

## DEPARTMENT AND DIVISION

# MONTHLY REPORTS


**Your Accessory Dwelling Unit Can Change a Life**

Join a free Informational Workshop to learn about options for building or renting an ADU in Atherton - whether you have one, are looking to build one, or are somewhere in between.

There will be break out sessions to meet with:

- HIF Housing
- Atherton Building Department
- Local ADU Builders
- Local Employers and Schools

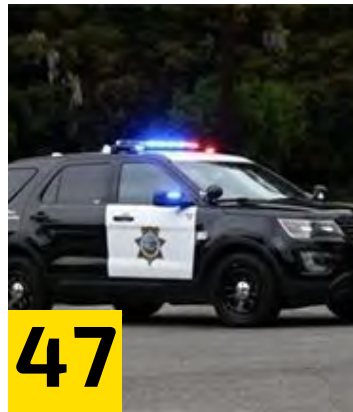
**38 ADU PERMITTING**



**39**

### CONSTRUCTION TIME LIMITS

Summary of properties currently within the Construction Time Limit Penalty phase



**47**

### RESPONSE TIMES

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## DEPARTMENTAL REPORTS

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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 G.



## 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 Manager's Office is inclusive of the City Clerk's Office but also focuses on Council Policies and Communications. This Report provides general communications to the Council as well as updates from the Council's various Ad Hoc and Standing Committees.

### **Upcoming Holidays and Out of Office**

- Vacation – I will be Out of the Office from June 23 through July 9

### **Housing Element Update**

After the Town certified, adopted and submitted its 6th Cycle Housing Element to the California Department of Housing and Community Development (HCD), initial comments were received on April 4, 2023 - [here is a link to the letter received from HCD](#). A Report was presented to the City Council at their **May 17 Regular Meeting** ([Link to Report](#)) outlining HCD's feedback and recommendations.

HCD's comments require the Town to provide further analysis of the following:

- How will the Town address the needs of Extremely Low-Income (ELI) households and Special Needs Populations?
- How will the Town mitigate Affirmatively Furthering Fair Housing (AFFH) issues including fair housing, capacity, inventory, and other contributing factors?
- The Town must expand the discussion of housing needs to include specific quantitative data related to income level.
- The Town must further analyze identified SB 9 sites to ensure that the unit yield predicted will achieve the Town's Regional Housing Needs Analysis (RHNA) Goals.
- The Town must further analyze sites and strategies to determine if the overall site inventory meets the Town's RHNA Goals - including capacity, small and large sites, zoning for lower-income households, suitability of non-vacant sites, infrastructure, and site shortfalls.
- The Town must further analyze governmental and non-governmental constraints - local processes, ordinances, densities, and other constraints.
- The Town must assess its multi-family strategy to ensure that it meets the requirements of State law.
- The Town must address HCD's concerns related to its Accessory Dwelling Unit (ADU) strategy.

On Monday, July 19, the Town's Planning Team will host an Outreach Workshop to discuss the State's AFFH requirements and how they relate to the Town and its affordable housing strategies - to include any potential for multi-family. Feedback from this Workshop will feed into the City

Council's Regular Meeting on July 19 at which the Council must clearly define the required Project Description for the purposes of the California Environmental Quality Act (CEQA) review of the Town's Housing Element.

The Town's Planning Team have numerous concurrent project studies and analysis ongoing in relation to the Housing Element. These include but are not limited to: necessary CEQA review of the Town's Housing Element; creation of Objective Design Criteria; development of Land Use Ordinances for adoption consistent with the Housing Element Policies and Programs; development of an update to the Accessory Dwelling Unit Ordinance for consistency with State Law and the Housing Element; and creation of an Inclusionary Zoning Ordinance. All of these studies and analysis will proceed through a public review and engagement process as they matriculate up to the Planning Commission and ultimately the City Council.

One of the key components of the Town's Housing Element is its reliance upon ADUs as a primary means of compliance at the Very Low and Low Income categories. That reliance rests on the community to commit to using ADUs as that viable solution. ADUs offer a practical solution for multi-generational families seeking additional living space. They can provide an opportunity for homeowners to downsize and/or use the ADU to generate rental income. ADUs can be used as shared family space or caretaker space at little or no cost. There are these and other habitation scenarios that exist today that will help the Town reach its State mandate.

To help with that effort, we launched an online survey to determine what's out there now. We need to determine if there are existing ADUs or Junior ADUs that are presently in use; and, if so, at what rate are they provided? If you have an ADU or JADU and have not yet responded, please do so [HERE](#). The Survey will be up through the month of July 2023.

We do not anticipate a formal response back to HCD until the end of 2023 and *after* we have completed additional outreach workshops, completed CEQA, and completed various ordinance and land use revisions. To stay abreast of these meetings and issues, please be sure to sign up for the [Town's News Flashes and Public Notices](#) and watch the [Agendas and Minutes](#) page for meeting information. The City Council meets regularly on the 1st Wednesday of each month at 4 pm for a Study Session and on the 3rd Wednesday of each month at 6 pm for a Regular Meeting. The Planning Commission meets regularly on the 4th Wednesday of each month at 6 pm.

To stay engaged on Town topics and issues, sign up for the [Town's E-News here](#). Comments may be sent to [council@ci.atherton.ca.us](mailto:council@ci.atherton.ca.us).

#### Website Resources:

- [Housing Webpage](#)
- [Accessory Dwelling Units](#)
- [Housing Resources](#)
- [Housing Element Update](#)

[Videos from Council Meetings are available here.](#)

## **HHW Drop Off - June 24, 2023**

The San Mateo County Household Hazardous Waste (HHW) Program is hosting a drop-off event in **Menlo Park** on **Saturday, June 24, 2023, from 8:30 am-12:15 pm**. This is open to residents of Atherton. Accepted items include cleaning products; fertilizers and garden chemicals; pesticides and rodenticides; solvents; flammable liquids; fluorescent lights; paint thinner; acids/bases; aerosol cans; automotive supplies (car batteries, motor oil, and filters, antifreeze, brake fluid), among other chemicals. No electronic, radioactive, explosive, medical, or commercial waste is accepted. *This event is open to all who live in San Mateo County.*

To participate, *you must schedule an appointment* at San Mateo County's HHW Program: [\*\*smchealth.org/hhw-appt\*\*](https://smchealth.org/hhw-appt) or by calling (650) 372-6200. The event location is disclosed once your appointment is confirmed. *Limit 10 gallons or 50 pounds per appointment (per car load). If you have greater than 10 gallons, you must schedule an appointment for every 10 gallons of waste and make separate vehicle trips for each appointment.* No commercial waste is allowed.

Atherton residents that are unable to attend this event can still dispose of HHW for free at San Mateo County's HHW facility Thursdays-Saturdays. You must make an appointment at [\*\*smchealth.org/hhw-appt\*\*](https://smchealth.org/hhw-appt) or call (650) 372-6200. Recycling/safe disposal of paint, fluorescent lights, household batteries, and used motor oil/filters can be done at a local collection center. Visit [\*\*smchealth.org/hhw-most-wanted\*\*](https://smchealth.org/hhw-most-wanted) for local drop-off sites. For more information, visit [\*\*smchealth.org/hhw\*\*](https://smchealth.org/hhw).

## **News & Events from League of CA Cities, ABAG, CalCities Advocates, & other Regional Bodies**

- **League of Cities Annual Conference - September 2023**
- League of Cities - **Six Housing Bills Cities Need to Know**

## **Legislative Consultant Report**

- **House of Origin Report** - the House of Origin is the date by which all bills must advance from the house in which they were introduced to the second house in order to continue through the legislative process. The 2023 deadline for this was this past Friday, June 2. There were a total of 1,713 new bills that made the deadline out of 2,661 introduced by State legislators.
- Senate Bill 4 (Wiener) has moved forward. **Attached here is an analysis as to its impact.** In Atherton, applicability would be to Menlo College and would allow up to 40 units per acre.
- Linked here is the **Legislative Consultant Report** and **Tracked Bills**.

## **Planning and Building Service Delivery Evaluation**

I have been speaking with a member of the Council about initiating a service delivery evaluation of building and planning services. The concern arose due to the perception by the Councilmember via comments from residents and/or builders that the Town's processes have become bureaucratic.



The purpose of the review would be to identify areas where the Town can expedite the process through the elimination of any unnecessary steps or law. This is not a vendor evaluation; rather, an evaluation of process. For example, are there levels of review that can be consolidated? Are there requirements, such as monthly Arborist Reports, that could be eliminated? Are there Code amendments that could be modified to assist with moving projects forward? Are there opportunities for technology improvements that would assist? Can we identify the basics of what's required and why it *is* required?

When M-Group came on board, the team set about identifying all of the various steps and processes required by the Town for each application or review. They did this as a means of getting up to speed during the transition from Good City Planning. This will provide a solid foundation for the beginning analysis. Building has its own set of submission criteria and the Building Code (State law) its own set of requirements. Interwest also has internal performance measures, with penalties for non-compliance, so their process is fairly regimented.

I will put together a scope of work. The effort is likely within my signature authority and I have an individual or two that I can reach out to that might have just the right skill set to complete the effort. I will keep you apprised.

### **Objective Design Standards**

M-Group has taken Objective Design Standards for Ministerial Review purposes through to adoption in **Lafayette**, **Monte Sereno** and **Los Gatos**. Draft Objective Design Standards are underway for Calistoga—specifically for sites identified in the Calistoga Housing Element prepared by M-Group - **Housing Element Update** — and the County of Alameda, where two sets of Objective Design Standards have been prepared, one for **townhomes** and another for **apartments and mixed-use** buildings.



Objective Design Standards are just one component of urban design and policy planning. Other work includes corridor planning and Specific Plans, such as the **El Camino Real Specific Plan** and EIR for the City of Sunnyvale. The ECR Plan was adopted in 2022 and recently received an Award of Merit from the Northern California Section of the American Planning Association.



Recent work completed by the M-Group Urban Design team includes the Redwood City **Outdoor Business Activity Program** guidelines, adopted by the City Council in 2022.



## **AD HOC AND STANDING SUBCOMMITTEE UPDATES**

### **Renovation of the Historic Train Station Ad Hoc Subcommittee (DeGolia/Hawkins-Manuelian)**

Selvavision has initiated work on the two videos working with the Subcommittee. Members of the Subcommittee are working on establishing train memorabilia connections and resources.

### **Refuse Services Standing Subcommittee (Widmer/DeGolia)**

No Updates. A meeting is being planned during the month of June.

### **100-Year Celebration Subcommittee (Lewis/DeGolia)**

No updates. Planning on the event continues. Primary components of the event include the 100-Oak Tree Giveaway, history tables and passport, food, and entertainment.

Minutes of meetings are available when approved and under review via the [Agendas and Minutes webpage](#).

We did not have a quorum for the last two meetings so we were unable to approve the April minutes, but below are notes from the June 7 meeting.

### **Marketing**

- Staff to make edits to logo (bold text and remove incorporation date from logo), passport (replace photos and add Park stamp), and postcard (consider a new photo and remove the word interactive)
- Eventbrite for optional registration is here: <https://www.eventbrite.com/e/648223773757>
- Staff to change Centennial Website banner

### **History Booths**

- Staff to email [chris@chrisambramson.com](mailto:chris@chrisambramson.com) about the Schools booth(s)
- Staff to email Connie Loarie about Circus Club booth
- Staff to situate Susan Knox in Park area
- Staff to purchase stamps for each area

**Tree Giveaway**

- Staff to reach out to Girl Scouts and Riekes to help with giveaway
- High Schools are another good option through their service hours program
- Sally to visit nurseries and to coordinate purchase and delivery

**Food & Music**

- George will send food menu for committee members to pick items that they'd like to see, staff will craft a sample menu
- Staff will reach out to Collette's for a cake once they open
- Pam to reach out to reach out to new Jazz Band director at MA, Bill Flaherty





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. There are two (2) vacancies with active recruitment (Associate Engineer and Junior Accountant). Staff will create a lower entry classification of Assistant Engineer position to increase the potential candidate pool. The Town is currently at 95% staffing with the listed vacancies. However, there are an additional four (4) staff on some form of leave making actual staff capacity at 86%.

#### **Labor Relations:**

The Atherton Police Officers Association (APOA) and the Town reached a tentative agreement and Council will approve and adopt the Memorandum of Understanding (MOU) with the APOA at the June 19 meeting as part of the budget adoption. The term of the MOU is from July 1, 2023, through June 30, 2027. Council will also approve updated salary schedules with the annual budget process.

### **IT Systems & Activities**

The Town's IT Contractor has identified a permanent staff member for onsite support and anticipate a onboarding before July. IT support is currently onsite 2 days per week with remote support the remaining days.

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

- Staff have continued to perform support for all departments. IT special projects have included testing, labeling, and repairing data cabling in the Council Chambers and identifying and labeling fiber connections throughout the Town Center. IT has been partnering with the Police Department to replace all cameras and mounts at Holbrook-Palmer Park set to begin in July.
- Website Analytics:
  - June 8 – June 14: 2,746 Users
  - Last 7 Days Total Page Views: 6,705
    - Civic Alerts = 520

- Business Licenses = 200
- Building Department = 162
- Permit Applications – Fees - Forms = 159
- Holbrook-Palmer Park = 150
- Sessions by device: 59% Desktop / 39% Mobile / 1% Tablet

### **Sustainability Activities**

The Environmental Programs Committee (EPC) has two (2) current vacancies and residents interested in becoming members can contact Rachael Londer, [rlonder@ci.atherton.ca.us](mailto:rlonder@ci.atherton.ca.us) directly to learn more. May 18, 2023, and key takeaways included:

- The EPC will finalize a survey to send to residents to plan for 2024 Earth Day.
- The EPC will discuss future community outreach and engagement opportunities.
- Staff will move forward with bringing the Climate Action Plan to the City Council during their Regular Meeting on June 21, 2023.

1. Climate Action Plan Update:

- a. What will the Town look like in 2045? The updated Climate Action Plan creates a vision for a carbon-neutral, zero-waste community and includes actions that both the Town and its residents can take to get us there. This 2023 update to the Climate Action builds on the efforts of the 2016 Climate Action Plan, acknowledging successful efforts and identifying areas for accelerated action to meet the State's bold goals.
- b. Next steps include presenting the 2023 Climate Action Plan Update at the City Council's June 21 City Council meeting. Staff recommends that Council provides direction or adopts the 2023 Climate Action Plan Update.

2. Waste Reduction:

- a. The self-service organic compost pile is now available 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.

3. Transportation:

- a. An RFP will be released this Summer for EV chargers at Holbrook Palmer Park to be installed in parking lots at the entrance and at Jennings Pavilion.

4. New Summer Team Member:

- a. Aishani Garg, a rising Junior at Design Tech High School, is supporting sustainability programs as an intern with the Town. She is most excited to support community engagement activities and has created a survey to get feedback for 2024 Earth Day and has developed social media content. Upcoming projects include supporting outreach for electric leaf blowers, hosting educational events with the EPC, and recording podcasts as a new way to reach residents about sustainability efforts.

### **Emergency Management Activities**

Staff has been working closely with FEMA to submit the Town's Request for Public Assistance to FEMA for costs incurred during the storms that occurred between December 27, 2022, to January 31, 2023. The Town's site visit to assess damages will be on June 30, 2023.

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

Residents received the Summer 2023 Athertonian which can be viewed online here: <https://www.ci.atherton.ca.us/ArchiveCenter/ViewFile/Item/3853>. Additional copies are available for pick up at Town Center.

There are currently 6 active Public Records Act Requests to which staff are responding. There are currently 5 open General Liability Claims.

#### **Committee and Commissions Recruitment:**

The Town is currently conducting the annual recruitment for expiring terms and for mid-term vacant seats. Committees with expiring terms and open seats are as follows:

- Audit and Finance – 1 vacancy
- Bicycle and Pedestrian – 3 vacancies
- Environmental Programs – 3 vacancies
- Parks and Recreation – 2 vacancies regular seats & 1 vacancy for foundation seat
- Planning Commission – 2 vacancies
- Rail – 2 vacancies
- Transportation – 3 vacancies

#### **Elections News:**

The San Mateo County Elections Division in distributed the final invoice for the November 2022 Atherton election, for a total of \$13,305. The Elections Division intends to maintain a 4-day vote center at Menlo College for future elections.

### **Public Information Stats**

Town staff have been sharing information about Sounds of Summer, the Pickleball Survey, the ADU Match Program, and other Town programs and news on social media. Residents, community members, and other public agencies have viewed and interacted with the Town from May 1 – May 31 as follows. 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	6 new followers, total of 590 followers	3,294 impressions

Instagram	15 new followers, total of 1,169 followers	674 accounts reached
Facebook	1 new follower, total of 532 followers	1,452 accounts reached
NextDoor	33 new members, total of 4,545 members and 2,217 households claimed	295 impressions

Town website subscriber group:

Distribution List	Subscribers
Atherton Online	Top List 1,752
News Flash	Top List 1,752
Alert Center	Top List 1,634
Calendar	Top List 1,764

## Community Outreach Initiatives

### Sounds of Summer

The Atherton Sounds of Summer Concerts Series was back this year with 50+ community



**SOUNDS OF SUMMER 2023**

WE'RE BRINGING BACK ATHERTON'S SUMMER SERIES! TOGETHER WITH THE LIBRARY, THE TOWN WILL HOLD THREE MUSIC SERIES ON THURSDAYS FOR THE MONTH OF JUNE. ENJOY LIVE MUSIC, KID-FRIENDLY ACTIVITIES, AND A FEATURED FOOD TRUCK FOR EACH NIGHT!

**JUNE 8**  
The Cook'n Fenny Combo presents a mix of Folk, Blues, Country, Classic Rock, Roots Americana and Originals offering a wide range of music that everyone can relate to.

**JUNE 15**  
If you've got Mercy & the Heartbeats, then you've got all your favorite songs - 70's and 80's classics, 90's singalongs, and the most current radio hits.

**Atherton Town Center**  
80 Fair Oaks Lane Atherton, CA 94027  
**5:00 p.m. - 7:30 p.m.**  
[www.ci.atherton.ca.us/events](http://www.ci.atherton.ca.us/events)

members coming out to enjoy music and food each night. This series has become a beloved tradition in our community, bringing together friends and families to enjoy live music and entertainment as we welcome summer. This year, the Town partnered with the Library to bring residents music and a featured food truck the first three Thursdays throughout the month of June from 5 p.m. - 7:30 p.m. at the Atherton Town Center. On the last two Thursdays of June, there will be a premier movie screening outside of the library. Town staff are exploring purchasing heat lamps for future events to create a warmer and welcoming atmosphere.

The Sounds of Summer included:

- Jazz Night Featuring Five Ten Music and Mozzarella Pizza

City Clerk Monthly Report  
June 21, 2023

- Cook'n Fenny Combo and Anabelitas
- Mercy and The Heartbeats and Vana Maria BBQ
- Puss in Boots: The Last Wish
- Lyle, Lyle, Crocodile

**Centennial 100 – Year Celebration**

The Town of Atherton turns 100 on September 12, 2023. Staff are working with the 100 – Year Centennial Committee on two community events:

- September 12, 2023: Residents are invited to join the City Council for a screening of a centennial video celebration, toast, and cake.
- September 24, 2023 from 11 am to 3 pm: Centennial Celebration at Town Center with history exhibits, food, family activities, live music, and tree giveaway

Leading up to those celebrations, each week in the Atherton Online and on our website, we are feature icons, places, and historical moments that have made this Town the vibrant community that it is today. Check out the features here: <https://www.ci.atherton.ca.us/665/100---Year-Centennial-Celebration>.





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 2022/2023 Revenues and Expenditures**

*Year to Date*

*Months Complete – 11*

*% of Year Complete – 92%*

	<b>Budget</b>	<b>Revenue</b>	<b>% Received</b>
Park Program	\$ 232,800	\$ 169,971	73%
Planning Permits	\$ 290,300	\$ 297,515	102.4%
Business Licenses	\$ 278,000	\$ 266,633	95.8%
Police	\$ 316,390	\$ 131,500	41.5%
Sales Taxes	\$ 315,000	\$ 249,533	79.2%
Miscellaneous	\$ 1,047,758	\$ 1,394,638	132%
Public Works	\$ 836,700	\$ 445,044	53.1%
Franchise Fees	\$ 1,011,000	\$ 891,255	88.1%
Building Permits	\$ 1,919,000	\$ 1,306,840	68.1%
Property Taxes	\$ 17,254,051	\$ 16,015,967	92.8%
<b>Total</b>	<b>\$ 23,500,999</b>	<b>\$ 21,168,896</b>	<b>90%</b>

	<b>Budget</b>	<b>Expenditures</b>	<b>% Received</b>
City Council	\$ 61,513	\$ 38,684	62.8%
Administration	\$ 1,312,087	\$ 1,247,675	95%
City Attorney	\$ 310,000	\$ 245,321	79.1%
Finance	\$ 897,696	\$ 759,026	84.5%
Planning	\$ 762,071	\$ 731,145	95.9%
Building	\$ 1,523,034	\$ 949,072	62.3%
Interdepartmental	\$ 1,024,511	\$ 865,866	84.5%
Police	\$ 9,526,866	\$ 8,275,395	86.8%
Public Works	\$ 3,233,233	\$ 1,870,906	57.8%
<b>Total</b>	<b>\$ 18,651,011</b>	<b>\$ 14,983,090</b>	<b>80.3%</b>



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



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

## Street Sweeping

Street Sweeping is a contract service via Contract Sweeping Services.

Month	Curb Miles	Weight (tons)	Cubic Yards
July	60	12	4
August	60	12	3
September	66	4.4	2
October	60	4	2
November	80	4.4	2.2
December	80	6.2	4.2
January	80	12	6
February	32	6	6
March	42	12	16.8
April	42	6	12
May	46	6	12
June			
<b>Total</b>	<b>648</b>	<b>85</b>	<b>70.2</b>

## Services Requests

- Sign repairs in various locations including:
  - Truck sign on Middlefield road at Marsh Road
  - No-parking signs on Oak Grove Avenue
  - Stop sign on Maple Avenue at El Camino Real
  - Ashfield Road at Town Center parking lot
  - Bike Lane sign on Valparaiso Avenue at Park Lane
  - Graffiti removal from speed limit sign on Oak Grove Avenue
- Reset Selby Lane street marker
- Installed new street markers on Polhemus Avenue and on Atherton Avenue at Clay Drive
- Completed removal of sandbag station from Holbrook-Palmer Park.
- Completed repair of streetlight on Maple Manor Entry Gates (DeBell Drive at Middlefield Road)
- Repaired damaged fence at Knox Playschool
- Replaced section of soundwall between El Camino Real and Lloyd Park Lane
- Initiated cleanup of water damage in Main House Arts room
- Patched hole in ceiling in Main House
- Clean up dumped garden debris in Austin Avenue / Robleda Drive median
- Continue to Assist Atherton Heritage Association with the relocation of historic documents from the Carriage House
- Completed annual inspection and maintenance of backflow preventors
- Repaired irrigation leak at Holbrook-Palmer Park
- Repaired irrigation leak at Library
- Cleared weeds along Watkins Avenue above Atherton Channel
- El Camino Real Weed Trimming continues
- Trimmed vegetation at various locations in Atherton
- Installed traffic mirror for PD along Station Lane through Town Center parking lot
- Help set up for Library BMX show in front of Town Center
- Started Event Garden renovation at Holbrook-Palmer Park
- Installed new grinder pump for the playground restrooms at Holbrook-Palmer Park.
- Graffiti removal in Atherton Channel
- Repaired electrical outlets in PD
- Installed new and replaced donor bricks in Civic Court

## 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), playground inspections, elevator inspections.
- 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

## Cleanup of garden debris Austin Avenue at Robleda Drive



## Truck Sign Repair at Middlefield Road & Marsh Road





### Repair Irrigation leak at Library

*Before*



*After*



### Lloyd Park Lane Fence repair and clean up

*Before*



*After*





### Fix Hole in ceiling at the Main house HP park



### Clean Up weeds at Atherton Channel Watkins & Middlefield









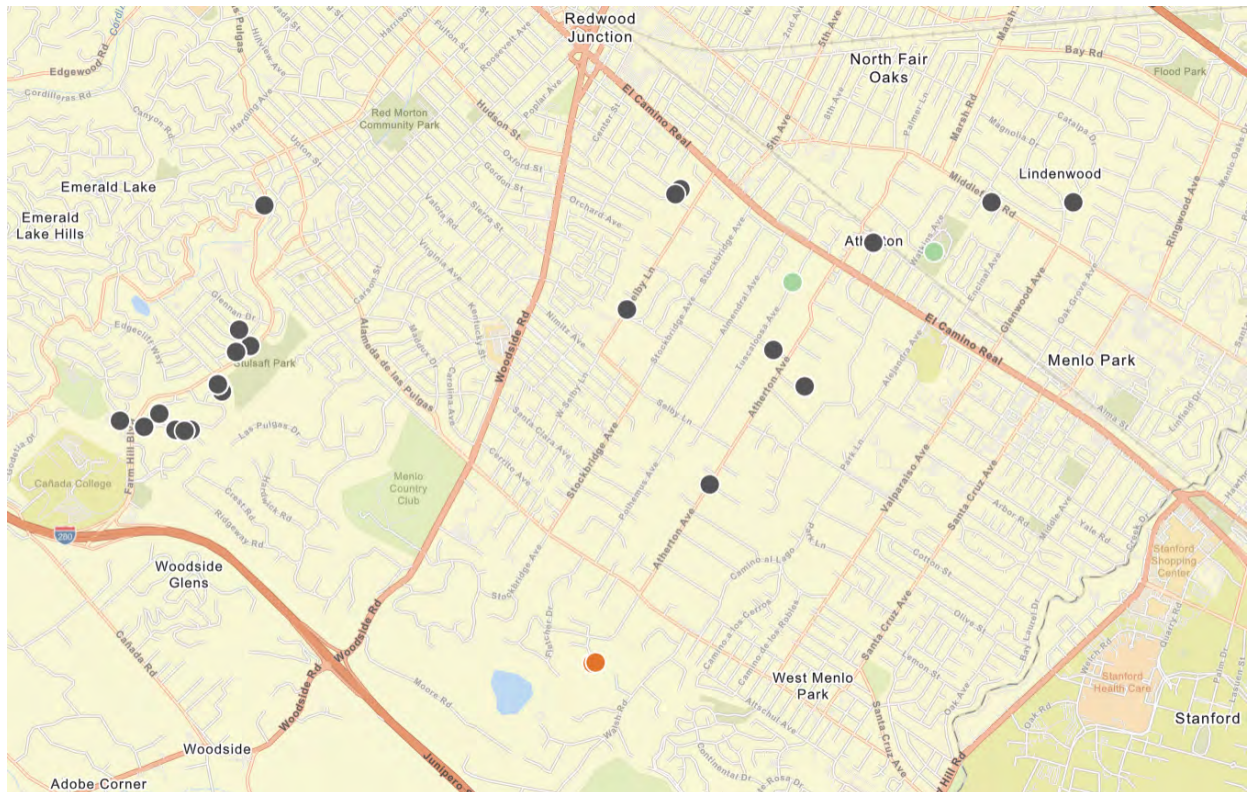
# See Click Fix

Showing Results from 5/1/2023 to 6/1/2023

Hide Empty Rows ☒

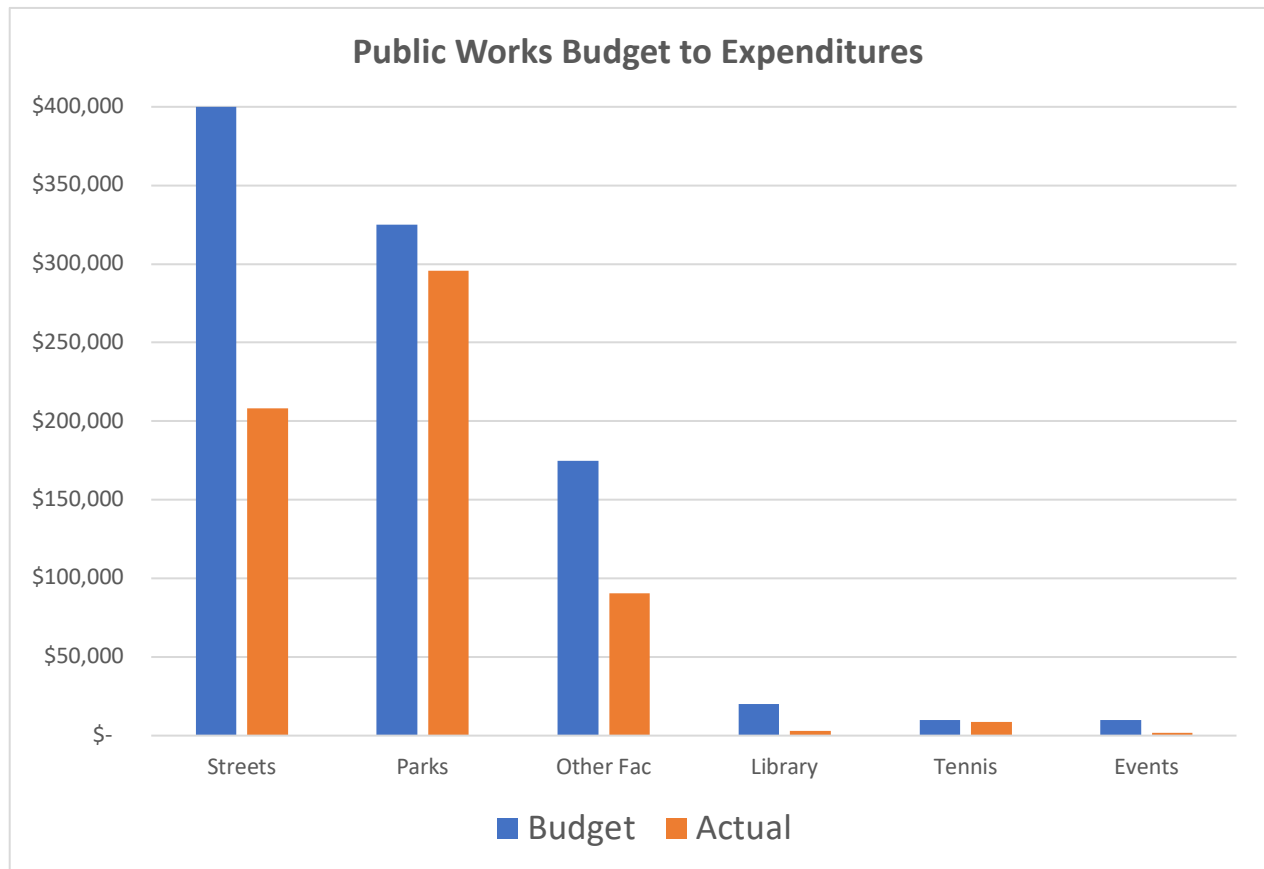
DTA: Days to Acknowledge DTC: Days to Close O&O: Open and Overdue

Category	Created	Ack	Closed
Refuse & Recycling Containers	54	1	54
Illegal Dumping	20	0	20
Pothole	3	1	3
Public Right-of-Way Concern	2	0	1
Abandoned Vehicle	1	0	1
Animal Control	1	1	1
Construction Disturbance/Hours	1	1	0
Public Equipment Facilities Issues	1	1	0
Street Sign	1	0	1
Trees	1	0	1
Other	1	0	0
<b>Totals</b>	<b>86</b>	<b>5</b>	<b>82</b>



## Public Works Maintenance Budget versus Expenditures Thru MAY 2023

Short Code	Accounting Code	Description	Budget	Actual	%
A01	101-53-52031-053	Streets	\$400,000	\$208,154	52%
A02	101-57-52031-057	Parks (Grounds & Facilities)	\$325,000	\$295,630	91%
A03	101-59-52031-059	Other Facilities	\$175,000	\$90,728	52%
A04	213-30-52031-000	Library	\$20,000	\$2,902	15%
A05	101-58-52031-000	Tennis	\$10,000	\$8,540	85%
E06	101-58-52030-058	Event Services	\$10,000	\$1,941	19%
<b>Total</b>			<b>\$940,000</b>	<b>\$607,895</b>	<b>65%</b>



## Current Fiscal Year Capital Project Updates

Streets & Transportation		
Capital Project	Budget	Current Status
Traffic Control Devices	\$15,000	Restriped school crosswalks at Laurel School (Lower), Las Lomitas Elementary, and Menlo-Atherton High School. Purchased additional signage. Installed chevron markers at Isabella/Britton and warning signs on Barry Lane
ADLP Traffic Safety Improvement Project	\$600,000	Received task order for project management
Solar Radar Indicators Purchase	\$15,000	Purchased Radar Indicators
Traffic Counts/Speed Surveys	\$25,000	Not started
Grant Funding Opportunities	\$25,000	Submitted OBAG3 Grant application for Adelante-Selby Safe Routes bikeway improvements. (contingency funding list) Submitted SMTA Bike Ped Grant application for El Camino Real Complete Streets Gap Closure - Grant agreement executed.
Refresh Class III Pavement Markings	\$100,000	Project design 75%.
Watkins Avenue Ped Improvements/Middlefield to McCormick	\$100,000	Conceptual design completed and reviewed by BPC.
Selby Lane Bicycle Lane Improvements	\$250,000	Submitted OBAG3 Grant application for Adelante-Selby Safe Routes bikeway improvements. (contingency funding list). Project design initiated.
Fair Oaks Lane @ Lloydlen Improvements	\$175,000	Conceptual design completed and reviewed by BPC. Project design 75%.
Annual Road Maintenance Program	\$1,500,000	Pavement Management Program assessments through MTC PTAP grant completed. Project design 75%.
NTMP Projects	\$160,000	Installed median striping on Atherton Ave., Stockbridge Ave. Restriped high-visibility crossings and shark-tooth limit lines at Adelante-Selby School and Encinal Elementary. Installed larger stop signs in various locations. Purchased speed feedback signs and temporary speed humps. Initiated outreach regarding speed humps. Initiated Middlefield Road signal timing analysis through MTC PASS Grant. Installed new



		speed limit signs in various locations. Installed speed humps and speed feedback signs on Glenwood Avenue.
<b>Drainage</b>		
<b>Capital Project</b>	<b>Budget</b>	<b>Current Status</b>
Atherton Channel Assessment/Relining Upstream of ADLP	\$400,000	Not started.
Green Infrastructure Implementation	\$300,000	Cooperative project on Encina Avenue under construction as part of Encina Avenue Reconstruction project by County completed. Lloyd Drive/Fair Oaks Lane stormwater treatment included with Intersection improvements. Project design 75%.
Evaluation of Intersections @ ECR	\$150,000	Not started
Upper Atherton Channel Monitoring	\$10,000	Not started
<b>Town Buildings, Park &amp; Facilities</b>		
<b>Capital Project</b>	<b>Budget</b>	<b>Current Status</b>
ADA Improvement Program	\$10,000	Scope TBD
Town Center Project (Station)	\$300,000	Construction contract awarded.
Fencing Improvements Along Watkins	\$200,000	Conceptual design completed and reviewed by BPC.
Parking Lot Repairs	\$350,000	Not started
General/Misc Repairs	\$100,000	Pathways, Playground Repair and Event Garden awarded. Event garden initiated.
Park Circulation Plan	\$1,050,000	Released for bid. Bids received May 9, 2023. Construction contract award pending.
<b>Total</b>	<b>\$5,985,000</b>	



The Town Arborist 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 MAY 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	3	4	3	5	2	4	1
August	2	3	7	5	5	2	0
September	4	5	3	3	8	1	3
October	5	4	4	2	4	1	4
November	2	1	2	1	0	1	1
December	0	0	0	2	0	0	0
January	1	0	0	0	0	0	0
February	0	0	1	0	0	0	0
March	4	1	2	2	0	0	0
April	3	3	1	2	0	0	0
May	5	1	1	1	1	0	0
June							
<b>Total</b>	<b>29</b>	<b>22</b>	<b>24</b>	<b>23</b>	<b>20</b>	<b>9</b>	<b>9</b>

## Types of Rental Activity for MAY 2023

Catered Too manages Park Rentals

Month	Social Gathering	Wedding	Soccer	Other
July	11	3	4	4
August	22	0	2	0
September	25	0	0	2
October	20	0	0	4
November	5	2	0	1
December	2	0	0	0
January	1	0	0	0
February	1	0	0	0
March	6	0	0	3
April	8	0	0	1
May	8	0	0	2
June				
<b>Total</b>	<b>109</b>	<b>5</b>	<b>6</b>	<b>17</b>

## Revenue from Rental Activity for MAY 2023

Catered Too manages Park Rentals

Month	Revenue Fees	10% Catering Fee	Revenue to Town
July	\$11,825.45	\$1,722.28	\$13,547.73
August	\$25,477.80	\$7,739.92	\$33,217.72
September	\$59,144.35	\$17,112.77	\$76,257.12
October	\$21,774.75	\$6,794.70	\$28,569.45
November	\$7,577.00	\$3,218.35	\$10,795.35
December	\$2061.95	\$56.00	\$2,117.95
January	\$150.00	\$0	\$150
February	\$3000.00	\$838.33	\$3838.33
March	\$10,625.00	\$1,475.30	\$12,100.30
April	\$6950.00	\$2121.09	\$9071.09
May	\$5250.00	\$3151.36	\$5250.00
June			
<b>Total</b>			<b>\$203,316.40</b>

# 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	303	107	161	102	113	6
August	315	104	132	116	107	9
September	233	95	92	76	93	11
October	277	117	147	101	0	15
November	292	125	162	101	0	6
December	255	134	154	112	0	25
January	185	109	117	76	0	6
February	289	135	176	101	0	10
March	390	163	257	215	0	5
April	465	194	315	240	0	12
May	N/A	N/A	N/A	N/A	N/A	N/A
June						

## General and Special Services for MAY 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 MAY:

- Spreading mulch
- Brightview is weeding daily.
- WCA removed and pruned trees throughout the park
- Brightview placed mulch.
- Brightview fixed sprinkler leak
- Fixed bathroom backup
- Replaced bathroom pump.
- Helped set up and break down for events.
- Performed mowing of lawn.
- Brightview removed weeds and weed removal
- MCE & Brightview responded to an afterhours call out for a sprinkler problem and shut the stuck valve off.

## **New and Future Planned Projects**

- Convert Playground restrooms from well water to potable water
- Repair header boards at Pavilion
- Fence Large Oak Tree
- Install decomposed granite pathway along Field D
- Fix playschool fence (completed)
- Repair playground (**Po's approved sent to contractors waiting for materials Early July is estimated to be delivered.**)



## Photographs of Work Performed in MAY 2023

*Respond to small flood at main house HP PARK*



*FENCE REPAIR AT knox PRE SCHOOL*



*HP Park Sprinkler repair BRIGHTVIEW.*





## **Town of Atherton**

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

# **Community Services Monthly Report May 2023**

Submitted by:  
Interwest Consulting Group

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

	May-23
<b>Total Construction Valuation<sup>1</sup>:</b>	\$2,790,189

Fiscal Year 2022-23	Fiscal Year 2021-22
\$132,691,424	\$147,036,954

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$18,774
<b>Permit Fees Collected:</b>	\$63,418
<b>Other Fees Collected:</b>	\$7,371
<b>TOTAL:</b>	<b>\$89,562</b>

\$368,986	\$389,308
\$1,006,828	\$1,073,098
\$58,404	\$55,668
<b>\$1,434,218</b>	<b>\$1,518,074</b>

**PLAN CHECK**

Applications Received:	<b>101</b>
------------------------	------------

<b>797</b>	<b>764</b>
------------	------------

**PERMITS**

<b><u>Residential:</u></b>	
New Single Family Residential Permits Issued:	0
New Accessory Structures Issued:	9
Addition / Alteration Permits Issued:	10
Reroof / Water Well / Grading Permits Issued:	8
Plumbing/Mechanical/Electrical Permits Issued:	25
Demolition Permits Issued:	8
<b><u>Non-Residential:</u></b>	
New Permits Issued:	0
<b>TOTAL Permits Issued:</b>	<b>60</b>

34	38
203	216
104	106
102	110
226	219
38	31
3	4
<b>710</b>	<b>724</b>

**INSPECTIONS**

Inspections Performed:	<b>728</b>
------------------------	------------

<b>8,817</b>	<b>9,003</b>
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Footnotes:

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

<sup>2</sup>Other.

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*May 1, 2023 to May 31, 2023*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	24	267
Planning Commission Items	1	20

At the May 24, 2023 Planning Commission regular meeting the following occurred.

1. General Plan Consistency Determination for the Capital Improvement Program (CIP) for Fiscal Years 2023/24 - 2027/28 | APPROVED

.

The next regularly scheduled Planning Commission is June 28, 2023.

**Arborist Activity Summary**

*May 1, 2023 to May 31, 2023*

	<b>Site Visits</b>			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	Sally was off all month	0	0	0



# 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		2	4	2	1	2
July		3	2	4	1	6
August		2	2	5	5	4
September		2	3	2	3	1
October		2	1	1	1	4
November		1	3	3	1	0
December		2	1	3	1	1
<b>Total New SFD Permits:</b>	<b>5</b>	<b>24</b>	<b>27</b>	<b>25</b>	<b>21</b>	<b>30</b>

### Plan Check Performance

*May 1, 2023 to May 31, 2023*

Project Type	Cycles	No of Plan Checks	Target **	Overdue Plan Checks
Major Plan Check	1st Review	86	10	0
	Subsequent Rev.	85	5	0
Minor Plan Check	1st Review	25	3	0
	Subsequent Rev.	0	2	0
<b>Total Number of Plan Checks</b>			196	

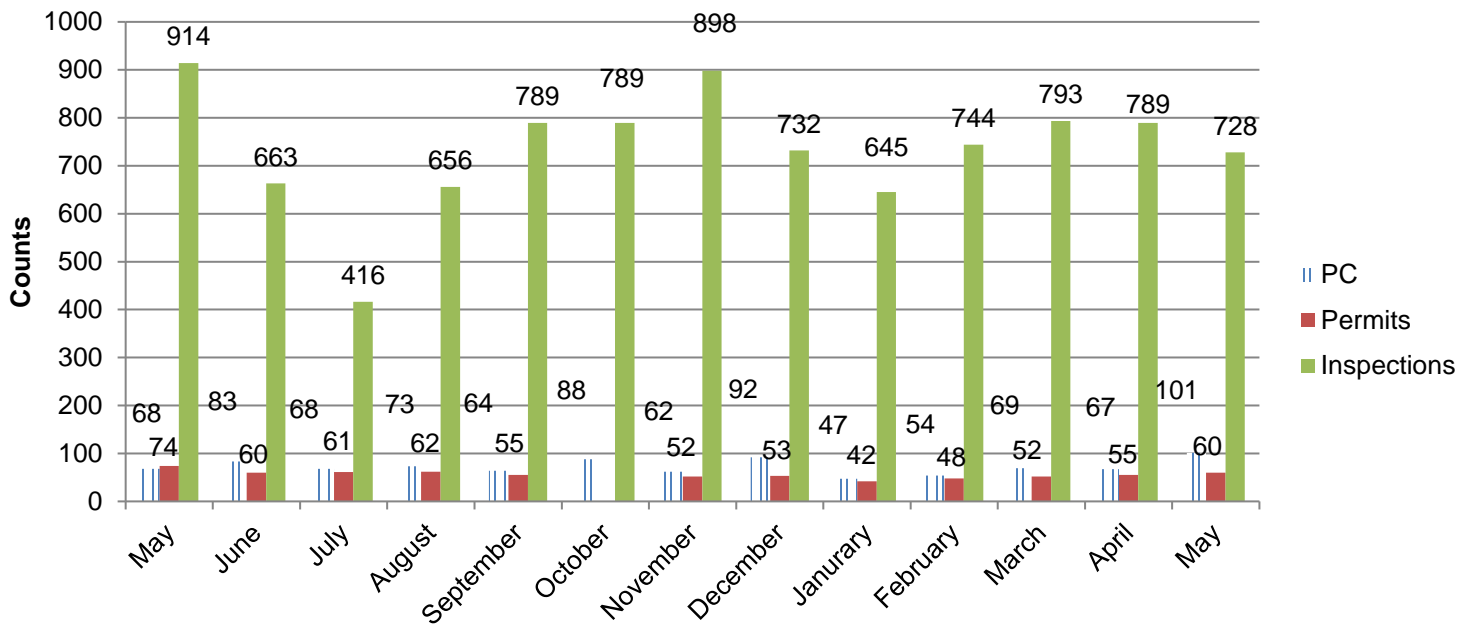
\*\* Target: in working days

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

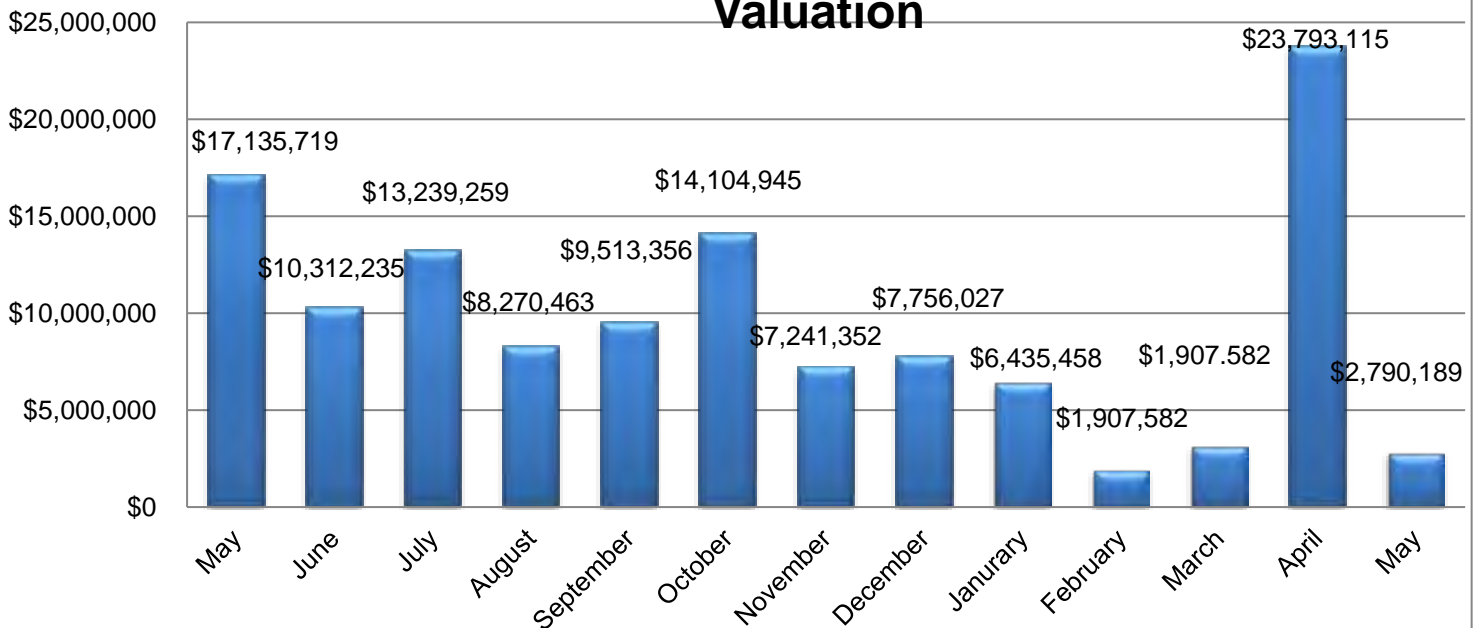
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

## Summary Graphs

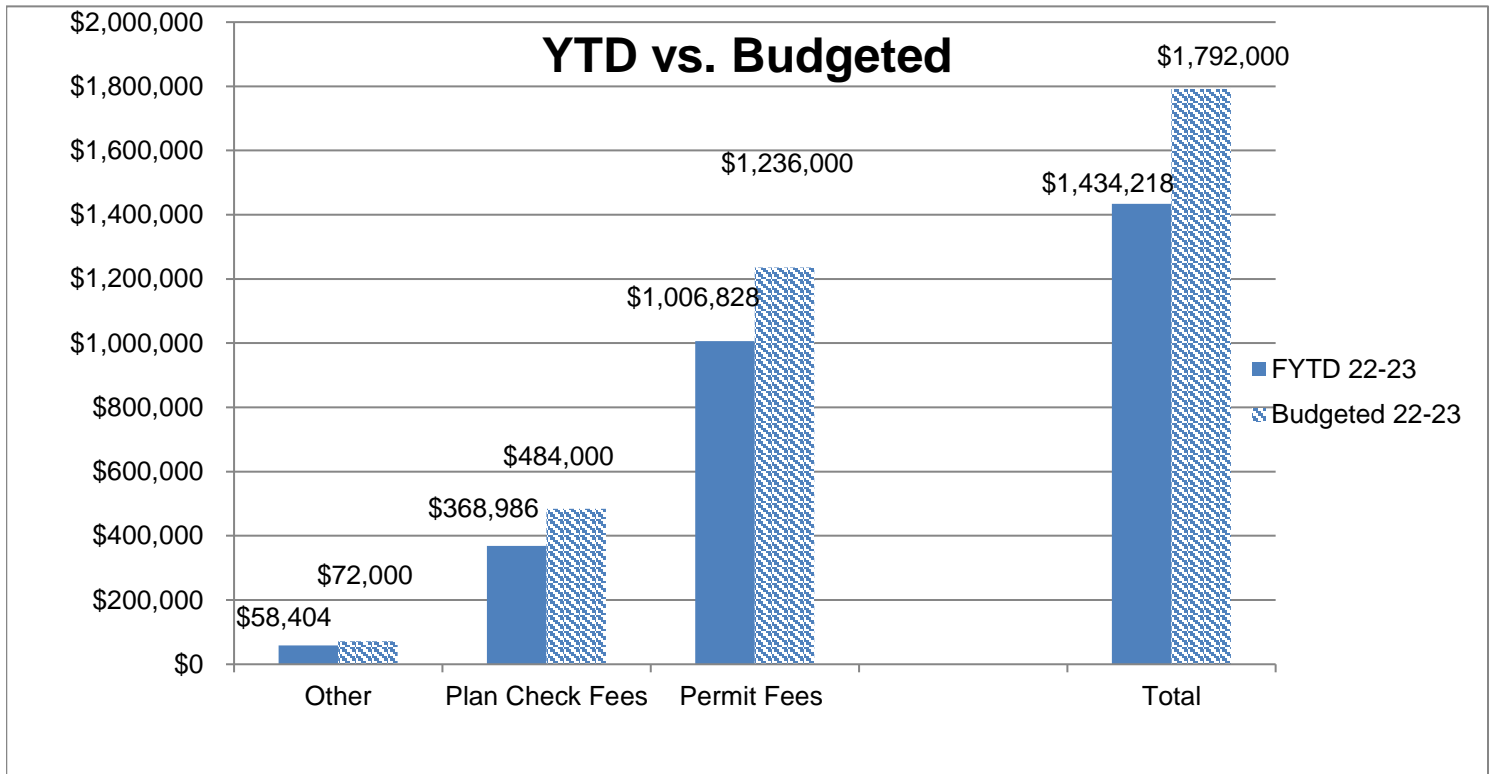
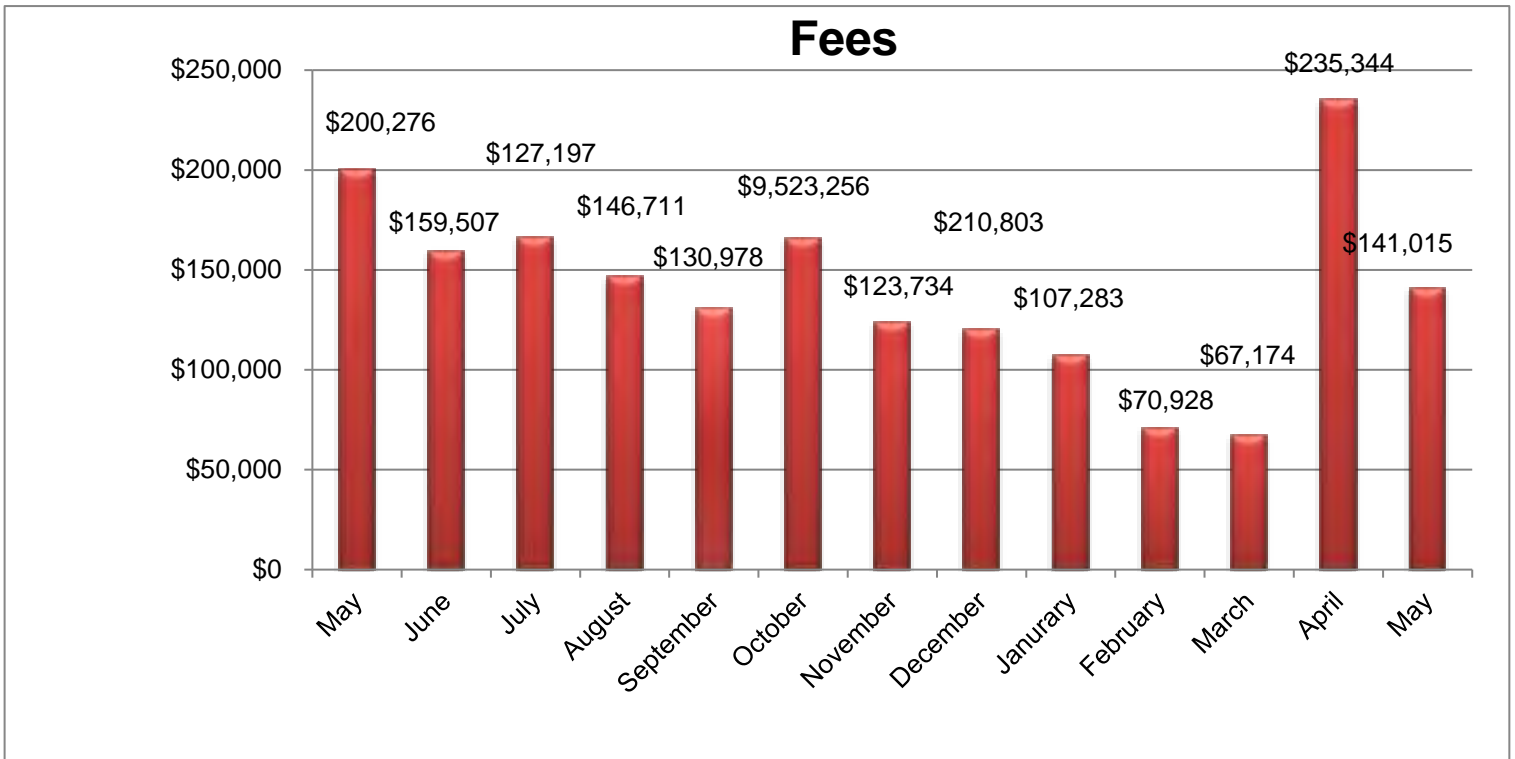
### Plan Checks, Permits, Inspections



### Valuation



## Summary Graphs



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

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
<b>Entitled ADU</b>	1	5	2	5	0								<b>13</b>
<b>Permitted ADU</b>	2	0	2	5	0								<b>9</b>
<b>Finaled ADU</b>	1	0	6	1	3								<b>11</b>
<b>Entitled JADU</b>	1	1	1	1	0								<b>4</b>
<b>Permitted JADU</b>	0	0	0	0	0								<b>0</b>
<b>Finaled JADU</b>	0	0	0	0	0								<b>0</b>
<b>Entitled SFR</b>	0	0	0	2	0								<b>2</b>
<b>Permitted SFR</b>	1	0	0	4	0								<b>5</b>
<b>Finaled SFR</b>	1	2	1	2	3								<b>9</b>

	2022	2023	2024	2025	2026	2027							
<b>Entitled ADU</b>	53												
<b>Permitted ADU</b>	25												
<b>Finaled ADU</b>	17												
<b>Entitled JADU</b>	10												
<b>Permitted JADU</b>	5												
<b>Finaled JADU</b>	0												
<b>Entitled SFR</b>	20												
<b>Permitted SFR</b>	35												
<b>Finaled SFR</b>	17												

**Town of Atherton  
Building Safety & Inspection**

**Active Construction Time Limit Penalties**

*May 1, 2023 to May 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>
<b>25 Isabella</b>	5/26/2016	5/22/2019	N/A	\$250K	
<b>NOTES:</b> Project has not been finalized. Neighbor dispute. Still a \$48K CTL Refund to be issued when finalized					
<b>122 Hawthorne</b>	8/24/2017	8/24/2020	1/10/2021	\$250K	Aug. 2023
<b>NOTES:</b>					
<b>67 Redwood</b>	8/28/2018	9/28/2021	1/14/2022	\$250K	Aug. 2023
<b>NOTES:</b>					
<b>88 Tuscaloosa</b>	10/23/2018	10/23/2021	2/11/2022	\$250K	Aug. 2023
<b>NOTES:</b> Paid \$220K on 12/14/2022					

**Total Penalties Deposited:**     \$1,000,000

*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	\$309,000.00
<b>Total to Date</b>	<b>\$2,625,200.00</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, 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 May 2023**

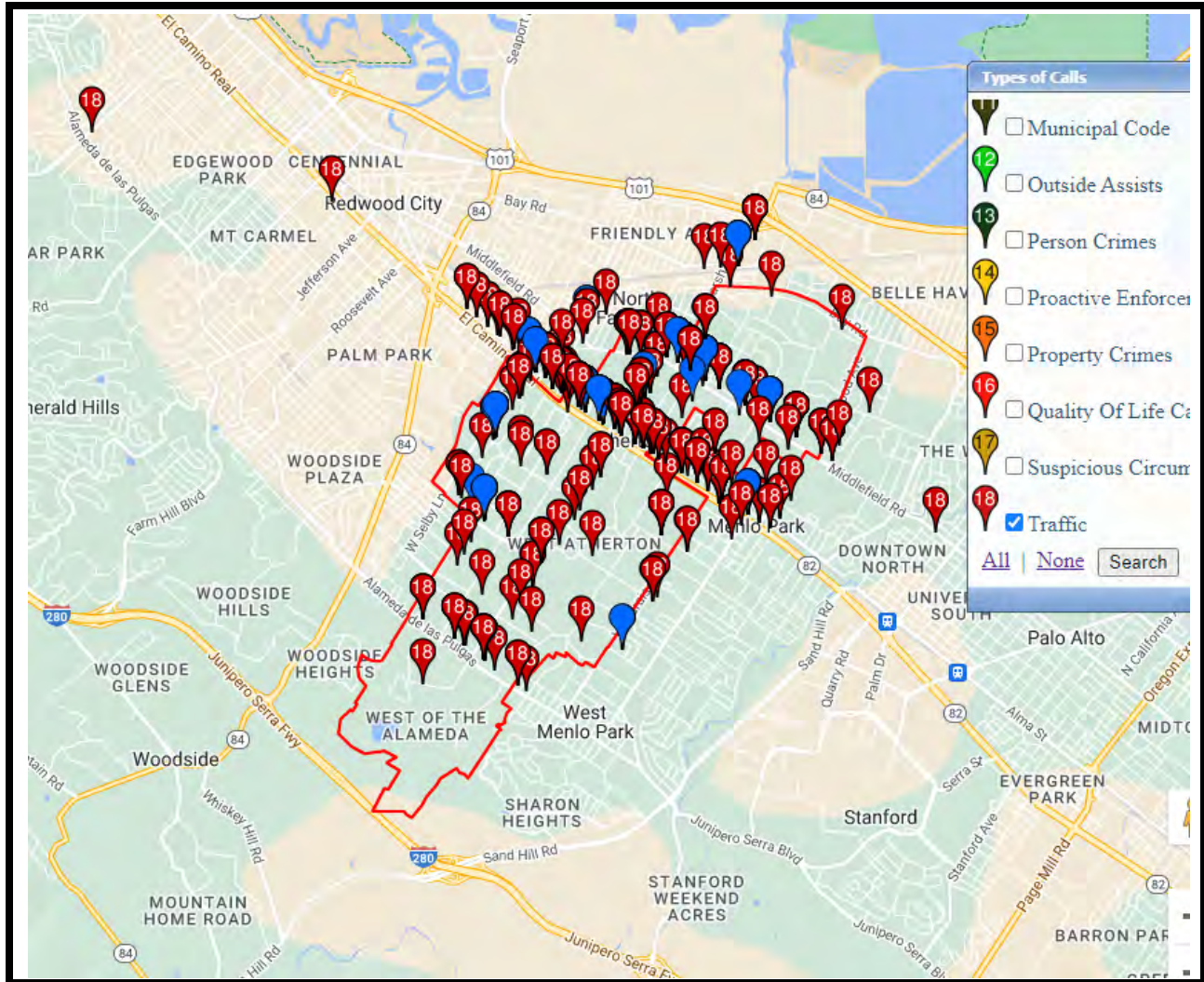
During this reporting period, there were 52 investigations. Of that total, 22 offenders were cited, arrested, referred to the San Mateo County District Attorney's Office for prosecution, or referred to the San Mateo County Juvenile District Attorney's Office for prosecution.

Offenses included driving under the influence of alcohol, driving with a suspended license, possession of paraphernalia, felony warrant, misdemeanor warrant, public intoxication, vehicle theft, receiving know stolen property, robbery, burglary, vandalism, assault with a deadly weapon, forge or alter vehicle registration tabs, sexual battery, criminal evading, violation of parole, and carrying a loaded and concealed firearm.

Of the 2,427 total police incidents for the month, 1,685 were officer-initiated incidents. These incidents resulted in 743 citations being issued for vehicle code and other violations. Officers initiated 1,283 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

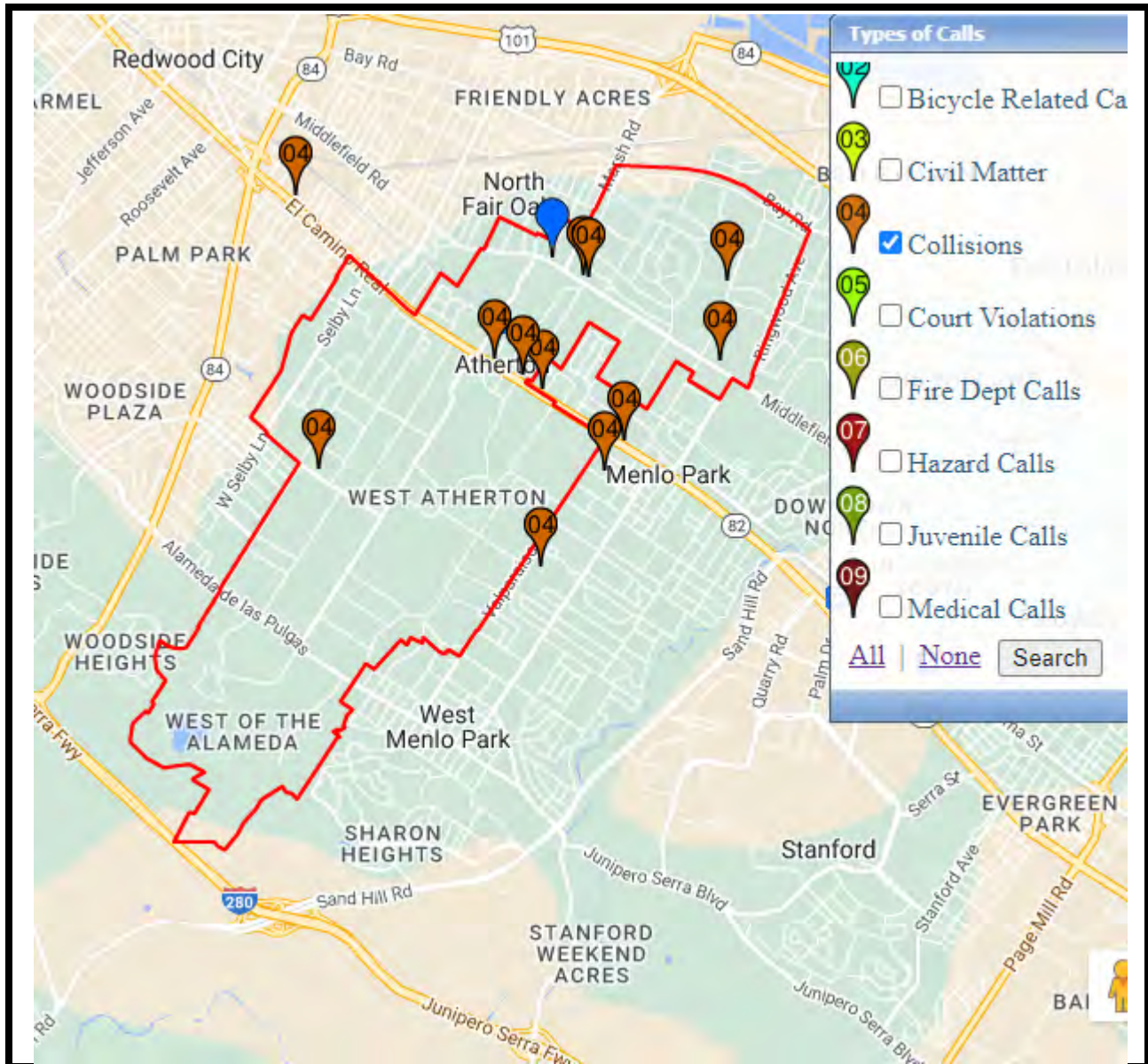
Overall, there were 439 traffic incident locations, some with multiple stops, for the reporting period. The map below indicates the locations of the incidents for this reporting period.





## Traffic Collisions

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



## Traffic Complaints

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

- 1) A resident reported a reckless driver on Selby Lane during the morning commute hours.

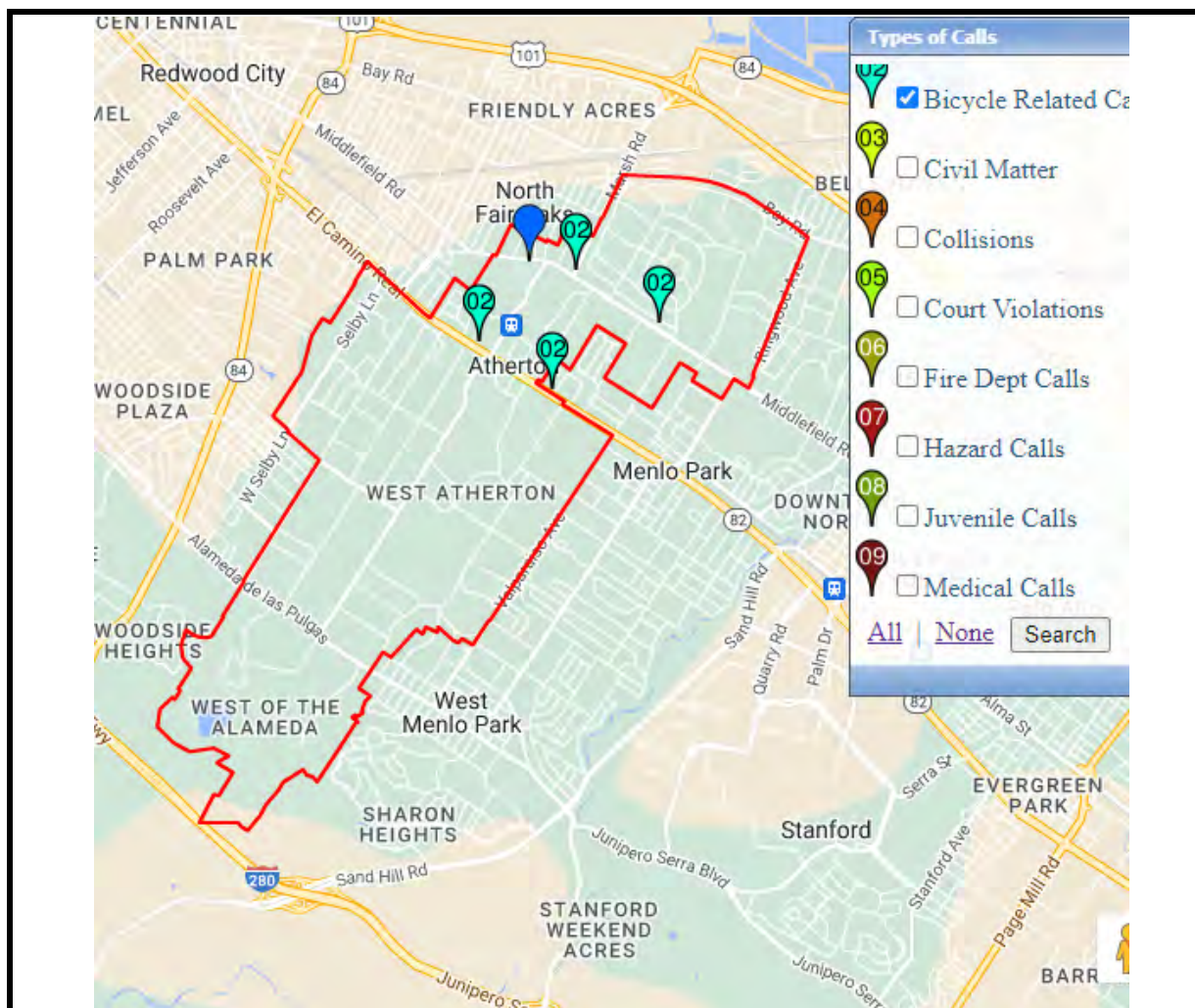
Enforcement Time: 90 Minutes      Results: 1 citation and 1 warning citation

- 2) A resident reported school traffic backing up in front of 195 Encinal Avenue.

Enforcement Time: 45 Minutes      Results: no citations were issued

## Bicycle Traffic Stops

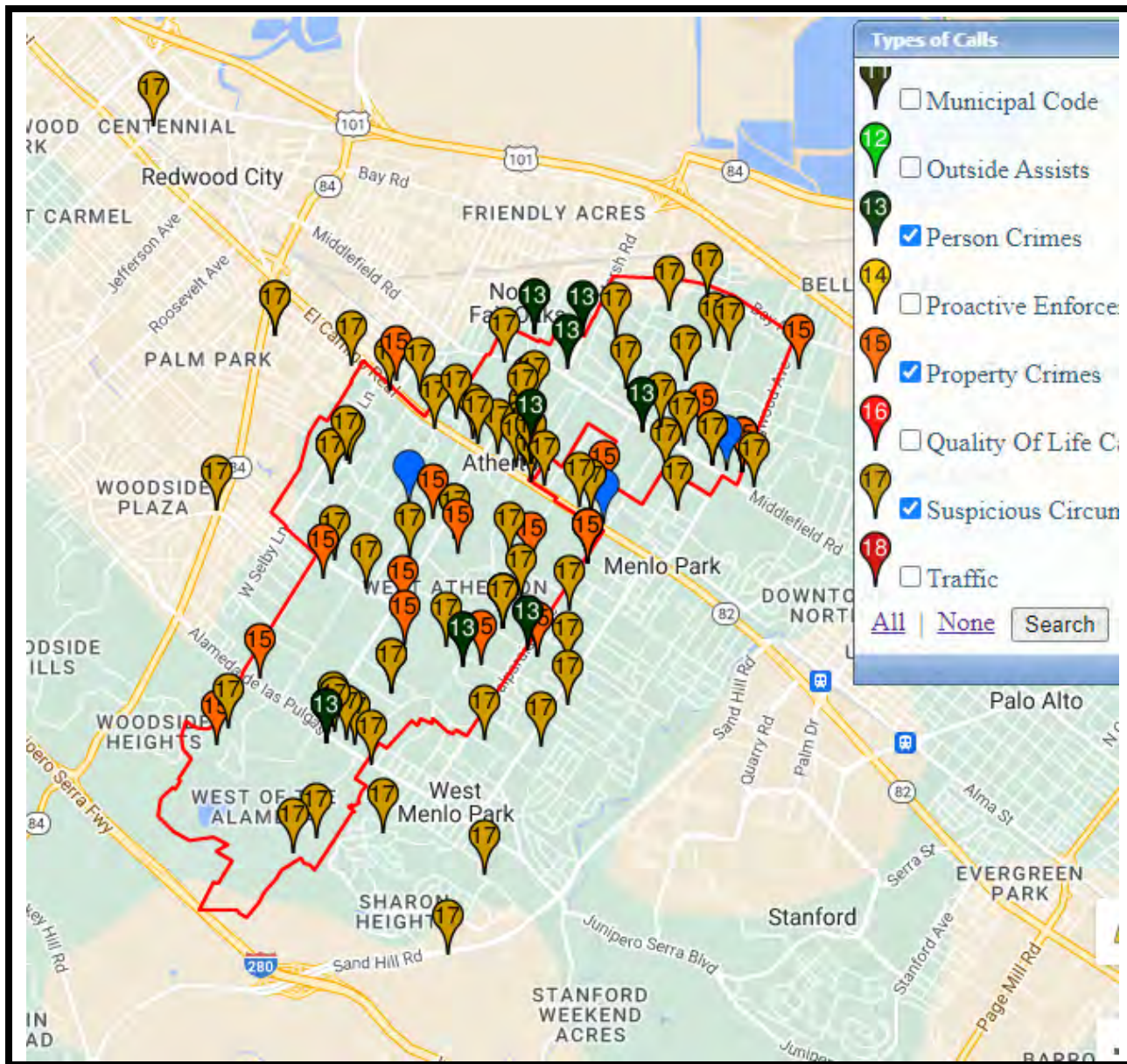
There were 6 bicycle related calls initiated for improper lighting (5) and disobeying traffic control (1). These incidents resulted in 6 verbal warnings.





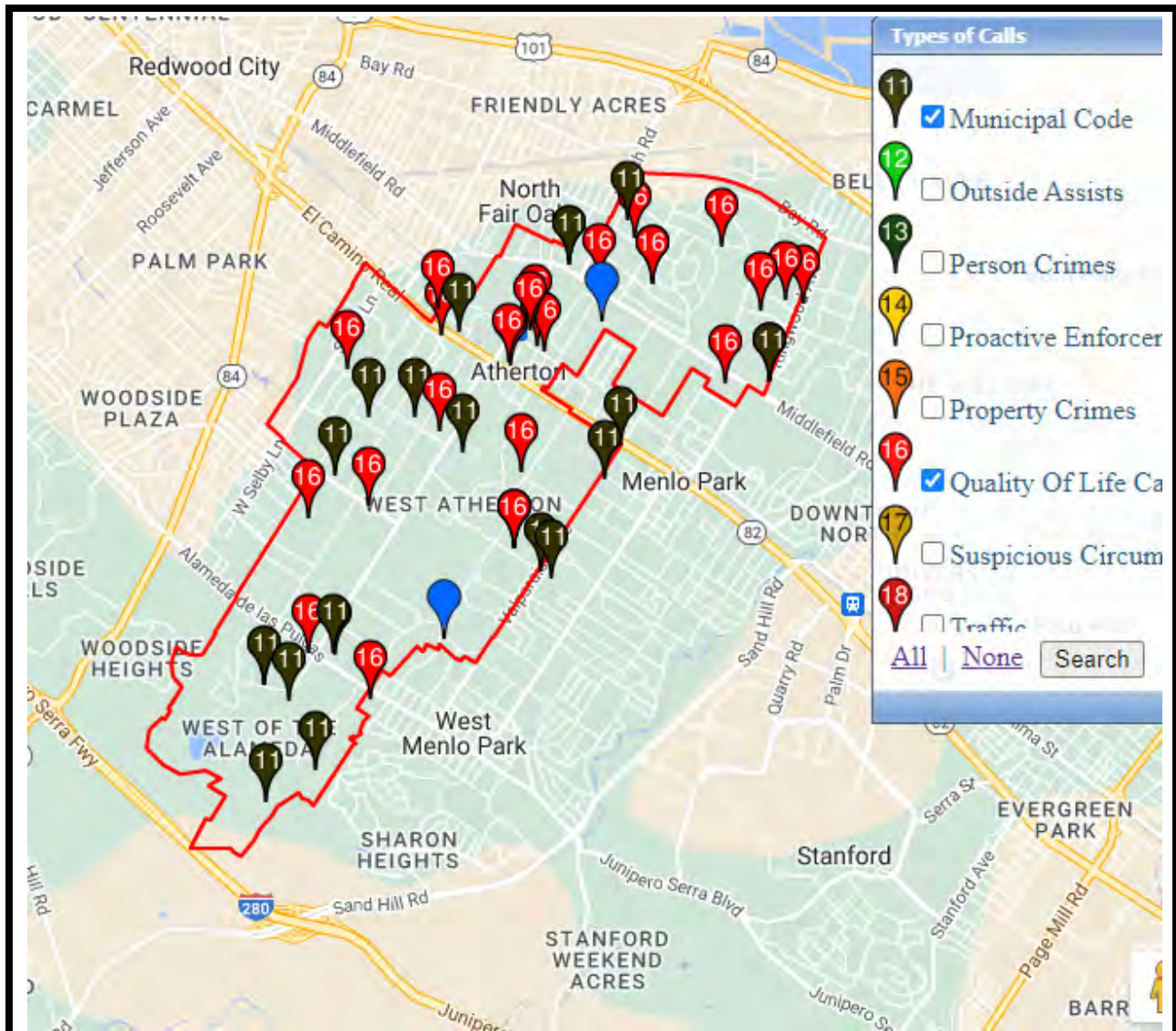
## Criminal Activity and Suspicious Circumstances

The Department responded to 117 locations (some locations multiple times) for property crimes (20), person crimes (10), and incidents of suspicious circumstances (89).



## Municipal Code Violations

The Department responded to 50 locations (some locations multiple times) for municipal code/health order violations/quality of life issues. The municipal code violations were for 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 46 trash receptacle related cases throughout Town this month, each property receiving a courtesy letter, and several notices issued for failure to comply.





## Holbrook Palmer Park

Holbrook Palmer Park had 70 incidents during this reporting period, 61 of which were security checks and foot patrols by officers. The other incidents were for ordinance violations, animal calls, traffic stops, and public works related issues.

## Premise Watch

Officers completed 766 House/Vacation checks during the reporting period.

## School Incidents

Officers responded to 280 school incidents during the reporting period. These incidents were mostly officer-initiated security checks.

Incidents of note from this Reporting Period:

- Multiple student protest at MAHS.
- Multiple bicycle thefts.
- On 05/03, a former student robbed a current student of a gold chain at knifepoint on campus. The former student was located and arrested.
- On 05/08, a student attacked another student with a hammer on campus. The student with the hammer was arrested. On 04/02, the SRO conducted a civil standby for a child exchange at a school.
- On 05/20, fuel was stolen out of a parked vehicle in a campus parking lot.

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	1	1	6	6	13	5	8	72
	Security	31	30	36	28	43	57	40	44	64	43	49	44	509
	Traffic	2	8	6	3	2	-	-	1	-	3	2	2	29
Knox School	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Las Lomas	Other	3	2	5	1	5	1	-	5	7	4	10	3	46
	Security	18	18	23	18	17	29	27	20	28	41	30	36	305
	Traffic	-	-	1	4	-	-	-	2	3	2	-	2	14
Laurel	Other	2	1	6	1	3	-	-	3	2	7	2	-	27
	Security	13	7	11	7	12	12	14	13	20	18	16	16	159
	Traffic	-	-	-	-	-	-	-	-	-	-	-	1	1
M-A HS	Other	27	40	47	28	35	26	12	38	49	52	33	33	420
	Security	30	27	30	21	38	36	42	40	41	32	32	30	399
	Traffic	1	1	2	-	-	-	-	5	3	1	2	1	16
Menlo College	Other	2	5	11	15	8	10	6	13	16	16	10	7	119
	Security	49	38	38	32	45	50	43	42	67	48	42	65	559
	Traffic	2	5	-	1	3	2	4	4	-	2	3	1	27
Menlo School	Other	6	-	4	2	3	3	3	2	2	3	3	1	32
	Security	11	6	8	5	8	6	10	8	15	15	11	22	125
	Traffic	-	-	-	-	-	-	-	2	3	-	-	-	5
Sacred Heart	Other	10	4	8	7	9	7	4	7	5	9	9	2	81
	Security	3	1	4	1	2	1	4	3	4	7	4	13	47
	Traffic	1	1	-	-	1	-	-	-	-	3	11	-	17
Adelante Selby	Other	5	1	3	1	2	3	3	3	1	2	6	-	30
	Security	28	27	26	14	29	28	39	31	42	37	31	32	364
	Traffic	1	2	-	1	11	-	1	4	2	1	-	-	23
Total		248	231	285	192	280	272	133	296	380	359	311	319	3,306

## Response Times

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

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

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

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

During the Reporting Period there were:

Priority Level	Number of Calls	Average Response Time	Goal
High	3	1:15	<4 minutes
Medium	184	4:21	<6 minutes
Low	370	7:58	<8 minutes

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

MONTH	YEAR	RESPONSE TIME
April	2023	4:12
March	2023	4:26
February	2023	4:35
January	2023	5:42
December	2022	4:27
November	2022	4:42

**Total Training Hours for the Reporting Period: 226 HOURS**

NAME	TRAINING/HOURS	DATES
Dutta	Shooting Incident Reconstruction/40 hrs	May 1 – 5
Shum	EVOC/8 hours	May 3
Dutta	Elder Abuse Invest./8 hours	May 9
Fong	First Responder Safety Workshop/2 hours	May 9
MacDonald	Inner Perspectives Session 5/8 hours	May 11
Rojas	Inner Perspectives Session 5/8 hours	May 11
Larsen	Wellness Summit/8 hours	May 11
Johnson	Assault Weapon ID/5 hours	May 11
Cisco	Records Supervisor/40 hours	May 8 – 12
Gatto	EVOC/8 hours	May 18
Pronske	SLI Session 5/24 hours	May 18 – 20
Larsen	Wildfire Evacuation/3 hours	May 19
Taylor	EVOC/8 hours	May 23
Gatto	Motor Training/12 hours	May 24
MacDonald	Motor Training/12 hours	May 24
Metzger	Motor Training/12 hours	May 24
Rojas	Motor Training/12 hours	May 24
Rojas	MAIT Training/8 hours	May 31

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

MONTH	OFFICER INITIATED ACTIVITY	CITATIONS
May	1,685	743
April	1,388	683
March	1,397	425
February	1,459	440
January	1,285	372
December	1,629	353



## Code Enforcement Activity Report

### Summary:

	Activity	Total for Month	Year to Date (From 01/01/2023)
1.	Opened/Re-opened Cases	74	251
2.	Resolved/Closed Cases	14	101
3.	Written/Formal Notices Issued	23	42
4.	Citations Issued	4	70
5.	Amount in Citations Issued	\$ 1,600	\$ 64,200
6.	Amount in Citations Received (Payment)	\$ 3,100	\$ 19,900

During the month of May 2023, there were approximately 90 incidents/calls for service referred to or initiated by code enforcement, and 0 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 46 trash receptacle related cases throughout Town this month, each property receiving a courtesy letter, and several notices issued for failure to comply.

There was no stop work order(s) issued to properties for non-permitted activities, 10 verbal warnings given with specified deadlines to reach compliance, and 15 initial inspections that are pending follow-up. Code Enforcement continues to utilize both software for tracking purposes and case management.

There was a sharp increase in the number of complaints about weeds on the easements and trash receptacles left on the right-of-way before or beyond the 24-hour window in April, and it continued into May. There were fewer construction vehicle parking violations this month, and an increase in requests for alternate parking plans. Code Enforcement conducted tandem inspections with the West Coast Arborist while the Town Arborist was out of the office for the month, which may result in a higher number of tree violations for CE in June.