

DEPARTMENT AND DIVISION

MONTHLY REPORTS



4

SUSTAINABILITY ACTIVITIES

DEPARTMENTAL REPORTS

03 GENERAL ADMIN REPORT

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

08 FINANCE REPORT

Reports from the Finance Department, Key Budget Updates, and Financial Advisories

09 PUBLIC WORKS REPORT

Reports from the Public Works Department, service requests, capital project updates, and Town field service reports

19 PARKS DIVISION REPORT

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

27 COMMUNITY SERVICES REPORT

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

35 POLICE DEPARTMENT REPORT

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



34

CONSTRUCTION TIME LIMITS

Summary of properties currently within the Construction Time Limit Penalty phase



42

RESPONSE TIMES

Police Department Response Times



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WWW.CI.ATHERTON.CA.US

City Council Goals

Each year the City Council meets to discuss Short- and Long-Term Goals for the Town. Each Council Report item includes a reference to the specific Goals that the activity supports. The Council established seven (7) Policy-Level Goal Areas for the Town - Goal Areas A through 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 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 has narrowed a candidate pool for both roles and anticipate onboarding the Junior Account before the end of August. Police Dispatcher Kohler will be retiring in October 2023. That position will be filled by Fred Tartour who will transition into a full-time Dispatcher position. We will have front desk support coverage in beginning in July through September. 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:

Council approved Resolution No. 23-15, Memorandum of Understanding (MOU) with the Atherton Police Officers Association (APOA) at the June 19th meeting. The term of the MOU is July 1, 2023, through June 30, 2027.

IT Systems & Activities

The Town's IT Contractor has continued to recruit for a full-time onsite support. Current support is 2 days per week with remote support the remaining days.

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

- IT Special Projects:
 - Holbrook-Palmer Park camera replacement.
 - Support with operational improvement projects related to records management.
 - Support with evaluating digital signage and information kiosks.
- Website Analytics:
 - June 13 – July 12: 6,874 Users
 - Last 7 Days Total Page Views: 18,845
 - Civic Alerts = 2,085
 - Business Licenses = 849

- Agenda & Minutes = 813
- Holbrook-Palmer Park = 545
- Sessions by device: 59% Desktop / 39% Mobile / 2% Tablet

Sustainability Activities

The Environmental Programs Committee (EPC) remains with two (2) current vacancies and residents interested in becoming members can contact Rachael Londer, rlonder@ci.atherton.ca.us. We have received interest from residents and are engaging with candidates. The EPC will hold a meeting on Thursday, July 20th from 1:00 PM – 3:00 PM.

- The EPC and staff developed a survey that is now open to get feedback from Atherton residents to inform 2024 Earth Day Planning. The survey can be accessed here: [2024 Love Our Earth Festival Survey \(surveymonkey.com\)](https://www.surveymonkey.com/s/2024-Love-Our-Earth-Festival-Survey)
1. Climate Action Plan Update:
 - a. Staff presented a draft 2023 Climate Action Plan Update to the Council during their June 21 Regular Meeting. The Council provided direction to have an in-depth conversation on the specific actions needed to achieve the high level goals and objectives for a carbon neutral community.
 - b. Next steps include discussing and adopting the 2023 Climate Action Plan Update at a future City Council meeting.
 - c. Atherton residents will soon be able to interact with the Climate Action Plan online. Staff is working to create an open data portal that will inspire and direct residents to actions that they can take to achieve a carbon-neutral household.
 2. Waste Reduction:
 - a. The self-service organic compost pile continues to be 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.
 - b. Staff have been working to submit our Electronic Annual Report (EAR) to CalRecycle by the August 15th deadline to demonstrate the Town's compliance with SB 1383.
 3. Electric Leaf Blower Program:
 - a. 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>
 4. Regional Coordination
 - a. Staff attended the County's Regionally Integrated Climate Action Planning Suite (RICAPS) meeting on June 27 that focused on electrifying municipal buildings. The

Town worked with RICAPS to create an inventory of all remaining gas equipment at Holbrook Palmer Park. A final report will be presented to the Town in the next month.

- b. Staff attended Thrive's Environment and Sustainability TAG on June 29 that focused on rethinking mobility in San Mateo County including using e-bikes, promoting biking and walking, and best practices for public engagement for bike and pedestrian infrastructure projects.

Emergency Management Activities

Staff continues to meet with FEMA weekly in preparation for 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.

City Clerk Activities CURRENT and ON THE HORIZON

The Fall Athertonian is in progress and will arrive in Atherton mailboxes at the beginning of September.

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

Committee and Commissions Recruitment:

Council will consider the consolidation of the Transportation and Bicycle and Pedestrian Committees at the July 19th meeting. This consolidation will result in a seven (7) member committee that will scale down to 5 members through term expirations and resignations. Council appointed several members to various committees at the June 21st meeting, the remaining vacancies are as follows:

- Transportation, Bicycle and Pedestrian Safety – 1 vacancy
- Environmental Programs – 2 vacancies
- Rail – 1 vacancy

Public Information Stats

Town staff have been sharing information about Sounds of Summer, 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 June 1 – June 30 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	16 new followers, total of 606 followers	4,727 impressions
Instagram	9 new followers, total of 1,178 followers	635 accounts reached
Facebook	10 new follower, total of 542 followers	770 accounts reached
NextDoor	21 new members, total of 4,568 members and 2,223 households claimed	805 impressions

Town website subscriber group:

Distribution List	Subscribers
Atherton Online	1,643
News Flash (CM & PD)	1,628 & 1,617
Alert Center (CM & PD)	1,347 & 1,457
Calendar (Meetings)	1,608

Community Outreach Initiatives

Sounds of Summer

The Atherton Sounds of Summer Concerts Series concluded after three concerts and two outdoor movies:



June 1 - Jazz Night Featuring Five Ten Music and Mozzarella Pizza

June 8 - Cook'n Fenny Combo and Anabelitas

June 15 - Mercy and The Heartbeats and Vana Maria BBQ

June 23 – Puss in Boots: The Last Wish

June 30 – 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 promises to be the event of the century with history exhibits, catered food, family activities, live music, and tree giveaway. Register for the event here: <https://www.eventbrite.com/e/648223773757>.

Leading up to those celebrations, each week in the Atherton Online and on our website, we are featuring 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>.

Center for Age-Friendly Excellence – Standing Committee

Center for Age-Friendly Excellence
Standing Committee

**CALLING
ON
ATHERTON
RESIDENTS
55+**

**WE NEED
YOUR HELP**

- Join a Task Force of 5 residents to discuss improvements the Town can make to help adults aged 55 and older
- Attend a focus group to discuss initiatives that benefit older adults

For more information or to support the Town's Age Friendly efforts, please contact Deputy City Manager, Anthony Suber
Email: asuber@ci.atherton.ca.us
Phone: 650-752-0529

Center for Age Friendly Excellence
• CAFE •

TOWN OF ATHERTON
CALIFORNIA

The Town held its 1st Center for Age-Friendly Excellence meeting on July 6, 2023. This will be a short-term Standing Committee of the City Council with a goal to gather resident input and feedback that will guide initiatives and programs focused on improving the community for our 55+ members. The committee is actively seeking resident volunteers to participate in the committee either by joining a Task Force or by attending a focus group/workshop. If any community member is interested in learning how to get involved please contact Anthony Suber at asuber@ci.atherton.ca.us.



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 – 12

% of Year Complete – 100%

	Budget	Revenue	% Received
Park Program	\$ 232,800	\$ 176,322	76%
Planning Permits	\$ 290,300	\$ 321,041	105.8%
Business Licenses	\$ 278,000	\$ 266,633	95.8%
Police	\$ 316,390	\$ 142,617	45.1%
Sales Taxes	\$ 315,000	\$ 269,431	85.5%
Miscellaneous	\$ 1,047,758	\$ 1,541,893	147%
Public Works	\$ 836,700	\$ 464,587	55.5%
Franchise Fees	\$ 1,011,000	\$ 994,168	98.3%
Building Permits	\$ 1,919,000	\$ 1,506,988	79.1%
Property Taxes	\$ 17,254,051	\$ 16,256,904	94.2%
Total	\$ 23,500,999	\$ 21,940,584	93.3%

	Budget	Expenditures	% Received
City Council	\$ 61,513	\$ 55,816	90.7%
Administration	\$ 1,470,217	\$ 1,367,699	93%
City Attorney	\$ 310,000	\$ 282,725	91.2%
Finance	\$ 897,696	\$ 835,385	93.1%
Planning	\$ 762,071	\$ 925,779	121%
Building	\$ 1,523,034	\$ 1,053,418	69.1%
Interdepartmental	\$ 1,024,511	\$ 927,524	90.1%
Police	\$ 9,526,866	\$ 9,177,944	96.3%
Public Works	\$ 3,233,233	\$ 1,980,256	57.8%
Total	\$ 18,809,141	\$ 16,606,546	88.2%



The Public Works Department consists of a Public Works Director, Public Works Maintenance Manager 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	48	12	12
Total	696	97	82.2

Services Requests

- Repaired potholes on:
 - Greenoaks Drive
 - Alameda de las Pulgas
 - Oakwood Drive
 - Oak Grove Avenue
- Cleaned up tree branches from Queens Court
- Collected garbage and other debris from:
 - 181 Selby Lane
 - Middlefield Road at Encina Avenue
 - Middlefield Road at Palmer Avenue
 - 217 Stockbridge
- Cleared debris from Atherton Channel at Alameda de las Pulgas
- Trimmed vegetation around traffic signals for visibility at:
 - El Camino Real/Atherton Avenue
 - Middlefield Road/Ravenswood Avenue
- Painted repaired fence between El Camino Real and Lloyd Park Drive
- Clean the Atherton Arts Room in Main House and re-install furniture
- Clean up dumped garden trash Austin Avenue at Robleda Drive
- Fair Oaks Lane bio-swale maintenance
- Weed abatement at Elena Avenue/Isabella Avenue median island
- Assisted Atherton Heritage Association with the relocation of historic documents from the Carriage House to Historic Town Hall
- Cleaned exterior windows at Town Center
- Repaired two irrigation leaks at Holbrook-Palmer Park.
- Cleaned weeds along Middlefield Road, Marsh Road and El Camino Real.
- Installed 2 15 mph speed limit signs along Station Lane through the Town Center parking lot
- Tested art display hangers with Atherton Arts Foundation for potential use in the Town Center
- Removed baseball fence at Holbrook-Palmer Park
- Troubleshoot plumbing issues at Holbrook-Palmer Park playground restrooms
- Repaired back door at Police Department
- Repaired window sashes in Town Center

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.
- Continue weed removal on Middlefield Road.
- Weed removal on El Camino Real in progress.
- 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
- Enhancement of Event Garden at Holbrook-Palmer Park on-going and nearing completion

Photographs of Work Performed

Repair pot holes Lindenwood	
<i>Before</i>	<i>After</i>
	

Queens court tree brush clean up	
<i>Before</i>	<i>After</i>
	

Transfer of Historical pictures HP park to Historical Society



Town Center Window Sash Repair Police briefing room Interior

Before



After



Atherton Arts Foundation testing of Art Hangers for Art Display	
Before	After
	

Front Bio-Swale Maintenance Town Center	
Before	After
	

El Camino Real/Lloyd Park Fence

Before



After



See Click Fix

Showing Results from 6/1/2023 to 7/1/2023

Hide Empty Rows ☒

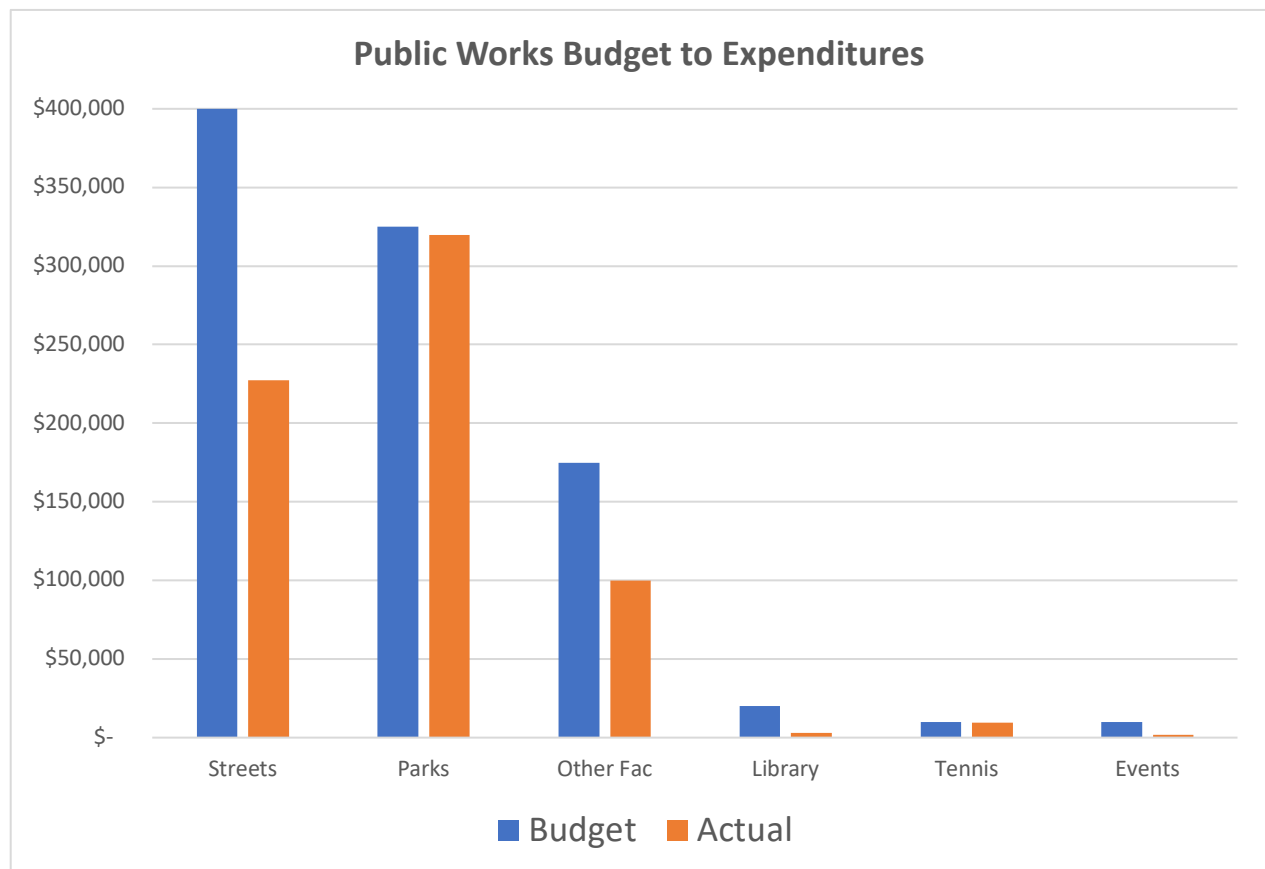
DTA: Days to Acknowledge DTG: Days to Close O&O: Open and Overdue

Category	Created	Ack	Closed
Other	25	0	25
Illegal Dumping	20	0	20
Trees	4	0	2
Public Equipment Facilities Issues	2	0	1
Abandoned Vehicle	1	0	1
Blight	1	0	1
Debris Blocking Roadway	1	0	1
Public Right-of-Way Concern	1	0	1
Sewer and Stormwater Issues	1	0	1
Street Light	1	0	1
Street Sign	1	0	1
Traffic Signal	1	1	1
Totals	59	1	56



Public Works Maintenance Budget versus Expenditures Thru April 2023

Short Code	Accounting Code	Description	Budget	Actual	%
A01	101-53-52031-053	Streets	\$400,000	\$227,380	57%
A02	101-57-52031-057	Parks (Grounds & Facilities)	\$325,000	\$319,584	98%
A03	101-59-52031-059	Other Facilities	\$175,000	\$99,896	57%
A04	213-30-52031-000	Library	\$20,000	\$3,055	15%
A05	101-58-52031-000	Tennis	\$10,000	\$9,355	94%
E06	101-58-52030-058	Event Services	\$10,000	\$1,941	19%
Total			\$940,000	\$661,211	70%



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	Executed 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% complete.
Watkins Avenue Ped Improvements/Middlefield to McCormick	\$100,000	Conceptual design completed and reviewed by City Council.
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. Design proceeding.
Annual Road Maintenance Program	\$1,500,000	Pavement Management Program assessments through MTC PTAP grant completed. Project design 75% complete.
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.
Drainage		
Capital Project	Budget	Current Status
Atherton Channel Assessment/Relining Upstream of ADLP	\$400,000	Not started. Completed field review with FEMA.
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% complete.
Evaluation of Intersections @ ECR	\$150,000	Not started
Upper Atherton Channel Monitoring	\$10,000	Not started
Town Buildings, Park & Facilities		
Capital Project	Budget	Current Status
ADA Improvement Program	\$10,000	Scope TBD
Town Center Project (Station)	\$300,000	Construction proceeding.
Fencing Improvements Along Watkins	\$200,000	Conceptual design completed and reviewed by City Council.
Parking Lot Repairs	\$350,000	Not started
General/Misc Repairs	\$100,000	Pathways, Playground Repair and Event Garden awarded. Event Garden 90% complete.
Park Circulation Plan	\$1,050,000	Construction contract awarded and being processed.
Total	\$5,985,000	



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 JUNE 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	6	1	1	0	4	0	0
Total	35	23	25	23	24	9	9

Types of Rental Activity for JUNE 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	13	0	0	1
Total	122	5	6	18

Revenue from Rental Activity for JUNE 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	\$10650.00	\$1674.81	\$12324.78
Total			\$215,641.18

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	534	223	417	265	0	10
June	615	252	435	311	0	76

General and Special Services for JUNE 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 JUNE:

- Spreading mulch
- Brightview is weeding daily.
- WCA removed and pruned trees throughout the park
- Brightview placed mulch.
- Brightview fixed leak
- Fixed bathroom backup
- Fixed bathroom leak
- 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.**) this is the most up-to-date info as 6/30/23

Photographs of Work Performed in june 2023

HP PARK rehab work event area



Event Garden work moving along



Event pavillion work.



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 June 2023

Submitted by:
Interwest Consulting Group

Town of Atherton
Building Safety Inspections
Construction and Permit Summary
June 1, 2023 to June 30, 2023

	May-23
Total Construction Valuation¹:	\$16,198,812

Fiscal Year 2022-23	Fiscal Year 2021-22
\$148,890,902	\$157,349,189

REVENUE

Plan Check Fees Collected:	\$55,100
Permit Fees Collected:	\$137,671
Other Fees Collected:	\$6,586
TOTAL:	\$199,357

\$424,657	\$408,671
\$1,144,499	\$1,200,793
\$64,990	\$60,767
\$1,634,146	\$1,670,231

PLAN CHECK

Applications Received:	99
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896	847
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PERMITS

<u>Residential:</u>	
New Single Family Residential Permits Issued:	3
New Accessory Structures Issued:	21
Addition / Alteration Permits Issued:	13
Reroof / Water Well / Grading Permits Issued:	25
Plumbing/Mechanical/Electrical Permits Issued:	25
Demolition Permits Issued:	3
<u>Non-Residential:</u>	
New Permits Issued:	5
TOTAL Permits Issued:	95

37	40
224	234
117	120
127	121
226	233
41	32
8	4
780	784

INSPECTIONS

Inspections Performed:	622
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9,439	9,666
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

June 1, 2023 to June 30, 2023

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	15	282
Planning Commission Items	7	27

At the June 28, 2023 Planning Commission regular meeting the following occurred.

1. 345 Stockbridge - TPZ exception for 3 trees up to 6x | Approved
- 2). 92 Inglewood - Heritage tree removal permit |Conditionally Approved
- 3). 60 Adam Way | Withdrawn
- 4). Sacred Hearts School - 2023 Master Plan Update| Accepted
- 5). Sacred Hearts School - CUP for Protective netting around Bollinger & Gavello Fields | Approved
- 6). Menlo School - 2023 Master Plan Update | Accepted
- 7). Menlo School - CUP for Kindergarten facility improvements | Approved

The next regularly scheduled Planning Commission is July 21, 2023.

Arborist Activity Summary

June 1, 2023 to June 30, 2023

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu / C.E	
TOTAL	26	24	26	64

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		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
Total New SFD Permits:	8	24	27	25	21	30

Plan Check Performance

June 1, 2023 to June 30, 2023

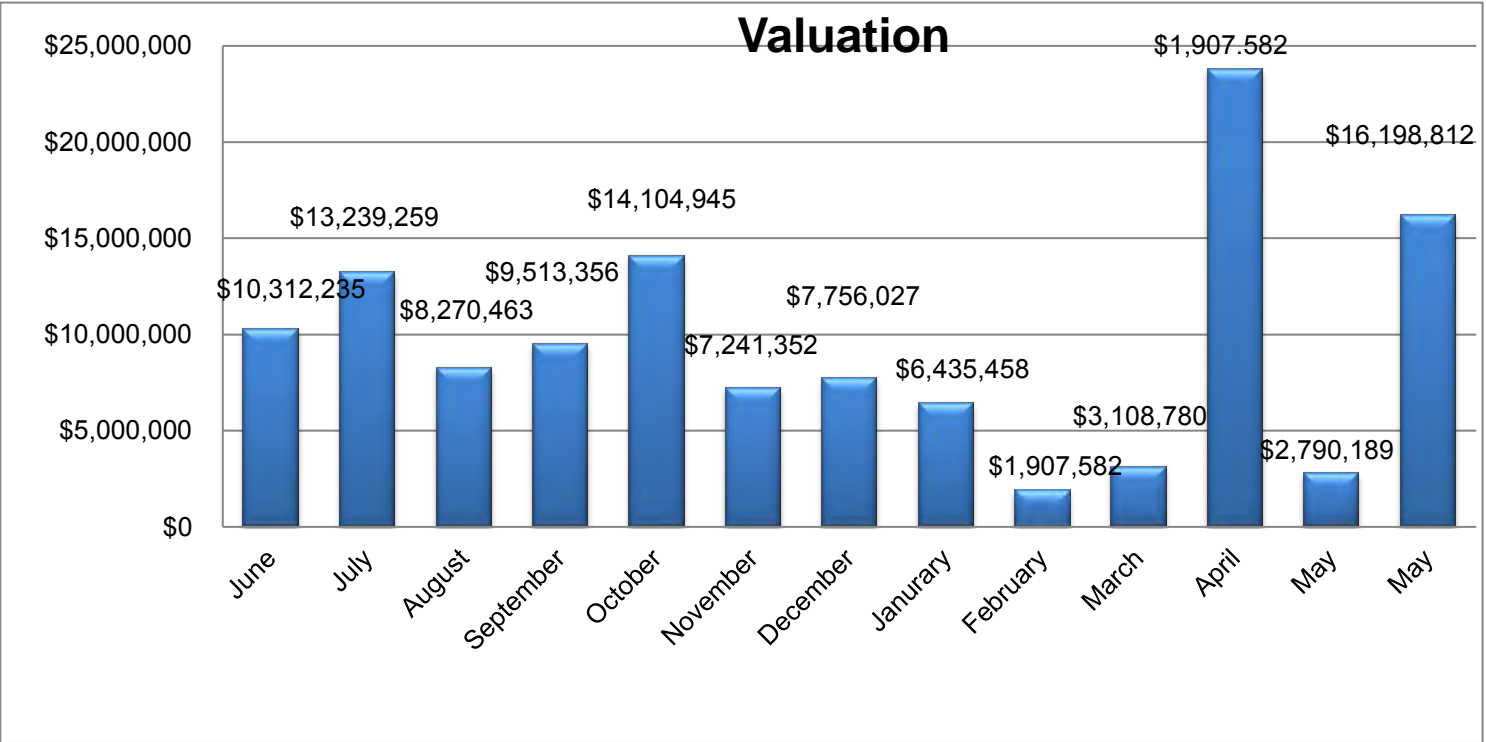
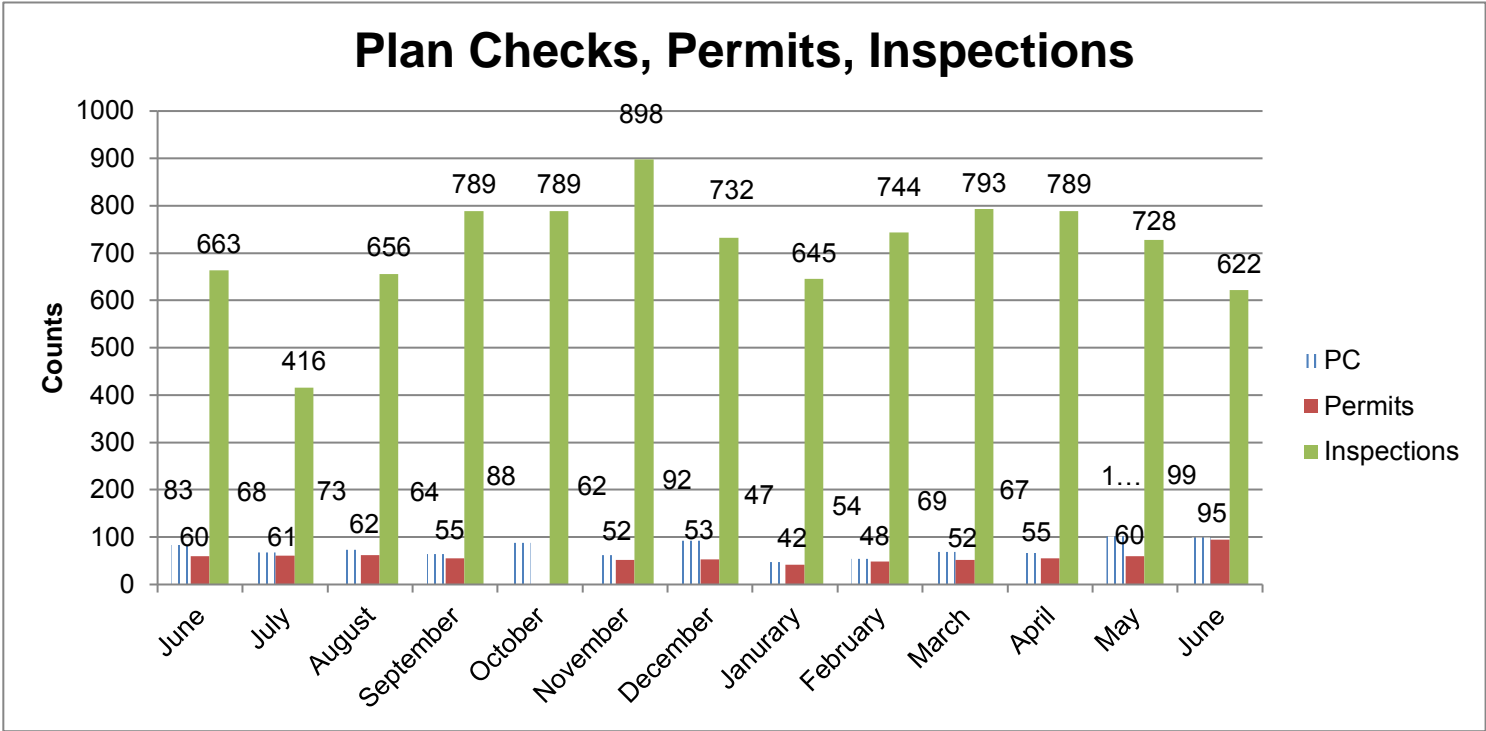
Project Type	Cycles	No of Plan Checks	Target **	Overdue Plan Checks
Major Plan Check	1st Review	141	10	0
	Subsequent Rev.	87	5	0
Minor Plan Check	1st Review	19	3	0
	Subsequent Rev.	0	2	0
Total Number of Plan Checks		247		

** Target: in working days

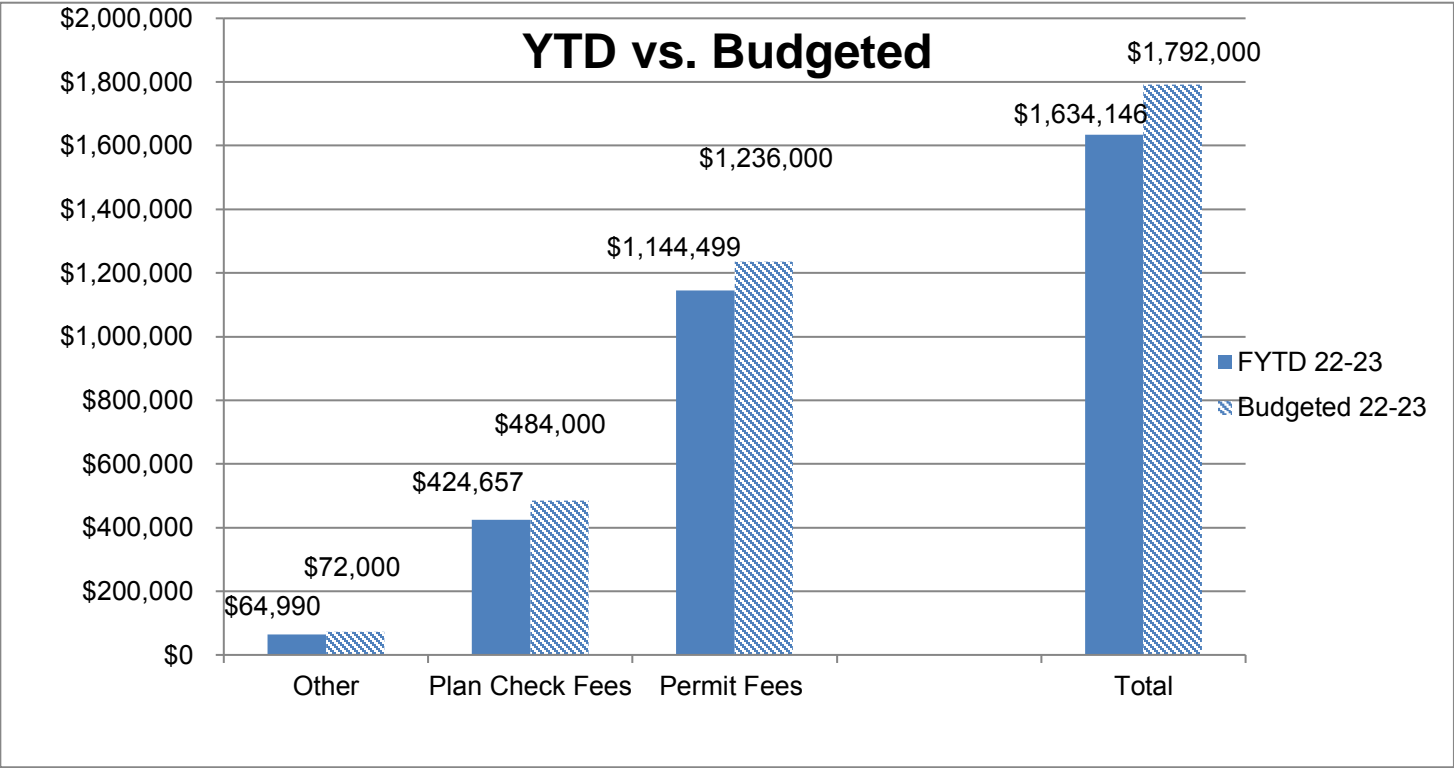
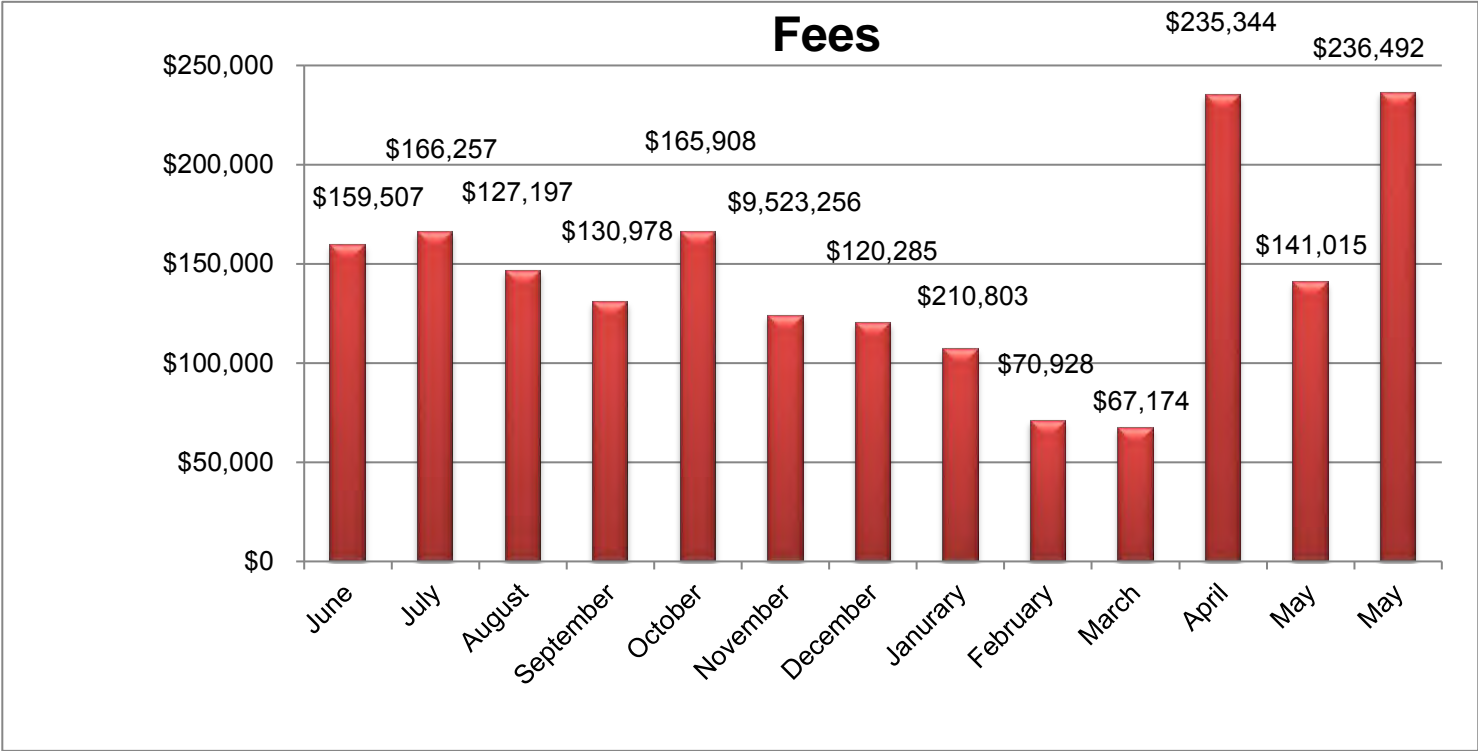
Major Plan Check: New Houses, New Accessory Structures, New non-Residential

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

Summary Graphs



Summary Graphs



Town of Atherton
Summary of ADU's - JADU's - SFR,
Entitled, Permitted, Finaled
June 1, 2023 to June 30, 2023

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Entitled ADU	1	5	2	5	0	2							15
Permitted ADU	2	0	2	5	0	6							15
Finaled ADU	1	0	6	1	3	0							11
Entitled JADU	1	1	1	1	0	1							5
Permitted JADU	0	0	0	0	0	2							2
Finaled JADU	0	0	0	0	0	0							0
Entitled SFR	0	0	0	2	0	0							2
Permitted SFR	1	0	0	4	0	3							8
Finaled SFR	1	2	1	2	3	2							11

	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	35												
Finaled SFR	17												

**Town of Atherton
Building Safety & Inspection**

Active Construction Time Limit Penalties

June 1, 2023 to June 30, 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>
25 Isabella	5/26/2016	5/22/2019	N/A	\$250K	
NOTES: Project has not been finalized. Neighbor dispute. Still a \$48K CTL Refund to be issued when finalized					
122 Hawthorne	8/24/2017	8/24/2020	1/10/2021	\$250K	Aug. 2023
NOTES:					
67 Redwood	8/28/2018	9/28/2021	1/14/2022	\$250K	Aug. 2023
NOTES:					
88 Tuscaloosa	10/23/2018	10/23/2021	2/11/2022	\$250K	Aug. 2023
NOTES: 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

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	\$309,000.00
Total to Date	\$2,625,200.00



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
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Overall Activity for the Month of June 2023

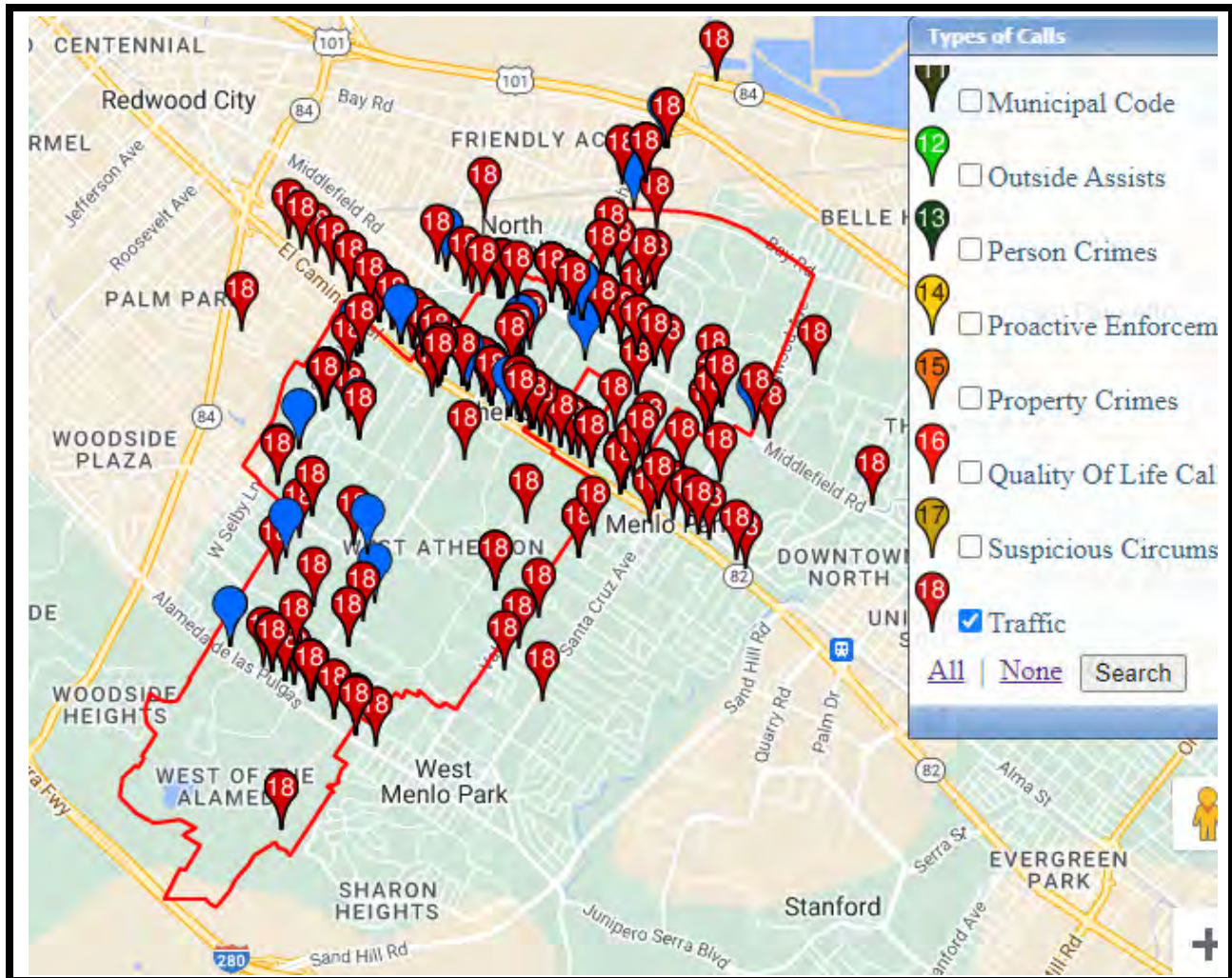
During this reporting period, there were 36 investigations. Of that total, 17 offenders were cited, arrested, referred to the San Mateo County District Attorney's Office for prosecution, or referred to the San Mateo County Juvenile District Attorney's Office for prosecution.

Offenses included driving under the influence of alcohol, driving with a suspended license, possession of paraphernalia, possession of a controlled substance, felony warrant, misdemeanor warrant, burglary, driving under the influence of alcohol on a bicycle, and possession of a stolen vehicle.

Of the 2,227 total police incidents for the month, 1,403 were officer-initiated incidents. These incidents resulted in 672 citations being issued for vehicle code and other violations. Officers initiated 1,070 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.

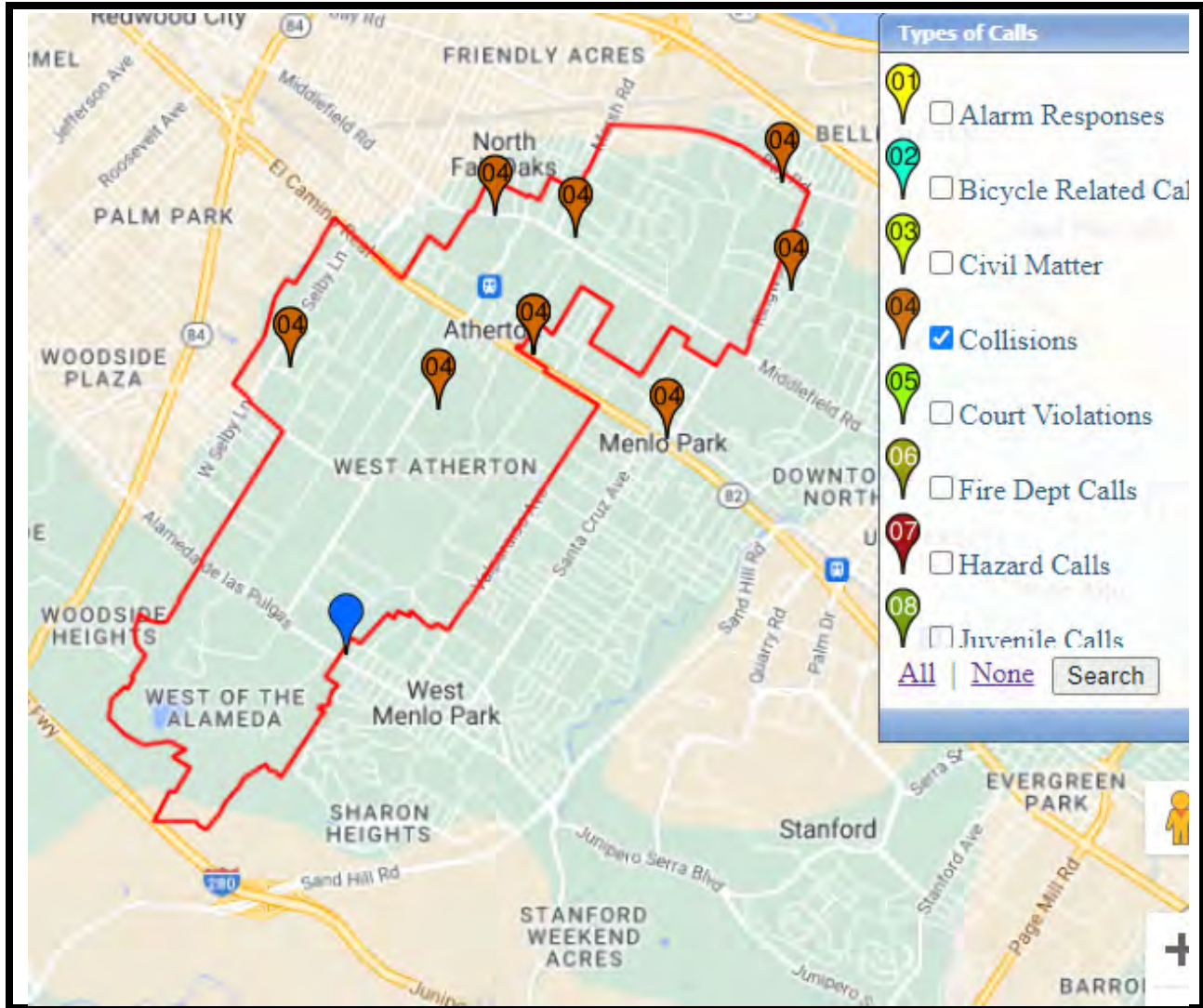
Traffic Incidents

Overall, there were 371 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 10 collision locations during this reporting period. The map below indicates the locations of the incidents for the reporting period.

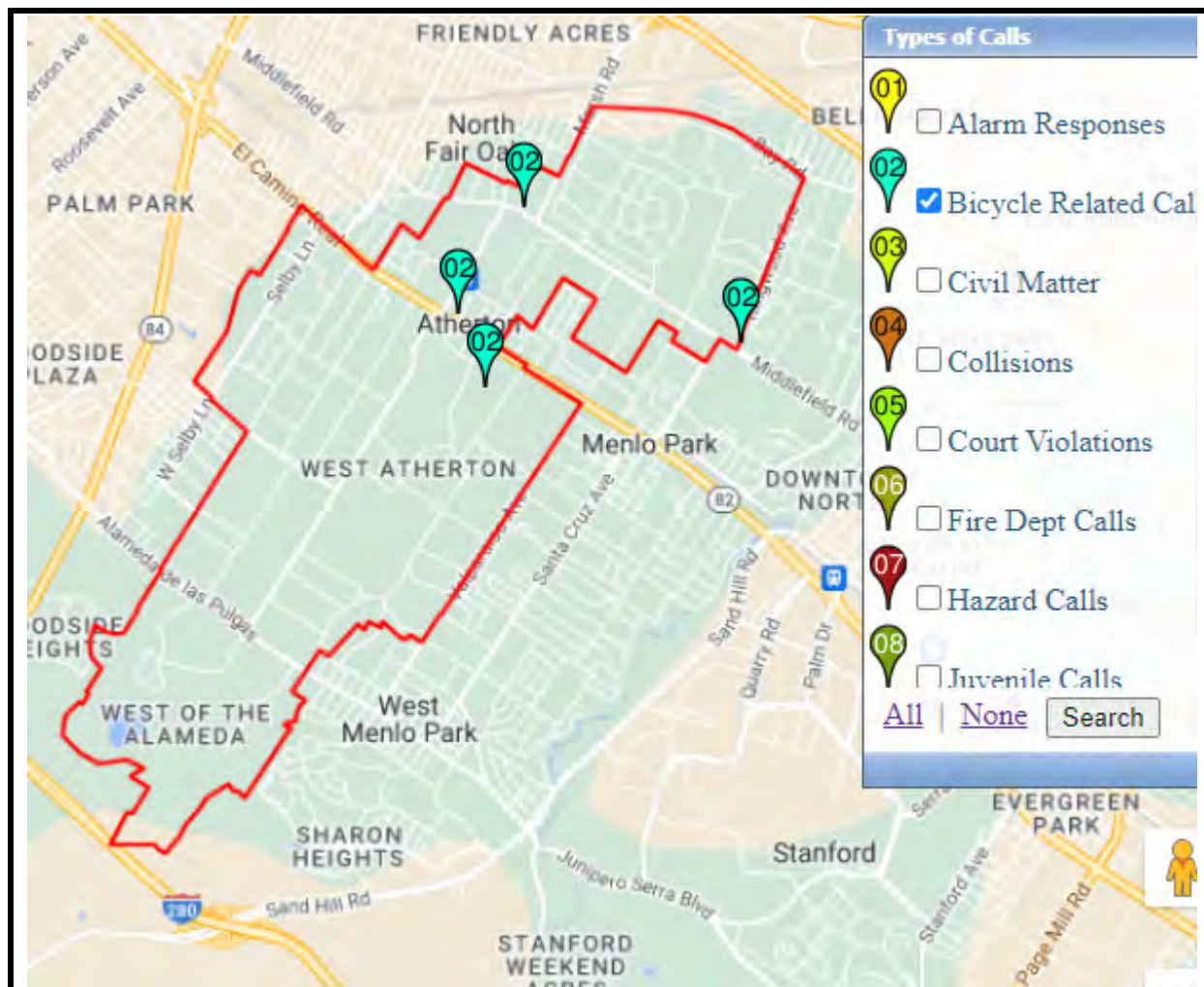


Traffic Complaints

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

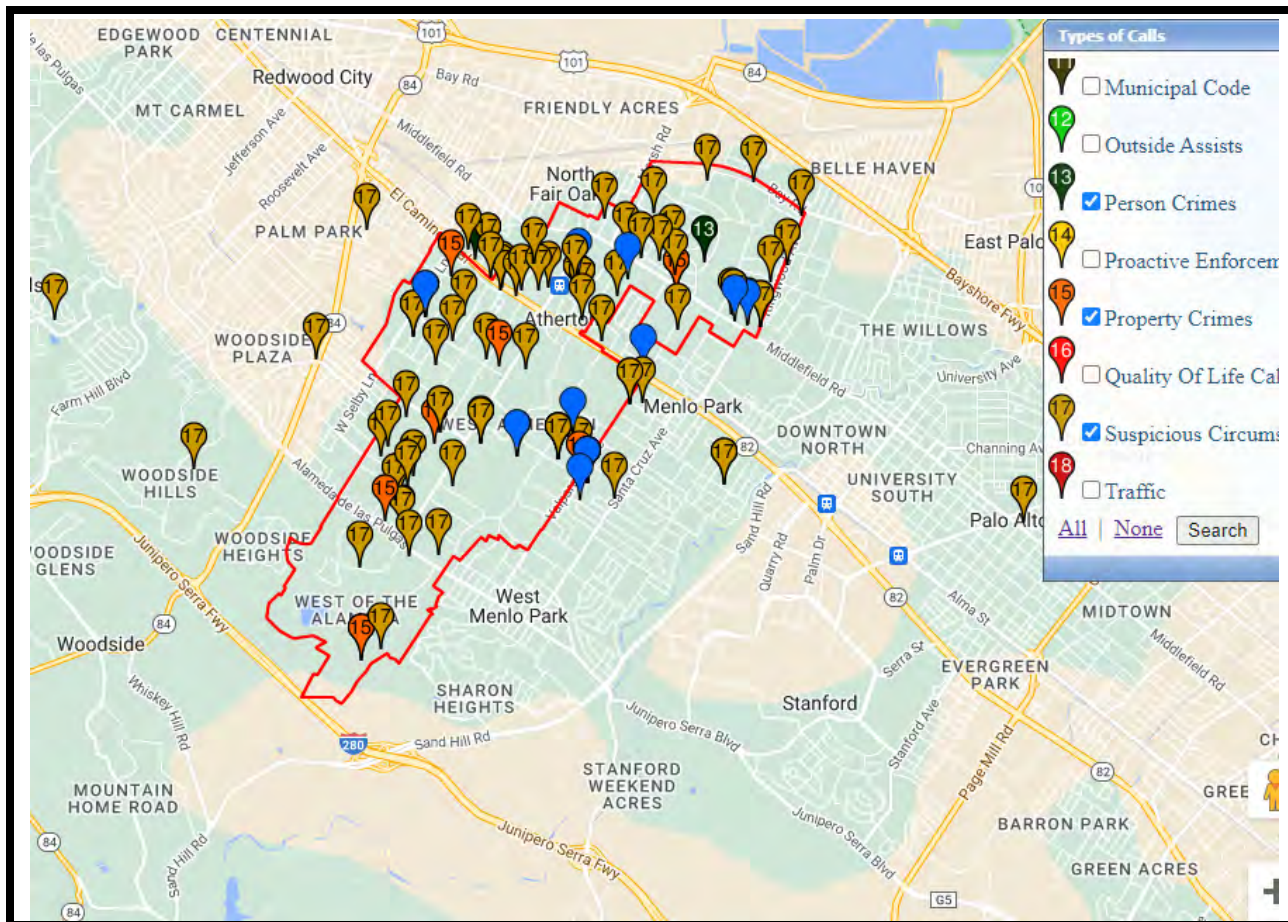
Bicycle Traffic Stops

There were 4 bicycle related calls initiated for improper lighting. These incidents resulted in 4 verbal warnings.



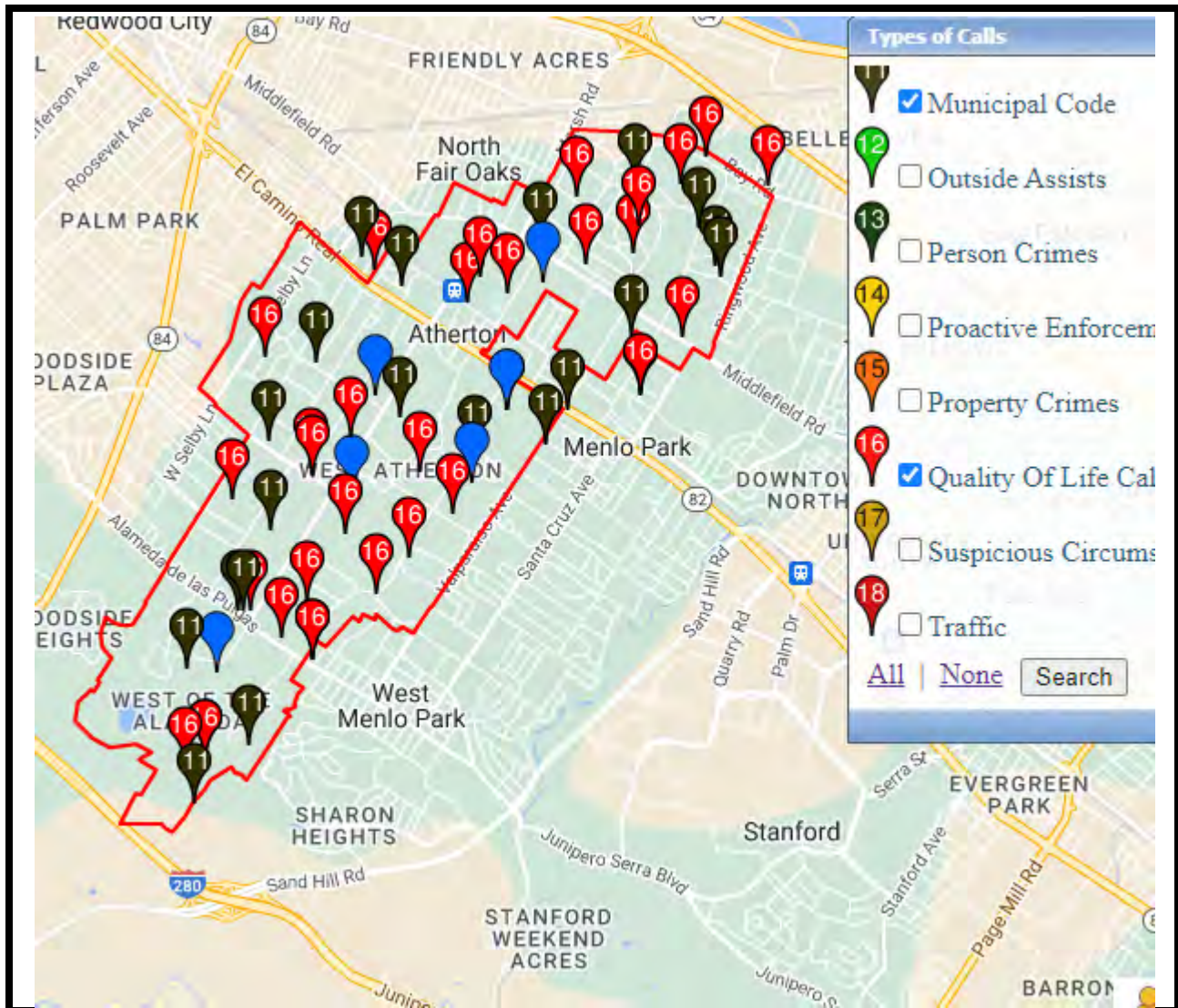
Criminal Activity and Suspicious Circumstances

The Department responded to 110 locations (some locations multiple times) for property crimes (13), person crimes (4), and incidents of suspicious circumstances (100).



Municipal Code Violations

The Department responded to 59 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 14 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 83 incidents during this reporting period, 72 of which were security checks, foot patrols by officers, and closing/opening the park. The other incidents were for ordinance violations, animal calls, traffic stops, found property, and a burglary.

Premise Watch

Officers completed 690 House/Vacation checks during the reporting period.

School Incidents

Officers responded to 215 school incidents during the reporting period. These incidents were mostly officer-initiated security checks.

Incidents of note from this reporting period:

- On 06/09, MAHS held their commencement ceremony.
- On 06/27, a school reported a suspicious adult subject sleeping on campus. The subject was contacted and arrested for burglary, loitering on school grounds, and possession of a controlled substance.

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	1	6	6	13	5	8	76
	Security	31	30	36	28	43	29	40	44	64	43	49	44	481
	Traffic	2	8	6	3	2	-	-	1	-	3	2	2	29
Knox School	Other	-	-	-	-	-	1	-	-	-	-	-	-	1
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Las Lomas	Other	3	2	5	1	5	5	-	5	7	4	10	3	50
	Security	18	18	23	18	17	14	27	20	28	41	30	36	290
	Traffic	-	-	1	4	-	-	-	2	3	2	-	2	14
Laurel	Other	2	1	6	1	3	3	-	3	2	7	2	-	30
	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	19	42	40	41	32	32	30	382
	Traffic	1	1	2	-	-	-	-	5	3	1	2	1	16
Menlo College	Other	2	5	11	15	8	5	6	13	16	16	10	7	114
	Security	49	38	38	32	45	39	43	42	67	48	42	65	548
	Traffic	2	5	-	1	3	-	4	4	-	2	3	1	25
Menlo School	Other	6	-	4	2	3	1	3	2	2	3	3	1	30
	Security	11	6	8	5	8	12	10	8	15	15	11	22	131
	Traffic	-	-	-	-	-	-	-	2	3	-	-	-	5
Sacred Heart	Other	10	4	8	7	9	12	4	7	5	9	9	2	86
	Security	3	1	4	1	2	8	4	3	4	7	4	13	54
	Traffic	1	1	-	-	1	-	-	-	-	3	11	-	17
Adelante Selby	Other	5	1	3	1	2	2	3	3	1	2	6	-	29
	Security	28	27	26	14	29	22	39	31	42	37	31	32	358
	Traffic	1	2	-	1	11	-	1	4	2	1	-	-	23
Total		248	231	285	192	280	215	133	296	380	359	311	319	3,249

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	3:15	<4 minutes
Medium	218	4:31	<6 minutes
Low	411	9:43	<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
May	2023	4:21
April	2023	4:12
March	2023	4:26
February	2023	4:35
January	2023	5:42
December	2022	4:27

Total Training Hours for the Reporting Period: 303 HOURS

NAME	TRAINING/HOURS	DATES
Gutierrez	CTO Update/16 hours	June 4 – 5
Koehler	AICC/40 hours	June 5 – 9
Dutta	Peer Support/40 hours	June 5 – 9
Shum	Peer Support/40 hours	June 5 – 9
Pronske	SLI Session 6/24 hours	June 15 – 17
Taylor	ICI – Burglary & GTA/40 hours	June 19 – 23
Daley	Res. Building Inspector/40 hours	June 19 – 23
Cisco	Team Building/4 hours	June 20
Gutierrez	Team Building/4 hours	June 20
Koehler	Team Building/4 hours	June 20
Allen	Team Building/4 hours	June 20
Abarca	Team Building/4 hours	June 20
Tartour	Team Building/4 hours	June 20
Andruha	Adv. Crisis Negotiations/20 hours	June 21 – 23
Larsen	UOF for Command Staff	June 22
Torres	CIT/40 hours	June 26 – 29
Frew	Ofc. Management/1 hour	June 28
Larsen	Ofc. Management/1 hour	June 28
McCulley	Ofc. Management/1 hour	June 28

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
June	1,403	672
May	1,685	743
April	1,388	683
March	1,397	425
February	1,459	440
January	1,285	372

Code Enforcement Activity Report

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2023)
1.	Opened/Re-opened Cases	61	312
2.	Resolved/Closed Cases	17	118
3.	Written/Formal Notices Issued	29	71
4.	Citations Issued	3	73
5.	Amount in Citations Issued	\$ 300	\$ 64,500
6.	Amount in Citations Received (Payment)	\$ 300	\$ 20,200

During the month of June 2023, there were approximately 70 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 14 trash receptacle related cases throughout Town this month, each property receiving a courtesy letter, and several notices issued for failure to comply.

There were 2 stop work order(s) issued to properties for non-permitted activities, 15 verbal warnings given with specified deadlines to reach compliance, and 8 initial inspections that are pending follow-up. Code Enforcement continues to utilize both software for tracking purposes and case management.

There were fewer construction vehicle parking violations this month, and an increase in construction sites (beginning stages/demo). Code Enforcement Officer successfully completed the International Code Council (ICC) Residential Building Inspector Class and became a Certified Residential Building Inspector. CE has been working on a weed abatement letter draft with Maintenance Manager Tony Enochson and will start sending them out in July 2023 (mostly easement weed abatement along bike and pedestrian paths. New building inspectors for Interwest came onboard; CE and Building are working together to establish protocols for proactive inspections to limit the amount of enforcement by CE.