

DEPARTMENT AND DIVISION

MONTHLY REPORTS



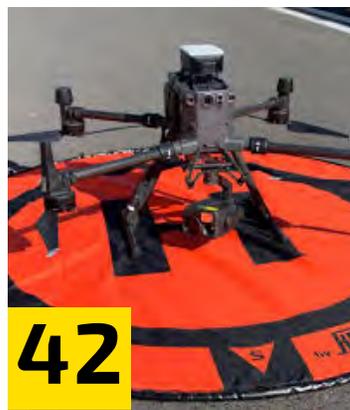
9 TOWN FINANCIAL REPORTS

Building Safety Impressesions
Construction and Permit Summary
Based on Fiscal Year - Year to Date
Fiscal Year for Budgetary Comparisons

	Dec-25	FY 2025-26	FY 2024-25
	YTD	YTD	YTD
Total Construction Valuation*	\$92,891,122	\$184,401,143	\$168,426,680
REVENUE			
Plan Check Fees Collected	\$87,751	\$344,203	\$270,437
Permit Fees Collected	\$155,486	\$718,276	\$718,759
Other Fees Collected	\$4,085	\$95,610	\$92,483
TOTAL	\$247,322	\$1,158,089	\$1,081,679
PLAN CHECK			
Applications Received	102	508	410
PERMITS			
Residential			
New Single Family Residential Permits Issued	3	12	13
New Accessory Structure Permits Issued	21	102	127
Addition / Alteration Permits Issued	4	40	46
Remodel / Minor Work / Shading Permits Issued	9	87	91
Plumbing/Nonresidential Permits Issued	21	90	110
Inspected	1	18	12
Inspected	0	2	3
Total	58	336	411
INSPECTIONS			
Inspected	837	5,076	4,940

27 CONSTRUCTION PERMITS @ MID-YEAR

Statistics on the number of building and planning permits issued @ mid-year



42 PD DRONE USAGE

Statistics on the use of the PD Drone

DEPARTMENTAL REPORTS

02 GENERAL ADMIN REPORT

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

9 FINANCE REPORT

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

10 PUBLIC WORKS REPORT

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

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

26 COMMUNITY SERVICES REPORT

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

34 POLICE DEPARTMENT REPORT

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



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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 support 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

Status of Vacancies:

There are 44 full-time authorized positions within the 2025/26 Budget. Of that total, there are 14 employees within the City Manager’s Office, Finance Department, Building Department, and Public Works Department. Within the Police Department, there are 21 sworn public safety personnel and 9 non-sworn public safety personnel. The Police Department are recruiting for a full-time dispatcher and Police Officer for a Motor specialty assignment. Officer McDonald was promoted to Sergeant and will be sworn in at the January Council Meeting. The Public Works Department will host panel interviews for the open Management Analyst position at the end of January 2026. The Town is currently at 97% staffing.

Employee Benefits & Wellness Activities:

The Town of Atherton’s wellness program will continue to be a priority for the City Manager’s Office in 2026. The first installment will be held on March 19 from 12:00 PM – 1:00 PM. The topic will be, “Breaking Through Burnout.”. The instructor will discuss how to understand the root causes of burnout and how to develop strategies.

These workshops will be in-person only and include lunch and refreshments. They are open to Town staff, consultants, appointed committee members, and council.

Community Outreach and Engagement

Senior Task Force (STF)

The STF presented outcomes from their September 2025 workshop to Council in December and received Council approval for their financial request to promote a March 21, 2026, workshop. This workshop will be focused on Memory and will be co-hosted with the Town of Woodside. Staff have been in contact with the STF related to support in developing outreach materials.

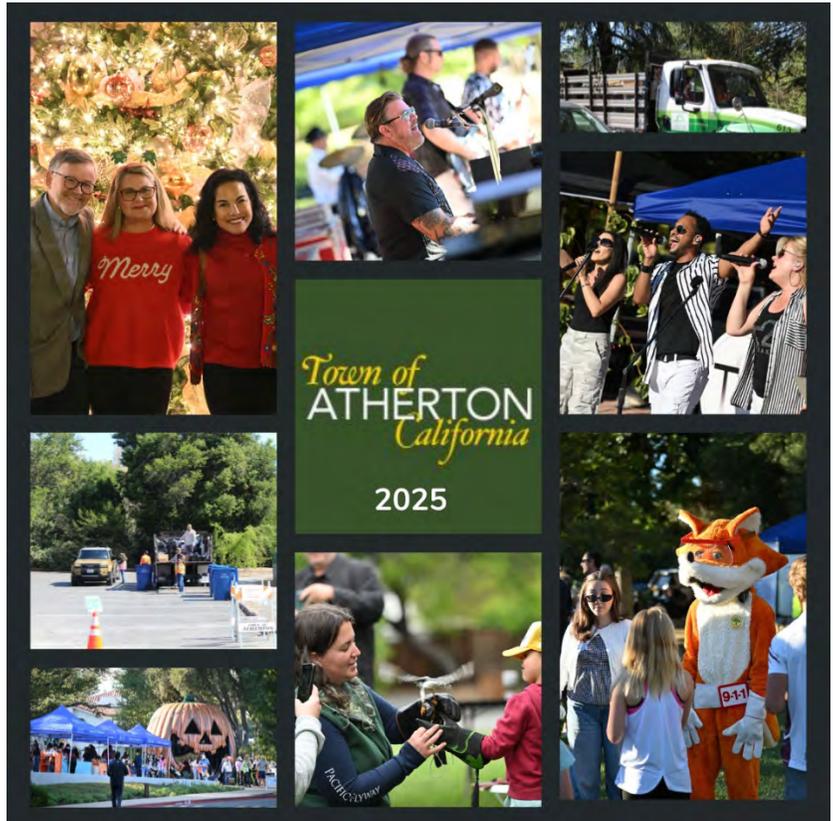
Student and Youth Engagement

No new updates this month.

Outreach Events & Activities:

The Town will continue to build on its community events momentum from 2025. Staff has begun preparation for Earth Day in April, the Annual Waste Wise recycling event in April, and will partner with community groups such as the Senior Task Force and Atherton Youth Advisory Group to bring forward relevant and engaging activities that support all Atherton residents.

Over the past year, the Town of Atherton has continued to strengthen its connection with residents through a wide range of community events, educational programs, and collaborative initiatives. These efforts reflect the Town's commitment to sustainability, public safety, youth engagement, and small-town community spirit.



Atherton's annual Earth Day Celebration brought together families, local organizations, and regional partners for hands-on learning about climate action, waste reduction, and environmental stewardship. Complementing this effort, the Town also hosted our annual Waste Wise events, giving residents convenient opportunities to responsibly dispose of documents, electronics, and household materials while learning more about sustainable practices.

Public safety outreach remained a core focus. National Night Out once again drew a strong turnout as neighbors gathered with the Atherton Police Department for an evening of conversation, demonstrations, and community building. The department also partnered with local schools' for Shop with a Cop, a heartwarming holiday tradition that supports children and families in need. And continued community focused events such as Coffee with a Cop to continue the face-to-face engagement our department values.

Seasonal celebrations continued to bring the community together. The Town's Halloween festivities filled Town Center with costumes, treats, and family-friendly activities, while the Holiday Celebration welcomed residents for music, refreshments, and winter cheer. The Atherton Youth Advisory Group brought back Easter activities to Holbrook-Palmer Park in 2025.

These events were made possible through strong partnerships with community groups, nearby jurisdictions, and local agencies, including the Atherton Library, Friends of the Library, Atherton Youth Advisory Group, and Senior Task Force. Together, these partnerships help expand programming, share resources, and create meaningful experiences for residents of all ages.

Collectively, these outreach efforts highlight Atherton's dedication to fostering a connected, informed, and engaged community—one event at a time.

In 2026 staff are kicking off workshops to educate residents on topics that will have direct and meaningful impacts to Atherton.

Community Workshop on Understanding Senate Bill 79

- **When:** January 20, 2025 (at 6:00 PM)
- **Where:** Atherton Council Chambers – 80 Fair Oaks Lane, Atherton, CA 94027

New State Housing Law and Its Potential Impact on Our Community

The Town of Atherton is closely monitoring Senate Bill (SB) 79, a new state housing law that prioritizes residential development near transit stops. This legislation mandates that housing projects located within specific distances of transit-oriented development (TOD) stops be considered a "permitted use" on sites currently zoned for residential, mixed-use, or commercial development.

How SB 79 Affects Atherton

The law was adopted in the Fall of 2025 and is set to take effect on **July 1, 2026**. For Atherton, the primary impact centers on properties near the Menlo Park Caltrain stop. Under the new standards, the Town cannot impose density maximums of less than 120 dwelling units per acre (du/ac) for eligible projects, and height limits cannot be lower than 75 feet.

If you want to learn more, we encourage you to attend January 20, 2026, at 6 PM workshop.



Chater City Community Workshop

- Thursday, January 29, 2026 – Kick-Off
- Thursday, February 26, 2026 – Community Workshop
- Thursday, April 30, 2026 – Wrap-Up Workshop

All workshops will be held at 6:00 PM at Atherton Council Chambers | 80 Fair Oaks Lane, Atherton, CA 94027

Atherton is exploring whether becoming a Charter City would provide greater local control over municipal affairs such as governance, elections, contracting, land use, and public finance, within the limits of the California Constitution.

To learn more visit www.atherton.news/charter-city

ATHERTON TOWN CHARTER



COMMUNITY WORKSHOPS & NEIGHBORHOOD MEETINGS

Discover what a charter is, explore the details of the draft charter, and share your thoughts, questions, and ideas.

Kickoff Workshop:

Date: Thursday, January 29, 2026

Time: 6:00 PM

Location: Atherton Council Chambers,

80 Fair Oaks Ln, Atherton, CA 94027

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IT Systems & Activities

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

- IT Special Projects:
 - Assisted with restoring HPP cameras for surveillance
 - Participated in HPP Jennings Pavillion technology review for upgrades and enhancements
 - Spearheaded Historical Train building, coordinating with multiple vendors. (WIP)
 - Updated Infrastructure device firmware and repaired switches in troubled state, restoring web access to GUI.
 - Updated VPN client for lawnet/rims in all police cars from version 11 to version 13.
 - Began implementation of Duo for a Police Department application, Sherlock
 - Continued conversion of .Gov and transitioning staff email domains.

Emergency Management Activities

1. SMC Emergency Managers Association Meetings

The most recent meeting was held on December 18, 2025, and there was a speaker from Santa Clara County Emergency Management Team on how they ran multi-day functional exercise. The group postponed discussions on alert and warning systems, hazard evacuation plans, and crisis communication planning platforms and training until early 2026.

Sustainability

1. Waste Reduction

a. Roll-Off Bins / GreenWaste Franchise Amendment

A franchise amendment was approved by Council in late 2025.

b. Environmental Program Committee

The Environmental Programs Committee (EPC) will meet in early January to review 2026 plans including themes for Earth Day.

c. Refuse & Recycling Committee

There are no new reports. The Refuse & Recycling Committee made recommendations for franchise agreements that were approved by Council in 2025.

2. Electrification

a. E-Leaf Blower Program

Approximately 39 rebates remain available through the Town's Electric Leaf Blower Rebate Program. The rebate program is anticipated to conclude at the end of FY 2025–26.

b. Town Solar

Staff have access to a [dashboard](#) that will track the 100% renewable energy generated by solar panels. This data will be made available for public review.

3. Climate Action Plan Dashboard

KLA will continue to support Atherton with the Climate Action Dashboard, that will include development of storylines and graphics.

ADU Match Program Update + ADU Mixer (November 13, 2025)

HIP Housing will make a report to Council at the January 21, 2026, Council meeting.

City Clerk Activities CURRENT and ON THE HORIZON

There are currently 7 open Public Records Request that staff are working to complete.

Public Information Stats & Analytics

1. Athertonian

Staff are preparing the End-of-Year edition of The Athertonian, highlighting each department's key initiatives, milestones, and accomplishments from 2025. This will be released at the end of January 2026.

2. Social Media and Public Information Platforms

Staff continue to post on social media and Nextdoor—at least once weekly—to drive online engagement and broaden outreach across the community. Content highlights include safety reminders, transportation updates, climate initiatives, and community events.

To further enhance outreach, staff are developing a photo repository to support diverse topics and create engaging, visually consistent graphics. The goal is to build a robust library of Atherton-specific and stock images to strengthen future posts and digital communications. The reporting period covers December 1 – December 30, 2025

City Clerk Monthly Report
January 21, 2026

Platform	Number of followers	Impressions or Accounts Reached
Twitter/X	0.3% increase, a total of 642 followers	182 impressions (12.5% decrease)
Instagram	2 % increase, a total of 2k followers	7.9 impressions (-11.1% decrease)
Facebook	3% increase, a total of 684 followers	1.1k impressions (14.3 % decrease)
NextDoor	10 new members, a total of 5,698 members, and 2,445 households claimed	200 impressions (50 % increase)



The Cross Channel Report is a cumulative report of social media performance across X, Instagram, and Facebook for the Town. One key metric staff is working to increase is our general social media activity.

During this period, the total number of posts across all channels decreased by 8%, yet overall engagement grew by 14%, indicating stronger audience interaction despite fewer updates. Follower growth remained steady at 2%, with Instagram leading in engagement increase (+17%). Impressions declined by 11.5%, suggesting an opportunity to boost content reach. Consistency in follower growth and engagement improvements are positive signs to build upon.

- Instagram engagement increased by 17% with stable posting frequency
- Facebook followers grew by 3% despite a 10% drop in posts
- X (Twitter) engagement and awareness doubled (+100%) even with fewer posts

Town website subscriber group:

Distribution List	Subscribers
Atherton Online	1,662
News Flash (CM & PD)	1,594 & 1,576
Alert Center (CM & PD)	1,368 & 1,574

City Clerk Monthly Report
January 21, 2026

Distribution List	Subscribers
Calendar (Meetings)	1,591

- Website Analytics:
 - December 1 – December 30: 8.1K Active Users
 - Last 7 Days Total Page Views: 1.6K
 - BID Postings = 168
 - Agenda = 157
 - Search = 143
- YouTube Analytics
 - 382 Subscribers
 - 1,101 Videos
 - 137,615 Views



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 2025/2026 Revenues and Expenditures

Year to Date

Months Complete – 6

% of Year Complete –50%

	Budget	Revenue	% Received
Park Program	\$ 79,700	\$ 47,690	60%
Planning Permits	\$ 520,300	\$ 258,870	50%
Business Licenses	\$ 298,000	\$ 237,232	80%
Police	\$ 540,450	\$ 248,246	46%
Sales Taxes	\$ 529,000	\$ 118,041	22%
Miscellaneous	\$ 1,282,216	\$ 675,618	53%
Public Works	\$ 685,700	\$ 399,105	58%
Franchise Fees	\$ 943,000	\$ 101,903	11%
Building Permits	\$ 2,449,400	\$ 1,307,476	53%
Property Taxes	\$ 17,384,500	\$ 10,075,467	58%
Total	\$ 24,712,266	\$ 13,469,648	54.5%

	Budget	Expenditures	% Expended
City Council	\$ 59,200	\$ 41,794	70.5%
Administration	\$ 1,494,288	\$ 789,452	52.8%
City Attorney	\$ 310,000	\$ 80,744	26.0%
Finance	\$ 944,442	\$ 517,455	54.7%
Planning	\$ 1,257,350	\$ 445,633	35.4%
Building	\$ 1,811,370	\$ 872,298	48.1%
Interdepartmental	\$ 1,215,162	\$ 607,517	50.1%
Police	\$ 11,139,509	\$ 5,896,190	52.9%
Public Works	\$ 3,902,933	\$ 1,278,332	32.7%
Total	\$ 22,134,255	\$ 10,529,415	47.5%



The Public Works Department consists of a Public Works Director, Maintenance Manager, Associate Engineer, Town Arborist, Office Specialist and Management Analyst (vacant). 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, and BrightView Landscaping.



Field Public Works Services are provided under contract via MCE. MCE provides four (4) 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 sign and 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
January 25	38	12	6
February 25	39	6	12
March 2025	41	6	12
April 2025	38	6	12
May 2025	36	6	12
June 2025	39	10	5
FY 24-25 Total	527	111	124
July 2025	38	6	12
August 2025	39	10	5
September 2025	66	4	2
October 2025	66	4	2
November 2025	60	18	12
December 2025	61	18	24
Total	330	60	57

Services Requests December 2025

- Banner installation on Middlefield Road and Marsh Road
- Installation of Christmas tree and décor at City Hall
- Christmas Event Staging
- Dispatch Monitor installation
- Speed limit sign repair on Elena Avenue
- Holbrook-Palmer Park playground bathroom pump repair
- Holbrook-Palmer Park Fountain repair
- Holbrook-Palmer Park Playschool fence repair
- Holbrook-Palmer Park Playschool floor repair
- Holbrook-Palmer Park tennis court repairs
- Installation of delineators and relocation of Stop sign at Town Center
- Installation of new roadway marker at Oak Grove Avenue and De Bell Drive
- Installation of new roadway marker on Polhemus Avenue
- Speed hump and sign removals on Selby Lane (east-west)
- Speed hump and sign removals at Stockbridge Avenue
- Speed hump and sign removals on Selby Lane (north-south)
- Installation of “Flooded” signage throughout the Town (critical locations)
- Storm Patrol and drain clearing (Townwide)
- Town Center flagpole light repair
- Installation of parking barriers at Town Center
- Responded to downed trees on Catalpa Drive, Austin Avenue, Polhemus Ave and Selby Lane
- Road Patching on Stevenson Lane

General Maintenance and Special Services

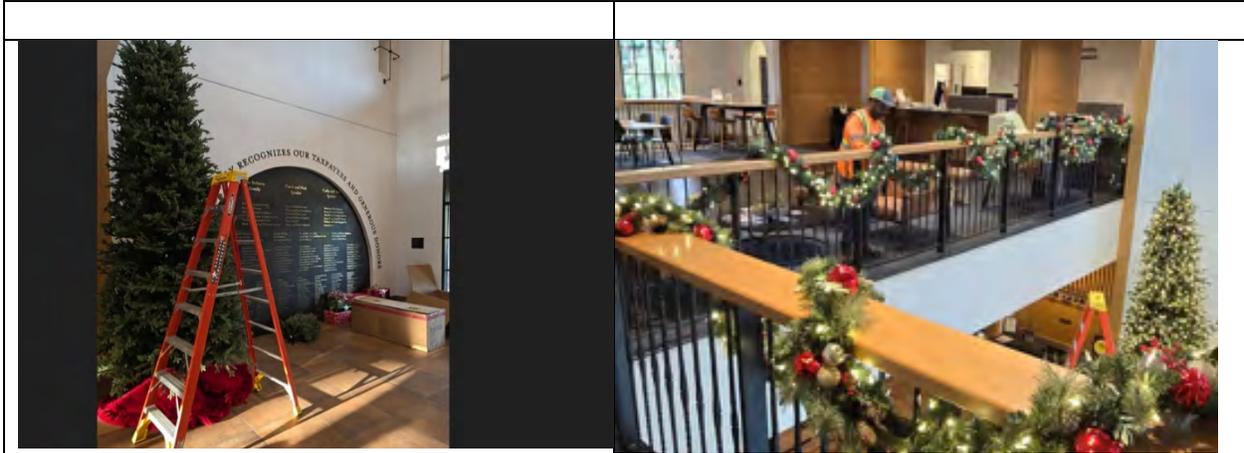
- Weekly litter removal Along ECR, schools (Fridays 2 staff, 2 hours).
- Remove Litter on Marsh Road, Middlefield Road & Alameda de las Pulgas.
- Park General Duties: Garbage Cans, Town wide & ECR litter, ECR landscape & Corp yard clean-up, vehicle/tool maintenance.
- Fire extinguishers (checked/re-charged)
- 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 December 2025

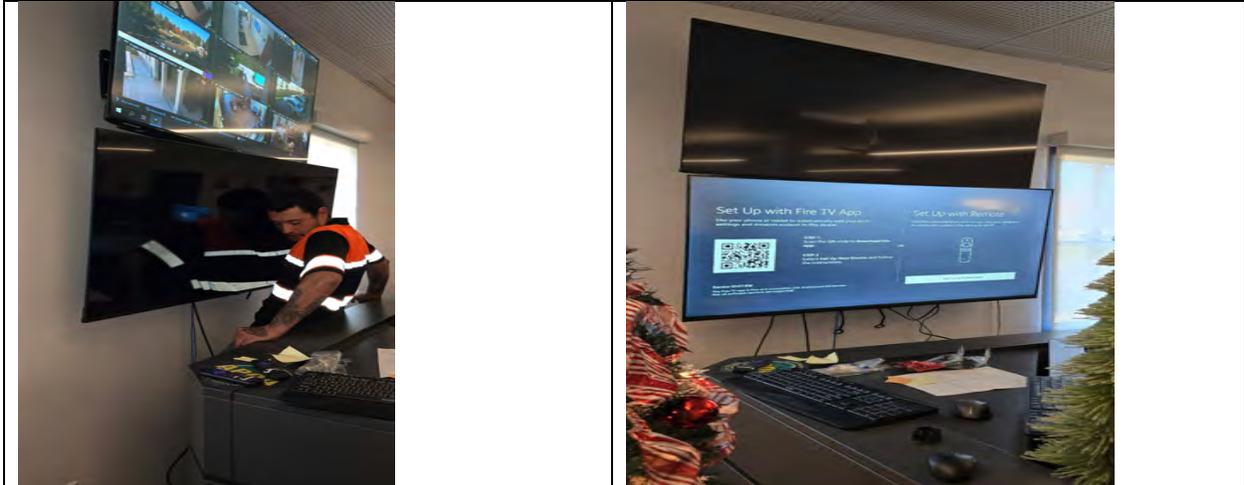
Banner Installation Middlefield Road at Marsh Road



Christmas Tree and Décor Insatllation



Disptach Office Monitor Installation



Elena Avenue Speed Limit Sign Repair



Holbrook-Palmer Park Playground Restroom Pump Repair



New Roadway Markers Oak Grove/De Bell and on Polhemus Ave



Speed Hump Removal (Various Locations)



Road Patching Stevenson Lane



Trees Down (Various Locations)



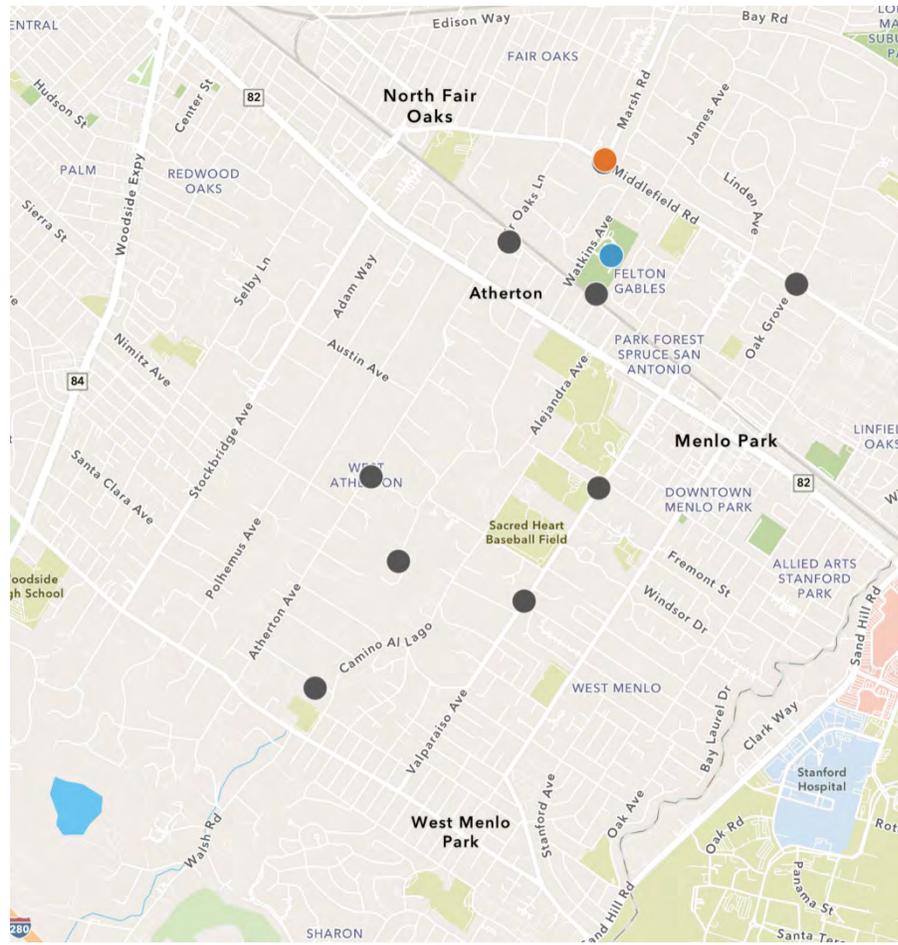
See Click Fix December 2025

Showing Results from 12/1/2025 to 1/1/2026

Hide Empty Rows

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

Category	Created	Ack	Closed
Street Sign	2	0	1
Debris Blocking Roadway	1	1	1
Illegal Dumping	1	0	1
Parks and Playgrounds	1	0	0
Pothole	1	0	1
Private Property Issue	1	1	1
Street Light	1	1	1
Trash and Recycling	1	1	1
Trees	1	1	1
Other	1	0	1
Totals	11	5	9

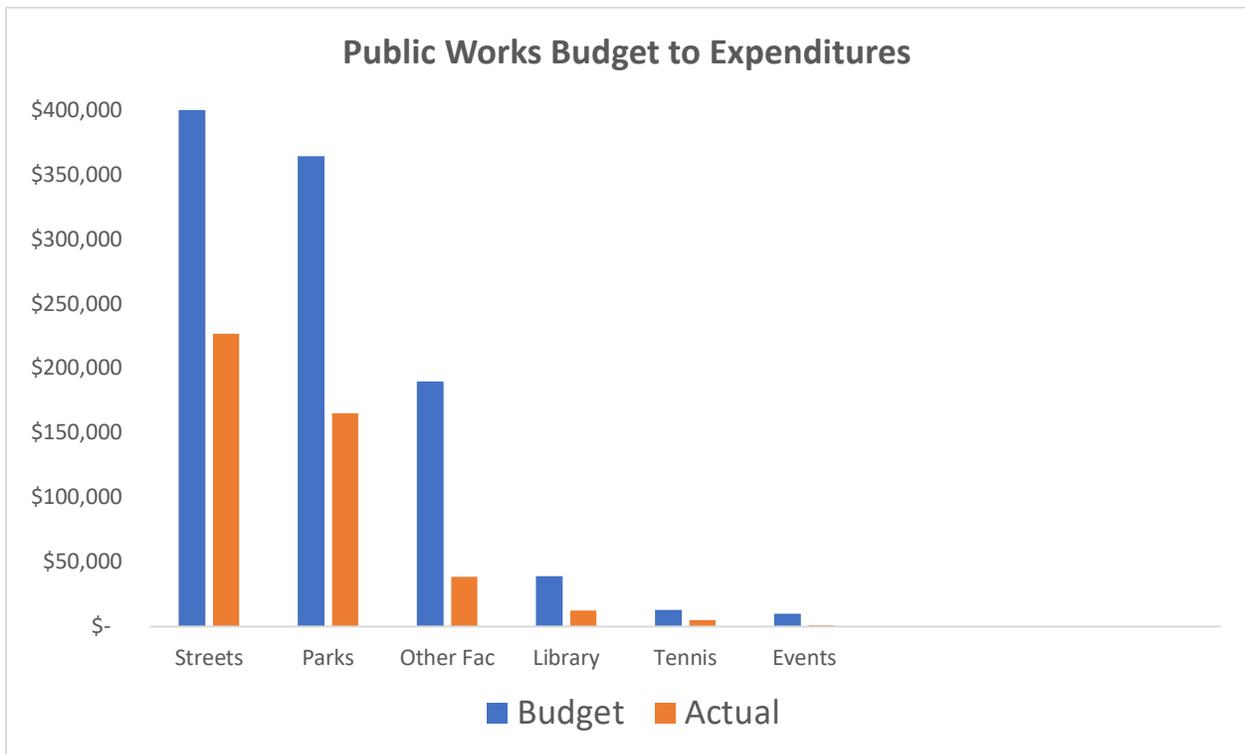


Legend

●	Open
●	Acknowledged/In Progress
●	Closed
●	Archived

Public Works Maintenance Budget versus Expenditures December 2025

Short Code	Accounting Code	Description	Budget	Actual	%
A01	101-53-52031-053	Streets	\$432,600	\$227,273.29	52.5%
A02	101-57-52031-057	Parks (Grounds & Fac)	\$365,000	\$165,661.26	45.4%
A03	101-59-52031-059	Other Facilities	\$190,000	\$38,589.39	20.3%
A04	213-30-52031-000	Library	\$39,000	\$12,206.95	31.3%
A05	101-58-52031-000	Tennis	\$13,000	\$5,169.90	39.8%
E06	101-58-52030-058	Event Services	\$10,000	\$1,241.92	12.4%
Total			\$1,049,600	\$450,142.71	42.9%





The Public Works Director 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 typically provided via contract. With the departure of Catered Too, temporary personnel have been contracted to manage all park events and rental services, to include rental of fields, buildings, and picnic areas until a permanent vendor is contracted. 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 January 2025

Month	North Meadow	Children's Picnic Area	Jennings Pavilion	Main House	Carriage House w/ NM	Field D	Other
23-Dec	0	2	1	1	0	0	0
24-Jan	0	1	0	1	0	0	0
24-Feb	0	0	0	0	0	0	0
24-Mar	3	4	1	1	0	0	2
24-Apr	4	2	0	0	0	0	0
24-May	3	7	2	4	1	0	0
24-Jun	6	9	0	2	2	0	0
FY 23-24	28	37	7	12	9	0	6
24-Jul	4	2	0	0	0	0	0
24-Aug	6	2	3	3	4	0	0
24-Sep	3	1	0	0	0	0	0
24-Oct	5	0	1	1	0	0	0
24-Nov	3	1	1	0	0	0	0
24-Dec	1	0	2	1	0	0	0
25-Jan	1	1	0	0	1	0	0
25-Feb	0	0	0	0	0	0	0
25-Mar	0	0	0	0	0	0	0
25-Apr	0	0	0	0	0	0	0
25-May	0	0	0	0	0	0	0
25-Jun	0	0	0	0	0	0	0
FY 24-25	23	7	7	5	5	0	0

Types of Rental Activity for January 2025

Month	Social Gathering	Wedding	Corporate Gathering	Other
23-Dec	4	0	0	0
24-Jan	2	0	0	0
24-Feb	0	0	0	0
24-Mar	10	0	0	4
24-Apr	3	0	0	3
24-May	14	0	1	2
24-Jun	15	0	4	0
FY 23-24	81	0	6	15
24-Jul	6	0	0	0
24-Aug	16	1	1	0
24-Sep	4	0	0	0
24-Oct	7	0	0	0
24-Nov	5	0	0	0
24-Dec	4	0	0	0
25-Jan	3	0	0	0
25-Feb	0	0	0	0
25-Mar	0	0	0	0
25-Apr	0	0	0	0
25-May	0	0	0	0
25-Jun	0	0	0	0
Total	45	1	1	0

Revenue from Rental Activity for January 2025

Month	Revenue Fees	10% Catering Fee	Revenue to Town
23-Dec	\$2,500.00	\$1,413.84	\$3,913.84
24-Jan	\$850.00	\$0.00	\$850.00
24-Feb	\$0.00	\$0.00	\$0.00
24-Mar	\$9,100.00	\$0.00	\$9,100.00
24-Apr	\$1,375.00	\$0.00	\$1,375.00
24-May	\$12,275.00	\$0.00	\$12,275.00
24-Jun	\$8,650.00	\$0.00	\$8,650.00
FY 23-24 Total			\$59,695.18
24-Jul	\$1,000.00	\$0.00	\$1,000.00
24-Aug	\$18,160.00	\$0.00	\$18,160.00
24-Sep	\$2662.00	\$0.00	\$2662.00
24-Oct	\$4652.00	\$0.00	\$4652.00
24-Nov	\$3617.00	\$0.00	\$3617.00
24-Dec	\$9417.00	\$0.00	\$9417.00
25-Jan	\$987.00	\$0.00	\$987.00
25-Feb			
25-Mar			
25-Apr			
25-May			
25-Jun			
TOTAL			\$40,405.00

General and Special Services for January 2025

- 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 January:

- Power Washing Baseball Field Stands
- Repaired gate at the Gilmore house
- Repaired lighting fixture at the Playschool
- Replaced Swings at the Playground
- Installed tree placards
- Event location trash removal
- Playschool heater repair

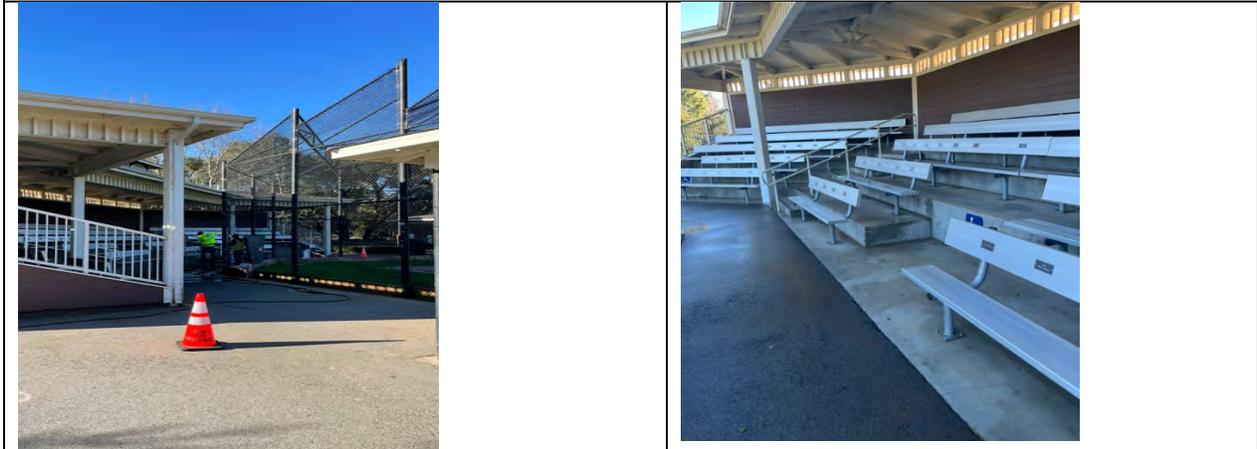
Tennis Court Usage/Reservations

Player Capital Tennis (PCT) manages court operations.

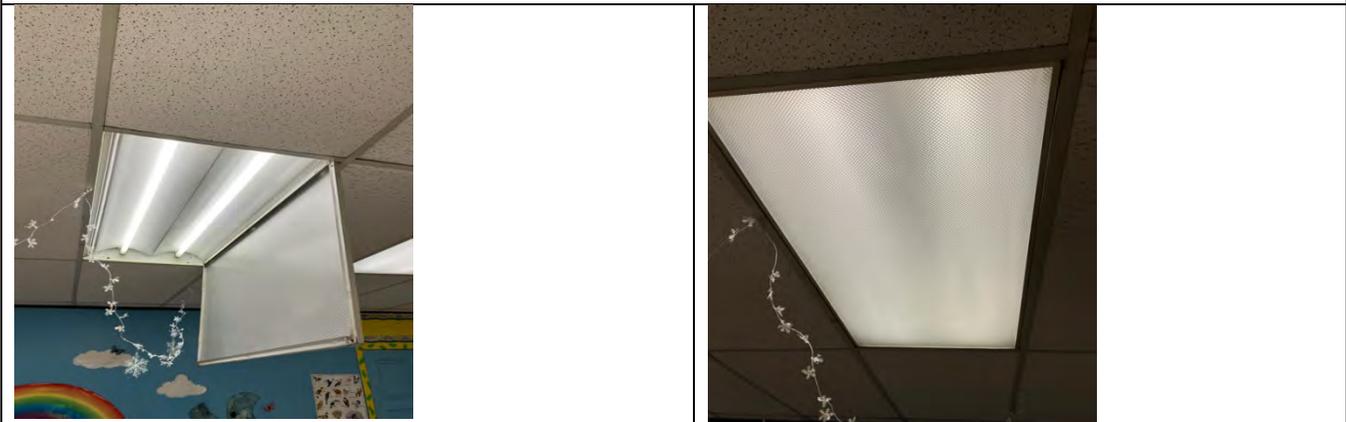
Month	PC Court Hours	# of Students	Private Lessons	Key Holder Hours	Clay Court Hours	Pickleball Court Hours
23-Dec	672	309	397	349	6	N/A
24-Jan	631	325	377	335	4	8
24-Feb	542	297	323	299	6	15.5
24-Mar	653	337	441	393	5	24
24-Apr	677	344	462	422	11	52.5
24-May	724	365	472	433	8	84.5
24-Jun	741	371	496	425	42	124
FY-23-24	8,052	3,889	5,306	4,465	126	308.5
24-Jul	812	415	443	465	64	75
24-Aug	705	408	433	380	39	117.5
24-Sep	805	315	407	395	15	116
24-Oct	797	342	397	325	22	132.5
24-Nov	667	345	415	362	6	169
24-Dec	642	295	367	322	15	125
25-Jan	597	299	351	321	9	167
25-Feb	0	0	0	0	0	0
25-Mar	0	0	0	0	0	0
25-Apr	0	0	0	0	0	0
25-May	0	0	0	0	0	0
25-Jun	0	0	0	0	0	0
Total	5,025	2,419	2,813	2,570	170	902

Photographs of Work Performed in January 2025

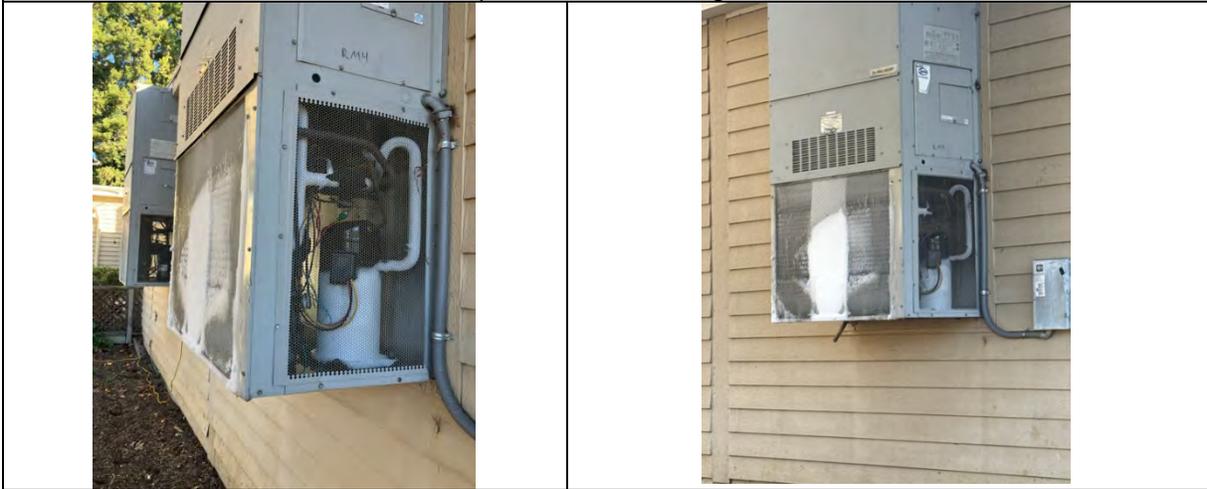
Power Washing of baseball stands



Playschool Light Fixture Repair



Playschool Heater Repair



Playground Swing replacement



Playground Toddler swing replacement



Event Location Trash Removal



Park Tree Placards installed





Town of Atherton

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

Community Services Monthly Report December 2025

Submitted by:
Interwest Consulting Group

Town of Atherton
Building Safety Inspections
 Construction and Permit Summary
 Based on Fiscal Year - Year to Date
 Fiscal Year for Budgetary Comparisons

	Dec-25	FY 2025-26 YTD	FY 2024-25 YTD
Total Construction Valuation¹:	\$62,681,122	\$184,501,153	\$158,625,960

REVENUE

Plan Check Fees Collected:	\$87,761	\$348,203	\$210,437
Permit Fees Collected:	\$165,466	\$718,255	\$716,759
Other Fees Collected:	\$4,060	\$56,010	\$82,453
TOTAL:	\$257,286	\$1,122,467	\$1,009,649

PLAN CHECK

Applications Received:	102	508	410
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PERMITS

Residential:			
New Single Family Residential Permits Issued:	3	12	13
New Accessory Structures Issued:	21	102	127
Addition / Alteration Permits Issued:	4	40	49
Reroof / Water Well / Grading Permits Issued:	9	67	91
Plumbing/Mechanical/Electrical Permits Issued:	21	95	116
Demolition Permits Issued:	1	18	12
Non-Residential:			
New Permits Issued:	0	2	3
TOTAL Permits Issued (2)	59	336	411

INSPECTIONS

Inspections Performed:	537	3,176	4,240
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Footnotes:

¹Valuation: For permitted projects during this period.

² The total permits issued for each Fiscal Year reflect totals through the corresponding month

**Town of Atherton
Building Safety & Inspection**

Planning Projects

December 1, 2025 to December 31, 2025

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	22	147
Planning Commission Items	4	13

Planning Commission Update:

1. Consideration of a request for Appeal (APL25-002) of Notice of Violation/Penalty (CE-25-576) for the removal of a heritage Redwood tree at 97 Placitas Avenue (APN 060-191-140). Withdrawn by applicant prior to meeting.
2. Consideration of a request for Appeal (APL25-003) of Notice of Violation/Penalty (CE-25-350) for damage to a heritage tree at 79 Mesa Court (APN 073-201-170). Penalty was upheld by the Planning Commission, unanimously.
3. Requests for three Heritage Tree Removals (HTR25-0008) to construct a new single-family dwelling with an accessory building (gym) at 84 Elena Avenue (APN 070-212-080) within the R-1A Zoning District. This project was previously noticed for the September 24, 2025, Planning Commission hearing, where it was continued. Since that time the project was modified to eliminate the need for a variance and increase the number of heritage tree removals from two trees to three. The Planning Commission unanimously approved the removal requests after discussion and public comment from both the applicant and adjacent neighbors.
4. Consideration of a resolution recommending amendments to the Atherton Municipal Code (AMC) to adopt an Inclusionary Housing Ordinance. The Planning Commission voted to adopt a resolution that the Council adopt an Inclusionary Housing Ordinance, as recommended by staff, but to remove the applicability of the ordinance to properties within the RM-10 zoning overlay. Ayes: Polito, Levison, Leugers, and Tonelli. Abstain: Seabolt

The 2026 PC calendar is available here. Please let me know if you have any questions or concerns.

Arborist Activity Summary

December 1, 2025 to December 31, 2025

	Site Visits			
	Tree Removal	Inspections	Info. / Consu / C.E	
TOTAL	9	13	2	67

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2025	2024	2023	2022	2021	2020
January	1	5	1	1	0	1
February	0	3	0	1	2	1
March	1	2	0	2	5	0
April	2	1	4	2	3	0
May	2	2	0	4	1	3
June	2	0	3	3	4	2
Jan. to June Totals	8	13	8	13	15	7
July	4	2	1	3	2	4
August	2	5	3	2	2	5
September	1	2	4	2	3	2
October	3	5	0	3	1	1
November	0	1	0	1	3	3
December	3	0	2	2	1	3
July to Dec Totals	13	15	10	13	12	18
Total New SFD Permits:	21	28	18	26	27	25

Plan Check Performance

December 1, 2025 to December 31, 2025

Project Type	Cycles	No of Plan Checks	Average Review Days	Target **	Overdue Plan Checks
Major Plan Check	1st Review	65	11	10	
	Subsequent Rev.	120	5	5	
Minor Plan Check	1st Review	12	2	3	
	Subsequent Rev.				
Total Number of Plan Checks		197			0

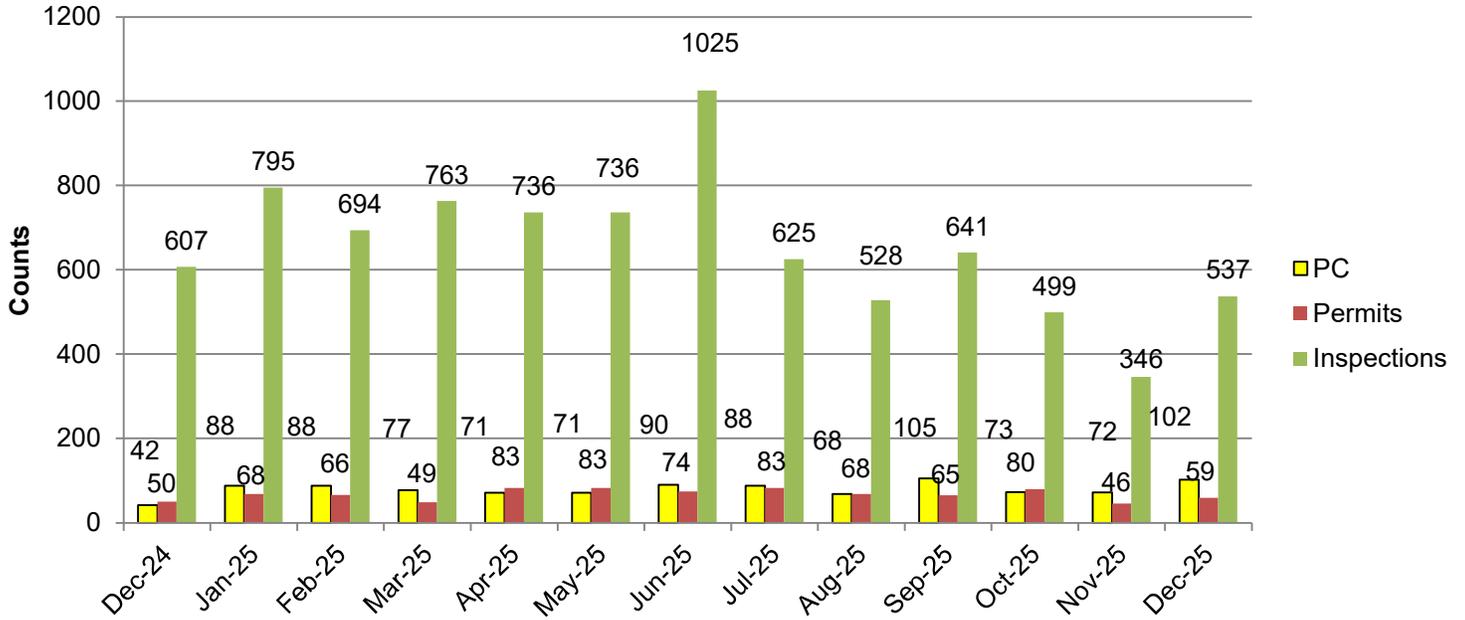
** Target: in working days

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

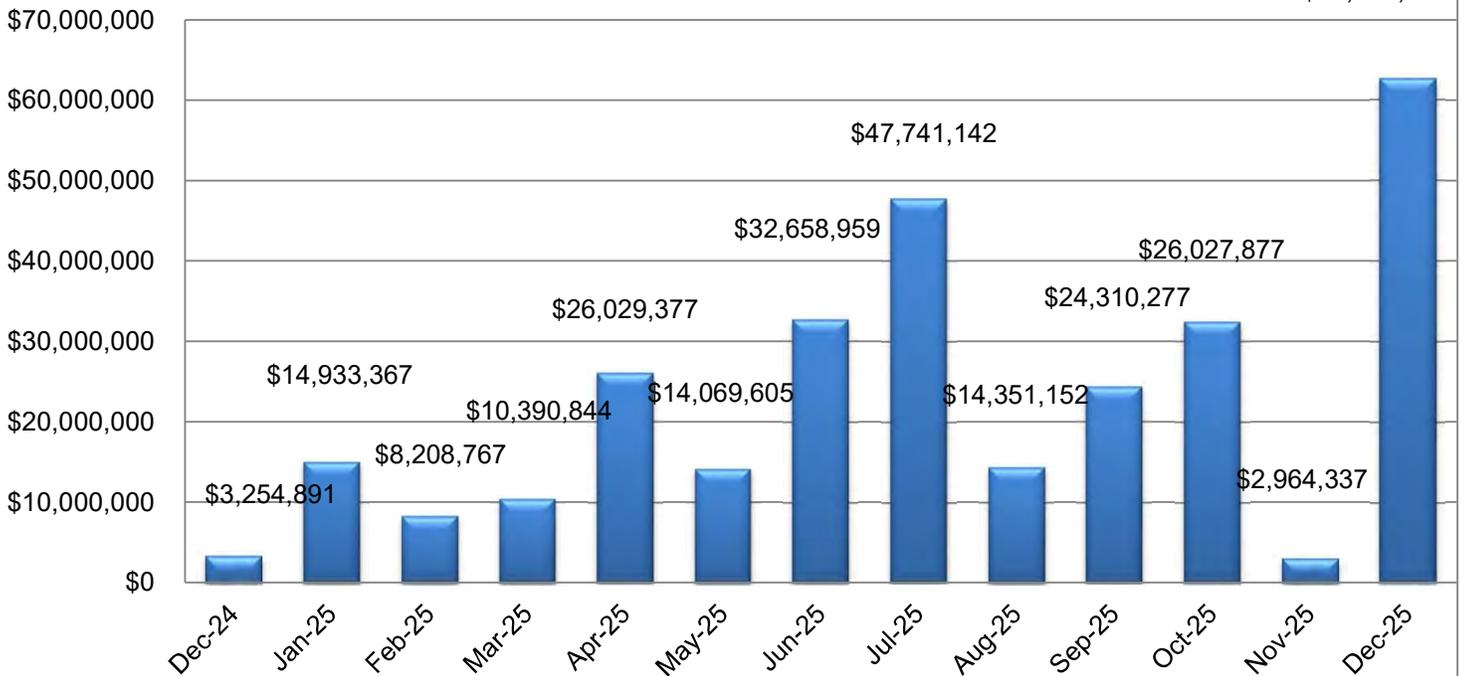
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Permit Valuation

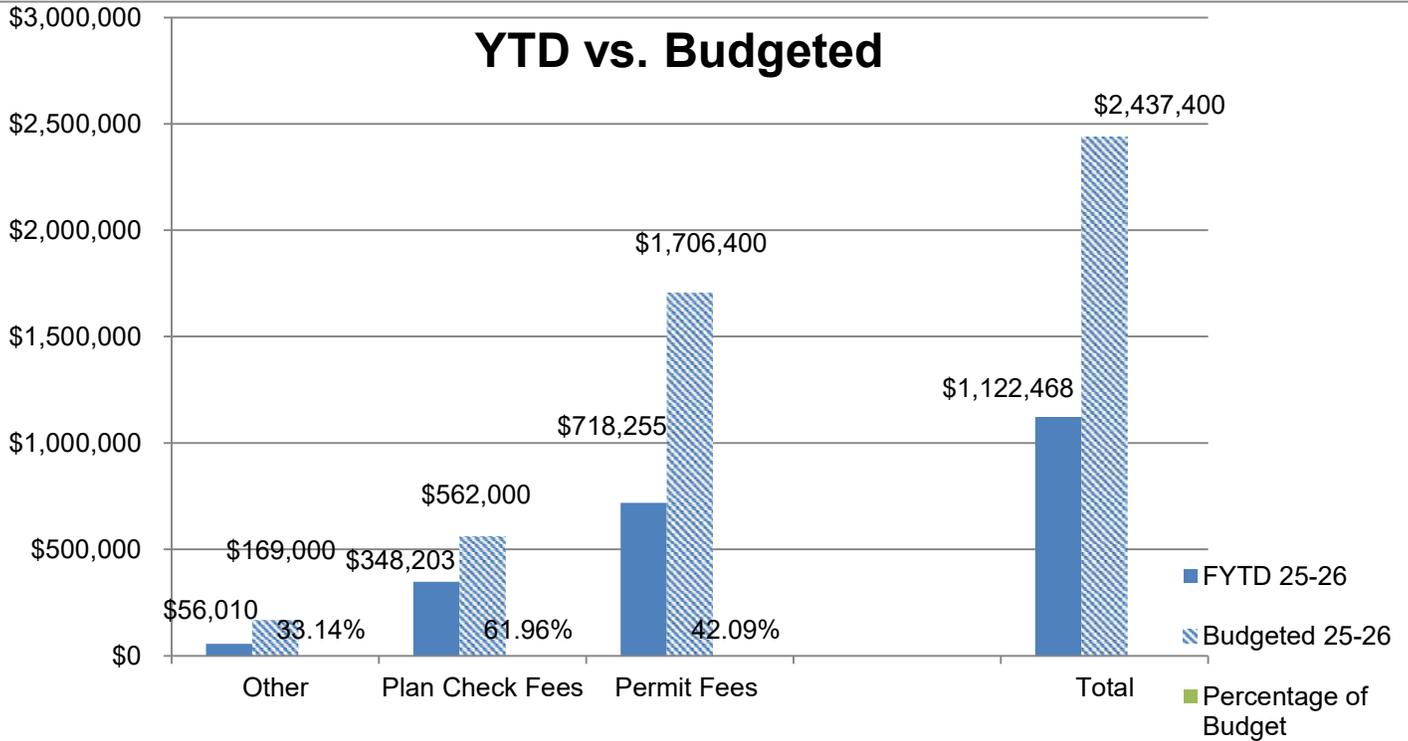


Summary Graphs

Fees (Plan Check & Permit Fees)



YTD vs. Budgeted



Town of Atherton
Summary of ADU's - JADU's - SFR,
Entitled, Permitted, Finaled

	Jan	Feb	March	April	May	June	Total	July	Aug	Sept	Oct	Nov	Dec	Total	Totals
Entitled ADU	3	2	3	2	5	1	16	3	0	1	2	3	7	16	32
Permitted ADU	3	1	3	4	7	5	23	8	3	4	3	2	5	25	48
Finaled ADU	3	6	3	2	0	0	14	0	1	2	1	0	5	9	23
Entitled JADU	0	2	3	0	0	0	5	0	0	0	0	0	2	2	7
Permitted JADU	1	0	1	2	1	0	5	2	0	0	0	0	1	3	8
Finaled JADU	0	1	0	0	0	0	1	0	0	0	0	0	1	1	2
Entitled SFR	1	0	2	1	3	0	7	2	2	0	1	0	2	7	14
Permitted SFR	1	0	1	2	2	2	8	4	2	1	3	0	3	13	21
Finaled SFR	1	5	1	3	1	3	14	0	1	4	3	0	5	13	27

	2022	2023	2024	2025	2026	2027									Totals
Entitled ADU	53	35	26	32											146
Permitted ADU	25	44	46	48											163
Finaled ADU	17	24	14	23											78
Entitled JADU	10	9	4	7											30
Permitted JADU	5	8	0	8											21
Finaled JADU	0	2	7	1											10
Entitled SFR	20	17	26	14											77
Permitted SFR	26	18	28	21											93
Finaled SFR	17	29	11	27											84

**Town of Atherton
Building Safety & Inspection**

Active Construction Time Limit Penalties

December 1, 2025 to December 31, 2025

<i>Project Address</i>	<i>Issue Date</i>	<i>CTL Deadline</i>	<i>Adjusted CTL **</i>	<i>Penalties Pd.</i>	<i>Est. Completion</i>
234 Park Ln	3/7/2022	3/7/2025	7/24/2025	\$220,000	7/1/2026
89 Douglas	6/30/2022	6/30/2025	11/16/2025	\$30,000	3/16/2026

Total Penalties Deposited: \$250,000

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	\$828,000.00
2023	\$559,000.00
2024	\$780,000.00
2025	\$427,000.00
Total to Date	\$4,075,000.00



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, two (2) Code Enforcement Officers, a Community Services Officer, 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 December 2025

During this reporting period, there were 40 investigations. Of that total, 19 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 with a suspended license, misdemeanor warrant, felony warrant, DUI, restricted driver operating a vehicle without an interlock device, possession of a controlled substance, possession of paraphernalia, loitering on private property, possession of over 1oz/28.5 grams of marijuana, and child abuse.

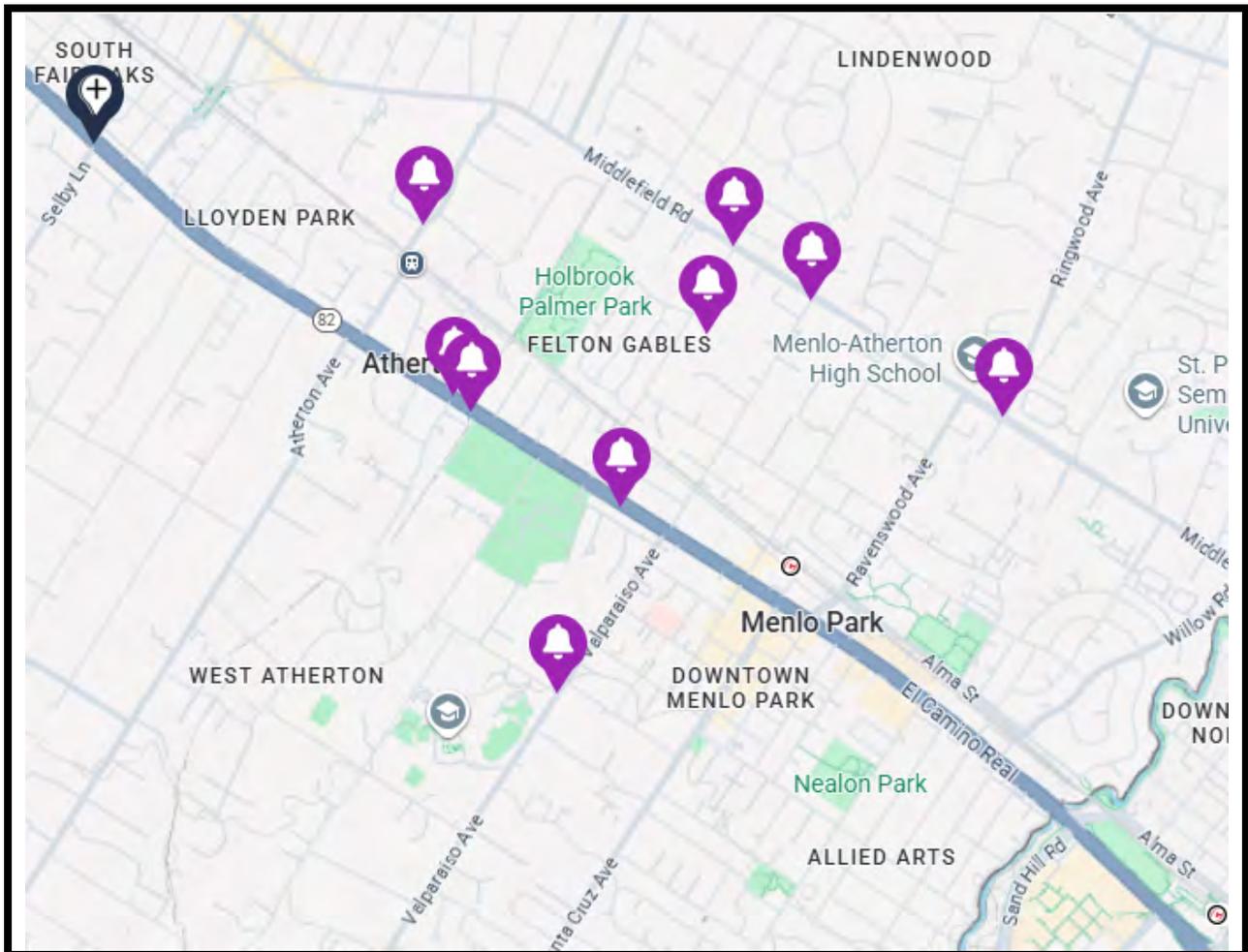
Of the 2,211 total police incidents for the month, 1,424 were officer-initiated incidents. These incidents resulted in 478 citations being issued for vehicle code and other violations. Officers initiated 1,135 other types of incidents that included investigating suspicious vehicles, traffic collisions, 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 378 traffic incident locations, some with multiple stops, for the reporting period. A map of the incident locations for the period can be found via CitizenRIMs at the following link: <https://atherton.citizenrims.com/map>. Enter the Start and End Date for the search and select “Traffic” as an Activity Type.

Traffic Collisions

There were 12 collision locations during this reporting period. The map below indicates the locations of the incidents for the reporting period.

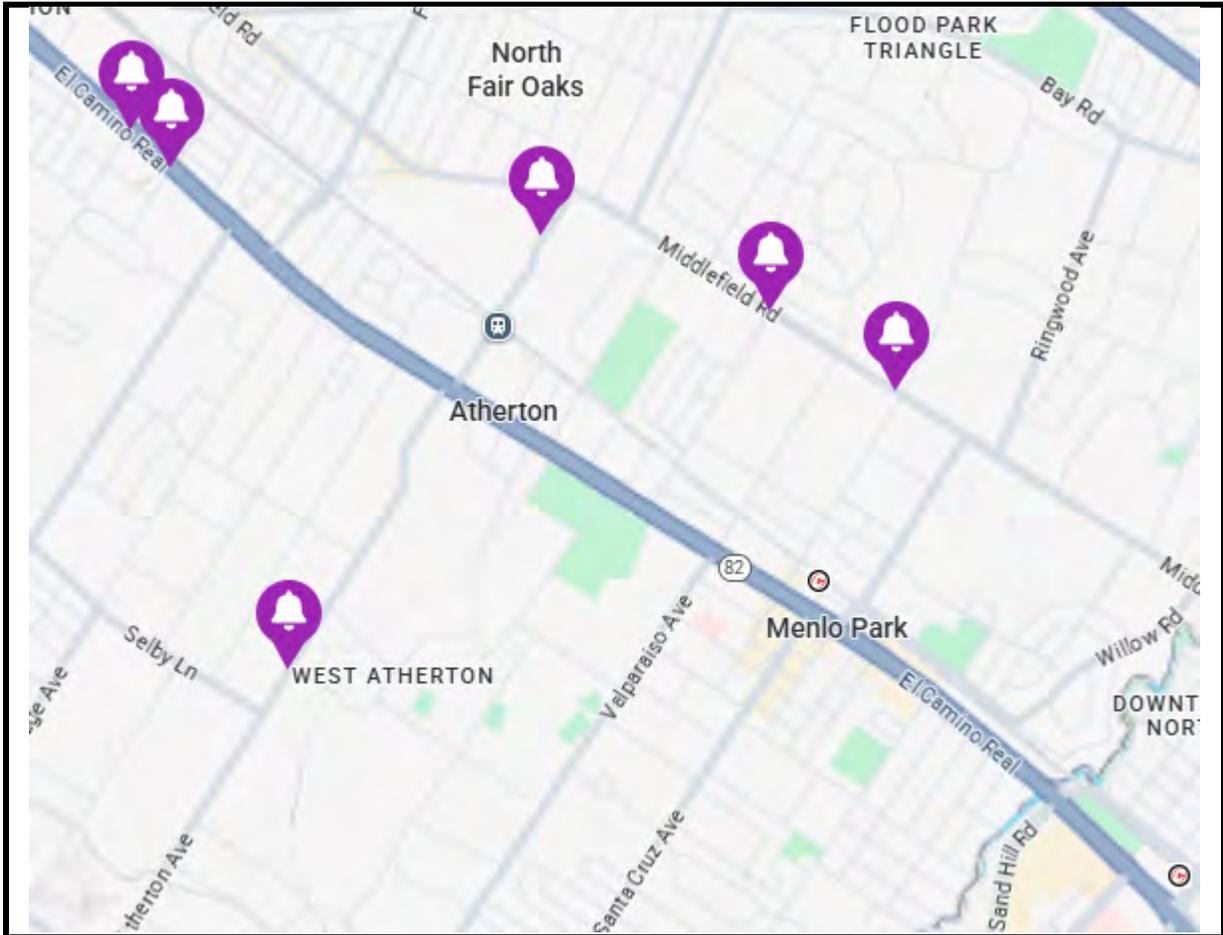


Traffic Complaints

The Atherton Police Department did not receive any traffic complaints for the month of December. The Atherton Police Department conducted extra patrols on Middlefield Road and on Valparaiso Avenue for the changed 30 mph speed limit to the 25 mph speed limit.

Bicycle Traffic Stops

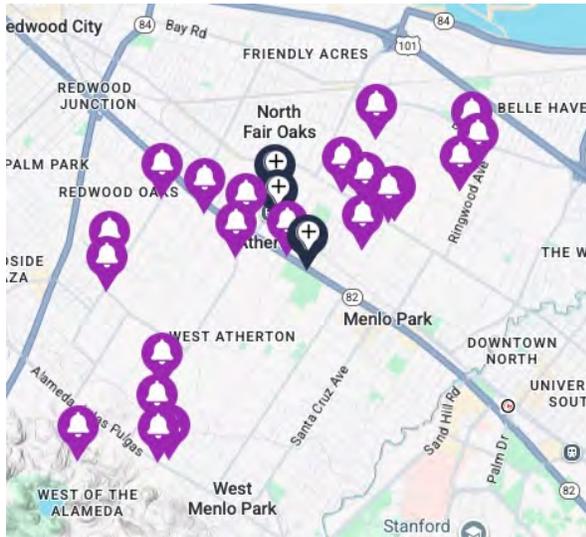
There were 6 bicycle related calls initiated during this reporting period. These calls were for improper lighting (4), a red light violation (1), and an illegal E-scooter/speeding. These stops resulted in 5 verbal warnings and 1 warning citation.



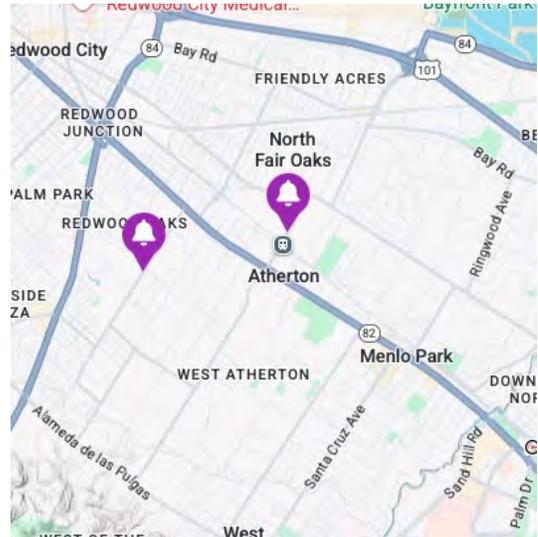
Criminal Activity and Suspicious Circumstances

The Department responded to 123 locations (some locations multiple times) for property crimes (15), person crimes (2), and incidents of suspicious circumstances (105).

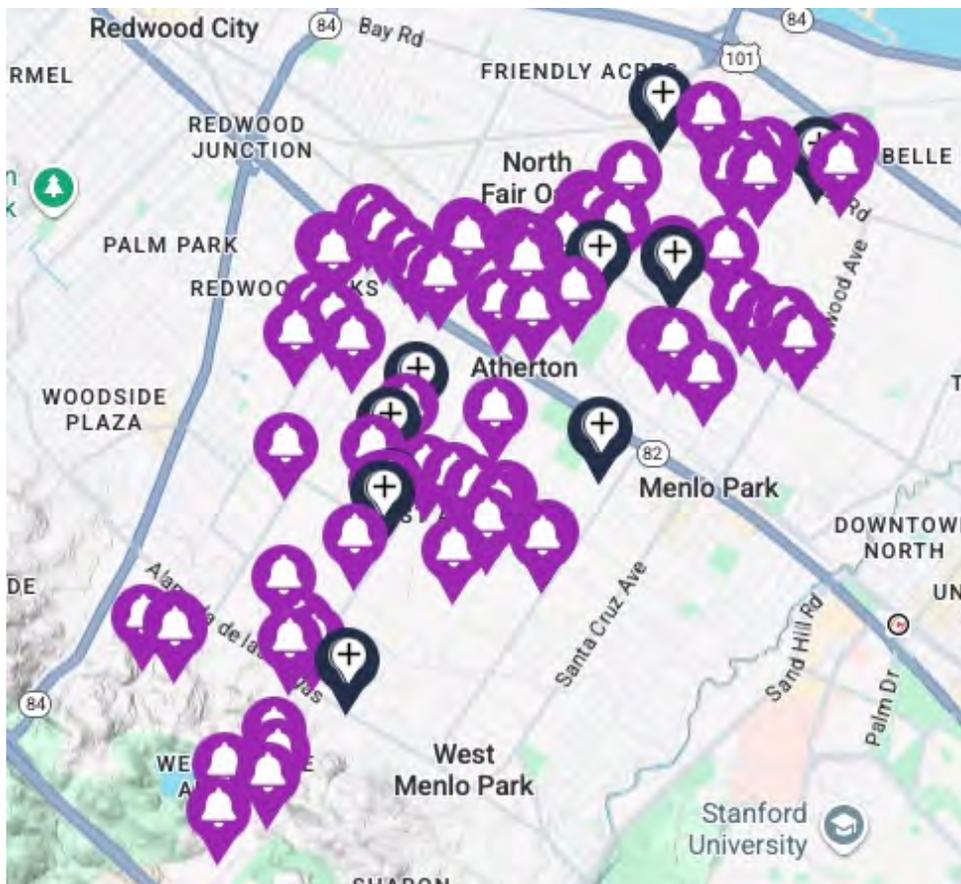
Property Crimes – 15



Person Crimes – 2

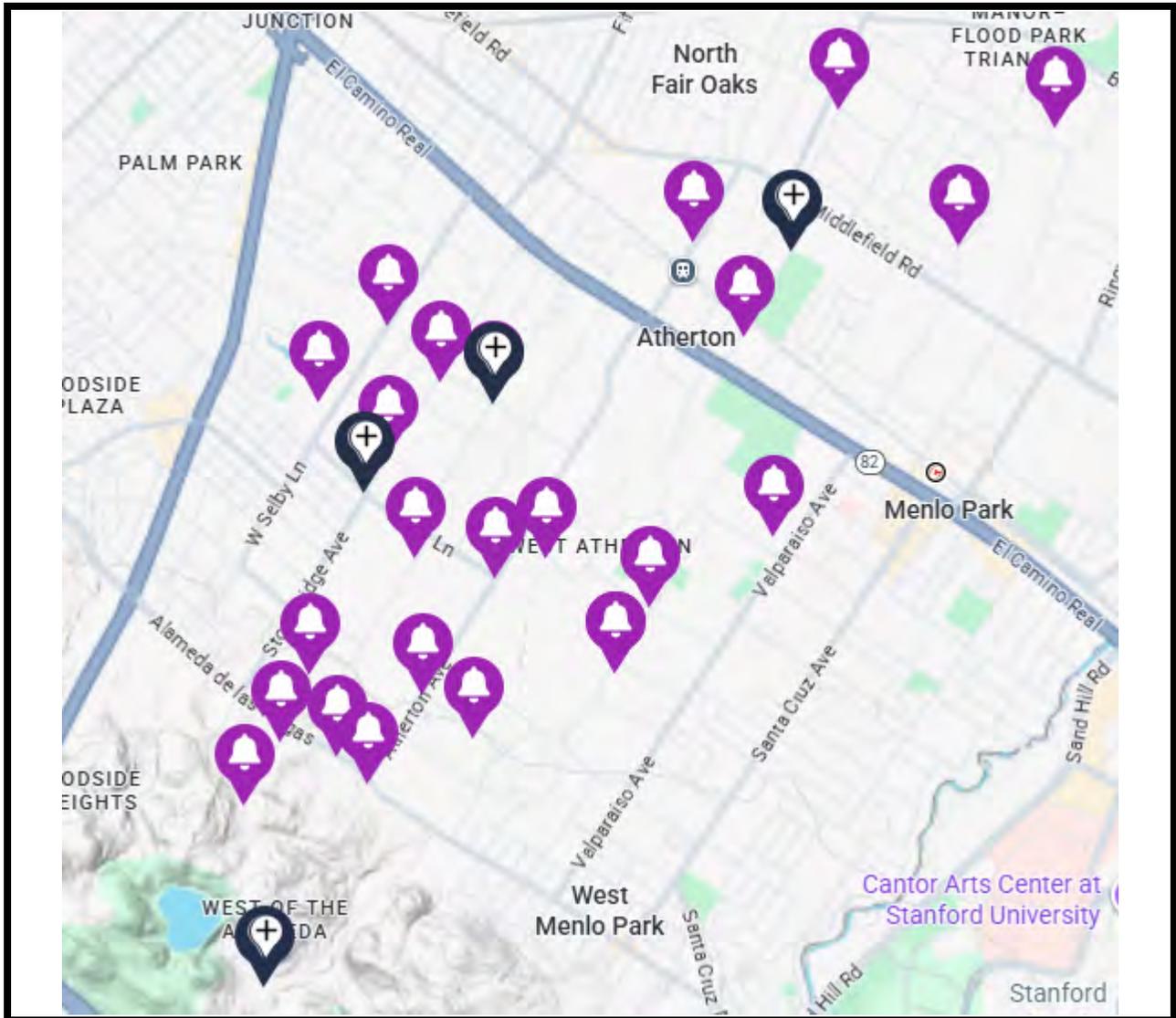


Suspicious Circumstances - 105



Municipal Code Violations

The Department responded to approximately 32 incidents/calls for service regarding municipal code violations. Those incidents included but were not limited to construction work hour violations, construction parking violations, right-of-way encroachments and obstructions, non-permitted work on private/public property, overgrown/non-maintained vegetation, mobile food vendors, free speech/real estate/construction signs, animal nuisances, zoning questions/violations, unmaintained properties, fire damaged structures, neighbor disputes, and heritage tree concerns.



Holbrook Palmer Park

Holbrook Palmer Park had 77 incidents during this reporting period, 73 of which were security checks, foot patrols by officers, and closing/opening the park. The other incidents were for suspicious vehicles and ordinance violations.

Premise Watch

Officers completed 702 House/Vacation checks during the reporting period.

School Incidents

Officers responded to 138 school incidents during the reporting period. These incidents were mostly officer-initiated security checks and adopt a school visits.

Incidents of note from this reporting period:

- On 12/09, the SRO investigated a bicycle stolen from a school campus and authored a report.
- On 12/19, the SRO received a report from Child Protective Services alleging possible child abuse. The SRO investigated and the alleged crime did not occur.

The current reporting period is highlighted in the table below. All other columns represent the months preceding and prior year.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	6	7	8	10	8	4	-	5	10	6	2	5	71
	Security	28	24	38	21	13	13	20	15	23	30	7	13	245
	Traffic	-	-	2	1	-	2	-	-	-	1	-	1	7
<i>Las Lomitas</i>	Other	10	7	6	7	6	2	3	3	10	4	5	11	74
	Security	14	14	29	14	4	13	7	6	12	19	7	9	148
	Traffic	-	-	-	-	1	1	-	-	-	-	-	-	2
<i>Laurel</i>	Other	3	1	9	4	6	1	-	3	7	6	2	6	48
	Security	2	2	15	9	5	3	2	3	7	4	1	1	54
	Traffic	2	-	1	-	-	-	-	-	-	-	-	1	4
<i>M-A HS</i>	Other	35	39	43	35	61	22	22	23	40	45	22	15	402
	Security	16	21	42	29	22	19	23	19	23	34	15	19	282
	Traffic	-	-	1	-	-	-	-	3	-	-	-	-	4
<i>Menlo College</i>	Other	14	15	23	41	28	20	18	3	31	32	28	25	278
	Security	15	9	18	24	11	10	10	30	4	10	5	4	150
	Traffic	4	1	-	2	1	4	-	2	-	5	2	1	22
<i>Menlo School</i>	Other	3	1	1	6	2	2	1	-	1	3	4	5	29
	Security	7	3	12	5	-	6	-	2	3	2	1	-	41
	Traffic	-	-	-	-	-	-	-	1	-	-	-	-	1
<i>Sacred Heart</i>	Other	6	-	4	4	10	5	3	3	11	3	10	3	62
	Security	3	1	2	-	1	1	-	1	1	3	-	-	13
	Traffic	-	-	-	-	-	1	-	1	-	1	-	-	3
<i>Adelante Selby</i>	Other	-	3	11	10	5	5	-	8	11	6	4	5	68
	Security	23	24	18	22	10	19	17	14	17	17	9	14	204
	Traffic	1	1	-	-	1	-	-	3	-	-	-	-	6
Total		192	173	283	244	195	153	133	148	211	231	124	138	2,225

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 require 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 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	2:25	<4 minutes
Medium	391	4:57	<6 minutes
Low	239	4:03	<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
November	2025	5:16
October	2025	5:54
September	2025	6:38
August	2025	6:56
July	2025	5:21
June	2025	5:50

Total Training Hours for the Reporting Period: 144 HOURS

NAME	TRAINING/HOURS	DATES
McCulley	SMCPSCA Seminar/24 hours	Dec. 3 – 5
Metzger	SLI-559/24 hours	Dec. 14 – 17
Shum	Search, Seizure, & Search Wrt./16 hours	Dec. 15 – 16
Rivera	UAS Operators Course/40 hours	Dec. 15 – 19
Larsen	UAS Operators Course/40 hours	Dec. 15 - 19

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

MONTH	OFFICER INITIATED ACTIVITY	CITATIONS
December	1,424	478
November	879	500
October	1,410	761
September	1,493	866
August	1,309	734
July	1,428	823

Noise Ordinance Violations

Month	Total Reports	Construction	Single-Family	School	Other	In Violation	Unable to Locate
Jan	5	0	2	0	3	1	1
Feb	5	0	4	0	1	0	2
Mar	7	1	3	0	3	1	1
Apr	8	0	7	0	1	1	0
May	4	0	4	0	0	1	0
Jun	5	0	3	0	2	0	0
Jul	4	0	3	0	1	1	0
Aug	5	0	5	0	0	0	0
Sep	14	8	8	0	1	7	3
Oct	7	4	3	0	0	0	0
Nov	4	0	3	0	1	0	0
Dec	2	0	1	0	1	0	0

Drone Use

Month	Total Deployments	Suspicious Person/Veh	Traffic Collision	Alarm	Training/Test	Other
Jan	12	1	0	3	7	1
Feb	23	3	1	3	15	1
Mar	21	4	0	6	9	2
Apr	20	2	1	5	8	4
May	29	3	2	15	3	6
Jun	25	0	0	9	10	6
Jul	29	3	0	12	8	6
Aug	24	0	1	6	8	9
Sep	37	0	0	5	23	9
Oct	41	1	1	15	10	14
Nov	16	2	0	5	6	3
Dec	19	1	0	5	8	5

Code Enforcement Activity Report

Summary:



Code Enforcement

December 2025 Activity Report



Various concerns, questions, and complaints are received by the Code Enforcement Division every day. Examples of calls for service are construction work hour violations, construction parking violations, right-of-way encroachments and obstructions, non-permitted work on private/public property, overgrown/non-maintained vegetation, mobile food vendors, free speech/real estate/construction signs, animal nuisances, zoning questions/violations, unmaintained properties, fire damaged structures, neighbor disputes, and heritage tree concerns.

In response to community concerns, Code Enforcement, along with Patrol and Traffic Units, began enforcing newly enacted Residential Permit Parking on Maple Avenue and Ashfield Rd.

During the month of December, there were 6 Warning Citations, and 12 Parking Citations issued to unpermitted vehicles parked on Maple and Ashfield.

Continued directed enforcement in the area remains a top priority and we will begin to routinely include these statistic in our monthly reporting.

Activity	December Totals
New Cases	39
Closed Cases	30
Inspections	139
Notices Written	64
Citations	6
Courtesy Letters	6
Fines Issued	\$ 3,900

