential Permits Issued:	1
New Accessory Structures Issued:	7
Addition / Alteration Permits Issued:	7
Reroof / Water Well / Grading Permits Issued:	8
Plumbing/Mechanical/Electrical Permits Issued:	12
Demolition Permits Issued:	0
<b>Non-Residential:</b>	
New Permits Issued:	0
<b>TOTAL Permits Issued (2)</b>	<b>35</b>

15	8
109	93
41	58
79	78
87	86
13	14
1	0
<b>345</b>	<b>337</b>

**INSPECTIONS**

Inspections Performed:	<b>668</b>
------------------------	------------

<b>3,622</b>	<b>3,396</b>
--------------	--------------

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**

*November 1, 2024 to November 30, 2024*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	16	73
Planning Commission Items	0	15

Planning Commission had no meeting for November 2024.

The next scheduled Planning Commission meeting is December 11, 2024

**Arborist Activity Summary**

*November 1, 2024 to November 30, 2024*

	<b>Site Visits</b>			
	Tree Removal	Inspections	Info. / Consu / C.E	Plan Review
<b>TOTAL</b>	10	10	14	44

## 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	0	3	3	4	2	1
<b>Jan. to June Totals</b>	<b>13</b>	<b>8</b>	<b>13</b>	<b>15</b>	<b>7</b>	<b>9</b>
July	2	1	3	2	4	1
August	5	3	2	2	5	5
September	2	4	2	3	2	3
October	5	0	3	1	1	1
November	1	0	1	3	3	1
December		2	2	1	3	1
<b>July to Dec Totals</b>	<b>15</b>	<b>10</b>	<b>13</b>	<b>12</b>	<b>18</b>	<b>12</b>
<b>Total New SFD Permits:</b>	<b>28</b>	<b>18</b>	<b>26</b>	<b>27</b>	<b>25</b>	<b>21</b>

### Plan Check Performance

*November 1, 2024 to November 30, 2024*

Project Type	Cycles	No of Plan Checks	Average Review Days	Target **	Overdue Plan Checks
Major Plan Check	1st Review	55	8	10	0
	Subsequent Rev.	128	4	5	0
Minor Plan Check	1st Review	10	3	3	0
	Subsequent Rev.	0	0	0	0
<b>Total Number of Plan Checks</b>		<b>193</b>			

\*\* Target: in working days

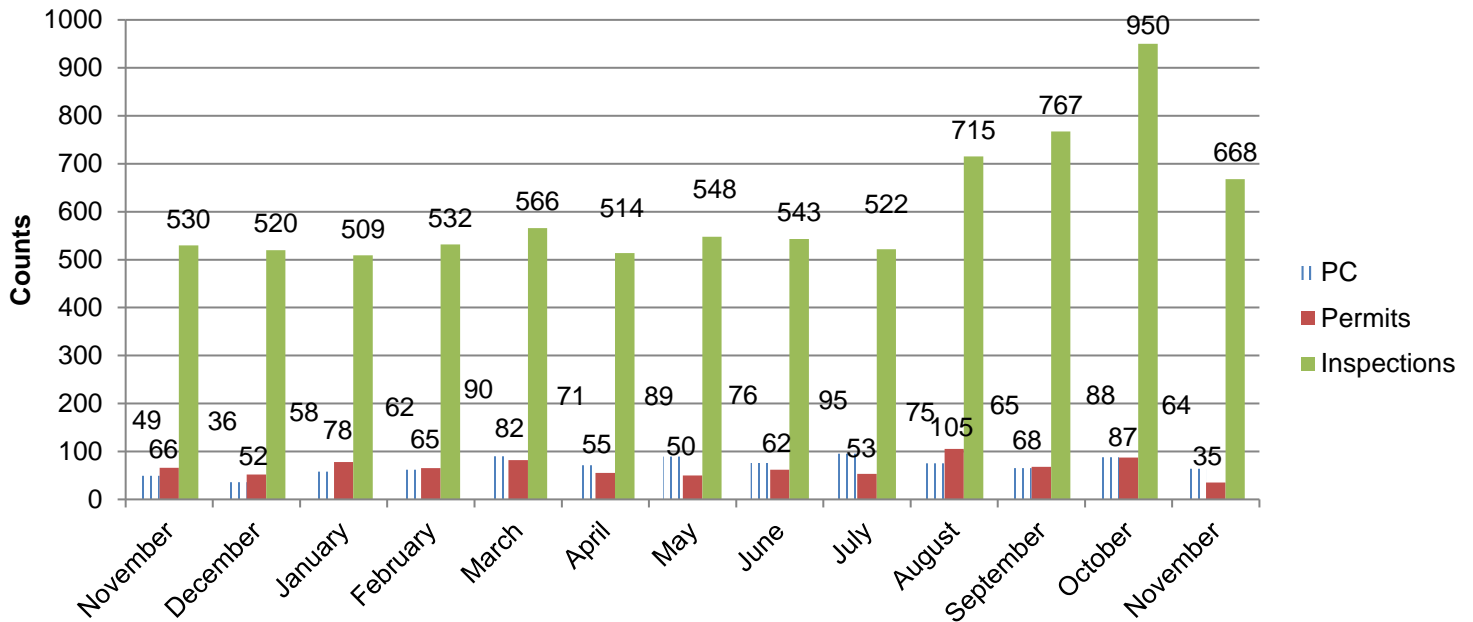
Major Plan Check: New Houses, New Accessory Structures, New non-Residential

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

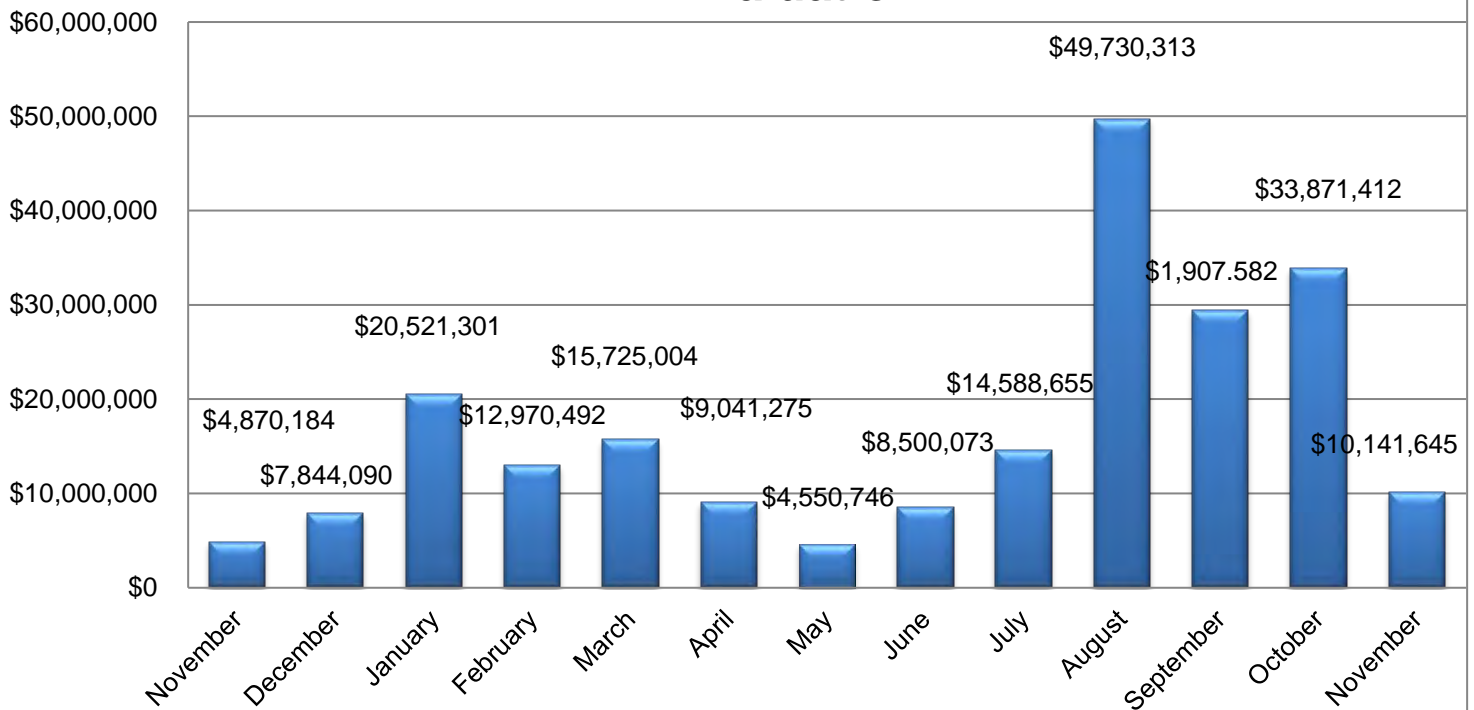


## Summary Graphs

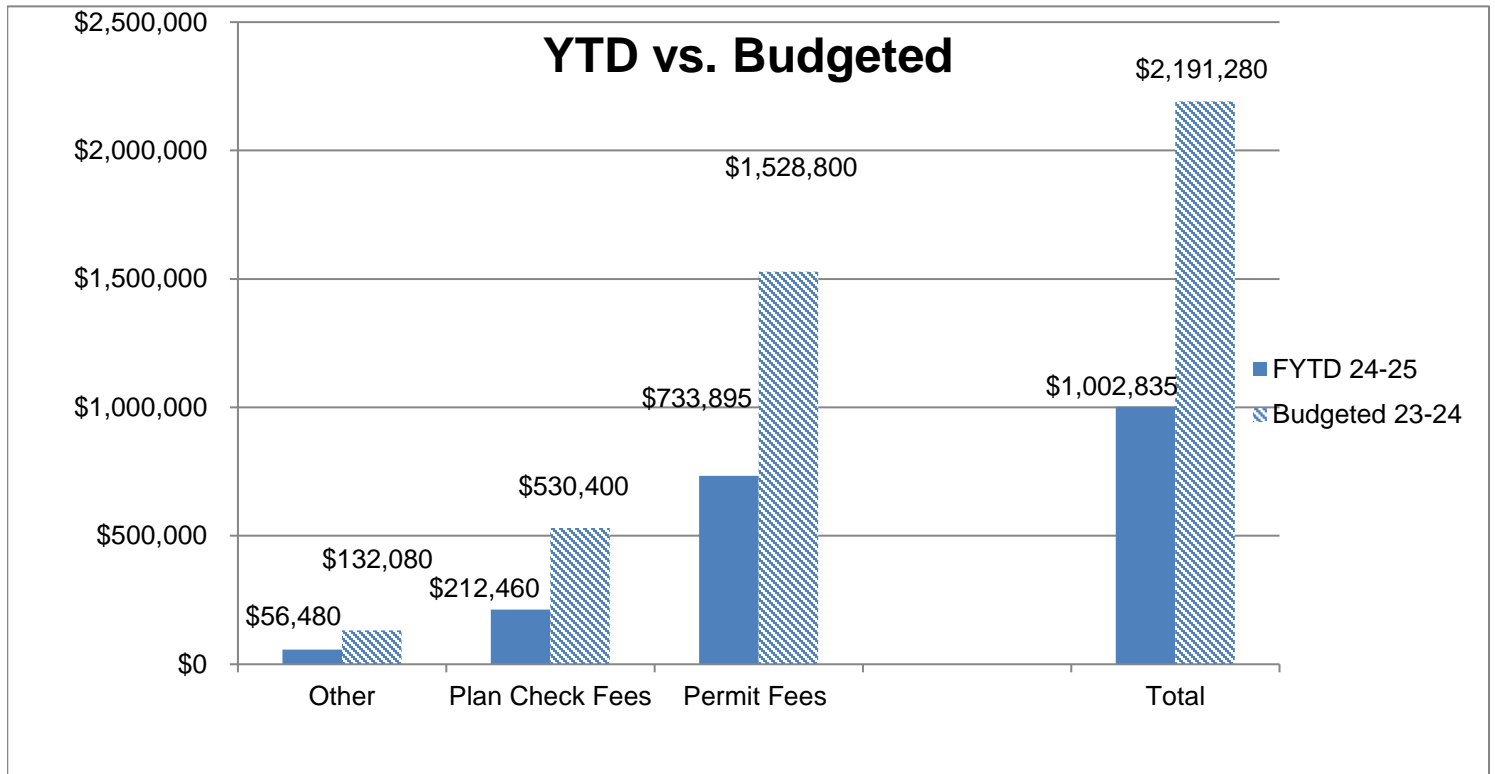
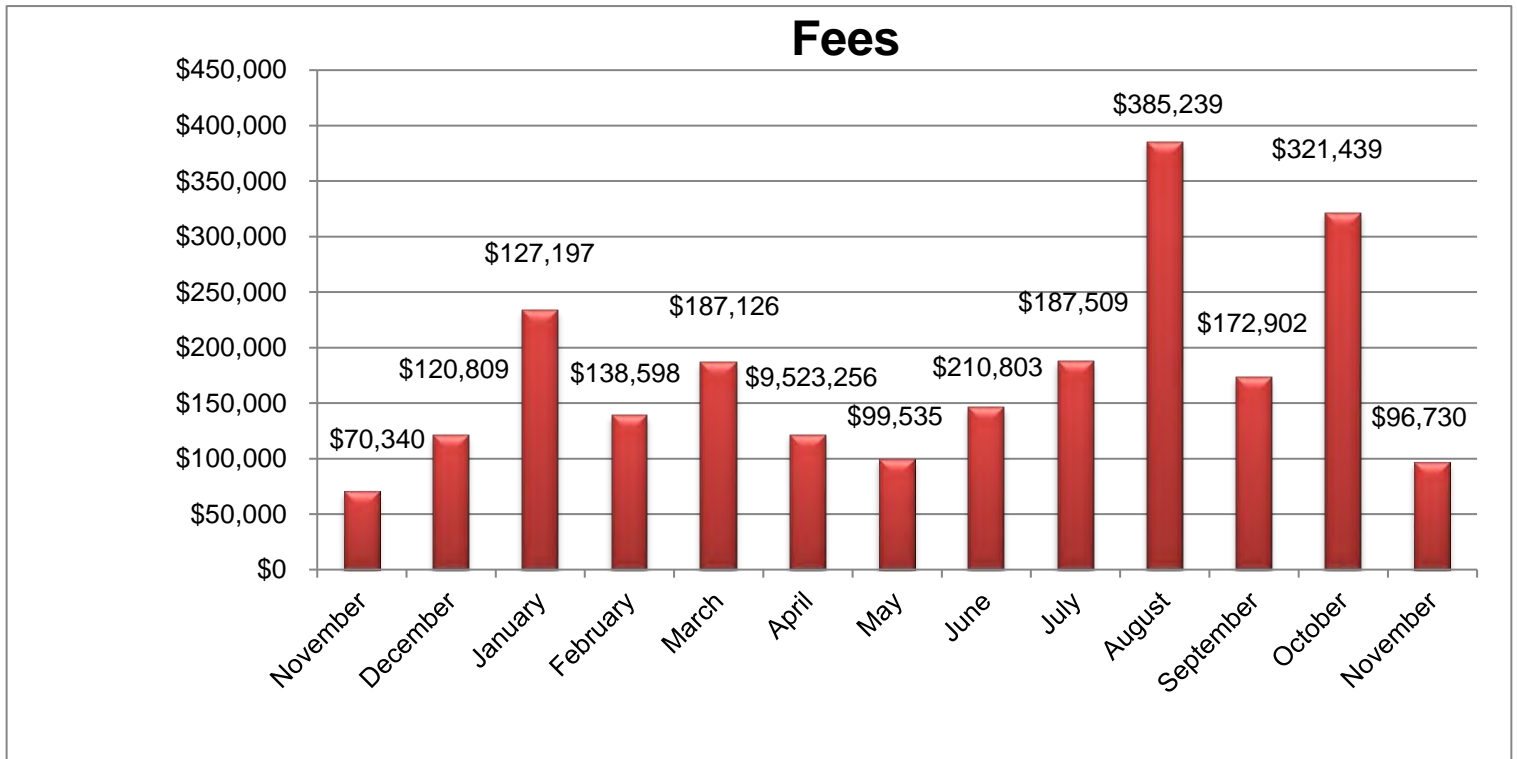
### Plan Checks, Permits, Inspections



### 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	2	14	2	2	2	3	1		10	24
Permitted ADU	5	3	4	1	3	2	18	3	12	3	8	1		27	45
Finaled ADU	1	1	4	0	2	0	8	3	2	1	0	0		6	14
Entitled JADU	0	0	0	1	0	0	1	0	1	2	0	0		3	4
Permitted JADU	1	2	1	0	0	1	5	0	1	1	0	0		2	7
Finaled JADU	1	0	0	0	0	0	1	0	0	0	0	0		0	1
Entitled SFR	2	3	3	2	1	2	13	3	3	2	2	1		11	24
Permitted SFR	5	3	2	1	2	0	13	2	5	2	5	1		15	28
Finaled SFR	2	3	0	3	0	1	9	2	0	0	0	0		2	11

	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**

*November 1, 2024 to November 30, 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>
202 Atherton Ave	3/29/2021	3/29/2024	8/15/2024	\$30,000	6/1/2025
90 Almendral Ave	4/14/2021	4/14/2024	8/31/2024	\$30,000	12/31/2024

**Total Penalties Deposited:     \$60,000**

*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	\$835,200.00
2023	\$559,000.00
2024	\$780,000.00
<b>Total to Date</b>	<b>\$3,655,200.00</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 November 2024**

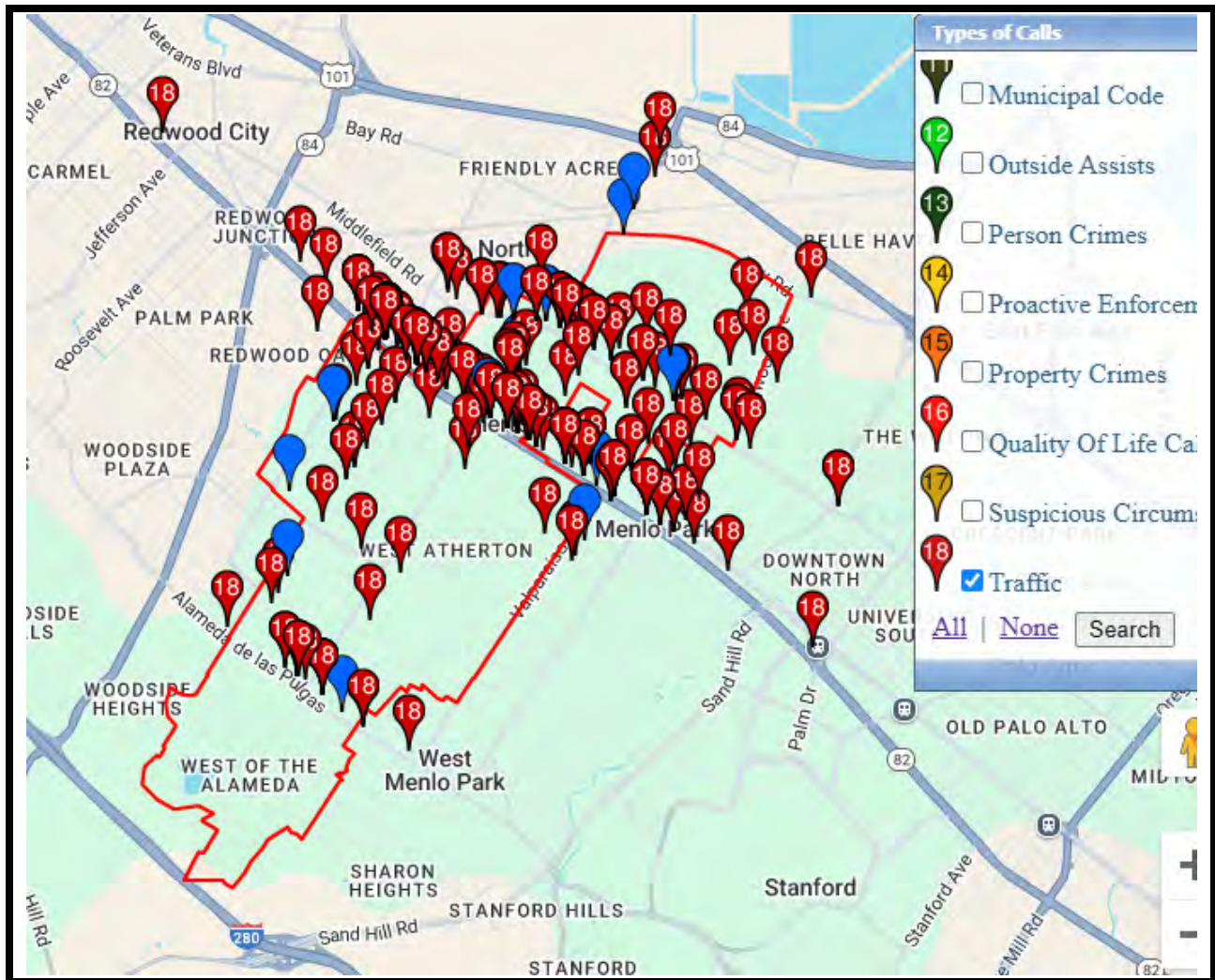
During this reporting period, there were 39 investigations. Of that total, 26 offenders were cited, arrested, referred to the San Mateo County District Attorney's Office for prosecution, or referred to the San Mateo County Juvenile District Attorney's Office for prosecution.

Offenses included driving with a suspended license, misdemeanor warrant, possession of paraphernalia, possession of a controlled substance, under the influence of a controlled substance, trespass on school campus, battery on a school employee, false ID, misappropriation of property, reckless driving, DUI while on DUI probation, criminal evading, possession of burglary tools, threaten a school employee, simple battery, and criminal obstruction.

Of the 2,077 total police incidents for the month, 1,411 were officer-initiated incidents. These incidents resulted in 310 citations being issued for vehicle code and other violations. Officers initiated 1,137 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.

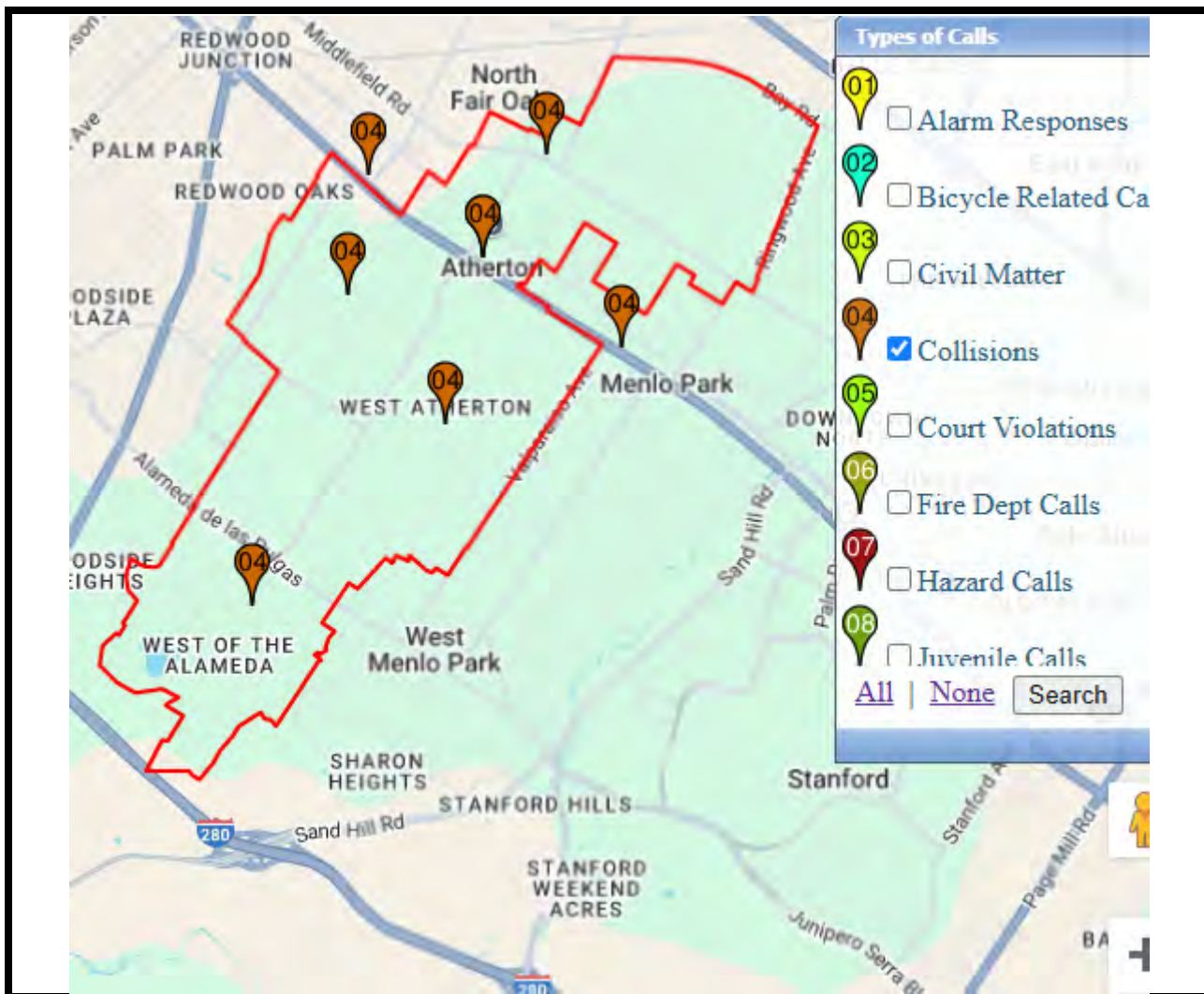
## Traffic Incidents

Overall, there were 284 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 7 collision locations during this reporting period. The map below indicates the locations of the incidents for the reporting period.



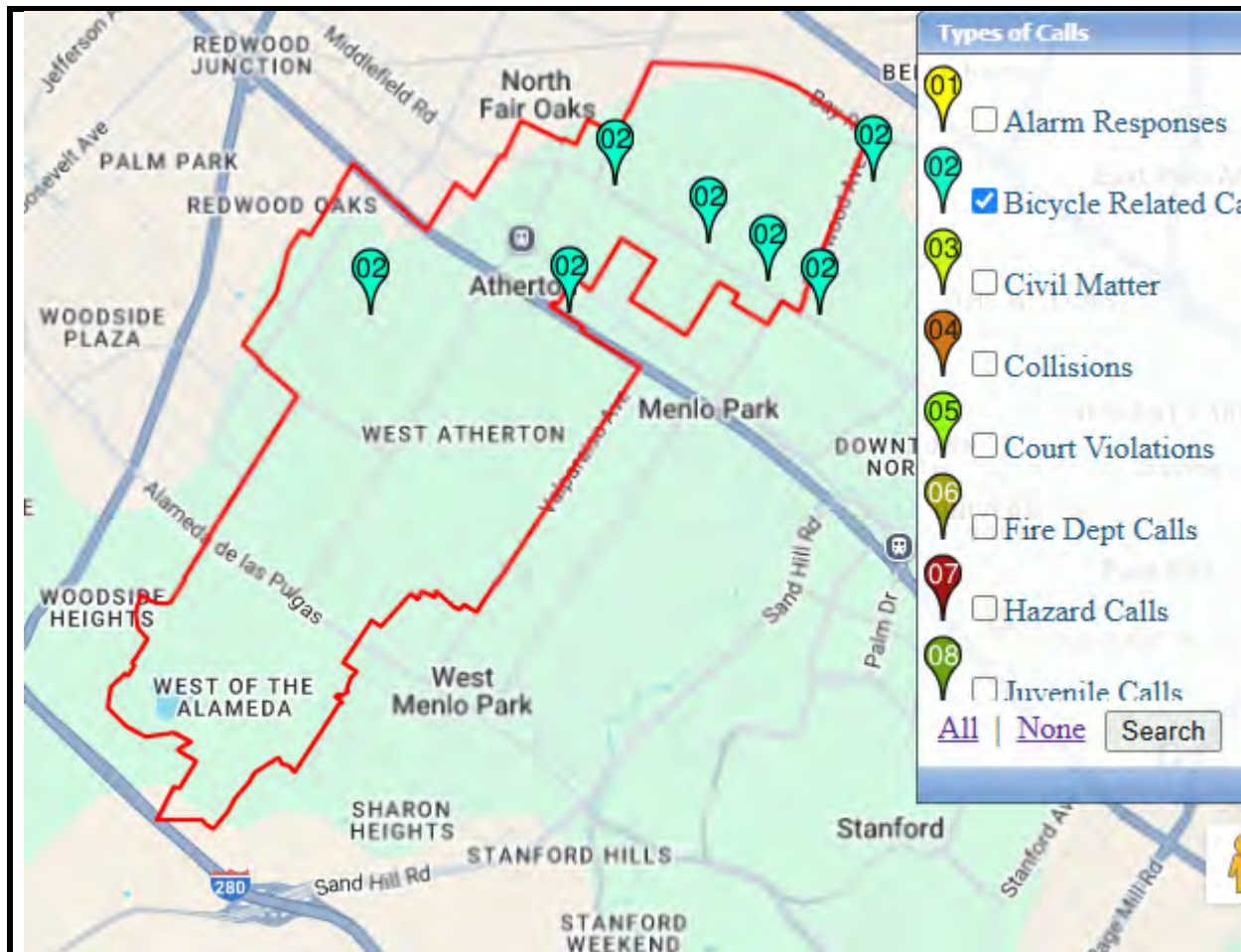
## Traffic Complaints

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



## Bicycle Traffic Stops

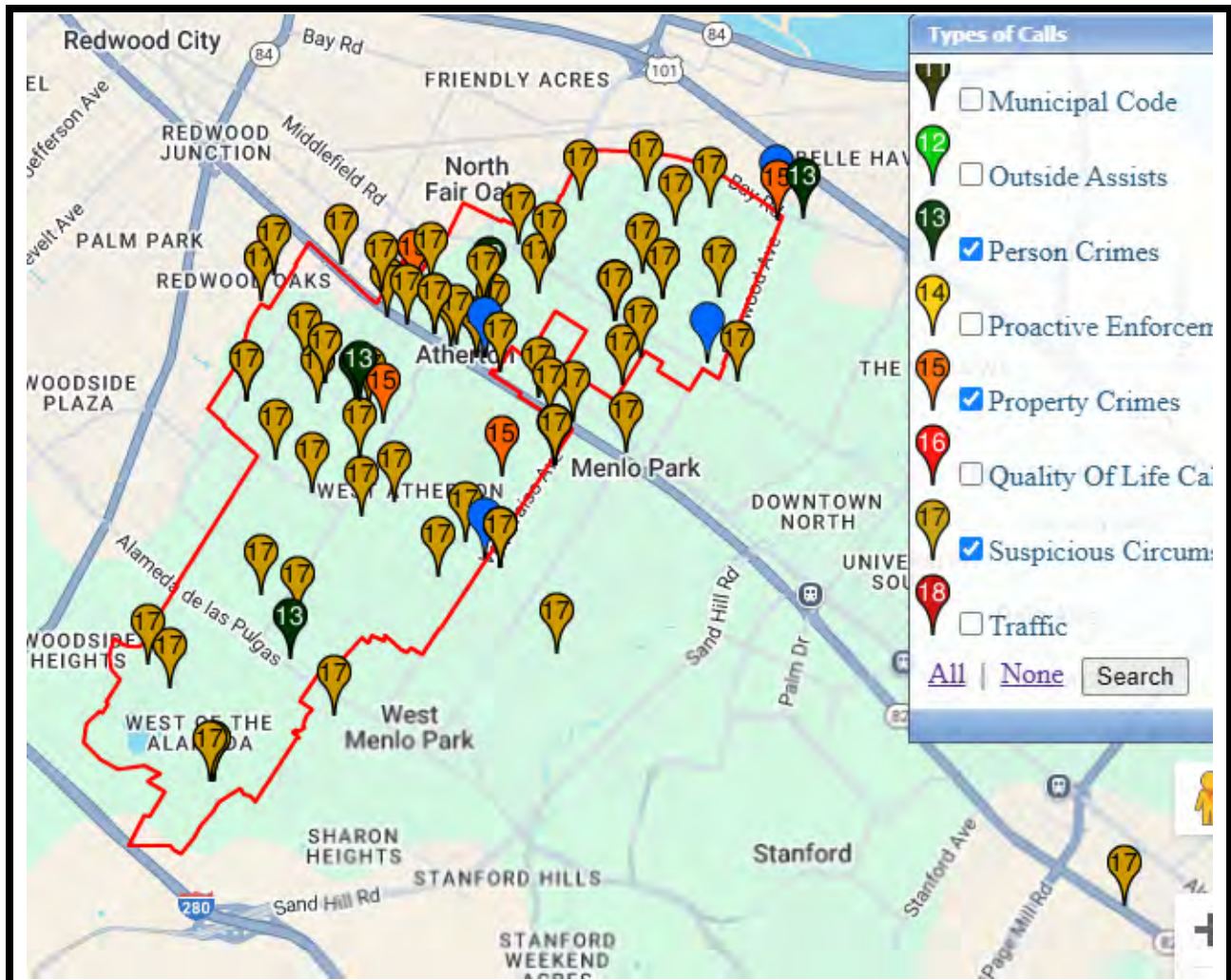
There were 7 bicycle related calls initiated during November. 4 calls were for improper lighting, 2 for red light violations, and 1 for a stop sign violation. These calls resulted in 1 citation, 1 written warning, and 5 verbal warnings.





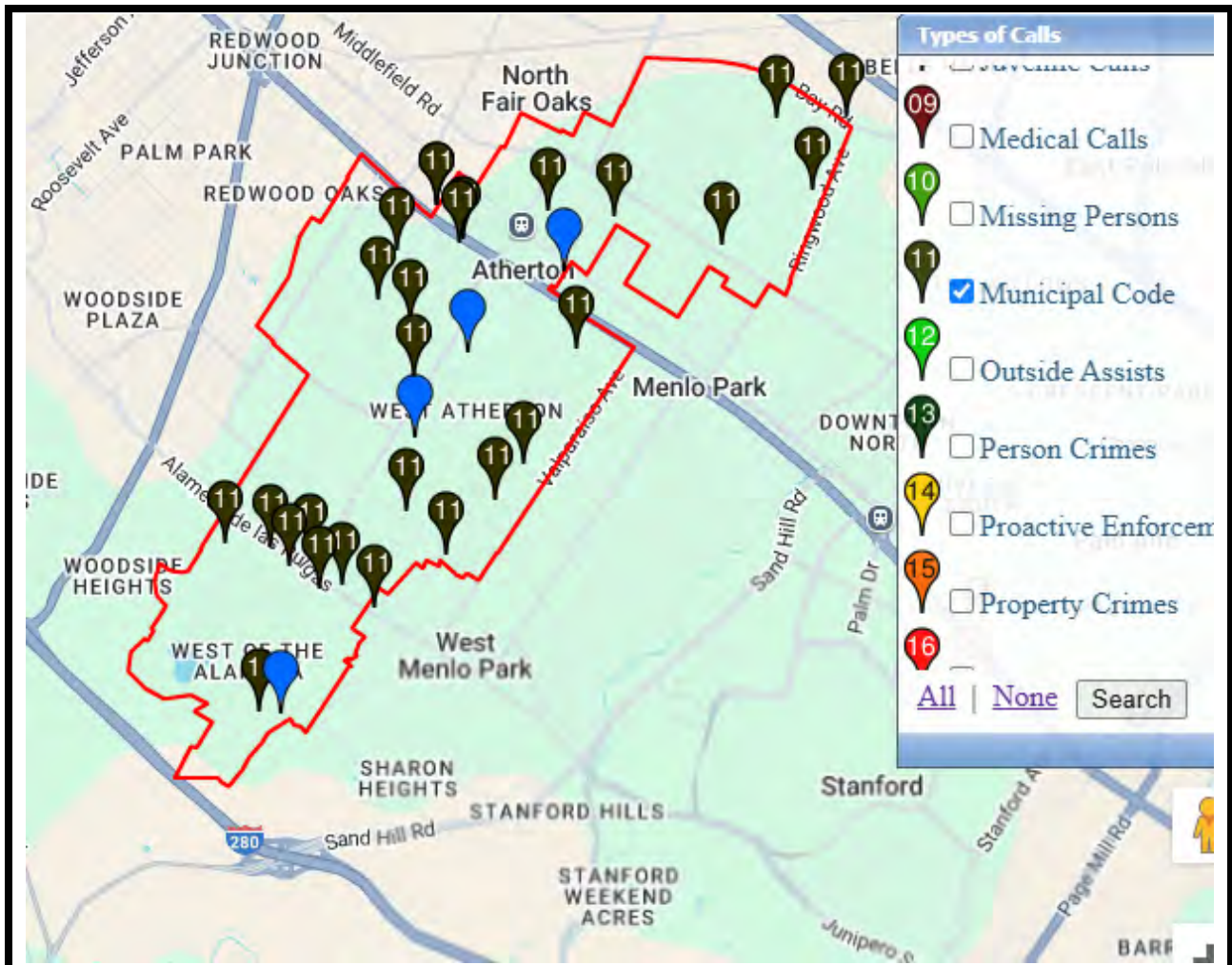
## Criminal Activity and Suspicious Circumstances

The Department responded to 83 locations (some locations multiple times) for property crimes (10), person crimes (7), and incidents of suspicious circumstances (68).



## Municipal Code Violations

The Department responded to approximately 31 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 76 incidents during this reporting period, 68 of which were security checks, foot patrols by officers, and closing/opening the park. The other incidents were for ordinance violations, events, public works incidents, a traffic stop, and found property.

## Premise Watch

Officers completed 834 House/Vacation checks during the reporting period.

## School Incidents

Officers responded to 174 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 11/04, a student was robbed of their necklace on a school campus.
- On 11/09, students were fighting on a school campus and when a school employee tried to break up the fight, a student battered the school employee.
- On 11/14 and 11/26, a student threatened a campus security officer.
- On 11/15, a non-student adult assaulted another non-student adult during a school football game.

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	4	2	4	19	11	9	1	82
	Security	17	22	21	12	15	12	11	15	18	9	13	15	180
	Traffic	1	-	-	5	8	-	-	3	1	6	-	1	25
Knox School	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Las Lomitas	Other	3	3	4	-	2	2	-	3	4	10	7	2	40
	Security	10	14	12	4	6	11	3	7	8	6	11	9	101
	Traffic	-	-	-	-	1	-	-	1	-	-	-	-	2
Laurel	Other	8	2	3	3	-	-	1	7	10	7	4	2	47
	Security	7	7	4	4	3	5	4	1	-	1	1	7	44
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
M-A HS	Other	34	34	36	26	30	21	12	34	64	63	41	30	425
	Security	17	16	30	13	12	15	13	18	27	20	15	25	221
	Traffic	-	-	1	1	1	-	-	1	-	1	-	1	6
Menlo College	Other	5	9	11	6	9	2	9	19	29	30	17	9	155
	Security	15	13	22	20	11	19	21	18	5	3	8	10	165
	Traffic	2	1	1	3	1	1	1	1	1	5	-	-	17
Menlo School	Other	3	1	3	1	-	1	3	2	3	3	6	1	27
	Security	7	10	5	6	2	3	2	5	3	3	5	10	61
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Sacred Heart	Other	4	7	3	2	4	5	6	5	9	7	8	2	62
	Security	-	2	4	-	-	1	1	1	-	1	2	2	14
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Adelante Selby	Other	1	7	3	-	3	2	-	4	8	13	5	1	47
	Security	20	18	13	17	12	21	18	17	22	19	22	14	213
	Traffic	2	-	-	2	2	-	-	1	-	2	-	2	11
Total		162	175	178	131	131	125	133	167	231	220	174	144	1,971

## 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	5	2:36	<4 minutes
Medium	293	5:50	<6 minutes
Low	225	6:11	<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
October	2024	5:20
September	2024	4:50
August	2024	5:50
July	2024	6:00
June	2024	3:50
May	2024	5:51

**Total Training Hours for the Reporting Period: 184 HOURS**

NAME	TRAINING/HOURS	DATES
Rivera	Basic Traffic Coll./40 hours	Nov. 4 – 8
Patel	Search & Seizure/16 hours	Nov. 12 – 13
Cisco	Communication, CTO Advanced/8 hours	Nov. 13
Daley	2024 Code Enf. Conf./24 hours	Nov. 12 – 14
Dalby	2024 Code Enf. Conf./24 hours	Nov. 12 – 14
Kumar	Taser Instr. Re-Cert/8 hours	Nov. 14
Taylor	FTO Update/24 hours	Nov. 18 – 20
Larsen	Executive Development 1/40 hours	Nov. 18 - 22

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
November	1,411	310
October	1,306	643
September	1,579	734
August	1,735	632
July	1,634	639
June	1,142	496



## Code Enforcement Activity Report

### Summary:



## Code Enforcement November 2024 Activity Report



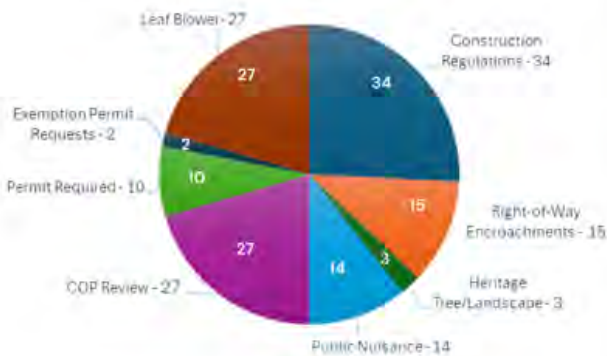
Various concerns, questions, and complaints are received by the Code Enforcement Division every day. Examples of calls for service are construction work hour violations, construction parking violations, right-of-way encroachments and obstructions, non-permitted work on private/public property, overgrown/non-maintained 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.

In November, Atherton Code Enforcement Officers attended a three day conference hosted by the California Association of Code Enforcement Officers. Along with more than 700 of their peers, they had an opportunity to continue their education by participating in valuable classes offering California specific legal updates, unique strategies for Code Enforcement, and demonstrations of up and coming Code Enforcement technology, i.e., drones and A.I. We look forward to using this knowledge to strengthen the service that we provide

Activity	November Totals
New Cases	116
Closed Cases	102
Inspections	378
Notices Written	12
Citations	34
Courtesy Letters	60
Fines Issued	\$ 21,250

### Violation By Category



### Inspection Type/Case Initiation Source

