

DEPARTMENT AND DIVISION

MONTHLY REPORTS


Your Accessory Dwelling Unit Can Change a Life

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

There will be break out sessions to meet with:

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

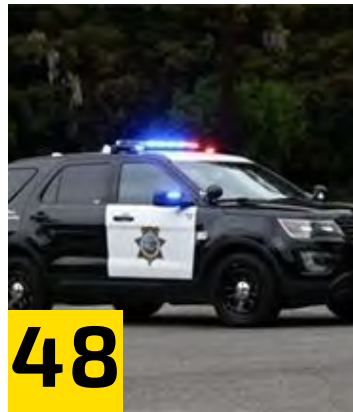
39 ADU PERMITTING



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



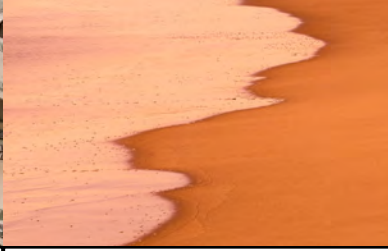
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City Council Goals

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



Goal A	Goal B	Goal C	Goal D
Maintain Fiscal Transparency focus on a balanced budget with adequate reserves; while also addressing the Town's long-term liabilities.	Preserve Small Town Character & Quality of Life focus on the local community priorities and mitigate the impacts of regional growth.	Maximize Use of the Town Center & Library engage the community to understand desired uses.	Manage Circulation & Improve Safety provide stewardship and leadership to maintain mobility and improve accessibility & safety for bicycles and pedestrians.



Goal E	Goal F	Goal G
Strengthen Community Engagement & Transparency pursue opportunities for increased engagement and outreach.	Be Forward-Thinking, Well-Managed, & Well-Planned be proactive, anticipate future needs; increase and maintain fiscal transparency.	Emergency Preparedness - Be Prepared partner with key stakeholders and empower residents to prepare for major emergencies.



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

Upcoming Holidays and Out of Office

- Vacation – I will be Out of the Office from April 21 through April 30
- Vacation – I will be Out of the Office from June 23 through July 9

Summer Athertonian Newsletter Timeline for Articles

Summer articles are due **no later than April 14, 2023.**

4/17 - Town submits articles and Tripepi-Smith drafts their articles

4/24 - Draft articles due to City

4/27 - Articles given green light from City

4/28 - Design

5/10 - Layout due to City

5/17 - Final approval and sign-off

5/19 - File delivered to printer

5/29 - Printer delivers to homes

Additional Items Making Their Way Forward (happy to discuss during 1:1's)

- Update to the Town's Purchasing Resolution to increase the City Manager Signature Authority (last adjustment was 10 years ago and the amounts are no longer sufficient)
- Update to Chapter 2.04 of the Municipal Code related to Council Meeting Locations
- Adoption of a Resolution Setting the Times of Regular Council Meetings (6 pm) - this was done for COVID specifically and we now need to update the Resolution to retain it or return to 7 pm
- Update to Town's Encroachment Ordinance - as noted during the staff report for the Study Session (even though we did not discuss the education component), we need to update our Encroachment Ordinance to make it more consistent with State law changes. The City Attorney is working on revisions that will hit the Agenda later this year.

HIP Housing Workshop - April 6

This workshop was well-attended and well-received. HIP Housing made several contacts for both home seekers and home providers. Attendance was mixed between residents and other interested parties. The Breakout Sessions were also well attended with the most popular being on the staff side to demystify the process. Some of the questions raised during the meeting were related to:

- Heritage Trees and ADUs (800 sf versus larger)

- Setbacks
- Tree Protection Zones
- Maximum Size of ADU
- 2-story ADUs
- Permitting Process
- Permitting Cost
- Cost to Build

On the permitting cost side, it was noted by the resident that the permit cost to build a typical ADU was close to \$50,000. Staff responded to this comment to clarify the cost and articulated that the approximate permit cost to build an ADU was more like \$5,000. Some in the room disputed this amount. However, to demystify the process a bit and ensure that facts are separated from misinformation -

The Town's website goes into detail on its **Master Fee Schedule webpage** to discuss exactly how fees are calculated. While there are a number of "flat fees" for patios, gazebos, re-roofs, etc. the remainder of fees use a service requirement factor based on valuation and square footage. The cost of an 8,000 square foot new home has a service requirement value of \$2.8m using the Town's valuation cost of \$350 per square foot. The resulting building permit fee is \$10,220. Plan review is 45% of that or \$4,599. This is a total building permit cost of \$14,819. The Planning side permit, assuming no Variances or Exceptions, is \$1,570. That's \$16,389 for a new home of 8,000 square feet. There are, of course, other fees from other agencies that the Town does not control - water, sewer, PG&E, Fire, Schools, etc. **But the Town's fees that we control are not a barrier to construction of a 1,200 square foot ADU. That permit cost would be \$1,533 permit, \$689 plan check, \$1,067 planning = \$3,289.**

We do not control the cost of utility connection fees, school fees, assessor taxation, or the basic cost of actual construction.

BMX Demonstration Event @ Library

In support of "Bike to Your Library" week, the Library will be hosting a BMX Freestyle Team - exhibition of flatland ground bicycle stunts. The event will last roughly 30 minutes and will feature riding, bike tricks and positive messages during the performance. There will be a meet and greet with riders after the exhibition completes. The event will take place sometime in May and we will block off a 30'x30' section of the parking lot for the activity. Traffic will be re-routed during the event and there will be advance noticing of the activity.

ECR Complete Streets Corridor Study - GAP Closure Project

As the Council is aware, the Town is participating via the San Mateo County Transportation Authority on the GAP Closure Project - more completely referenced as the ECR Complete Streets Corridor Study. We are finalizing the MOU and Scope of Work. In August 2022, the Transportation Authority issued a competitive Call for Projects for pedestrian and bicycle projects with up to \$17.7 million in Measure A and Measure W funding available. The Call yielded 33 applications from 19 sponsors requesting over \$31 million - the Town included. The Town's

request was for \$1.425m. The TA recommended approval but only of a reduced award of \$450,000 to do the feasibility study only. The Town's match requirement is \$55,000. Transportation Authority project staff are the lead on the project (not the Town) and staff will work closely with their team.

The Scope of Work for the Study will explore Complete Streets designs for State Route 82 (El Camino Real) in Atherton by repurposing outside vehicles lanes, on-street parking and other available rights-of-way to establish, complete, connected pedestrian facilities, Class II bike lanes or Class IV separated bikeways, transit access improvements and stormwater treatments along the 1.5-mile stretch of El Camino Real from the Town limits north of Selby Lane to Valparaiso Avenue.

The Study will develop a Complete Streets proposal that supports all users of the corridor, aligns with the goals and principles of the TA's Strategic Plan and other planning documents, captures input from other agencies such as Caltrans and SamTrans, and acts as a case study for future Complete Streets projects along other segments of the El Camino Real. Tasks to be conducted under the Study will include data collection, mapping, existing conditions documentation, equity analysis, traffic analysis, alternatives analysis, community engagement, preparation of conceptual designs, and completion of an implementation plan as part of a broader Corridor Plan.

The Project Study phase is approximately 6 months and will begin in April and anticipated completion is September. Once complete, the Town can leverage the study toward a formal project to obtain grant funds to prepare plans and specifications.

Selby Lane Bicycle Lane Improvements

As the Council is aware, we have been placed in the wait cue for future potential funding for the full Selby Lane Bicycle Lane Improvement Project. The full project included modifications to El Camino Real at Selby, installation of a HAWK traffic signal (or full signal TBD), and modifications to the ECR Median Island for pedestrian refuge during crossing. Because the Town was placed in the wait cue with no anticipated funding on the horizon, we bifurcated the project to address the Selby Lane Bicycle Lane improvements as a budgeted Town Project in 2022/23. I have executed the Engineering and Design Task Order to begin work on the design for the Town-side of the project.

The project involves the widening of the existing roadway to allow for two Class II bicycle lanes, one in each direction. The design and engineering process includes public meetings via the Bicycle and Pedestrian Committee and Transportation Committee, as well as Public Outreach and City Council meetings as the project design moves forward. All work will occur in the right-of-way and there is no acquisition of right-of-way anticipated. Outreach will include coordination with adjacent property owners. There are about 30 of the 60 affected parcels where landscaping will be impacted. Storm water improvements will also be required as part of the project. The design and engineering phase of this project is approximately 8-10 months, depending on the amount of public outreach and noticing we engage in.

As we look at CIP for Bicycle and Pedestrian Projects, here is a [link to Table 7 of the Bicycle and Pedestrian Master Plan - Priority Projects with Planning Level Cost Estimates](#). Reminder that the estimates are 2014 \$'s and are planning level estimates only - meaning that they are entirely preliminary due to the limited availability of project details, but they include preliminary engineering and construction.

There are four different types of bicycle facilities:

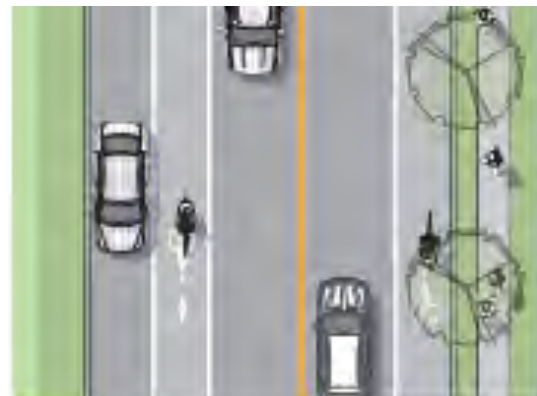
Class I - Bike Path

Bike Paths, commonly referred to as shared-use or multi-use trails, are fully separated bike facilities, exclusively for the use of bike and pedestrians. There is some interaction with vehicles which is limited to the trail crossing with a roadway.



Class II - Bike Lanes

Bike lanes, are a portion of the roadway that is striped for one-way bike travel. Buffered bike lanes also fall into this category, this is when a bike lane is accompanied by a painted striped buffer between the bike lane and parking or travel lane. Middlefield Road and Alameda De Las Pulgas are examples of these.



Class III - Bike Route

Bike Routes are shared facilities with pedestrian or motor vehicle traffic. The primary purpose is to provide a connection to other bicycle facilities (typically Class II); or designate preferred bike routes. Bike routes are indicated by bike route signs and shared roadway markings along the route - "sharrows". Atherton Avenue is an example here.



Class IV - Separated Bikeway

Separated bikeways, sometimes referred to as protected bike lanes or cycle-tracks, provides a bikeway for the exclusive use by bicycles. What differentiates this from a Class I or a Class II is that it cannot be used by pedestrians or vehicles and it must include a horizontal and/or vertical separation. These horizontal and vertical separators can include: flexible posts, on-street parking, grade separation, railing or planters.



Drainage Master Plan Priority Projects

Linked here is the **Town's Drainage Master Plan**. Completed in 2014, the Plan was done by **NV5**. Portions of the Plan were updated in 2015-2020, specifically for the detention basin designs at Holbrook-Palmer Park, Las Lomitas Elementary School, and ultimately Cartan Field. Some of the background data, CEQA analysis and hydrological reports are available via the **Town's website** for these historical projects.

The Town's Drainage Master Plan divides projects into 5 Tiers and prioritizes them beginning on page 6.3. The Town's focus for drainage issues should be on Tier 1 and Tier 2 Projects.

- **Tier 1** - Improvements that mitigate flooding problems that can create significant life and safety issues. Tier 1 Projects are mostly located in the upper Atherton Channel upstream of Alameda de las Pulgas. These projects totaled \$6.14m in 2014.
- **Tier 2** - Improvements that are intended to avoid damage to private property caused by storm runoff from public areas. Tier 2 Projects are located throughout the Town and in addition to improvements to the Channel, include improvements to smaller swale systems. These projects totaled \$8.6m in 2014.
- **Tier 3** - Projects that are located on public property and not influenced by downstream drainage system. Tier 3 Projects are located throughout Town and address larger drainage issues, but do not represent immediate threats to private property. Tier 3 Projects totaled \$3.1m in 2014.
- **Tier 4** - Projects that are located on public property and are influenced by under capacity downstream drainage systems. Tier 4 Projects are located throughout Town and address smaller drainage issues and often relate to downstream capacity issues. This is where you will find the drainage issues on El Camino Real. Tier 4 Projects totaled \$19.9m in 2014. The solutions to the El Camino Real drainage issues totaled \$7.5m in 2014.
- **Tier 5** - Projects recommended in the 2001 Drainage Study but drainage issues in these areas have not been observed recently. Tier 5 Projects are tail projects from the prior Drainage Plan and totaled \$3.6m in 2014.

Green Infrastructure Master Plan

Linked here is the **Town's Green Infrastructure Plan**. Completed in 2019, the Plan had a two-part focus. The first was if the Town had been successful in the Regional Stormwater Capture Project. We were not. As a result, the Town now must focus on the second part of compliance, distributed green infrastructure solutions - Green Streets and Public and Private Parcel-based Green Infrastructure Projects. As noted during the Study Session, the Town's Road Improvement Projects will address some of these as a matter of course. In addition, larger projects - such as the Selby bike lane Project, Fair Oaks Crossing Project, Town Center, will include Green Infrastructure as part of their development.

Unlike other Plans, the Green Infrastructure Plan does not identify and prioritize specific projects. However, the Plan does identify solutions, funding needs and opportunities. The Town's plan overly relied upon the Water Capture Project as the solution and focus must now shift to implementing the distributed solutions to comply with the State mandates.

Park Master Plan

The Town updated the Park Master Plan in 2019 and removed the off-leash dog area. Linked here is the **Town's Park Master Plan**. Page 46 of the Master Plan summarized the various priority projects identified for the Park. More have evolved since that time, and some have been completed.

- The Event Garden completed, but due to Park irrigation and maintenance issues, needs refurbishment. The Scope of Work for this work will be on an upcoming Council Agenda for approval to move forward (Brightview). It exceeds my signature authority.
- Site lighting has been improved.
- The parking lot turnaround was completed.
- The Park Circulation Plan has completed design and preparation of plans and specifications. Progress on this project is behind but has been elevated it in priority.

Items that are not on the list that are needed include:

- Solar/Battery/Generator Backup at the Pavilion
- Completion of the Carriage House Restrooms
- Rehab of the Park's failing irrigation system
- Refresh of some facilities amenities (benches, drinking fountains, etc.)
- Repair and Expansion of the Children's Play Area

AD HOC AND STANDING SUBCOMMITTEE UPDATES

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

The Library **has authorized** use of Town-side Library funds from the FY 2022/23 (current year) budget allocations for the Town and Train Station videos. Staff crafted a Scope of Work and

obtained bids from several videographers to create both videos with an emphasis on getting the Town History Video completed in time for September Celebration.

It is anticipated that the videos will be of limited length and the cost will be within my signature authority. However, I will be asking for Council support to use Library Funds for this purpose at the April 19 Meeting.

Refuse Services Standing Subcommittee (Widmer/DeGolia)

No Updates.

Pickleball Survey Review Ad Hoc Subcommittee (Widmer/Holland)

The Subcommittee met to review/revise the Pickleball Survey. Modifications were made to the Survey and it was released this week. It was also released via postcard (QR Code) to all residents and will be emailed directly to all tennis key holders.

Below is a link to the active survey:

[Pickleball Survey @ Holbrook-Palmer Park](#)

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

No Updates.

100-Year Celebration Subcommittee (Lewis/DeGolia)

The Standing Subcommittee met on Thursday, March 30 at 1 pm. The Subcommittee will meet every other week on Wednesday at 1 pm as the event planning continues. The [draft minutes of the March 30 meeting can be found here](#).

Housing Alternatives Ad Hoc Subcommittee (Lewis/Widmer)

The Subcommittee will report out at the **April 19 Regular Meeting**.



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 are two (2) vacancies with active recruitments (Associate Engineer and Junior Accountant). The Town is currently at 95% staffing with two vacancies. However, there are an additional five (5) staff on some form of leave making actual staff capacity at 84%.

IT Systems & Activities

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

- Staff have continued to perform updates for the Police Department.
- Provided routine and advanced support for Police vehicles.
- Provided IT support for the Police Department drone program.

Sustainability Activities

The current sustainability projects and activities are:

1. Waste Reduction:
 - a. The Town's annual Waste Wise Event with GreenWaste Recovery was on Saturday, April 8, 2023 at Holbrook-Palmer Park. This event gave 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. There were 221 attendees who were able to dispose of 3.64 tons of e-waste, shred 1.75 tons of paper, and pick-up approximately 15 yards of compost.
2. Environmental Programs Committee
 - a. The March 16 meeting of the Environmental Programs Committee (EPC) was canceled due to lack of quorum. 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:

- i. **March 29: Battery and Electric Landscaping training with the American Green Zone Alliance:** There were 22 residents and landscapers who attended in person and 15 attended online. There were also more than a dozen representatives from the industry including equipment manufacturers, the American Green Zone Alliance, and local retailers. Attendees were able to look at electric and robotic lawn mowers, electric leaf blowers, electric trimmers, and more. Attendees learned about the benefits of going electric, how to address common in the field challenges such as safe and reliable equipment charging, and how to operate equipment efficiently to save time and money. The EPC will formally debrief the event and determine any next steps during their next meeting on May 18. The key takeaway from the event was a call for local landscapers to participate in the State's incentive program for battery and electric landscaping equipment linked here: <https://californiacore.org/how-to-participate-professional-landscape/>. A recording of the training is available here: [Town of Atherton Community Event - American Green Zone Alliance Workshop](#)
 - ii. **April 22:** The Love Our Earth Festival will be on April 22, 2023, from 11:00 am – 4:00 pm at Menlo Atherton High School. The Love Our Earth festival features Acterra's food marketplace including live vegan cooking demos on induction cooktops, a Goodwill donation drive, a clean vehicle showcase, 75+ exhibitors/vendors, live music, family activities including story times and a live lizard show, a speaker series offered in American Sign Language, English, and Spanish, a movie screening of Motherload, live music from renowned Bay Area musicians Cook 'N Fenny and Deborah Levoy, and more! Please see the Registration for this free event: www.tinyurl.com/earthfestival23
3. Climate Action Plan Update:
- a. 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).
 - b. Town staff have identified 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.
 - c. Next steps include presenting the draft Climate Action Plan at the City Council's June 7 Study Session. This presentation will be followed by a round of community engagement before a final plan is brought for Council to adopt in late Summer or early Fall.

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 was

submitted by FEMA's deadline on March 16, 2023 and our Exploratory Meeting was on March 28. The Town's next steps are to schedule site visits in May.

- There were three regional meetings in March including the Applicants' Briefing for FEMA Public Assistance, 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.
- Throughout March, staff updated the emergency preparedness page with information on storm preparedness and recovery: <https://www.ci.atherton.ca.us/653/Winter-Storm-Preparedness>. Additionally, the Alert Center was activated twice for atmospheric river events starting on March 9 and on March 21. Residents are encouraged to sign up for updates and view the alerts. Residents can also find information on the Town's social media channels.

City Clerk Activities CURRENT and ON THE HORIZON

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

- 100 Year Town Anniversary
- Summer Event Series
- Annual Employee Recognition Luncheon

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 element and ADU match program, 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 March 1 – March 31 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	30 new followers, total of 582 followers	8,528
Instagram	29 new followers, total of 1,152 followers	2,757
Facebook	5 new followers, total of 531 followers	2,135
NextDoor	20 new members, total of 4,519 Members	2,639

All Town Residents received the latest edition of the Athertonian by mail which can also be viewed online here: <https://www.ci.atherton.ca.us/ArchiveCenter/ViewFile/Item/3848>

Town website subscriber group:

Distribution List	# of Subscribers
Atherton Online	1357
Building Department News Flashes	800
City Clerk's Department News Flashes	912
City Manager's Office News Flashes	995
Planning Department News Flashes	930
Police Department News Flashes	1159
Public Works Department News Flashes	1022
City Manager's Blog	1070
Emergency Alert Center (PD)	1636
Emergency Alert Center (CM)	1501

Community Outreach Initiatives

Accessory Dwelling Unit Share Program

The Town hosted a workshop titled “Building and Renting ADUs in Atherton” in partnership with HIP Housing on April 6 from 5:30 pm to 7 pm at City Hall. There were over 65 attendees including residents looking to build ADUs, residents interested in renting ADUs, and community members seeking to rent in Town. The presentations from HIP Housing, Town Planning, and Q&A can be watched here: [Town of Atherton Community Event - ADU workshop - April 6, 2023](#).

City Clerk Monthly Report
April 19, 2023

The next steps for the ADU Match program include creating a strategic communications plan for outreach through 2023 to get both home seekers and home providers into the Atherton ADU Match Program offered in partnership with HIP Housing.



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 – 9

% of Year Complete – 75%

	Budget	Revenue	% Received
Park Program	\$ 232,800	\$ 147,325	63.3%
Planning Permits	\$ 290,300	\$ 232,104	80.1%
Business Licenses	\$ 278,000	\$ 257,503	92.6%
Police	\$ 316,390	\$ 73,029	23.1%
Sales Taxes	\$ 315,000	\$ 193,126	61.3%
Miscellaneous	\$ 1,047,758	\$ 1,067,566	102%
Public Works	\$ 836,700	\$ 330,516	39.5%
Franchise Fees	\$ 1,011,000	\$ 488,998	48.4%
Building Permits	\$ 1,919,000	\$ 1,060,603	55.3%
Property Taxes	\$ 17,254,051	\$ 11,503,923	67.3%
Total	\$ 23,500,999	\$ 15,354,693	65.3%

	Budget	Expenditures	% Received
City Council	\$ 61,513	\$ 26,200	42.6%
Administration	\$ 1,312,087	\$ 1,067,397	81.3%
City Attorney	\$ 310,000	\$ 185,593	59.8%
Finance	\$ 897,696	\$ 643,111	71.6%
Planning	\$ 762,071	\$ 627,832	82.3%
Building	\$ 1,523,034	\$ 870,796	57.1%
Interdepartmental	\$ 1,024,511	\$ 659,762	64.4%
Police	\$ 9,526,866	\$ 6,941,479	72.8%
Public Works	\$ 3,233,233	\$ 1,545,715	47.8%
Total	\$ 18,651,011	\$ 12,567,885	67.3%



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



Field Public Works Services are provided under contract via MCE. MCE provides three (3) personnel to perform general Town maintenance support including, but not limited to, vegetation trimming for sight distance and sign clearance, Park restroom oversight, meeting setup/takedown support, sign replacement, minor asphalt/DG repairs, street marker replacements, basic maintenance for Town-maintained trees/plantings along roadways, Town event support, minor drainage projects and maintenance, basic building support services and minor roadway maintenance (pothole repairs). MCE personnel generally work from 7 am to 4 pm, Monday through Friday; but, these same personnel provide emergency call-out services for after hours and on weekends. Landscape maintenance services at Holbrook-Palmer Park and at the Town Center/Library complex are provided by BrightView Landscaping (BrightView). BrightView 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	42	12	16.8
April			
May			
June			
Total	560	73	46.2

Services Requests

- Continued with storm response and preparedness.
- Cleaned out leaves and Storm debris from drains flood prone areas.
- Checked and cleared Storm debris Along the Atherton Channel.
- Maintained self-serve sandbag station at Holbrook-Palmer Park including restock with 4 tons of sand and additional bags.
- Started weed abatement on El Camino Real medians.
- Purchased and installed refrigerator in Council Chambers and connected water supply line.
- Fixed water leak at Knox Playschool.
- Performed weed/debris removal on Middlefield Road including clearing of branches and other debris in bike lane and on pathway
- Responded to report of tree branch down on the Knox Playschool roof. Removed branch and checked roof.
- Filled potholes in various locations including:
 - Middlefield Road
 - Alameda De Las Pulgas
 - Belleau Avenue at Snowden Avenue
 - Stockbridge Avenue at Nora Way
- Responded to downed trees (25+) throughout the Town including:
 - El Camino Real and Maple Avenue
 - Alameda De Las Pulgas
 - Middlefield Road & Oak Grove Avenue
 - Middlefield Road & San Benito Avenue
 - El Camino Real & Stockbridge Avenue
 - Tuscaloosa Avenue
 - Middlefield Road & Encinal Avenue
 - El Camino Real & Selby Lane
 - Ringwood Avenue


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.
- Cleared Marsh Road of debris and cleaned the weep holes.
- 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.

Photographs of Work Performed

Drain Clearing at Various Locations



Road Pot Hole Repairs	
BEFORE	AFTER
	

Downed Tree Clearing - Ringwood Avenue	
	

Tree Debris Clearing - El Camino Real at Maple Avenue



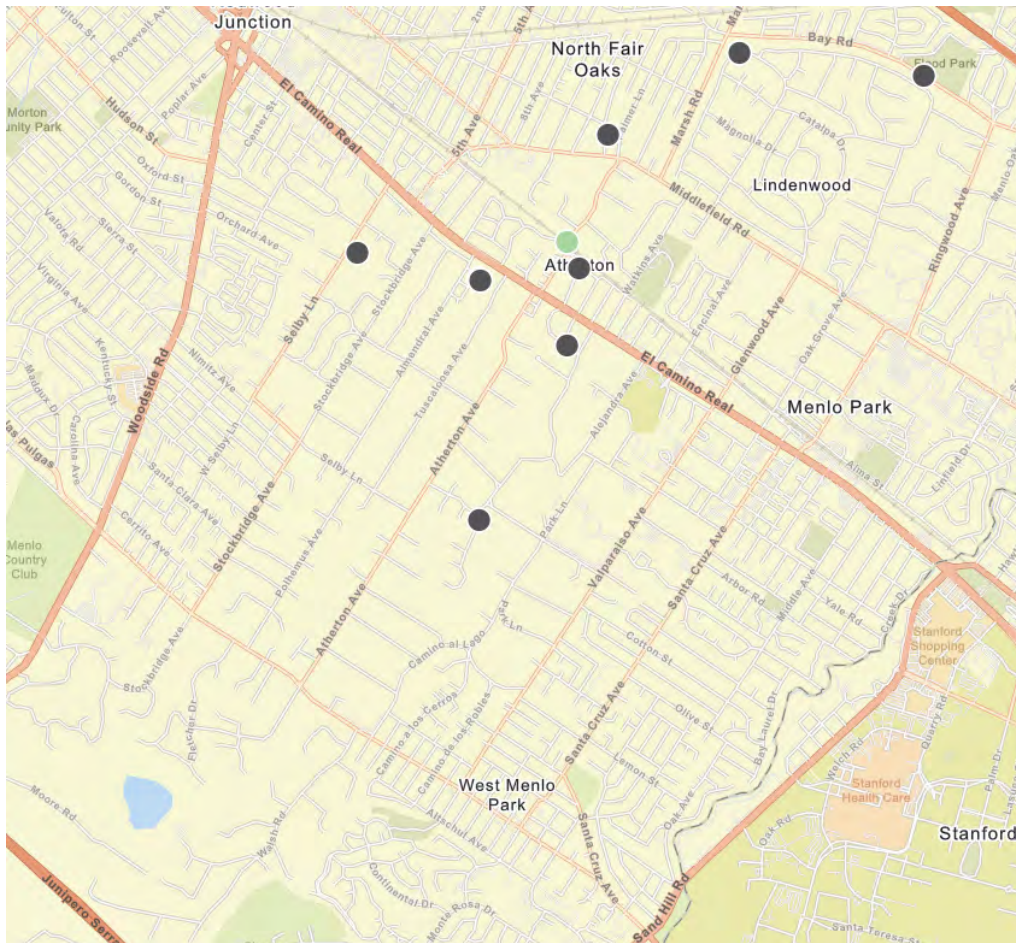
See Click Fix

Showing Results from 3/1/2023 to 4/1/2023

Hide Empty Rows ☒

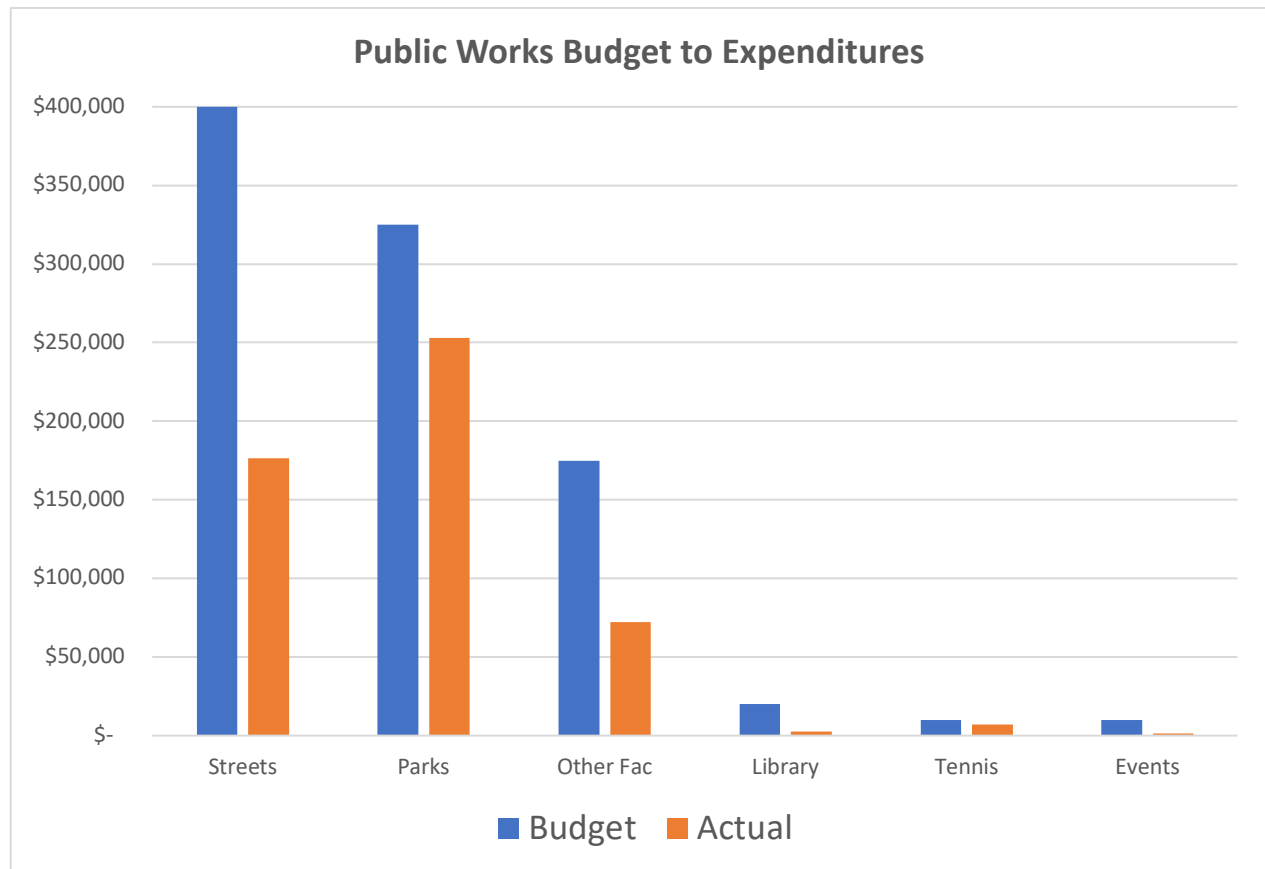
DTA: Days to Acknowledge DTC: Days to Close O&O: Open and Overdue

Category	Created	Ack	Closed
Trees	3	1	3
Street Light	2	2	2
Debris Blocking Roadway	1	0	1
Pothole	1	1	1
Public Equipment Facilities Issues	1	1	0
Sewer and Stormwater Issues	1	1	1
Other	1	0	0
Totals	10	6	8



Public Works Maintenance Budget versus Expenditures Thru March 2023

Short Code	Accounting Code	Description	Budget	Actual	%
A01	101-53-52031-053	Streets	\$400,000	\$176,328	44%
A02	101-57-52031-057	Parks (Grounds & Facilities)	\$325,000	\$252,953	78%
A03	101-59-52031-059	Other Facilities	\$175,000	\$72,293	41%
A04	213-30-52031-000	Library	\$20,000	\$2,596	13%
A05	101-58-52031-000	Tennis	\$10,000	\$6,987	70%
E06	101-58-52030-058	Event Services	\$10,000	\$1,301	13%
Total			\$940,000	\$512,458	55%



Current Fiscal Year Capital Project Updates

Streets & Transportation		
Capital Project	Budget	Current Status
Traffic Control Devices	\$15,000	Restriped school crosswalks at Laurel School (Lower), Las Lomitas Elementary, and Menlo-Atherton High School. Purchased additional signage. Installed chevron markers at Isabella/Britton and warning signs on Barry Lane
ADLP Traffic Safety Improvement Project	\$600,000	Received task order for project management
Solar Radar Indicators Purchase	\$15,000	Purchased Radar Indicators
Traffic Counts/Speed Surveys	\$25,000	Not started
Grant Funding Opportunities	\$25,000	Submitted OBAG3 Grant application for Adelante-Selby Safe Routes bikeway improvements. (e ontingencyContingency funding list) Submitted SMTA Bike Ped Grant application for El Camino Real Complete Streets Gap Closure. (awarded)
Refresh Class III Pavement Markings	\$100,000	Project design initiated.
Watkins Avenue Ped Improvements/Middlefield to McCormick	\$100,000	Conceptual design completed and reviewed by BPC.
Selby Lane Bicycle Lane Improvements	\$250,000	Submitted OBAG3 Grant application for Adelante-Selby Safe Routes bikeway improvements. (e ontingencyContingency funding list). Task order executed for project design.
Fair Oaks Lane @ Lloydlen Improvements	\$175,000	Conceptual design completed and reviewed by BPC.
Annual Road Maintenance Program	\$1,500,000	Pavement Management Program assessments through MTC PTAP grant completed. Project design initiated.
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 completed. Lloyd Drive/Fair Oaks Lane stormwater treatment included with Intersection improvements.
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 bids received.
Fencing Improvements Along Watkins	\$200,000	Conceptual design completed and reviewed by BPC.
Parking Lot Repairs	\$350,000	Not started
General/Misc Repairs	\$100,000	Scope TBD
Park Circulation Plan	\$1,050,000	Bid solicitation pending.
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 MARCH 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							
May							
June							
Total	21	18	22	20	19	9	9

Types of Rental Activity for March 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				
May				
June				
Total	93	5	6	14

Revenue from Rental Activity for March 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			
May			
June			
Total			\$180,593.95

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						
May						
June						

General and Special Services for March 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

- Spreading mulch
- Brightview is weeding daily
- Debris cleanup
- Wind damage clean-up
- Irrigation issues resolved at the Little League field
- Knox playschool fence damage
- BV removed branch that fell on Knox playschool
- Art room leak repair by MCE
- Playschool leak repair by MCE

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
- Repair or replace playground

Photographs of Work Performed in March 2023

Knox playschool fence to be repaired



Storm damage from multiple trees /Limb removal from Playschool





Main House roof leak fixed by MCE





Town of Atherton

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

Community Services Monthly Report March 2023

Submitted by:
Interwest Consulting Group

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

	Mar-23
Total Construction Valuation¹:	\$3,108,780

Fiscal Year 2022-23	Fiscal Year 2021-22
\$71,577,222	\$116,301,714

REVENUE

Plan Check Fees Collected:	\$29,025
Permit Fees Collected:	\$43,594
Other Fees Collected:	\$11,697
TOTAL:	\$84,316

\$299,491	\$313,446
\$694,936	\$832,085
\$56,387	\$45,977
\$1,050,814	\$1,191,508

PLAN CHECK

Applications Received:	69
------------------------	-----------

617	617
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PERMITS

<u>Residential:</u>	
New Single Family Residential Permits Issued:	0
New Accessory Structures Issued:	17
Addition / Alteration Permits Issued:	9
Reroof / Water Well / Grading Permits Issued:	9
Plumbing/Mechanical/Electrical Permits Issued:	13
Demolition Permits Issued:	1
<u>Non-Residential:</u>	
New Permits Issued:	3
TOTAL Permits Issued:	52

25	32
134	168
83	81
62	87
165	177
21	24
4	2
494	571

INSPECTIONS

Inspections Performed:	793
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6,344	7,219
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

March 1, 2023 to March 31, 2023

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	26	243
Planning Commission Items	4	19

At the March 22, 2023 Planning Commission regular meeting the following occurred.

- 1 42 San Benito Variance for Carport | APPROVED
- 2 244 Park Lane TPZ | APPROVED
- 3 43 Santiago Lot Split/Conditional Exception | APPROVED
- 4 20 Tuscaloosa Heritage Tree Removal | DENIED

The next regularly scheduled Planning Commission is April 26, 2023.

Arborist Activity Summary

March 1, 2023 to March 31, 2023

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	29	6	4	46

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		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

March 1, 2023 to March 31, 2023

Project Type	Cycles	No of Plan Checks	Target **	Overdue Plan Checks
Major Plan Check	1st Review	97	10	0
	Subsequent Rev.	87	5	0
Minor Plan Check	1st Review	9	3	0
	Subsequent Rev.	1	2	0
Total Number of Plan Checks			194	

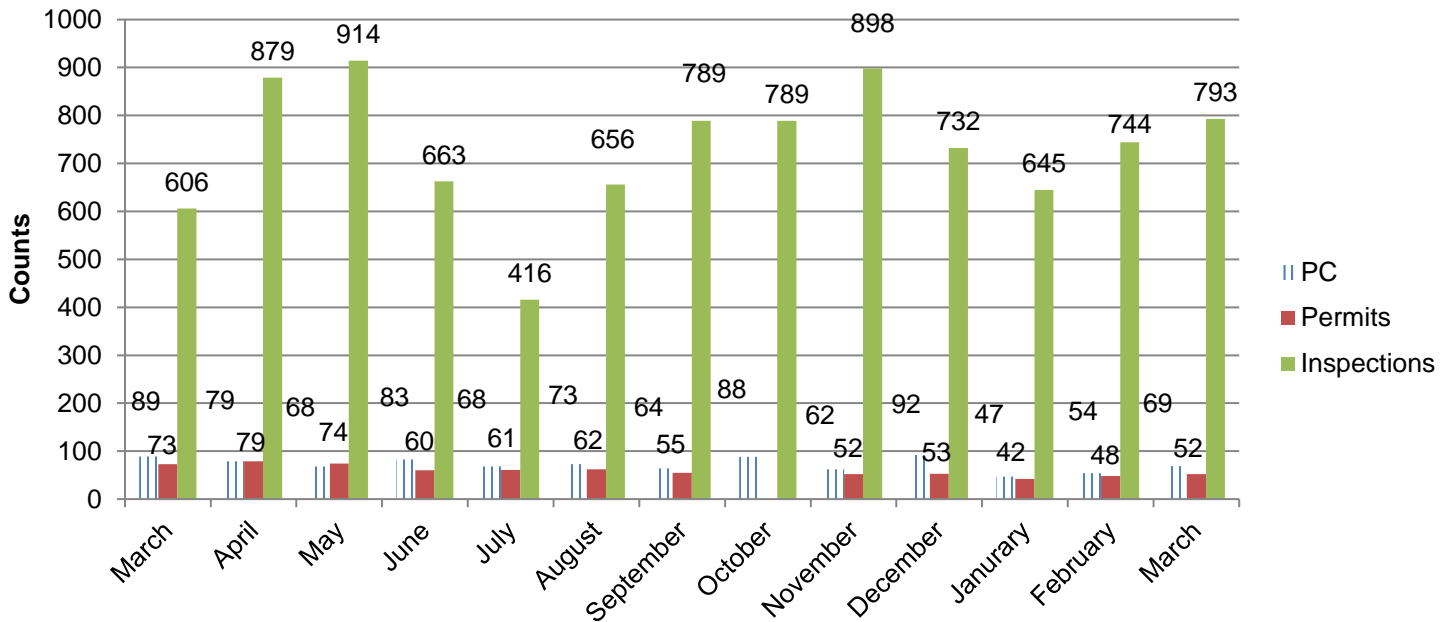
** Target: in working days

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

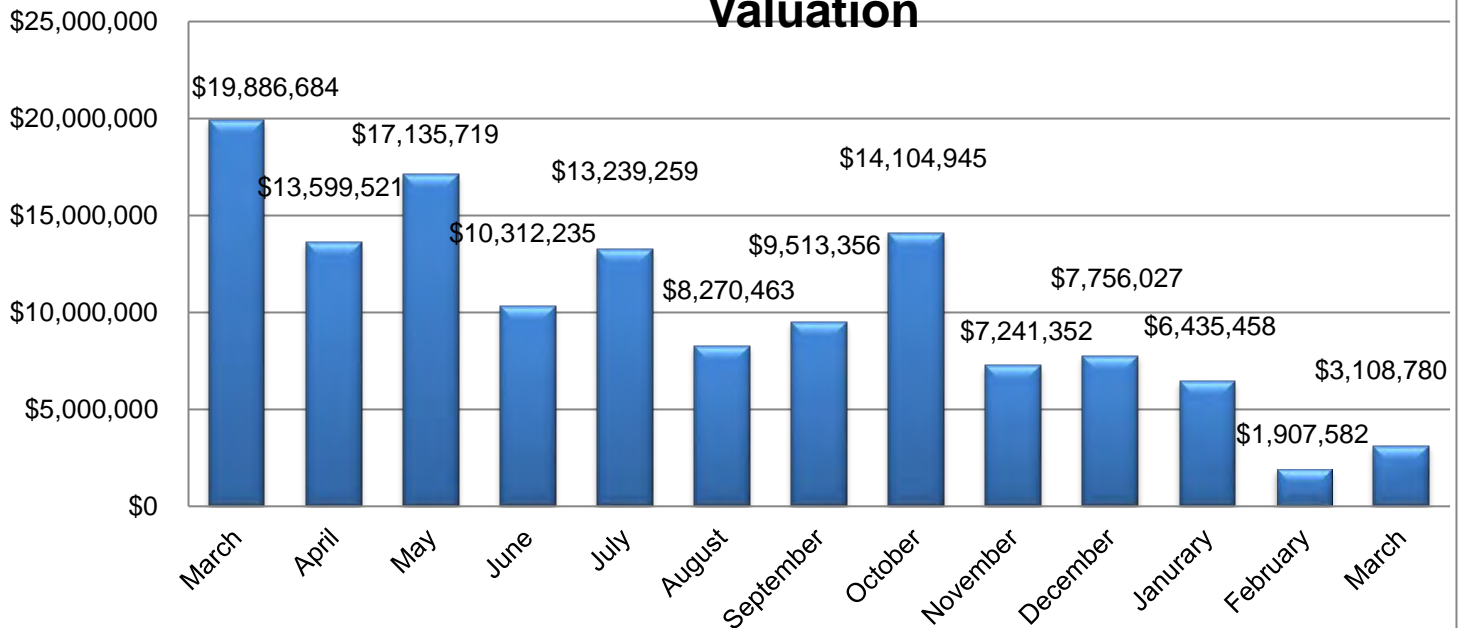
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

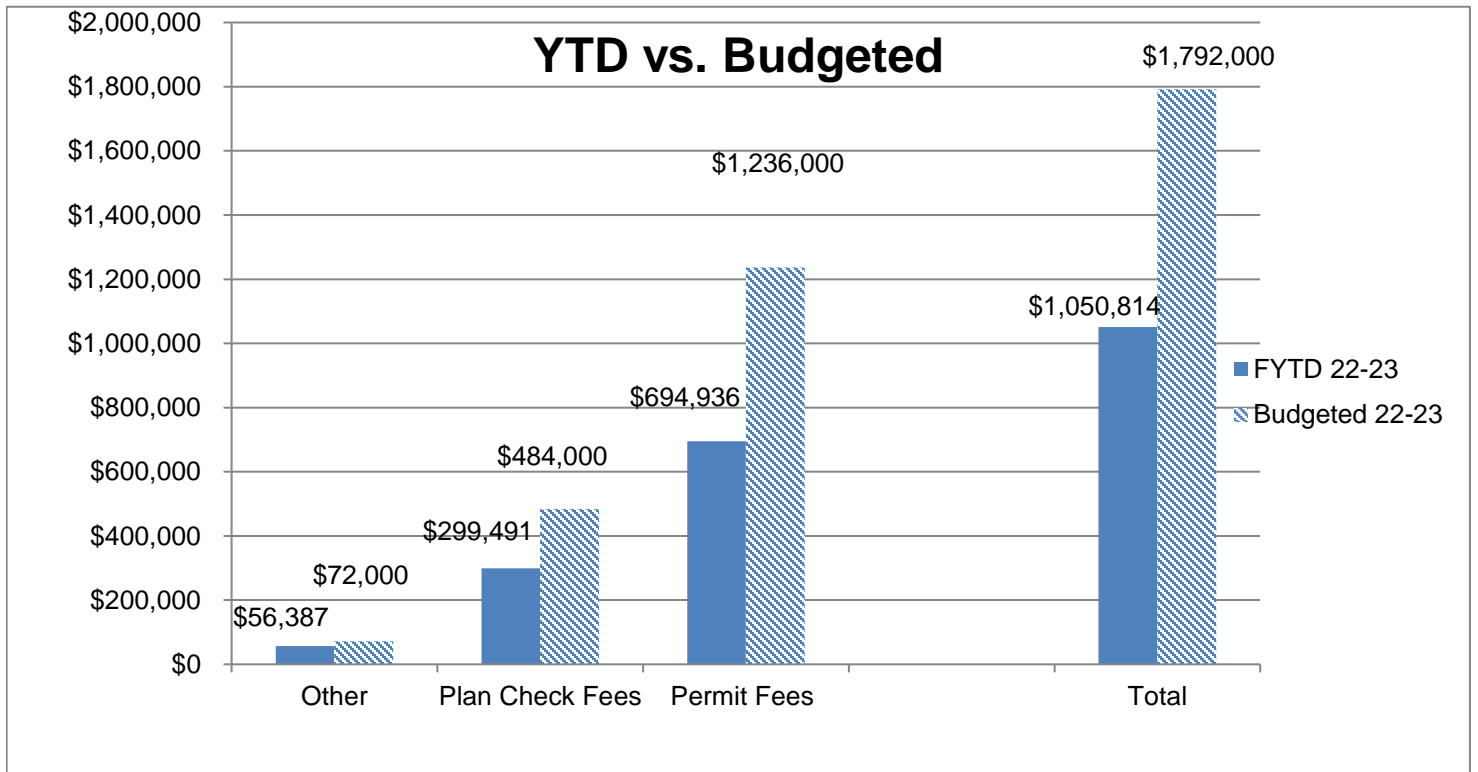
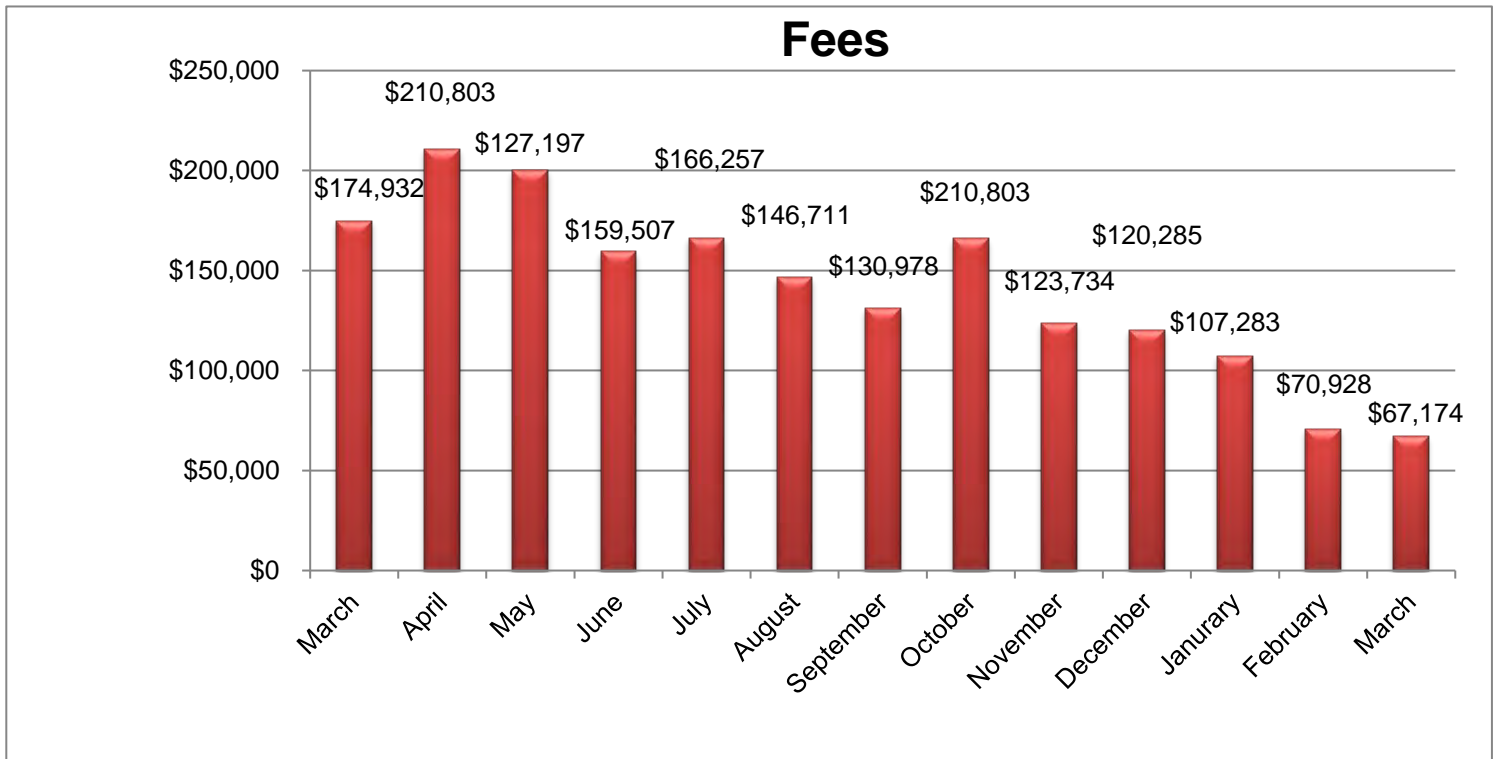
Plan Checks, Permits, Inspections



Valuation



Summary Graphs



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

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

	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

March 1, 2023 to March 31, 2023

<i>Project Address</i>	<i>Issue Date</i>	<i>CTL Deadline</i>	<i>Adjusted CTL **</i>	<i>Penalties Pd.</i>	<i>Est. Completion</i>
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					
76 Ridgeview	12/3/2018	12/3/2021	4/21/2022	\$250K	Finaled
NOTES: UPDATE - Appealing to Planning Commission on April 26, 2023					
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 March 2023

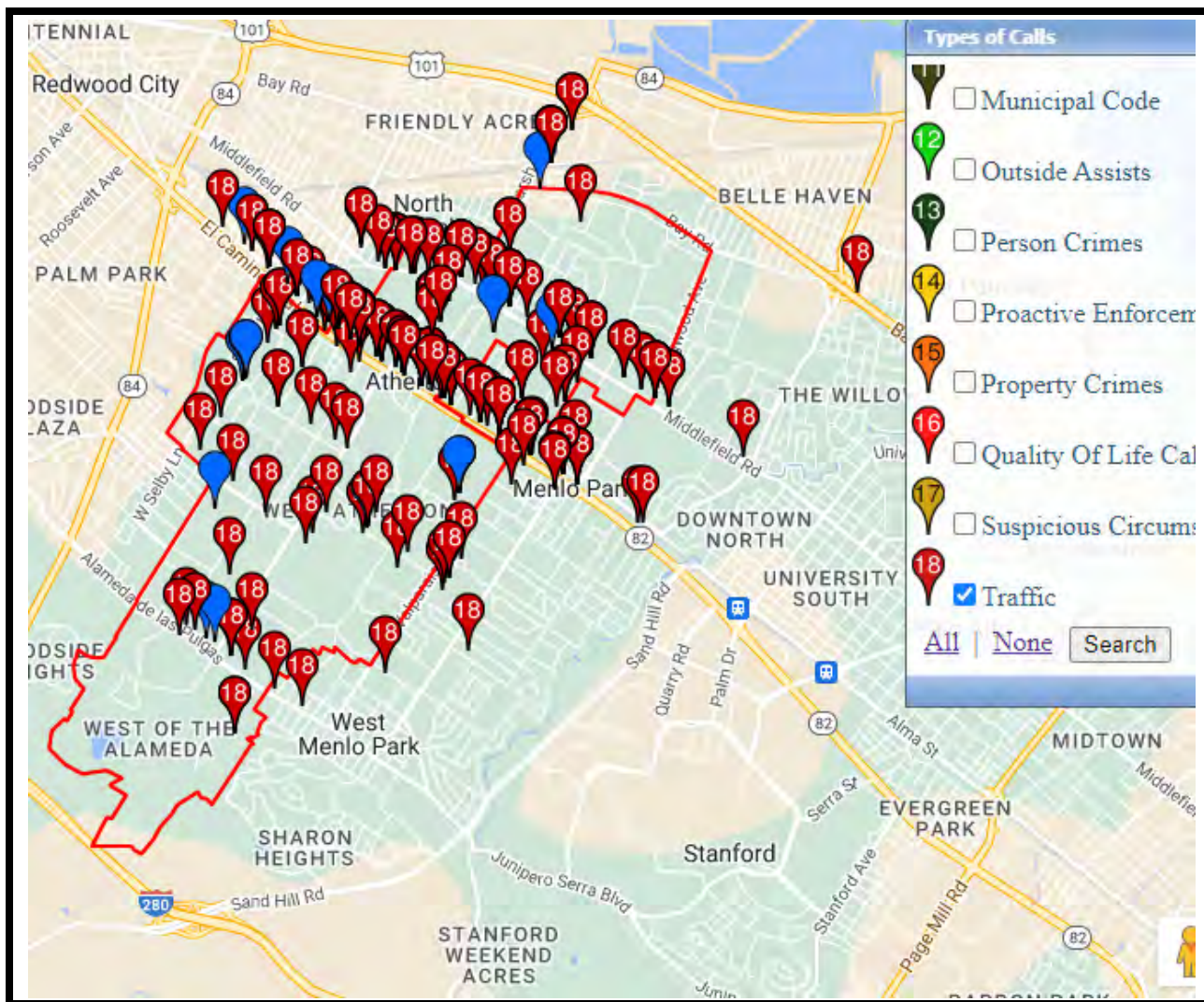
During this reporting period, there were 55 investigations. Of that total, 20 offenders were cited, arrested, referred to the San Mateo County District Attorney's Office for prosecution, or referred to the San Mateo County Juvenile District Attorney's Office for prosecution.

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, battery, carry a concealed weapon on person, carry a loaded firearm in public, minor in possession of a handgun, restricted driver operating a vehicle without an interlock device, distributing harassing material online, assault on school property, battery on a peace officer, public intoxication, criminal evading a peace officer, and felony hit and run.

Of the 2,281 total police incidents for the month, 1,397 were officer-initiated incidents. These incidents resulted in 425 citations being issued for vehicle code and other violations. Officers initiated 1,164 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.

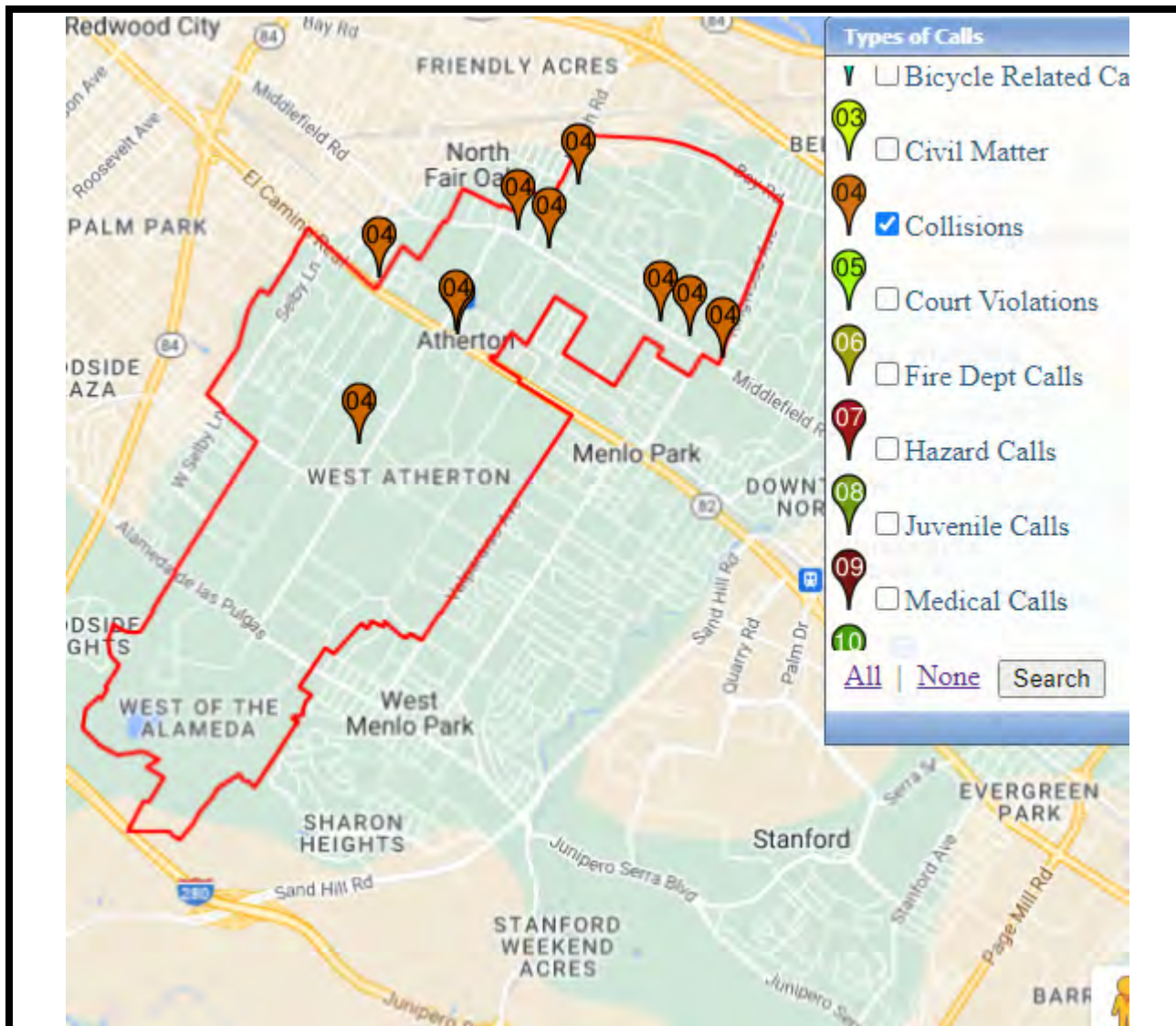
Traffic Incidents

Overall, there were 279 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.

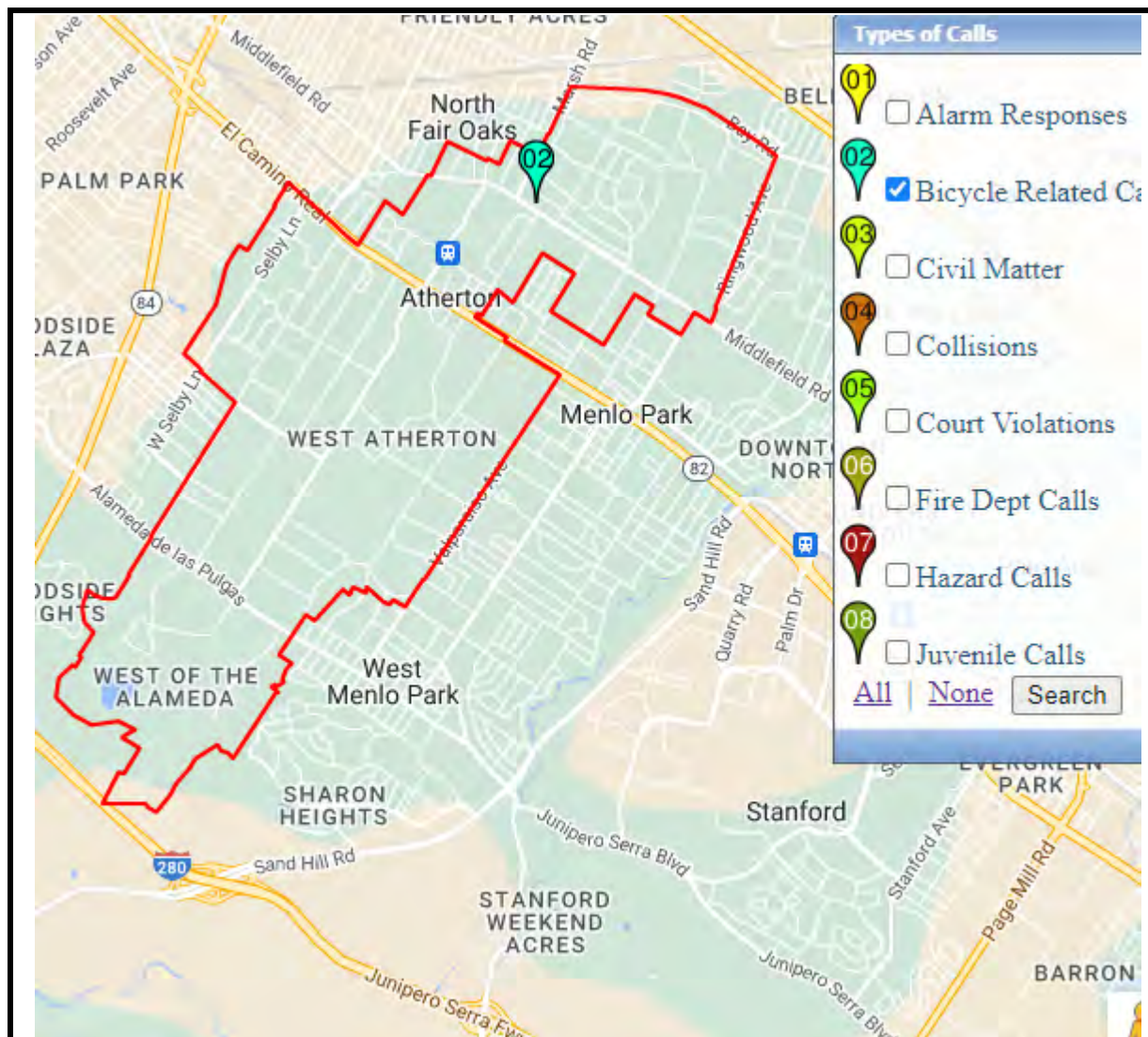


Traffic Complaints

The Atherton Police Department continued traffic enforcement for a previous traffic complaint received in February 2023. During the month of March, officers spent approximately two (2) hours of documented enforcement in front Encinal Elementary School. During these documented enforcements, officers recorded approximately 21 written contacts for the violations of passing in the bicycle lane and crossing over the double yellow lines into oncoming traffic.

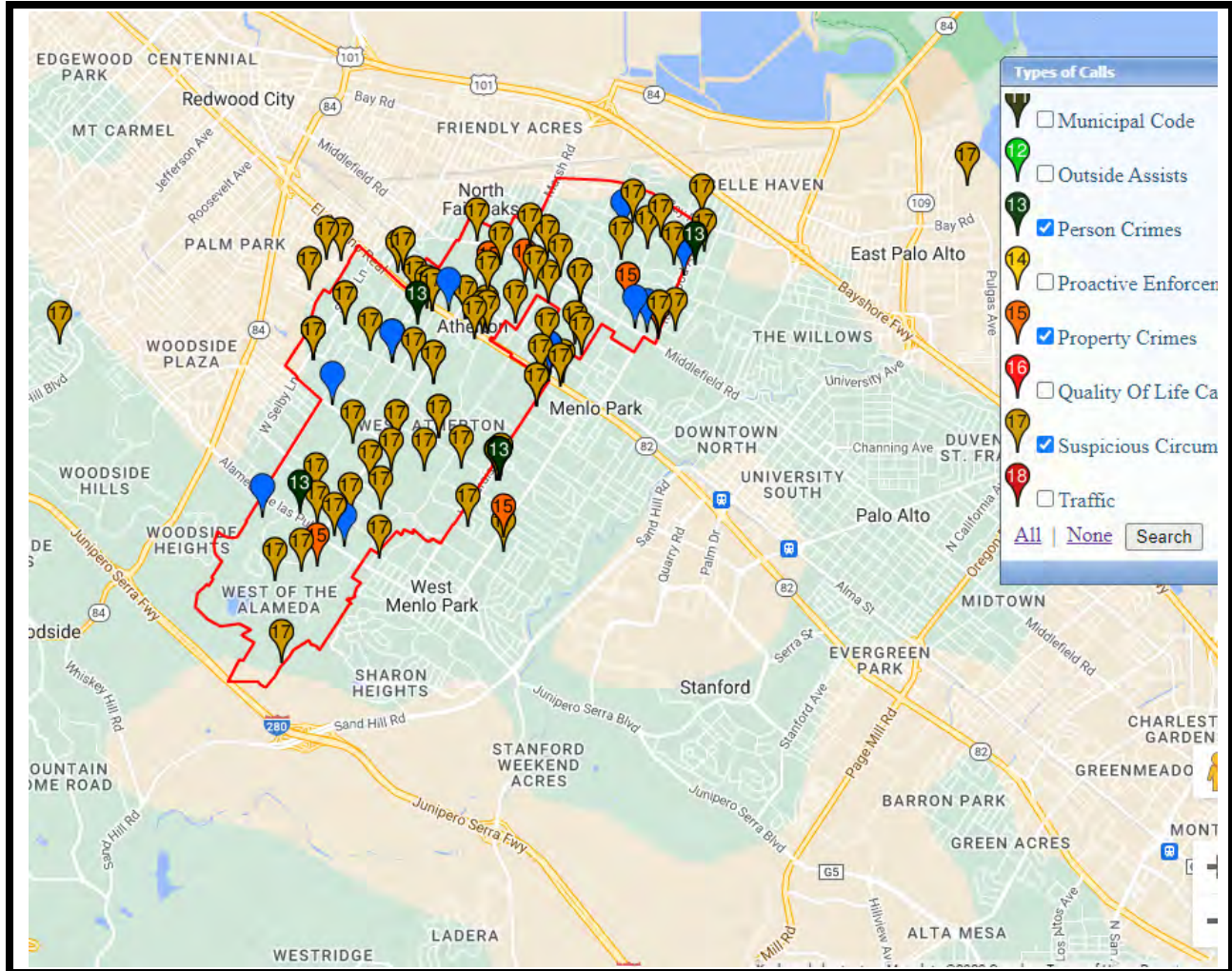
Bicycle Traffic Stops

There was 1 bicycle related call initiated for improper lighting. This incident resulted in a verbal warnings.



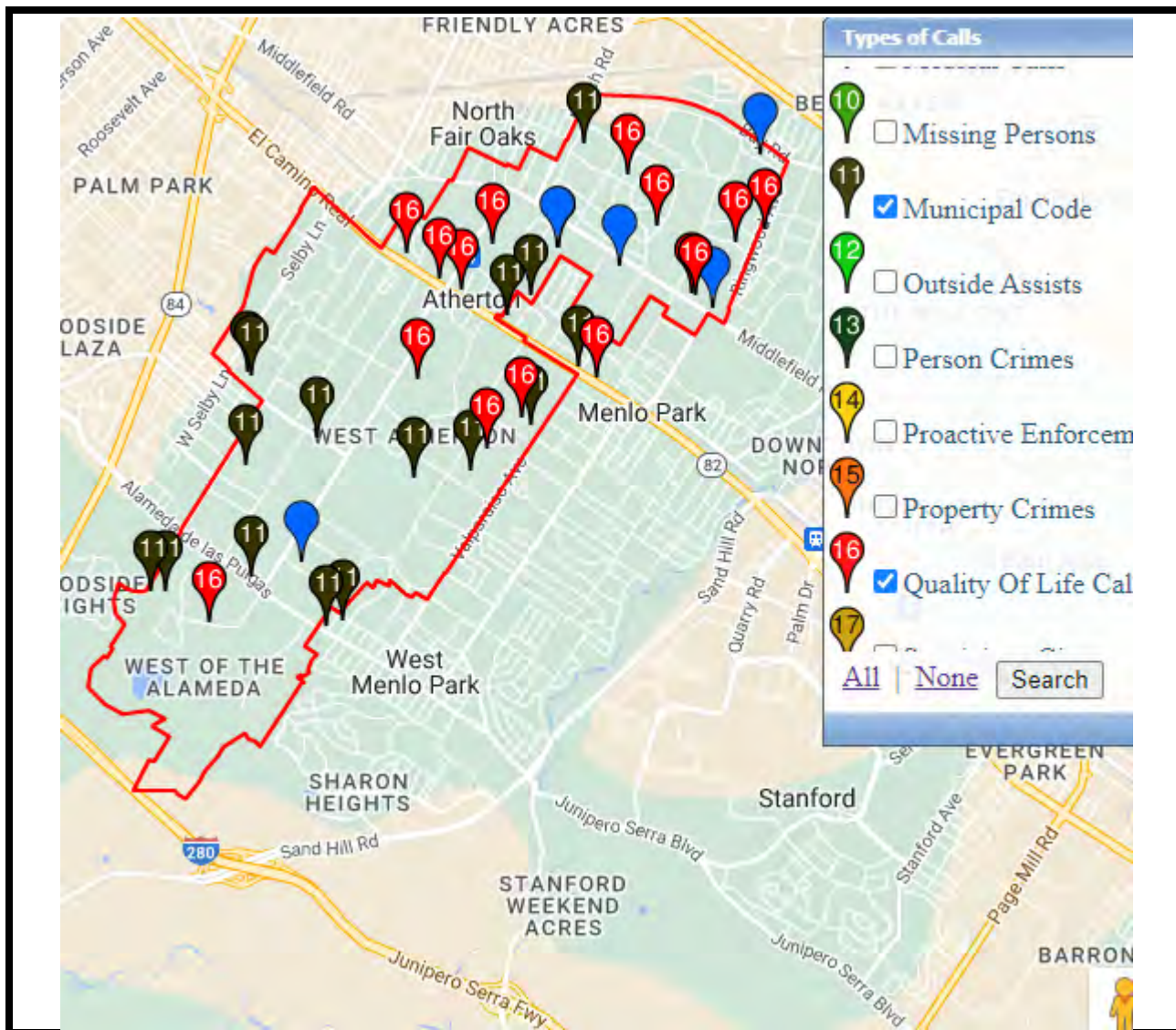
Criminal Activity and Suspicious Circumstances

The Department responded to 112 locations (some locations multiple times) for property crimes (12), person crimes (8), and incidents of suspicious circumstances (97).



Municipal Code Violations

The Department responded to 37 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 41 incidents during this reporting period, 30 of which were security checks and foot patrols by officers. The other incidents were for ordinance violations, animal calls, traffic stops, a suspicious vehicle, a fallen tree, a welfare check, and an odor investigation.

Premise Watch

Officers completed 706 House/Vacation checks during the reporting period.

School Incidents

Officers responded to 285 school incidents during the reporting period. These incidents were mostly officer-initiated security checks.

Highlights from this Reporting Period:

- On 03/01, a student punched another student in the back of the head. This was cold reported to the police department and investigated by the SRO.
- On 03/01, a student posted a photograph on Instagram of himself holding a firearm in a school bathroom. This was investigated by the SRO and the student was expelled from school.
- On 03/13, the SRO investigated a photograph showing a student holding a possible firearm. The firearm was determined to be a BB gun and was located at the student's home.
- On 03/26, the SRO investigated a report of a teacher pushing a student. No criminal violation occurred.
- On 03/29, the SRO investigated a CPS incident where a student was not picked up by their guardian at a bus stop. The student was brought back to campus and was later picked up by a responsible adult.

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	12	5	1	1	6	6	13	5	8	83
	Security	31	30	36	55	58	57	40	44	64	43	49	44	551
	Traffic	2	8	6	3	8	-	-	1	-	3	2	2	35
Knox School	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
Las Lomitas	Other	3	2	5	8	1	1	-	5	7	4	10	3	49
	Security	18	18	23	37	45	29	27	20	28	41	30	36	352
	Traffic	-	-	1	-	1	-	-	2	3	2	-	2	11
Laurel	Other	2	1	6	4	-	-	-	3	2	7	2	-	27
	Security	13	7	11	13	15	12	14	13	20	18	16	16	168
	Traffic	-	-	-	-	-	-	-	-	-	-	-	1	1
M-A HS	Other	27	40	47	35	17	26	12	38	49	52	33	33	409
	Security	30	27	30	43	62	36	42	40	41	32	32	30	445
	Traffic	1	1	2	7	-	-	-	5	3	1	2	1	23
Menlo College	Other	2	5	11	8	4	10	6	13	16	16	10	7	108
	Security	49	38	38	62	47	50	43	42	67	48	42	65	591
	Traffic	2	5	-	3	5	2	4	4	-	2	3	1	31
Menlo School	Other	6	-	4	-	4	3	3	2	2	3	3	1	31
	Security	11	6	8	13	12	6	10	8	15	15	11	22	137
	Traffic	-	-	-	-	-	-	-	2	3	-	-	-	5
Sacred Heart	Other	10	4	8	5	9	7	4	7	5	9	9	2	79
	Security	3	1	4	2	8	1	4	3	4	7	4	13	54
	Traffic	1	1	-	-	-	-	-	-	-	3	11	-	16
Adelante Selby	Other	5	1	3	5	3	3	3	3	1	2	6	-	35
	Security	28	27	26	40	49	28	39	31	42	37	31	32	410
	Traffic	1	2	-	1	2	-	1	4	2	1	-	-	14
Total		248	231	285	356	355	272	133	296	380	359	311	319	3,545

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	9	2:03	<4 minutes
Medium	275	4:26	<6 minutes
Low	450	6:44	<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
February	2023	4:35
January	2023	5:42
December	2022	4:27
November	2022	4:42
October	2022	3:53
September	2022	4:58

Total Training Hours for the Reporting Period: 374 HOURS

NAME	TRAINING/HOURS	DATES
Koehler	PRA/6 hours	March 2
Davidovich	CIT/40 hours	Mach. 6 – 9
Kumar	CIT/40 hours	March 6 - 9
MacDonald	Inner Perspectives Session 3/16 hours	March 8 – 9
Rojas	Inner Perspectives Session 3/16 hours	March 8 – 9
McCulley	CPCA Training Symposium/32 hours	March 12 – 16
Rivera	Advanced CPTED/24 hours	March 13 – 14
Dutta	Fraud & Financial Crimes/16 hours	March 13 – 14
Taylor	SMCO Sexual Abuse Protocols/16 hours	March 14 – 15
Cisco	Civilian Leadership/8 hours	March 15
Magami	Supervisor Course/80 hours	March 20 – 31
MacDonald	Active Attack Integrated Resp./40 hours	March 20 - 23
Massagli	21 st Century Search Warrants/16 hours	March 22 – 23
Pronske	SLI Session 3/24 hours	March 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
March	1,397	425
February	1,459	440
January	1,285	372
December	1,629	353
November	1,369	418
October	1,401	417

Code Enforcement Activity Report

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2023)
1.	Opened/Re-opened Cases	32	66
2.	Resolved/Closed Cases	52	63
3.	Written/Formal Notices Issued	6	6
4.	Citations Issued	17	46
5.	Amount in Citations Issued	\$ 18,200	\$ 53,300
6.	Amount in Citations Received (Payment)	\$ 2,500	\$ 16,100

During the month of March, 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, 10 verbal warnings given with specified deadlines to reach compliance, and 4 initial inspections that are pending follow-up. Code Enforcement continues to utilize both software's for tracking purposes and case management. The hybrid CEO was assigned to Dispatch for the month.