

DEPARTMENT AND DIVISION

MONTHLY REPORTS

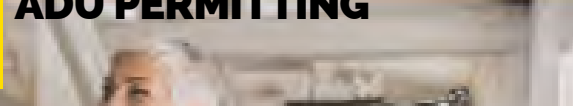
Your Accessory Dwelling Unit Can Change a Life

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

36 ADU PERMITTING



CONSTRUCTION TIME LIMITS

Summary of properties currently within the Construction Time Limit Penalty phase



SCHOOL INCIDENTS

Incidents at local schools

DEPARTMENTAL REPORTS

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City Council Goals

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



Goal A

Maintain Fiscal Transparency

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

Goal B

Preserve Small Town Character & Quality of Life

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

Goal C

Manage Circulation & Improve Safety - Investments in Infrastructure

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

Goal D

Strengthen Community Engagement & Transparency

pursue opportunities for increased engagement and outreach.



Goal E

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

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

Goal F

Emergency Preparedness - Be Prepared

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



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

Upcoming Holidays and Out of Office

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

Summer Athertonian Newsletter Timeline for Articles

5/17 - Final approval and sign-off

5/19 - File delivered to printer

5/29 - Printer delivers to homes

Housing Element Update

The Town certified, adopted and submitted its Housing Element for the 2023-2031 Housing Cycle to the California Department of Housing and Community Development (HCD) for its review on January 31, 2023. Comments were received from HCD on April 4, 2023 - [here is a link to the letter received from HCD](#). A Report will be provided to the City Council at their **May 17 Regular Meeting** with a review of HCD's feedback and recommendations for next steps. On **May 17**, the Council will also review for consideration the finalized Opportunity Site Criteria.

HCD's letter highlights many areas that will need to be addressed by the Town as the Town seeks to revise the Housing Element for resubmission. Among the topics in the letter were:

- requests for more analysis of the various programs and objectives from the 5th Cycle Housing Element;
- analysis related to concentrations of race and familial status geographically within the Town as well as analyzing the differences between the Town and surrounding region;
- analysis related to local unique attributes that impact the Town's ability to provide fair housing;
- analysis related to extremely-low income households and an examination of their tenure (renters and owners);
- an evaluation of sites identified as developable and their capacity for development of low income housing;
- demonstrate zoning that accommodates housing for lower income households in sufficient number to meet the State mandate;
- list all identified SB 9 sites and demonstrate the likelihood of redevelopment, including a demonstration of interest from the property owners;
- reconcile ADU trends with HCD records;

- analyze and demonstrate realistic opportunities for multi-family zoning development;
- identify actions to be taken to facilitate and encourage the development of a variety of housing types for all income levels, including multi-family rental housing, factory built housing, mobile homes, etc.

Over the next several 6-8 months, the Town will be working to address the issues raised and ensure that the Town's Housing Element is comprehensive enough to meet the State's requirements. The Town has initiated the required California Environmental Quality Act (CEQA) review process for the Housing Element and soon will begin steps toward development of the policy objectives set forth in the Housing Element. These include development of Objective Design Standards, Updates to the Town's Accessory Dwelling Unit (ADU) Ordinance, creation of an Inclusionary Zoning Ordinance and Development Fee, and updates to the Town's Land Use and Zoning to ensure consistency with the Housing Element Policies and Objectives. All of these efforts will involve a public process via community workshops, Public Hearings, and review by the Planning Commission prior to submission to the City Council for consideration. This work will be concurrent with the Town's CEQA review and review of revisions to the Housing Element for the next submittal to the State. To stay abreast of these meetings and issues, please be sure to sign up for the Town's News Flashes and Public Notices and watch the Agendas and Minutes page for meeting information.

On **May 3**, the City Council hosted a Joint public meeting with the Planning Commission to begin discussions around revisions to the Town's ADU Ordinance. This meeting was a continuation of the Planning Commission's Public Engagement meeting hosted in January where there were numerous public comments and suggestions received. These comments and suggestions were incorporated into a Report to the City Council and Planning Commission at the May 3 meeting. At the May 3 meeting, there were numerous public in attendance that provided additional feedback as the Council and Commission moved through some of the ADU material. However, the meeting did not provide sufficient time to move through all of the materials and provide sufficient feedback to staff so the Council **continued the meeting to May 10 at 4 pm**. Staff polled the members to ensure that there would be a quorum on May 10 to host the meeting. Staff also asked that the members of the Council and Commission individually provide staff with policy questions that would assist staff in framing the discussion on May 10 so that the group could move through the material and provide policy feedback.

On **May 10**, the City Council hosted the continued public meeting with the Planning Commission. At the meeting, staff moved through a series of 43 policy questions (linked HERE). Staff also provided the Council and Commission links to relevant sections of California Law - Government Code Section 65852.2 ADUs and Section 65852.22 Junior ADU Efficiency Kitchens. Once staff is able to process the meeting video, it will be available online HERE. The Council and Commission moved efficiently through the 43 policy questions. Key areas of feedback included:

- Limitations on ADU Size (the State maximum is 1,200 square feet)
- Consideration of Deed Restrictions (for 2+ acre parcels with a 2nd ADU)
- Development of objective standards, to include higher fence heights and ingress/egress preferences
- Streamlining the permit process as well as fee reductions

- Eliminating or reducing some requirements for tree protection and/or removal
- Using State definitions for kitchens (less restrictive) but providing examples of kitchen expectations
- Parking requirements (State limits)
- Height requirements (State limits)

The next stop for the draft ADU Ordinance is for staff to consolidate the feedback, craft an ordinance(s) to incorporate the feedback and then return the entire discussion back to the Planning Commission for further public input and direction. Following those public meeting(s), the Commission is expected to recommend consideration of the changes to the City Council who will then conduct a series of further public meetings for input before taking action on any ordinance. Once the Ordinance is formally introduced for its 1st Reading at a Public Hearing, it then must go to a 2nd Meeting for 2nd Reading and Adoption and then would be effective 30-days later. This entire public process of 4-5+ public meetings is anticipated to conclude sometime in mid-Fall. The ADU Ordinance is one component of a host of other requirements, ordinances, policies, and housing element items that will be making their way through the public engagement process over the next 6-8 months through open and noticed public meetings.

For more than two years, the stakeholders, community, and Town officials have been engaged in a planning and public engagement process for the 6th Cycle Housing Element. That process will continue for the better part of 2023 as we seek to develop a Housing Element that meets the Town's assigned RHNA of 348 new housing units across all income levels over an 8-year period. To that end, I encourage you to subscribe to Town notifications and regularly check the Town's Agendas/Minutes website to review Council and Commission Agenda packet materials. While there will also be a few specific public engagement workshops over the next 6-8 months, many of the Regular Meetings and Special Meetings of the Council and Commission will include some facet of housing discussion.

The City Council meets regularly on the 1st Wednesday of each month at 4 pm for a Study Session and on the 3rd Wednesday of each month at 6 pm for a Regular Meeting. The Planning Commission meets regularly on the 4th Wednesday of each month at 6 pm.

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

Website Resources:

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

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

Toad Dedication and Party Announcement - June 15, 3:30 pm

The Friends of Atherton Community Library would like to invite you, your family, and friends to come celebrate the newest addition to our Atherton library community, our bronze Toad Sculpture, commissioned by the Friends to celebrate our new library facilities by welcoming readers of all ages into the wonderful world of exploration through literature.



Our brief sculpture dedication will be followed by an amazing **Toad Party** which will include the following fun activities for all ages:

- Slime Zoo
- Toad Craft Project
- Toad Sensory Bin
- 3D Toad printing in Makerspace
- Toad book giveaway
- Storytime
- Lots of fun games

So come prepared to get slimy, be silly, hop like a toad, and have some fun! We look forward to seeing you there!

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

The next ABAG General Assembly will be on Friday, June 16, from 10 a.m. to 3 p.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco. The business meeting, scheduled from 10:00 a.m. to 11:30 a.m., requires a quorum of General Assembly members to review and approve the ABAG Budget and Work Program for the coming year. Councilmember Lewis is the designated voting primary and Vice Mayor Hawkins is the designated alternate.

Legislative Consultant Report

Now that the fiscal deadline for bills to be heard in policy committees has passed, we can now officially confirm that **AB 1630 (E.Garcia)** will be a two-year bill—meaning that it will not advance this year. This is good news for the Town as there were some fairly large concerns about what the bill aimed to do. In our communications with the Author's office, he does not intend on finding another vehicle to advance this specific piece of legislation in 2023. That said, if the author does want to try and move forward with this bill next year, he would need to advance it out of Assembly Housing, Assembly Local Government, Assembly Appropriations and off of the Assembly Floor—all before the end of January. All this to say, while it is technically possible, it is highly unlikely that this will happen. Alternatively, he could choose to reintroduce a new piece of legislation next year.

With respect to **SB 4** the Town was listed in opposition in the Senate Governance and Finance Committee Analysis. The bill advanced out of Senate Gov&Fi over the strong objection of the California Building and Constructions Trade Council. They contend that the Labor provisions are inconsistent with federal law. While this argument has been used (unsuccessfully) in the past by the Building Trades, it is gaining more traction as they have incredible influence with Democrats in the Legislature. The bill is currently in the Senate Appropriations Committee. We will keep you posted on its progress.

Atherton Police Activity League Annual Scholarship Awards

This year the Atherton PD PAL awarded six \$5,000 college scholarships to students at MA High School, Sacred Heart School, and Menlo School. Attached is an example of the **award letter and certificate**. These scholarships and other PAL activities are fully funded by donations made by our very generous residents.

To date, APD PAL has awarded over \$350,000 in college scholarships for our local students.

Park Closure Hours

The Park is Closed from Dusk to Dawn and the Police Department routinely respond to activity in the Park at night. It is recommended that the Town consider placing a chain (no locks) with a reflector-sign indicating "Park Closed Dusk to Dawn" at both the entry and the exit. There is concern that the park can become unsafe after dark, especially in areas that are not well-lit.

In addition, closing the park after dark can help reduce noise levels and improve the quality of life for those who live nearby. The Chief advised that he has had to call in a park patrol to have officers respond to the Park after hours for reckless driving in the park, drinking in the park, drug use in the park, verbal domestic altercations in the park, amplified music, etc.

If we placed a chain at the entry and exit, the PD would be tasked with closing and opening the Park. The PD receives a schedule of after-hours events each month which are put into RIMS as a scheduled incident. For these, the Park would remain open until the conclusion of the event.

Please give me your thoughts on this before I move forward with direction.

2023 Animal Services Audit Report

The San Mateo County Controller's Office conducted an Audit of the Peninsula Humane Society & SPCA. **Linked HERE is the attached Animal Care and Control Services Contract Compliance audit report and cover memo.**

The purpose of the audit was to assess the service provider's, Peninsula Humane Society & SPCA (PHS), compliance with the terms of the contract between it and the County. Based on this audit, there are no findings and recommendations. The contractor, PHS, met all key contract requirements and is effectively providing its services to the County and Cities.

Arrest of Burglary Suspect

The PD arrested a burglary suspect who is believed to have been targeting homes in the Atherton area during the Spring of 2022. The suspect, Matias Dominguez-Lombard, was taken into custody after a thorough investigation by APD detectives and was identified by using DNA technology and analysis. Dominguez-Lombard is believed to be a member of the South American Gangs who have been responsible for several burglaries in Atherton and in other parts of California.

In April 2022, a burglary occurred on Alta Vista Drive. During the investigation, detectives found entry made into the home through window glass smashes and discovered blood smudges in the master bedroom area. DNA samples were collected at the scene and sent to the crime lab. This burglary resulted in a total property loss of over \$60,000 worth of jewelry, designer luggage, and purses.

In June 2022, a DNA CODIS hit matched on a male subject Dominguez-Lombard who was previously arrested by Newport Beach PD for a burglary in November 2021 (CODIS is an acronym for the FBI's Combined DNA Index System, which is a computer software program that operates local, state, and national databases of DNA profiles from convicted offenders, unsolved crime scene evidence, and missing persons).

In August 2022, additional CODIS hits matched Dominguez-Lombard for two cases from LAPD involving burglaries in May and June of 2022.

On April 22, 2023, Inglewood California Police arrested Dominguez-Lombard for domestic violence charges and advised us he was in their custody. On April 29, Atherton Officers extradited him back to Atherton and booked him into the San Mateo County Jail on charges of burglary.

AD HOC AND STANDING SUBCOMMITTEE UPDATES

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

Selvavision was selected as the vendor for the video work. The Train Station Subcommittee will work with staff and the vendor for creation of the Town and Train Station history videos.

Refuse Services Standing Subcommittee (Widmer/DeGolia)

No Updates. A meeting will be scheduled for this Subcommittee during the month of May.

Pickleball Survey Review Ad Hoc Subcommittee (Widmer/Holland)

The survey will close at the end of May. Link to **Pickleball Survey @ Holbrook-Palmer Park**

100-Year Celebration Subcommittee (Lewis/DeGolia)

No Updates.



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 recruitment (Associate Engineer and Junior Accountant). Staff are evaluating revisions to the Associate Engineer job description and functions to increase the candidate pool. The Town is currently at 95 % staffing with the listed vacancies. However, there are an additional four (4) staff on some form of leave making actual staff capacity at 84%.



The Employee Recognition Lunch is scheduled for May 23, 2023, at 11:00 AM – 1:00 PM in the Council Chambers.

IT Systems & Activities

The Town's IT Contractor is presently recruiting a full-time replacement. IT support is onsite 2 days per week with remote support the remaining days.

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

- Staff have continued to perform for the Police Department including systems, equipment, and vehicles.
- Website Analytics:
 - May 4 – May 10 : 2,778 Users
 - Last 7 Days Total Page Views: 6,264
 - Civic Alerts = 530
 - Agenda & Minutes = 146
 - Building Department = 153
 - Holbrook-Palmer = 186
 - Police Department = 138
 - Sessions by device: 63% Desktop / 36% Mobile / 1% Tablet

Sustainability Activities

The next Environmental Programs Committee (EPC) meeting is May 18, 2023 at 1:00 PM. 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 current sustainability projects and activities are:

1. Environmental Programs Committee

- a. The Love Our Earth Festival was on April 22, 2023, from 11:00 am – 4:00 pm at Menlo Atherton High School. The Love Our Earth festival featured Acterra's food marketplace including live vegan cooking demos on induction cooktops, a Goodwill donation drive, a clean vehicle showcase with over 40 models of electric vehicles brought by local dealerships, 80 exhibitors and vendors, live music, family activities including three story times and two live lizard shows, 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, t-shirt screen printing, and youth led activities for teens. There were an estimated 1,300 attendees based on Eventbrite registration. The event was supported by over 50 volunteers from the National Charity League, local high schools, Tesla, and other community organizations.
- b. 91% of those who responded to the post-festival survey rated it as Excellent or Very Good. The remaining 9% rated the festival as Good. The organizing team made up of the Town of Atherton, City of East Palo Alto, City of Palo Alto, City of Menlo Park, 350 Silicon Valley, Acterra, and Menlo Spark will debrief the event and a final report will be shared prior to any planning for 2024 Earth Day.



2. Climate Action Plan Update:

- a. What will the Town look like in 2045? The updated Climate Action Plan creates a vision for a carbon-neutral, zero-waste community and includes actions that both the Town and its residents can take to get us there. This 2023 update to the Climate Action builds on the efforts of the 2016 Climate Action Plan, acknowledging successful efforts and identifying areas for accelerated action to meet the State's bold goals.
- b. Next steps include presenting the draft Climate Action Plan at the City Council's June 21 City Council meeting. This presentation will be followed by a round of community engagement before a final plan is brought for Council to adopt in Fall.

3. Waste Reduction:

- a. The Town submitted reports to CalRecycle for the City/County Payment Program for Beverage Container Recycling and the Compost Broker Program. With funding from these programs, the Town was able to purchase recycling collection containers for City Hall and the San Mateo County Resource Conservation District was able to purchase and apply 14.53 tons of compost on coastside farmlands. These programs are providing funding to help us meet state requirements for recycling and composting.

4. Transportation

- a. May is Bike Month and the Town has been sharing information about Silicon Valley Bike Coalition's series of events and their pledge to bike on May 18, 19, and 20. More information about bike month activities can be found here: <https://bikesiliconvalley.org/events/bike-month#:~:text=May%20is%20Bike%20Month%2C%20and,a%20random%20drawing%20for%20giveaways>. Additionally, the Atherton library has organized two events to celebrate: <https://smcl.org/blogs/post/bike-to-your-library-weekend-2023/>.
- b. An RFP will be released this Summer for EV chargers at Holbrook Palmer Park to be installed in parking lots at the entrance and at Jennings Pavilion.

Emergency Management Activities

- Staff has been working closely with CalOES and FEMA to submit the Town's Request for Public Assistance to FEMA for costs incurred during the storms that occurred between December 27, 2022 to January 31, 2023. The Town's site visit to assess damages will be on June 30, 2023.
- There were two regional meetings in April 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. The Town also entered the San Mateo County Operational Area Building Safety Inspection Program Mutual Aid Agreement to allow for an organized means of providing voluntary building inspection mutual aid to neighboring entities in the event of an emergency.
- Throughout April, staff supported A.D.A.P.T. in promoting the April 29 Peninsula Preparedness Day.

City Clerk Activities CURRENT and ON THE HORIZON

Staff is preparing the Summer 2023 Athertonian to arrive in mailboxes the first week of June. The Spring 2023 Athertonian can be viewed online here: <https://www.ci.atherton.ca.us/ArchiveCenter/ViewFile/Item/3848>.

There are currently 4 active Public Records Act Requests to which staff are responding. There are currently 6 open General Liability Claims.

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
- Rail – 1 vacancy

Public Information Stats

Residents, community members, and other public agencies have viewed and interacted with the Town from April 1 – April 30 as follows. Impressions refer to the number of reactions, views, comments, shares, and reposts of Town generated content.

Platform	Number of followers	Impressions or Accounts Reached
Twitter	2 new followers, total of 584 followers	7,027 impressions
Instagram	25 new followers, total of 1,154 followers	730 accounts reached
Facebook	5 new followers, total of 531 followers	972 accounts reached
NextDoor	21 new members, total of 4,521 members and 2,212 households claimed	742 impressions

Town website subscriber group:

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

Community Outreach Initiatives

Sounds of Summer

The Atherton Sounds of Summer Concerts Series is coming in June! This series has become a beloved tradition in our community, bringing together friends and families to enjoy live music and entertainment as we welcome summer. This year, the Town is working together with the Library

City Clerk Monthly Report
May 19, 2023

to bring residents music every Thursday throughout the month of June from 5 p.m. - 7:30 p.m. at the Atherton Town Center. Come on down and enjoy live music, a food truck, and family activities!

- June 1 - Jazz Night Featuring Five Ten Music
- June 8 - Cook'n Fenny Combo
- June 15 - Mercy and The Heartbeats
- June 23 and 30 - Premiere movie screening

Centennial 100 – Year Celebration

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

- September 12, 2023: Special Town Council meeting on September 12, 2023. Residents are invited to join the Town for a screening of a centennial video celebration and cake.
- September 24, 2023: Centennial Celebration at Town Center with exhibits, food, family activities, and tree giveaway

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



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

Fiscal Year 2022/2023 Revenues and Expenditures

Year to Date

Months Complete – 10

% of Year Complete – 83%

	Budget	Revenue	% Received
Park Program	\$ 232,800	\$ 155,075	66.6%
Planning Permits	\$ 290,300	\$ 257,356	88.3%
Business Licenses	\$ 278,000	\$ 257,782	92.7%
Police	\$ 316,390	\$ 104,056	32.8%
Sales Taxes	\$ 315,000	\$ 214,178	67.9%
Miscellaneous	\$ 1,047,758	\$ 1,081,065	103%
Public Works	\$ 836,700	\$ 376,633	45.1%
Franchise Fees	\$ 1,011,000	\$ 891,255	88.1%
Building Permits	\$ 1,919,000	\$ 1,213,539	63.2%
Property Taxes	\$ 17,254,051	\$ 14,889,932	86.2%
Total	\$ 23,500,999	\$ 19,440,871	82.7%

	Budget	Expenditures	% Received
City Council	\$ 61,513	\$ 36,642	59.5%
Administration	\$ 1,312,087	\$ 1,125,056	85.7%
City Attorney	\$ 310,000	\$ 185,593	59.8%
Finance	\$ 897,696	\$ 685,832	76.3%
Planning	\$ 762,071	\$ 725,655	95.2%
Building	\$ 1,523,034	\$ 886,933	58.2%
Interdepartmental	\$ 1,024,511	\$ 772,043	75.3%
Police	\$ 9,526,866	\$ 7,624,082	80.0%
Public Works	\$ 3,233,233	\$ 1,677,918	51.8%
Total	\$ 18,651,011	\$ 13,719,755	73.5%



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



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

Street Sweeping

Street Sweeping is a contract service via Contract Sweeping Services.

Month	Curb Miles	Weight (tons)	Cubic Yards
July	60	12	4
August	60	12	3
September	66	4.4	2
October	60	4	2
November	80	4.4	2.2
December	80	6.2	4.2
January	80	12	6
February	32	6	6
March	42	12	16.8
April	42	6	12
May			
June			
Total	602	79	58.2

Services Requests

- Pothole and pavement repairs in various locations including:
 - Marsh Road
 - Elena Avenue
 - Stevenson Lane
- Removed downed trees remnants from Middlefield Road
- Repaired streetlight on at Austin Avenue and Selby Lane
- Repaired streetlight on at 99 Lupin Lane
- Initiated removal of the sandbag station at Holbrook Palmer Park
- Assisted the Atherton Heritage Association with the relocation of historic documents from the Carriage House to Historic Town Hall
- Preventive Maintenance for emergency back-up lighting system Library and Town Center
- Repaired lock at Library restroom
- Received and installed outdoor trash/recycle receptacles and tables for the Civic Center complex
- Cleaned algae from the gutters along Mandarin Way
- Removed boards and debris from Flood Circle median
- Trimmed vegetation at Lloyd Drive / Fair Oaks Lane intersection
- Mounted pin-up board in PD Dispatch
- Repaired Urinal in Town Center restroom.
- Mounted Atherton Town Seal in the downstairs Administrative Conference Room.
- Mounted Atherton Town Seal and awards in the Administration Office.
- Supported tree planting for Arbor Day at Holbrook-Palmer Park.
- Replaced the ejector pump for the Playground Restrooms at Holbrook-Palmer Park.
- Reset traffic signs on Fair Oaks Lane
- Installed new bike racks Town Center front entrance
- Repaired tennis courts wind screens at Holbrook-Palmer Park

General Maintenance and Special Services

- Weekly litter removal Along ECR, schools (Fridays 2 staff, 2 hours).
- Remove Litter on Marsh Road, Middlefield Road & Alameda de las Pulgas.
- Initiated weed removal on Middlefield Road.
- Weed removal on El Camino Real in progress.
- Park General Duties: Garbage Cans, Town wide & ECR litter, ECR landscape & Corp yard clean-up, vehicle/tool maintenance.
- Fire extinguishers (checked/re-charged), playground inspections, elevator inspections.
- Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/re-charged), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs

Photographs of Work Performed

Marsh Road Pothole Repair	
<i>Before</i>	<i>After</i>
 A photograph showing a large pothole on Marsh Road. A worker in a yellow safety vest and white hard hat stands to the left of the pothole. A dump truck is parked on the right side of the road, dumping material into the pothole.	 A photograph showing the same pothole on Marsh Road after it has been filled with fresh asphalt. Two workers in yellow safety vests and white hard hats are standing on the newly filled surface, one holding a long-handled tool.

99 Stevenson Lane Road Repair	
<i>Before</i>	<i>After</i>
 A photograph showing two workers in yellow safety vests and white hard hats working on a road repair at 99 Stevenson Lane. They are using tools to prepare the surface. A white bucket and a blue plate are on a wooden boardwalk in the foreground.	 A photograph showing the same road repair area at 99 Stevenson Lane after it has been completed. The surface is smooth and dark. Several orange traffic cones are placed around the area, and a black trash can is visible in the background.

El Camino Real Weed Removal



Middlefield Road Weed Removal

Before



After



Mandarin Way Gutter Cleaning	
<i>Before</i>	<i>After</i>
	

Lloyd Drive at Fair Oaks Lane Vegetation	
<i>Before</i>	<i>After</i>
	

New Bike Rack Installation at Town Center Front Entrance



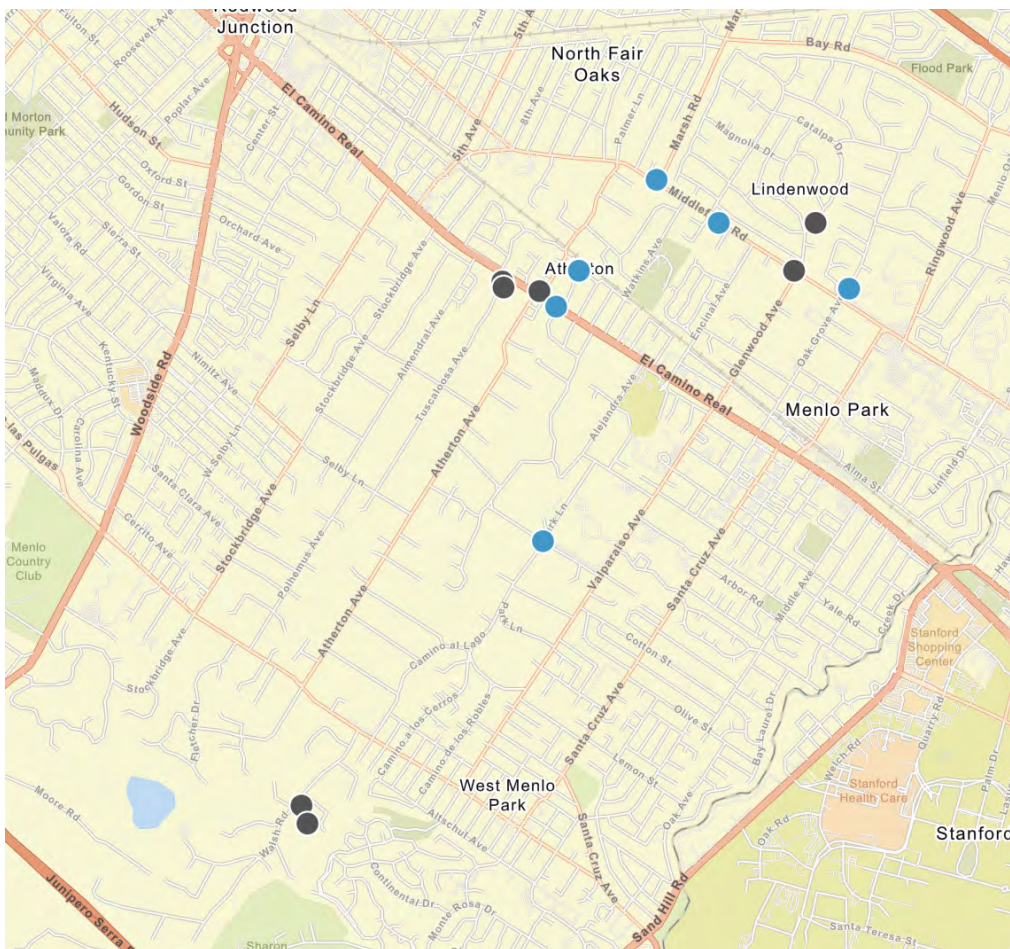
See Click Fix

Showing Results from 4/1/2023 to 5/1/2023

Hide Empty Rows ☒

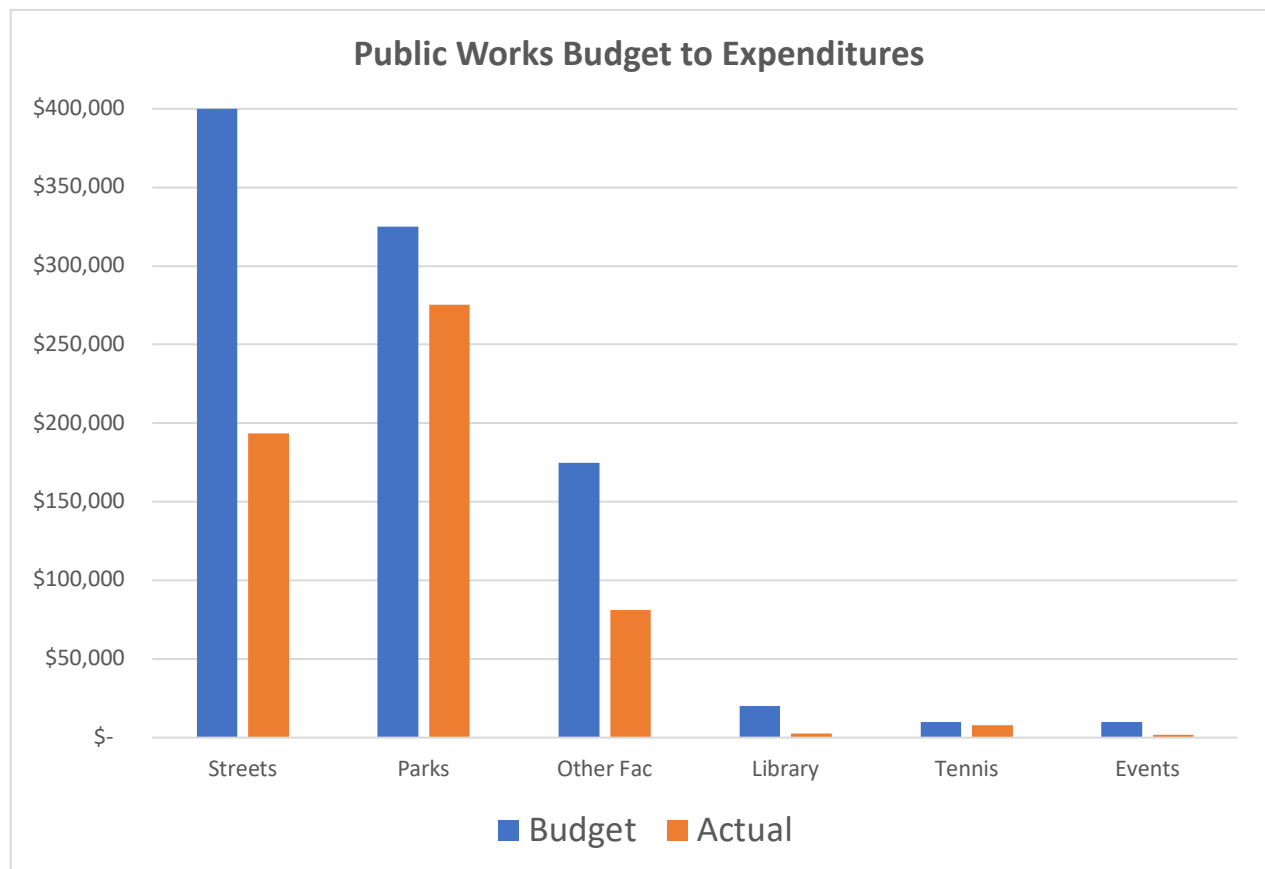
DTA: Days to Acknowledge DTC: Days to Close O&O: Open and Overdue

Category	Created	Ack	Closed
Refuse & Recycling Containers	30	0	30
Illegal Dumping	5	0	5
Debris Blocking Roadway	2	1	2
Trees	2	1	2
Pothole	1	1	1
Private Property Issue	1	0	1
Sewer and Stormwater Issues	1	0	1
Other	1	0	1
Totals	43	3	43



Public Works Maintenance Budget versus Expenditures Thru April 2023

Short Code	Accounting Code	Description	Budget	Actual	%
A01	101-53-52031-053	Streets	\$400,000	\$193,612	48%
A02	101-57-52031-057	Parks (Grounds & Facilities)	\$325,000	\$275,361	85%
A03	101-59-52031-059	Other Facilities	\$175,000	\$81,145	46%
A04	213-30-52031-000	Library	\$20,000	\$2,749	14%
A05	101-58-52031-000	Tennis	\$10,000	\$7,763	78%
E06	101-58-52030-058	Event Services	\$10,000	\$1,941	19%
Total			\$940,000	\$562,571	60%



Current Fiscal Year Capital Project Updates

Streets & Transportation		
Capital Project	Budget	Current Status
Traffic Control Devices	\$15,000	Restriped school crosswalks at Laurel School (Lower), Las Lomitas Elementary, and Menlo-Atherton High School. Purchased additional signage. Installed chevron markers at Isabella/Britton and warning signs on Barry Lane
ADLP Traffic Safety Improvement Project	\$600,000	Received task order for project management
Solar Radar Indicators Purchase	\$15,000	Purchased Radar Indicators
Traffic Counts/Speed Surveys	\$25,000	Not started
Grant Funding Opportunities	\$25,000	Submitted OBAG3 Grant application for Adelante-Selby Safe Routes bikeway improvements. (contingency funding list) Submitted SMTA Bike Ped Grant application for El Camino Real Complete Streets Gap Closure - Grant agreement executed.
Refresh Class III Pavement Markings	\$100,000	Project design 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. (contingency funding list). Project design initiated.
Fair Oaks Lane @ Lloydlen Improvements	\$175,000	Conceptual design completed and reviewed by BPC. Design proceeding.
Annual Road Maintenance Program	\$1,500,000	Pavement Management Program assessments through MTC PTAP grant completed. Project design 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. Project design initiated.
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 contract awarded.
Fencing Improvements Along Watkins	\$200,000	Conceptual design completed and reviewed by BPC.
Parking Lot Repairs	\$350,000	Not started
General/Misc Repairs	\$100,000	Pathways, Playground Repair and Event Garden awarded.
Park Circulation Plan	\$1,050,000	Released for bid. Bids received May 9, 2023.
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 APRIL 2023

Catered Too manages Park Rentals

Month	North Meadow	Children's Picnic Area	Jennings Pavilion	Main House	Carriage House w/ NM	Field D	Other
July	3	4	3	5	2	4	1
August	2	3	7	5	5	2	0
September	4	5	3	3	8	1	3
October	5	4	4	2	4	1	4
November	2	1	2	1	0	1	1
December	0	0	0	2	0	0	0
January	1	0	0	0	0	0	0
February	0	0	1	0	0	0	0
March	4	1	2	2	0	0	0
April	3	3	1	2	0	0	0
May							
June							
Total	24	21	23	22	19	9	9

Types of Rental Activity for April 2023

Catered Too manages Park Rentals

Month	Social Gathering	Wedding	Soccer	Other
July	11	3	4	4
August	22	0	2	0
September	25	0	0	2
October	20	0	0	4
November	5	2	0	1
December	2	0	0	0
January	1	0	0	0
February	1	0	0	0
March	6	0	0	3
April	8	0	0	1
May				
June				
Total	101	5	6	15

Revenue from Rental Activity for April 2023

Catered Too manages Park Rentals

Month	Revenue Fees	10% Catering Fee	Revenue to Town
July	\$11,825.45	\$1,722.28	\$13,547.73
August	\$25,477.80	\$7,739.92	\$33,217.72
September	\$59,144.35	\$17,112.77	\$76,257.12
October	\$21,774.75	\$6,794.70	\$28,569.45
November	\$7,577.00	\$3,218.35	\$10,795.35
December	\$2061.95	\$56.00	\$2,117.95
January	\$150.00	\$0	\$150
February	\$3000.00	\$838.33	\$3838.33
March	\$10,625.00	\$1,475.30	\$12,100.30
April	\$6950.00	\$2121.09	\$9071.09
May			
June			
Total			\$189,665.04

Tennis Court Usage

Player Capital (PC) manages court operations.

Month	PC Court Hours	# of Students	Private Lessons	Key Holder Court Hours	Public Court Hours	Clay Court Hours
July	303	107	161	102	113	6
August	315	104	132	116	107	9
September	233	95	92	76	93	11
October	277	117	147	101	0	15
November	292	125	162	101	0	6
December	255	134	154	112	0	25
January	185	109	117	76	0	6
February	289	135	176	101	0	10
March	390	163	257	215	0	5
April	465	194	315	240	0	12
May						
June						

General and Special Services for April 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 April:

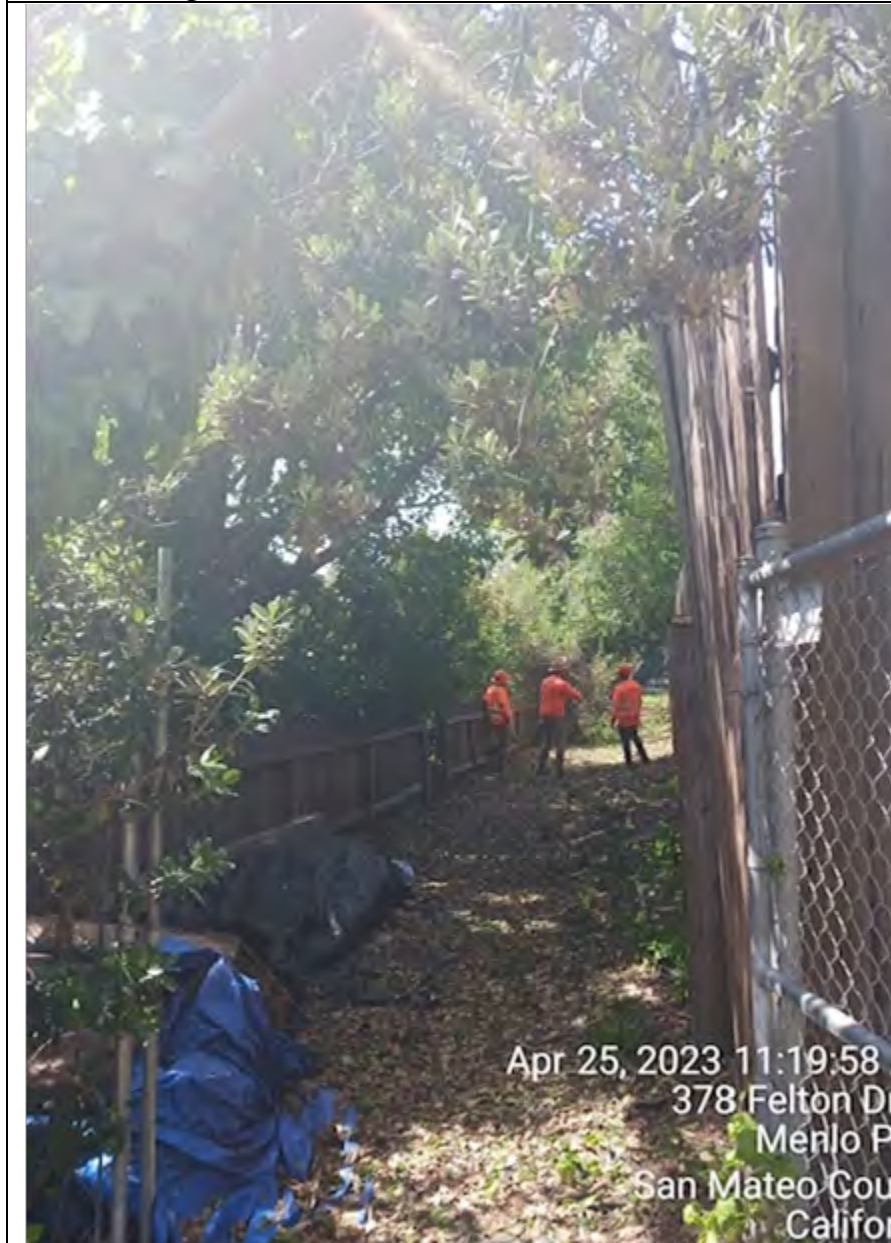
- Spreading mulch
- Brightview is weeding daily.
- WCA removed and pruned trees throughout the park
- Brightview prepped arbor day holes, placed mulch and compost by holes.
- Brightview helped at Arbor Day
- Fixed bathroom backup
- Replaced bathroom pump.
- Helped set up and break down E-waste event.
- Performed aeration of the HP lawn.
- Brightview removed black berry bushes.
- MCE responded to an afterhours call out for a sprinkler problem and shut the stuck valve off.

New and Future Planned Projects

- Convert Playground restrooms from well water to potable water
- Repair header boards at Pavilion
- Fence Large Oak Tree
- Install decomposed granite pathway along Field D
- Fix playschool fence
- Repair playground

Photographs of Work Performed in April 2023

WCA Pruning Oaks trees behind Tennis Courts



Brightview prepped holes for Arbor day



The grass at HP park looks great





Town of Atherton

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

Community Services Monthly Report April 2023

Submitted by:
Interwest Consulting Group

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

	Apr-23
Total Construction Valuation¹:	\$23,793,115

Fiscal Year 2022-23	Fiscal Year 2021-22
\$129,901,235	\$116,301,714

REVENUE

Plan Check Fees Collected:	\$16,422
Permit Fees Collected:	\$127,057
Other Fees Collected:	\$9,280
TOTAL:	\$152,759

\$350,212	\$313,446
\$943,410	\$832,085
\$51,033	\$45,977
\$1,344,655	\$1,191,508

PLAN CHECK

Applications Received:	67
------------------------	-----------

696	617
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PERMITS

<u>Residential:</u>	
New Single Family Residential Permits Issued:	4
New Accessory Structures Issued:	29
Addition / Alteration Permits Issued:	2
Reroof / Water Well / Grading Permits Issued:	7
Plumbing/Mechanical/Electrical Permits Issued:	10
Demolition Permits Issued:	3
<u>Non-Residential:</u>	
New Permits Issued:	0
TOTAL Permits Issued:	55

34	32
194	168
94	81
94	87
201	177
30	24
3	2
650	571

INSPECTIONS

Inspections Performed:	789
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8,089	7,219
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Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

April 1, 2023 to April 30, 2023

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

At the April 26, 2023 Planning Commission regular meeting the following occurred.

- 1 190 Park Lane - Addition and remodel for men's and women's locker room | APPROVED
- 2 240 Oak Grove - New ADU and new Tennis court with three TPZ exceptions | APPROVED
- 3 76 Ridge View- Refund for CTL fees | APPROVED

The next regularly scheduled Planning Commission is May 24, 2023.

Arborist Activity Summary

April 1, 2023 to April 30, 2023

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	10	26	11	38

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2023	2022	2021	2020	2019	2018
January	1	1	0	1	4	0
February	0	1	2	1	1	2
March	0	2	5	0	1	3
April	4	2	3	0	1	2
May		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:	5	24	27	25	21	30

Plan Check Performance

April 1, 2023 to April 30, 2023

Project Type	Cycles	No of Plan Checks	Target **	Overdue Plan Checks
Major Plan Check	1st Review	85	10	0
	Subsequent Rev.	106	5	0
Minor Plan Check	1st Review	11	3	0
	Subsequent Rev.	1	2	0
Total Number of Plan Checks		203		

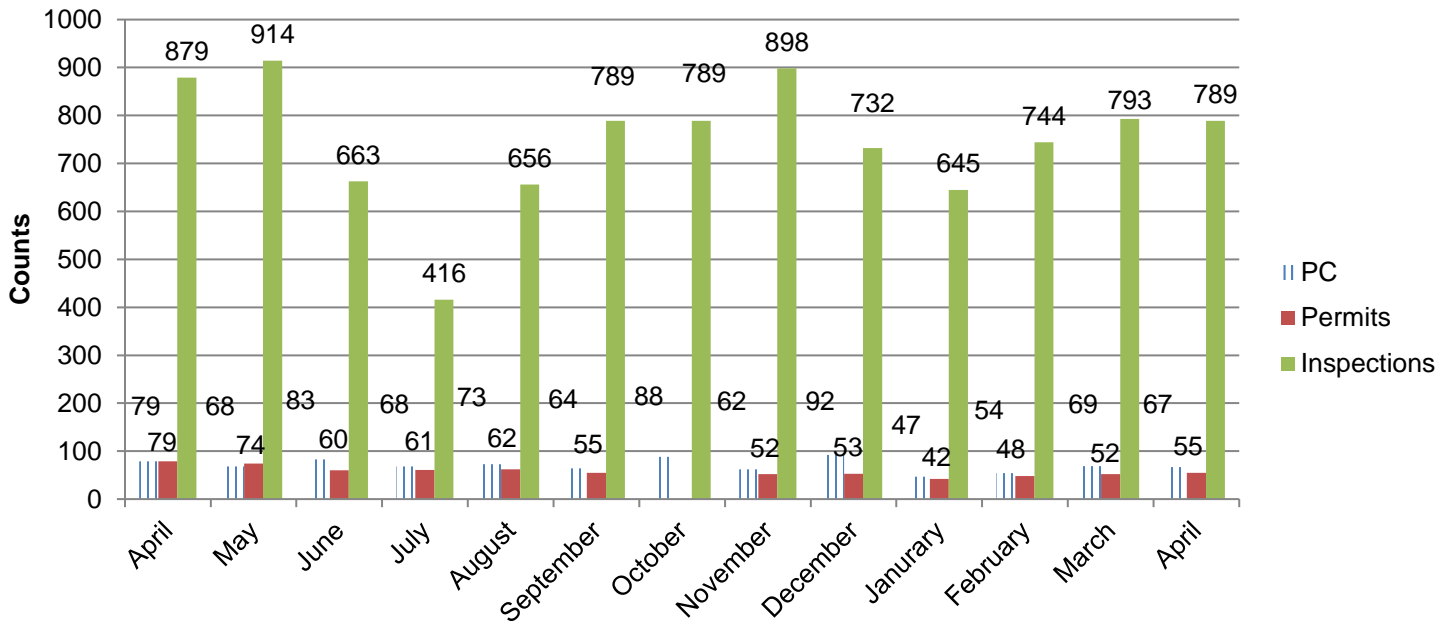
** Target: in working days

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

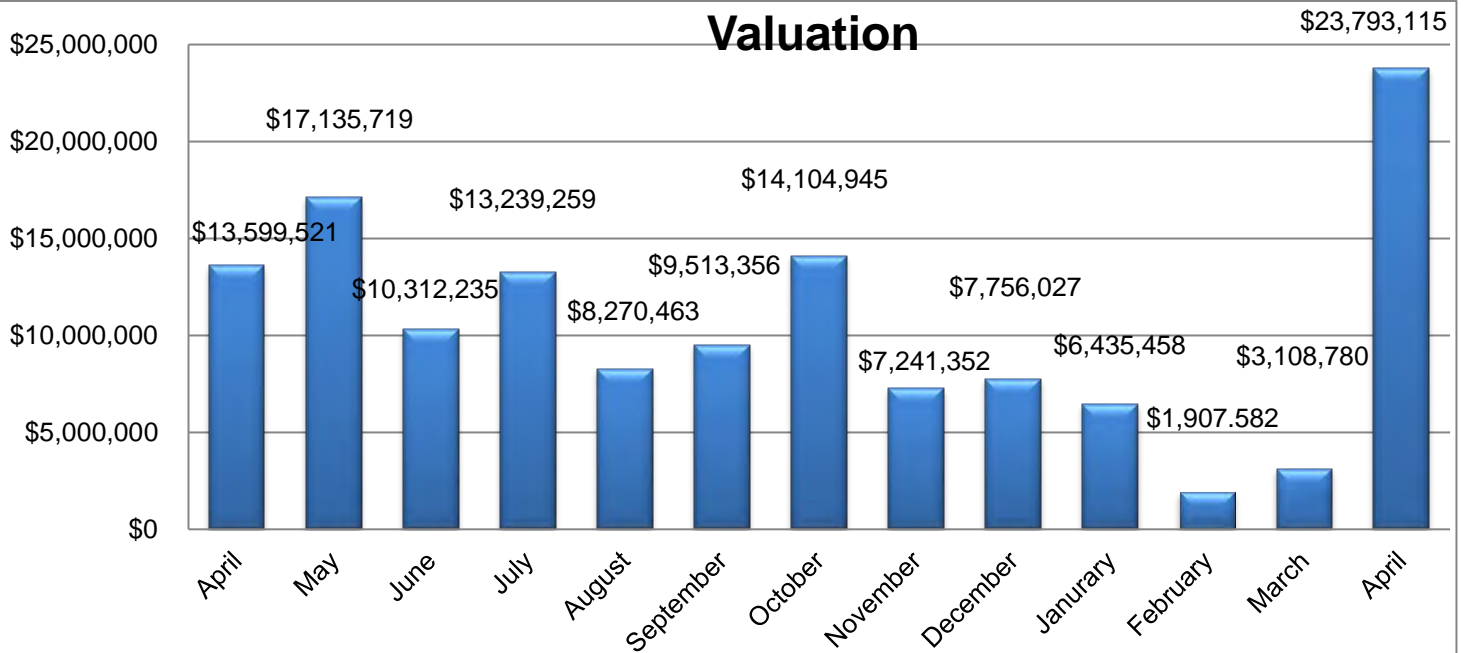
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

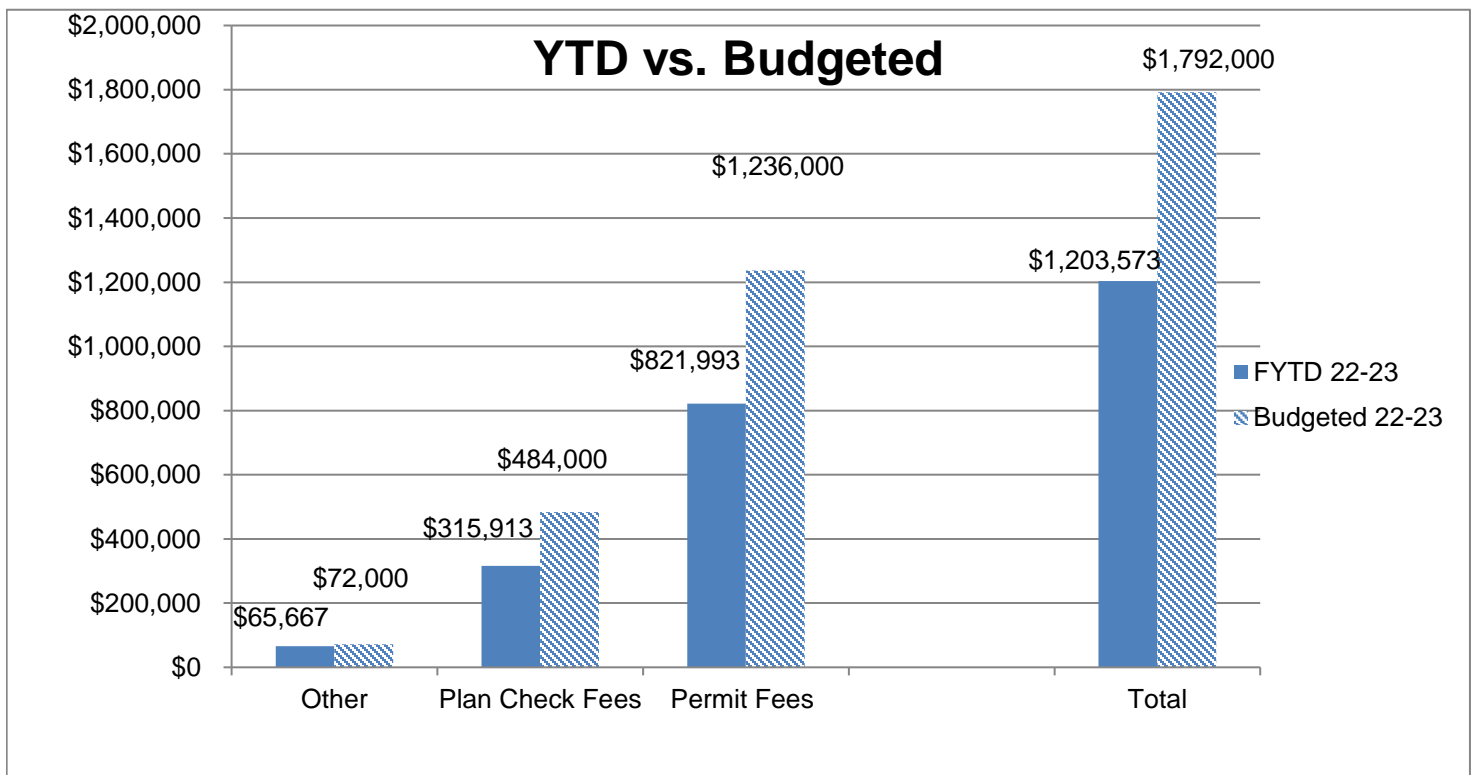
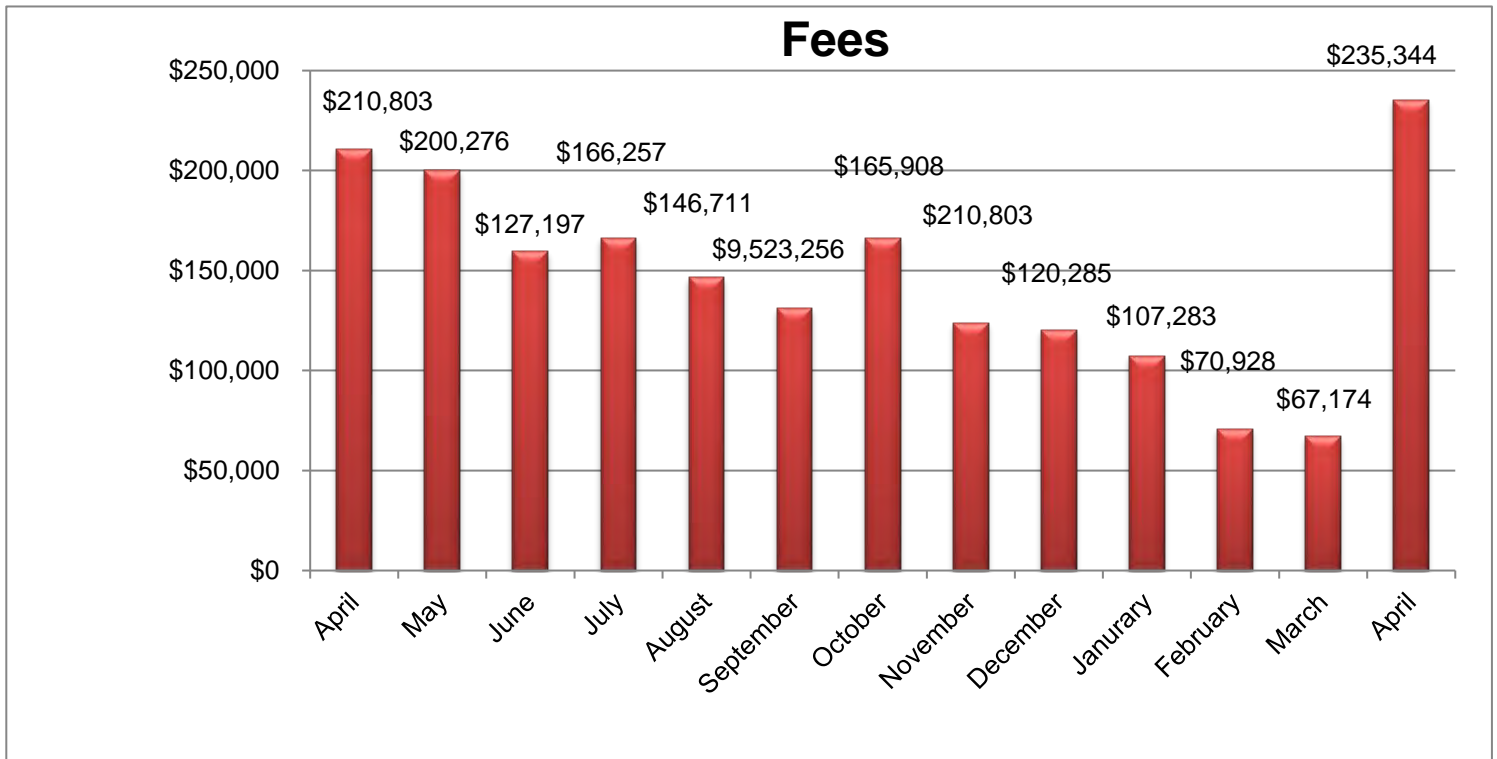
Plan Checks, Permits, Inspections



Valuation



Summary Graphs



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

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Entitled ADU	1	5	2	5									12
Permitted ADU	2	0	2	5									9
Finaled ADU	1	0	6	1									8
Entitled JADU	1	1	1	1									4
Permitted JADU	0	0	0	0									0
Finaled JADU	0	0	0	0									0
Entitled SFR	0	0	0	2									2
Permitted SFR	1	0	0	4									5
Finaled SFR	1	2	1	2									6

	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

April 1, 2023 to April 30, 2023

<i>Project Address</i>	<i>Issue Date</i>	<i>CTL Deadline</i>	<i>Adjusted CTL **</i>	<i>Penalties Pd.</i>	<i>Est. Completion</i>
25 Isabella	5/26/2016	5/22/2019	N/A	\$250K	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					
2 Rosewood	12/3/2018	12/3/2021	5/27/2022	\$250K	Feb. 2023
NOTES:					
83 Faxon	12/9/2019	12/9/2022	4/27/2023	\$30K	1-Jun
Notes:					

Total Penalties Deposited: \$1,280,000

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	\$83,000.00
Total to Date	\$2,399,200.00



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

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

Graphics and data provided in this report can be found via [CitizenRIMS](#). CitizenRIMS is an active, online database of calls for service to the Atherton Police Department available via the Town's website. The database provides information on active and historic calls for service, criminal activity and statistics, missing persons, stolen vehicles, arrests, and crime bulletins. Through CitizenRIMS residents can also sign up for Security Camera Registration and Vacation Home Checks. Visit [CitizenRIMS](#) using the preceding link or this QR Code
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Overall Activity for the Month of April 2023

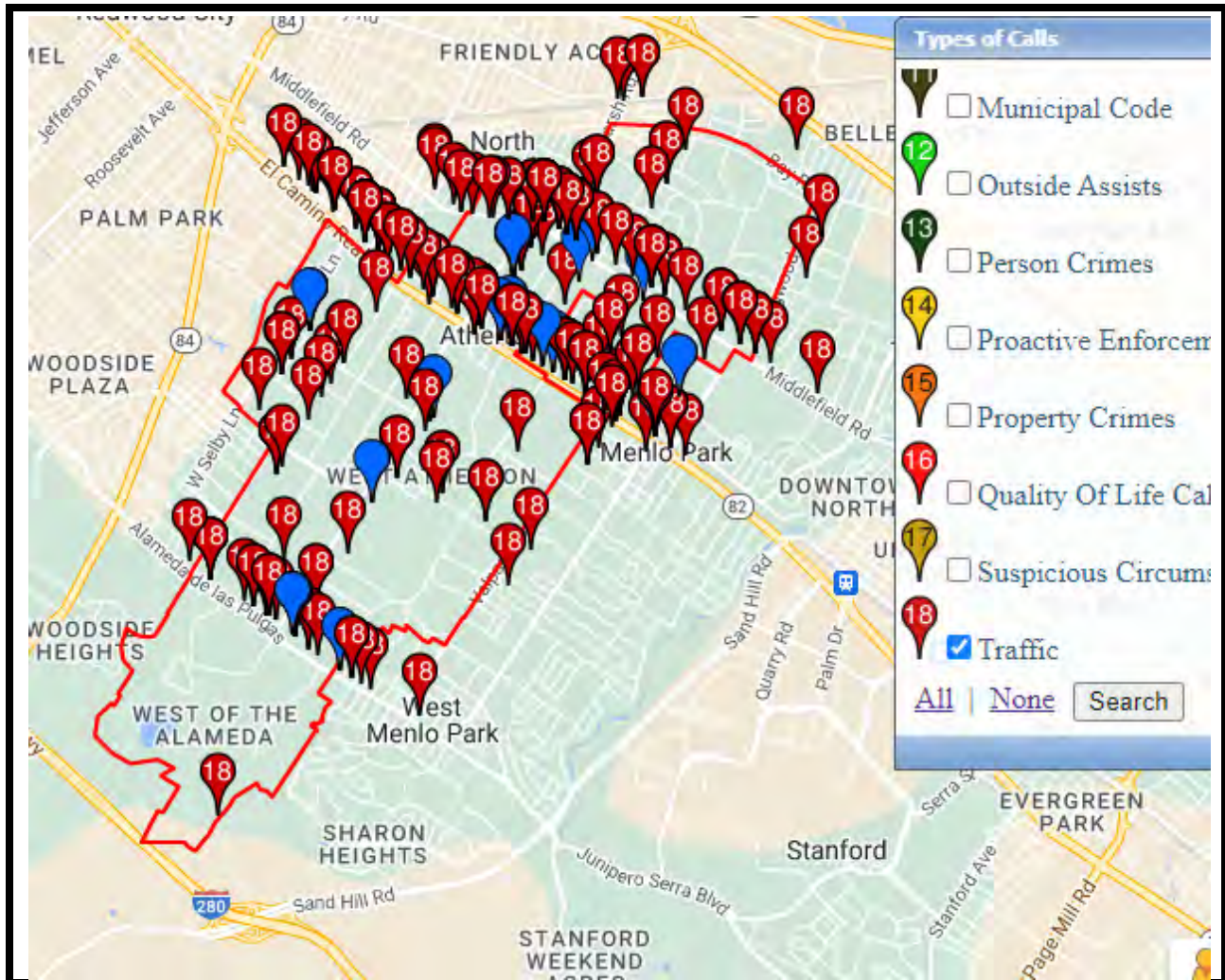
During this reporting period, there were 61 investigations. Of that total, 26 offenders were cited, arrested, referred to the San Mateo County District Attorney's Office for prosecution, or referred to the San Mateo County Juvenile District Attorney's Office for prosecution.

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, public intoxication, fugitive from justice warrant, reckless driving, peeping into an inhabited dwelling, out of compliance sex offender, threatening a school official, hate crime, battery on a school official, and assault.

Of the 2,117 total police incidents for the month, 1,388 were officer-initiated incidents. These incidents resulted in 683 citations being issued for vehicle code and other violations. Officers initiated 1,045 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.

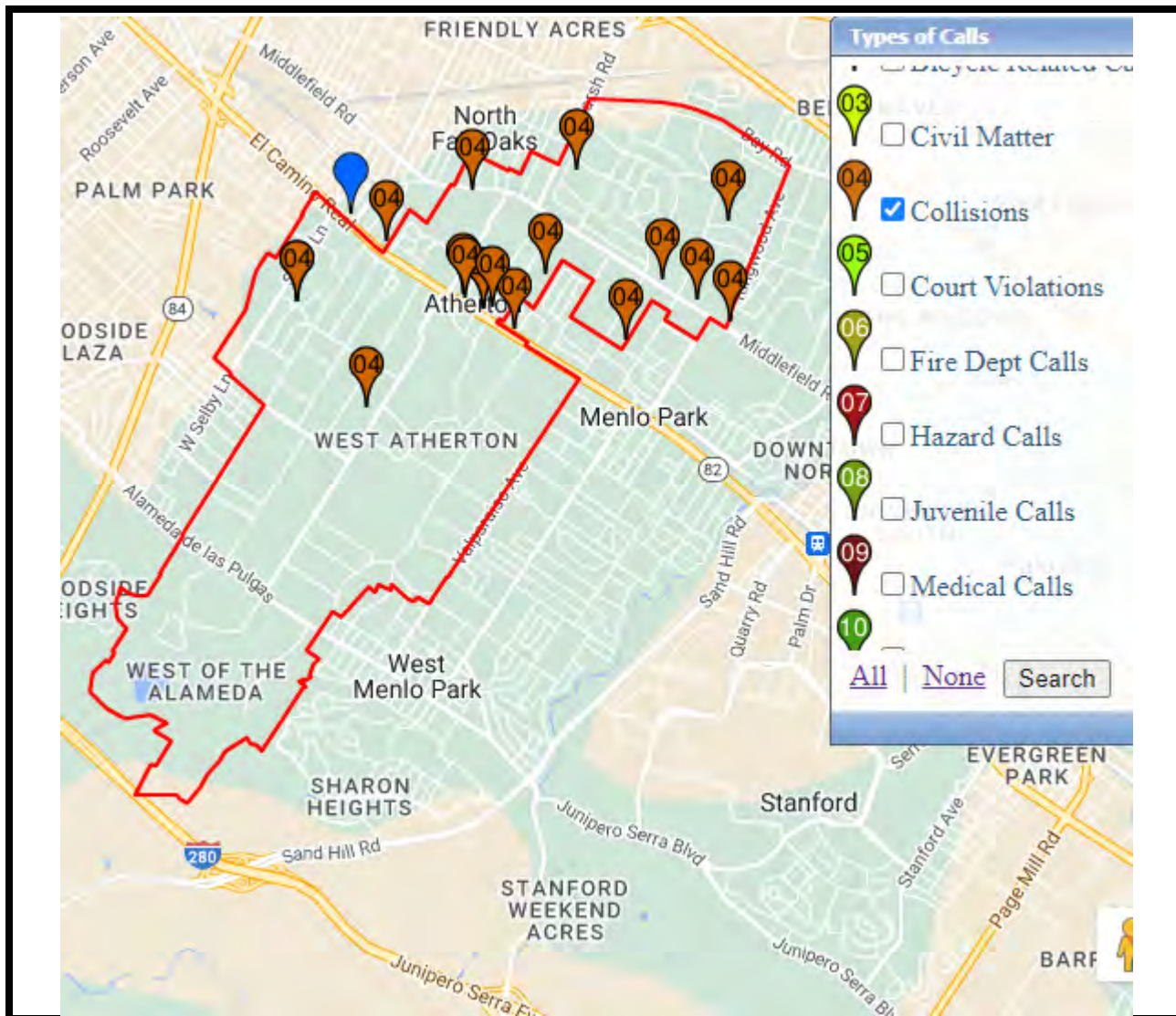
Traffic Incidents

Overall, there were 356 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 19 collision locations during this reporting period. The map below indicates the locations of the incidents for the reporting period.

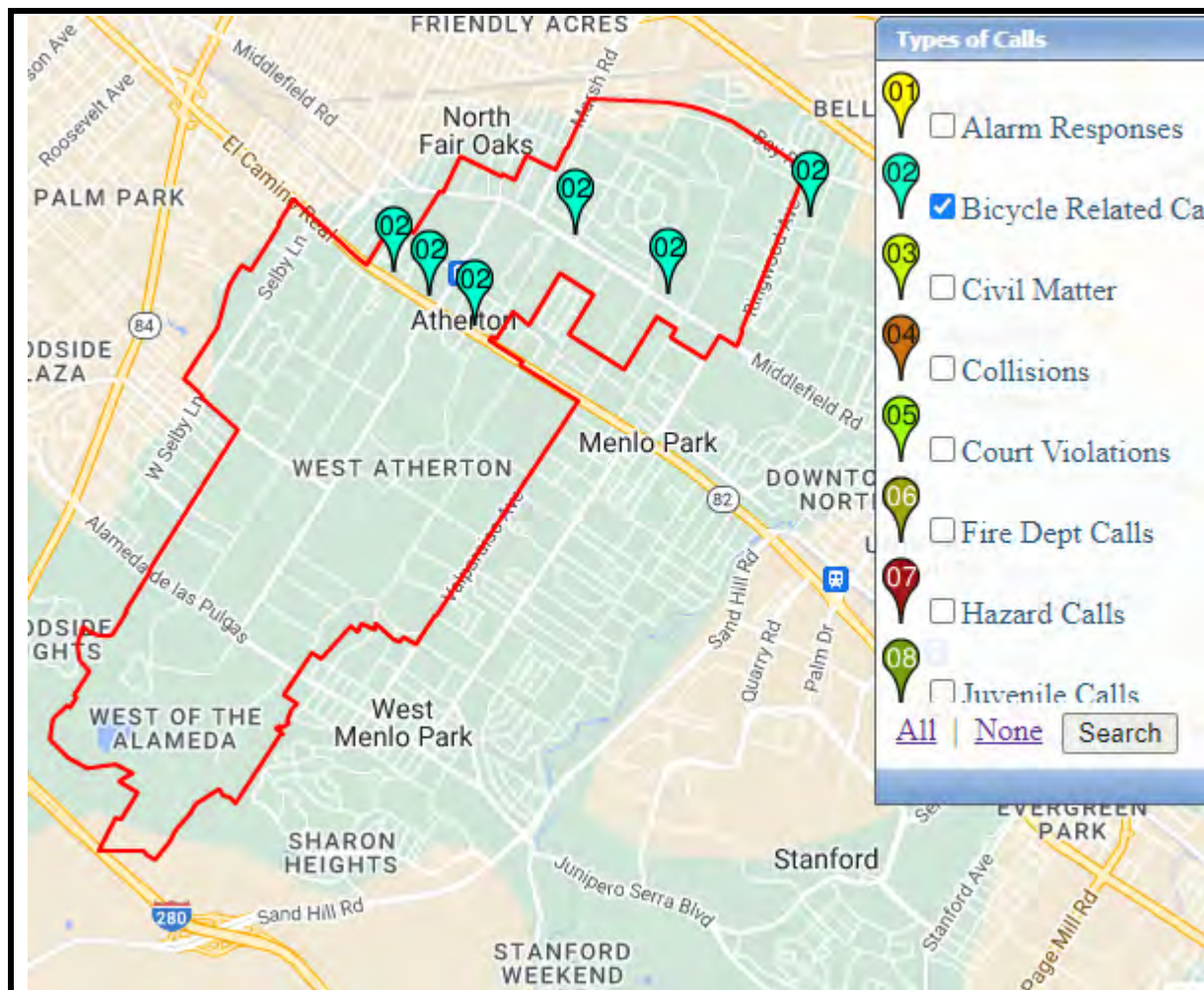


Traffic Complaints

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

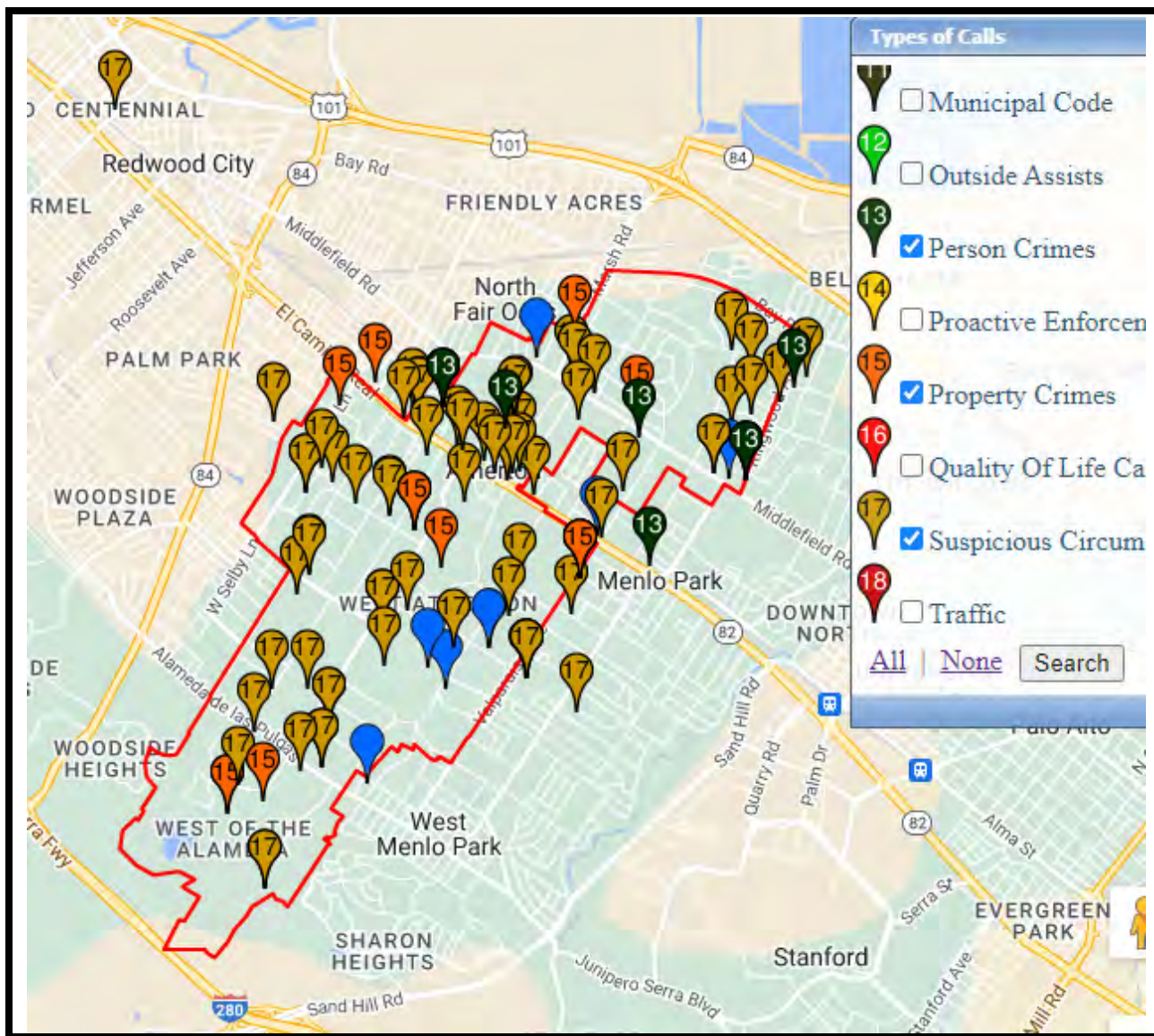
Bicycle Traffic Stops

There were 6 bicycle related calls initiated for improper lighting (5) and riding on the wrong side of the road (1). These incidents resulted in 6 verbal warnings.



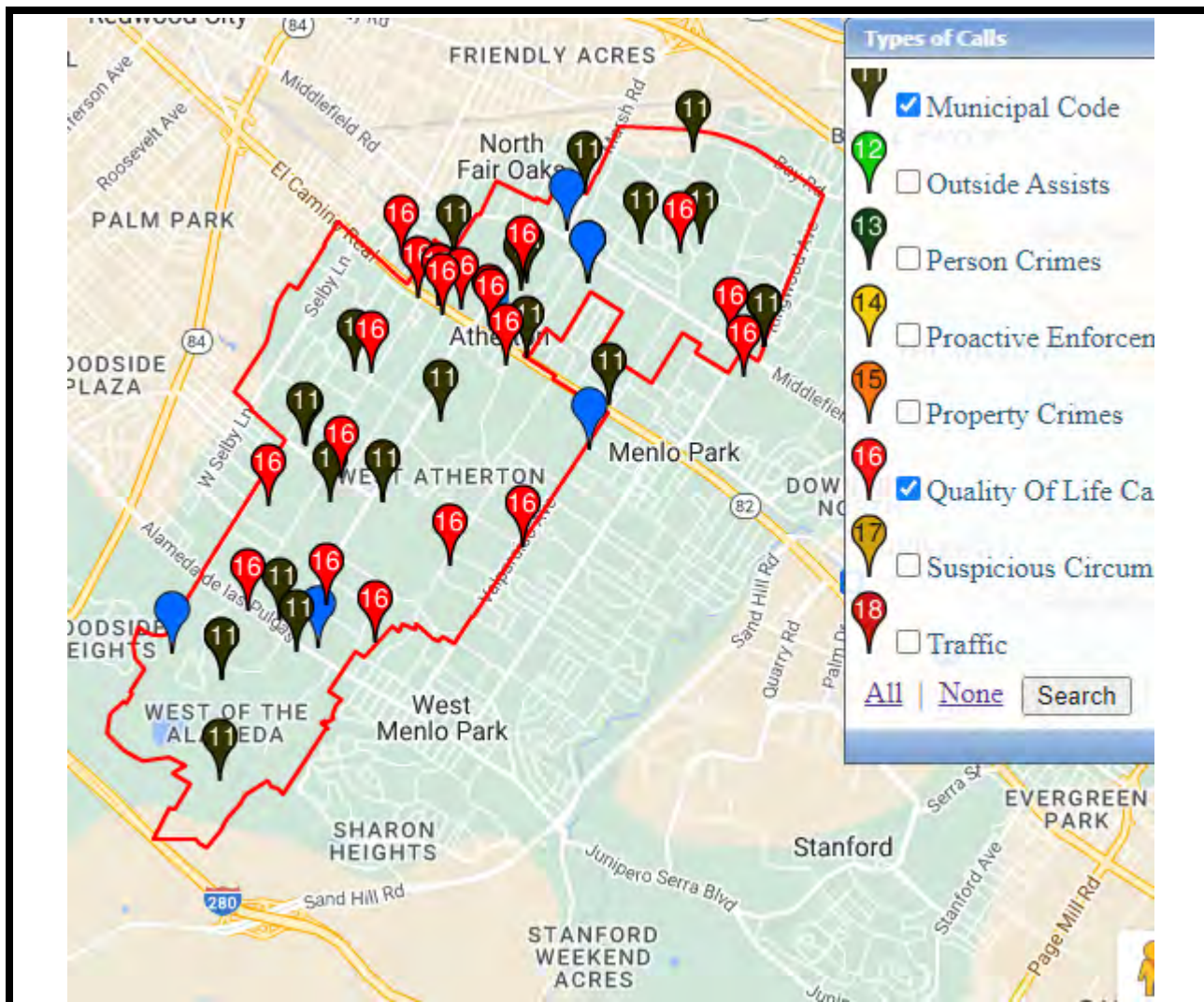
Criminal Activity and Suspicious Circumstances

The Department responded to 103 locations (some locations multiple times) for property crimes (16), person crimes (9), and incidents of suspicious circumstances (84).



Municipal Code Violations

The Department responded to 52 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, and political and construction signage. There were 76 trash receptacle related cases throughout Town this month, each property receiving a courtesy letter, and 3 citations issued for failure to comply.



Holbrook Palmer Park

Holbrook Palmer Park had 48 incidents during this reporting period, 35 of which were security checks and foot patrols by officers. The other incidents were for ordinance violations, animal calls, traffic stops, found property, and a disturbance.

Premise Watch

Officers completed 651 House/Vacation checks during the reporting period.

School Incidents

Officers responded to 192 school incidents during the reporting period. These incidents were mostly officer-initiated security checks.

Highlights from this Reporting Period:

- On 04/02, the SRO conducted a civil standby for a child exchange at a school.
- On 04/16, officers conducted a standby while school staff searched a room for a possible firearm related to a Snapchat post. A BB gun was located.
- On 04/28, a student battered and threatened a school official. The student was taken to the PD and later released to a guardian. Report taken and submitted to the Juvenile DA for charging.

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
<i>Encinal</i>	Other	3	7	16	2	5	1	1	6	6	13	5	8	73
	Security	31	30	36	28	58	57	40	44	64	43	49	44	524
	Traffic	2	8	6	3	8	-	-	1	-	3	2	2	35
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	3	2	5	1	1	1	-	5	7	4	10	3	42
	Security	18	18	23	18	45	29	27	20	28	41	30	36	333
	Traffic	-	-	1	4	1	-	-	2	3	2	-	2	15
<i>Laurel</i>	Other	2	1	6	1	-	-	-	3	2	7	2	-	24
	Security	13	7	11	7	15	12	14	13	20	18	16	16	162
	Traffic	-	-	-	-	-	-	-	-	-	-	-	1	1
<i>M-A HS</i>	Other	27	40	47	28	17	26	12	38	49	52	33	33	402
	Security	30	27	30	21	62	36	42	40	41	32	32	30	423
	Traffic	1	1	2	-	-	-	-	5	3	1	2	1	16
<i>Menlo College</i>	Other	2	5	11	15	4	10	6	13	16	16	10	7	115
	Security	49	38	38	32	47	50	43	42	67	48	42	65	561
	Traffic	2	5	-	1	5	2	4	4	-	2	3	1	29
<i>Menlo School</i>	Other	6	-	4	2	4	3	3	2	2	3	3	1	33
	Security	11	6	8	5	12	6	10	8	15	15	11	22	129
	Traffic	-	-	-	-	-	-	-	2	3	-	-	-	5
<i>Sacred Heart</i>	Other	10	4	8	7	9	7	4	7	5	9	9	2	81
	Security	3	1	4	1	8	1	4	3	4	7	4	13	53
	Traffic	1	1	-	-	-	-	-	-	-	3	11	-	16
<i>Adelante Selby</i>	Other	5	1	3	1	3	3	3	3	1	2	6	-	31
	Security	28	27	26	14	49	28	39	31	42	37	31	32	384
	Traffic	1	2	-	1	2	-	1	4	2	1	-	-	14
Total		248	231	285	192	355	272	133	296	380	359	311	319	3,381

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	4	1:59	<4 minutes
Medium	156	4:12	<6 minutes
Low	386	4:48	<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
March	2023	4:26
February	2023	4:35
January	2023	5:42
December	2022	4:27
November	2022	4:42
October	2022	3:53

Total Training Hours for the Reporting Period: 232 HOURS

NAME	TRAINING/HOURS	DATES
Yamsuan	Decision Making & Critical Thinking/8hr	April 3
Magami	Decision Making & Critical Thinking/8hr	April 3
Johnson	CAPE Conf./40 hours	April 3 – 7
Patel	EVOC/8 hours	April 5
Davidovich	Driver Awareness/24 hours	April 11 – 13
MacDonald	Inner Perspectives Session 4/16 hours	April 12 – 13
Rojas	Inner Perspectives Session 4/16 hours	April 12 – 13
Kumar	Interview & Interrogation/24 hours	April 17 - 19
Andruha	School Safety/8 hours	April 19
Pronske	SLI Session 4/24 hours	April 20 – 22
Andruha	Campus Law Enforcement/40 hours	April 24 - 28
MacDonald	Penn Arms Armorer/16 hours	April 25 - 26

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
April	1,388	683
March	1,397	425
February	1,459	440
January	1,285	372
December	1,629	353
November	1,369	418

Code Enforcement Activity Report

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2023)
1.	Opened/Re-opened Cases	110	176
2.	Resolved/Closed Cases	24	87
3.	Written/Formal Notices Issued	13	19
4.	Citations Issued	20	66
5.	Amount in Citations Issued	\$ 9,300	\$ 62,600
6.	Amount in Citations Received (Payment)	\$ 700	\$ 16,800

During the month of April 2023, there were approximately 120 incidents/calls for service referred to or initiated by code enforcement, and 1 case(s) re-opened. Those incidents included but were not limited to construction parking, construction hours, right-of-way encroachments or obstructions, dog barking and off leash, debris in the right-of-way, dead or dangerous trees, TPZ violations, health and safety concerns and violations, political and construction signage, and Atherton Municipal Code (AMC) questions. There were 76 trash receptacle related cases throughout Town this month, each property receiving a courtesy letter, and 3 citations issued for failure to comply.

There was no stop work order(s) issued to properties for non-permitted activities, 25 verbal warnings given with specified deadlines to reach compliance, and 10 initial inspections that are pending follow-up. Code Enforcement continues to utilize both software for tracking purposes and case management.

There was a sharp increase in the number of complaints about weeds on the easements and trash receptacles left on the right-of-way before or beyond the 24-hour window. As a proactive and educational measure, Code Enforcement requested an announcement in the Athertonian summer issue, and the weekly Athertonian for residents (weeds reminder – responsibility to maintain easement). There were fewer construction vehicle parking violations this month, and an increase in requests for alternate parking plans.