

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:

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

3 ADU WORKSHOP



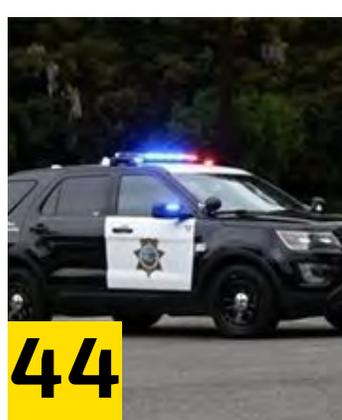
36



CONSTRUCTION TIME LIMITS

Summary of properties currently within the Construction Time Limit Penalty phase

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POLICE RESPONSE TIMES

Police Response Times

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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.



<p style="text-align: center;">Goal A</p> <p style="text-align: center;">Maintain Fiscal Transparency</p> <p>focus on a balanced budget with adequate reserves; while also addressing the Town's long-term liabilities.</p>	<p style="text-align: center;">Goal B</p> <p style="text-align: center;">Preserve Small Town Character & Quality of Life</p> <p>focus on the local community priorities and mitigate the impacts of regional growth.</p>	<p style="text-align: center;">Goal C</p> <p style="text-align: center;">Maximize Use of the Town Center & Library</p> <p>engage the community to understand desired uses.</p>	<p style="text-align: center;">Goal D</p> <p style="text-align: center;">Manage Circulation & Improve Safety</p> <p>provide stewardship and leadership to maintain mobility and improve accessibility & safety for bicycles and pedestrians.</p>
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<p style="text-align: center;">Goal E</p> <p style="text-align: center;">Strengthen Community Engagement & Transparency</p> <p>pursue opportunities for increased engagement and outreach.</p>	<p style="text-align: center;">Goal F</p> <p style="text-align: center;">Be Forward-Thinking, Well-Managed, & Well-Planned</p> <p>be proactive, anticipate future needs; increase and maintain fiscal transparency.</p>	<p style="text-align: center;">Goal G</p> <p style="text-align: center;">Emergency Preparedness - Be Prepared</p> <p>partner with key stakeholders and empower residents to prepare for major emergencies.</p>
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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 April 21 through April 30

Spring 2023 Athertonian

Staff has finalized the Spring Athertonian draft and Tripepi-Smith (vendor) is formatting it for print as well as composing a few additional articles. Timeline is as follows:

- 3/1 - Staff to send existing content for editing
- 3/8 - Articles due to Town
- 3/13 - Article approval deadline by Town
- 3/14 - Design
- 3/24 - Final Layout Due to Town for Review
- 3/28 - Final Approval of Layout and Sign Off for Print
- 3/28 - Final Delivered to Printer
- 4/5 - Printer delivers to Post Office for Delivery to Homes

HIP Housing Workshop - Postcard - April 6, 5:30 pm to 7 pm

The ADU Workshop in Atherton will be held on April 6 from 5:30 pm to 7 pm. The Workshop will be hosted by the Town and HIP Housing. Attendees will include representatives from local schools, staff from Building and Planning, and potentially local ADU vendors. The postcard will be sent to all residents. From there, we will drill down to specific workshops with some specific focus. At the primary workshop, there will be break out stations for those that want to speak with HIP Housing about securing a tenant; for those that want to speak with potential vendors to build an ADU; for those that want to speak with building and planning about process; and for those that want to speak with representatives from local schools about potential tenants.

FOR RENT

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:

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

Everything You Need to Know to Build or Rent an ADU in Atherton
Informational Workshop

Thursday, April 6
 5:30pm - 7pm
 City Council Chambers
 80 Fair Oaks Lane

Complimentary refreshments will be provided

For more information & to register, scan the QR code on this postcard or visit: <https://tinyurl.com/HIPinAtherton>

Atherton California **HIP Housing**

ADAPT Meeting - April 17 @ 7 pm - Council Chambers **"Calling All Coordinators!"**

ADAPT is hosting a community meeting in the Council Chambers as a "calling all coordinators" effort to learn more about becoming a block or area coordinator. The event is for current members of ADAPT, members interested in stepping up as well as newbies interested in participating. The Town will be assisting by providing the meeting space as well as assisting with getting the word out through the Town's social media venues.

Love Our Earth Festival

The Town of Atherton and the [Atherton Environmental Programs Committee](#) are partnering with cities, schools, and community-based organizations from across the peninsula for an Earth Day celebration on Saturday, April 22nd at Menlo Atherton Highschool from 11:00 AM - 4:00 PM. Attendees will enjoy:

- **GREEN VENDOR FAIR:** local organizations and partners to educate and inspire, offer job and training opportunities, and resources to help you take climate action at home and in your community.
- **KID ACTIVITIES:** Local museums, elementary schools, libraries, small businesses, and organizations offering crafts, story time, interactive animal exhibits, seed planting, and more.
- **ELECTRIC VEHICLE AND ELECTRIC BIKE SHOWCASE:** A combination of dealer and owner vehicles and bicycles on display
- **SUSTAINABLE AND VEGAN FOOD:** Enjoy sustainable cooking demonstrations, free samples, and a variety of food from Anne-Marie Bonneau (The Zero Waste Chef), Zaida's Kitchen, Casita Vegana, Nixta Foods, Annies T Cakes, LL's Kitchen, RamenZ, Christine's Cookie Co., the Silo Pantry, Plastic Free Future, Clorofil, Vegan Hood Chefs, Hooray Foods, Eclipse Vegan Ice Cream, Spero Foods, Sundial Foods, Impact Foods, Green Wolf Foods, and more.
- **DONATION DRIVE:** Goodwill will be on site picking up items to repurpose and reuse. Bring your unwanted items to limit what goes to the landfill this Earth Day!
- Plus, live music, inspirational speakers, art displays, and more!



Watkins Avenue Rail Crossing

Construction activities are not anticipated to start until mid-late April, with a completion date in late October/early November. Once we receive the project schedule, we will provide it. There

likely will be times that the road will be closed to vehicle and/or pedestrian traffic to accommodate the work.

AD HOC AND STANDING SUBCOMMITTEE UPDATES

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

No Updates. Project is Out to Bid.

Refuse Services Standing Subcommittee (Widmer/DeGolia)

No Updates.

Leaf Blower Ad Hoc Subcommittee (Widmer/Hawkins-Manuelian)

No Updates.

100-Year Celebration Subcommittee (Lewis/DeGolia)

The Standing Subcommittee met on Wednesday, March 1 at 1 pm. The Subcommittee will meet every other week on Wednesday at 1 pm as the event planning continues. The Subcommittee will report out at the March 15 Council meeting with recommendations and a budget request.

Housing Alternatives Ad Hoc Subcommittee (Lewis/Widmer)

The Subcommittee met on February 22 to discuss the Housing Coalition Letter and other options. The Subcommittee evaluated items in the AHC Letter as well as other alternative housing solutions. Planning staff was present to provide land use expertise. The Subcommittee will met again to finalize a report to the Council for March 15.



The City Clerk’s Division is a part of the City Manager’s Office and consists of the City Clerk, a Reception/Postal Clerk, and a Management Analyst I/II. These core personnel provide 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 43 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 is one (1) vacancy with an active recruitment for an Associate Engineer. The Town is currently at 98% staffing with only one vacancy.

IT Systems & Activities

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

- Staff have continued to perform system and internal file audits for the Police Department.
- Provided routine and advanced support for Police vehicles.
- Provided IT support for the Police Department drone program.
- Website Analytics:
 - Mar 2 – Mar 8: 2,778 Users
 - Last 7 Days Total Page Views: 6,860
 - Civic Alerts = 403
 - Agenda & Minutes = 163
 - Holbrook-Palmer = 139
 - Building = 143
 - Sessions by device: 58% Desktop / 40.5% Mobile / 1.6% Tablet

Sustainability Activities

The March 16 Environmental Programs Committee (EPC) meeting has been cancelled due to a lack of quorum. The meeting has not been rescheduled and the next scheduled meeting will be May 18, 2023. There are two vacancies on the EPC and residents interested in becoming members can contact Rachael Londer, rlonder@ci.atherton.ca.us directly to learn more. The EPC is working with staff on two events for Spring:

1. Atherton Electric and Battery Landscaping Equipment Training and Demonstration on March 29, 2023, from 12:30 pm – 5:00 pm at Town Center. Registration for this free event: <https://agza.net/atherton-workshop/>. As of March 9, there are 37 registrants. If there are

not 50 registrants or more prior to March 20, the EPC will work with the American Green Zone Alliance to reschedule the training.

2. The Love Our Earth Festival is on April 22, 2023, from 11:00 am – 4:00 pm at Menlo Atherton High School. The Love Our Earth Festival features a food marketplace including live vegan cooking demos on induction cooktops, a Goodwill donation drive, free bicycle repairs, an electric vehicle showcase, 50+ exhibitors/vendors, live music, family activities including story times and a live lizard show, a speaker series offered in English and Spanish, an electric landscaping tools demonstration, a showing of Motherload, and more!

The current sustainability projects and activities are:

- Waste Reduction
 - Town staff met with GreenWaste to discuss SB 1383 compliance strategies including the potential to host a self-service compost pile at Holbrook Palmer Park. Next steps are for staff to develop a proposal for a resident compost program, including the costs of implementing a program.
 - GreenWaste hosted a tour of their facilities, including their Compost Facility in Gilroy, Materials Recycling Facility, and Construction and Debris recovery facilities for Town staff and Council to learn more about how the Town's organics are processed and turned into a rich compost product.
 - The Town's annual Waste Wise Event with GreenWaste Recovery will be on April 8, 2023 at Holbrook-Palmer Park. This event gives residents easy access to e-waste recycling, document shredding, and self-service compost pick-up. For residents who are not able to attend this event, the 30 yards of compost will remain in the park until it has all been picked up.
- Environmental Programs Committee
 - The next meeting of the Environmental Programs Committee (EPC) is scheduled for March 16, 2023. Discussion topics will include planning for two upcoming events: Landscaper Training (March 29) and Earth Day (April 22). There are two vacancies on the EPC and residents interested in becoming members of can contact Rachael Londer, rlonder@ci.atherton.ca.us directly to learn more. The EPC is working with staff on two events for the Spring.
- Climate Action Plan Update
 - In 2016, Atherton adopted its first ever Climate Action Plan (CAP), a blueprint for how we could act locally on climate change. With six years of progress, the Town is now in the process of updating this Climate Action Plan to chart a path to carbon neutrality by 2045 following the State's leadership (Executive Order B-5518).
 - Town staff are currently identifying specific actions relating to building energy, transportation, waste management, and landscaping that the Town and its residents can take to meet new 2030 and 2045 goals.
 - Next steps include presenting the draft Climate Action Plan at the Council's Annual Goals retreat. This presentation will be followed by a round of community engagement before a final plan is brought for Council to adopt in late Spring or early Summer of 2023.
- Regional Collaboration

- The Atherton Library is being awarded by the nonprofit Sustainable San Mateo County for its green design. The library will receive a Green Building Honorable Mention, recognizing the building as a low-carbon, zero-net energy-ready, all-electric project. More about the award and recognition event: <https://sustainablesanmateo.org/2023awardscelebration/>.
- Town staff hosted the County of San Mateo's Office of Sustainability's quarterly Facilities Working Group on February 21st. Attendees included facility managers and sustainability staff from cities and special districts across the County. The group was impressed by the facilities and inspired by the all-electric Town Center.
- Peninsula Clean Energy has initiated a countywide outreach campaign on their new interest-free financing and rebates to install electric water heaters and heating & A/C equipment. The Town is spreading the word on social media, the Athertonian, Atherton Online, and other channels. To learn more about electric homes and available programs, visit: <https://www.peninsulacleanenergy.com/all-electric-homes/>.

Emergency Management Activities

Staff has been working closely with the County's Department of Emergency Management 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 application will be submitted by FEMA's deadline on March 16, 2023.

There were two regional meetings in February including the San Mateo County Evacuation Manager's Meeting hosted by the County's Department of Emergency Management and the Community Organizations Active in Disaster (COAD) hosted by the Red Cross. Staff attended to share updates on Atherton's emergency response and to learn about available resources to support residents.

Staff are continuing to update the emergency preparedness page with information on storm recovery: <https://www.ci.atherton.ca.us/653/Winter-Storm-Preparedness>. Additionally, the Alert Center has been activated for the atmospheric river event starting on March 9th. Residents are encouraged to sign up for updates and view the alerts here: <https://www.ci.atherton.ca.us/AlertCenter.aspx?AID=Anticipated-Atmospheric-River-Warning-St-10>. Residents can also find information on the Town's social media channels.

City Clerk Activities CURRENT and ON THE HORIZON

Staff are working on the next edition of the Athertonian for a target release in the 1st week in April. There are currently 9 active Public Records Act Requests to which staff are responding. There are currently 7 open General Liability Claims.

Staff is working on the planning for the following upcoming Town Events:

- 100 Year Town Anniversary
- Summer Event Series

- Annual Employee Recognition Luncheon

Annual Statements of Economic Interest (Form 700) are due April 1, 2023. The Town’s Conflict of Interest code identifies required filers. All Council Members have met their annual filing requirement.

Committee and Commissions Recruitment:

The Town is currently recruiting for vacant seats on the following committees:

- Bicycle and Pedestrian – 1 vacancy
- Environmental Programs – 2 vacancies
- Transportation – 1 vacancy
- Planning Commission – 1 vacancy
- Rail – 1 vacancy



Public Information Stats

The Town has been providing timely and relevant updates on the storm, housing, sustainability events, and other Town programs across social media platforms. Residents, community members, and other public agencies have viewed and interacted with the Town from February 1 – February 28 as follows. Impressions refer to the number of reactions, views, comments, shares, and reposts of Town generated content.

Platform	Number of followers	Number of Impressions
Twitter	15 new followers, total of 552 followers	4,864
Instagram	12 new followers, total of 1,123 followers	2,753
Facebook	2 new followers, total of 526 followers	210

Platform	Number of followers	Number of Impressions
NextDoor	36 new members, total of 4,491 Members	1,295

Town website subscriber group:

Distribution List	Subscribers
Atherton Online	1,403
News Flash	7,296
Alert Center	3,126
Calendar	859

Community Outreach Initiatives

Accessory Dwelling Unit Share Program

The use of Accessory Dwelling Units (ADU) continues to be a significant resource for compliance with the Town’s Housing Element. The Town is hosting an ADU Workshop on April 6 from 5:30 pm to 7 pm at City Hall, 80 Fair Oaks Lane. Residents who have an ADU, are interested in building an ADU, are interested in renting an ADU or are somewhere in between, are invited to come to the Workshop to learn all about the opportunities and solutions here in Atherton.



At the Workshop residents can connect with HIP Housing, a local non-profit organization that can connect home providers and home seekers. There will also be opportunities to talk with the Town's Planning and Building staff about how to build or add an ADU to a property. Lastly, there will be opportunities to connect with local employers that might have a need to identify housing solutions for their personnel - students, teachers, faculty or others. To register for this free event, visit: <https://www.eventbrite.com/e/565905818537>.



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 – 8
% of Year Complete – 66.6%

	Budget	Revenue	% Received
Park Program	\$ 232,800	\$ 140,836	61.4%
Planning Permits	\$ 290,300	\$ 215,413	74.2%
Business Licenses	\$ 278,000	\$ 246,512	88.6%
Police	\$ 316,390	\$ 63,450	20.1%
Sales Taxes	\$ 315,000	\$ 167,339	53.1%
Miscellaneous	\$ 1,047,758	\$ 969,326	92.5%
Public Works	\$ 836,700	\$ 279,596	33.4%
Franchise Fees	\$ 1,011,000	\$ 454,169	45.0%
Building Permits	\$ 1,919,000	\$ 975,891	51.0%
Property Taxes	\$ 17,254,051	\$ 10,844,938	62.8%
Total	\$ 23,500,999	\$ 14,357,470	61.1%

	Budget	Expenditures	% Received
City Council	\$ 61,513	\$ 24,893	40.4%
Administration	\$ 1,312,087	\$ 954,178	72.7%
City Attorney	\$ 310,000	\$ 145,478	46.9%
Finance	\$ 897,696	\$ 588,053	65.5%
Planning	\$ 762,071	\$ 440,284	57.7%
Building	\$ 1,523,034	\$ 817,477	53.6%
Interdepartmental	\$ 1,024,511	\$ 590,959	57.6%
Police	\$ 9,526,866	\$ 6,255,406	65.6%
Public Works	\$ 3,233,233	\$ 1,324,177	40.9%
Total	\$ 18,651,011	\$ 11,140,905	59.7%



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



Field Public Works Services are provided under contract via MCE. MCE provides three (3) personnel to perform general Town maintenance support including, but not limited to, vegetation trimming for sight distance and sign clearance, Park restroom oversight, meeting setup/takedown support, sign replacement, minor asphalt/DG repairs, street marker replacements, basic maintenance for Town-maintained trees/plantings along roadways, Town event support, minor drainage projects and maintenance, basic building support services and minor roadway maintenance (pothole repairs). MCE personnel generally work from 7 am to 4 pm, Monday through Friday; but, these same personnel provide emergency call-out services for after hours and on weekends. Landscape maintenance services at Holbrook-Palmer Park and at the Town Center/Library complex are provided by BrightView Landscaping (BrightView). BrightView also is 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			
April			
May			
June			
Total	518	61.0	29.4

Services Requests

- Continue to clear Creek and drains between/after and during rain & wind events.
- Provided pre-filled sandbags maintained self-serve sandbag station at Holbrook-Palmer Park
- Received 20 yards of Soil Amendment for use in weed abatement on El Camino Real Medians – to be used after weed trimming
- Investigated tree debris issues and old streetlamps and old gate damage at Maple Manor entry (DeBell Road)
- Performed weed/debris removal on Middlefield Road
- Trash pickup on Marsh Road and Middlefield Road
- Replaced leaking water heater in Main House
- Repaired leaking sink at the Play School
- Relocated donor sign for Heritage Room
- Main House reported leak in ceiling in Art room. Cleaned the roof and performed patching in various locations.
- Fixed broken door and repaired a crack in the cement floor in the Women's restroom at HP Park playground
- Replaced Stop sign on Walsh Road
- Temporary pavement/pothole repairs on Stockbridge Avenue
- Responded to downed trees on:
 - Alameda De Las Pulgas
 - Belleau Avenue at Snowden
 - Jennings Lane
 - Laburnum Road at Magnolia Drive
 - Tuscaloosa Avenue
 - Walsh Road
 - Edge Road at Oak Grove

General Maintenance and Special Services

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- Removed weeds from Middlefield Road in progress.
- Weed removal from El Camino Real in progress.
- Train station Rain Gutter clean out for Restoration Project
- General duties – Garbage cans, town wide and ECR litter, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- 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.
- Elevator service for Town Halle elevator by installation subcontractor (TKE). Investigation found a clogged shuttle valve and the hydraulic fluid used for operation needed to be filtered. The clogged filter was replaced and hydraulic fluid was filtered.
- Fixed a leak in the baseball field irrigation system and added a new valve to help isolate the portions of the ballfield irrigation system.
- Inspection of the playgrounds at Holbrook-Palmer Park noted wood rot in several main wood supports as well as rust on portions of one of the structures. Several main wood support posts need to be replaced - the whole structure was cautioned taped off as a safety precaution. Staff is working to get quotes for repairs and or replacement.

Photographs of Work Performed

Main House Roof Cleaning and Patching	
BEFORE	AFTER
	
	

New Water Heater in HP Main House



Trash Pick Up on Marsh Road and Middlefield Road



Restroom Door at HPP Playgroud Restroom

BEFORE



AFTER



Street Patching/Pothole Repair on Stockbridge Avenue



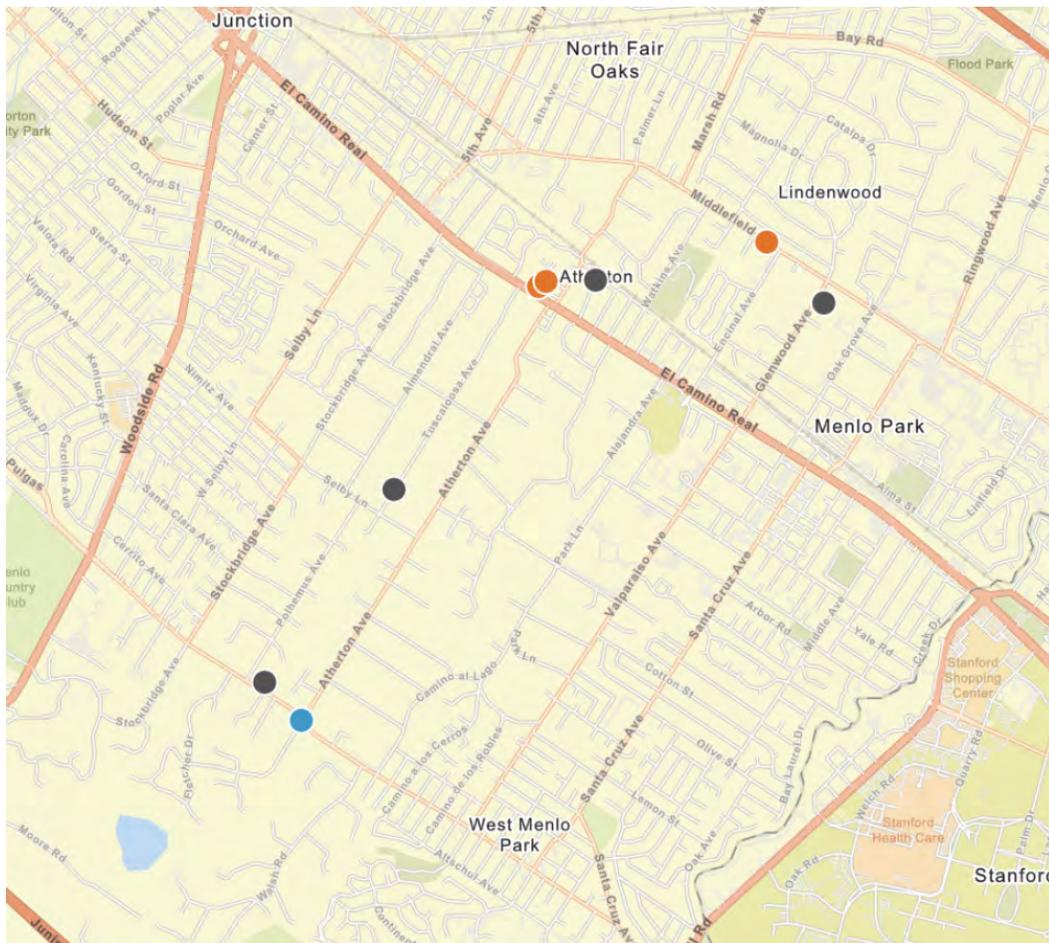
See Click Fix

Showing Results from 2/1/2023 to 3/1/2023

Hide Empty Rows

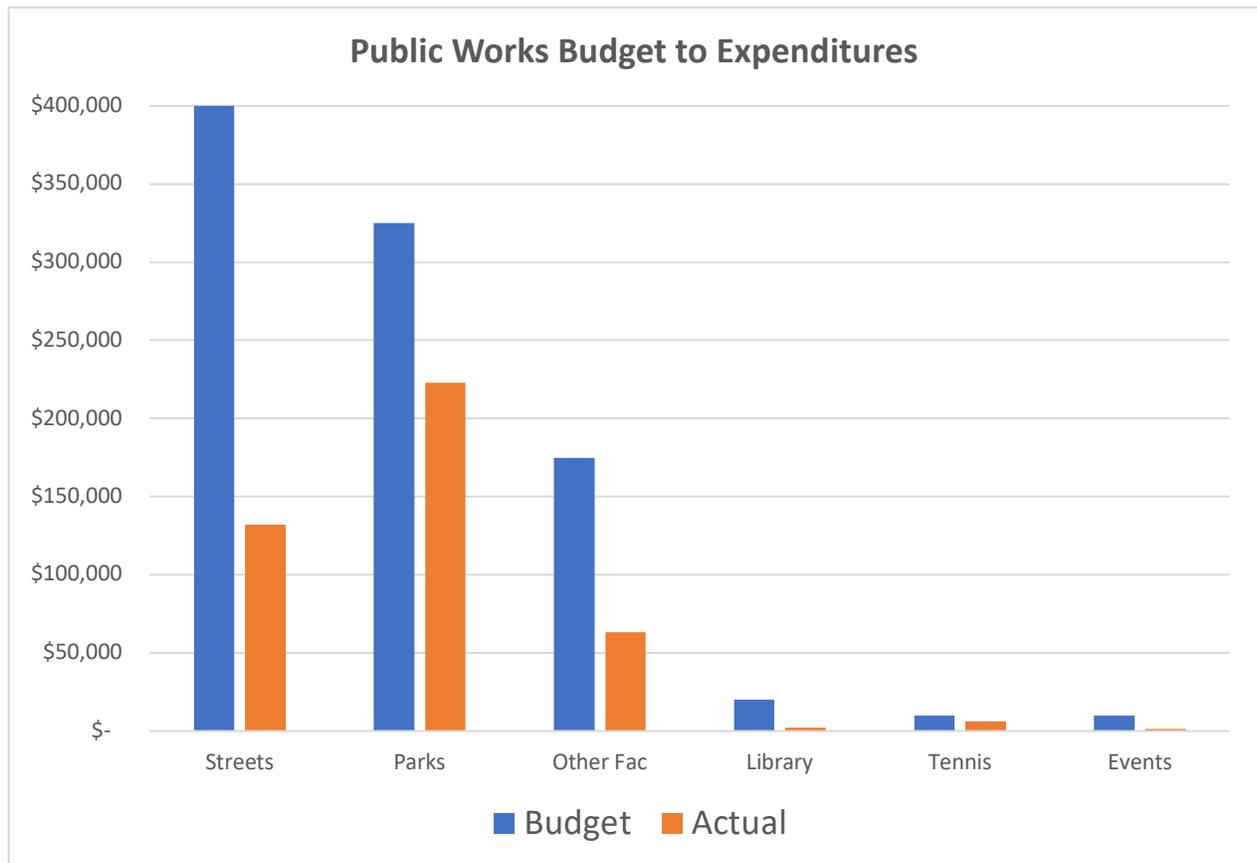
DTA: Days to Acknowledge DTC: Days to Close O&O: Open and Overdue

Category	Created	Ack	Closed
Other	3	1	2
Debris Blocking Roadway	2	0	1
Trees	2	0	1
Illegal Dumping	1	1	1
Totals	8	2	5



Public Works Maintenance Budget versus Expenditures Thru February 2023

Short Code	Accounting Code	Description	Budget	Actual	%
A01	101-53-52031-053	Streets	\$400,000	\$132,083	33%
A02	101-57-52031-057	Parks (Grounds & Facilities)	\$325,000	\$222,725	69%
A03	101-59-52031-059	Other Facilities	\$175,000	\$63,439	36%
A04	213-30-52031-000	Library	\$20,000	\$2,216	11%
A05	101-58-52031-000	Tennis	\$10,000	\$6,211	62%
E06	101-58-52030-058	Event Services	\$10,000	\$1,301	13%
Total			\$940,000	\$427,975	46%



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	Requested 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. (awarded)
Refresh Class III Pavement Markings	\$100,000	Executed task-order to initiate project design.
Watkins Avenue Ped Improvements/Middlefield to McCormick	\$100,000	Executed task-order proposal to initiate development of alternatives. Conceptual design under development for review by BPC.
Selby Lane Bicycle Lane Improvements	\$250,000	Submitted OBAG3 Grant application for Adelante-Selby Safe Routes bikeway improvements. (contingency funding list). Task order for design under review.
Fair Oaks Lane @ Lloydden Improvements	\$175,000	Executed task order for project design. Conceptual design under development for review by BPC.
Annual Road Maintenance Program	\$1,500,000	Initiated Pavement Management Program assessments through MTC PTAP grant. Pavement assessments completed and Condition Index Report under final review. Executed task-order for project design.
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
Green Infrastructure Implementation	\$300,000	Cooperative project on Encina Avenue under construction as part of Encina Avenue Reconstruction project by County substantially 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	Design complete and released for bids – due March 15.
Fencing Improvements Along Watkins	\$200,000	Executed task-order for conceptual design. Concurrent with Watkins Avenue Pedestrian Improvements. Conceptual design to be presented to BPC for review with walkway improvements.
Parking Lot Repairs	\$350,000	Not started
General/Misc Repairs	\$100,000	Scope TBD
Park Circulation Plan	\$1,050,000	Design documents being finalized for bid solicitation.
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 February 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							
April							
May							
June							
Total	17	17	20	18	19	9	9

Types of Rental Activity for February 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				
April				
May				
June				
Total	87	5	6	11

Revenue from Rental Activity for February 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			
April			
May			
June			
Total			\$168,493.65

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	1015	0	10
March						
April						
May						
June						

General and Special Services for February 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 February:

- Spreading mulch
- Brightview is weeding daily
- Leaf cleanup
- Playground closed
- Water heater in Main House broke
- Tennis court locks changed
- WCA pruned Cedar tree with wind damage and removed 1 small tree at playground with decay
- Wind damage clean-up
- Irrigation issues resolved at the Little League field
- New gate valve installed at Little League field
- Water heater leak and replacement

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

Photographs of Work Performed in February 2023

Closed playground.



Wind damage in Park and cleanup



Water heater leak



New gate valve installed





Town of Atherton

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

Community Services Monthly Report February 2023

Submitted by:
Interwest Consulting Group

Town of Atherton
Building Safety Inspections
Construction and Permit Summary
February 1, 2023 to February 28, 2023

	Feb-23	Fiscal Year 2022-23	Fiscal Year 2021-22
Total Construction Valuation¹:	\$1,907,582	\$68,468,442	\$96,415,039

REVENUE

Plan Check Fees Collected:	\$8,857	\$270,466	\$273,556
Permit Fees Collected:	\$33,205	\$651,342	\$721,165
Other Fees Collected:	\$6,930	\$44,690	\$41,383
TOTAL:	\$48,993	\$966,498	\$1,036,104

PLAN CHECK

Applications Received:	54	548	528
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PERMITS

Residential:			
New Single Family Residential Permits Issued:	0	25	30
New Accessory Structures Issued:	12	117	142
Addition / Alteration Permits Issued:	7	74	70
Reroof / Water Well / Grading Permits Issued:	2	53	78
Plumbing/Mechanical/Electrical Permits Issued:	24	152	156
Demolition Permits Issued:	2	26	20
Non-Residential:			
New Permits Issued:	1	1	2
TOTAL Permits Issued:	48	448	498

INSPECTIONS

Inspections Performed:	744	5,551	6,604
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

February 1, 2023 to February 28, 2023

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	27	217
Planning Commission Items	0	15

The February 22, 2023 Planning Commission regular meeting was cancelled due to lack of Quorum.

The next regularly scheduled Planning Commission is March 22, 2023.

Arborist Activity Summary

February 1, 2023 to February 28, 2023

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	10	16	4	28

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		2	5	0	1	3
April		2	3	0	1	2
May		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
Total New SFD Permits:	1	24	27	25	21	30

Plan Check Performance

February 1, 2023 to February 28, 2023

Project Type	Cycles	No of Plan Checks	Target **	Overdue Plan Checks
Major Plan Check	1st Review	97	10	0
	Subsequent Rev.	101	5	0
Minor Plan Check	1st Review	9	3	0
	Subsequent Rev.	0	2	0
Total Number of Plan Checks		207		

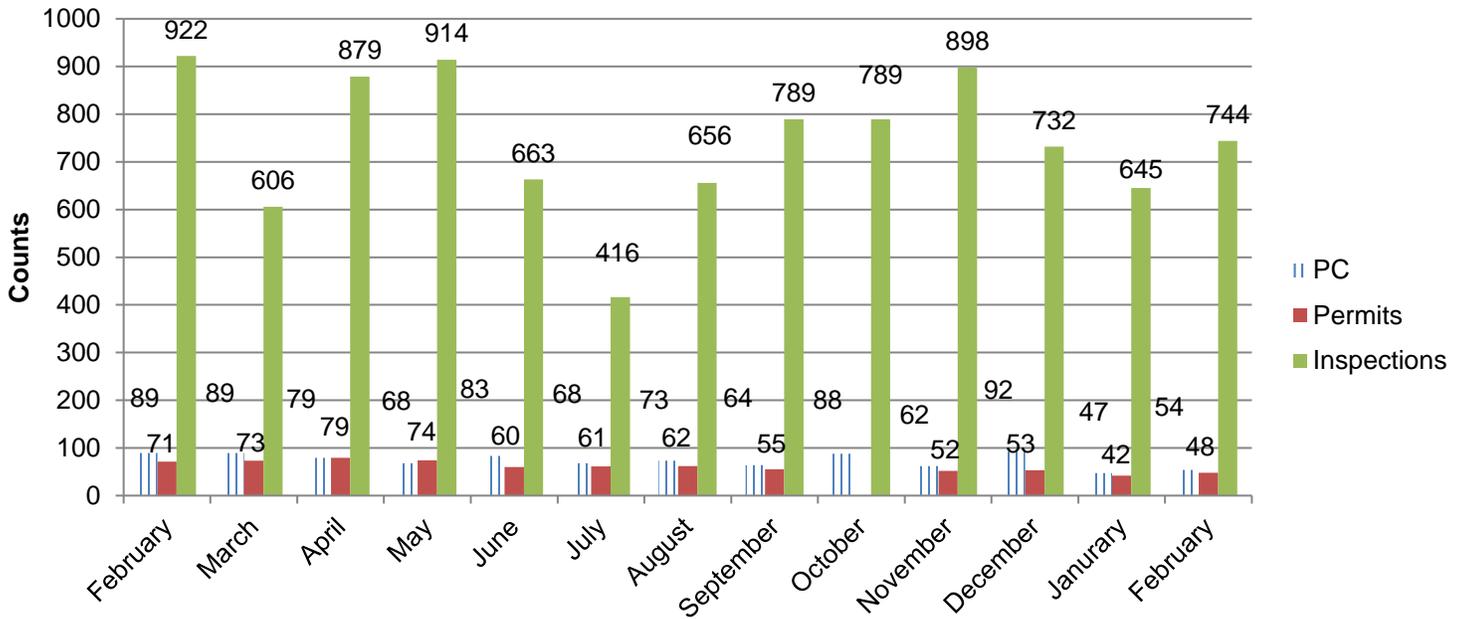
** Target: in working days

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

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

Summary Graphs

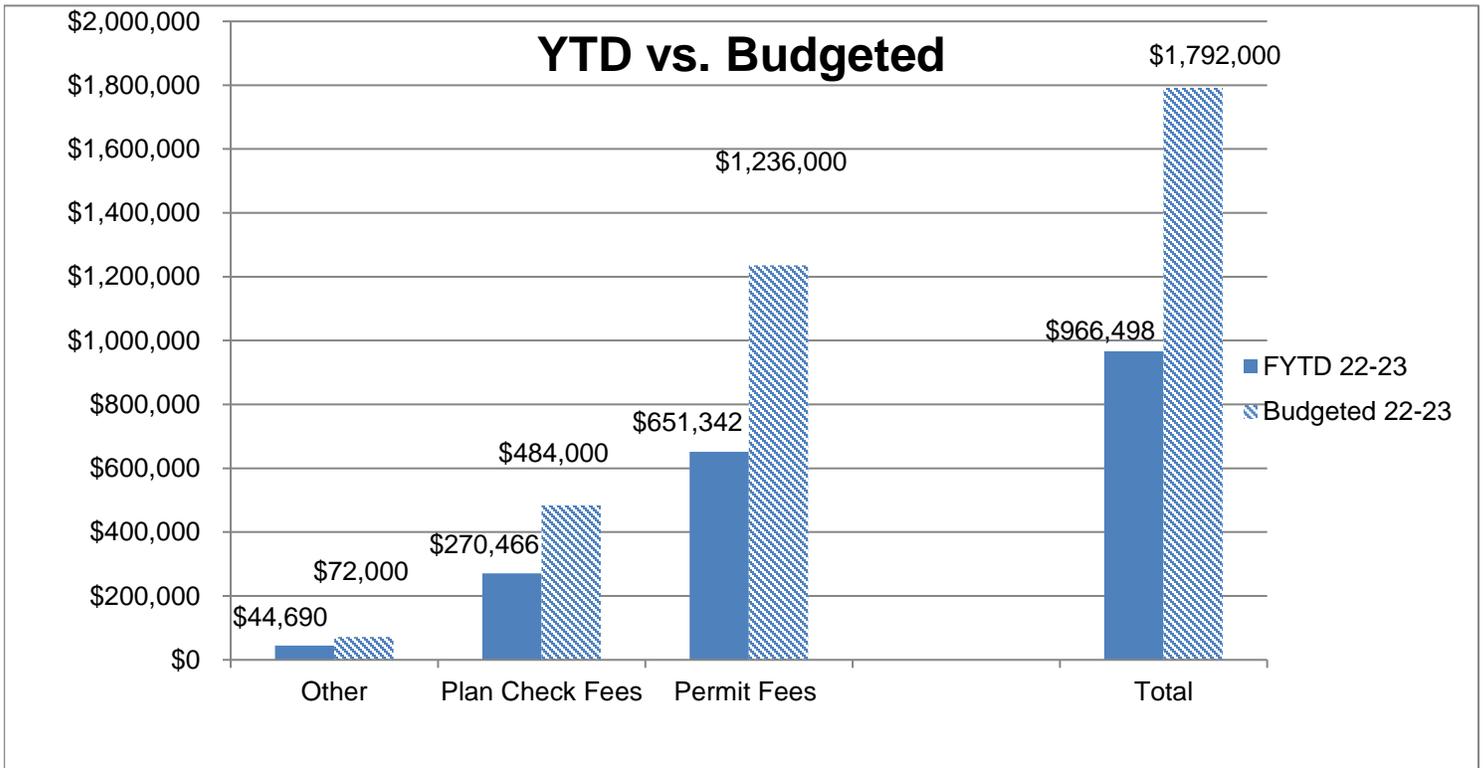
Plan Checks, Permits, Inspections



Valuation



Summary Graphs



Town of Atherton
Summary of ADU's - JADU's - SFR,
Entitled, Permitted, Finaled
 February 1, 2023 to February 28, 2023

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Entitled ADU	2	5											
Permitted ADU	2	0											
Finaled ADU	1	0											
Entitled JADU	1	1											
Permitted JADU	0	0											
Finaled JADU	0	0											
Entitled SFR	0	0											
Permitted SFR	1	0											
Finaled SFR	1	2											

	2022	2023	2024	2025	2026	2027							
Entitled ADU	39												
Permitted ADU	20												
Finaled ADU	19												
Entitled JADU	3												
Permitted JADU	5												
Finaled JADU	0												
Entitled SFR	20												
Permitted SFR	26												
Finaled SFR	22												

**Town of Atherton
Building Safety & Inspection**

Active Construction Time Limit Penalties

February 1, 2023 to February 28, 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	Appealing
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	Feb. 2023
NOTES:					
67 Redwood	8/28/2018	9/28/2021	1/14/2022	\$250K	Feb. 2023
NOTES:					
88 Tuscaloosa	10/23/2018	10/23/2021	2/11/2022	\$250K	Feb. 2023
NOTES: Paid \$220K on 12/14/2022 -Stop Work Removed					
76 Ridgeview	12/3/2018	12/3/2021	4/21/2022	\$250K	Finaled
NOTES: UPDATE Finaled on 1/18/2023 - Going to Appeal					
2 Rosewood	12/3/2018	12/3/2021	5/27/2022	250K	Feb.2023
NOTES:					

Total Penalties Deposited: \$1,500,000

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

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

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

Forfeited Construction Time Limit Penalties

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	\$0.00
Total to Date	\$2,316,200.00



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

These personnel provide 24-hour police patrol, dispatch, traffic enforcement, school resource, crime investigation, crime prevention and other law enforcement services to the community. Personnel typically work a 12-hour shift schedule (4-on/3-off) with a priority staffing level of three (3) sworn personnel at all times.

Graphics and data provided in this report can be found via [CitizenRIMS](#). CitizenRIMS is an active, online database of calls for service to the Atherton Police Department available via the Town’s website. The database provides information on active and historic calls for service, criminal activity and statistics, missing persons, stolen vehicles, arrests, and crime bulletins. Through CitizenRIMS residents can also sign up for Security Camera Registration and Vacation Home Checks. Visit [CitizenRIMS](#) using the preceding link or this QR Code >>>>>>>>



Overall Activity for the Month of February 2023

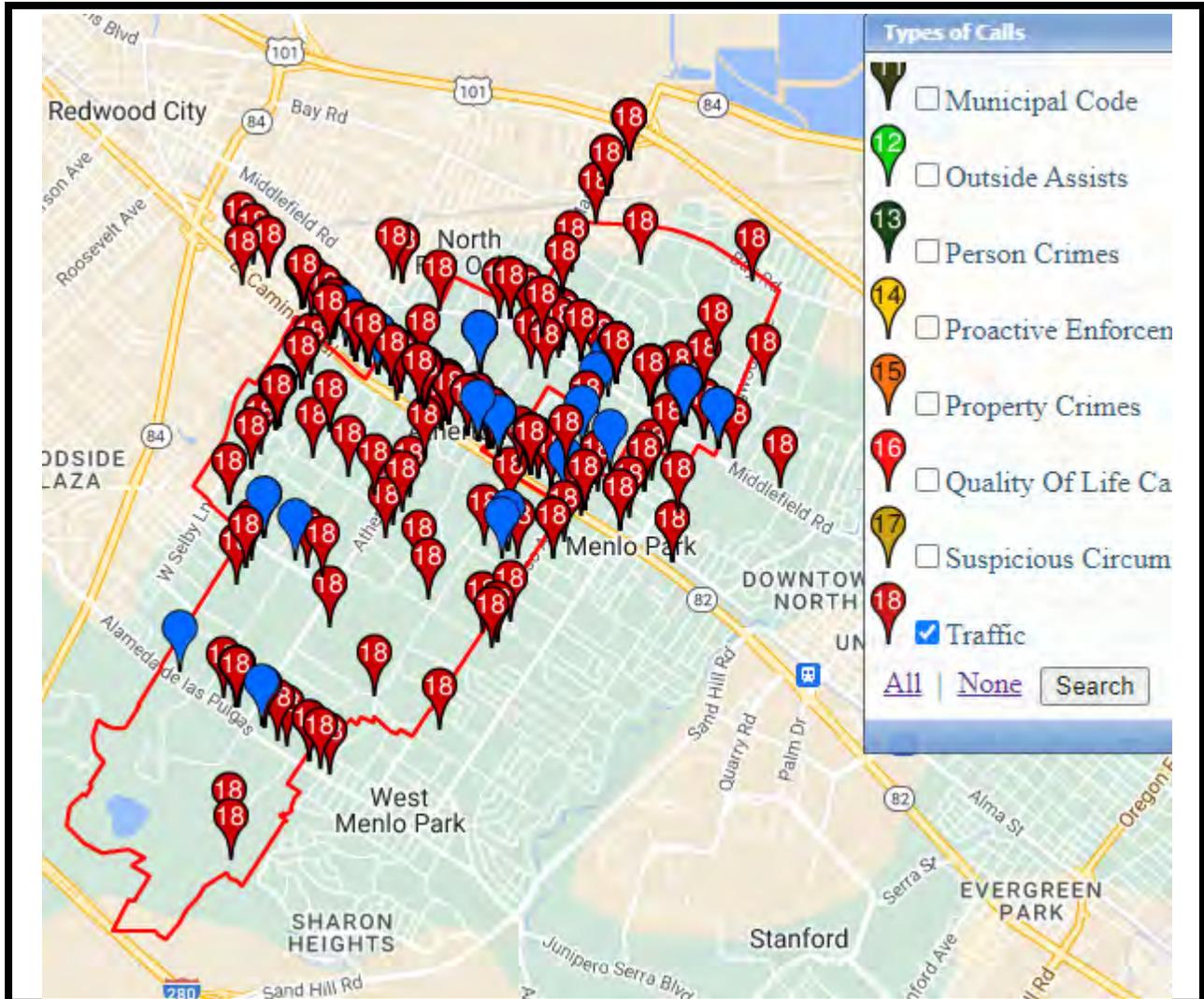
During this reporting period, there were 43 investigations. Of that total, 18 offenders were cited, arrested, referred to the San Mateo County District Attorney’s Office for prosecution, or referred to the San Mateo County Juvenile District Attorney’s Office for prosecution.

Offenses included driving under the influence of alcohol, driving with a suspended license, possession of a controlled substance, possession of paraphernalia, felony warrant, misdemeanor warrant, false vehicle registration tabs, robbery, and assault on a school employee.

Of the 2,218 total police incidents for the month, 1,459 were officer-initiated incidents. These incidents resulted in 440 citations being issued for vehicle code and other violations. Officers initiated 1,155 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.

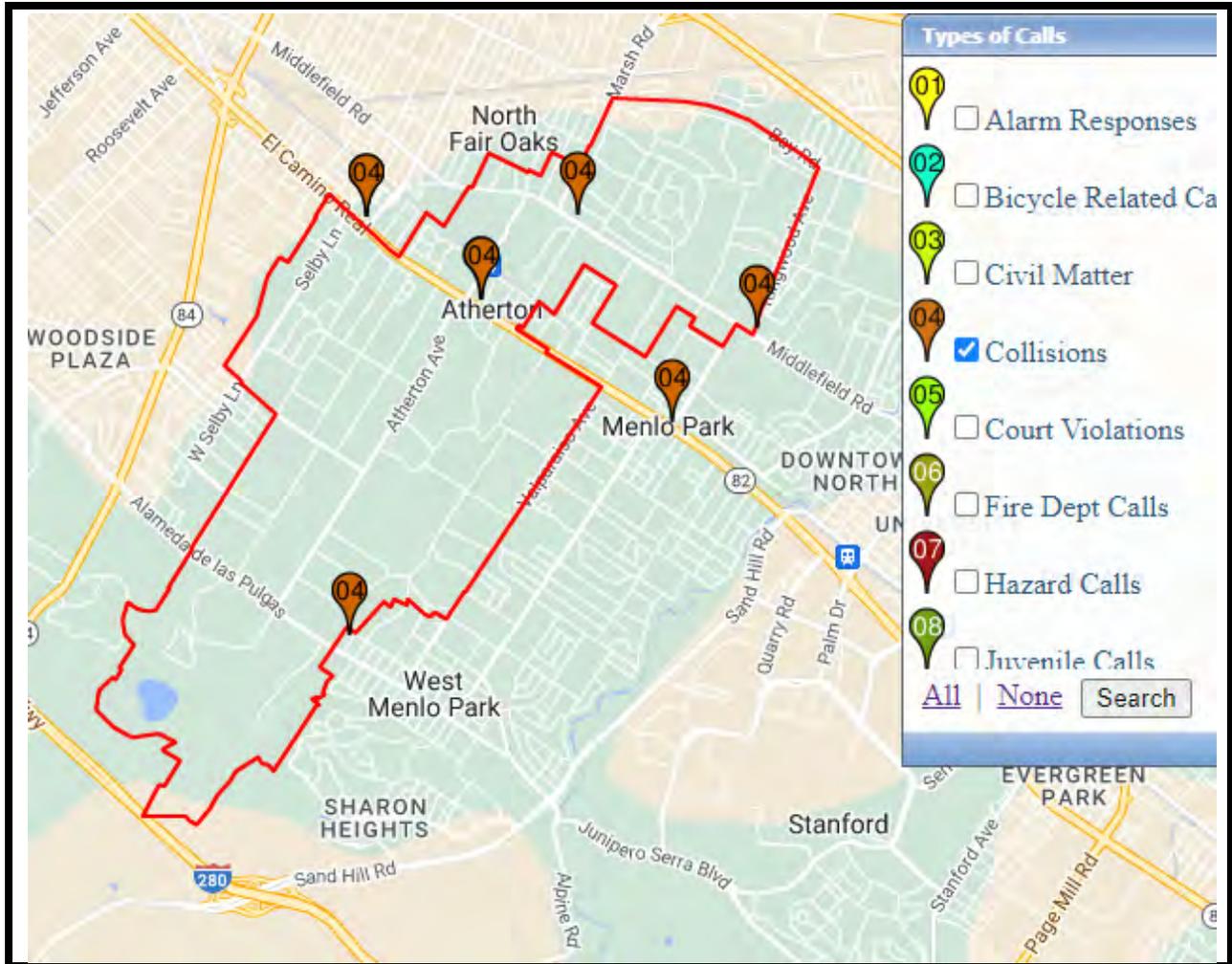
Traffic Incidents

Overall, there were 323 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 6 collision locations during this reporting period. The map below indicates the locations of the incidents for the reporting period.

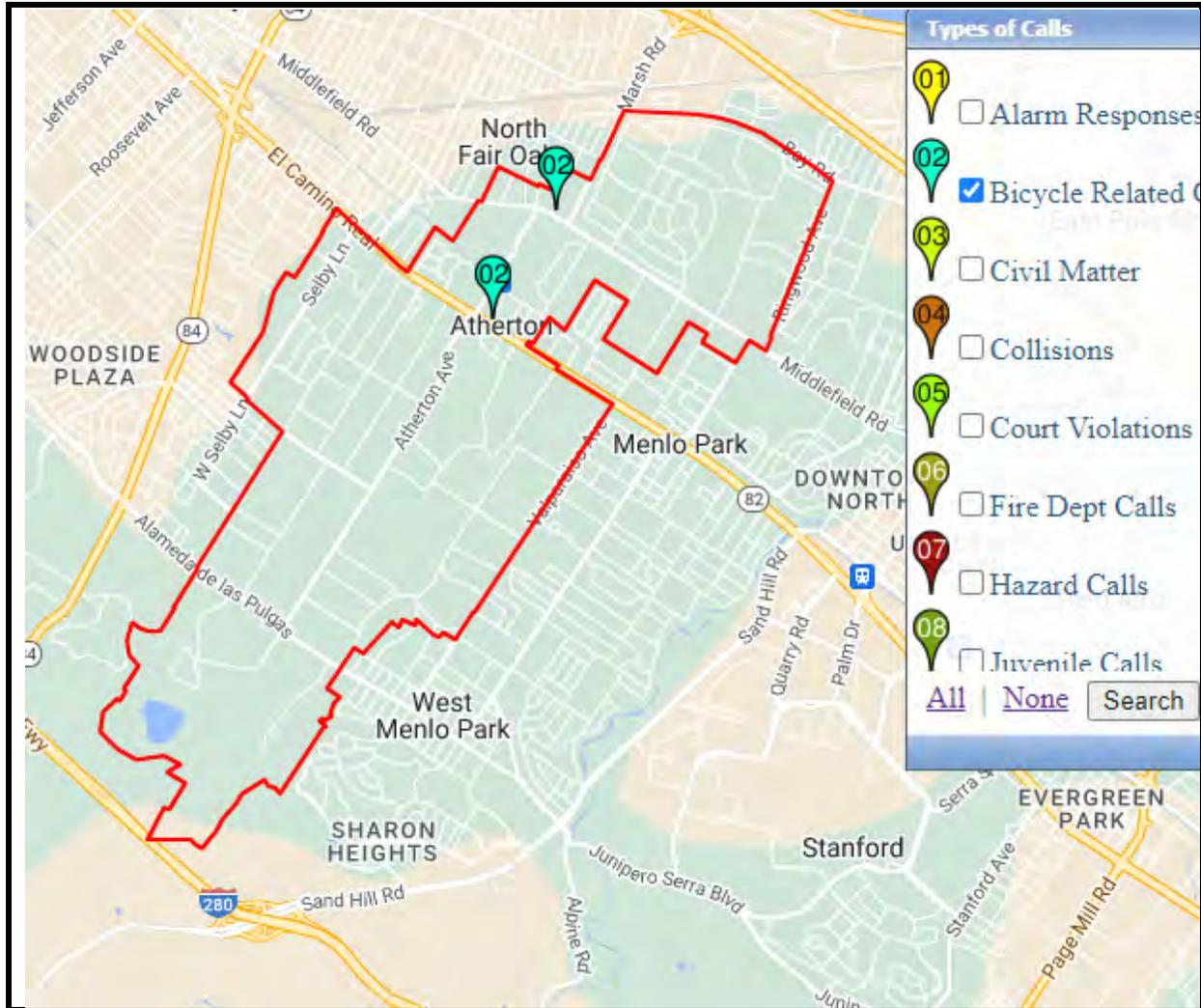


Traffic Complaints

The Atherton Police Department received one (1) traffic complaint for the month of February. The complaint was about vehicles driving in the bicycle lane in front of Encinal School from 2:30pm to 3:30pm. Officers spend approximately one hour and 45 minutes conducting traffic enforcement, which resulted in a combination of 5 citations and/or warning citations.

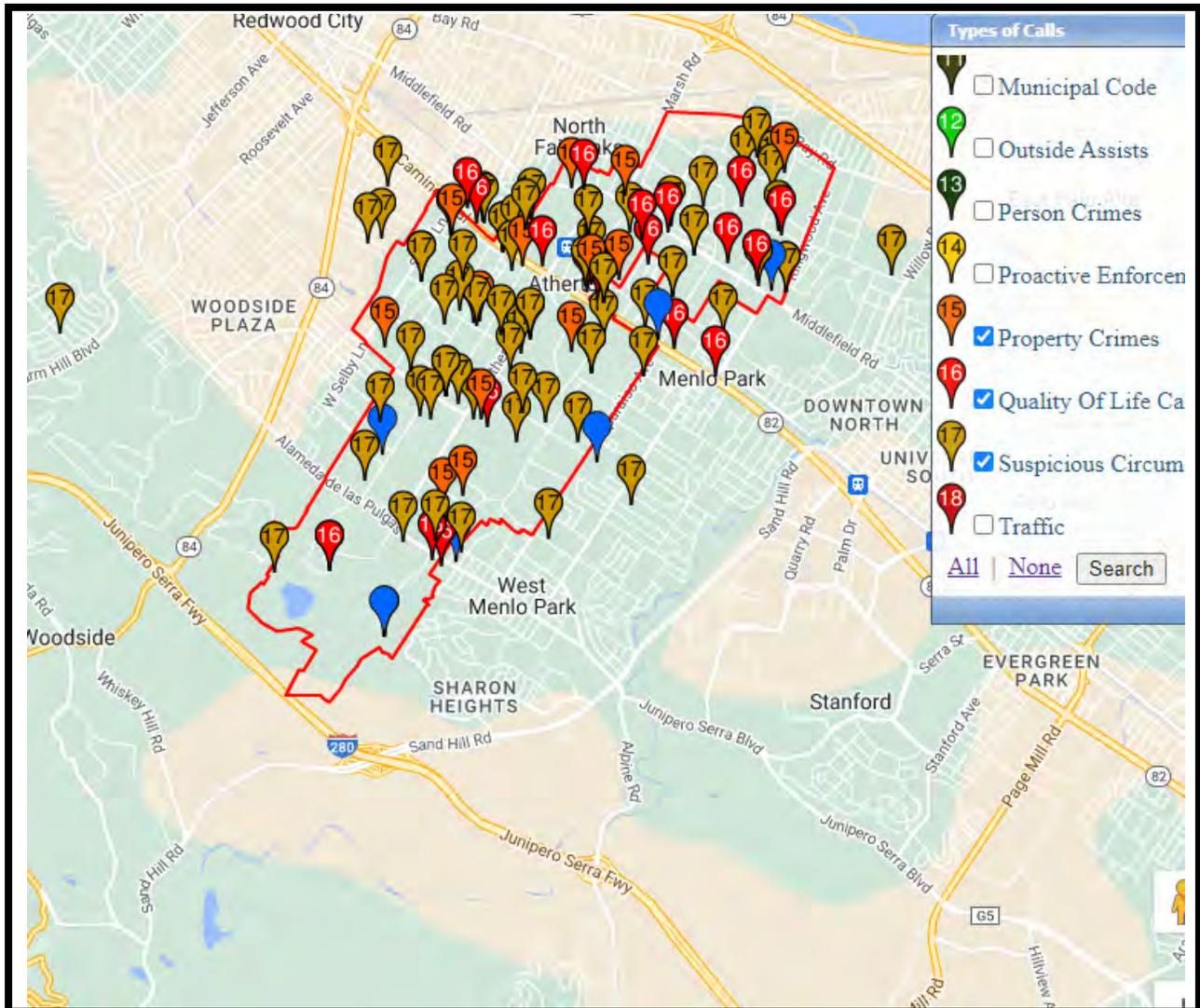
Bicycle Traffic Stops

There were 2 bicycle related calls initiated for improper lighting and obstructing traffic. These incidents resulted in 2 verbal warnings.



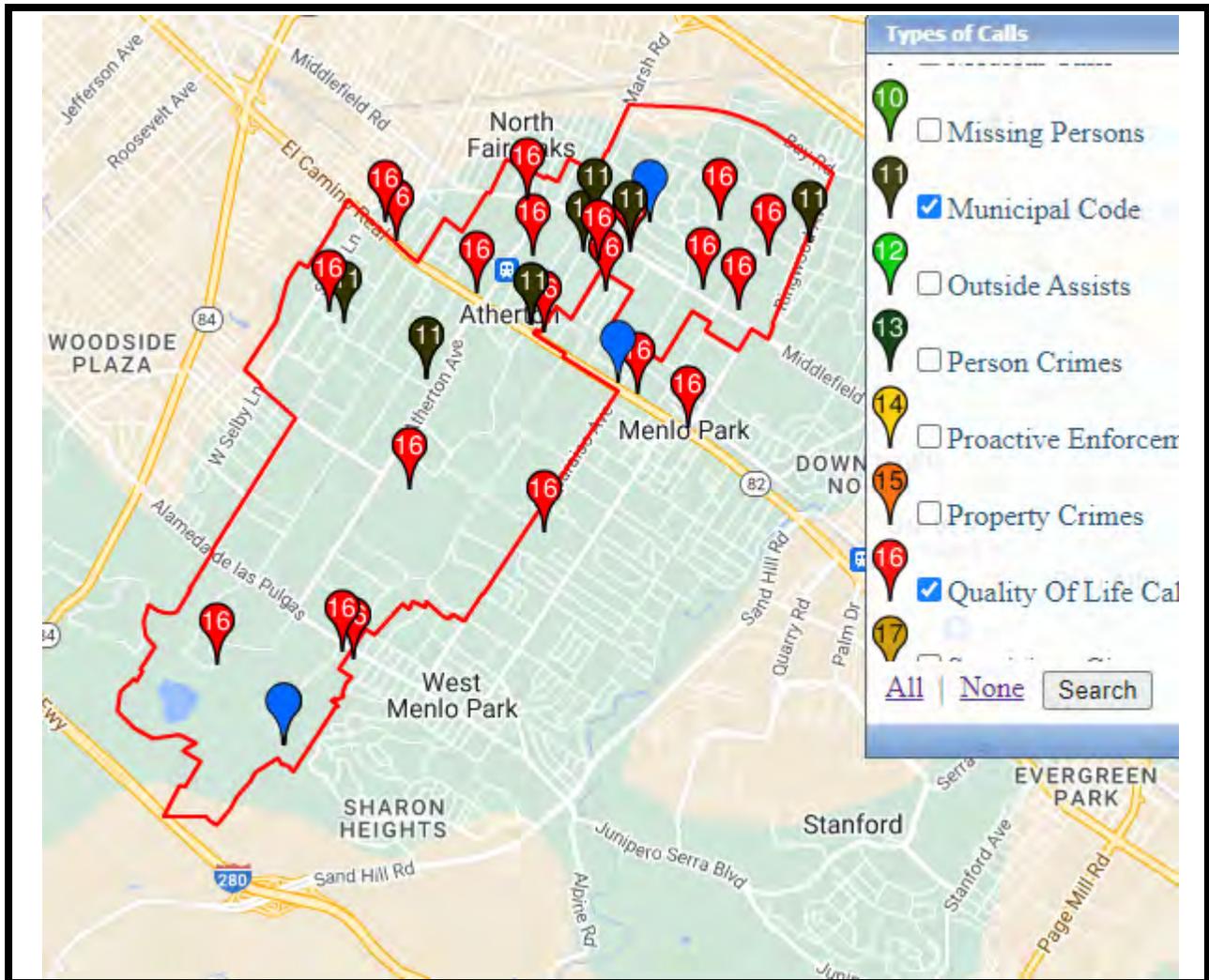
Criminal Activity and Suspicious Circumstances

The Department responded to 114 locations (some locations multiple times) for property crimes (20), person crimes (5), and incidents of suspicious circumstances (71).



Municipal Code Violations

The Department responded to 34 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.



Holbrook Palmer Park

Holbrook Palmer Park had 44 incidents during this reporting period, 39 of which were security checks and foot patrols by officers. The other incidents were for ordinance violations, animal calls, traffic stops, and a suspicious vehicle.

Premise Watch

Officers completed 729 House/Vacation checks during the reporting period.

School Incidents

Officers responded to 231 school incidents during the reporting period. These incidents were mostly officer-initiated security checks.

Highlights from this Reporting Period:

- On 02/03, a student brought a vape pen to school containing marijuana.
- On 02/07, an unsheltered person was located using the shower in a student dormitory. The subject was escorted off campus and admonished for trespassing.
- On 02/13, a theft of a laptop occurred on campus. The SRO investigated this and obtained a search warrant for the suspect's home. The laptop was not located at the suspect's home.
- On 02/17, two students were involved in a physical altercation and when school staff intervened, a school staff member was pushed by a student. An assault report was taken.
- On 02/17, a student was assaulted on campus by another student. A report was taken.

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	9	12	5	1	1	6	6	13	5	8	76
	Security	31	30	44	55	58	57	40	44	64	43	49	44	559
	Traffic	2	8	-	3	8	-	-	1	-	3	2	2	29
Knox School	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Las Lomitas	Other	3	2	7	8	1	1	-	5	7	4	10	3	51
	Security	18	18	34	37	45	29	27	20	28	41	30	36	363
	Traffic	-	-	2	-	1	-	-	2	3	2	-	2	12
Laurel	Other	2	1	2	4	-	-	-	3	2	7	2	-	23
	Security	13	7	16	13	15	12	14	13	20	18	16	16	173
	Traffic	-	-	-	-	-	-	-	-	-	-	-	1	1
M-A HS	Other	27	40	47	35	17	26	12	38	49	52	33	33	409
	Security	30	27	48	43	62	36	42	40	41	32	32	30	463
	Traffic	1	1	1	7	-	-	-	5	3	1	2	1	22
Menlo College	Other	2	5	8	8	4	10	6	13	16	16	10	7	105
	Security	49	38	45	62	47	50	43	42	67	48	42	65	598
	Traffic	2	5	3	3	5	2	4	4	-	2	3	1	34
Menlo School	Other	6	-	4	-	4	3	3	2	2	3	3	1	31
	Security	11	6	12	13	12	6	10	8	15	15	11	22	141
	Traffic	-	-	1	-	-	-	-	2	3	-	-	-	6
Sacred Heart	Other	10	4	8	5	9	7	4	7	5	9	9	2	79
	Security	3	1	3	2	8	1	4	3	4	7	4	13	53
	Traffic	1	1	-	-	-	-	-	-	-	3	11	-	16
Adelante Selby	Other	5	1	5	5	3	3	3	3	1	2	6	-	37
	Security	28	27	45	40	49	28	39	31	42	37	31	32	429
	Traffic	1	2	-	1	2	-	1	4	2	1	-	-	14
Total		248	231	344	356	355	272	133	296	380	359	311	319	3,604

Response Times

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

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

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

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

During the Reporting Period there were:

Priority Level	Number of Calls	Average Response Time	Goal
High	5	1:42	<4 minutes
Medium	196	4:35	<6 minutes
Low	383	6:59	<8 minutes

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

MONTH	YEAR	RESPONSE TIME
January	2023	5:42
December	2022	4:27
November	2022	4:42
October	2022	3:53
September	2022	4:58
August	2022	4:01

Total Training Hours for the Reporting Period: 144 HOURS

NAME	TRAINING/HOURS	DATES
Fong	Adv. Critical Incident Resp./8 hours	Feb. 2
Dutta	Social Media Invest./16 hours	Feb. 6 – 7
MacDonald	Inner Perspectives Session 2/16 hours	Feb. 6 – 7
Rojas	Inner Perspectives Session 2/16 hours	Feb. 6 – 7
Magami	Response to non-criminal barricade/8 hrs.	Feb. 10
Yamsuan	Response to non-criminal barricade/8 hrs.	Feb. 10
Abarca	Museum of Tolerance/8 hours	Feb. 21
Metzger	Museum of Tolerance/8 hours	Feb. 21
Yamsuan	Museum of Tolerance/8 hours	Feb. 21
Fong	OIS for Field Supervisors/16 hours	Feb. 21 – 22
Koehler	Reviewing & Approving Reports/6 hours	Feb. 22
Cisco	Agency CLETS Coord. Trn./2 hours	Feb. 23
Pronske	SLI Session 2/24 hours	Feb. 23 – 25

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
February	1,459	440
January	1,285	372
December	1,629	353
November	1,369	418
October	1,401	417
September	1,271	363

Code Enforcement Activity Report

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2023)
1.	Opened/Re-opened Cases	29	34
2.	Resolved/Closed Cases	8	11
3.	Written/Formal Notices Issued	6	6
4.	Citations Issued	23	29
5.	Amount in Citations Issued	\$ 26,800	\$ 35,100
6.	Amount in Citations Received (Payment)	\$ 8,000	\$ 13,600

During the month of February, there were approximately 35 incidents/calls for service referred to or initiated by code enforcement, and no 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 was one stop work order(s) issued to properties for non-permitted activities, 8 verbal warnings given with specified deadlines to reach compliance, and 6 initial inspections that are pending follow-up. Code Enforcement continues to utilize both software’s for tracking purposes and case management. The hybrid CEO was assigned to Dispatch for the month.

** January 2023 update – fines collected for Citations issued was \$ 5600.