

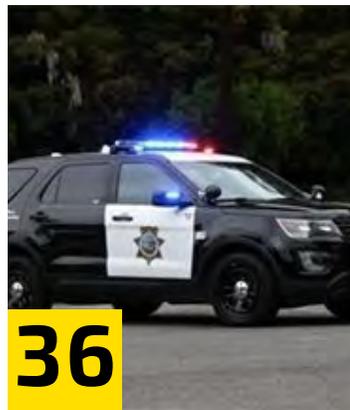
DEPARTMENT AND DIVISION

MONTHLY REPORTS



CONSTRUCTION TIME LIMITS

Summary of properties currently within the Construction Time Limit Penalty phase



RESPONSE TIMES

Police Department Response Times

DEPARTMENTAL REPORTS

03 GENERAL ADMIN REPORT

Reports from General Administration, City Clerk's Office, Human Resources, Information Technology, and Sustainability

07 FINANCE REPORT

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08 PUBLIC WORKS REPORT

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15 PARKS DIVISION REPORT

A Division of Public Works, reports on Park maintenance and event activities as well as Park Committee updates

21 COMMUNITY SERVICES REPORT

Reports from the Building and Planning Departments on permit and construction activity throughout Town.

29 POLICE DEPARTMENT REPORT

Reports from the Police Department on crime activity, code enforcement, and traffic



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City Council Goals

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



Goal A

Maintain Fiscal Transparency

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

Goal B

Preserve Small Town Character & Quality of Life

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

Goal C

Manage Circulation & Improve Safety - Investments in Infrastructure

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

Goal D

Strengthen Community Engagement & Transparency

pursue opportunities for increased engagement and outreach.



Goal E

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

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

Goal F

Emergency Preparedness - Be Prepared

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



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

HR Systems & Activities

The Town has 42 full-time authorized positions. Of that total, 21 are sworn public safety. There are 9 police department staff that are non-sworn. The remaining 12 are local miscellaneous. Public Works plans to extend a conditional offer letter for the Maintenance Manager position in November and the Police Department will conduct a hiring panel for the Code Enforcement Officer position this month as well. Office Assistant Reyes has returned from leave. The Town is currently at 98% staffing with the listed vacancies.

Open Enrollment FSA/HSA:

Staff are currently able to enroll in Flexible Spending, Health Care, and Dependent Care Accounts through December 12, 2024. These enrollments will go into effect in 2024.

IT Systems & Activities

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

- IT Special Projects:
 - Addressed Townwide network issues and developed SharePoint access for external filesharing functions.
 - Testing, troubleshooting network and connection issues at Holbrook-Palmer Park and planning for the installation of a sound meter related to the pickleball trial.
 - Troubleshoot and test Council Chamber equipment in collaboration with contract vendor to test connectivity issues.
 - Assisted with evaluating door locking issues.
 - Performed routine Police services and maintenance including working with Axon, RIMS, and Dispatch cameras.
 - Performed routine system maintenance and updates.
 - Evaluating proposals for reconfigurations to the Council Chambers Audio and Video operations.

Sustainability Activities

The current sustainability projects and activities are:

- Environmental Programs Committee
 - The EPC has two new members. The full committee list can be found [here](#).
 - The EPC will be meeting on Thursday, November 16, from 1:00 PM to 3:00 PM in the City Council Chambers.
 - Earth Day planning has commenced with the EPC subcommittee and four high school student volunteers. A work plan detailing activities, exhibitors, and budget requests will be presented to the Council in early 2024.
- Climate Action Plan Update:
 - Atherton residents now have a one-stop shop to participate in sustainability programs. It is available at climateaction.ci.atherton.ca.us
- Waste Reduction:
 - Residents have embraced composting! A Free Home Composting Workshop will be hosted on Tuesday, November 14, where attendees will receive a free backyard compost bin or worm bin.
 - The self-service organic compost pile continues to be available at Holbrook Palmer Park. Residents and their gardeners are encouraged to bring their own containers and shovels to collect the free compost to apply in Atherton landscapes. The compost is the product of Atherton's green bin – turning yard waste into a productive material that gives back to the land and captures and stores short-lived climate pollutants. The pile will be regularly restocked by GreenWaste with their highest quality product. This effort is part of the Town meeting its commitment to procure 552 tons of compost, under the State's SB 1383 requirement. To have compost delivered directly, please visit: <https://www.greenwaste.com/products/bay-area/>
 - Staff began coordinating with GreenWaste for annual route reviews, a CalRecycle requirement. The route reviews will be conducted by GreenWaste at the end of November on regular collection days and will only include a small sample of randomly selected residents. GreenWaste is specifically looking for contamination in the green and blue bins. Educational materials will be left in the event contamination is found.
 - Town staff are in the process of applying for Local Assistance funds from CalRecycle to support SB 1383 compliance. Activities include outreach, compost broker with the San Mateo Resource Conservation District, and improving compost giveaway facilities at Holbrook Palmer Park.
- Electric Leaf Blower Program:
 - Atherton residents can now receive a \$250 rebate to help with the purchase of an electric leaf blower. Learn more about the program here: <https://tinyurl.com/ElectricLeafBlowers>
 - As of November 2, 2023, 29 rebates have been distributed. There are 71 rebates remaining.
- Bike and Pedestrian
 - The Town is in the process of applying for a grant under the Transportation Development Act (TDA) Article 3 for \$100,000 to support updating the Town's

Bicycle and Pedestrian Masterplan. The selection process will begin in early 2024.

City Clerk Activities CURRENT and ON THE HORIZON

The Winter edition of the Athertonian is in progress and will arrive in mailboxes approximately December 4th.

There are currently 4 active Public Records Act Requests to which staff are responding. There are currently 3 open General Liability Claims.

Committee and Commissions Recruitment:

The City Council appointed two members to the Environmental Programs Committee at the October meeting. There is one remaining vacancy on the Transportation, Bicycle and Pedestrian Safety Committee.

Public Information Stats & Analytics

Town staff have been sharing timely information about the Housing Element, community events and meetings, programs, and news on social media. Residents, community members, and other public agencies have viewed and interacted with the Town from October 1 – October 31 as follows. 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	3 new followers, 616 followers	828 impressions (18.1% increase)
Instagram	23 new followers, total of 1,381 followers	6,226 impressions (33% decrease)
Facebook	1 new follower, total of 560 followers	1,599 impressions (9% increase)
NextDoor	44 new members, total of 4,860 members and 2,294 households claimed	405 impressions (105% increase)

Town website subscriber group:

Distribution List	Subscribers
Atherton Online	1,647
News Flash (CM & PD)	1,616 & 1,607
Alert Center (CM & PD)	1,348 & 1,460

Calendar (Meetings)	1,575
---------------------	-------

- Website Analytics:
 - Nov 3 – Nov 9: 7,500 Users
 - Last 7 Days Total Page Views: 4,801
 - BID Posting = 255
 - News Flashes = 173
 - Business Licenses = 152
 - Housing Element Update = 94
 - New Users = 1,600
- YouTube Analytics
 - 296 Subscribers (3 new in the last 28 days)
 - 2,177 views in the last 28 days

Community Outreach Initiatives

- Halloween Activities: Atherton Police Department hosted the annual Halloween event and there 200 + visitors who enjoyed a bounce house, costume contest, food, pumpkin decorating, and trick-or-treating through the Administrative Building and Police Department



- On December 7th in collaboration with the Atherton Library and Friends of the Library we will host the annual Holiday celebration. Join us for a plan to host residents for seasonal refreshments, and kid friendly activities in partnership with the Atherton Library and Friends of the Library.

Center for Age-Friendly Excellence – Standing Committee

The Committee and Task Force Members will be prepared to discuss the recommendations for programs or initiatives that were the results from the focus groups. The Council will discuss the recommendations and next steps at the November meeting.



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

Fiscal Year 2023/2024 Revenues and Expenditures
Year to Date
Months Complete – 4
% of Year Complete – 33%

	Budget	Revenue	% Received
Park Program	\$ 207,500	\$ 19,834	10%
Planning Permits	\$ 298,300	\$ 124,367	42%
Business Licenses	\$ 283,600	\$ 215,172	76%
Police	\$ 285,690	\$ 27,110	9%
Sales Taxes	\$ 321,100	\$ 188,546	59%
Miscellaneous	\$ 1,534,289	\$ 228,733	15%
Public Works	\$ 635,700	\$ 172,205	27%
Franchise Fees	\$ 1,056,000	\$ 68,536	6%
Building Permits	\$ 1,677,000	\$ 618,883	37%
Property Taxes	\$ 17,426,596	\$ 1,386,127	8%
Total	\$ 23,766,475	\$ 3,049,514	13%

	Budget	Expenditures	% Received
City Council	\$ 69,015	\$ 13,334	19.3%
Administration	\$ 1,265,979	\$ 500,275	39.5%
City Attorney	\$ 310,000	\$ 40,752	13.1%
Finance	\$ 866,652	\$ 294,771	34%
Planning	\$ 1,649,819	\$ 405,521	24.5%
Building	\$ 1,361,829	\$ 486,431	35.7%
Interdepartmental	\$ 1,055,542	\$ 255,370	24.1%
Police	\$ 9,285,827	\$ 3,610,707	38.8%
Public Works	\$ 3,385,596	\$ 758,247	22.3%
Total	\$ 19,250,260	\$ 6,365,407	33%



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



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

Street Sweeping

Street Sweeping is a contract service via Contract Sweeping Services.

Month	Curb Miles	Weight (tons)	Cubic Yards
July	32	6	6
August	32	6	12
September	32	12	24
October	115	8	24
November			
December			
January			
February			
March			
April			
May			
June			
Total	211	32	66

Services Requests

- Patched/painted wall and installed carpeting in PD Dispatch Supervisor's Office addressing flood damage. Additional carpet tiles to be purchased to complete.
- Door repair at Carriage House
- Electrical repair in Council Chambers
- Refilled doggie stations at Civic Court
- Replaced water pump at Dostart fountain
- Repaired lighting in PD Motorcycle Garage
- Cleaned graffiti from signs on El Camino Real
- Repaired disabled parking sign in Town Center Parking lot
- Installed outlet for monitor in PD lobby
- Continued vegetation trimming/removal Atherton Channel in preparation for winter (MCE crews)
- Continued debris clearing from Atherton Channel in preparation for winter (MCE contract work)
- Removed pictures/frames from Heritage Room at the Historic Town Hall
- Installed coat hooks in Library, Historic Town Hall and Council Chambers restrooms
- Assisted with setup for Halloween event
- Light bulb replacement in Main House upstairs
- Patched pothole on Marsh Road
- Completed heat pump repairs at Town Center
- Completed HVAC condensate line relocation with new pumps in PD server room
- Installed delineators and reflectors at Tuscaloosa median tree
- Conducted semi-annual fire alarm testing
- Conducted elevator inspection and testing at Town Hall
- Trimmed branches away from the Holbrook-Palmer Park play structure
- Replaced various No Parking signs

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



Haloween Event



New Condensate Pumps Server Room



Channel Clearing



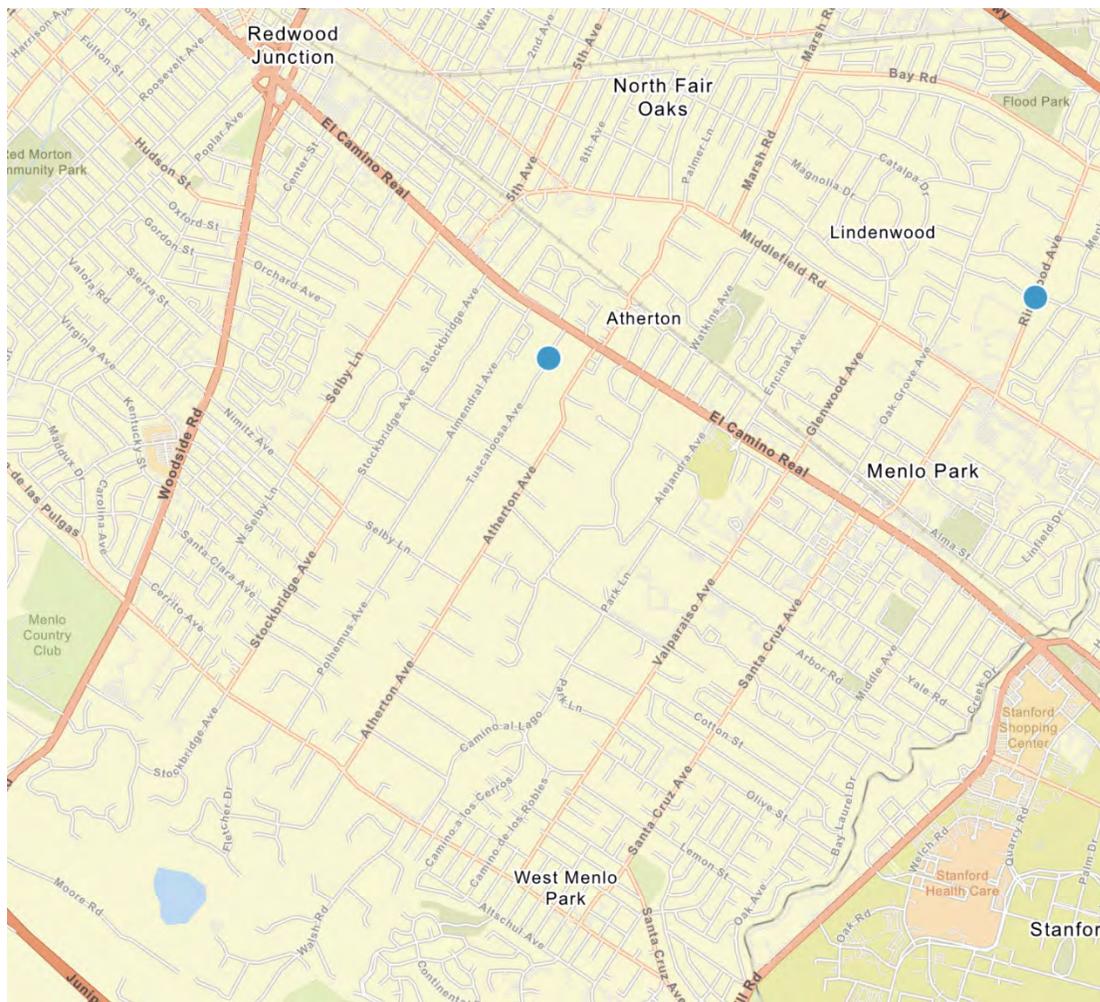
See Click Fix October 2023

Showing Results from 10/1/2023 to 11/1/2023

Hide Empty Rows

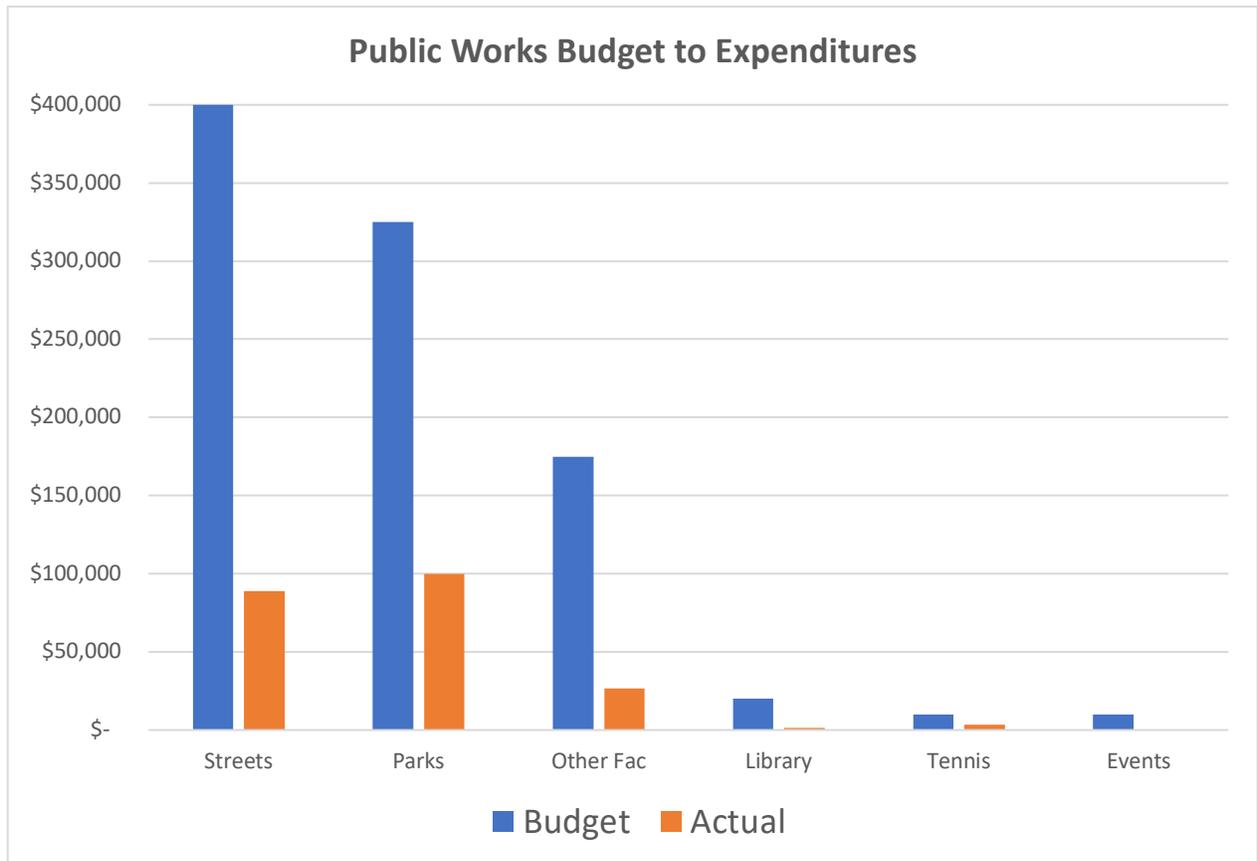
DTA: Days to Acknowledge DTC: Days to Close O&O: Open and Overdue

Category	Created	Ack	Closed
Public Right-of-Way Concern	1	0	1
Trees	1	1	1
Totals	2	1	2



Public Works Maintenance Budget versus Expenditures Thru October 2023

Short Code	Accounting Code	Description	Budget	Actual	%
A01	101-53-52031-053	Streets	\$400,000	\$88,821	22%
A02	101-57-52031-057	Parks (Grounds & Facilities)	\$325,000	\$100,025	31%
A03	101-59-52031-059	Other Facilities	\$175,000	\$26,621	15%
A04	213-30-52031-000	Library	\$20,000	\$1,234	6%
A05	101-58-52031-000	Tennis	\$10,000	\$3,261	33%
E06	101-58-52030-058	Event Services	\$10,000	0	0%
Total			\$940,000	\$219,962	23%





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

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

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

Facility Rentals for October 2023

Catered Too manages Park Rentals

Month	North Meadow	Children’s Picnic Area	Jennings Pavilion	Main House	Carriage House w/ NM	Field D	Other
July	4	7	0	0	2	0	0
August	5	2	1	1	3	0	0
September	2	1	0	1	0	0	0
October	1	1	2	1	1	0	2
November							
December							
January							
February							
March							
April							
May							
June							
Total	12	11	3	3	6	0	2

Types of Rental Activity for October 2023

Catered Too manages Park Rentals

Month	Social Gathering	Wedding	Corporate Gathering	Other
July	13	0	0	0
August	9	0	0	3
September	3	0	0	1
October	7	0	1	0
November				
December				
January				
February				
March				
April				
May				
June				
Total	32	0	1	4

Revenue from Rental Activity for October 2023

Catered Too manages Park Rentals

Month	Revenue Fees	10% Catering Fee	Revenue to Town
July	\$3,400.00	\$664.73	\$4,064.73
August	\$6,750.00	\$3,236.44	\$9,986.44
September	\$1,250.00	\$49.25	\$1,299.25
October	\$5,560.00	\$2,190.90	\$7,750.90
November			
December			
January			
February			
March			
April			
May			
June			
		Total	\$23,101.32

Tennis Court Usage

Player Capital (PC) manages court operations.

Month	PC Court Hours	# of Students	Private Lessons	Key Holder Court Hours	Public Court Hours	Clay Court Hours
July	645	279	458	325	0	12
August	675	295	482	337	0	6
September	687	307	497	387	0	5
October	715	353	488	407	0	9
November						
December						
January						
February						
March						
April						
May						
June						

General and Special Services for October 2023

- 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 October:

- Spreading mulch
- Brightview is weeding daily.
- Performed mowing of lawn.
- HPP Access and Circulation project – on-going
- Brightview responded to water shut-off requests associated with the construction projects
- Sprinkler head repairs along Main House walkway
- Valve repair near Main House
- Tree well mulching
- Park Corporation yard cleanup
- Sewer lift station cleaning at Playschool
- Pruning of low branches and dead limbs
- Shrub pruning
- Planting along rear pathway

New and Future Planned Projects

- Holbrook-Palmer Park Playground Improvements

Photographs of Work Performed in October 2023

Pruning of Shrubs and Tree Limbs



Corporation Yard Cleanup

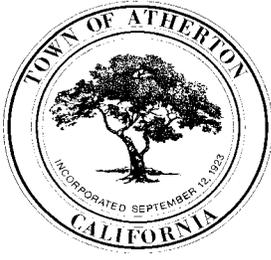


Tree Mulching



Irrigation Repairs





Town of Atherton

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

Community Services Monthly Report October 2023

Submitted by:
Interwest Consulting Group

Town of Atherton
Building Safety Inspections
 Construction and Permit Summary
 October 1, 2023 to October 31, 2023

	Oct-23	Fiscal Year 2023-24	Fiscal Year 2022-23
Total Construction Valuation¹:	\$5,757,652	\$55,023,820	\$45,128,023

REVENUE

Plan Check Fees Collected:	\$23,232	\$159,646	\$131,617
Permit Fees Collected:	\$76,365	\$426,809	\$369,321
Other Fees Collected:	\$7,620	\$32,049	\$18,936
TOTAL:	\$107,218	\$618,504	\$519,874

PLAN CHECK

Applications Received:	89	295	293
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PERMITS

Residential:			
New Single Family Residential Permits Issued:	0	8	8
New Accessory Structures Issued:	14	80	66
Addition / Alteration Permits Issued:	13	48	43
Reroof / Water Well / Grading Permits Issued:	13	61	37
Plumbing/Mechanical/Electrical Permits Issued:	18	61	71
Demolition Permits Issued:	2	13	15
Non-Residential:			
New Permits Issued:	0	0	0
TOTAL Permits Issued:	60	271	240

INSPECTIONS

Inspections Performed:	793	2866	2,532
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

October 1, 2023 to October 31, 2023

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	26	85
Planning Commission Items	3	10

At the October 25, 2023 Planning Commission regular meeting the following occurred.

- 1). 170-178 Atherton Ave - Tentative Parcel Map with a three-lot subdivision and lot re-designation | Approved
- 2). 97 Hollbrook - TPZ Exception I Approved
- 3). Town of Atherton Planning Department ADU Ordinance | Approved

The next scheduled Planning Commission Meeting is on December 13, 2023

Arborist Activity Summary

October 1, 2023 to October 31, 2023

	Site Visits			
	Tree Removal	Inspections	Info. / Consu / C.E	
TOTAL	12	18	8	44

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2023	2022	2021	2020	2019	2018
January	1	1	0	1	4	0
February	0	1	2	1	1	2
March	0	2	5	0	1	3
April	4	2	3	0	1	2
May	0	4	1	3	1	5
June	3	2	4	2	1	2
July	1	3	2	4	1	6
August	3	2	2	5	5	4
September	4	2	3	2	3	1
October	0	2	1	1	1	4
November		1	3	3	1	0
December		2	1	3	1	1
Total New SFD Permits:	16	26	27	25	21	30

Plan Check Performance

October 1, 2023 to October 31, 2023

Project Type	Cycles	No of Plan Checks	Average Review Days	Target **	Overdue Plan Checks
Major Plan Check	1st Review	130	9	10	0
	Subsequent Rev.	80	4	5	0
Minor Plan Check	1st Review	19	3	3	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		229			

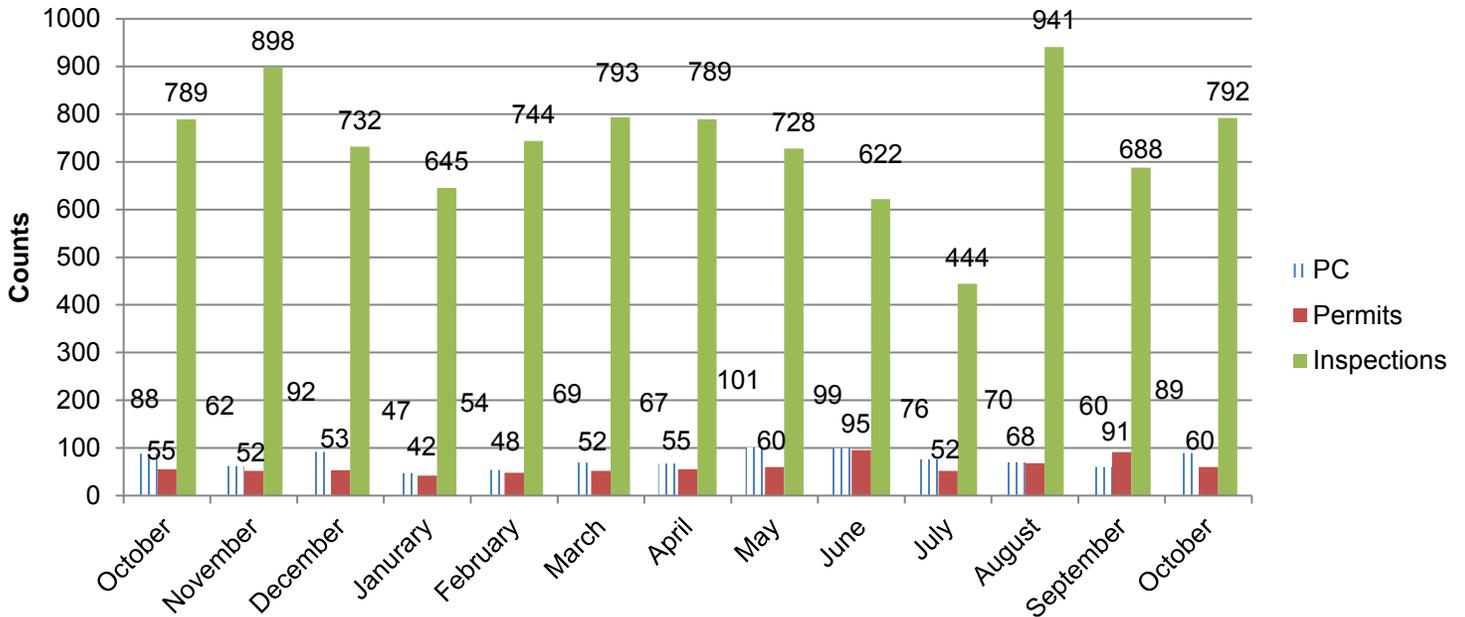
** Target: in working days

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

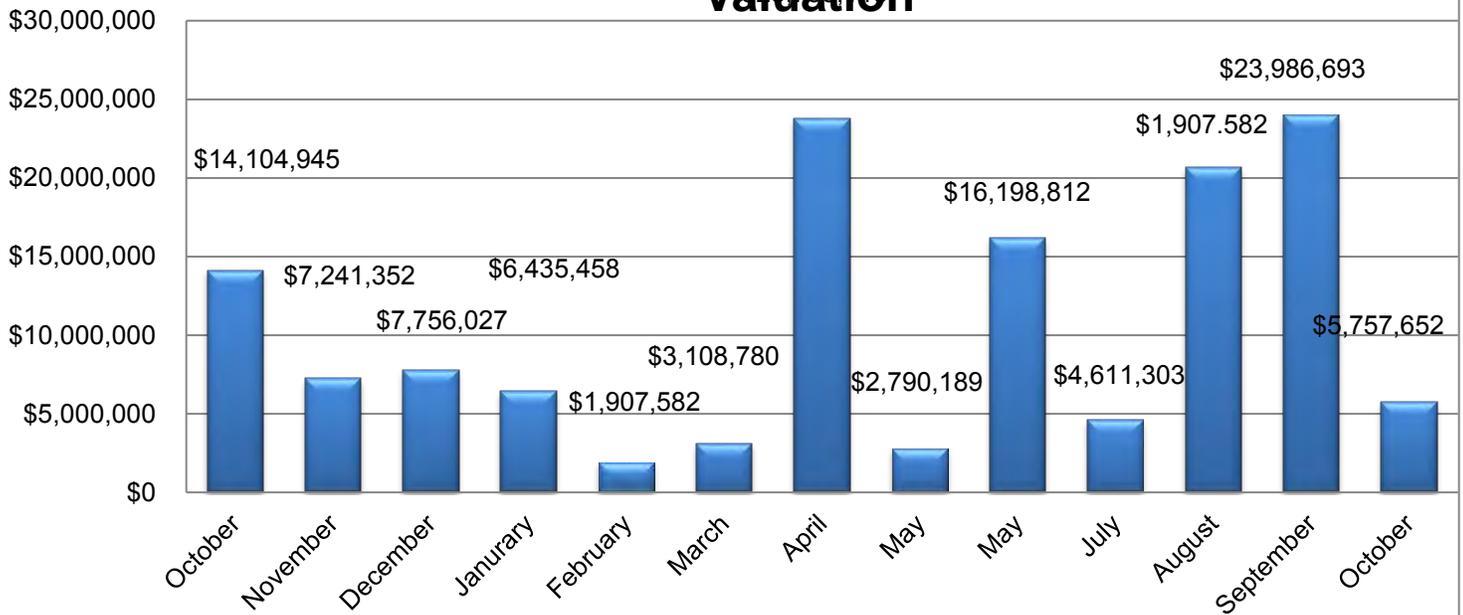
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs

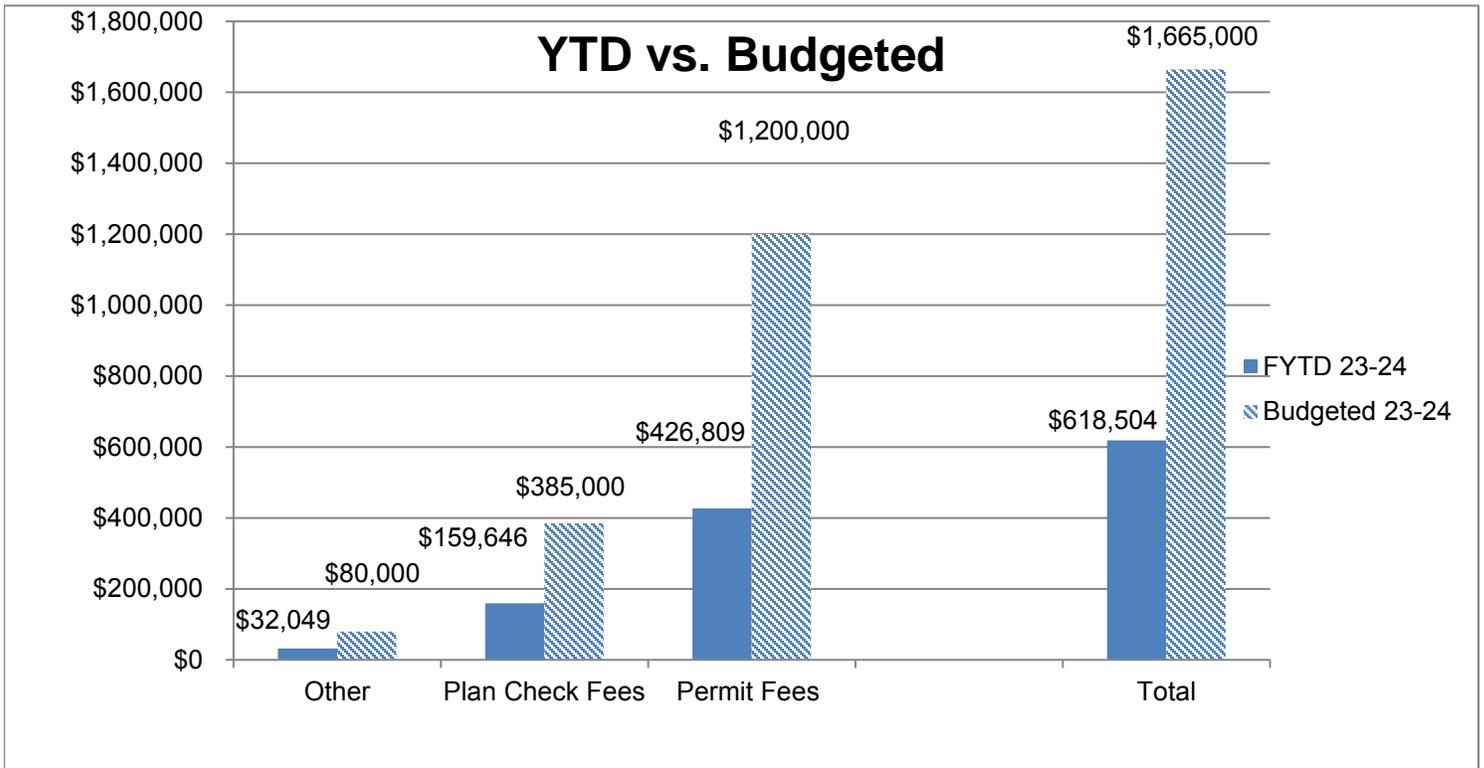
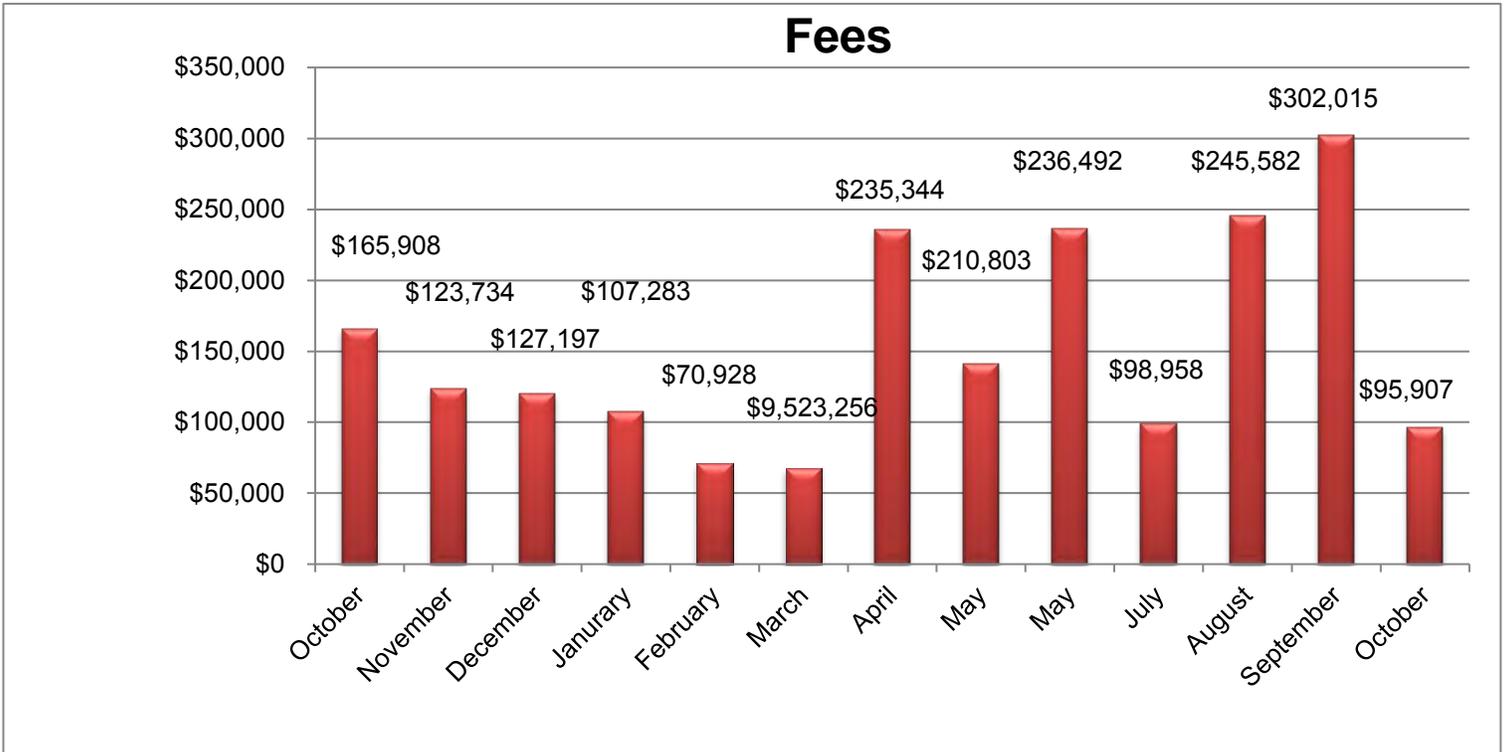
Plan Checks, Permits, Inspections



Valuation



Summary Graphs



Town of Atherton
Summary of ADU's - JADU's - SFR,
Entitled, Permitted, Finaled
October 1, 2023 to October 31, 2023

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Entitled ADU	1	5	2	5	0	2	1	7	2	3			28
Permitted ADU	2	0	2	5	0	6	6	7	8	4			40
Finaled ADU	1	0	6	1	3	0	1	2	2	3			19
Entitled JADU	1	1	1	1	0	1	0	1	0	1			7
Permitted JADU	0	0	0	0	0	2	0	3	1	1			7
Finaled JADU	0	0	0	0	0	0	0	0	0	2			2
Entitled SFR	0	0	0	2	0	0	2	5	1	2			12
Permitted SFR	1	0	0	4	0	3	0	4	4	4			20
Finaled SFR	1	2	1	2	3	2	1	2	2	7			23

	2022	2023	2024	2025	2026	2027							
Entitled ADU	53												
Permitted ADU	25												
Finaled ADU	17												
Entitled JADU	10												
Permitted JADU	5												
Finaled JADU	0												
Entitled SFR	20												
Permitted SFR	26												
Finaled SFR	17												

**Town of Atherton
Building Safety & Inspection**

Active Construction Time Limit Penalties

October 1, 2023 to October 31, 2023

<i>Project Address</i>	<i>Issue Date</i>	<i>CTL Deadline</i>	<i>Adjusted CTL **</i>	<i>Penalties Pd.</i>	<i>Est. Completion</i>
122 Hawthorne	8/24/2017	8/24/2020	1/10/2021	\$250K	Dec. 2023
NOTES:					
67 Redwood	8/28/2018	9/28/2021	1/14/2022	\$250K	Dec. 2023
NOTES:					
88 Tuscaloosa	10/23/2018	10/23/2021	2/11/2022	\$250K	Dec. 2023
NOTES:					
89 Tallwood Ct.	12/1/2019	12/1/2022	10/28/2023	\$30K	Nov. 2023
NOTES: Paid \$30K on October 31, 2023					

Total Penalties Deposited: \$780K

NOTE: Penalties do not become revenue to the Town until all appeals have been exhausted.

*** Under new modified ordinance. Additional Penalty fees due**

**** Covid-19 CTL adjustments due to shutdown.**

Forfeited Construction Time Limit Penalties

Year	Amount Forfeited
2015 thru 2018	\$511,200.00
2019	\$307,200.00
2020	\$329,600.00
2021	\$333,000.00
2022	\$835,200.00
2023	\$559,000.00
Total to Date	\$2,875,200.00



The Atherton Police Department consists of 31 personnel, sworn and non-sworn. Of the sworn personnel, there is a Police Chief, a Commander, five (5) Sergeants, and fourteen (14) Officers. Non-sworn personnel consist of an Executive Assistant/Training Manager, a Communications Supervisor, a Code Enforcement Officer, a Community Services Officer, a Hybrid Code Enforcement/Dispatcher, 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 October 2023

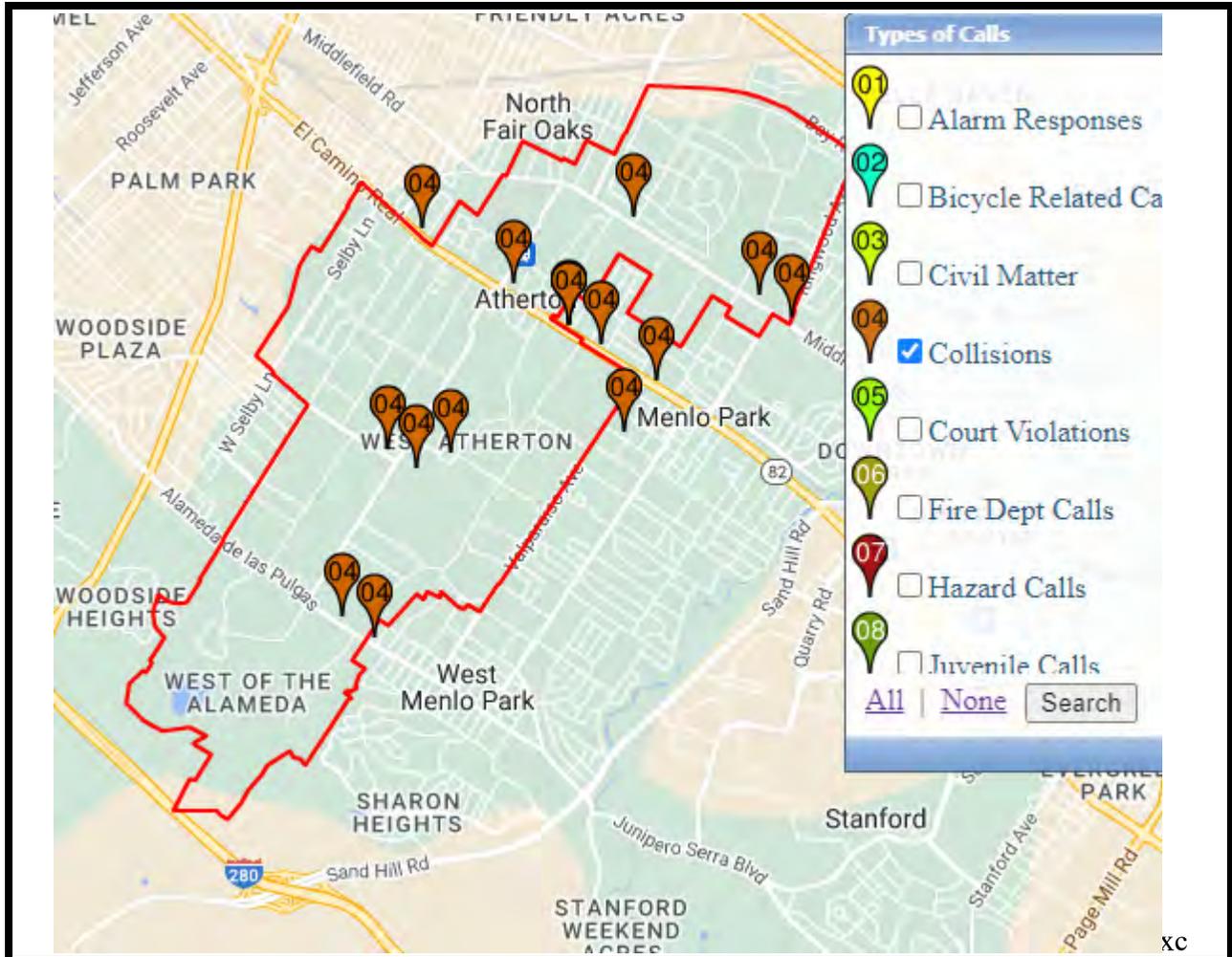
During this reporting period, there were 64 investigations. Of that total, 32 offenders were cited, arrested, referred to the San Mateo County District Attorney’s Office for prosecution, or referred to the San Mateo County Juvenile District Attorney’s Office for prosecution.

Offenses included, driving with a suspended license, felony warrant, misdemeanor warrant, petty theft, possession of burglary tools, possession of narcotics, false vehicle registration tabs, driving under the influence of alcohol, felony & misdemeanor domestic violence, resist/delay a peace officer, violation or a domestic violence restraining order, trespassing, disorderly conduct, violation of probation, robbery, and conspiracy to commit a crime.

Of the 2,184 total police incidents for the month, 1,336 were officer-initiated incidents. These incidents resulted in 622 citations being issued for vehicle code and other violations. Officers initiated 916 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 Collisions

There were 16 collision locations during this reporting period. The map below indicates the locations of the incidents for the reporting period.

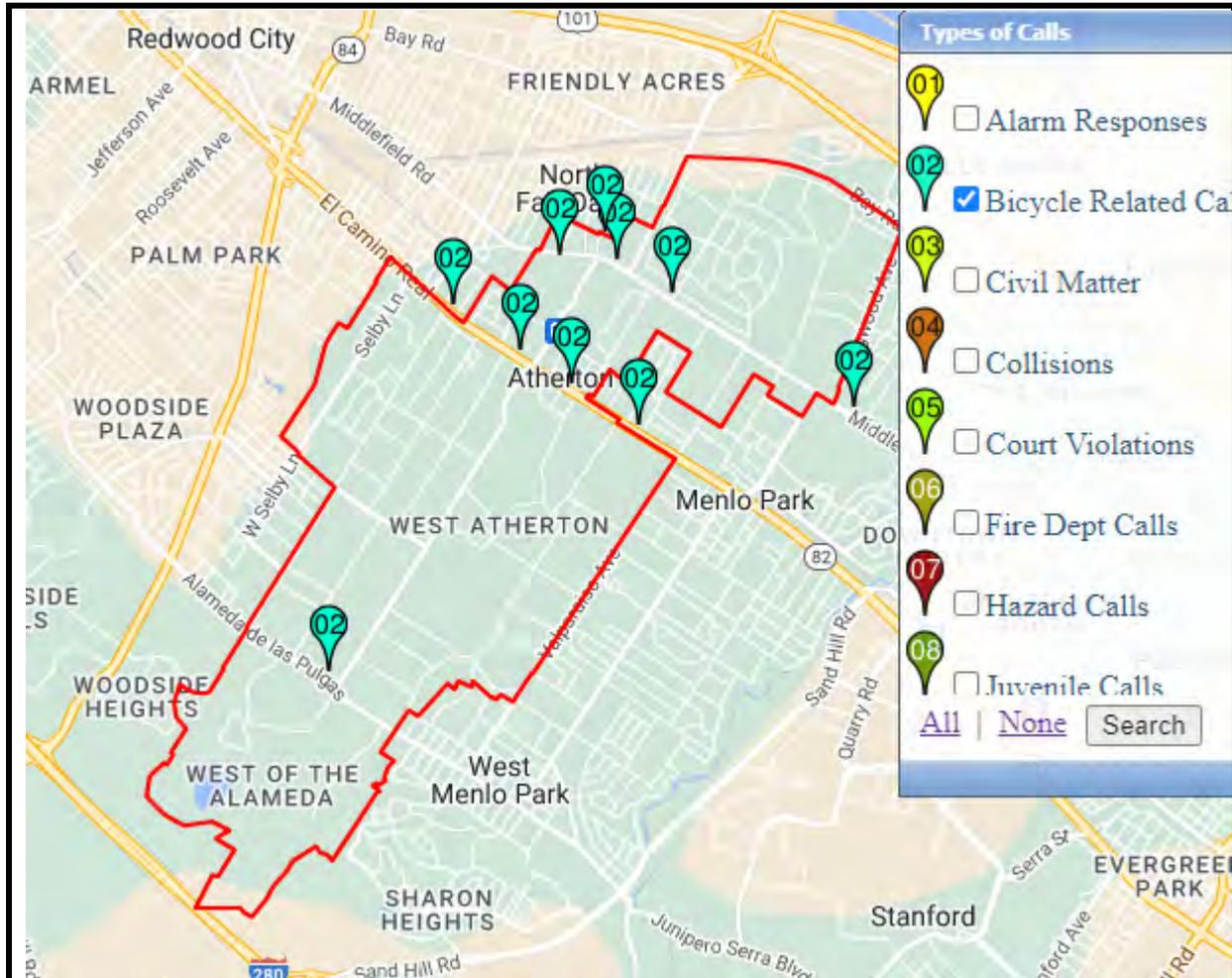


Traffic Complaints

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

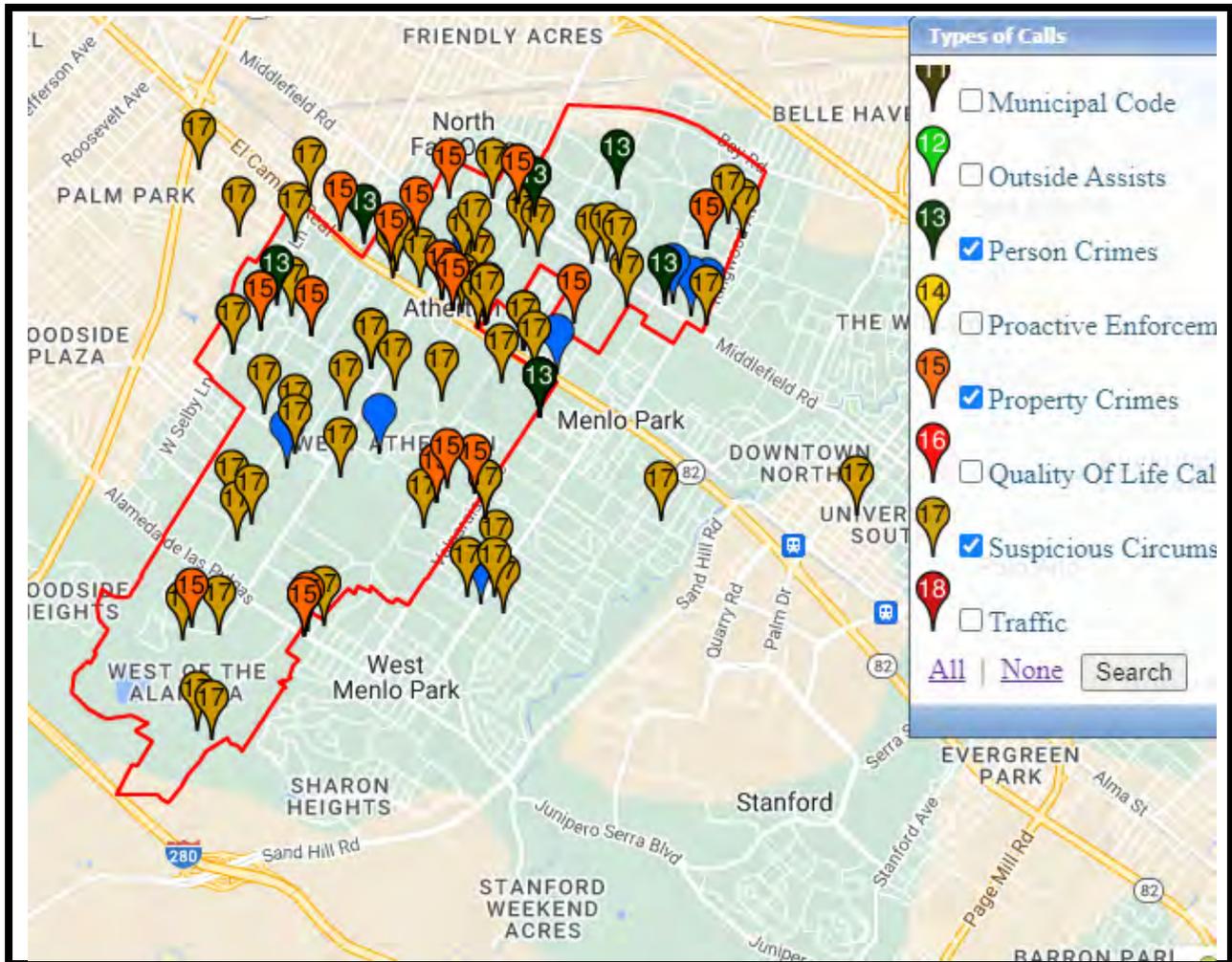
Bicycle Traffic Stops

There were 11 bicycle related calls initiated for improper lighting (7), riding in the wrong direction (2), a red light violation (1) and a stop sign violation (1). These incidents resulted in 10 verbal warnings and 1 written warning.



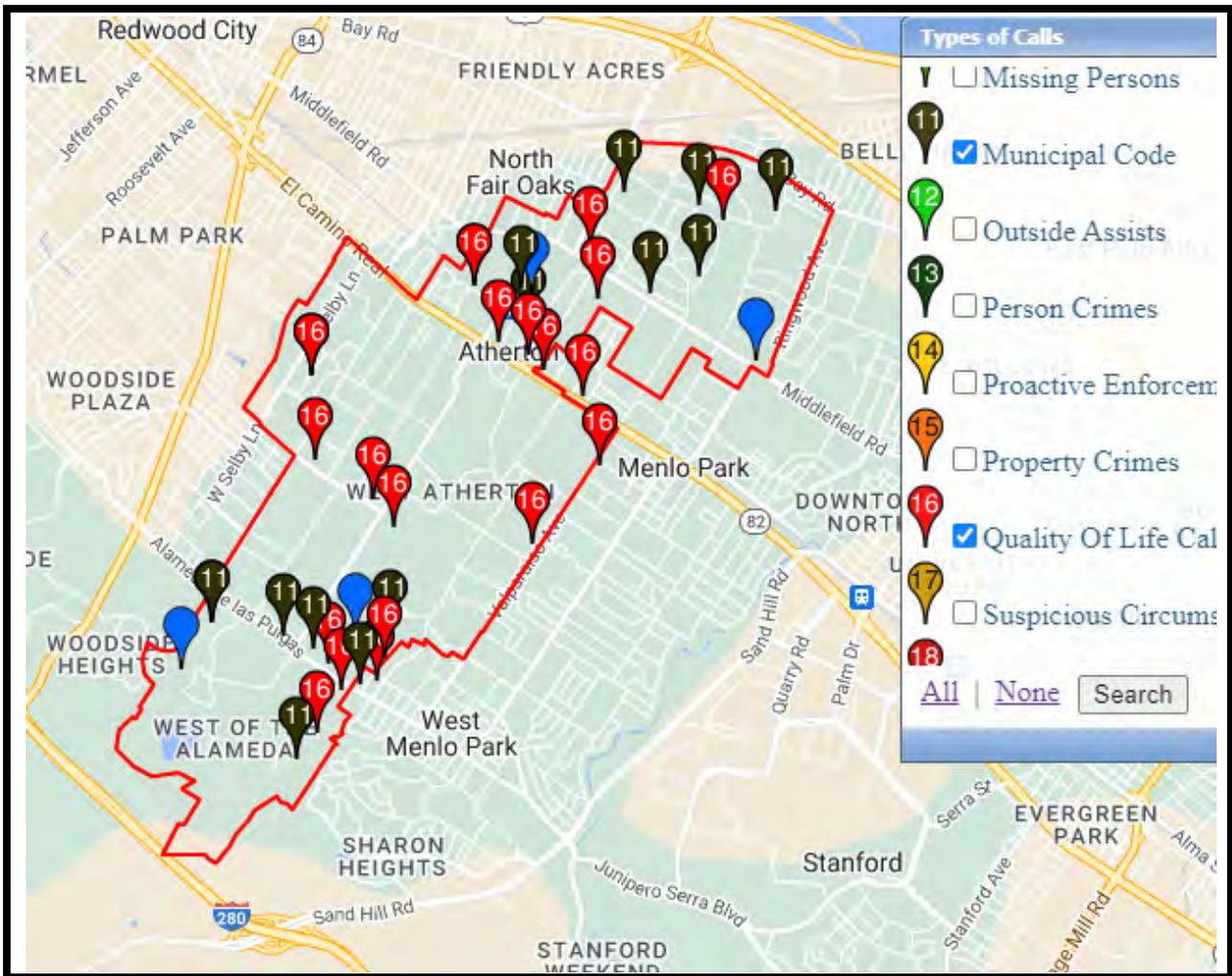
Criminal Activity and Suspicious Circumstances

The Department responded to 104 locations (some locations multiple times) for property crimes (23), person crimes (9), and incidents of suspicious circumstances (77).



Municipal Code Violations

The Department responded to approximately 20 incidents/calls for service referred to or initiated by code enforcement, and 1 case(s) re-opened. Those incidents included but were not limited to construction parking, construction hours, right-of-way encroachments or obstructions, dog barking and off leash, debris in the right-of-way, dead or dangerous trees, TPZ violations, health and safety concerns and violations, political and construction signage, and Atherton Municipal Code (AMC) questions. There were 11 trash receptacle related cases throughout Town this month, each property receiving a courtesy letter, and no notices issued for failure to comply. There was 1 stop work order(s) issued to properties for non-permitted activities, 7 verbal warnings given with specified deadlines to reach compliance, and 4 initial inspections that are pending follow-up.



Holbrook Palmer Park

Holbrook Palmer Park had 81 incidents during this reporting period, 84 of which were security checks, foot patrols by officers, and closing/opening the park. The other incidents were ordinance violations, suspicious vehicles, a roadway hazard, and a public works issue.

Premise Watch

Officers completed 494 House/Vacation checks during the reporting period.

School Incidents

Officers responded to 228 school incidents during the reporting period. These incidents were mostly officer-initiated security checks.

Incidents of note from this reporting period:

- On 10/13, the SRO investigated a court order violation. A report was taken and forwarded to the DA.
- On 10/14, multiple fights and medical calls occurred at a homecoming dance.
- On 10/15, the SRO investigated a report of paintballs being launched at vehicles.
- On 10/22, multiple fights occurred between parents at a pop warner football game.
- On 10/24, the SRO investigated an assault on school campus. A report was taken and submitted to the DA
- On 10/27, multiple juveniles robbed another juvenile. A report was taken and submitted to the DA.

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	3	7	16	2	4	5	6	6	5	7	5	8	74
	Security	31	30	36	28	43	29	33	22	24	24	49	44	393
	Traffic	2	8	6	3	2	-	1	2	5	3	2	2	36
Knox School	Other	-	-	-	-	-	1	-	-	-	-	-	-	1
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Las Lomitas	Other	3	2	5	1	5	5	3	2	3	-	10	3	42
	Security	18	18	23	18	17	14	20	9	14	17	30	36	234
	Traffic	-	-	1	4	-	-	-	2	-	2	-	2	11
Laurel	Other	2	1	6	1	3	3	2	3	4	2	2	-	29
	Security	13	7	11	7	12	12	8	4	7	12	16	16	125
	Traffic	-	-	-	-	-	-	-	-	-	-	-	1	1
M-A HS	Other	27	40	47	28	35	26	21	28	43	45	33	33	406
	Security	30	27	30	21	38	19	26	11	19	24	32	30	307
	Traffic	1	1	2	-	-	-	1	1	-	-	2	1	9
Menlo College	Other	2	5	11	15	8	5	2	6	15	20	10	7	106
	Security	49	38	38	32	45	39	31	20	22	20	42	65	441
	Traffic	2	5	-	1	3	-	1	1	-	2	3	1	19
Menlo School	Other	6	-	4	2	3	1	5	3	2	1	3	1	31
	Security	11	6	8	5	8	12	11	4	10	8	11	22	116
	Traffic	-	-	-	-	-	-	-	1	-	-	-	-	1
Sacred Heart	Other	10	4	8	7	9	12	9	6	8	4	9	2	88
	Security	3	1	4	1	2	8	8	1	1	4	4	13	50
	Traffic	1	1	-	-	1	-	-	-	1	-	11	-	15
Adelante Selby	Other	5	1	3	1	2	2	-	2	2	7	6	-	31
	Security	28	27	26	14	29	22	22	12	13	24	31	32	280
	Traffic	1	2	-	1	11	-	-	5	-	2	-	-	22
Total		248	231	285	192	280	215	133	151	198	228	311	319	2,791

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	8	2:31	<4 minutes
Medium	178	4:39	<6 minutes
Low	440	6:25	<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
September	2023	3:56
August	2023	8:02
July	2023	4:37
June	2023	4:31
May	2023	4:21
April	2023	4:12

Total Training Hours for the Reporting Period: 324 HOURS

NAME	TRAINING/HOURS	DATES
MacDonald	FTO Update/24 hours	Oct. 2 – 4
Metzger	AICC/40 hours	Oct. 2 - 6
Rojas	Traffic Coll. Invest./40 hours	Oct. 2 – 6
Cisco	RIMS Conf./32 hours	Oct. 8 – 13
Taylor	RIMS Conf./16 hours	Oct. 8 – 10
Gatto	APEC Motor Trn./8 hours	Oct. 11
MacDonald	APEC Motor Trn./8 hours	Oct. 11
Metzger	APEC Motor Trn./8 hours	Oct. 11
Rojas	APEC Motor Trn./8 hours	Oct. 11
Pronske	Comm. a Positive Approach/8 hours	Oct. 11
Taylor	Use of Force for Sup./16 hours	Oct. 11 – 12
Rojas	FTO Update Mod. 1/8 hours	Oct. Oct. 12
Larsen	IACP Conf./24 hours	Oct. 14 – 17
Davidovich	Canine Agitator/8 hours	Oct. 19
Rojas	FTO Update Mod. 2/8 hours	Oct. 19
Pronske	Canine Evaluator/8 hours	Oct. 19
Fong	Assertive Supervision/8 hours	Oct. 23
Taylor	Assertive Supervision/8 hours	Oct. 23
Kumar	Street Racing Enf./8 hours	Oct. 25
Daley	Code Enf. Building Blocks/8 hours	Oct. 25
Rivera	Mobile Field Force/3 hours	Oct. 25
Rojas	FTO Update Mod. 3/8 hours	Oct. 26
Andruha	Responding to Fentanyl/8 hours	Oct. 30

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

MONTH	OFFICER INITIATED ACTIVITY	CITATIONS
October	1,336	622
September	1,237	483
August	1,374	681
July	1,709	640
June	1,403	672
May	1,685	743
April	1,388	683

Code Enforcement Activity Report

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2023)
1.	Opened/Re-opened Cases	13	430
2.	Resolved/Closed Cases	33	419
3.	Written/Formal Notices Issued	0	95
4.	Citations Issued	0	92
5.	Amount in Citations Issued	\$ 0	\$ 73,500
6.	Amount in Citations Received (Payment)	\$ 1,400	\$ 39,500

During the month of October 2023, there were approximately 20 incidents/calls for service referred to or initiated by code enforcement, and 1 case(s) re-opened. Those incidents included but were not limited to construction parking, construction hours, right-of-way encroachments or obstructions, dog barking and off leash, debris in the right-of-way, dead or dangerous trees, TPZ violations, health and safety concerns and violations, political and construction signage, and Atherton Municipal Code (AMC) questions. There were 11 trash receptacle related cases throughout Town this month, each property receiving a courtesy letter, and no notices issued for failure to comply.

There was 1 stop work order(s) issued to properties for non-permitted activities, 7 verbal warnings given with specified deadlines to reach compliance, and 4 initial inspections that are pending follow-up. Code Enforcement continues to utilize both software for tracking purposes and case management.

There were fewer trash receptacle complaint/violations this month, and an increase in construction sites (beginning stages/demo). CE has been working on a weed abatement letter draft with Public Works; pending the new sidewalks code to be approved by Council in October/November 2023. CE and Planning continue working together to establish protocols for proactive inspections to limit the amount of enforcement by CE.