



# Town of Atherton

**FISCAL YEAR 2022/23**

**OPERATING & CAPITAL  
IMPROVEMENT BUDGET**



ATHERTON CIVIC CENTER - LIBRARY CEDAR TERRACE VIEW

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**TOWN OF ATHERTON - CALIFORNIA**

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**Proposed []**

**FISCAL YEAR 2022-2023 BUDGET**

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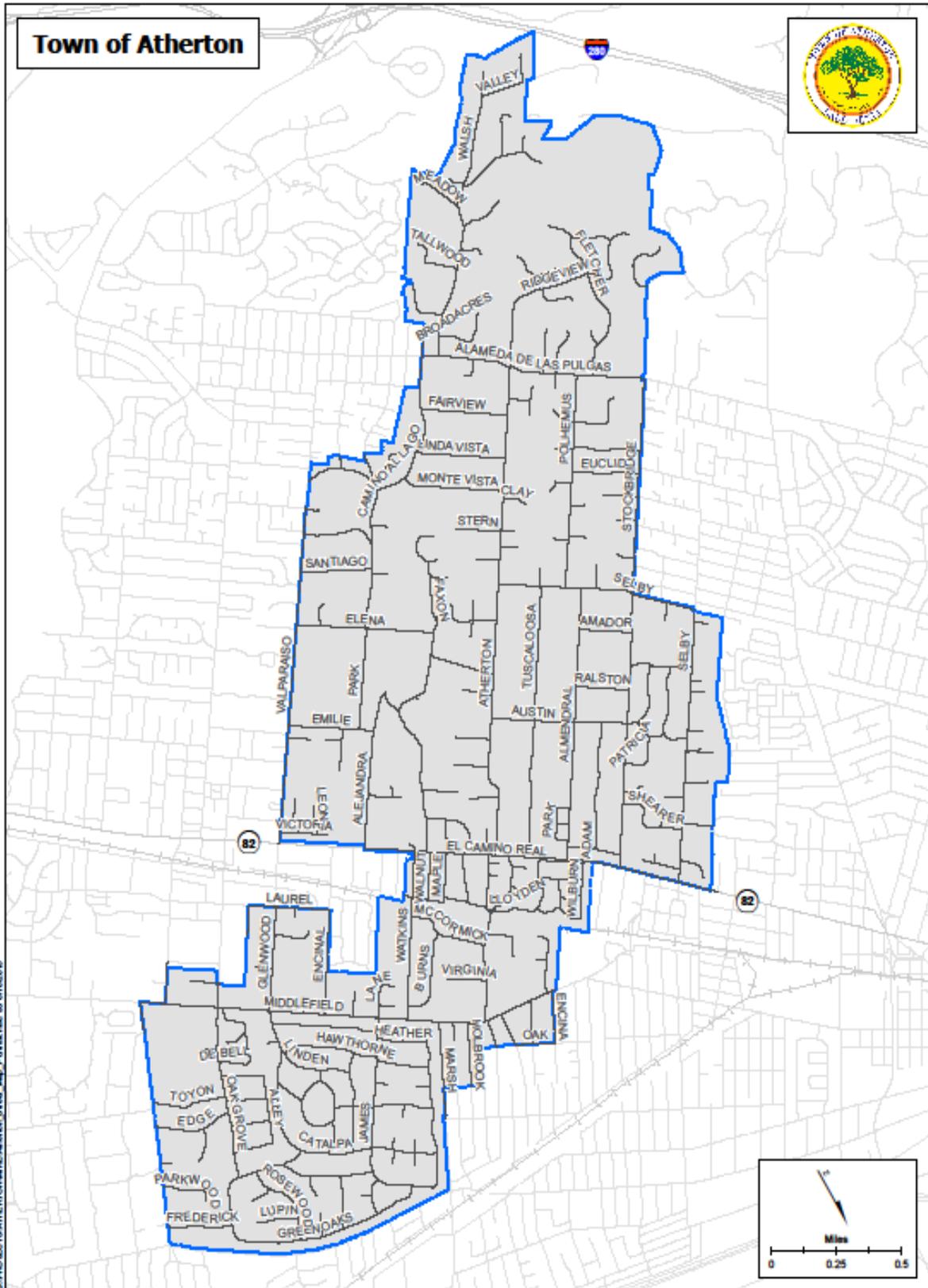
# Mission Statement

The Town of Atherton is committed to providing exceptional public safety and municipal services in a professional and fiscally responsible manner preserving our rural heritage.

## We Believe:

- ❖ that the business of government must be conducted with the utmost in transparency, accountability, integrity, and professionalism;
- ❖ that providing an environment of open decision-making, together with clear communication, honors the public trust;
- ❖ that the Atherton community deserves personalized and professional public service that is built on equitable treatment, openness, respect, and civility;
- ❖ that through teamwork, unity, and collaboration we can provide a welcoming approach to democracy;
- ❖ that fiscal responsibility, accountability, and stability are important facets of good government;
- ❖ and that visionary leadership includes both a well-informed electorate and well-informed town officials working toward a goal of effective and efficient town operation

# Town of Atherton



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## **History of Atherton**

### **Fair Oaks**

In 1866, Atherton was known as Fair Oaks, and was a flag stop on the California Coast for the Southern Pacific Railroad between San Francisco and San Jose for the convenience of the owners of large estates living north of Menlo Park. The entire area was called Menlo Park. It was part of the Rancho de las Pulgas, which is now southern San Mateo County.

### **Incorporation of Atherton**

In 1923, Menlo Park wanted to incorporate its lands to include Fair Oaks. During a meeting of the representatives of the two communities, the Fair Oaks property owners maintained their community as a strictly residential area, and they would incorporate independently. Both groups rushed to Sacramento, but the Fair Oaks committee arrived first. It was at that time they realized that they could not keep the name Fair Oaks, as it was already the name of a town near Sacramento. It was decided to honor Faxon Dean Atherton who had been one of the first property owners in the south peninsula and name the town for him. Atherton was incorporated on September 12, 1923.

### **Town Name**

Faxon D. Atherton, originally from Massachusetts, had spent several years as a trader in tallow, hides, and merchandise. His friend and business associate, Thomas Lark, had written to him about the opportunities, for family and business, on the San Francisco peninsula. Atherton purchased over 600 acres in 1860. His home, Valparaiso Park, was built several years later.

With the development of the railroad, other San Franciscans established summer homes further south. The dirt roads were usually treacherous in the winter and the families would only visit May through September.

### **Estates & Residents**

The Mayor of San Francisco, Thomas H. Selby, purchased over 400 acres and called his estate Almendral. John T. Doyle, an attorney, also built a home off Middlefield Road, Ringwood. James C. Flood, owner of Linden Towers, is now known as Lindenwood. The Joseph A Donohoe estate was Holmgrove and is now the site of Menlo Atherton High School. James Thomas Watkins' home was Fair Oaks, which stands today on Alejandra Avenue, after being moved twice.

Edward E. Eyre reigned as the first mayor and in 1928, the residents voted to build a Town Hall, which is still in use today. The early residents sought to build a town that would be divided into large parcels and would not contain businesses. During the 1920s and 1930s, a few of the large land holdings were subdivided, including James Floods' estate in 1938. In the 1940s and 1950s, over 80 subdivisions were recorded bringing the era of large estates to a close

### **Present**

The Town of Atherton is approximately five square miles. The city is located in San Francisco Peninsula in southern San Mateo County. Atherton is a small, rural, and residential community, with no industrial land-use base. Native live oaks, white oaks, bays, redwoods, cedars, pines, and other ornamental trees cover the five square miles of town. Atherton's population is 6,718, according to California Department of Finance. There are approximately 5,241 registered voters and 2,500 households. The median age is 48.2 years. A California general law city incorporated

in 1923, Atherton operates under the council-manager form of government. A five-member City Council is elected at large to four-year terms. The Council annually selects a Mayor and Vice Mayor from its members. A City Manager is appointed by the Council and serves as the chief executive officer. A City Attorney is appointed by the Council to serve as chief legal advisor for the governing body and the administration. Municipal services include: police public safety, public works, community development, park recreation, and library services (JPA-San Mateo County). Fire Protection is provided by Menlo Park Fire protection district. General government activities include city administration, finance, legal services, community development (planning & building services), public works, and public safety. The Summer of 2019, Atherton embarked on one of its largest capital projects in recent history and construction began on a New Town Center. The project includes the construction of a new Administration, Community Development Department, and Police Building; a new Library and renovation of the Historic Town Hall; Includes Site improvements and the construction of a new Council Chambers/EOC. The Town Center Project is nearing its final completion in June 2022. The Town services are move into the new facility in late October 2021. The entire completion of the project, the new Library, civic campus will be completed by the Summer 2022. The Library grand opening was held on June 3, 2022 and with Town Services now in the new Town Center, this historic milestone project is a transformative reality.



**Town of Atherton  
Office of the City Manager  
80 Fair Oaks Lane  
Atherton, California 94027  
Phone: (650) 752-0500**

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**TO:** Honorable Mayor and Members of the City Council  
**FROM:** George J. Rodericks, City Manager  
**DATE:** June 15, 2022  
**SUBJECT: Recommended Operating Budget for FY 2022-2023**

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Staff is pleased to present the City Council with a balanced Annual Operating Budget for FY 2022/23. The Council held four (4) public sessions in review of the Town Operational and Capital Budgets. The FY 2022/23 Operating Budget reflects a positive outlook, as within the next month the Town Center will be complete, and we move into the post pandemic phase. This budget reflects the final close out of a multi-year, multi-million-dollar construction project for new Town facilities. There is a renewed focus of capital infrastructure spending on Town Master Plans as we still have many long-term infrastructure needs. We continue to be fiscally prudent with our resources but are mindful of operational and infrastructure needs. The Town continues to implement current City Council priorities focused upon reducing long-term liabilities, addressing capital project needs, and ensuring that operational needs are met.

Staff incorporated all City Council feedback from the FY 2022/23 Budget meetings, together with additional adjustments, if any, to the Operational and CIP budgets based on identified priorities or projects that need to move forward to the subsequent fiscal year.

CIP projects continue to be identified from the various master plans and residual funding remaining from the Town Parcel Tax is being used. This budget includes an allocation from the Town Unallocated General Fund Balance toward the Town Capital Improvement Fund for CIP projects. This was a result of review of our Financial Planning Model as we discussed our year saving and spending plans based on Council priorities for the Unallocated General Fund Balance. The Town will maintain its annual street maintenance, Neighborhood Traffic Management Action plans, work on Park Master Plan, continue to identify bike pedestrian and drainage maintenance projects.

During the current fiscal year, the CIP has focused on:

- Annual Road Maintenance and Rehabilitation program;
- Green Infrastructure - minor projects;
- Contribution to the Bayfront Canal Collaborative Project;
- Neighborhood Traffic Management plan minor project implementations;

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## Recommended Operating Budget

FY 2022/23

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- Atherton Station Building Design;
- Holbrook Palmer Park Access and Circulation Plan Design; and
- Town Center Project

FY 2022/23 Total General Fund revenues are projected at \$19,583,306 against \$17,729,676 in expenditures. This is a single year surplus of \$1,853,631 before the addition below the line of ERAF and transfers in/out. There is a projected year-end positive fund balance in the General Fund of \$12.56 million. Staff seeks to ensure that the Town's fiscal position remains positive while continuing current programs, policies, and services.

## REVENUE HIGHLIGHTS

The Town's total General Fund revenue for FY 2022/23 is projected to be \$19,583,306. Grants and contributions are only budgeted if they have been authorized and approved by the granting agency. A Cal-Recycle grant of \$5,000 and a Community Oriented Policing Grant of \$155,000 are included as known revenues. Additional notable grant funds the Town received from various organizations/individuals in the current fiscal year is \$1,264,131 toward the construction of the Town Center project.

The table below reflects major General Fund revenue categories for the Town's budget. Some of the items in the table are expanded for additional detail and some include only the rolled-up amount.

	Actual	Orig. Budget	Adjusted Estimate-	Recommended
Category	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
Secured Property Tax	\$9,834,557	\$10,363,791	\$10,578,791	\$11,107,730
Other	\$2,215,794	\$2,223,107	\$2,541,738	\$3,171,428
<b>Subtotal Property Tax</b>	<b>\$12,050,352</b>	<b>\$12,586,898</b>	<b>\$13,120,529</b>	<b>\$14,279,158</b>
<b>Sales Taxes</b>	<b>\$227,335</b>	<b>\$267,000</b>	<b>\$285,000</b>	<b>\$295,000</b>
<b>Franchise Fees</b>	<b>\$908,381</b>	<b>\$938,000</b>	<b>\$959,000</b>	<b>\$1,005,000</b>
<b>Intergovernmental</b>	<b>\$38,942</b>	<b>\$42,600</b>	<b>\$42,600</b>	<b>\$43,000</b>
<b>Business License Tax</b>	<b>\$264,162</b>	<b>\$260,000</b>	<b>\$264,000</b>	<b>\$268,000</b>
<b>Planning Fees</b>	<b>\$231,710</b>	<b>\$220,300</b>	<b>\$220,300</b>	<b>\$225,300</b>
<b>Building Fees</b>	<b>\$1,797,832</b>	<b>\$1,624,000</b>	<b>\$1,752,000</b>	<b>\$1,817,000</b>
<b>Policing Fees</b>	<b>\$67,934</b>	<b>\$158,050</b>	<b>\$209,550</b>	<b>\$294,890</b>
<b>Public Works Fees</b>	<b>\$690,692</b>	<b>\$625,700</b>	<b>\$640,700</b>	<b>\$658,700</b>
<b>Park Program Fees</b>				
Social Fees	\$14,584	\$15,000	\$70,000	\$90,100
Meeting Fees	\$478	\$10,000	10,000	\$10,000
Class Fees	00	\$15,000	15,000	\$15,000
Weddings	\$19,573	\$20,000	\$30,000	\$40,000

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## Recommended Operating Budget

FY 2022/23

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	Actual	Orig. Budget	Adjusted Estimate-	Recommended
Category	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
<i>Day Use Fees</i>	\$11,288	\$10,500	\$10,500	\$16,500
<i>Catering Service Fee</i>			\$5,000	\$5,200
<i>Admin Fees</i>	\$9,683	\$25,550	\$25,550	
<b>Subtotal</b>	<b>\$55,603</b>	<b>\$96,050</b>	<b>\$166,050</b>	<b>\$176,800</b>
<b>Misc. Revenues</b>				
<i>Admin Citations</i>	\$114,850	\$15,000	\$55,000	\$32,000
<i>Cell Lease(s)</i>	\$64,663	\$65,441	\$65,441	\$70,775
<i>Interest Income</i>	(\$89,438)	\$175,000	\$175,000	\$132,000
<i>Knox Playschool</i>	\$41,668	\$89,533	\$89,533	\$89,533
<i>C&amp;D Forfeiture</i>	\$322,600	\$65,000	\$65,000	\$65,000
<i>Other</i>	\$125,465	\$131,225	\$175,625	\$131,150
<i>COVID-19 Relief</i>	\$86,813			
<i>Rule 20A Funds</i>	\$642,521			
<b>Subtotal</b>	<b>\$1,309,142</b>	<b>\$541,199</b>	<b>\$626,199</b>	<b>\$520,458</b>
<b>Total General Fund</b>	<b>\$17,642,085</b>	<b>\$17,359,797</b>	<b>\$18,285,928</b>	<b>\$19,583,306</b>
<i>Excess ERAF</i>	\$1,863,658	\$1,100,000	\$2,279,468	\$2,316,000
<b>Total Revenues</b>	<b>\$19,505,743</b>	<b>\$18,459,797</b>	<b>\$20,565,396</b>	<b>\$21,899,306</b>

- Note – table includes ERAF.

### Educational Revenue Augmentation Fund (ERAF)

During the budget study sessions, it was discussed that there was recent State legislation regarding Property Taxes in Lieu of VLF and the proposed deficiency solution. The State legislation proposed that if a County has insufficient funds to pay for the mandated Property Taxes in Lieu of VLF, funds to close the gap shall be redirected from Excess ERAF. Further, the State legislation proposed that Excess ERAF be capped at FY 2021/22 amounts and any growth in excess ERAF thereafter, be set aside to pay for insufficient VLF amounts. If there are *still* insufficient funds to pay for VLF, the County shall file a claim with the State to be made whole for the VLF shortfall.

Recently during its joint legislation budget meetings, the **excess ERAF/VLF shortfall Trailer Bill was rejected and the FY 19-20 \$96M VLF shortfall backfill was approved.** The Town's Excess ERAF for FY 2021/22 was \$2.31 million. Staff adjusted the FY 2022/23 Budget based on the \$2.31 million received in the current year. During Mid-Year staff will adjust Excess ERAF if it comes in higher as currently the exact amount of ERAF is now unknown, however staff anticipates at least \$2.31 million for the budget.

**ERAF** is considered a vital revenue component for the use on one-time capital projects, reduction of any long-term liabilities, and Town CIP projects and programs. Allocation is reviewed by the Council as part of the budget process. Once staff determines the amount of

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## Recommended Operating Budget

FY 2022/23

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ERAF to be received, a recommendation is made to the Council for its use as part of the coming fiscal year budget. During the last several years, ERAF was instrumental funding for the Town Center construction project. Staff set future ERAF at \$2.31 million per year. This will be monitored each year through the budget process.

### Workers' Compensation and OPEB Contributions

In the FY 2021/22 budget, the City Council allocated \$221,551 to replenish the reserve from the Workers Compensation Fund residual balance. The current year assessment is \$165,000 and is expected to remain the same amount in FY 2022/23. To maintain the required equity reserve, a replenishment is necessary. The Town equity reserve needs a replenishment of \$62,325 to maintain its reserve requirement. Staff included an allocation of \$62,325 to replenish the reserve from the Workers Compensation Fund residual balance. There was a decrease in Workers Compensation expense as staff recommended a reduction in allocation to Town departments as there were enough reserves in the Town's Workers' Compensation Fund. The Police Department allocation was reduced from 11% to 7%. This led to a reduction in Workers Compensation expense of \$119,474. There was a reduction of Workers Compensation allocation expense to all other departments from four percent (4%) to approximately three percent (3%).

In previous fiscal years, the Town made significant contributions toward the OPEB Trust. The Town has taken such steps by significantly funding its Other Post Employment Benefit (OPEB) trust with a total allocation of \$5 million to the Trust. The target contribution was set at \$5 Million. There is now an estimated balance of \$8.66 million in the Trust. The Town has a pay as you go expense for retiree health benefits. For FY 2022/23 the "pay as you go" base amount is expected to be \$566,333. The Town will make an additional contribution of \$67,000 towards the Town OPEB trust to satisfy the amortization of Net OPEB liability. These costs are included and charged to respective departments and allocated to the Employee Benefits Fund. With the next OPEB Actuarial Report, staff will determine if there is a funding plan that will allow withdrawals from the Trust to fund, in part, operational costs.

### Revenue Assumptions

In FY 2022/23, **Property Taxes** represent 74% of the Town General Fund Revenues. The total projected revenue from property taxes is \$14,279,158, approximately 8% or \$1,158,629 over the FY 2021/22 Mid-Year estimate. The Town uses the services of HdL, Property Tax Consultant, to assess future projections. HdL projects that CPI growth will be 2% and that there will be another approximately 2.5% increase due to growth increase in sales prices and low inventory. From early estimates for FY 2022/23 Assessed Property Values are projected to increase \$585 million or 4.5% over FY 2021/22. From FY 2011/12 to FY 2021/22, Atherton has seen a growth in *assessed value* of approximately 205%. Staff projects base property tax revenue to increase by about 4.8% in FY 2022/23.

According to HdL, tax revenue is anticipated to hover 3.5% to 4% over the next couple of years due to gains in median house prices and looks to be valid in the upcoming fiscal year. Property

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## Recommended Operating Budget

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value increases will be at the maximum 2% CPI, and the high value home prices in the Town could continue to carry the increase in property tax revenue in the coming years. In previous years property tax increases have been budgeted between 4.5% to 5%.

Other General Fund revenues for FY 2022/23 include conservative revenue assumptions and reflect minor impacts from COVID-19 pandemic operations. The Town's main source of revenue comes from property taxes. Most other General Fund revenues have seen steady increases over the years based on current trends.

- Building Department and Planning Department revenues are projected to increase by 3.7 percent (%). Staff is projecting that building permit revenues are moving back to normal levels prior to pandemic, as the assumption building activity continues with residential improvements and new construction.
- Public Works revenue reflects a 2.7 percent (%) or \$18,000 increase in revenue. The Department issues Encroachment Permits for construction activity and currently is on pace to return to pre-pandemic levels.
- Franchise revenues are projected at 2 to 4 percent (%) or \$1,005,000 and are based on current FY 2021/22 year-end projections Miscellaneous revenues were evaluated on current trends, one-time revenues, and eliminated revenues.

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## EXPENDITURE HIGHLIGHTS

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Overall General Fund expenditures are estimated at \$17.72 million. Expenditures continue to be evaluated based on operational needs to provide consistent services to the community. Staff reviewed operational expenditures and known expenditure adjustments were incorporated wherever possible based on upcoming contract costs, projected dues/fees for member agencies, as well as corresponding changes in rate adjustments for CalPERS, health costs, and Workers' Compensation rates. With the move to the new Town Center, service and maintenance needs were projected in the current budget; however, actual costs have not yet been fully realized as we continue the transition into the new buildings.

### Town Center Impacts

The Town Center will complete in FY 2021/22; however, operational costs of the new Town Center are yet to be fully realized. The FY 2022/23 Budget includes estimates for the first year of operations of the new facilities. These estimates cover items such as the costs of a Facility Manager, expanded custodial services, maintenance, and monitoring requirements for the building systems (heating systems, chilled water systems, BMS systems, radiant ceiling and flooring, elevator, green infrastructure, permeable paving, etc.), expanded landscape services, and overall utility costs. These numbers can be adjusted at mid-year once staff has a better understanding of the operational needs of the facilities. Where appropriate, costs are split between the Town and the Library. Costs are also spread across multiple departments, when necessary, to reflect a distributed services budget approach.

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## Recommended Operating Budget

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### Overall Personnel Costs and Benefits

Basic CalPERS employee-paid pension costs are 7% of salary for Miscellaneous employees (non-sworn personnel) and 9% of salary for Public Safety employees (sworn personnel). Through cost-sharing agreements with employees, in addition to the preceding rates, employees pay an additional 1% (local miscellaneous) and 3% (public safety) of the *employer* retirement cost. This has also resulted in an operational savings of \$102,027 in the FY 2019/20, \$112,487 in FY 2020/21, \$122,768 FY 21/22 and \$127,946 FY 22/23 for total savings of \$465,228 since FY 2019/20.

The employer cost for CalPERS pensions for Miscellaneous employees is 11.06% (no change from the prior year). As noted above, the Town's *actual* cost is reduced to 10.06% through the cost-sharing agreement. The Public Safety employer cost is 25.64% (an increase of 0.05%). Through the cost-sharing agreement, the Town's *actual* cost is 22.64%.

Over the past several years the Town has been paying the required unfunded accrued liability dollar amount portion to CalPERS. Listed below are the Unfunded Accrued Liabilities (UAL) dollar amounts the Town has paid for FY 2015/16 through FY 2021/22. The anticipated FY 2022/23 total UAL payment *was* \$1,653,328 and is an increase of \$239,490. These expenses are incorporated into respective department budgets.

CalPERS Employer Payment of Unfunded Liability	UAL FY 2015/16	UAL FY 2016/17	UAL FY 2017/18	UAL FY 2018/19	UAL FY 2019/20	UAL FY 2020/21
Miscellaneous Employees	\$116,323	\$146,085	\$183,648	\$230,536	\$288,470	\$333,762
Public Safety Employees	\$325,906	\$402,865	\$498,416	\$607,679	\$750,799	\$860,123
<b>Total Contribution</b>	<b>\$442,229</b>	<b>\$548,950</b>	<b>\$682,064</b>	<b>\$838,215</b>	<b>\$1,039,269</b>	<b>\$1,193,885</b>

The City Council directed staff allocate \$5 million toward the Town's Unfunded Accrued Liability (UAL) for the Public Safety Plan. The minimum required employer contribution towards the UAL for this plan for FY 2022/23 is \$1,172,082. CalPERS has provided the following projection of the effects of the \$5 million ADP to the Public Safety UAL.

CalPERS UAL Contribution	UAL FY 2022/23	UAL FY 2023/24	UAL FY 2024/25	UAL FY 2025/26	UAL FY 2026/27
Public Safety UAL	\$1,172,082	\$1,235,697	\$1,323,634	\$1,380,442	\$1,434,332
Public Safety UAL w/\$5m	\$830,635	\$898,986	\$974,878	\$1,021,921	\$1,065,772
<b>Difference – Savings</b>	<b>\$341,447</b>	<b>\$336,711</b>	<b>\$348,756</b>	<b>\$358,521</b>	<b>\$368,560</b>

*The Town made a \$5 million ADP contribution to CalPERS in April 2022, and as illustrated above, the Town UAL Safety Plan this provided a savings of \$341,447 in the FY 2022/23. Over the next five (5) fiscal years this would net savings of approximately \$1.75 million in Public Safety UAL pension expense. In the Police Department FY 2022/23 budget, the UAL expense is \$843,654. The Miscellaneous Plan FY 2022/23 UAL is \$468,227. With the \$5 million ADP, the*

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## Recommended Operating Budget

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total UAL payment for the Town is \$1,311,881 as compared to \$1,653,328 without the additional payment. The Town pays the UAL at the beginning of each fiscal year as a lump sum versus monthly as it results in a savings to the Town.

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## BUDGETS BY DEPARTMENT

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General operations focused on anticipated needs and cost assumptions on meeting operational demands. Included are summaries by department and roll-ups of total operational expenditures.

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### CITY COUNCIL OPERATIONS OVERALL NET INCREASE OF \$7,157

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The City Council budget includes expenditures related to City Council meetings, conference attendance such League of California Cities, Council/Town memberships (LAFCO, C|CAG, HEART, HIP Housing, League of Cities, etc.), HSR Public Relations, Elections, utilities for the Council Chambers and incidentals.

#### Operations

FY 2022/23 includes a municipal election budget line item at \$12,000. This increase is offset by smaller adjustments across various items such as meeting costs, office supplies, workshops, memberships and dues, and other minor adjustments. The overall increase is \$7,157.

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### ADMINISTRATION DEPARTMENT OVERALL NET INCREASE OF \$17,043

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The Administration Department budget includes the City Manager's Office and City Clerk's Office. This represents three full-time salaries and benefits (City Manager, City Clerk/Deputy City Manager, and Office Specialist), contract support for human resources (legal), legal noticing and posting, conference attendance and support, memberships, municipal code publishing, office supplies, and the administrative share of general utilities and costs.

#### Personnel and Benefits

Overall, the salaries and benefits categories increase by \$10,744. Workers' Compensation and Unemployment Insurance allocations were adjusted. There were reductions for retiree and active employee health insurance costs due to the reduction in OPEB annual required contribution. There was an elimination of \$6,000 for auto allowance expense for the City Manager. The CalPERS UAL payment increased by \$10,370. The CalPERS normal cost expense increased slightly by \$1,908.

#### Operations

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## Recommended Operating Budget

FY 2022/23

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There was an increase in utility expenses of \$7,696. Training and Workshops includes \$7,500 for a staff team building workshop. There was a decrease in other contract services in the amount of \$17,996 due to County election division GIS shapefiles and data work completing in FY 2021/22 and a reduction of \$10,000 in the Sustainability Contract Coordinator expense. There was a \$5,000 increase for the Environmental Programs Committee expense now housed in the City Manager's Office. There was also an increase in office supplies, special events and awards of \$5,000.

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### CITY ATTORNEY'S OFFICE INCREASE OF \$0

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The City Attorney's Office budget consists of the legal retainer for the City Attorney and other associated legal services. The Town has a new City Attorney and adjusted retainer amount. The budget also includes a line item for Additional Services as needed.

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### FINANCE DEPARTMENT OVERALL NET INCREASE OF \$54,402

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The Finance Department budget includes the salaries and benefits of three full-time employees (Finance Director, Accountant and Jr. Accountant). The budget includes contract services for the Town's Audit and Investment Services, financial software licensing and support, conference attendance and support, memberships, office supplies, and business license processing costs.

#### Personnel and Benefits

Overall, the salaries and benefits category increased by \$19,506. Slight increase in Workers' Compensation and Unemployment Insurance allocations for a total increase of \$899. The allocations for retiree and active employee health insurance costs decreased by \$7,624. The CalPERS normal cost contribution increased by \$1,523 and the UAL payment increased by \$6,212.

#### Operations

Operation expenses for the Department increased by \$35,409. Most of the increase is in Other Contract services expense of \$36,150 to complete a Cost Allocation Study for Town fees and services. There were slight increases in various expense accounts audit & financial, technical services, banking services, transfer equipment replacement, training & workshops for a total of \$2,539. Business license processing fee had a decrease of \$2,380 and reduction of \$1,000 in COVID-19 emergency expense.

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**PLANNING DEPARTMENT**  
**OVERALL NET INCREASE OF \$308,288**

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The Planning Department budget consists of contract planning services and associated services and costs. The Department also includes an allocation of arborist service costs related to planning activities. The Planning Department reflects one of the more significant adjustments due to one-time programmatic expenditures related to the various General Plan Updates (Safety Element, Housing Element, etc.) and associated Zoning Code updates.

Operations

Costs related to updates to the General Plan total \$283,000. These costs are offset by a Local Early Action Plan Grant the Town received from the State in support of the Town's Housing Element Update. There is also a contractual CPI update and an increase in the utility allocation for the Department for the Town Center.

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**BUILDING DEPARTMENT**  
**OVERALL NET INCREASE OF \$57,375**

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The Building Department budget consists mostly of the contract services for the building department (Interwest), portions of three full-time salaries and benefits are also allocated to the department (Arborist, Senior Engineer/Maintenance Manager, and Office Specialist), general office supplies and materials, software costs, and a share of the building department share of utilities.

Personnel and Benefits

Overall, the salaries and benefits category increased \$7,748. There were minor adjustments in Employee Benefits Earned, Workers' Compensation, and Unemployment Insurance allocations. Allocations for retiree and active employee health insurance costs decreased by \$3,320. The CalPERS UAL payment increased by \$14,141.

Operations

The majority of the increase is due to a corresponding Building and Life Safety Contract Services increase - \$31,350. This is based on the revenue assumption for the department for the upcoming fiscal year. There was an increase in utilities of \$7,096

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**INTERDEPARTMENTAL  
OVERALL NET INCREASE OF \$46,171**

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The Interdepartmental budget provides for the accounting of costs that are incurred and support all Town departments. Costs include liability insurance, IT support, County Tax administration costs, IT infrastructure costs and other charges that are Town-wide in nature.

Operations

There is a decrease in utilities telephone by \$6,315 as the Town completed a phone line audit as relocation to the Town Center. General liability, employment practice, and property insurance costs increased \$68,198 to maintain the Town's cost for insurance and self-insured retention. IT support amount remained static and provides three (3) days of onsite support as we transition to the Town Center and for work on needed network upgrades, phone system replacement, and other application maintenance. There is a decrease of (\$39,245) in other rents and leases, dues and memberships, and post office expense. This is mainly due to no need for temporary trailer rentals as we moved to the new Town Center. There was a decrease of (\$4,650) in Miscellaneous Computer Parts expense. IT Infrastructure expense had an increase of \$28,093 as new needs and upgrades have been identified with the move to the new Town Center. The FY 2021/22 Budget include updates to the Town's phone system that did not occur. These costs were moved forward to FY 2022/23. General technology services are within this department (maintenance as well as infrastructure) and include current Shoretel Phone Services, Data Storage Plans, Servers, virus protection systems, software licensing and transparency tools. There are no salaries or benefits in the Inter-Departmental budget.

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**PUBLIC WORKS DEPARTMENT  
OVERALL NET INCREASE OF \$336,875**

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The Public Works Department budget consists of 5 distinct areas of focus: Engineering, Streets, Park Maintenance, Park Programs, and Building Maintenance. The department recently went through a restructuring to include the hiring of a Public Works Director and the new classifications of Associate Civil Engineer to Senior Engineer/Maintenance Manager, and addition of Parks Manager to Town Arborist. The salaries and benefits of all or portions of four full-time employees (Public Works Director, Senior Engineer/Maintenance Manager, Town Arborist/Parks Manager, and Office Specialist) are included in the budget. The budget includes contract services for the Town Maintenance Services (MCE), Custodial Services, new Landscape Maintenance Services, Facility Maintenance services, Tree Trimming, Street Sweeping, Signal Maintenance, Street Light Maintenance, Contract Engineering, and Park Event Services. The budget also includes computers and equipment, training and workshops, software licensing and support, general office support, memberships, office supplies, and shares of general utilities and costs.

The Public Works Department also reflects one of the more significant adjustments due to anticipated costs for the Facilities Manager, new maintenance contract, expanded custodial

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services and building system costs. Many of these items will be reviewed at mid-year to address a more refined understanding of service needs.

### Personnel and Benefits

Overall, the salaries and benefits category increased \$17,265. There were adjustments in Workers' Compensation and Unemployment Insurance allocations. The allocations for retiree and active employee health insurance costs reflect a decrease of (\$24,163) a result of reduction in OPEB annual required contribution. The CalPERS normal cost had an increase of \$1,570 and CalPERS UAL payment increased by \$21,182.

### Operations

There are couple significant areas of change in the operations budget largely related to existing and new contract services: MCE Contract Services, New Town Landscaping services, facility maintenance services, Park Event Services, and custodial services. There are new servicing needs for Town facilities and park facilities. These include systems maintenance and monitoring, landscaping, custodial, and utilities for these new facilities. Utility costs are estimated at \$242,000 with 70% for the Town Center. These costs have been distributed across the respective departments and the Public Works budget increased \$6,438. The total current contract DPW maintenance service budget is estimated at \$910,000 an increase of \$162,493 This is inclusive of a contractual adjustment in the MCE contract for CPI, the new Landscape Services for Town Center and Park facilities, and facility system maintenance and monitoring. This includes as follows:

- Contract maintenance for streets, building maintenance, and park events - \$510,000
- Facilities Manager \$75,000; Library \$30,000
- New Landscape maintenance - Town Center Campus and Holbrook Palmer Park -\$325,000; includes park enhancements of \$60,000

Additional impact needs and services for the Town Center increased the Equipment Repair and Maintenance budget by \$70,000 for potential service contracts with the vendors of the various systems and equipment of the new facilities. Vehicle Repairs and Maintenance increased by \$2,500 for maintenance of Town vehicles. The Facility Repairs and Maintenance expense increased by \$26,500 for anticipated minor facility repairs at park facilities, carpet cleaning, sound systems, roof, Gilmore house, and floor upgrades to the Playschool site. There was an increase in contract custodial services of \$83,178 for the Town Center.

Contract Landscape Maintenance decreased (\$29,687). Contract tree maintenance increased by \$10,000 for additional maintenance in Town right of ways and in the Park. There was an increase in Equipment replacement charges of \$5,000 to address the City Manager's vehicle. There are minor areas of adjustment in contract inspection & testing, membership dues, other contract services, gas & oil, and emergency preparedness. Building Improvements expense budget increased \$20,000 for carryover budget of the renovation of the Carriage House bathrooms,

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painting of Little League building, and for routine path maintenance and rehabilitation at the Park. Contract Park Event services decreased by \$50,000. The Park Event services contract is based on exclusive catering for events held at park facilities, no longer based on split of facility rental revenues.

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### POLICE DEPARTMENT OVERALL NET INCREASE OF \$271,561

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The Police Department budget consists of four distinct divisions: Admin/Training, Patrol/Traffic, Investigations, and Communications/Records. Within these areas are specific areas of focus including: detectives, community service officers (and code enforcement), school resource officer, K-9s, dispatch, and administration. Deployment consists of 4 Patrol Teams of 12 hours shifts (2-day shift 7am – 7pm and 2-night shift 7pm – 7am). Minimum staffing consists of 1 supervisor, 2 officers, and 1 dispatcher.

The Department is currently not fully staffed and has not been since the fall of 2015. There is a continuing recruitment effort seeking lateral as well as recent academy graduates. These vacancies often result in increased overtime offset by overall salary savings at the end of the year. The Department experienced some retirements and lateral promotions from officers to sergeant supervisor positions.

There are several **public safety equipment and technology costs** that are incorporated into the FY 2022/23 Budget. These include renewal of the Town's Axon Agreements for tasers, incorporating new integrated and transparency technologies for body cameras, interview cameras, and fleet vehicles. This will be part of a multi-year agreement that includes licensing, storage, and technology upgrades. The multi-year, integrated system agreement will represent an overall long-term savings to the Town and will vastly improve staff efficiency and data transparency. These costs represent the bulk of the increase and can be offset by the use of ARPA funds.

#### Personnel and Benefits

Overall, the salary and benefits category increased \$305,610. This is largely due to the negotiated, 4-year Memorandum of Understanding (MOU) with the Atherton Police Officer's Association (APOA) expires in FY 2022/23. The MOU included annual adjustments based on the February CPI-U of no less than 2% and no more than 4%. The February 2022 CPI-U is 5.2%; this results in a salary adjustment for FY 2022/23 of 4% (~\$182,000). This is for personnel represented by the APOA only. There was an increase in EE Benefits allocation expense from 3 percent % to 4 percent.

Also included is a decrease in retiree and active health insurance expense of (\$88,507). There were adjustments in Workers' Compensation allocation expense decrease of \$119,474. The normal cost for CalPERS contribution decreased by (\$5,025) and there was a minor increase

## **Recommended Operating Budget**

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Unemployment/LTD Insurance. The CalPERS UAL payment decreased by (\$198,042), this projected due to the ADP of \$5 million to CalPERS.

### Operations

Overall, the Operations expenditure budget for the Police Department increased by \$256,019. The majority of this was due to an increase in the equipment replacement fund expense of \$72,400 and computer equipment/software for \$162,406.

The Department is updating and enhancing its technology. Some of these upgrades coincide with expiring service contracts and others are due to the transition to the new Town Center. As previously discussed, the major outlay is for a multi-year contract with Axon. This is a yearly contract with an annual cost of approximately \$96,800. Integrating this contract across multiple systems represents an overall savings to the Town and provides ongoing replacement of equipment and cloud data support for our existing Axon equipment. Additional budget items include ten (10) E-citations machines for parking and traffic enforcement, RIMS mapping; creation of GIS mapping project \$14,000, and software upgrades totaling \$10,865. The Department has a standard Equipment Replacement Fund allocation of \$175,000 that accounts for the purchase of 1.5 vehicles each year as part of the regular maintenance and replacement schedule for vehicles. This year the department will purchase two new replacement vehicles. These purchases will be from the Equipment Replacement Fund. There are also several small equipment purchases included as part of the equipment schedule. These include a wrap, a Halligan tool, ram, sledge, variable message trailer sign and traffic data collector for use for radar speed displays, traffic data collection, and message signs, two (2) laptops for field Command use/internal trainings for offsite and backups for vehicles.

### GENERAL FUND SUMMARY

For FY 2022/23 the Town's General Fund Revenues are projected at \$19,583,306 against \$17,729,676 in expenditures. This will result in a single year-end positive balance of \$1,853,631 and a total projected year ending positive Fund Balance of \$12,567,502.

FY 2022/23 includes below the line items of \$2,316,000 for ERAF, budgeted debt service payment of \$861,000, Transfer Out to CIP Fund 401 for capital projects of \$3,340,000. There will be a single-year projected change in fund balance by negative \$31,369. The negative change reflects the increase in ERAF revenue amount from \$1.6 million to \$2.31 million and drawdown of unallocated reserves Fund Balance of \$3.34 million for capital projects.

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## LIBRARY FUND

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### REVENUES

The Town is a member of the San Mateo County Library JPA system. The Library is funded through property taxes that are collected and allocated to library services. Under the JPA, jurisdictions are permitted to retain excess funds generated from the local property taxes as long as the basic library services are met. The Town most recent use of excess funds have been for the Town Center Project – Library – as well as extended library hours of daily operation, utilities, and maintenance costs. In FY 2020/21 the SMCL agreed to the advancement of \$5,391,725 in Library Trust funds for the completion of the project. Upon completion of the new Atherton Library, annual excess funds minus amounts needed for yearly operation of the Library will be retained by the Library JPA until the total advancement amount is reimbursed. Once the advancement of funds is reimbursed, any remaining funds will be evenly split between the Library and the Town for library-related activities.

The anticipated FY 2021/22 ending balance for the Library Fund is \$1,775,262. Funds are now held by the Town. The Town currently holds \$1,462,232 of remaining advancement of funds previously held by SMCL. The County holds all future excess funds. During the agreement of advancement of Library funds, it was estimated that the projected Library Fund Revenue would be in the range of \$1,500,000. The Town will not receive excess funds from the JPA until the advancement of funds are paid back. It is estimated that it will take approximately 3.5 to 4 years for reimbursement of the advancement of Library JPA funds. This could occur sooner dependent upon property tax revenues. The estimated available funding for FY 2022/23 including the remaining advancement of Library Trust funds, is \$1,500,353.

### EXPENDITURES

The construction cost for the Library is approximately \$19.5m. For the FY 2022/23 budget, staff has allocated \$300,000 for the Project’s close out.

Remaining allocations include \$249,000 for operations, utilities, and maintenance costs. These amounts are based on the new building needs and operations, campus wide.

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## OTHER RESTRICTED FUNDS

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The Town maintains a variety of Special Revenue and Internal Service funds that are “restricted funds” for specific purposes beyond basic capital improvement. Revenue to internal service funds are in the form of General Fund department charges based on allocations by department and uses.

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## **EQUIPMENT REPLACEMENT FUND**

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The Equipment Replacement Fund is an internal depreciation fund for the replacement of large assets. The Fund is essentially the Town's set aside accumulation account to replace large equipment assets over time – such as computer equipment, software assets, vehicles, trailers, emergency equipment, etc. Annual depreciation-style departmental allocations to this Fund reduces the impact to the Town's Operational year funding to replace the equipment. There remains sufficient funds in the fund to accommodate emergency replacement needs as well as planned needs.

The FY 2022/23, departmental allocations (revenues) total \$282,300 and the expenditures total \$249,200. The largest allocation charge is \$175,000 in the Police Department for FY 2022/23. This allocation reflects the purchase of 1.5 vehicles each year as part of the regular maintenance and replacement schedule for vehicles. It allows the Town to use the State and Federal Multiple-Award Schedule pricing to purchase vehicles from the Equipment Replacement Fund. In FY 2022/23 the Police Department will replace two vehicles using the Equipment Replacement as well as purchase other miscellaneous small equipment assets. These were noted in the General Fund Budget presentation. Public Works will also be replacing an older vehicle. The FY 2022/23 ending fund balance is projected at \$1,075,780.

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## **WORKERS' COMPENSATION FUND**

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The Workers' Compensation Fund accounts for the cost and expense of managing the Workers' Compensation Program through the Town's self-insurance risk pool, Cities Group Joint Powers Authority. Within this Fund are costs related to risk management and prevention – safety training, educational materials, and accident prevention programs. As a member of a JPA, the Town contributes an annual assessment to the JPA based on all recognized and potential liability. These assessments or contribution rates are calculated annually based on agency claims history and any increases in loss recovery due to excessive claims losses.

The Workers' Compensation Fund tracks expenditures for related expenses across the various departments. Each department is charged an allocation of the expense based on the number and type of personnel within each department. Departmental costs are different not only due to the number of employees within the department but also the type of employee – public works, administrative, public safety, etc. directly related to the type of risk exposure.

The Town maintains an equity reserve designed to keep overall operational rates low. If the equity reserve maintained, annual operational rates are subject to increase due to a "special assessment" imposed by the Cities Group JPA. The current year assessment is \$165,000 and is expected to remain the same amount in FY 2022/23. To maintain the required equity reserve, an allocation of \$62,325 is needed. This will come from the Workers' Compensation Fund residual balance in FY 2022/23. Currently, there are enough reserves in the Town's Worker's

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Compensation Fund for future allocations of approximately two and half years for equity replenishment.

There was a decrease in Workers Compensation expense as staff recommended a reduction in allocation to Town departments as there were enough reserves in the Town's Workers' Compensation Fund. The Police Department allocation was reduced from 11% to 7%. There was reduction of Workers Compensation allocation expense to all other departments from four percent (4%) to approximately three percent (3%). Thereby this led to a reduction in Workers Compensation expense reducing the General Fund budget expense \$140,496.

Projected revenues to the fund are \$311,499 and expenditures for FY 2022/23 total \$228,207. This includes the FY 2022/23 JPA assessment expense of \$159,264 and safety compliance expense of \$6,618. There is an equity replenishment contribution of \$62,325. As the Town has experienced underfunded reserves over the years within the JPA, the revenue charges to the Fund have produced a build-up of net assets in the event claims losses change over time.

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## GENERAL LIABILITY FUND

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The General Liability Fund accounts for the insurance cost of general liability claims and property losses. The Town is part of an insurance pool administered by PLAN JPA. The activities within this Fund provide for expenses related to general liability insurance, employment practice insurance and self-insured retention claims. Total internal service charges from the General Fund for FY 2022/23 are estimated at \$372,460. The total FY 2022/23 projected expenditures for this fund are \$370,260. This includes the self-insurance retention expense of \$100,000 that allows the payout of four (4) claims at \$25,000 per claim. The Town does not anticipate expending retention expenses of 4 claims in the fiscal year, however, the amount is a requirement established by PLAN JPA. Average retention claims are about 1.5 per year.

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## EMPLOYEE BENEFITS FUND

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The Employee Benefits Fund tracks expenditures across various departments for employment, unemployment, retirement, and healthcare benefits. The Fund also represents an audit-compliant set aside for compensated absences (time earned) – vacation, sick leave, holiday, compensatory time, etc.). Revenue to the fund comes through charges allocated back to each departmental budget based on number and type of personnel within each department. Revenue to the Fund for FY 2022/23 is \$1,056,011. Expenditures for FY 2022/23 are \$848,335. Most of this expenditure is the \$633,335 “pay as you go” retiree health care benefit contribution.

Within this fund is also the employee benefits charge of \$222,861. This is a charge of 2% to 3% of the General Fund Operational Departments salary expense that is allocated for personal leave contributions of sick, vacation, and holiday pay. Staff is recommending an increase in the

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employee benefits allocation charge for accrual calculations for vacation, sick leave, and holiday pay. The Police Department allocation will increase from 3% to 4% and all other departments will increase from 2% to 3%. This increase will be reflected in the next reiteration of the Operations budget. The Town has a total compensated absences balance of \$982,163. Compensated absences comprise of accrued time-off, vacation and holiday pay for all employees and is recorded as a liability. These are amounts that would be liquidated or mature due to termination of Town staff. As noted, these funds are accounted for as part of the Town's annual audit.

Included within this fund is also unemployment insurance charges if there are any future claims charges to the Town. Any claims would be paid out of this fund. The total budgeted charge is \$60,878. During the General Fund Operations presentation, staff recommended the Town make an additional contribution of \$67,000 towards the Town OPEB trust to satisfy the amortization of Net OPEB liability. These costs are included and charged to respective departments based on retiree health costs and allocated to the Employee Benefits Fund.

The projected ending fund balance for FY 2022/23 for the fund is \$841,797.

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## TENNIS FUND

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The Tennis Fund projected revenues are \$58,900. The majority of this revenue comes through the facility management services contract with Player Capital. This contract provides additional yearly revenue of \$40,000 to the Park. Keys are sold on an annual basis to any person (resident or non-resident) that wishes to use the Tennis courts. The Tennis Key fees were increased in January 2020 for future court increased maintenance needs and expanded use of the courts. The standard key for residents was increased from \$50 to \$100 and includes clay court key, and the non-resident key increased from \$200 to \$275.

Every year the Town tries to resurface and maintain the courts. This is done on approximately every 3-5 years on a cyclical basis on each of the five (5) non-clay tennis courts. The tennis court resurfacing treatment includes crack filling and taping, followed by a new surface coating and striping. Over the years the Tennis Fund has slowly accumulated reserves of approximately \$200,000 that could be used for the more comprehensive repair. The current fiscal year budget included appropriations for maintenance of the courts. The Town went out to bid for an overlay on three (3) of the rear courts at the facility. The work is set to begin in the next month for maintenance and repair for approximately six (6) weeks.

The FY 2022/23 budget includes the purchase of tennis keys by residents and non-residents providing annual revenue of approximately \$18,300. The charges for keys are \$100 for Atherton Residents for a standard tennis key/with clay court access.. The standard key fee for non-residents is \$275 and clay court access of \$30/hour. Each January, new tennis keys go on sale for the new court locks that get installed in February.

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For FY 2022/23, the Town anticipates expenditures of \$117,500. This includes \$10,000 for contract maintenance services for MCE, general court maintenance urgent needs rehabilitation of remaining two tennis courts and clay court maintenance \$100,000 and \$5,000 for building security court gates upkeep. The Town will continue maintenance on the clay court in FY 2022/23.

The beginning fund balance is estimated at \$101,325. The fund projects total revenues of \$58,900 to expenditures of \$117,500. The FY 2022/23 ending fund balance is projected at \$42,725.

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## **CITIZEN’S OPTION FOR PUBLIC SAFETY “COPS” FUND**

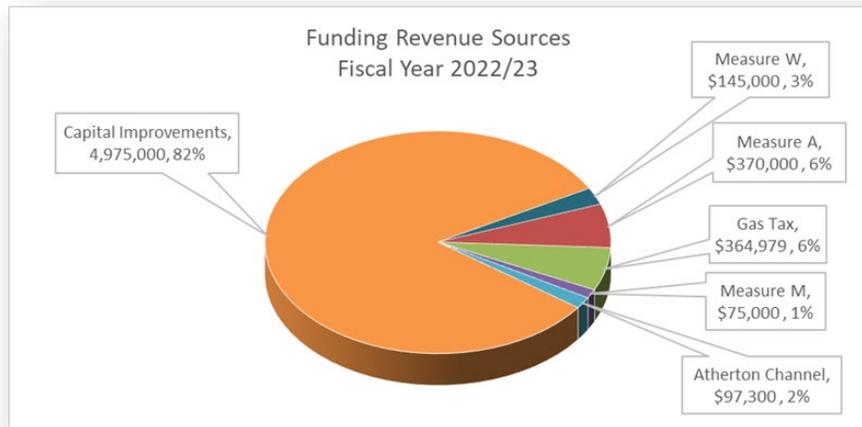
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The COPS Office was created as a result of the Violent Crime Control and Law Enforcement Act of 1994. As a component of the Department of Justice, the mission of the COPS Office is to advance community policing in jurisdictions of all sizes across the nation. Community policing focuses on crime and social disorder through the delivery of police services that includes aspects of traditional law enforcement, as well as prevention, problem-solving, community engagement, and partnerships. In FY 1996/97, the California State Legislature created the Citizen’s Option for Public Safety (COPS) Program. Funds have been available through the State of California to local entities in the form of Citizen’s Option for Public Safety (COPS) Grant. The Town in recent years has received approximately \$155,000 per year from the grant. Funds must be used for front-line law enforcement only. The Town anticipates receipt of this funding on an annual basis and funds are used for sworn personnel salary related expenditures.

## CAPITAL IMPROVEMENT FUND

The Town Capital Improvement Program (CIP) is a five-year program that proposes projects to analyze, repair or improve Town infrastructure, and the funding for those projects. The CIP program consists of now (6) capital improvement fund sources that the Town uses for capital improvement/infrastructure needs and include:

- Atherton General Fund
- Measure M – County Congestion Management Fee on vehicle registration
- Measure A – County ½-cent Transportation Sales Tax
- Measure W- County ½ cent sales tax Transportation Congestion Relief Plan
- Gas Tax
- Atherton Channel Fund



The five-year CIP proposes projects to analyze, repair or improve Town infrastructure, and the funding for those projects. The fifteen (15) projects are categorized into three areas:

- Streets & Transportation
- Drainage
- Town Buildings, Park and Facilities

Projects have been developed based on needs identified by City Council, residents, staff, and adopted master plans. Projects recommended in the five-year CIP reflect the priority funding as directed by the Council when reviewing the Financial Planning Model.

The 1st year (FY 2022/23) of the CIP is incorporated into the Town’s Budget and is the only year for which the City Council applies available funding. The remaining four (4) years of the CIP reflect proposed projects and funding. These “out years” are revised annually to reflect changes in City Council priorities, direction, needs and funding availability. The CIP is reviewed by the Town’s Planning Commission each year for consistency with the Town’s General Plan. This year’s CIP will be reviewed by the Planning Commission at their May 25 meeting. The

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Commission will send their comments in writing to the City Council prior to Council's June 15 meeting at which the Council is scheduled to adopt the budget, inclusive of the CIP.

The 5-year CIP is presented to City Council tonight in the Study Session workshop format to allow for questions and discussion of individual projects, general discussion about broader objectives to be considered for future proposed projects and priorities for allocating funds. In broad areas of the five largest CIP expenditures, this year's CIP recommends:

- \$1.7 million for Park Master Plan Implementation;
- \$1.5 million for the Road Maintenance Program; and
- \$0.85 million for Drainage Improvements Program;

The total allocation for the 5-year period from FY 2022/23 through FY 2026/27 totals nearly \$21.6 million – the largest expenditures attributable to the Holbrook-Palmer Park Access and Circulation Project.

There are funds remaining from the Special Parcel Tax and there is an allocation of the remaining balance of Special Parcel funds in the FY 2022/23 budget. The Special Parcel Tax provided funding to maintain police emergency response services, street repair and maintenance, drainage facility repair and maintenance, and other capital improvements.

The FY 2022/23 Capital Improvement Fund includes funding sources of \$6.027 million for capital projects.

<b>Funding Source</b>	<b>FY 2022/23 Allocation</b>
CIP Fund	\$4,975,000
Gas Tax	\$364,979
Measure M	\$75,000
Atherton Channel Fund	\$97,300
Measure A	\$370,000
Measure W	\$145,000
<b>Total</b>	<b>\$6,027,279</b>

Expenditures in FY 2022/23 for the CIP are \$5.98 million. The following are project/program expenditures:

<b>Project</b>	<b>FY 2022/23 Funding</b>
Traffic Safety Improvements	\$640,000
Accessibility Improvements	\$10,000
Streets/Roads Maintenance	\$1,500,000
Park Improvement Program Projects	\$1,700,000
Drainage Improvement Projects	\$850,000
Bike/Ped Master Plan Program	\$650,000

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<b>Project</b>	<b>FY 2022/23 Funding</b>
Atherton Station Building	\$450,000
Neighborhood Traffic Management	\$160,000
Traffic Control Devices	\$15,000
Upper Channel Monitoring	\$10,000
<b>Total*</b>	<b>\$5,985,000</b>

\*Expenditures include residual funds from the Special Parcel Tax, one-time grants and carryover funds

### OVERALL SUMMARY

For FY 2022/23 the Town's General Fund Revenues are projected at \$19,583,306 against \$17,729,676 in expenditures. This will result in a single year-end positive balance of \$1,853,631 and a total projected year ending positive Fund Balance of \$12,567,502.

FY 2022/23 includes below the line items of \$2,316,000 for ERAF, budgeted debt service payment of \$861,000, Transfer Out to CIP Fund 401 for capital projects of \$3,340,000. There will be a single-year projected change in fund balance by negative \$31,369. The negative change reflects the increase in ERAF revenue amount from \$1.6 million to \$2.31 million and drawdown of unallocated reserves Fund Balance of \$3.34 million for capital projects.

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## RESERVES

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Currently, the Town maintains a thirty five percent (35%) reserve requirement policy. This includes a fifteen (15%) Emergency Reserve and a twenty percent (20%) Budget Stabilization Policy. During the April 6 Study Session, there was discussion and recommendation by the Council to change the Town Budget Stabilization Reserve policy percentage from 20% to 15%. In this current iteration of the General Fund Balance, the reserve policy is adjusted to thirty percent (30%). With the above revenue and expenditure changes, reducing the Budget Stabilization Reserve to 15% increased the Unallocated available fund balance by \$886,484. Any remaining fund balance not reserved or committed is designated as Unallocated Fund Balance. *The projected unallocated available ending fund balance for FY 2022/23 is \$7,248,600.*

With Council direction, the unallocated reserve balance can be appropriated towards operational use, capital projects or to pay down liabilities. During its review of the Town Financial Planning model during the fiscal year, staff recommended that the Council consider uses for the unallocated funds. During discussions the Town allocated \$5 million toward CalPERS Public Safety Pension Liabilities in FY 2021/22. For FY 2022/23, there is an allocation of \$3.34 million for various set aside buckets for capital projects in the Town CIP.

The beginning FY 2021/22 General Fund Balance was \$16,318,279. The table below reflects all changes noted above.

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<b>FY 2022/23 Beginning Fund Balance</b>	<b>\$12,598,872</b>
FY 2022/23 Projected Revenues (inclusive of ERAF)	\$21,899,306
<b>Total Available Funds</b>	<b>\$34,498,178</b>
COP Debt Service for FY 2022/23	(\$861,000)
FY 2022/23 Expenditures (Projected Budget)	(\$17,729,676)
FY 2022/23 Transfer Out CIP 401 Fund -Financial Planning	(\$3,340,000)
<b>Projected FY 2022/23 Ending Fund Balance</b>	<b>\$12,567,502</b>

As shown below, the Town will meet its new 30% reserve requirements total of \$5,318,902 in FY 2022/23 and projects an unallocated reserve that is 57% of projected expenditures.

### Unallocated Fund Balance

FY 2022/23 Expenditures	\$17,729,676
<b>Projected FY 2021/22 Ending Fund Balance</b>	<b>\$12,567,502</b>
15% Emergency Reserve	\$2,659,451
15% Budget Stabilization Reserve	\$2,659,451
<b>TOTAL RESERVE REQUIREMENT</b>	<b>\$5,318,902</b>
<b><i>Less Above Reserve Requirement = Unallocated Reserves</i></b>	<b><i>\$7,248,600</i></b>

Any remaining fund balance not reserved or committed are designated as Unallocated Fund Balance. The projected unallocated available fund balance for FY 2022/23 is \$7,248,600. This Unallocated Fund Balance represents funds that have not yet been assigned. With Council direction, the unallocated reserve balance can be appropriated towards operational use, capital projects or to pay down liabilities.

## GANN LIMIT CALCULATION

The Finance Director calculated the FY 2022/23 GANN limit using the percentage change in population and the cost of living provided by the State Department of Finance. The GANN limit for 2022/23 is \$16,027,165. The Town is in compliance with the GANN limit requirement for FY 2022/23.

## MASTER FEE SCHEDULE CPI ADJUSTMENT

As part of the Fiscal Year 2022/23 Budget, staff is presenting a fee resolution for amending various fees and charges to the Town Master Fee Schedule. The Town last performed a Master Fee Study in 2013. The 2013 Study recommended that a complete review of fees be conducted

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## Recommended Operating Budget

FY 2022/23

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every three to five years. The Study recommended the Town also consider a regular escalator based on a local Consumer Price Index in the periods between adoption of the fee resolution and the next comprehensive fee review. The fee schedule includes the fully loaded hourly rate for staff. It was suggested that the escalator be based on the labor cost adjustments since the last Master Fee Study. Staff recommendation was to adjust the fees based on increases in labor costs. The last increase to the Master Fee Study was in 2020. The Master Fee schedule was adjusted by 19.5%. This was the documented increase in Town labor costs since 2013 when the Town last performed a Master Fee Study. *The Master Fee resolution for amending various fees is considered as needed.*

Town staff recommends that the Master Fee Schedule fees be amended for FY 2022/23 and be based on labor cost adjustments based on based on a local Consumer Price Index (CPI). The Town will embark on a Master Fee Study in FY 2022/23. It was recommended that the Town conduct another fee study once the Town Center is complete and there is sufficient data related to administrative overhead. It is now timely for the Town to consider a full fee study. Fees studies provide detailed cost analyses on which to base new fees.

The Fee Study is a detailed review that includes a cost allocation plan, hourly rate calculation, and user fee study. The Master Fee Study will entail all fees charged by all Town Departments and a detailed cost analysis of user fees. The objectives are to ensure that Town is using comprehensive overhead rates and to accurately account for the true cost of providing Town's various services. Fees for *at market rental* of public spaces may be adjusted independent of a cost analysis. Until the Fee Study is completed, staff recommends that the Town consider a CPI escalator to amend various fees in the Master Fee Schedule. Since 2020, the documented cumulative increase in Town labor costs is 6.9%. Planning services are largely outsourced to a consulting firm. These fees have increased by 6.9%.

As per discussion with the City Council, the attached Resolution adjusts fees as follows in the Master Fee Schedule:

- Fees on the Master Fee Schedule that have a labor component be increased by 6.9%.
- A 6.9% adjustment to Planning fees.
- No changes have been made to valuation-driven fees at this time until a new cost study is performed.

The Master Fee Schedule sets the fees for Planning, Building, Engineering, Public Works, Administrative, Police, and Parks and Facility Rentals. Fees that have been adjusted by 6.9% *have been highlighted in Attachment A Master Fee Schedule.*

### Park Revenue

Staff discussed that fees for at market rental of public spaces may be adjusted independent of a cost analysis. The labor cost incorporated into any rental fees have been adjusted accordingly.

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## Recommended Operating Budget

FY 2022/23

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The Council directed that the Park and Recreation Committee review and prepare a recommendation for consideration by the Council for modification rental facilities at Holbrook Palmer Park. At its April 20 Council Meeting, the Council received a presentation from the Park and Recreation committee recommending adjustment to the current Park Facilities fee structure.

The Park and Recreation Committee recommended pricing and grouping adjustments to facility rentals and kept them consistent with current pricing levels. The recommendations were as follows:

- Convert from flat rate to hourly pricing - this reduces the number of price bands while earning same revenue;
- Show hourly pricing in two columns (residents & non-residents) Administration fees are built into the pricing;
- Round prices to the nearest ‘0’ or “5”- subcommittee recommended to round prices to the nearest \$5 per hour;
- Align Holiday rental pricing with the weekend rental pricing;
- Allow exclusive outdoor venues to be rented a la carte;
- Improve day use reservation compliance by increasing the same day registration fee and eliminating the penalty;

*The Park and Recreation committee’s recommendation for pricing and facility rental fees are incorporated in the Master Fee schedule as presented at the April 20 meeting. The fees have also been adjusted by the CPI labor component of 6.9%. Staff recommends the new Park fees convert to hourly pricing. During the FY 2022/23, staff will conduct a study of comparable park and recreation facilities of other agencies to verify the Town pricing metrics.*

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## CONCLUSION

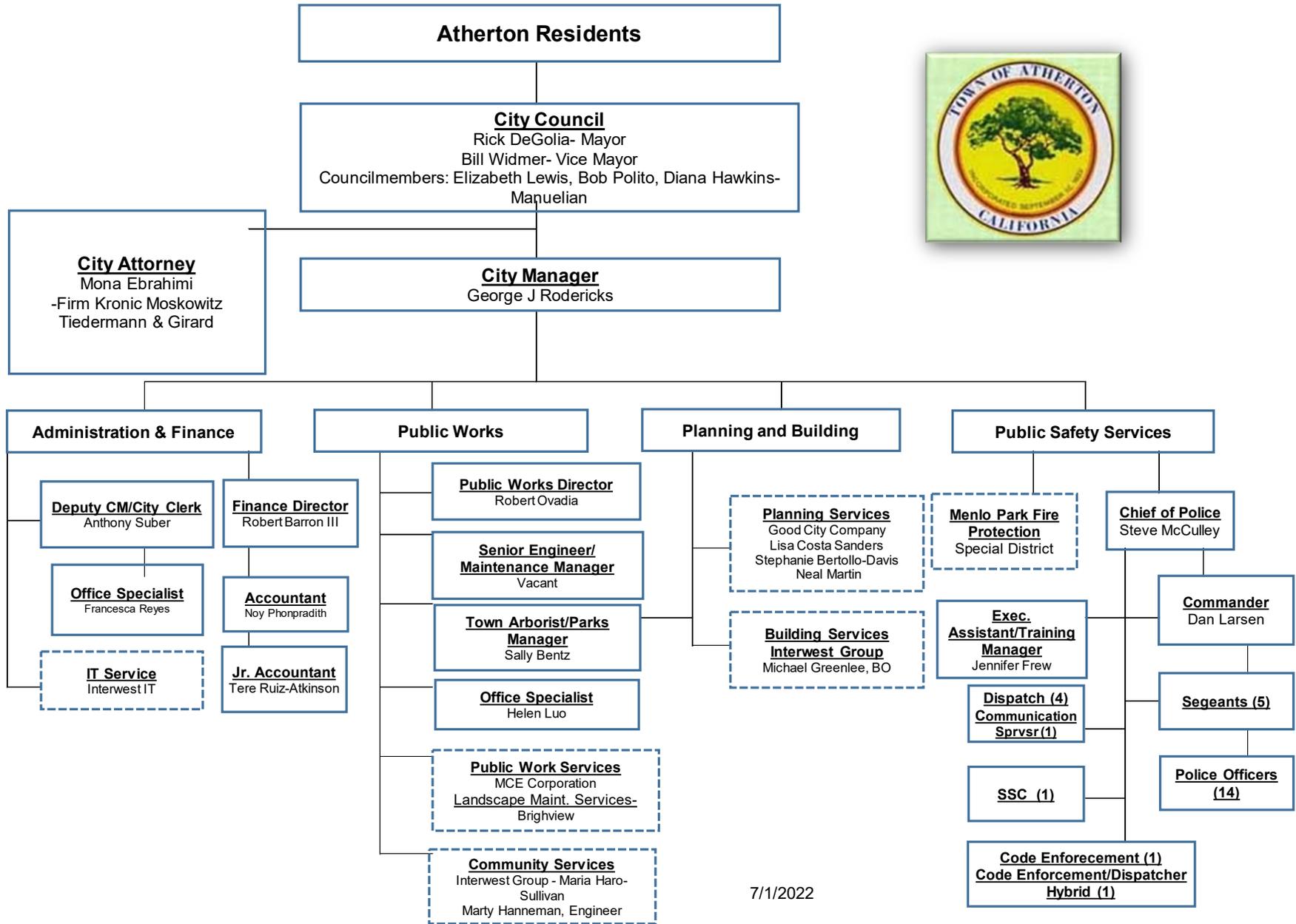
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This budget presents a plan/roadmap for accomplishing the goals and objectives of the City Council within existing resources and core strategy of financial stability. We continue to be fiscally prudent with our resources but are mindful of operational and infrastructure needs. As the Town Center project heads to final completion, we still have many long-term infrastructure needs. Town priorities will focus again on CIP Master Plan projects and paying down long-term liabilities.

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Section A/**Introduction**/Organizational Chart FY 2022-23



7/1/2022

## **Section A**

### **INTRODUCTION**

#### **POLICY MAKERS & ADVISORS**

##### **City Council**

The City Council is the Town's governing body. It provides political leadership, enacts laws, adopts resolutions, adopts an annual budget and establishes policies for the City government. It is composed of five members who are elected at-large for four-year staggered terms. The Mayor is appointed annually by Councilmembers. The Mayor appoints Councilmembers to working committees. The Mayor and the City Council represent the Town of Atherton on local and regional policy committees and commissions. The City Council also reviews proposed State of California legislation and provides input into the legislative process with state representatives within our district and at the League of California Cities.

##### **Planning Commission**

The Planning Commission advises the City Council on land use matters regarding the General plan, zoning, subdivisions, and specific plans. The commission educates and informs the public of current land use and planning issues. The planning commission makes determination of land use within the framework of applicable law and Town ordinances. The ultimate decision of the use of land resides with the Council. Five members are appointed by and serve at the pleasure of the City Council.

##### **Citizen Advisory Bodies**

The voluntary participation of Atherton's citizens in the operation of the Town government is critical to the City Council's and the Town staff's success in serving the community. The City Council has established several citizen advisory bodies composed mainly of volunteers. Volunteers to specific bodies are appointed by the City Council and charged with the responsibilities of gathering, synthesizing, and analyzing the information relevant to their areas of responsibility and providing the City Council and Town staff with advice and recommendations.

##### **Audit Finance Committee**

The Finance Committee acts in an advisory capacity and makes recommendations to the City Council upon request in all matters pertaining to town finances. Consult with the city manager on matters pertaining to the budget, capital spending plan, and the long-range financial plan for the town. The committee acts in an advisory capacity and makes recommendations to the City Council upon request in all matters pertaining to the town's annual audit. Five members are appointed by and serve at the pleasure of the City Council. Members must be residents of the Town and generally serve terms of four years.

##### **Parks and Recreation Committee**

The Parks and Recreation Commission act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to parks and public recreation and to cooperate

with other governmental agencies and public and private groups in the advancement of park and recreation planning and programming. The commission studies and makes recommendations on the acquisition and development of recreation areas, activities, and facilities, such as playgrounds, buildings, parks, open space, and other centers of recreation. It assists town staff in the planning of recreation programs for the community. Seven members are appointed by and serve at the pleasure of the City Council. Of the appointed members, one shall be a representative of the Holbrook-Palmer Park Foundation and one shall be a representative of the Friends of Holbrook-Palmer Park (formerly the Atherton Dames). Members must be residents of the Town and generally serve terms of four years.

### **Bike and Pedestrian Advisory Committee**

The Bike and pedestrian Advisory committee works with staff in providing advice and recommendations on all matters relating to bicycle and pedestrian facilities. Make recommendations to the City Council on the selection of bicycle and pedestrian projects to be submitted for state and federal funding opportunities. The Committee promotes bicycling and walking as safe and healthy alternative modes of transportation. It assists the Town staff in the planning, operations and maintenance of bicycle and pedestrian facilities in the community. The committee consists of at least five (5) members and one (1) Council Member liaison. At least three (3) members of the Committee must meet the requirements of the Metropolitan Transportation Committee and live or work in the Town of Atherton. The Committee shall be composed of both active bicyclists and pedestrians.

### **Environmental Programs Committee**

The Environmental Programs Committee serves in an advisory capacity and make recommendations (programmatic and legislative) to the City Council upon request on all matters pertaining to the town's natural and built environment and the town's regional role and responsibilities as one of the communities on the San Francisco Bay Peninsula.

It creates pro-active community engagement programs for residents, commercial, and public enterprises active within the town's jurisdiction for presentation to and consideration and approval by the City Council. A minimum of five members are appointed by and serve at the pleasure of the City Council. Members must be residents of the Town and generally serve terms of four years.

### **Transportation Committee**

The Transportation Committee serves in an advisory capacity to make recommendations to the City Council upon request in all matters pertaining to transportation within the Town. Five members are appointed by and serve at the pleasure of the City Council. Members must be residents of the Town and generally serve terms of four years.

### **Rail Committee**

The Rail Committee serves in an advisory capacity to the City Council on all matters pertaining to High Speed Rail (HSR), the Rail Corridor, and Caltrain. With the assistance of appropriate town staff, research and address specific impacts HSR and other rail infrastructure and services may have

on the Rail Corridor and the town. The committee performs active outreach and cooperative efforts with groups and organizations opposing HSR. Rail Committee members are authorized to act as spokespersons to articulate and advocate the town’s Rail Related Policy Positions as they pertain to rail committee matters to legislatures, HSR and Caltrain board of directors, regional organizations, press, and other interested parties. Up to ten members are appointed by and serve at the pleasure of the City Council. Members must be residents of the Town and serve without specific terms.

Council Appointees of Various Regional Boards/Commissions:

Association of Bay Area Governments (ABAG)	City/County Association of Governments (C CAG)	Holbrook-Palmer Park Foundation	League of California Cities	San Mateo County Emergency Services Council
Library JPA Governing Board (San Mateo County)	Peninsula Traffic Congestion Relief Alliance	San Francisco Airport/Community Roundtable	San Mateo County Sub-Regional Housing Policy Advisory	Grand Boulevard Task Force
Menlo Park Fire Protection District	Peninsula Cities Consortium	Cal/Mod Local Agency Policy Maker Group	Atherton Charter City Discussion (Ad-Hoc)	Atherton Bike Coalition (Ad-Hoc)
Atherton Refuse & Recycling Rate Committee (Ad-Hoc)	SBWMA Board of Directors	Surf Air Aircraft Noise (Ad-Hoc)	Peninsula Clean Energy	IT Subcommittee (Ad-Hoc)
Sea Level Rise (Ad-Hoc)	Selby/ECR Outreach (Ad-Hoc)	Stanford GUP (Ad-Hoc)	Fire Services (Ad-Hoc)	Cal-Train (Ad-Hoc)

**Section A**

**INTRODUCTION  
STATISTICAL DATA**

**Size:**

Population	6,718
Area	5.049 Sq. Miles
Residential Units	2,474
Mileage of the City Streets	53 centerline miles
Full time Employees	40

**Character:**

Assessed Evaluation FY21/22	\$13,078,821,692
Form of Government	General Law, City Council/ Manager
Incorporation Date	September 12, 1923

**Education:**

School District	Redwood City School District Las Lomas Elementary School District Menlo Park City School District Sequoia Union High School District
Schools	3 Elementary Schools 2 Dual Elementary & Middle Schools 3 High Schools 1 College

**Recreation:**

Park	Holbrook-Palmer Park
Park Acreage	22-Acre
Library	Town of Atherton Library JPA –San Mateo County

**Public Safety:**

Police Protection	Atherton Police Department
Fire Protection	Menlo Park Fire Protection District

## Section A

# INTRODUCTION

## BUDGET STRUCTURES

Town Operates on a “Fund” Basis & Basic Fiscal Accounting Entity in Governmental Accounting

A “Fund” is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities. The Town of Atherton, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with financial-related legal requirements. Each fund is considered a separate accounting entity. Resources are allocated to and accounted for within individual funds based on the purpose which they are to be spent and activities controlled based on the type of funds. The Town operates under two classifications of funds called governmental funds and proprietary funds.

### **The Town’s Primary Funds are “governmental funds” consisting of:**

- General Fund
- Special Revenue Funds
- Capital Project Funds

### **General Fund Is the Primary Operating Fund of the Town**

- The General Fund is the main operating fund of the Town
- All general tax revenues and other receipts that are not allocated by law or contract to other funds are accounted for here
- Expenditures from the General Fund are most commonly general operating expenses and capital improvement costs that are not paid through other funds. General Fund expenditures include planning, building, public works, public safety, and administration departments.

### **Special Revenues**

Special Revenue Funds are used to account for revenues derived from specific sources. These represent funds with a dedicated revenue source set aside for a specific purpose. Revenues to these funds are usually required by law or administrative regulation to be accounted for in a separate fund. Examples include the Library Fund, the Special Tax (Parcel Tax Fund), Measure A, Measure M, Gas Tax fund, Equipment Replacement Fund, etc. In FY 2017/18, The Special Parcel Tax was not renewed for an additional four years. The Town maintains residual funds from the Tax and these are being used for road and drainage projects in the Capital Improvement Program.

### **Capital Project Funds**

Funds used to account for financial resources for the acquisition of construction of major capital projects or facilities. The Town has a five-year capital improvement program that proposes projects to analyze, repair, or improve Town infrastructure, and the funding for these projects.

Some of the funding for capital projects comes from the Special Parcel Tax, other Special Revenue Funds and General Fund. The remainder of the Parcel Tax fund will be depleted within the Town CIP program in the next year.

### **Proprietary Funds:**

The Town of Atherton maintains one type of proprietary fund. Internal Service Funds are an accounting device used to accumulate and allocate costs internally among the Town of Atherton various functions. They incur costs that are then allocated to each receiving department. They are established to equitably allocate costs to departments for support and maintenance of services, and allow the spread and stabilization of replacement and operational costs over fiscal years. Each Internal Service Funds are set to recover charges sufficient to meet operating expenses, replacement costs, and fund balance reserves. The Town uses internal service funds to account for its fleet of vehicles and equipment, worker's compensation liability, general and employment liabilities, and employee benefits including compensated absences and other post-employment benefits other than pension.

### **Budget Process and Policy Discussions**

The budget process is done in stages as the Council has the opportunity to review the General Fund operations budget, the capital improvement plan, special revenue and internal service funds. During the budget process the goal is that ongoing revenues match or exceed expenditures. In some instances, the Town doesn't have enough yearly revenues, therefore it may need to save and then spend. This is the case for capital projects as the Town may need to accumulate funding to carry out projects. It may lead to allocating funding to priority capital projects. The budget process provides staff the opportunity to examine programs, propose changes in current services, outline operational needs and recommend the need for capital outlay items to City Council. The process includes confirming that recurring revenues meet or exceed recurring expenses. That the Town can deliver services over time and respond to changing needs of the community. The budget process provides an opportunity to review if policies are being met, the need for revisions, or the creation of new policies.

### **2022-2023 Budget Calendar**

#### **Meeting 1 - Budget Kick-off and Overview- *March 2, 2022 Study Session***

- Overview of the Budget Process and Policy Discussions
- An overview of the FY 2021/22 Year-End Projected Fiscal Condition
- An overview of the Town's Major Revenue Sources and 5-Year Forecasts
- An overview of the Town's Major Expenditure Categories and 5- Year Forecasts
- General Fund Budget Discussion all Departments

#### **Meeting 2- General Fund Operations – *April 6, 2022 Study Session-***

1. Review of the Town’s General Fund Operational Budget. Review of the Administration, Finance, Planning, Building, Inter-Department, Public Works, and Public Safety departments.
2. New Town Center Impacts oversight and service needs. Discussion on the Town’s fiscal outlook of revenues and expenditures over time to the General Fund. Discussion of potential COVID-19 impact, fiscal recovery relief and American Rescue Plan (ARP) funds.

Meeting 3- Special Revenues, Internal Service Funds & Capital Improvement Program Budget Study Session – May 4, 2022 Study Session

1. Presentation review and discuss Special Revenue, Internal Service Funds, and the Town Capital Improvement Program (CIP)

Meeting 4- Budget Study Session- June 1, 2022 Study Session

1. Presentation of Final Review of Draft Budget & Special Revenues/Other Funds and Capital Improvement Program

Meeting 5- Adoption of the Budget - June 15, 2022 Regular Meeting

**Reserve Balances**

The net of revenue over expenditures should produce a balance, whether it is positive, negative or zero. These balances are called equity or “Fund Balances.” When agencies have net positive balance within their funds at the end the fiscal year, these balances get rolled up into the total Fund Balance of the fund. Within these fund balances most agencies set up reserve fund balances for emergencies, operating reserves, capital reserves, unallocated reserves or other contingencies.

**ARPA FUNDS/COVID RELIEF FUNDS**

The Town will receive \$1.7 million from the American Rescue plan. The initial portion, \$853,661 was received in July 2021 and the remainder will arrive by June 2022. These funds may be used to respond to the public health emergency with respect to COVID-19; but are also fairly broad in their application. **Funds must be obligated by December 31, 2024 and must be spent by the end of calendar year 2026.** Current regulations allow local governments to utilize funds for expenditures in response to COVID-19 or to recoup negative economic impacts, such as revenue loss. There are also special categories of uses for the funds that the Town can take advantage of for special projects.

These funds will augment the Town’s COVID operation expenses, but they will also serve in relief for other unexpected costs and current or future loss of revenues. **ARPA funds are non-recurring so their use should be applied primarily to non-recurring expenditures** (i.e. one-time purchases or infrastructure).

**Authorized Uses of ARPA Funds:**

1. Replace lost public sector revenue;
2. Government services, such as roadway construction and maintenance, as well as other infrastructure related to government administration, staff, and administrative facilities; provision of police and other public safety services;
3. Responses to Public Health and Economic Impacts of COVID-19, including Public Communication efforts, Emergency Operations Centers & response equipment;
4. Public Sector Capacity Enhancements - Public Safety, Public Health, and Human Services;
5. Capital Expenditures related to response to public health and negative economic impacts;
6. Premium Pay to eligible workers performing essential work during the pandemic; and
7. Water & Sewer Infrastructure necessary investments in water and sewer infrastructure.

Specific to the Town, in addition to direct revenue loss and one-time capital projects, these funds may be utilized to offset the costs of COVID-related construction delay to the Town Center Project, make purchases related to police services (vehicles and technology). Staff will identify specific items within the FY 2022/23 Budget the cost of which staff recommends be offset using ARPA funds. Presently, these funds are segregated within the Town's General Fund and have not been specifically allocated. Funds may be used in response to COVID-19 emergencies or related negative economic impacts, including assistance provided to people, businesses etc. These funds can be used to address economic losses and have the flexibility to be used for the provision of relief. Funds may be used to respond to workers performing essential work and for the provision of service that resulted in a reduction of revenue. These funds will augment the Town's COVID operation expenses, but they will also serve in relief for other unexpected costs and current or future loss of revenues. Legislation allows the Town to use the first fiscal year that there was not a revenue impact as a base year for revenue loss. For the Town, that would be FY 2018/19. The Town may also use funds for infrastructure support to provide basic services, including broadband, water, and sewer. Funds may not be used toward pension liabilities.

The Town received \$87,000 from the CARES Act Relief Fund. This was the allotment to the Town and the relief funds have contributed to some of our COVID-19 expenses. When COVID-19 began, the Town activated its EOC, and expenses were incurred for the continued operation of the Town in a safe and protective manner to continue to provide critical essential services (police, public works, construction support, and general Town operations). The Town incurred costs that included PPE, office safety improvements, work-from-home technology purchases, meal costs, increased custodial services, technology costs, and legal costs. These CARES Act Funds helped contribute to some of these expenses.

## Section A

# INTRODUCTION

## POLICIES & ASSUMPTIONS

The Town has a core strategy of **Financial Stability** and it rests with the Town's guiding value of fiscal stewardship. The Town is dedicated to maintaining oversight and management of the Town's fiscal, physical, and natural resources. The Town seeks to continue efforts to attain long-term fiscal stability and organizational excellence through improved efficiency and effectiveness, developing resources to maintain and replace Town facilities, active management of employee compensation. Identification and reduction of the Town's long-term liabilities, growth in ongoing revenues, investment in technologies and operational improvements, and exploration of new revenue generation. In order for the Town to sustain this core strategy it reviews fiscal policies and structures them to ensure fiscal responsibility, accountability, transparency, and efficient use of resources. As part of its core strategy of financial stability, the Town of Atherton has an established fund balance policy. *The City Fund Balance reserve policy reserves a portion of its funds to maintain fiscal stability, continued operation of government in the event of an emergency, to reduce long term liabilities, operational replacement capital expenses, and to mitigate current and future risks.*

➤ General Fund Committed Fund Balance for Emergency Disaster

The Town Council has committed to set aside 15 percent of the actual annual General Fund operating expenditures specifically for emergency contingencies defined as a state of Federal and/or State of Emergency or declaration of a local emergency as defined in Atherton's Municipal Code Section 2.44.010. The FY 2022/23 Budget meets the Emergency set aside fund balance.

➤ General Fund Budget Stabilization Reserve Balance Policy

The Town established the General Fund unassigned fund policy such that in no circumstances shall the total General Fund unassigned fund balance drop below 20 percent of the actual operating expenditures. During the April 6 Study Session, there was discussion and recommendation by the Council to change the Town Budget Stabilization Reserve policy percentage from 20% to 15%. In this current iteration of the General Fund Balance, the reserve policy is adjusted to thirty percent (30%). Reducing the Budget Stabilization Reserve to 15% increased the Unallocated available fund balance by \$886,484. Any remaining fund balance not reserved or committed is designated as Unallocated Fund Balance. The projected unallocated available ending fund balance for FY 2022/23 is \$7,248,600. The FY 2022/23 Budget meets the unassigned fund balance.

➤ Budget Reserve Policy

The City Council maintains a Budget Reserve Policy for *Available Unallocated Reserve Fund Balance* that is used to address long-term liabilities, capital projects, and a minimum mandatory reserve. As part of a budget policy, every year the City Council will consider an allocation of the unallocated General Fund Reserve to the Town's Capital Improvement Fund to assist in accumulating funds for future capital projects or other operational uses. The Town Center project is near final completion. As part of the

Town's ongoing financial stability core value and operations process, staff will continue to work with the council on use of *unallocated reserve fund balance* options. During the fiscal year, staff presented the Council with a Financial Planning Model that would allow the Town to address its use of unallocated reserve fund balances. The Town Center construction project included the use of these reserves. Now that the project is complete, the Town is refocused on its Capital Improvement program, long term liabilities, operational uses, and debt service call options

With Council direction, the unallocated reserve balance can be appropriated towards operational use, capital projects, debt service call option, or to pay down liabilities. Once the Town Center project is completed, staff recommends that the Council consider uses for the unallocated funds. During the Fiscal Year with the Town Center nearing completion, staff recommended that the Council consider the use of unallocated General Fund Reserves be reviewed and appropriated towards operations, capital projects, or to pay down liabilities. During discussions set aside buckets were used to illustrate funding towards various priorities. In the current fiscal year, \$5 million was allocated to CalPERS unfunded pension liabilities (Public Safety). The Council also discussed a reduction in the Operational Reserve. An additional decision in reviewing the financial planning model included allocation \$3,340,000 transfer out from the General Fund in FY 2022/23 Budget towards the Capital Improvement Fund for Town capital project priorities in the Drainage, Bike & Ped, Streets, and Park Master plans. One additional discussion was to allocate unallocated reserves to replacement to Town facilities. With the addition of the new Town Center and Library, there will be future needs for facility maintenance and replacements on other aging facilities. Below is one use of those such use of these reserve funds.

➤ Capital Facilities Replacement Reserve

*In FY 20/21, the \$505,000 building reserve was used as funding towards the new Town Civic Center. Staff recommends that as a policy, each year we consider whether to allocate funding to this reserve as depreciation allocation or a set amount if reserve funding is available. The transfer amount to the Capital Replacement Reserve on an annual basis is expected to be determined once the Town knows the full infrastructure cost of the new buildings upon which to base a value of depreciation. There is currently no allocation to the Capital Facility replacement reserve.*

**Section A**

**INTRODUCTION**

**REVENUE EXPENDITURES PROJECTED FUND BALANCE SUMMARY 1**

Town of Atherton									
Budget for FY 2022-2023									
	Projected Fund Balance 06/30/22	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer In	Library JPA Est. Advance excess funds	Budgeted Transfer Out/Lease Payment	Lease Payment	ERAF	Projected Fund Balance 06/30/23
<b>General Fund</b>									
101 General Fund	\$ 12,598,872	\$ 19,583,306	\$ 17,729,676			\$ (3,340,000)	\$ (861,000)	\$ 2,316,000	\$ 12,567,502
<b>Special Revenue Funds</b>									
105 Tennis Fund	101,325	58,900	117,500	-					42,725
209 Police (COPS) Grant	-	155,146	155,146						-
213 Library Fund	1,775,262	274,000	548,909						1,500,353
215 Evan Creative Design	-	-	-						-
Total Special Revenue	1,876,587	488,046	821,555	-	-	-			1,543,078
<b>Capital Project Funds</b>									
201 Special Tax	495,331	-	495,000						331
202 Measure A	559,830	370,000	625,000						304,830
203 Gas Tax	221,800	364,979	300,000						286,779
204 Measure M	160,835	75,000	75,000						160,835
205 Measure W	174,766	145,000	130,000						189,766
401 Capital Improvement	1,371,788	4,975,000	4,300,000						2,046,788
402 Storm Drainage	-	-	-						-
403 Channel Drainage Dt.	615,276	97,300	210,000						502,576
406 Facilities Construction	-	-	-						-
Total Capital Projects	3,599,626	6,027,279	6,135,000	-	-	-			3,491,905
<b>Internal Service Funds</b>									
610 Equipment Repl.	1,047,680	282,300	254,200						1,075,780
614 Worker's Comp.	1,734,924	311,499	228,207						1,818,216
615 General Liability	735,458	441,791	439,591						737,658
616 Employee Benefits	634,121	1,056,011	848,335						841,797
Total Internal Service	4,152,183	2,091,601	1,770,333	-	-	-			4,473,451
<b>Total All Funds</b>	<b>\$ 22,227,268</b>	<b>\$ 28,190,232</b>	<b>\$ 26,456,564</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,340,000)</b>	<b>\$ (861,000)</b>	<b>\$ 2,316,000</b>	<b>\$ 22,075,936</b>

Note: Special Revenue and capital project funds are safe spend accounts. All are positive balances. There are sufficient capital project fund balances to cover the FY 22/23 expenditures. Since most major capital projects have significant costs, the Town “saves then spends” for capital projects over multiple years.

**Section A**

**INTRODUCTION**

*REVENUE EXPENDITURES PROJECTED FUND BALANCE SUMMARY 2*

Special Revenue Funds	Tennis Fund	Police COPS	Evan Creative Design	Special Revenue W/O Library		Internal Service Funds	Equip Repl.	Worker's Comp	General Liability	Employee Benefits	Total Internal Service Funds
Fund Number	105	209	215			Fund Number	610	614	615	616	
Est. Fund Bal. 07/01/22	101,325	-	-	101,325		Est. Fund Bal. 07/01/22	1,047,680	1,734,924	735,458	634,121	4,152,183
Est. Revenue 22/23	58,900	155,146	-	214,046		Est. Revenue 22/23	282,300	311,499	441,791	1,056,011	2,091,601
Total Available Revenue	160,225	155,146	-	315,371		Total Available Revenue	1,329,980	2,046,423	1,177,249	1,690,132	6,243,784
Est. Expenditure 22/23	117,500	155,146	-	272,646		Est. Expenditure 22/23	254,200	228,207	439,591	848,335	1,770,333
Rev. Over Exp.	42,725	-	-	42,725		Rev. Over Exp.	1,075,780	1,818,216	737,658	841,797	4,473,451
Transfers In(out)						Transfers In(out)					
Est. Fund Bal. 06/30/23	42,725	-	-	42,725		Est. Fund Bal. 06/30/23	1,075,780	1,818,216	737,658	841,797	4,473,451

Capital Projects	Parcel Tax	Measure A	Gas Tax	Measure M	Measure W	Road Impact	Capital Imprmt	Storm Drainage	Channel Drainage District	Facilities Const	Capital Projects Total W/O Parcel Tax	All Capital Projects Total
Fund Number	201	202	203	204	205	210	401	402	403	406		
Est. Fund Bal. 07/01/22	495,331	559,830	221,800	160,835	174,766	-	1,371,788	-	615,276	-	3,104,295	3,599,626
Est. Revenue 22/23	-	370,000	364,979	75,000	145,000	-	4,975,000	-	97,300	-	6,027,279	6,027,279
Total Available Revenue	495,331	929,830	586,779	235,835	319,766	-	6,346,788	-	712,576	-	9,131,574	9,626,905
Est. Expenditure 22/23	495,000	625,000	300,000	75,000	130,000	-	4,300,000	-	210,000	-	5,640,000	6,135,000
Rev. Over Exp.	331	304,830	286,779	160,835	189,766	-	2,046,788	-	502,576	-	3,491,574	3,491,905
Transfers In(out)	-											
Est. Fund Bal. 06/30/23	331	304,830	286,779	160,835	189,766	-	2,046,788	-	502,576	-	3,491,574	3,491,905

GENERAL FUND REVENUE & EXPENDITURE Summary on Next Page

Town of Atherton  
**General Fund 101**  
 Revenue & Expenditures Summary  
 Fiscal Year 2022-2023



Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recommended Budget 2022-2023
<b>Revenues</b>					
101-00-40001-000	Secured Property Tax	9,834,557	10,363,791	10,578,791	11,107,730
101-00-40002-000	Unsecured	437,101	435,000	435,000	420,000
101-00-40004-000	SB813 Redemption (Suppl)	324,085	296,000	296,000	315,000
101-00-40006-000	Prop Tax in Lieu of VLF (Motor Veh)	751,425	949,107	1,061,738	1,672,448
101-00-40008-000	Excess ERAF				
101-00-40010-000	Unsecured SB813 Redemp/Suppl	669			
101-00-42005-000	Property Transfer Tax	702,515	543,000	749,000	763,980
<b>Total Property Taxes -&gt;</b>		<b>12,050,352</b>	<b>12,586,898</b>	<b>13,120,529</b>	<b>14,279,158</b>
101-00-41001-000	Sales & Use Tax General	128,929	175,000	190,000	195,000
101-00-41002-040	Prop 172 Sales Tax for Police	98,406	92,000	95,000	100,000
101-00-41004-000	In Lieu Sales Tax/Trip Flip				
<b>Total Sales Taxes -&gt;</b>		<b>227,335</b>	<b>267,000</b>	<b>285,000</b>	<b>295,000</b>
101-00-42001-000	Franchise Taxes-Utilities	266,694	264,000	264,000	269,000
101-00-42002-000	Franchise Tax-Cal Water	167,916	162,000	162,000	172,000
101-00-42003-000	Franchise Tax-Garbage	341,303	375,000	396,000	425,000
101-00-42004-000	Franchise Taxes-Cable	132,467	137,000	137,000	139,000
<b>Total Franchise Fees -&gt;</b>		<b>908,381</b>	<b>938,000</b>	<b>959,000</b>	<b>1,005,000</b>
101-00-40005-000	Homeowners Exemption	33,785	37,400	37,400	37,400
101-00-40007-000	Motor Veh. Lic Fees (MVLFF)	5,157	5,200	5,200	5,600
<b>Total Intergovernmental -&gt;</b>		<b>38,942</b>	<b>42,600</b>	<b>42,600</b>	<b>43,000</b>
101-00-43001-000	Business Licenses	264,162	260,000	264,000	268,000
<b>Total Business License Tax -&gt;</b>		<b>264,162</b>	<b>260,000</b>	<b>264,000</b>	<b>268,000</b>
101-00-47001-000	Home Occupation Permit	200	300	300	300
101-00-47019-020	Zoning & Planning Fees	231,510	220,000	220,000	225,000
<b>Total Planning Revenue -&gt;</b>		<b>231,710</b>	<b>220,300</b>	<b>220,300</b>	<b>225,300</b>
101-00-47002-025	Building Permit Fee	1,185,419	1,100,000	1,200,000	1,236,000
101-00-47004-025	Grading & Drainage	80,054	65,000	65,000	72,000
101-00-47021-025	Plan Check Fee	438,926	382,000	402,000	412,000
101-00-47030-025	Tree Removal Plan Check	61,540	52,000	70,000	72,000
101-00-47034-025	Contract Plan Review Services				
101-00-47035-025	Contract Inspection Services				
101-00-47050-025	Penalty No Building Permit	31,894	25,000	15,000	25,000
101-00-48502-025	Miscellaneous Income				
<b>Total Building Revenue -&gt;</b>		<b>1,797,832</b>	<b>1,624,000</b>	<b>1,752,000</b>	<b>1,817,000</b>
101-00-44001-040	Municipal & Vehicle Code Fines	1,822	5,000	5,000	5,000
101-00-44002-040	Other Fines & Forfeiture (County)	44,118	32,000	36,000	37,000
101-00-45007-040	POST Reimb	9,127	18,000	18,000	13,000
101-00-48505-040	Federal SRO Grant	-	75,000	75,000	75,000
101-00-47005-040	Other Licenses & Permit	3,181	3,800	7,800	4,140
101-00-47009-040	Photocopy Fee	204	150	150	150
101-00-47011-040	Alarm Sign Fees	1,440	1,900	1,900	2,400
101-00-47012-040	Vehicle Release	2,176	2,500	2,500	2,300
101-00-47015-040	Affidavit of Cost	74			
101-00-47016-040	Special Service Fee	-	3,000	6,500	3,000

Town of Atherton  
**General Fund 101**  
 Revenue & Expenditures Summary  
 Fiscal Year 2022-2023



Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recommended Budget 2022-2023
101-00-47046-040	Alarm Permit Fee	5,100	16,000	16,000	122,500
101-00-47049-040	False Alarm Fees			40,000	30,000
101-00-48501-040	Donation/Contribution	306			
101-00-48502-040	Miscellaneous Income	386	700	700	400
	<b>Total Police Revenue -&gt;</b>	<b>67,934</b>	<b>158,050</b>	<b>209,550</b>	<b>294,890</b>
101-00-45005-050	C/CAG AB 1546-Veh registration				
101-00-45021-053	Highway Maint Reimbursement	35,700	35,700	35,700	35,700
101-00-47003-050	Encroachment	654,992	590,000	605,000	623,000
	<b>Total DPW Revenue -&gt;</b>	<b>690,692</b>	<b>625,700</b>	<b>640,700</b>	<b>658,700</b>
101-00-47022-058	Social Fees	14,581	15,000	70,000	90,100
101-00-47023-058	Meeting Fees	478	10,000	10,000	10,000
101-00-47025-058	Class Fees	-	15,000	15,000	15,000
101-00-47028-058	Weddings	19,573	20,000	30,000	40,000
101-00-47029-058	Park Day Use Fee	11,288	10,500	10,500	16,500
101-00-47033-058	Catering Service Fee			5,000	5,200
101-00-47039-058	Park Rev-Admin 30% Non-Resident	9,346	21,000	21,000	-
101-00-47040-058	Park Rev-Admin 15% Resident	338	4,550	4,550	-
	<b>Total Park Program Revenue -&gt;</b>	<b>55,603</b>	<b>96,050</b>	<b>166,050</b>	<b>176,800</b>
101-00-44003-000	Heritage Tree Damage Fee	37,313	15,000	130,000	20,000
101-00-44004-000	C & D Deposit Forfeited	322,600	65,000	65,000	65,000
101-00-45016-058	DOC Grant	5,000	5,000	5,000	5,000
101-00-45019-000	Grant	10,000			65,000
101-00-45020-000	Other Reimbursements	2,599	-	-	-
101-00-47005-012	Other Licenses & Permit Admin	974	1,500	1,500	1,200
101-00-47009-000	Photocopy Fee	652			
101-00-47031-030	Tree Inspection Fee	39,780	31,000	31,000	32,000
101-00-47036-030	Admin Citation (code enforcement)	114,850	85,000	55,000	32,000
101-00-47038-000	Banner Permit Fee	1,763	2,475	2,475	2,200
101-00-47045-000	Drone Application Fee	-	750	750	750
101-00-48001-000	Interest Income	(89,438)	175,000	175,000	132,000
101-00-48002-000	Cell Antenna Lease	64,663	65,441	65,441	70,775
101-00-48003-000	Property Rental - Playschool	41,668	89,533	89,533	89,533
101-00-48005-000	Post Office	2,628	3,200	3,200	2,700
101-00-48501-000	Donations/Contributions	1,000			
101-00-48502-000	Miscellaneous Income	10,164	2,300	2,300	2,300
101-00-48507-000	Settlement/Claims	13,423			
101-00-48508-000	COVID-19 Relief	86,813			
101-00-48510-000	Atherton 2020 Lease COP	169			
101-00-48515-000	Rule 20 A Funds	642,521			
	<b>Total Misc. Revenues -&gt;</b>	<b>1,309,142</b>	<b>541,199</b>	<b>626,199</b>	<b>520,458</b>
	<b>Total Operating Revenues -&gt;</b>	<b>17,642,085</b>	<b>17,359,797</b>	<b>18,285,928</b>	<b>19,583,306</b>
	<b>Expenditures</b>				
	City Council Department	50,108	54,356	54,356	61,513
	Administration Department	854,155	1,007,458	1,015,458	1,032,501
	City Attorney Department	252,020	310,000	310,000	310,000
	Finance Department	805,458	843,294	843,294	897,696
	Planning Department	453,479	303,783	303,783	612,071
	Building Department	1,331,719	1,334,759	1,396,909	1,454,284
	Inter Department	800,379	894,940	935,340	981,511
	Police Department	8,309,741	9,032,305	9,032,305	9,303,866
	Public Works Department	1,641,026	2,739,358	2,739,358	3,076,233
	<b>Total Operating Expenditures -&gt;</b>	<b>14,498,085</b>	<b>16,520,252</b>	<b>16,630,803</b>	<b>17,729,676</b>
	<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>3,144,000</b>	<b>839,545</b>	<b>1,655,125</b>	<b>1,853,631</b>

Town of Atherton  
**General Fund 101**  
 Revenue & Expenditures Summary  
 Fiscal Year 2022-2023



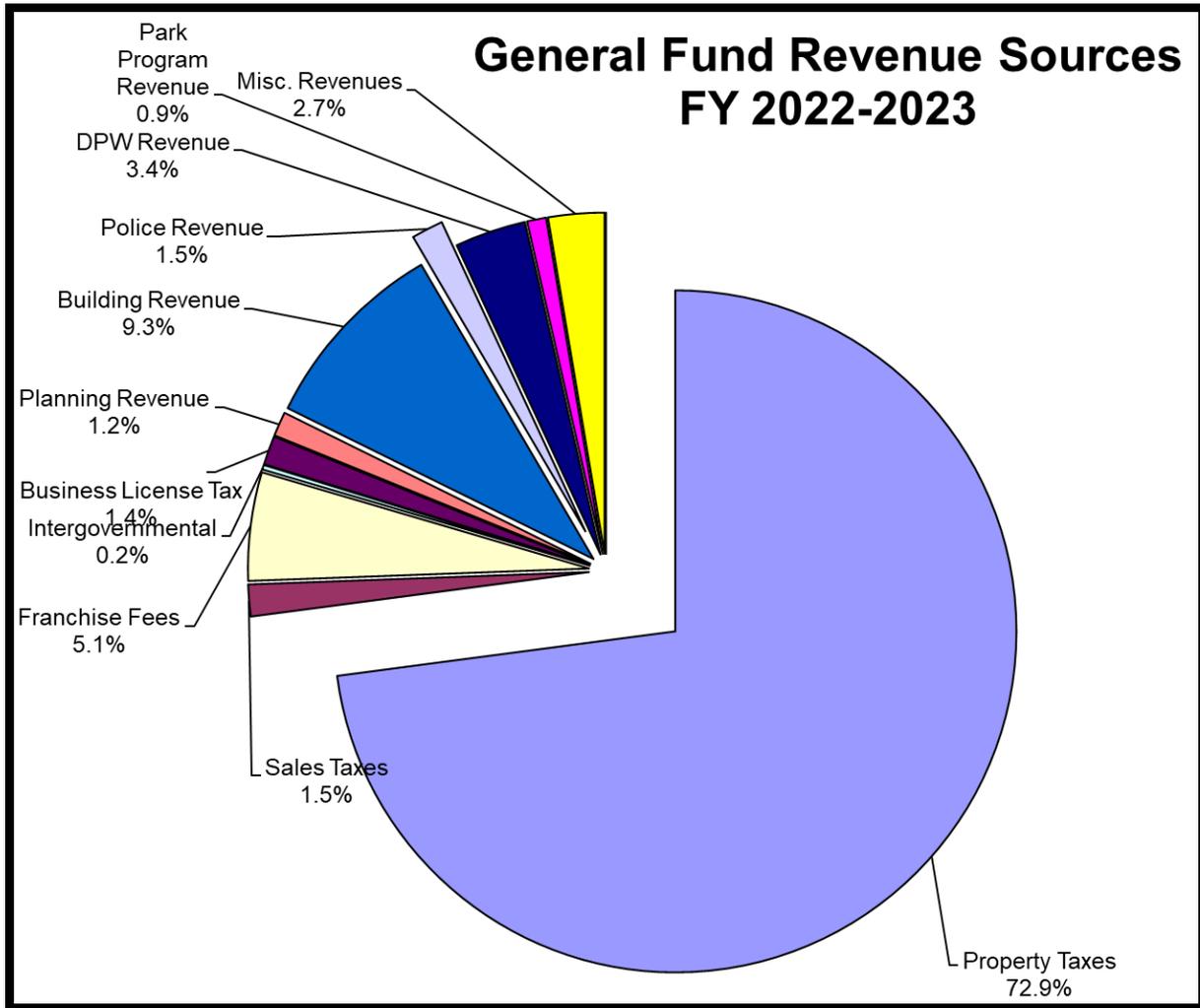
Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recommended Budget 2022-2023
<b>Other Financing Sources/(Uses)</b>					
101-00-58002-030	Trans Out CIP 401 Future Projects				(3,340,000)
101-00-58010-000	COP Debt Service	(837,930)	(861,000)	(861,000)	(861,000)
101-00-58005-000	Transfer (out) to OPEB/Pension			(5,000,000)	
101-00-58004-000	Trsfr in/(out) Workers Compensation				
101-00-58002-000	Trsfr in/(out) Capital Replacement reserve				
101-00-58002-030	Trsfr in/(out) Const. 406-COP Funds	(5,965,635)			
101-00-58003-000	Trsfr in/(out) to Facilities Const-406	(8,924,190)	(6,137,592)	(3,500,000)	
	COVID America Rescue Plan		1,707,000	1,707,000	
	Excess ERAF	1,863,658	1,100,000	2,279,468	2,316,000
	<b>Total Transfers In/(Out) -&gt;</b>	<b>(13,864,098)</b>	<b>(4,191,592)</b>	<b>(5,374,532)</b>	<b>(1,885,000)</b>
	Incr/(Decr) of General Fund Resv	(10,720,097)	(3,352,047)	(3,719,407)	(31,369)
	<b>Net Change in Fund Balance</b>	<b>(10,720,097)</b>	<b>(3,352,047)</b>	<b>(3,719,407)</b>	<b>(31,369)</b>
	Beginning Fund Balance	27,038,376	16,318,279	16,318,279	12,598,872
	<b>Ending Fund Balance</b>	<b>16,318,279</b>	<b>12,966,231</b>	<b>12,598,872</b>	<b>12,567,502</b>

<b>Fund Balance Schedule</b>				
Building Component Town Center Funding	505,000			
15% Emergency Reserve	2,174,713	2,478,038	2,494,620	2,659,451
15% Reserve	2,899,617	3,304,050	3,326,161	2,659,451
Reserved for OPEB				
Available Fund Balance	10,738,949	7,184,143	6,778,091	7,248,600
<b>Ending Fund Balance</b>	<b>16,318,279</b>	<b>12,966,231</b>	<b>12,598,872</b>	<b>12,567,502</b>

**Section B**

**General Fund**

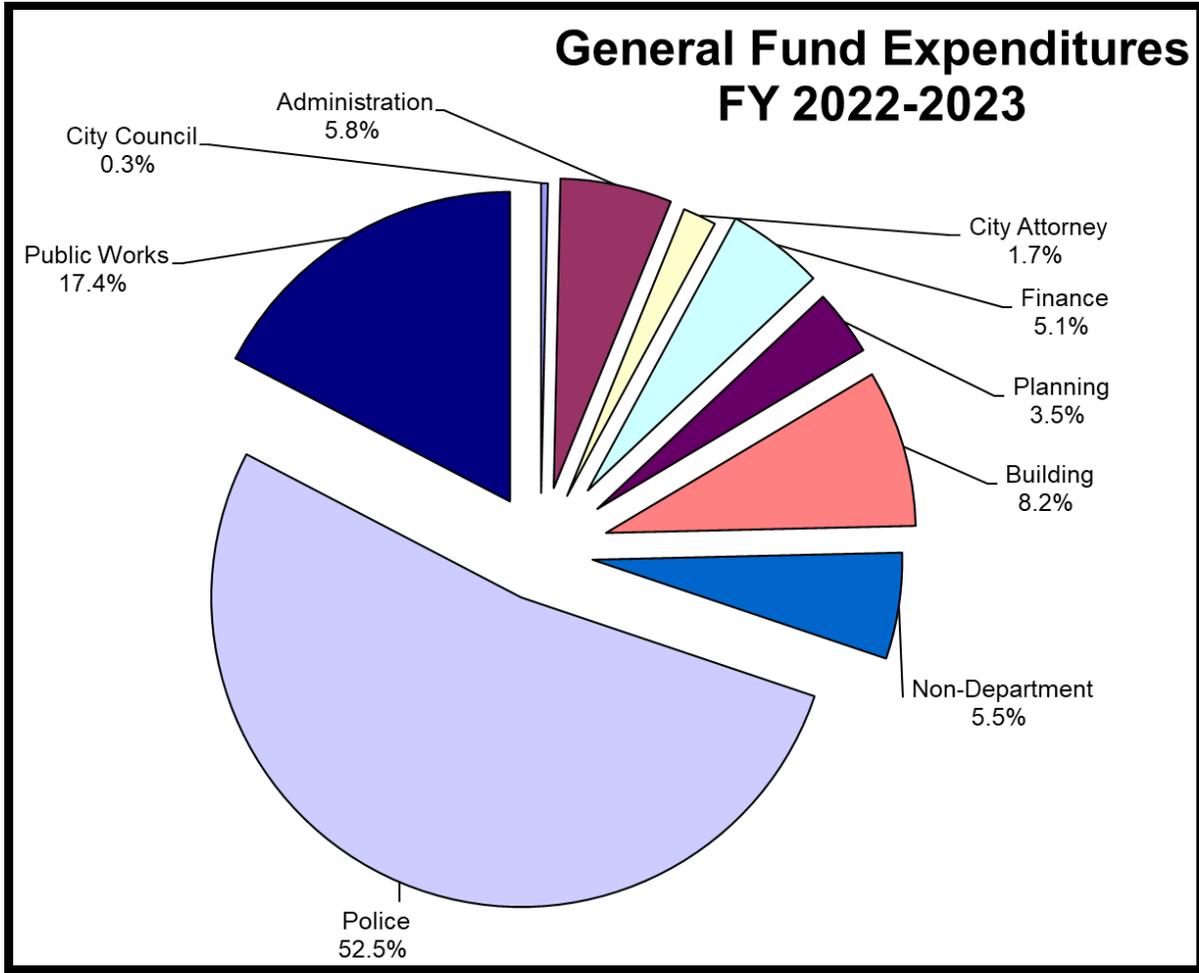
General Fund 101 Revenue Summary Chart



**Section B**

**General Fund**

General Fund 101 Expenditures Summary Chart



## Section B

### General Fund

*City Council (D11) Administration (D12) City Attorney (D16)*

# Goals | Mission Budget 2022-2023

- Develop and Implement Use Plan for the Town Center
- Renovate the historic train station
- Update the Human Resources Policies and Procedures Manual, and records retention
- Continue to stimulate Community engagement through Town Events especially that celebrate community involvement, activities, SeeClickFix application
- Recommit to fostering partnerships with schools and other agencies
- Continue to connect with surrounding jurisdictions on regional issues and concerns with potential for project partnerships
- Work with legislative services consultant on housing related issues relevant to RHNA process and State legislation
- Plan for the Town's Centennial/100 Year Anniversary Celebration

**Section B**

**General Fund**

*General Fund 101 City Council Dept. (D11)*

**Department 11**

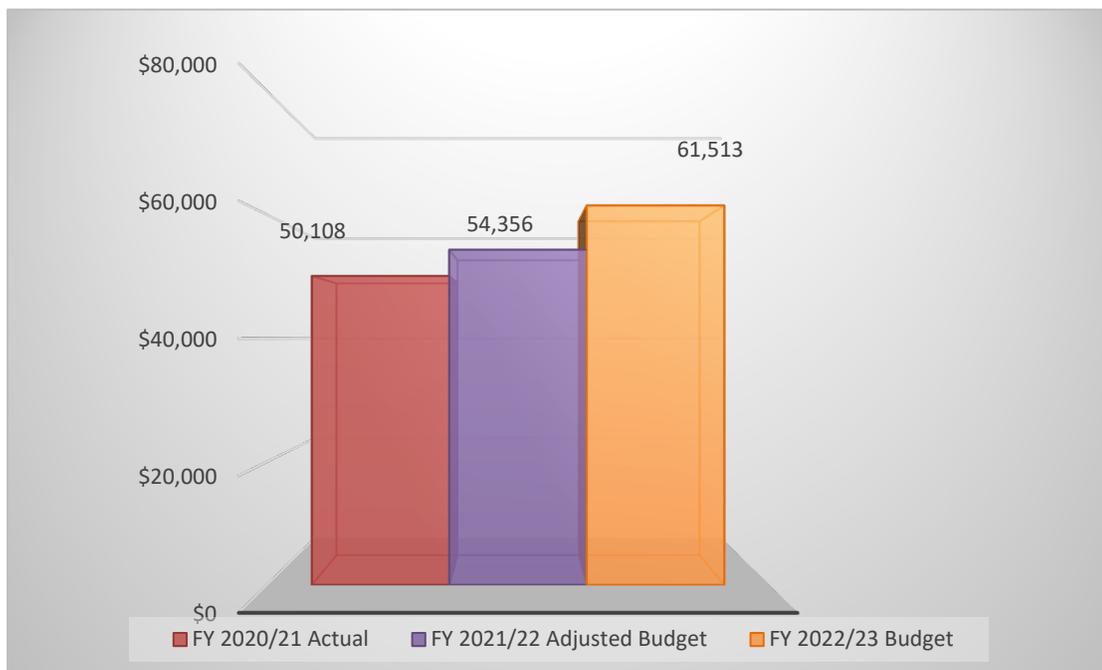
The City Council is the legislative and policy-making body for the Town of Atherton. It provides political leadership, enacts laws, adopts resolutions, adopts an annual budget and establishes policies for the Town government. It sets strategic goals for the community and participates regionally with other organizations. The Council hires the City Manager and City Attorney. The Mayor is appointed annually from the elected council members. The Mayor and the City Council represent the Town of Atherton on local, regional, and state policy committees and commissions. The City Council meets the Third Wednesday of each month in formal public session and occasionally additional special meetings. The first Wednesday of each month is reserved for Council Study Sessions. City Council agendas, reports, packets and video archives of the meetings are posted on the Town’s website.

**Annual Fiscal Impact** **\$61,513**

**Employee** 5 elected city council members

**Three-year Summary**

Year	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Amount	50,108	54,356	61,513





Town of Atherton  
 Annual Operating Budget FY 2022-2023  
 City Council Budget - Summary

Category	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
General Operation	1,563	5,000	5,000	5,000
Other Services/Exp	45,122	44,856	44,856	50,213
Supplies & Materials	2,347	500	500	1,300
Capital Outlay	1,076	4,000	4,000	5,000
<b>City Council</b>	<b>50,108</b>	<b>54,356</b>	<b>54,356</b>	<b>61,513</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
City Council Budget By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
General Operation	101-11-53016-011	Utilities - Water	-	2,500	2,500	2,500
General Operation	101-11-53024-011	Advertising/Publishing	1,563	2,500	2,500	2,500
Other Services/Exp	101-11-54002-011	Bus Meeting & Meals	131	1,500	1,500	2,500
Other Services/Exp	101-11-54003-011	Conferences	900	7,500	7,500	7,500
Other Services/Exp	101-11-54004-011	Training & Workshops	10,900	2,000	2,000	9,000
Other Services/Exp	101-11-54007-011	Membership/Dues	13,080	15,356	15,356	15,713
Other Services/Exp	101-11-54008-011	Mileage Reimbursement	-	-	-	-
Other Services/Exp	101-11-54010-011	Other Contract Services	2,101	10,000	10,000	-
Other Services/Exp	101-11-54011-011	Environmental Program	4,980	5,000	5,000	-
Other Services/Exp	101-11-54013-011	Contribution-SSV	750	1,000	1,000	1,000
Other Services/Exp	101-11-54014-011	Contribution-HIP	2,500	2,500	2,500	2,500
Other Services/Exp	101-11-54015-011	Contribution-SSM County	1,000	-	-	-
Other Services/Exp	101-11-54020-011	Election Cost	8,780	-	-	12,000
Supplies & Materials	101-11-55002-011	Office Supplies	2,347	500	500	1,300
Capital Outlay	101-11-57007-011	Office Equip & Furniture	1,076	4,000	4,000	5,000
<b>Total City Council</b>			<b>50,108</b>	<b>54,356</b>	<b>54,356</b>	<b>61,513</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
City Council Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-11-53016-011	Utilities - Water	Calwater	2,500
101-11-53024-011	Advertising/Noticing	Advertising Election, Committee vacancies, special info, council meeting post card notifications, calwater notifications	2,500
101-11-54002-011	Bus Meetings & Meals	Meeting meals and supplies - City Council Meetings	2,500
101-11-54003-011	Conferences	League of CA Cities, New Mayor & Council Academy, hotels and registration	7,500
101-11-54004-011	Training & Workshops	Council, Committee and Commission Training related expenses – Brown Act, Political Reform, etc	9,000
101-11-54007-011	Membership/Dues	Local Agency Formation Commission (LAFCO)	2,632
101-11-54007-011	Membership/Dues	San Mateo County-Airport Community Fund	1,500
101-11-54007-011	Membership/Dues	City/County Association of Government - San Mateo (C/CAG) (From Intergovernmental)	2,506
101-11-54007-011	Membership/Dues	(HEART) Housing Endowment and Regional Trust of San Mateo to support housing for modest-income families	2,275
101-11-54007-011	Membership/Dues	Joint Venture Silicon Valley	1,000
101-11-54007-011	Membership/Dues	Sustainable San Mateo County	1,000
101-11-54007-011	Membership/Dues	San Mateo Jobs for Youth	100
101-11-54007-011	Membership/Dues	League of California Cities	4,700
		<b>A/C Subtotal-&gt;</b>	15,713
101-11-54010-011	Other Contract Services	High Speed Rail Public Relation (HSR) (from Intergovernmental Dept)	-
		<b>A/C Subtotal-&gt;</b>	-
101-11-54011-011	Environ Program Committee	Support for committee work (previously in non-dept)	
101-11-54013-011	Contribution-SSV	Sustainable Silicon to produce environmental and resources conservation Silicon Valley (from Intergovernmental)	1,000

Town of Atherton Annual Operating Budget FY 2022-2023  
City Council Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-11-54014-011	Contribution-HIP	Human Investment Project (HIP) grant to find a place to call home for people throughout San Mateo County (from Intergovernmental)	2,500
101-11-54020-011	Election Expenses	General Election	12,000
101-11-55002-011	Office Supplies	Business Cards	800
101-11-55002-011	Office Supplies	Paper, ruled pads, binders, tapes, ink, toners	500
101-11-57007-011	Office Equip & Furniture	Furniture-Chairs, Desks, Audio Visuals	5,000
		<b>A/C Subtotal-&gt;</b>	5,000
		<b>Total City Council Dept</b>	<b><u>61,513</u></b>

**Section B**

**General Fund**

*General Fund 101 Administration Dept. (D12)*

**Department 12**

Administration is responsible for planning, organizing, directing and providing guidance for all municipal government operations. The City Manager's Office carries out the City Council's policies and directives. Directs activities of the overall management of the Town's departments and services. Several specific programs and services fall under the City Manager's Office "umbrella," including Administration, Human Resources, and the City Clerk's Office. The Human Resources Department is responsible for providing administrative direction to and implementation of the Town's employee and labor relations programs, employee benefits administration, and establishing and monitoring personnel practices and policies consistent with mandatory Federal and State regulations. The City Clerk is the Custodian of Records for the Town of Atherton and the City's Election Official responsible for all General Municipal and Special Elections. The City Clerk's primary responsibility is to accurately record the actions and proceedings of City Council meetings, administer the City's Record Management Program, maintain the Atherton Municipal Code, administer regulations relating to the Fair Political Practices Commission, and provide research and information services to the public and Town personnel. The administration department will begin to oversee the Town Sustainability Program and Environmental Programs committee

**Annual Fiscal Impact**

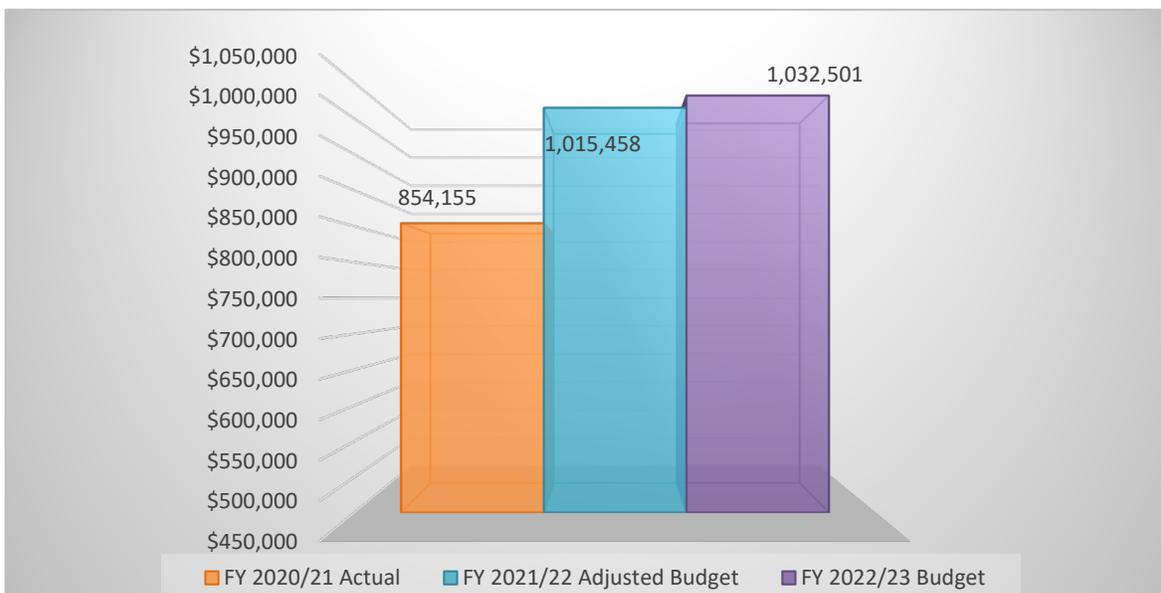
**\$1,032,501**

**Employee**

3 Full Time: City Manager, Deputy CM/City Clerk, Office Specialist, Contract Sustainability Coordinator

**Three-year Summary**

Year	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Amount	854,155	1,015,458	1,032,501





Town of Atherton  
 Annual Operating Budget FY 2022-23  
 Administration Budget - Summary

Category	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Salaries & Wages	494,488	494,217	494,217	515,744
EE Benefits	256,602	275,059	275,059	264,275
Professional Svs	25,484	30,000	30,000	30,000
General Operations	27,748	30,700	30,700	38,396
Other Services/Exp.	34,781	162,582	170,582	168,186
Supplies & Materials	5,057	10,500	10,500	12,500
Capital Outlay	9,995	4,400	4,400	3,400
<b>Administration Total</b>	<b>854,155</b>	<b>1,007,458</b>	<b>1,015,458</b>	<b>1,032,501</b>

Town of Atherton Annual Operating Budget FY 2022-23  
Administration - Budget by Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Salaries & Wages	101-12-50001-012	Regular Salaries	489,511	485,717	485,717	507,244
Salaries & Wages	101-12-50001-012	Office Intern	-	7,500	7,500	7,500
Salaries & Wages	101-12-50006-012	Overtime	4,977	1,000	1,000	1,000
EE Benefits	101-12-50013-012	EE Benefits Earned	9,380	9,714	9,714	15,217
EE Benefits	101-12-51001-012	Medicare Tax	7,858	7,043	7,043	7,355
EE Benefits	101-12-51003-012	PERS Retire Contrib- ER	39,714	40,454	40,454	42,362
EE Benefits	101-12-51005-012	Deferred Compensation	5,772	5,772	5,772	5,772
EE Benefits	101-12-51007-012	STD Insurance	576	576	576	576
EE Benefits	101-12-51008-012	Health Insurance-Active	50,324	49,893	49,893	50,441
EE Benefits	101-12-51009-012	Health Insurance-Retirees	41,915	46,251	46,251	29,934
EE Benefits	101-12-51010-012	Dental Insurance	2,984	3,694	3,694	3,694
EE Benefits	101-12-51011-012	Vision Insurance	708	715	715	715
EE Benefits	101-12-51013-012	Workers' Compensation	21,171	19,429	19,429	12,681
EE Benefits	101-12-51014-012	Life & ADD Insurance	529	529	529	529
EE Benefits	101-12-51015-012	LTD Insurance	2,257	2,176	2,176	2,199
EE Benefits	101-12-51016-012	Unemployment Insurance	4,982	4,857	4,857	5,072
EE Benefits	101-12-51019-012	Allowance	6,600	6,600	6,600	-
EE Benefits	101-12-51020-012	Educational Reimb	5,000	8,000	8,000	8,000
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	56,831	69,356	69,356	79,727
		<b>Total Salaries &amp; Benefits</b>	<b>751,090</b>	<b>769,276</b>	<b>769,276</b>	<b>780,019</b>
Professional Svcs	101-12-52023-012	Contract Human Resources	25,484	30,000	30,000	30,000
General Operations	101-12-53002-012	Other Equip Repair & Maint	12,220	12,000	12,000	12,000
General Operations	101-12-53014-012	Utilities - Electricity	2,062	3,500	3,500	10,596
General Operations	101-12-53015-012	Utilities - Gas	221	-	-	-
General Operations	101-12-53016-012	Utilities - Water	-	1,200	1,200	1,800
General Operations	101-12-53024-012	Advertising - Noticing	6,456	4,500	4,500	4,500
General Operations	101-12-53025-012	External Printing Services	6,789	9,000	9,000	9,000
General Operations	101-12-53026-012	Recruitment Costs	-	500	500	500
Other Services/Exp.	101-12-54002-012	Business Meetings & Meals	-	300	300	300
Other Services/Exp.	101-12-54003-012	Conferences	1,759	9,500	9,500	9,500

Town of Atherton Annual Operating Budget FY 2022-23  
Administration - Budget by Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Other Services/Exp.	101-12-54004-012	Training and Workshops	100	3,000	3,000	10,500
Other Services/Exp.	101-12-54005-012	Subscriptions	1,455	1,200	1,200	1,200
Other Services/Exp.	101-12-54007-012	Memberships & Dues	12,044	19,936	19,936	20,036
Other Services/Exp.	101-12-54008-012	Mileage Reimbursement	-	150	150	150
Other Services/Exp.	101-12-54010-012	Other Contract Services	14,362	119,996	127,996	110,000
Other Services/Exp.	101-12-54011-012	Environmental Program Committee				5,000
Other Services/Exp.	101-12-54019-012	Special Events & Awards	2,062	5,500	5,500	8,500
Other Services/Exp.	101-12-54025-012	Technology Reimbursement	3,000	3,000	3,000	3,000
Supplies & Materials	101-12-55002-012	Office Supplies	3,787	6,500	6,500	8,500
Supplies & Materials	101-12-55017-012	Postage	1,269	4,000	4,000	4,000
Capital Outlay	101-12-57006-012	Computer Equipment/Software	1,650	1,400	1,400	1,400
Capital Outlay	101-12-57007-012	Office Equip & Furn	11	1,000	1,000	1,000
Capital Outlay	101-12-57025-012	COVID-19 Emergency	8,334	2,000	2,000	1,000
<b>Total Operations</b>			<b>103,065</b>	<b>238,182</b>	<b>246,182</b>	<b>252,482</b>
<b>Total Admin Dept</b>			<b>854,155</b>	<b>1,007,458</b>	<b>1,015,458</b>	<b>1,032,501</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-12-50001-012	Regular Salaries	Salaries -three full-time (FTE) staff	507,244
101-12-50001-012	Office Intern (Part time) \$15/hour	Office Intern (Part time) \$15/hour	7,500
101-12-50006-012	Overtime	Office specialist (committee meetings, records retention)	1,000
101-12-50013-012	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	15,217
101-12-51001-012	Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings	7,355
101-12-51003-012	PERS Retire Contrib- ER	Employer contribution for employee pension	42,362
101-12-51004-012	PERS Retire Contrib- EE	Employee contribution paid for by the employer	
101-12-51005-012	Deferred Compensation	Deferred compensation ER Paid	5,772
101-12-51007-012	STD Insurance	Short-term disability premium to The Cities Group	576
101-12-51008-012	Health Insurance-Active	Health plan coverage - Cafeteria Plan	50,441
101-12-51009-012	Health Insurance-Retirees	Retiree Health Pay-as-you-go	20,363
101-12-51009-012	Health Insurance-GASB45	GASB 45 annual required contribution	9,571
101-12-51010-012	Dental Insurance	Delta Dental Plan premium	3,694
101-12-51011-012	Vision Insurance	Vision Service Plan premium	715
101-12-51013-012	Workers' Compensation	Workers Comp charged to Department	12,681
101-12-51014-012	Life & ADD Insurance	Premium to The Cities Group	529
101-12-51015-012	LTD Insurance	Long-term disability premium to The Cities Group	2,199
101-12-51016-012	Unemployment Insurance	Projected unemployment benefits 1% of Salary	5,072
101-12-51019-012	Auto Allowance	Car allowance City Manager; dept phone allowance	
101-12-51020-012	Educational Reimb	Education Reimbursement	8,000
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities-Misc	79,727
		<b>Total Salaries &amp; Benefits</b>	<b>780,019</b>
101-12-52023-012	Contract Human Resources	Human Resources Support	30,000
101-12-53002-012	Other Equip Repair & Maint	Maint. equipment contract & usage copier	12,000
101-12-53014-012	Utilities - Electricity	Admin Office PG&E	10,596
101-12-53015-012	Utilities - Gas	Admin Office ABAG gas	
101-12-53016-012	Utilities - Water	Admin Office Cal Water	1,800

Town of Atherton Annual Operating Budget FY 2022-2023  
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-12-53024-012	Advertising - Noticing	City Clerk/legal notices, etc.	2,250
101-12-53024-012	Advertising - Noticing	Town wide mailers	2,250
<b>A/C Subtotal-&gt;</b>			4,500
101-12-53025-012	External Printing Services	Athertonian Newsletter	9,000
101-12-53026-012	Recruitment Costs	Fingerprints, job posting, oral panel working lunch	500
101-12-54002-012	Business Meetings & Meals	City Manager various meetings	300
101-12-54003-012	Conferences	City Manager -Annual Conference	600
101-12-54003-012	Conferences	Northern California City Clerks Business Meetings bimonthly - 6 per year, \$40 each	240
101-12-54003-012	Conferences	League of California Cities-City Mgr meeting	3,000
101-12-54003-012	Conferences	Monthly HR meeting SM County	160
101-12-54003-012	Conferences	Human Resources training and meetings	1,300
101-12-54003-012	Conferences	City Clerk - Annual conference	1,700
101-12-54003-012	Conferences	Annual ICMA Conference	2,500
<b>A/C Subtotal-&gt;</b>			9,500
101-12-54004-012	Training and Workshops	Deputy City Clerk - Technical Track for Clerks -to receive Certified Municipal Clerk status (CMC)	2,000
101-12-54004-012	Training and Workshops	Human Resources training and meetings	1,000
101-12-54004-012	Training and Workshops	Staff team building	7,500
<b>A/C Subtotal-&gt;</b>			10,500
101-12-54005-012	Subscriptions	Employment law posters & subscriptions	1,200
101-12-54007-012	Memberships & Dues	Liebert Cassidy Whitmore employer legal consortium/San Mateo County Employee Relations Consortium (SMCERC) - training and legal counsel /workbooks	7,000
101-12-54007-012	Memberships & Dues	Cal Opps	3,641
101-12-54007-012	Memberships & Dues	City Clerk - CCAC	200

Town of Atherton Annual Operating Budget FY 2022-2023  
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-12-54007-012	Memberships & Dues	City Clerk - IIMC International Institute	220
101-12-54007-012	Memberships & Dues	City Clerk - MMANC Municipal Management Assoc.	75
101-12-54007-012	Memberships & Dues	San Mateo County City Manager's Association	300
101-12-54007-012	Memberships & Dues	International City/County Management Association (ICMA) - City Manager	1,400
101-12-54007-012	Memberships & Dues	CA City Management Foundation - CM	400
101-12-54007-012	Memberships & Dues	Code Publishing Inc. Web site hosting	6,800
101-12-54007-012	Memberships & Dues	Zoom Membership - Townwide	-
		<b>A/C Subtotal-&gt;</b>	20,036
101-12-54008-012	Mileage Reimbursement	Meetings & conferences	150
101-12-54010-012	Other Contract Services	Sustainability Coordinator-Public Outreach, sustainability projects, environmental programs support, green infrastructure	60,000
101-12-54010-012	Other Contract Services	National Night Out	4,000
101-12-54010-012	Other Contract Services	Legislative Advisory Services-Renne Public Law Group	25,000
101-12-54010-012	Other Contract Services	Disaster Preparedness	
101-12-54010-012	Other Contract Services	Concerts in the Park	5,000
101-12-54010-012	Other Contract Services	State of the City	1,000
101-12-54010-012	Other Contract Services	Others	15,000
		<b>A/C Subtotal-&gt;</b>	110,000
101-12-54011-012	Environmental Program	Support for committee work (previously in city council)	5,000
			5,000
101-12-54019-012	Special Events & Awards	Staff Recognition Program	8,500
101-12-54025-012	Technology Reimbursement	City Manager Technology Reimbursement	3,000
101-12-55002-012	Office Supplies	Pens, paper, envelopes, binders, paper clips, etc., file materials for records retention and destruction	5,500

Town of Atherton Annual Operating Budget FY 2022-2023  
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-12-55002-012	Office Supplies	Record destruction plastic storage containers for permanent docs, file materials	3,000
		<b>A/C Subtotal-&gt;</b>	8,500
101-12-55017-012	Postage	Postage Refills, mailings	4,000
101-12-57006-012	Computer Equipment/Software	Computer leasing program 3rd Batch	1,400
101-12-57007-012	Office Equip & Furn	miscellaneous office furniture needs	1,000
101-12-57025-012	COVID-19 Emergency	COVID-19 Emergency	1,000
		<b>Total Operations</b>	<u>252,482</u>
		<b>Total Admin Dept</b>	<u><u>1,032,501</u></u>

Town of Atherton Annual Operating Budget FY 2022-2023  
Administration - Salaries & Benefits

Job Class	Step	FY 21/22 Salary	COLA	FY 22/23 Salary	PERS Salary	ER PERS	Defer Comp	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Car, Ph)	Total
City Manager	N/A	244,623	100.00%	244,623	244,623	24,609	5,772	3,547	13,269	-	142	192	794	210	6,116	-	299,273
Asst to CM/City Clerk	D	172,529	104.00%	179,430	179,430	12,129	-	2,602	13,269	1,847	205	192	794	210	4,486	-	215,165
Office Specialist	D	79,991	104.00%	83,191	83,191	5,624	-	1,206	23,903	1,847	368	192	611	108	2,080	-	119,131
Office Intern	\$15/hour	7,500		7,500													7,500
<b>Total Admin Dept</b>		<b>504,643</b>		<b>514,744</b>	<b>507,244</b>	<b>42,362</b>	<b>5,772</b>	<b>7,355</b>	<b>50,441</b>	<b>3,694</b>	<b>715</b>	<b>576</b>	<b>2,199</b>	<b>529</b>	<b>12,681</b>	<b>-</b>	<b>641,069</b>

**Section B**

**General Fund**

*General Fund 101 City Attorney Dept. (D16)*

**Department 16**

City Attorney Department advises the City Council and all committees, commissions, and employees of legal propriety of proposed actions. The department identifies and mitigates potential legal risks while supporting the objectives of the City Council and City staff. Also works to ensure transparent and fair administration of the City’s municipal code. Prepares and/or reviews all ordinances, resolutions, contracts, and other documents. Represents the Town in civil litigation and acts as liaison to outside special counsel and prosecutes municipal code violations. The law firm Kronick Moskovitz Tiedemann & Girard on monthly retainer to serve as city attorney for the Town.

**Annual Fiscal Impact**

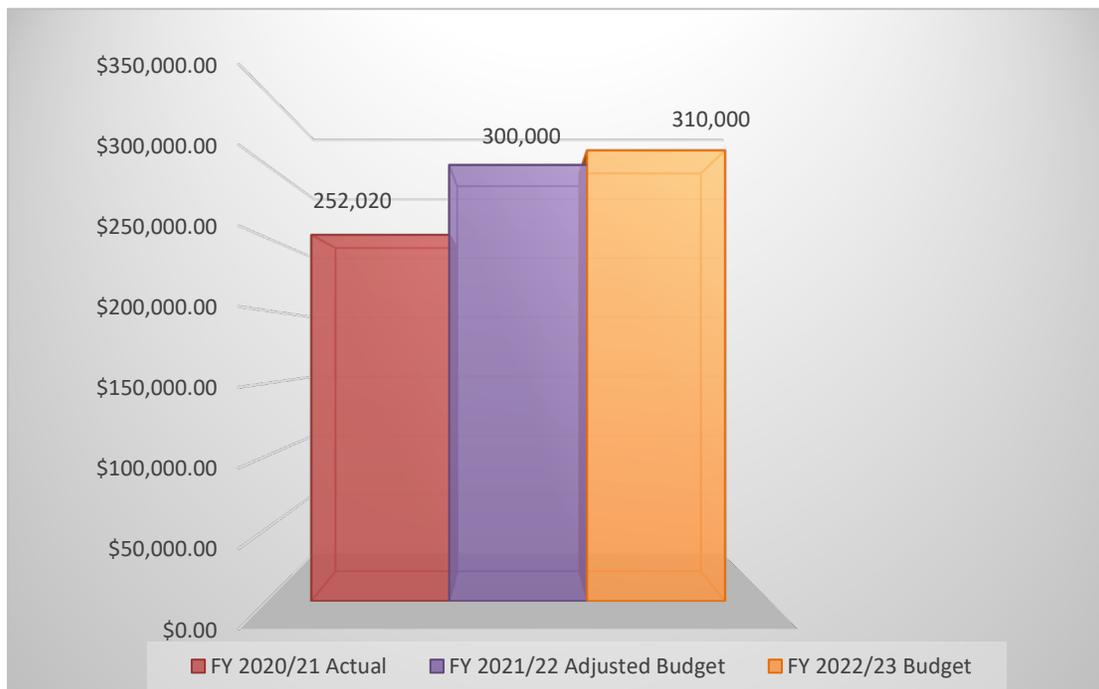
**\$310,000**

**Employee**

Contract (2): City Attorney, Asst. City Attorney

**Three-year Summary**

Year	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Amount	252,020	310,000	310,000





Town of Atherton  
Annual Operating Budget FY 2022-2023  
City Attorney Budget - Summary

Category	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Professional Svs	248,254	300,000	300,000	300,000
Capital Outlay	3,767	10,000	10,000	10,000
<b>City Attorney Total</b>	<b>252,020</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
City Attorney - Budget By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Professional Svs	101-16-52002-016	City Attorney - Retainer	246,476	180,000	180,000	180,000
Professional Svs	101-16-52006-016	City Attorney - Other Services	1,778	120,000	120,000	120,000
Capital Outlay	101-16-57025-016	COVID-19 Emergency	3,767	10,000	10,000	10,000
<b>Total City Attorney Dept</b>			<b>252,020</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
City Attorney Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-16-52002-016	City Attorney - Retainer	Monthly retainer \$15000 x 12	180,000
101-16-52006-016	City Attorney - Other Services	Additional services	120,000
101-16-57025-016	COVID-19 Emergency	COVID-19 Emergency	10,000
Total City Attorney Dept			<u>310,000</u>

## Section B

### General Fund

*General Fund 101 Finance Dept. (D18)*

# Goals | Mission Budget 2022-2023

- Create a plan to set aside funds for Town facility maintenance and replacement costs
- Actively manage long-term liabilities; update GASB 68 for CalPERS Pension accrued liability and GASB 75 OPEB Liability
- Continue 5-year planning forecast with known assumptions, such as CalPERS changes in discount rate, and property taxes
- COVID-19 project cost recovery with FEMA and CalOES; update emergency preparedness procedures
- Research and apply for Capital Improvement Infrastructure funding grants
- Enhance use of OPENGOV transparency platform and other tools
- User Fee Indirect cost allocation plan Study
- Continue to explore ways to maximize revenue to the General Fund
- Replenishment of Reserves and priority items list for use of unallocated reserves

**Section B**

**General Fund**

*General Fund 101 Finance Dept. (D18)*

**Department 18**

The Finance Department monitors and reports on the financial position of the Town. The Department is responsible for oversight of the annual budget and financial statement audit and reports. Works with departments on the Five-Year Capital Improvement Program, as well as accounting for all revenues and expenditures, grants programs, and fiscal support to various Town departments and committees. Provide timely financial reporting and maximize town core value of financial stability. Responsibilities include cash receipts, payroll administration, accounts payable, all treasury functions, provide for completion of annual independent audit report, and filing of required reports with other government agencies. It ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. Facilitates financing needs for the Town Center project and grants for other capital projects and operational needs.

**Annual Fiscal Impact**

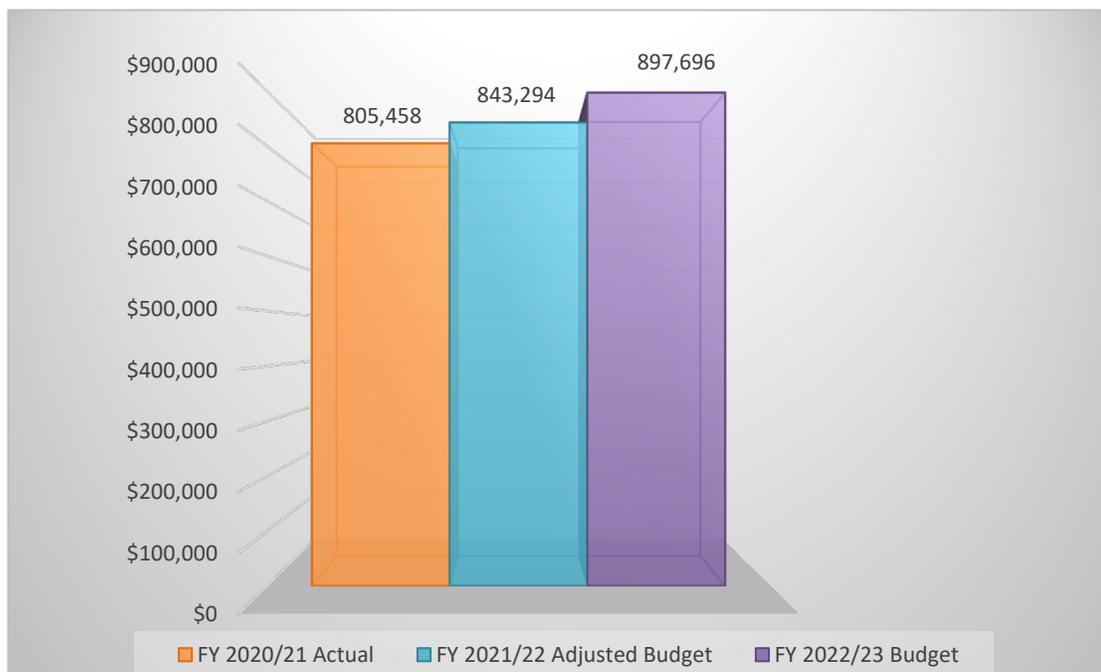
**\$897,696**

**Employee**

3 Full Time: Finance Director, Accountant, Jr Accountant

**Three-year Summary**

Year	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Amount	805,458	843,294	897,696





Town of Atherton  
 Operating Budget FY 2022-2023  
 Finance Budget - Summary

Category	Actual 2020-21	Adopted Budget 2021-22	Adjusted Budget 2021-22	Recomm Budget 2022-23
Salaries & Wages	427,123	443,267	443,267	465,517
EE Benefits	177,953	190,075	190,075	186,818
Professional Svs	94,373	86,172	86,172	87,231
General Operations	24,499	25,700	25,700	26,750
Other Services/Exp.	74,848	92,080	92,080	126,280
Supplies & Materials	633	1,500	1,500	1,500
Capital Outlay	6,029	4,500	4,500	3,600
<b>Finance Total</b>	<b>805,458</b>	<b>843,294</b>	<b>843,294</b>	<b>897,696</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Finance - Budget by Account

Account	Description	Actual 2020-21	Adopted Budget 2021-22	Adjusted Budget 2021-22	Recomm Budget 2022-23
101-18-50001-018	Regular Salaries	418,893	434,575	434,575	451,958
101-18-50006-018	Overtime	-	-	-	-
101-18-50013-018	EE Benefits Earned	8,230	8,692	8,692	13,559
101-18-51001-018	Medicare	6,524	6,301	6,301	6,553
101-18-51003-018	PERS Retire Contrib- ER	35,009	36,356	36,356	37,879
101-18-51004-018	PERS Retire Contrib- EE	-	-	-	-
101-18-51007-018	STD Insurance	576	576	576	576
101-18-51008-018	Health Insurance-Active	41,513	41,834	41,834	42,362
101-18-51009-018	Health Insurance-Retirees	30,828	34,484	34,484	26,332
101-18-51010-018	Dental Insurance	3,509	3,685	3,685	3,685
101-18-51011-018	Vision Insurance	620	794	794	794
101-18-51013-018	Workers' Compensation	18,231	17,383	17,383	13,559
101-18-51014-018	Life & ADD Insurance	391	427	427	427
101-18-51015-018	LTD Insurance	2,408	2,341	2,341	2,371
101-18-51016-018	Unemployment Insurance	4,298	4,346	4,346	4,520
101-xx-51xxx-misc	Unfunded liabilities	34,044	41,547	41,547	47,760
	<b>Total Salaries &amp; Benefits</b>	<b>605,076</b>	<b>633,342</b>	<b>633,342</b>	<b>652,335</b>
101-18-52001-018	Audit & Financial	74,460	66,172	66,172	66,322
101-18-52017-018	Technical Services	19,913	20,000	20,000	20,909
101-18-53002-018	Repair Machinery & Equip	-	200	200	200
101-18-53025-018	External Printing Service	2,705	3,500	3,500	3,500
101-18-53031-018	Banking Services	11,793	12,000	12,000	12,550
101-18-53503-018	Trsfr to Equip Replace Fund	10,000	10,000	10,000	10,500
101-18-54003-018	Conferences	-	2,500	2,500	2,625
101-18-54004-018	Training and Workshops	184	4,800	4,800	5,040
101-18-54005-018	Subscriptions	-	-	-	-

Town of Atherton Annual Operating Budget FY 2022-2023  
Finance - Budget by Account

Account	Description	Actual 2020-21	Adopted Budget 2021-22	Adjusted Budget 2021-22	Recomm Budget 2022-23
101-18-54007-018	Memberships & Dues	270	1,200	1,200	1,260
101-18-54008-018	Mileage Reimbursement	-	100	100	105
101-18-54010-018	Other Contract Services	36,554	49,100	49,100	85,250
101-18-54016-018	Business License Processing Fee	37,840	34,380	34,380	32,000
101-18-55002-018	Office Supplies	453	1,000	1,000	1,000
101-18-55009-018	Misc. Computer Parts	180	500	500	500
101-18-57006-018	Computer Equip/Software	1,230	2,000	2,000	2,100
101-18-57007-018	Office Machines & Furniture	1,199	500	500	500
101-18-57025-018	COVID-19 Emergency	3,600	2,000	2,000	1,000
<b>Total Operations</b>		<b>200,382</b>	<b>209,952</b>	<b>209,952</b>	<b>245,361</b>
<b>Total Finance Dept</b>		<b>805,458</b>	<b>843,294</b>	<b>843,294</b>	<b>897,696</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-18-50001-018	Regular Salaries	Salaries - three full-time (FTE) staff	451,958
101-18-50013-018	EE Benefits Earned	3% of Salary/Earnings contribution for vac, sick, comp, & holiday pay	13,559
101-18-51001-018	Medicare	Employees hired after April 1986 pay 1.45% of earnings	6,553
101-18-51003-018	PERS Retire Contrib- ER	Employer contribution for employee pension	37,879
101-18-51007-018	STD Insurance	Short-term disability premium to The Cities Group	576
101-18-51008-018	Health Insurance-Active	Health plan coverage - Kaiser, Blue Shield, Blue Cross	42,362
101-18-51009-018	Health Insurance-Retirees	Retiree health Pay-as-you-go	23,142
101-18-51009-018	Health Insurance-GASB45	GASB 45 annual required contribution	3,190
101-18-51010-018	Dental Insurance	Delta Dental Plan premium	3,685
101-18-51011-018	Vision Insurance	Vision Service Plan premium	794
101-18-51013-018	Workers' Compensation	Workers Comp charged to Department	13,559
101-18-51014-018	Life & ADD Insurance	Premium to The Cities Group	427
101-18-51015-018	LTD Insurance	Long-term disability premium to The Cities Group	2,371
101-18-51016-018	Unemployment Insurance	Projected unemployment benefits 1% of Salary/Earnings	4,520
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities	47,760
<b>Total Salaries &amp; Benefits</b>			<b>652,335</b>
101-18-52001-018	Audit & Financial	FY 2021 Audit (40% Audit Fee)	24,250
101-18-52001-018	Audit & Financial	FY 2021 Audit (60% total for interim)	34,912
101-18-52001-018	Audit & Financial	FY 2021 CA Controller Report-Town	5,930
101-18-52001-018	Audit & Financial	FY 2021 Appropriations Limit	1,080
101-18-52001-018	Audit & Financial	FY 2021 Fee Audit Confirmation	150
<b>A/C Subtotal-&gt;</b>			<b>66,322</b>
101-18-52017-018	Technical Services	Springbrook annual maintenance fee	20,909

Town of Atherton Annual Operating Budget FY 2022-2023  
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-18-52017-018	Technical Services	Harris (Wintegrate) one license maintenance fee	-
		<b>A/C Subtotal-&gt;</b>	20,909
101-18-53002-018	Repair Machinery & Equip	misc repair for office equip and laser printers	200
101-18-53025-018	External Printing Service	FY 2022 financial report, form 1099, W-2s & Budget books printing	3,500
101-18-53031-018	Banking Services	Account analysis fees	9,000
101-18-53031-018	Banking Services	A/P and payroll check stock, deposit slips and bags	650
101-18-53031-018	Banking Services	Armored car service	2,900
		<b>A/C Subtotal-&gt;</b>	12,550
101-18-53503-018	Trsfr to Equip Replace Fund	Fund future financial system upgrades	10,500
101-18-54003-018	Conferences	CSMFO Annual Conference - Finance Director	2,100
101-18-54003-018	Conferences	CSMFO/CMTA meetings - Finance Director	525
		<b>A/C Subtotal-&gt;</b>	2,625
101-18-54004-018	Training and Workshops	Springbrook Client Conference - Finance Director	1,050
101-18-54004-018	Training and Workshops	Governmental Accounting - Updates and Implementation	840
101-18-54004-018	Training and Workshops	GFOA, CSMFO, Springbrook, Payroll tax training for finance staff	3,150
		<b>A/C Subtotal-&gt;</b>	5,040
101-18-54005-018	Subscriptions	Wall Street Journal, GASB, GFOA books	
101-18-54007-018	Memberships & Dues	GFOA, CSMFO, CMTA, PERS PAC, CMRTA	1,050

Town of Atherton Annual Operating Budget FY 2022-2023  
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-18-54007-018	Memberships & Dues	Springbrook National User Group	210
		<b>A/C Subtotal-&gt;</b>	1,260
101-18-54008-018	Mileage Reimbursement	Use of private vehicles for training & meeting	105
101-18-54010-018	Other Contract Services	GASB 45 Report; GASB 75; GovInvest OPEB license; GovInvest Pension calculator license	21,600
101-18-54010-018	Other Contract Services	Investment advisory service	16,000
101-18-54010-018	Other Contract Services	Revenue audits-property tax and sales tax (HDL)	4,500
101-18-54010-018	Other Contract Services	Townwide Cost Allocation Study	40,000
101-18-54010-018	Other Contract Services	State mandated cost (SB90) claiming service, Actuary assistance	3,150
		<b>A/C Subtotal-&gt;</b>	85,250
101-18-54016-018	Business License Processing Fee	Payment to MuniServices at \$20 per license issued	32,000
101-18-55002-018	Office Supplies	Binders, folders, storage boxes, copy paper, ink cartridges, budget book supplies, envelopes, fixed asset tags	1,000
101-18-55009-018	Misc. Computer Parts	Keyboard tray, mouse, ups, misc. software	500
101-18-57006-018	Computer Equip/Software	Computer lease program; yearly Adobe	2,100
101-18-57007-018	Office Machines & Furniture	Purchase furniture and other office needs	500
101-18-57025-018	COVID-19 Emergency	COVID-19 Emergency	1,000
		Total Operations	245,361
		<b>Total Finance Dept</b>	<u><u>897,696</u></u>

## Town of Atherton Annual Operating Budget FY 2022-23 Finance- Salaries & Benefits

FTE	Job Class	Step	FY 21/22 Salary	COLA	FY 22/23 Salary	ER PERS	EE PERS	Defer Comp	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow ( Ph. Etc)	<u>Total</u>
1	Finance Director	D	213,491	104.00%	222,031	22,336	-	-	3,219	18,800	1,167	228	192	794	210	6,661	600	275,638
1	Accountant	D	118,669	104.00%	123,416	8,343	-	-	1,790	10,294	671	157	192	794	108	3,702	-	149,468
1	Jr. Accountant	D	102,415	104.00%	106,511	7,200	-	-	1,544	13,269	1,847	409	192	783	108	3,195	-	135,059
<b>Total Finance Dept</b>					<b>451,958</b>	<b>37,879</b>	-	-	<b>6,553</b>	<b>42,362</b>	<b>3,685</b>	<b>794</b>	<b>576</b>	<b>2,371</b>	<b>427</b>	<b>13,559</b>	<b>600</b>	<b>560,165</b>

## Section B

### General Fund

*General Fund 101 Planning (D20) and Building (D25)*

# Goals | Mission Budget 2022-2023

- Provide educational training to staff, either on-line or attending classes to earn the CEU's required to maintain certifications
- Continue the monthly Development Roundtable meetings and foster communication with other government agencies
- Closely work with Planning, Menlo Fire, and Plan Reviewers regarding updated requirements for Accessory Dwelling Units (ADU's)
- Update Ordinances consistent with changes in State Law (ADU, Density bonus provisions) and monitor SB 9 -California Home Act
- Continue to enhance and develop streamlined digital submittal process for incoming applications and web and based public information
- Implement Green House Gas Reduction measures in the Climate Action Plan
- Update General Plan and Complete Housing Element Update
- Review of REACH Codes for Atherton and Environmental Programs

**Section B**

**General Fund**

*General Fund 101 Planning Dept. (D20)*

**Department 20**

Planning department oversees Administration of the Zoning Title and Subdivision Ordinance. Preparation of Town-Wide Planning Documents (e.g. the General Plan). Review of Development Proposals to ensure consistency with the General Plan and Zoning Title. Manages the Preparation of Environmental Documents required under CEQA. Prepares Staff Reports regarding land use matters for the Planning Commission and City Council. The Planning Division is responsible for maintaining the City's General Plan and various specific plans and for maintaining, updating and administering the City's zoning regulations and sign regulations. The zoning regulations contain the specific regulations that inform the design and construction of new development and additions to existing structures, including height limits, floor area ratio, parking requirements, lot coverage, property line setbacks, as well as outlining design review processes for various types of projects (when required). Good City Company provides our planning services and will be transitioning later this year from providing the services to the Town.

**Annual Fiscal Impact**

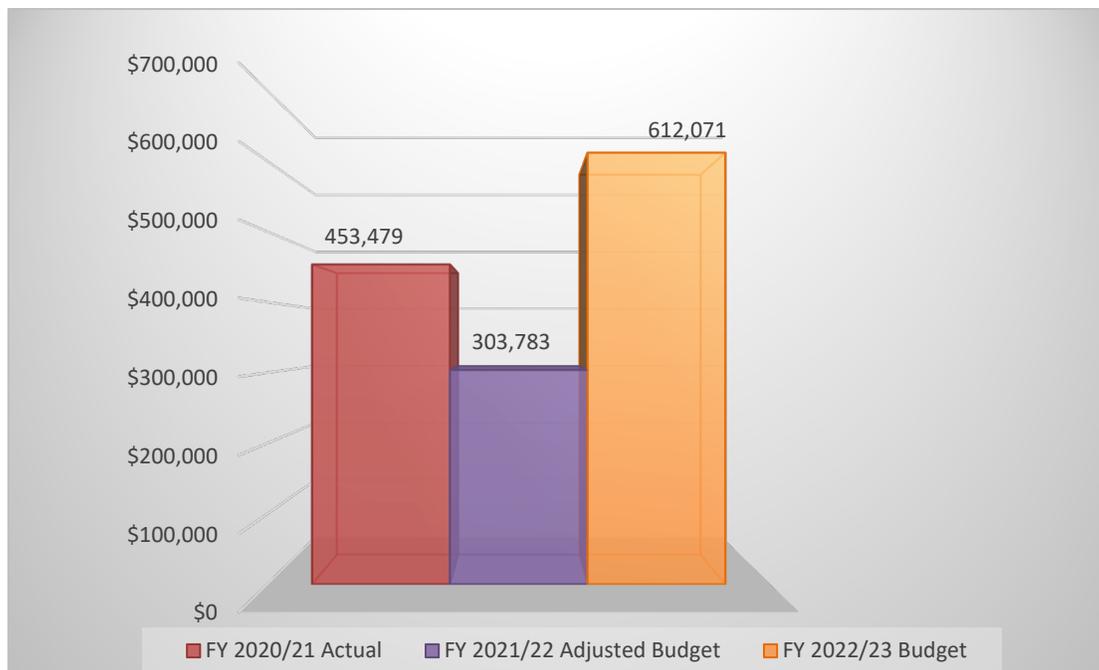
**\$612,071**

**Employee**

Contract: (2) Planners, Arborist: time shared with Building & DPW

**Three-year Summary**

Year	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Amount	453,479	303,783	612,071





Town of Atherton  
 Annual Operating Budget FY 2022-2023  
 Planning Budget - Summary

Category	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Professional Svs	444,408	293,083	293,083	594,275
General Operations	5,182	7,600	7,600	14,696
Other Services/Exp.	1,950	-	-	-
Supplies & Materials	1,283	2,500	2,500	2,500
Capital Outlay	368	600	600	600
<b>Planning Total</b>	<b>453,479</b>	<b>303,783</b>	<b>303,783</b>	<b>612,071</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Planning Budget By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Professional Svs	101-20-52011-020	Contract Planner	444,186	283,083	283,083	301,275
Professional Svs	101-20-52014-020	General Plan Update	-	-	-	55,000
Professional Svs	101-20-52015-020	Housing Element	-	-	-	228,000
Professional Svs	101-20-52017-020	Technical Services	222	-	-	-
Professional Svs	101-20-52029-020	Contract Arborist Service	-	10,000	10,000	10,000
General Operations	101-20-53002-020	Other Equip Repair & Maint	-	500	500	-
General Operations	101-20-53014-020	Utilities - Electricity	2,062	3,500	3,500	10,596
General Operations	101-20-53016-020	Utilities - Water	-	600	600	600
General Operations	101-20-53024-020	Advertising/Noticing	1,485	1,500	1,500	1,500
General Operations	101-20-53033-020	Rent - Mach & Equip	1,635	1,500	1,500	2,000
Other Services/Exp.	101-20-54007-020	Membership Dues	1,950	-	-	-
Supplies & Materials	101-20-55002-020	Office Supplies	1,283	2,500	2,500	2,500
Capital Outlay	101-20-57006-020	Computer Equipment/Software	368	600	600	600
Capital Outlay	101-20-57025-020	COVID-19 Emergency	287	-	-	-
<b>Total Planning Dept</b>			<b>453,479</b>	<b>303,783</b>	<b>303,783</b>	<b>612,071</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
 Planning Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-20-52011-020	Contract Planner	Good City Company services. Town Planner: +/- 32 hours per month; Senior Planner: +/- 68 hours per month; Assistant Planner: +/- 108 hours per month	301,275
	Contract Planner	sustainability programs management	-
101-20-52014-020	General Plan Update	General Plan Update surcharge accumulation Safety Element update (County-wide coordinated effort)	55,000
101-20-52015-020	Housing Element	Participation in C/CAG Housing Element Update for RHNA-5 and General Plan update	75,000
	Housing Element	CEQA	45,000
	Housing Element	Zoning Update for new housing programs	75,000
	Zoning Ordinance Updates	Landscape screening, SB9 and ADU revisions	33,000
101-20-52016-020	Historical Artifacts		-
101-20-52016-020	Technical Services		-
101-20-52029-020	Contract Arborist Service	Contract arborist services that cannot be passed through	10,000
101-20-53002-020	Other Equip Repair & Maint	Planning share of MX-M453 Sharp copier annual maint cost and Toshiba Administration Copier	
101-20-53014-020	Utilities - Electricity	PG&E	10,596
101-20-53015-020	Utilities - Gas	ABAG gas	-
101-20-53016-020	Utilities - Water	Cal water	600
101-20-53024-020	Advertising/Noticing	Newspaper publication of legal notices, Housing Element, General Plan	1,500
101-20-53033-020	Rent - Mach & Equip	Planning share of MX-M453 Sharp copier annual lease	2,000

101-20-55002-020	Office Supplies	paper, pens, etc.	2,500
101-20-55009-020	Misc. Computer Parts		
101-20-57006-020	Computer Equipment/Software		600
101-20-57025-020	COVID-19 Emergency	COVID-19 Emergency	
<b>Total Planning Dept</b>			<b><u><u>612,071</u></u></b>

**Section B**

**General Fund**

*General Fund 101 Building Dept. (D25)*

**Department 25**

Building Department enforces the provisions of Title 24 of the California Code of Regulations generally referred to as the California Building Code and the Atherton Municipal Code. The Building Division oversees plan checking, permit issuance, and field inspections of all buildings and structures in the Town.

The Department receives applications, reviews construction documents and issues permits for the construction, and alteration, demolition and moving of buildings and structures. It inspects the premises for which such permits have been issued and enforces code enforcement compliance with the provisions of the Building Code and regulations adopted by the Town of Atherton.

**Annual Fiscal Impact**

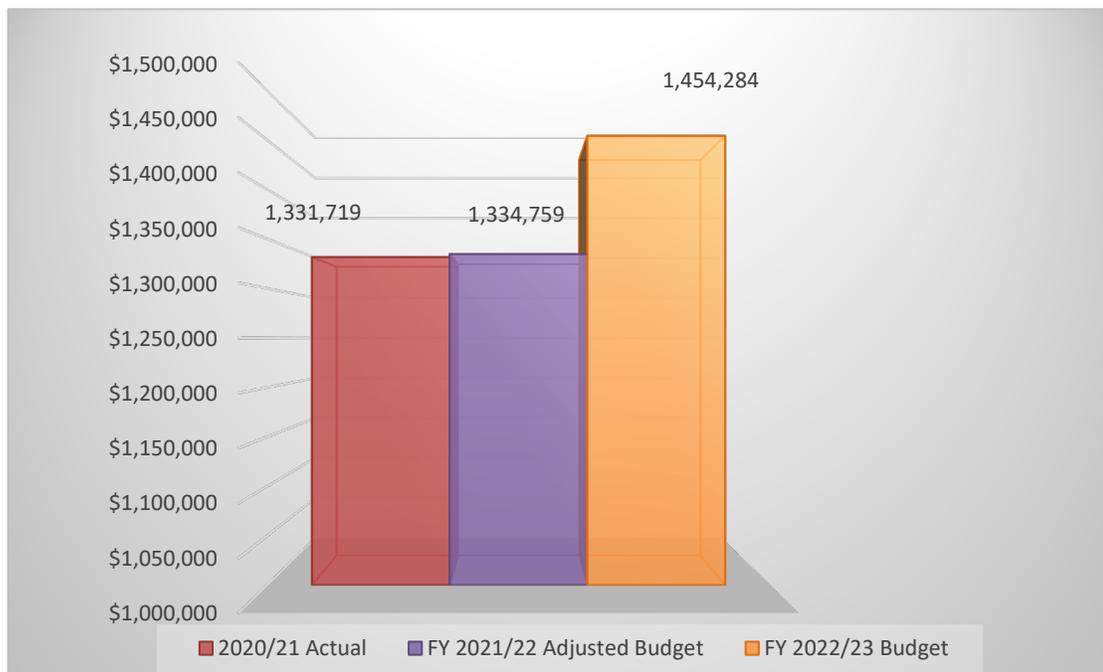
**\$1,454,284**

**Employee**

0.5 Full Time Office Specialist, (.4) Senior Engineer, (.5) Arborist allocated within DPW/Building/Planning, Contract (1) Building Official, Contract (1) Inspector, Contract (1) Plans Examiner, Contract (1) Permit Technician

**Three-year Summary**

Year	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Amount	1,331,719	1,334,759	1,454,284





Town of Atherton  
 Annual Operating Budget FY 2022-2023  
 Building Budget - Summary

Category	Actual 2020-21	Adopted Budget 2021-22	Adjusted Budget 2021-22	Recomm Budget 2022-23
Salaries & Wages	171,050	172,628	172,628	181,500
EE Benefits	157,963	181,220	181,220	191,278
Professional Svs	984,228	955,200	955,200	1,048,700
General Operations	3,697	8,360	8,360	15,456
Other Services/Exp.	145	1,150	1,150	1,150
Supplies & Materials	2,688	4,200	4,200	4,200
Capital Outlay	11,948	12,000	12,000	12,000
<b>Building Total</b>	<b>1,331,719</b>	<b>1,334,759</b>	<b>1,334,759</b>	<b>1,454,284</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Building Budget By Account

Category	Account	Description	Actual 2020-21	Adopted Budget 2021-22	Adjusted Budget 2021-22	Recomm Budget 2022-23
Salaries & Wages	101-25-50001-025	Regular Salaries	167,711	169,244	169,244	176,213
Salaries & Wages	101-25-50006-025	Overtime	-	-	-	-
Salaries & Wages	101-25-50013-025	EE Benefits Earned	3,340	3,385	3,385	5,286
EE Benefits	101-25-51001-025	Medicare	2,526	2,527	2,527	2,628
EE Benefits	101-25-51003-025	PER Retire Contrib- ER	13,445	13,822	13,822	14,410
EE Benefits	101-25-51007-025	STD Insurance	269	269	269	269
EE Benefits	101-25-51008-025	Health Insurance-Active	25,233	25,293	25,293	25,596
EE Benefits	101-25-51009-025	Health Insurance-Retirees	26,822	32,616	32,616	28,994
EE Benefits	101-25-51010-025	Dental Insurance	1,815	1,905	1,905	1,905
EE Benefits	101-25-51011-025	Vision Insurance	336	352	352	352
EE Benefits	101-25-51013-025	Workers' Compensation	7,055	6,970	6,970	5,436
EE Benefits	101-25-51014-025	Life & ADD Insurance	172	193	193	193
EE Benefits	101-25-51015-025	LTD Insurance	1,057	1,009	1,009	1,020
EE Benefits	101-25-51016-025	Unemployment Insurance	1,741	1,692	1,692	1,762
EE Benefits	101-xx-51xxx-misc	Unfunded liabilities-Misc	77,493	94,573	94,573	108,713
<b>Total Salaries &amp; Benefits</b>			<b>329,013</b>	<b>353,849</b>	<b>353,849</b>	<b>372,778</b>
Professional Svs	101-25-52017-025	Technical Service	-	32,000	32,000	32,000
Professional Svs	101-25-52033-025	Contract Bldg & Life Safety Svs	984,228	923,200	985,350	1,016,700
General Operations	101-25-53014-025	Utilities - Electricity	2,062	3,500	3,500	10,596
General Operations	101-25-53016-025	Utilities - Water	-	1,000	1,000	1,000
General Operations	101-25-53033-025	Rent - Mach & Equip	1,635	3,860	3,860	3,860
Other Services/Exp.	101-25-54005-025	Subscriptions	-	1,000	1,000	1,000
Other Services/Exp.	101-25-54007-025	Memberships & Dues	145	150	150	150
Supplies & Materials	101-25-55002-025	Office Supplies	2,688	3,200	3,200	3,200
Supplies & Materials	101-25-55006-025	Safety Supplies & Matls	-	1,000	1,000	1,000

Town of Atherton Annual Operating Budget FY 2022-2023  
Building Budget By Account

Category	Account	Description	Actual 2020-21	Adopted Budget 2021-22	Adjusted Budget 2021-22	Recomm Budget 2022-23
Capital Outlay	101-25-57006-025	Computer Equipment/Software	(157)	2,000	2,000	2,000
Capital Outlay	101-25-57025-025	COVID-19 Emergency	12,105	10,000	10,000	10,000
		<b>Total Operations</b>	<b>1,002,706</b>	<b>980,910</b>	<b>1,043,060</b>	<b>1,081,506</b>
		<b>Total Building Dept</b>	<b>1,331,719</b>	<b>1,334,759</b>	<b>1,396,909</b>	<b>1,454,284</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Building Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023	
				Recommended Appropriations
101-25-50001-025	Regular Salaries	Salaries - Two staff 0.9 full-time (FTE)	181,213	176,213
101-25-50001-025	Regular Salaries	Salarris - Arbroist Service for Planning	(5,000)	
101-25-50013-025	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay		5,286
101-25-51001-025	Medicare	Medicare is paid on all salaries at a rate of 1.45%		2,628
101-25-51003-025	PER Retire Contrb- ER	Employer contribution for employee pension		14,410
101-25-51007-025	STD Insurance	Short-term disability premium to The Cities Group		269
101-25-51008-025	Health Insurance-Active	Health plan Town Paid		25,596
101-25-51009-025	Health Insurance-Retirees	Retiree health pay-as-you-go	25,804	
101-25-51009-025	Health Insurance- GASB45	GASB 45 annual required	3,190	28,994
101-25-51010-025	Dental Insurance	Delta Dental Plan premium		1,905
101-25-51011-025	Vision Insurance	Vision Service Plan premium		352
101-25-51013-025	Workers' Compensation	Workers Comp charged to Department		5,436
101-25-51014-025	Life & ADD Insurance	Premium to The Cities Group		193
101-25-51015-025	LTD Insurance	Long-term disability premium to The Cities Group		1,020
101-25-51016-025	Unemployment Insurance	Projected unemployment cost 1%		1,762
101-25-51019-025	Auto Allowance			
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities		108,713
<b>Total Salaries &amp; Benefits</b>				<b>372,778</b>
101-25-52017-025	Technical Service	CRW maintenance fee		32,000

Town of Atherton Annual Operating Budget FY 2022-2023  
Building Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-25-52033-025	Contract Bldg & Life Safety Svcs	Contract costs equal 58% of the first one million dollars in projected building revenues (excluding tree removal plan check), plus 55% of revenue in excess of one million dollars, plus certain previous inspections.	1,016,700
101-25-53014-025	Utilities - Electricity	PG&E	10,596
101-25-53015-025	Utilities - Gas	ABAG gas	
101-25-53016-025	Utilities - Water	Cal water	1,000
101-25-53024-025	Advertising/Publishing	Building code	
101-25-53033-025	Rent - Mach & Equip	Bldg share of Sharp copier annual lease; Toshiba Admin copier	3,860
101-25-53503-025	Trsfr to Equip Replace Fd	1) Misc. CRW/TRAKiT reports, maintenance and enhancements updates. \$5,000	9,000
101-25-53503-025	Trsfr to Equip Replace Fd	2) Funded through technology surcharge fee	(9,000)
101-25-54005-025	Subscriptions	Misc. Reference Code Books	1,000
101-25-54007-025	Memberships & Dues	Town membership to code council	150
101-25-55002-025	Office Supplies	Office supplies, permit cards, project envelope, etc.	3,200
101-25-55003-025	Microfilms-Digital Archiving	Digital Archiving	10,000
		Digital Archiving Funding through Technology surcharge fee	(10,000)
101-25-55006-025	Safety Supplies & Mats	Construction Signs	1,000
101-25-57006-025	Computer Equipment/Software	Computer Repl Program 2 (Lease)	2,000
101-25-57025-025	COVID-19 Emergency	COVID-19 Emergency	10,000
<b>Total Operations</b>			<b><u>1,081,506</u></b>
<b>Total Building Dept</b>			<b><u>1,454,284</u></b>

**Town of Atherton Annual Operating Budget FY 2022-2023**  
**Building - Salaries & Benefits**

FTE	Job Class	Step	2021/22 Salary	COLA	2022/23 Salary	PERS Salary	ER PERS	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. etc)	Total
0.4	Sr. Engineer/Maint Mgr	D	62,927		65,444	65,444	6,584	949	9,561	739	147	77	318	84	1,963	240	86,106
0.5	Office Specialist (0.5)	D	39,996		41,596	41,596	2,812	603	6,635	583	103	96	306	54	1,248	-	54,035
0.5	Town Arborist/Park Mgr (0.5)	D	71,321		74,173	74,173	5,014	1,076	9,400	583	103	96	397	54	2,225	300	93,421
1.4	FTE	1.4	174,244	-	181,213	181,213	14,410	2,628	25,596	1,905	352	269	1,020	193	5,436	540	233,562
<u>Summary</u>																	
1	DPW Director	D	212,743	104.00%	221,253	221,253	22,258	3,208	13,269	1,847	368	192	794	210	6,638	900	270,937
1	Sr. Engineer/Maint Mgr	D	157,318	104.00%	163,611	163,611	16,459	2,372	23,903	1,847	368	192	794	210	4,908	600	215,265
1	Office Specialist	D	79,991	104.00%	83,191	83,191	5,624	1,206	13,269	1,167	205	192	611	108	2,496		108,070
1	Town Arborist/Park Mgr (0.5)	D	142,641	104.00%	148,347	148,347	10,028	2,151	18,800	1,167	205	192	794	108	4,450	600	186,842
			592,694		616,402	616,402	54,369	8,938	69,241	6,027	1,147	768	2,993	638	18,492	2,100	781,115

**Section B**

**General Fund**

*General Fund 101 Interdepartmental Dept. (D30)*

**Department 30**

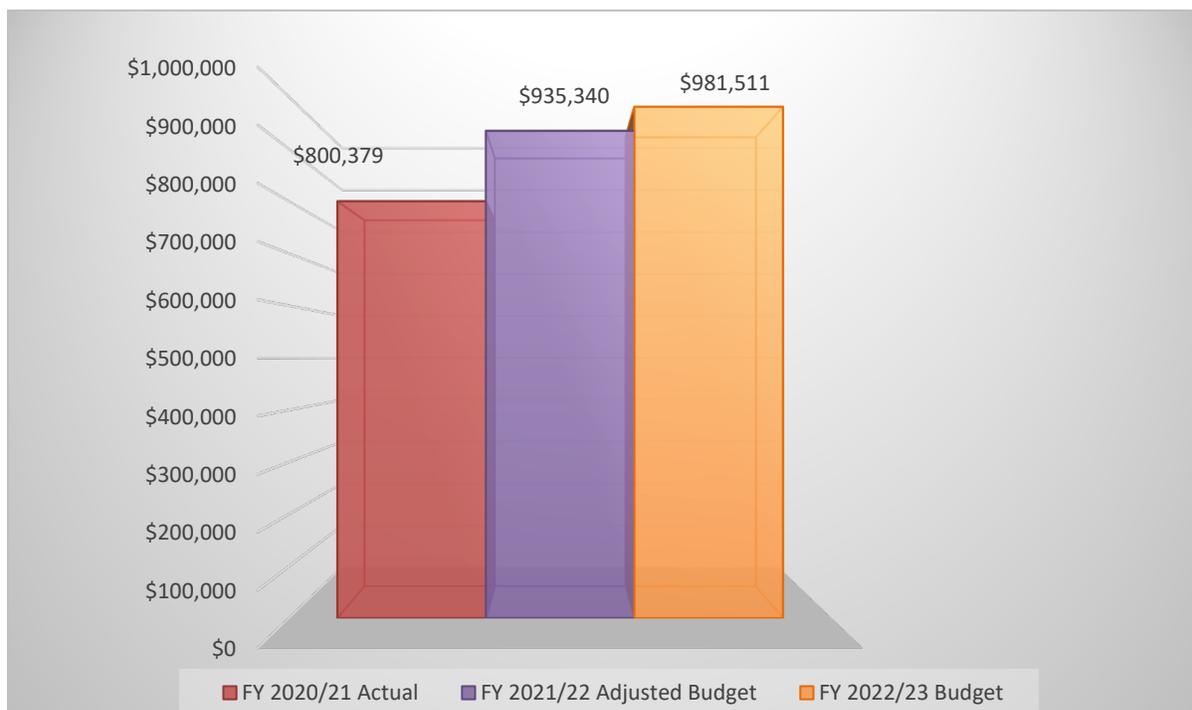
Intergovernmental department provides for the accounting of costs that are incurred and support all city departments. Costs include liability insurance, IT support, County Tax administration costs, IT infrastructure costs and other charges that are Town wide in nature. With the Town Center under construction, there is a yearly rental for temporary trailers. There is a need for phone system and needed Town server, virtual storage, and network upgrades that will be compatible with the new Town Center. A new agenda management tool Primegov and community engagement SeeClickFix upgrades to be implemented and continued use of Zoom for Town meetings.

**Annual Fiscal Impact** **\$981,511**

**Employee** No employees

**Three-year Summary**

Year	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Amount	800,379	935,340	981,511





Town of Atherton  
 Annual Operating Budget FY 2022-2023  
 Inter Department Budget - Summary

Category	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
EE Benefits	2,228	1,610	1,610	2,000
Professional Svs	116,193	163,200	163,200	163,200
General Operations	320,559	373,378	373,378	435,260
Other Services/Exp.	209,356	135,353	161,753	122,508
Supplies & Materials	13,939	25,450	25,450	20,500
Capital Outlay	138,104	195,950	209,950	238,043
<b>Inter-Dept. Total</b>	<b>800,379</b>	<b>894,940</b>	<b>935,340</b>	<b>981,511</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Inter-Department Budget By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
EE Benefits	101-30-51012-030	Employee Assistance Program	2,228	1,610	1,610	2,000
Professional Svs	101-30-52019-030	IT Support	116,193	163,200	163,200	163,200
General Operations	101-30-53018-030	Utilities - Telephone	12,976	21,315	21,315	15,000
General Operations	101-30-53019-030	Liability Insurance	253,855	287,573	287,573	343,932
General Operations	101-30-53020-030	Employment Practice Liability Ins	37,064	48,045	48,045	26,328
General Operations	101-30-53021-030	Property Insurance	16,665	16,445	16,445	50,000
Other Services/Exp.	101-30-53035-030	Other Rents & Leases	90,913	11,813	38,213	-
Other Services/Exp.	101-30-54007-030	Memberships & Dues	6,434	2,880	2,880	6,765
Other Services/Exp.	101-30-54017-030	Post Office Expense	4,221	10,660	10,660	5,743
Other Services/Exp.	101-30-54029-030	County Tax Administration Cost	107,789	110,000	110,000	110,000
Supplies & Materials	101-30-55008-030	Misc Computer Software	144	-	-	-
Supplies & Materials	101-30-55009-030	Misc Computer Parts & Supplies	829	9,650	9,650	5,000
Supplies & Materials	101-30-55016-030	Other Supplies & Materials	-	2,000	2,000	2,000
Supplies & Materials	101-30-55017-030	Postage	12,967	13,800	13,800	13,500
Capital Outlay	101-30-57006-030	IT Infrastructure Plan	138,104	195,950	209,950	238,043
Capital Outlay	101-30-59010-030	2020 Lease Cost of Issuance	-	-	-	-
<b>Total Inter-Department</b>			<b>800,379</b>	<b>894,940</b>	<b>935,340</b>	<b>981,511</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-30-51012-030	Employee Assistance	Premium for employee assistance program	2,000
101-30-52001-030	Audit & Financial		
101-30-52019-030	IT Support	Contract IT support; increased to (2) two days permanently on site	163,200
101-30-53018-030	Utilities - Telephone	Main line, PBX charge, phone usage & maint, high speed internet, Telguard Unit 56%	15,000
101-30-53019-030	Liability Insurance	Annual premiums for general insurance pool (Fd615)	144,261
101-30-53019-030	Liability Insurance	Annual premiums for excess liability insurance pool(Fd615)	36,893
101-30-53019-030	Liability Insurance	Public Official bond(Fd615)	2,124
101-30-53019-030	Liability Insurance	Administrative Premium to ABAG(Fd615)	60,654
101-30-53019-030	Liability Insurance	Self-insured retention (SIR) reserve(Fd615)	100,000
		<b>A/C Subtotal -&gt;</b>	<b>343,932</b>
101-30-53020-030	Employment Practice Liab Ins	Premium to employment practice liability	26,328
101-30-53021-030	Property Insurance	Annual premiums for property insurance pool	50,000
			<b>76,328</b>
101-30-53035-030	Other Rents & Leases	Admininstration & Community Development Temporary Trailers Police Department Restrooms	- - -
101-30-54007-030	Memberships & Dues	ABAG	2,582
101-30-54007-030	Memberships & Dues	Almanac Online	360
101-30-54007-030	Memberships & Dues	CalOpps Annual Membership	3,823
101-30-54007-030	Memberships & Dues	Adobe Lic Fee	-
		<b>A/C Subtotal -&gt;</b>	<b>6,765</b>
101-30-54017-030	Post Office Expense	USPS contract station rental #MT70/0002366	4,243
101-30-54017-030	Post Office Expense	USPS contract station Supplies - ink cartridge, strips, paper, pre-inked stamps	1,500
101-30-54017-030	Post Office Expense	Header (security device) rental(S#3185)	-
		<b>A/C Subtotal -&gt;</b>	<b>5,743</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023	
				Recommended Appropriations
101-30-54020-030	Election Cost (*)	Move to City Council Dept		
101-30-54024-030	Contribution to P/Y Solid Waste			
101-30-54029-030	County Tax Administration Cost	San Mateo County property tax admin charges	110,000	110,000
101-30-55009-030	Misc Computer Parts & Supplies	Symantec Anti-virus		
101-30-55009-030	Misc Computer Parts & Supplies	Parts for servers, spare hard drive, UPS battery Replace UPS Units	5,000	
		<b>A/C Subtotal -&gt;</b>		5,000
101-30-55016-030	Other Supplies & Materials	Other unexpected small items Administration offices		2,000
101-30-55017-030	Postage	Town contract station rental #4CES/0916294	3,500	
101-30-55017-030	Postage	Town contract station meter refill & supplies - ink cartridge, strips, paper, pre-inked stamps	10,000	
		<b>A/C Subtotal -&gt;</b>		13,500
101-30-57006-030	IT Infrastructure Plan	Firewall security - support	3,500	
101-30-57006-030	IT Infrastructure Plan	(1) Lease Dell Computer NON-DEPT ATTORNEY	-	
101-30-57006-030	IT Infrastructure Plan	Annual Fee Website media center storage	1,477	
101-30-57006-030	IT Infrastructure Plan	Annual Fee Website SSI Certificate	134	
101-30-57006-030	IT Infrastructure Plan	Annual Renewal CivicSend	1,470	
101-30-57006-030	IT Infrastructure Plan	Annual Fee Website Hosting & Support	7,111	
101-30-57006-030	IT Infrastructure Plan	Annual Website Dept. Header hosting & Support	830	
101-30-57006-030	IT Infrastructure Plan	(5) SeeClickFix Annual & (1) Unlimited licenses	11,300	
101-30-57006-030	IT Infrastructure Plan	Staff Training & Design/appl. Svcs for Website		
101-30-57006-030	IT Infrastructure Plan	Annual Maint Shoretel Contract	3,200	
101-30-57006-030	IT Infrastructure Plan	PrimeGov Agenda Automation, Video Streaming&Meeting Management Svcs	13,500	
101-30-57006-030	IT Infrastructure Plan	Wireless projects for improved security, controller plus access points, Misc Computer hardware		
101-30-57006-030	IT Infrastructure Plan	Phone System Replacement	60,000	
101-30-57006-030	IT Infrastructure Plan	Spam Protection and Antivirus renewal		

Town of Atherton Annual Operating Budget FY 2022-2023  
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023	
				Recommended Appropriations
101-30-57006-030	IT Infrastructure Plan	PRTG Network issues troubleshooting		
101-30-57006-030	IT Infrastructure Plan	Server Storage Backup-Baracuda	35,000	
101-30-57006-030	IT Infrastructure Plan	SSL Certificates and Windows License for new Virtual host		
101-30-57006-030	IT Infrastructure Plan	Cybersecurity Prevention Software-(100) Cylance Inc. Blackberry Guard	12,650	
101-30-57006-030	Computer Equipment/Software	(54) Microsoft License 0365GCCE1	1,608	
101-30-57006-030	Computer Equipment/Software	(12) Microsoft License SQLSvrStdCore	2,702	
101-30-57006-030	Computer Equipment/Software	(237) Microsoft License 0365GCCE3	19,466	
101-30-57006-030	Computer Equipment/Software	(88) Office 365 Cloud to Cloud Backup (Datto)	2,495	
101-30-57006-030	Computer Equipment/Software	OpenGov-Financial Integration, stories, dashboards, budget, workforce planning- Tranparency platform,	33,600	
101-30-57006-030	Computer Equipment/Software	WEBSITE REFRESH MID-YEAR		
101-30-57006-030	Computer Equipment/Software	Purchase Host Server (one-time expense)	15,000	
101-30-57006-030	Computer Equipment/Software	Computer lease program	5,000	
101-30-57006-030	Computer Equipment/Software	ADOBE Accounts	5,000	
101-30-57006-030	Computer Equipment/Software	Zoom Membership - Townwide	3,000	
		<b>A/C Subtotal -&gt;</b>		238,043
		Total Inter-Department		981,511

## Section B

### General Fund

*General Fund 101 Police Dept. (D40)*

# Goals | Mission Budget 2022-2023

## **“To Serve With Honor, Integrity, and Professionalism”**

- **The mission of the Atherton Police Department is: “Our mission is to develop and support a team of professionals who consistently seek and find innovative policing strategies to affirmatively promote, preserve, and deliver those quality services which enhance security and safety in our community and enhance the lives of our residents. To support this mission, we will work in strong partnership with the community and the citizens we serve.”**
- **Customer Service – Provide professional, courteous, and quality police services. Community interactions during daily operations, hosting outreach events, attending local community events, and local schools’ engagement**
- **Proactivity – Provide crime prevention through proactive policing methods. Includes neighborhood patrols, construction site checks, home site security assessments, code enforcement violations, self-initiated enforcement activities, and security cameras.**
- **Traffic Safety – Conduct enforcement operations, traffic safety education outreach and engineering observations. Ongoing communication with Town Public Works and allied agencies to remedy and prevent roadway hazards.**
- **Training – Provide quality training for all agency personnel. To include POST mandated, essential, and desirable training.**
- **Disaster Preparedness – Provide emergency police response and disaster readiness services to the community. Expand support for ADAPT and participate in county wide and regional training exercises.**
- **Employee safety and wellness – Provide all employees with the proper training, equipment, and resources to safely conduct daily operations.**

**Section B**

**General Fund**

*General Fund 101 Police Dept. (D40)*

**Department 40**

Police Department serves with honor, integrity, and professionalism. The Department provides a full range of police services to the residents of Atherton. The Police Department consists of four distinct divisions: Admin/Training, Patrol/Traffic, Investigations, and Communications/Records. Within these areas are specific areas of focus including: detectives, community service officers (and code enforcement), school resource officer, K-9s, dispatch, and administration. Provides 24-hour police patrol, traffic enforcement, crime investigation, crime prevention and other law enforcement services to protect and preserve the health, safety of our residents. The Department works with the City Council, the City Manager’s Office, other City departments, and the community to address problems of crime and property damage.

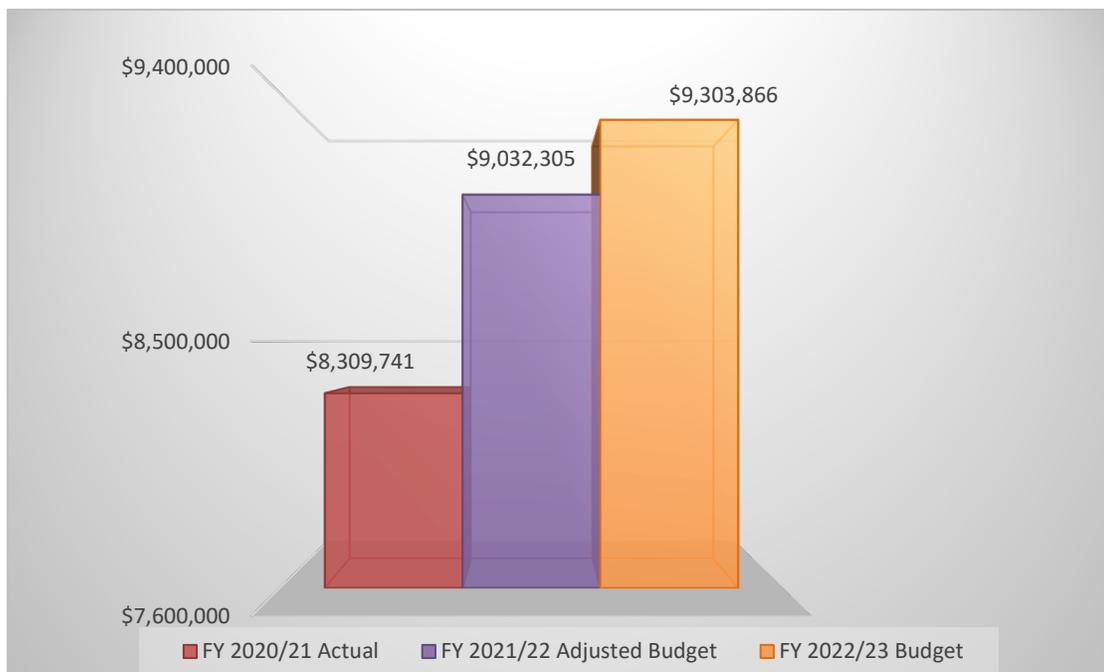
**Annual Fiscal Impact** **\$9,303,866**

**Employee**

Police Chief (1), Commander (1), Sergeant (5), Police Officer (14), Asst. to Chief/Training Mgr (1), Support Services Coordinator SSC (1), Code Enforcement (1), Hybrid Code Enforcement/Dispatcher (1) Dispatcher (4), Communication Sprv. Dispatcher (1) part-time reserve officers (3), per diem dispatchers (6)

**Three-year Summary**

Year	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Amount	8,309,741	9,032,305	9,303,866





Town of Atherton  
 Annual Operating Budget FY 2022-2023  
 Police Budget - Summary

Category	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Salaries & Wages	4,313,114	4,525,242	4,525,242	4,777,213
EE Benefits	3,176,523	3,525,122	3,525,122	3,203,693
Professional Svs	90,377	114,044	114,044	105,308
General Operations	193,101	312,346	312,346	474,450
Other Services/Exp.	267,231	280,943	280,943	284,388
Supplies & Materials	163,319	154,500	154,500	172,500
Capital Outlay	106,076	120,108	120,108	286,314
<b>Police Total</b>	<b>8,309,741</b>	<b>9,032,305</b>	<b>9,032,305</b>	<b>9,303,866</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Police Budget By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Salaries & Wages	101-40-50001-040	Regular Salaries	3,108,127	3,483,007	3,483,007	3,677,345
Salaries & Wages	101-40-50003-040	Dispatcher Salaries	530,436	557,318	557,318	579,951
Salaries & Wages	101-40-50004-040	Reserve Salaries	133,999	96,356	96,356	96,356
Salaries & Wages	101-40-50005-040	Temporary Help	68,724	28,561	28,561	28,561
Salaries & Wages	101-40-50006-040	Overtime	471,827	350,000	350,000	385,000
Salaries & Wages	101-40-50007-040	Special Event Salaries Reimb	-	10,000	10,000	10,000
EE Benefits	101-40-50013-040	EE Benefits Earned	71,700	125,410	125,410	175,892
EE Benefits	101-40-51001-040	Medicare Tax	64,547	62,302	62,302	65,459
EE Benefits	101-40-51002-040	Social Security	4,909	5,974	5,974	5,974
EE Benefits	101-40-51003-040	PERS Retire Contr - ER	581,580	607,258	607,258	602,233
EE Benefits	101-40-51004-040	PERS Retire Contr - EE	-	-	-	-
EE Benefits	101-40-51005-040	Deferred Compensation	16,667	25,094	25,094	25,184
EE Benefits	101-40-51006-040	Benefits Admin Fees	554	-	-	-
EE Benefits	101-40-51007-040	STD Insurance	6,575	576	576	5,832
EE Benefits	101-40-51008-040	Health Insurance - Active	518,038	554,433	554,433	528,595
EE Benefits	101-40-51009-040	Health Insurance - Retirees	391,798	504,267	504,267	441,598
EE Benefits	101-40-51010-040	Dental Insurance	41,968	47,699	47,699	38,419
EE Benefits	101-40-51011-040	Vision Insurance	7,556	8,298	8,298	7,630
EE Benefits	101-40-51013-040	Workers' Compensation	415,361	360,542	360,542	265,498
EE Benefits	101-40-51014-040	Life & ADD Insurance	3,344	3,757	3,757	3,730
EE Benefits	101-40-51015-040	LTD Insurance	29,419	24,581	24,581	29,593
EE Benefits	101-40-51016-040	Unemployment Insurance	47,245	43,052	43,052	45,222
EE Benefits	101-40-51018-040	Uniforms	61,694	30,000	30,000	30,000
EE Benefits	101-40-51020-040	Educational Reimbursement	4,132	20,000	20,000	20,000
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Misc	49,313	60,181	60,181	69,180
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Safety	860,123	1,041,696	1,041,696	843,654
<b>Total Salaries &amp; Benefits</b>			<b>7,489,638</b>	<b>8,050,364</b>	<b>8,050,364</b>	<b>7,980,906</b>
Professional Svs	101-40-52017-040	Technical Services	90,377	114,044	114,044	105,308
General Operations	101-40-53001-040	Equip Maint - Vehicles	51,966	40,000	40,000	50,000
General Operations	101-40-53002-040	Equip Maint - Other	18,039	15,000	15,000	10,000
General Operations	101-40-53014-040	Utilities - Electricity	33,514	42,000	42,000	127,000
General Operations	101-40-53015-040	Utilities - Gas	417	3,000	3,000	3,000
General Operations	101-40-53016-040	Utilities - Water	886	3,000	3,000	4,500
General Operations	101-40-53018-040	Utilities - Telephone	45,242	42,750	42,750	42,750

Town of Atherton Annual Operating Budget FY 2022-2023  
Police Budget By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
General Operations	101-40-53025-040	Printing - External Service	6,994	6,000	6,000	12,000
General Operations	101-40-53026-040	Recruitment Cost	24,639	7,500	7,500	6,000
General Operations	101-40-53028-040	Citation Processing	87	500	500	5,000
General Operations	101-40-53032-040	Rent - Facilities	11,318	10,796	10,796	-
General Operations	101-40-53503-040	Trsfr to Equip Replace Fd	-	141,800	141,800	214,200
Other Services/Exp.	101-40-54003-040	Conferences	398	4,500	4,500	5,000
Other Services/Exp.	101-40-54004-040	Training & Workshops	11,838	13,000	13,000	13,000
Other Services/Exp.	101-40-54005-040	Subscriptions	1,517	2,000	2,000	3,000
Other Services/Exp.	101-40-54006-040	POST Training	39,956	40,000	40,000	40,000
Other Services/Exp.	101-40-54007-040	Memberships & Dues	3,181	4,550	4,550	4,750
Other Services/Exp.	101-40-54008-040	Mileage Reimbursement	-	300	300	300
Other Services/Exp.	101-40-54010-040	Other Contract Services	146,818	152,837	152,837	157,338
Other Services/Exp.	101-40-54021-040	Animal Control Services	63,522	63,756	63,756	61,000
Supplies & Materials	101-40-55002-040	Office Supplies	10,450	10,000	10,000	12,000
Supplies & Materials	101-40-55006-040	Safety Supplies & Materials	6,755	8,000	8,000	9,000
Supplies & Materials	101-40-55007-040	K-9 Expenses	20,498	14,000	14,000	12,000
Supplies & Materials	101-40-55015-040	Oil and Gasoline	73,649	65,000	65,000	75,000
Supplies & Materials	101-40-55016-040	Other Supplies & Matls	33,712	49,500	49,500	56,500
Supplies & Materials	101-40-55018-040	Disaster/Emergency	18,256	8,000	8,000	8,000
Capital Outlay	101-40-57004-040	Mach & Equip	4,628	2,500	2,500	6,300
Capital Outlay	101-40-57006-040	Computer Equip/Software*	101,863	117,608	117,608	280,014
Capital Outlay	101-40-57025-040	COVID-19 Emergency	(415)	-	-	-
			820,104	981,941	981,941	1,322,960
<b>Total Operations</b>			<b>820,104</b>	<b>981,941</b>	<b>981,941</b>	<b>1,322,960</b>
			8,309,741	9,032,305	9,032,305	9,303,866
<b>Total Police Dept</b>			<b>8,309,741</b>	<b>9,032,305</b>	<b>9,032,305</b>	<b>9,303,866</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-40-50001-040	Regular Salaries	21 Sworn, 1 Executive Assistant, 1 Community Service Officer 1 Code Enforcement	3,817,345
101-40-50001-040	Regular Salaries	COPS Grant funding	(140,000)
101-40-50003-040	Dispatcher Salaries	5 full-time dispatchers	3,677,345 579,951
101-40-50004-040	Reserve Salaries	5 part-time reserve officers	96,356
101-40-50005-040	Temporary Help	8 per diem dispatchers	28,561
101-40-50006-040	Overtime	Overtime worked based upon staffing, court, training, investigation, holiday pay, etc.	275,000
101-40-50006-040	Overtime	Overtime built in for Dispatchers 5PPL/4 Hrs/26Pay Period	35,000
101-40-50006-040	Overtime	Special Operations Overtime	75,000
101-40-50007-040	Special Event Salaries Reimb	Overtime Subcategory: POTUS/Special Events	385,000 10,000
101-40-50013-040	EE Benefits Earned	4% contribution for vac, sick, comp, & holiday pay	175,892
101-40-51001-040	Medicare Tax	1.45% of salary	65,459
101-40-51002-040	Social Security	6.2% of eligible temp salary	5,974
101-40-51003-040	PERS Retire Contr - ER	Employer contribution for pension	602,233
101-40-51004-040	PERS Retire Contr - EE	Employee contribution paid for by the employer	-
101-40-51005-040	Deferred Compensation	2% Deferred compensation matching program Dispatchers PER MOU	25,184
101-40-51007-040	STD Insurance	Short-term disability premium to the Cities Group	5,832
101-40-51008-040	Health Insurance - Active	Health plan coverage - Kaiser, Blue Shield, Blue Cross	528,595
101-40-51009-040	Health Insurance-Retirees	Retiree health Pay-as-you-go	406,503
101-40-51009-040	Health Insurance-GASB45	GASB 45 annual required contribution	35,095
101-40-51010-040	Dental Insurance	Delta dental plan premium	38,419
101-40-51011-040	Vision Insurance	Vision Service Plan premium	7,630
101-40-51013-040	Workers' Compensation	Workers Comp charged to Department	265,498
101-40-51014-040	Life & ADD Insurance	Premium to the Cities Group	3,730
101-40-51015-040	LTD Insurance	Long-term disability premium to The Cities Group	29,593
101-40-51016-040	Unemployment Insurance	Self-funded unemployment based on 1% of salary	45,222
101-40-51018-040	Uniforms	Uniform and Gear	30,000
101-40-51020-040	Educational Reimbursement	Per MOU	20,000
101-40-51xxx-040	Unfunded liabilities-Misc	CA PERS Unfunded liability-Misc	69,180
101-40-51xxx-040	Unfunded liabilities-Safety	CA PERS Unfunded liability-Safety	843,654
<b>Total Salaries &amp; Benefits</b>			<b>7,980,906</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-40-52017-040	Technical Services	Sunridge RIMS Annual Maintenance (Dispatch-Patrol CAD)	20,093
101-40-52017-040	Technical Services	TEA Maint. (Telecommunications Dispatch/Radio Support)	29,892
101-40-52017-040	Technical Services	Alarm Software Maint. Fee (Residential Burglar Alarms)	1,400
101-40-52017-040	Technical Services	S.M. Co. Medical Legal Exam (Sex Assault Exam)	2,100
101-40-52017-040	Technical Services	S. M. Regional Network Access Fee (Telecom Support) - Now "Utility Telephone"	9,600
101-40-52017-040	Technical Services	Rapid Notify Maint. Fee (Emergency Resident Notification)	1,700
101-40-52017-040	Technical Services	Voice Print Maint. Fee (Comm Center Telephone/Radio Recording)	1,200
101-40-52017-040	Technical Services	Message Switch - County of San Mateo/Microwave Maint	16,500
101-40-52017-040	Technical Services	Critical Reach (TRAK System, Missing Persons Support System)	275
101-40-52017-040	Technical Services	Towing (Crime Scene Evidence & Patrol Cars)	1,000
101-40-52017-040	Technical Services	RIMS on-line citizen access	
101-40-52017-040	Technical Services	RIMS Database Split-Back-Up	
101-40-52017-040	Technical Services	Crossroads-Annual Maintenance	1,500
101-40-52017-040	Technical Services	Milestone Maintenance Agreement	3,100
101-40-52017-040	Technical Services	MKMS Server - Alarm, license for second dispatch station	948
101-40-52017-040	Technical Services	Crime Lab - Annual Flat Fee	6,000
101-40-52017-040	Technical Services	S.M. Co. Sheriff's Ofc. FISC Forensic Lab	10,000
101-40-52017-040	Technical Services	<b>A/C Subtotal -&gt;</b>	<b>105,308</b>
101-40-53001-040	Equip Maint - Vehicles	Vehicle maintenance	50,000
101-40-53002-040	Equip Maint - Other	Maintenance of radar, office equip, radio equip., warranty Data 911, Vie Vue repairs, Ojo Cameras	10,000
101-40-53014-040	Utilities - Electricity	PG&E	127,000
101-40-53015-040	Utilities - Gas	ABAG gas	3,000
101-40-53016-040	Utilities - Water	Cal water	4,500
101-40-53018-040	Utilities - Telephone	Telephone (Lobby-Front Door)	
101-40-53018-040	Utilities - Telephone	Telephones (Office, Comm Center, Admin, Patrol, Invest.)	7,000
101-40-53018-040	Utilities - Telephone	Cell Phones (Admin, Investigations, Patrol Cars)	16,800
101-40-53018-040	Utilities - Telephone	T1 Line-Shared with City of Menlo Park	5,000
101-40-53018-040	Utilities - Telephone	T1 Line-Fires Station 4- Shared with MPPD	1,350
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from FS4 to MPPD	1,200
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from FS2 to MPPD	1,200
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from Haven to MPPD	1,200

Town of Atherton Annual Operating Budget FY 2022-2023  
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-40-53018-040	Utilities - Telephone	Sprint Mobile Data (Patrol Car Mobile CAD/RIMS Support Service).	9,000
101-40-53018-040	Utilities - Telephone	<b>A/C Subtotal -&gt;</b>	42,750
101-40-53025-040	Printing - External Service	Forms, secure identification cards, no parking signs, citations, resident handbooks	12,000
101-40-53026-040	Recruitment Cost	Associated costs to include; polygraph,	6,000
101-40-53027-040	SMC Booking Fees	Booking fees, County of San Mateo	
101-40-53028-040	Citation Processing	Turbo Data for processing of parking citations	5,000
101-40-53032-040	Rent - Facilities	Rent for temporary police facility @ \$729.97 per month	-
101-40-53503-040	Trsrfr to Equip Replace Fd	Future replacement of vehicle(s), additional Equipment	175,000
		Supplemental equipment	39,200
101-40-54003-040	Conferences	S.M. Gang Task Force Conference, RIMS, CCUG, CAPE, SMCPA, TMA, Public Safety Chiefs Conference	5,000
101-40-54004-040	Training & Workshops	Supplies for POST annual dept training and other trainings	3,000
		Executive Command School	10,000
		<b>A/C Subtotal -&gt;</b>	13,000
101-40-54005-040	Subscriptions	Library books, criminal codes	3,000
101-40-54006-040	POST Training	Post Reimbursement ( Mandated, Essential, Desirable Categories)	40,000
101-40-54007-040	Memberships & Dues	California Chiefs of Police	750
101-40-54007-040	Memberships & Dues	CPOA, CPCA, APCO, CAPE	2,500
101-40-54007-040	Memberships & Dues	S.M. Co. Police Chiefs Association, Training Managers, Comm., CCUG	1,500
101-40-54007-040	Memberships & Dues	<b>A/C Subtotal -&gt;</b>	4,750

Town of Atherton Annual Operating Budget FY 2022-2023  
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-40-54008-040	Mileage Reimbursement	Reimb for use of personal vehicles on Town business	300
101-40-54010-040	Other Contract Services	S.M. Co. Chaplin Service - Call-outs only	1,000
101-40-54010-040	Other Contract Services	Dry Cleaning-Uniforms	10,000
101-40-54010-040	Other Contract Services	San Mateo PD Range Rental (\$65 per hour)	16,000
101-40-54010-040	Other Contract Services	SMART Car Services	1,000
101-40-54010-040	Other Contract Services	S.M. Co. Coyote Pt. Firearms Range -2nd Wed. use only	7,500
101-40-54010-040	Other Contract Services	S.M. Co. OES Hazardous Materials Program	46,250
101-40-54010-040	Other Contract Services	First Chance (DUI Booking Alternative)	6,000
101-40-54010-040	Other Contract Services	Pd copier lease	6,500
101-40-54010-040	Other Contract Services	Keller Center (Child Abuse/Sexual Assault Victims Program)	1,200
101-40-54010-040	Other Contract Services	Youth Family Service (Youth Counseling Diversion)	4,972
101-40-54010-040	Other Contract Services	S.M. Co. Community Overcoming Relationship (Domestic Abuse)	3,445
101-40-54010-040	Other Contract Services	Lexipol (Police General Orders, Case Law Update Training)	7,871
101-40-54010-040	Other Contract Services	Recall Secure Destruction Services (Sensitive Files)	2,000
101-40-54010-040	Other Contract Services	TB Screening & Test Medical Record (For exposed employees)	500
101-40-54010-040	Other Contract Services	San Mateo County Narcotics Task Force	33,500
101-40-54010-040	Other Contract Services	Conflict Resolution - Mills Peninsula	500
101-40-54010-040	Other Contract Services	Service Master Clean	2,000
101-40-54010-040	Other Contract Services	OES Fire Battalion Chief - shared cost in County	
101-40-54010-040	Other Contract Services	Zetron Maintenance Warranty	
101-40-54010-040	Other Contract Services	Fast Response On Site Testing - Gas Masks	6,000
101-40-54010-040	Other Contract Services	Aflac administration fee	1,100
101-40-54010-040	Other Contract Services	Forensic Art Services (Suspect Sketches)	
101-40-54010-040	Other Contract Services	<b>A/C Subtotal -&gt;</b>	157,338
101-40-54021-040	Animal Control Services	San Mateo animal control services cost	61,000
101-40-55002-040	Office Supplies	Paper, pens, software, film and photo processing	12,000
101-40-55006-040	Safety Supplies & Materials	Replacement of individual protective vests (MOU 5-year)	9,000
101-40-55006-040	Safety Supplies & Materials	<b>A/C Subtotal -&gt;</b>	9,000
101-40-55007-040	K-9 Expenses	K-9 Maint., Training, Veterinarian, Boarding, Food for 2 dogs	12,000

Town of Atherton Annual Operating Budget FY 2022-2023  
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-40-55015-040	Oil and Gasoline	Fuel for vehicles	75,000
101-40-55016-040	Other Supplies & Matls	Firearms supplies, cleaning supplies, hardware, badges, etc.	20,000
101-40-55016-040	Other Supplies & Matls	California Vehicle Codes	500
101-40-55016-040	Other Supplies & Matls	Awards and Engraving	3,000
101-40-55016-040	Other Supplies & Matls	Business Cards	1,000
101-40-55016-040	Other Supplies & Matls	DARE Supplies ( Balls, T-shirts, Awards)	
101-40-55016-040	Other Supplies & Matls	Ammunition (Perishable Skills Training, Qualification (3x) & SWAT)	20,000
101-40-55016-040	Other Supplies & Matls	Centennial Bagdes-Patches- Magnetic Signs for Town Centennial	12,000
101-40-55016-040	Other Supplies & Matls	<b>A/C Subtotal -&gt;</b>	56,500
101-40-55018-040	Disaster/Emergency	Supplies, water, MRE's	8,000
101-40-57004-040	Mach & Equip	Taser Cartridges/Training Rounds (qualify ABAG reimb)	2,500
101-40-57004-040	Mach & Equip	Dept Flashlights-Streamlight-Stinger 25	3,800
101-40-57004-040	Mach & Equip	<b>A/C Subtotal -&gt;</b>	6,300
101-40-57006-040	Computer Equip/Software	Replacement of old computers (leasing Program)	10,000
101-40-57006-040	Computer Equip/Software	PD patrol cars - mobile replacement (2)	
101-40-57006-040	Computer Equip/Software	Patrol Scheduling Software	1,885
101-40-57006-040	Computer Equip/Software	Surveillance System - HP Park	40,000
101-40-57006-040	Computer Equip/Software	Replace RIMS with GIS mapping	14,000
101-40-57006-040	Computer Equip/Software	Comcaste Code Enforcement Software	10,865
101-40-57006-040	Computer Equip/Software	E-Cite Citations- 10 Machines	29,532
101-40-57006-040	Computer Equip/Software	CopLogic Lexis Nexis Report Writing Software	6,000
101-40-57006-040	Computer Equip/Software	Goserco, Inc-Warranty for 911/non-emergency	3,229
101-40-57006-040	Computer Equip/Software	LEFTA- FTO manual online	1,592
101-40-57006-040	Computer Equip/Software	Leads On Line	1,579
101-40-57006-040	Computer Equip/Software	Pager software	
101-40-57006-040	Computer Equip/Software	First Two Invest.software	2,400
101-40-57006-040	Computer Equip/Software	Forensic Logic	2,359
101-40-57006-040	Computer Equip/Software	Hawk Analytics	3,495
101-40-57006-040	Computer Equip/Software	Copware	700
101-40-57006-040	Computer Equip/Software	Axon-Taser-Fleet-Body Cameras (21) and Increased Storage capacity	96,174
101-40-57006-040	Computer Equip/Software	Veritone	2,084
101-40-57006-040	Computer Equip/Software	Manage Mobility	1,620
101-40-57006-040	Computer Equip/Software	Flock Cameras	52,500
		<b>A/C Subtotal -&gt;</b>	280,014
101-40-57025-040	COVID-19 Emergency	COVID-19 Emergency	-
		<b>Total Operations</b>	<u>1,322,960</u>
		<b>Total Police Dept</b>	<u>9,303,866</u>



Town of Atherton Annual Operating Budget FY 2021-22  
Temp Salaries for Police Department

<u>Position</u>	<u>Total Hours</u>	<u>Hourly Rate</u>	<u>Annual Salary</u>	<u>ER PERS</u>	<u>EE PERS</u>	<u>Social Security</u>	<u>Med Tax</u>	<u>Uniforms</u>	<u>Worker's Comp</u>	<u>Total</u>
Part-Time Temp Dispatcher	300	43.34	13,002				189		520	13,711
Part-Time Temp Dispatcher		43.34	-				-		-	-
Part-Time Temp Dispatcher	79	43.34	3,424	344	-		50		137	3,955
Part-Time Temp Dispatcher	100	43.34	4,334	436	-	-	63		173	5,006
Part-Time Temp Dispatcher		43.34	-	-	-	-	-		-	-
Part-Time Temp Dispatcher	180	43.34	7,801							7,801
Part-Time Temp Dispatcher		43.34	-							-
Part-Time Temp Dispatcher		43.34	-							-
Part-Time Temp Dispatcher	-	0	-							-
Part-Time Temp Dispatcher	-	0	-							-
	<u>659</u>		<u>28,561</u>	<u>780</u>	<u>-</u>	<u>-</u>	<u>301</u>	<u>-</u>	<u>830</u>	<u>30,473</u>
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	237	45.58	10,802			670	157	-	432	12,061
Reserve Officer	237	45.58	10,802			670	157	-	432	12,061
Reserve Officer	<u>1,064</u>	<u>45.58</u>	<u>48,497</u>			<u>3,007</u>	<u>703</u>		<u>1,940</u>	<u>54,147</u>
	<u>2,114</u>		<u>96,356</u>	<u>-</u>	<u>-</u>	<u>5,974</u>	<u>1,397</u>	<u>-</u>	<u>3,854</u>	<u>107,582</u>
<b>Total Temp Help Salaries</b>			<b><u>124,917</u></b>	<b><u>780</u></b>	<b><u>-</u></b>	<b><u>5,974</u></b>	<b><u>1,698</u></b>	<b><u>-</u></b>	<b><u>4,685</u></b>	<b><u>138,055</u></b>

## Section B

### General Fund

General Fund 101 Public Work Dept. (D50-59)

# Goals | Mission *Budget 2022-2023*

- Continue to preserve and maintain the public right of way to allow for safe travel and use for all modes of transportation, vehicular, pedestrian and bicycle.
- Implement traffic mitigation measures. Stay abreast of regional projects that may impact the Town.
- Review projects that will improve safety, connectivity and awareness on major bike corridors accessing schools and parks. Research grant funding for bicycle, pedestrian, and Safe Routes to School improvements.
- Continue to implement drainage improvement projects as identified in the Town Master Drainage study. Prioritizing projects that will improve intersection drainage and will minimize localized flooding issues
- Implement Bike/Pedestrian Master plan projects.
- Maintain average PCI street rating at or above 75 for the entire street network and to increase minimum PCI of all streets to 50
- Protect and maintain Town's heritage trees and urban forest character
- Continue implementation of Park Master plan by accomplishing items from the 5-year council priority list
- Facilitate the implementation of Quad Gates at the Watkins Rail Crossing

**Section B**

**General Fund**

*General Fund 101 Public Work Dept. (D50-59)*

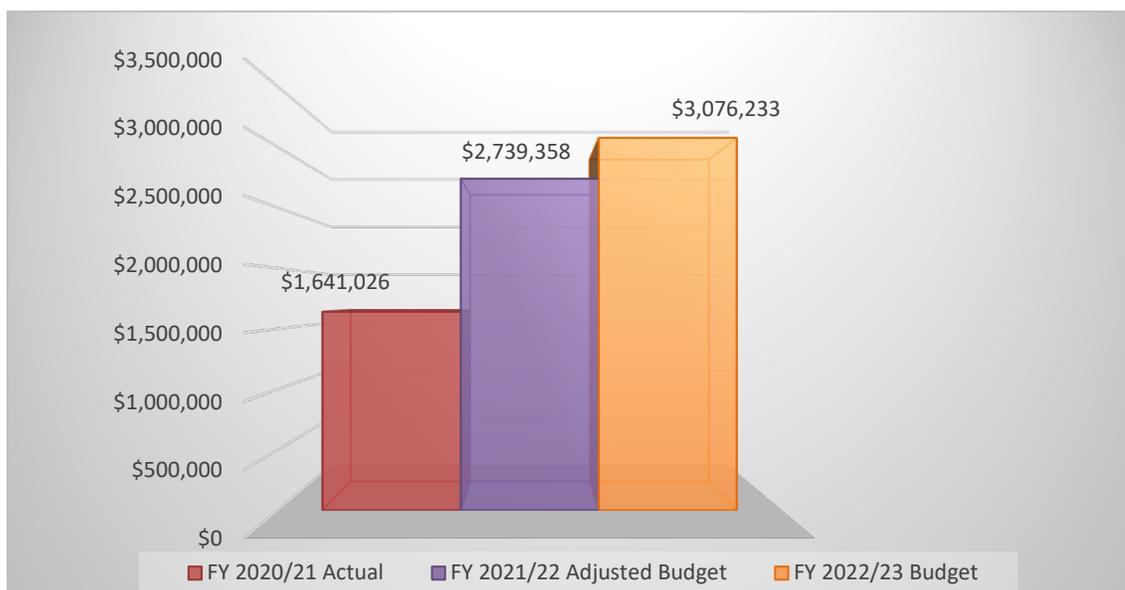
**Department 50-59** Public Works Department is responsible for the overall planning, maintenance, operation and improvement of public infrastructure, including streets, storm drainage, parks and all Town owned buildings and facilities. The Department also provides engineering services and project management for most of the Town's annual Capital Improvement Program. It reviews and processes encroachment permits for work done in the City right-of-way by private contractors and utility companies. The divisions of the department include engineering, streets maintenance, park maintenance, park programs, and building. Also includes the Town Arborist which under general direction plans, organizes, oversees, coordinates, reviews and enforces Town ordinances regarding heritage trees and landscape screening.

**Annual Fiscal Impact** **\$3,076,233**

**Employee** Public Works Director (1), Senior Engineer/Maintenance Manager (0.6), Office Specialist (.5) Arborist/Parks Manager allocated within DPW/Building/Planning, Contract: Engineer (2)

**Three-year Summary**

Year	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Amount	1,641,026	2,739,358	3,076,233





Town of Atherton  
 Annual Operating Budget FY 2022-23  
 DPW 50-59 Budget - Summary

Category	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Salaries & Wages	251,045	260,042	260,042	281,416
EE Benefits	369,311	389,100	389,100	384,429
Professional Svs	594,049	947,507	947,507	1,060,000
General Operations	316,977	776,510	776,510	945,738
Other Services/Exp.	9,224	89,550	89,550	100,500
Supplies & Materials	18,663	67,150	67,150	74,650
Capital Outlay	81,758	209,500	209,500	229,500
<b>DPW Total</b>	<b>1,641,026</b>	<b>2,739,358</b>	<b>2,739,358</b>	<b>3,076,233</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Salaries & Wages	50001	Regular Salaries	404,670	413,451	413,451	430,189
Salaries & Wages	50013	EE Benefits Earned	8,054	8,269	8,269	12,906
Salaries & Wages	50015	Salary Allocated to CIP	(161,678)	(161,678)	(161,678)	(161,678)
EE Benefits	51001	Medicare Insurance	6,378	6,068	6,068	6,310
EE Benefits	51003	PERS Retire Contr - ER	37,404	38,389	38,389	39,960
EE Benefits	51007	STD Life	499	499	499	499
EE Benefits	51008	Health Insurance-Active	42,999	43,153	43,153	43,645
EE Benefits	51009	Health Insurance-Retirees	136,778	131,130	131,130	106,475
EE Benefits	51010	Dental Insurance	3,926	4,122	4,122	4,122
EE Benefits	51011	Vision Insurance	756	794	794	794
EE Benefits	51013	Workers Compensation	17,717	16,738	16,738	13,056
EE Benefits	51014	Life & ADD Insurance	364	445	445	445
EE Benefits	51015	LTD Insurance	2,012	1,961	1,961	1,973
EE Benefits	51016	Unemployment Insurance	4,395	4,135	4,135	4,302
EE Benefits	51xxx	Unfunded Liabilities-Misc	116,081	141,666	141,666	162,848
<b>Total Salaries &amp; Benefits</b>			<b>620,356</b>	<b>649,141</b>	<b>649,141</b>	<b>665,845</b>
Professional Svs	52010 (50)	Contract Engineering	54,452	100,000	100,000	100,000
Professional Svs	52017	Technical Services	1,207	40,000	40,000	40,000
Professional Svs	52030 (58)	Contract Park Event Svs	12,129	60,000	60,000	10,000
Professional Svs	52031	Contract DPW Maint Serv	526,261	747,507	747,507	910,000
General Operations	53001	Vehicle Repair & Maint	2,048	7,500	7,500	10,000
General Operations	53002	Equipment Repair & Maint	-	12,000	12,000	82,000
General Operations	53003	Building Security	93	10,500	10,500	11,000
General Operations	53004	Facility Repair & Maint	18,884	74,000	74,000	100,500
General Operations	53006	Electrical Repair & Maint	3,918	11,000	11,000	11,000
General Operations	53008	Contract Custodial Services	44,444	141,823	141,823	225,000
General Operations	53009	Contract Tree Maintenance	59,743	100,000	100,000	110,000
General Operations	53010	Street Sweeping	25,440	30,000	30,000	30,000
General Operations	53011	Contract Lndscp Maint.	-	79,687	79,687	50,000
General Operations	53012	Traffic Signal Repair & Maint	3,632	15,000	15,000	15,000
General Operations	53013	Street Light Repair & Maint	6,469	60,000	60,000	60,000
General Operations	53014	Utilities -Electricity	77,131	95,500	95,500	101,938

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
General Operations	53015	Utilities - Gas	4,418	6,800	6,800	6,800
General Operations	53016	Utilities - Water	19,459	28,000	28,000	24,000
General Operations	53017	Utilities - Sewer	10,660	27,000	27,000	24,000
General Operations	53018	Utilities - Telephone	1,930	2,200	2,200	2,000
General Operations	53024	Advertising/Publishing	1,518	2,500	2,500	2,500
General Operations	53029	Contract Inspection & Testing	546	9,250	9,250	11,250
General Operations	53030(58)	Credit Card Merchant Fees	1,007	5,500	5,500	5,500
General Operations	53033	Rent - Mach & Equipment	2,890	8,000	8,000	8,000
General Operations	53034	Rent - Facilities	-	250	250	250
General Operations	53503	Equip Replace Charges	32,747	50,000	50,000	55,000
Other Services/Exp.	54003	Conferences	920	8,000	8,000	8,000
Other Services/Exp.	54004	Training & Workshops	1,050	4,600	4,600	4,600
Other Services/Exp.	54007	Membership/Dues	4,794	12,900	12,900	15,400
Other Services/Exp.	54010	Other Contract Services	2,460	64,050	64,050	72,500
Supplies & Materials	55001	Pesticides & Fertilizer	737	-	-	-
Supplies & Materials	55002	Office Supplies	1,166	2,000	2,000	2,750
Supplies & Materials	55006	Safety Supplies & Matls	101	1,750	1,750	2,000
Supplies & Materials	55008	Misc. Computer Software	2,032	11,500	11,500	12,000
Supplies & Materials	55009	Misc. Computer Supplies	122	750	750	750
Supplies & Materials	55010	Custodial Supplies	-	900	900	900
Supplies & Materials	55011	Landscape Supplies	11,005	23,000	23,000	23,000
Supplies & Materials	55012	Construction Matls	2,293	7,500	7,500	8,000
Supplies & Materials	55014	Minor Tools & Equip	-	750	750	750
Supplies & Materials	55015	Gas & Oil	1,207	8,300	8,300	11,800
Supplies & Materials	55016	Other Supplies & Matls	-	300	300	300
Supplies & Materials	55017	Postage	-	400	400	400
Supplies & Materials	55018	Disaster Preparedness	-	10,000	10,000	12,000
Capital Outlay	57002	Building Improvements	2,458	163,000	163,000	183,000
Capital Outlay	57004	Machinery & Equipment	555	8,500	8,500	8,500
Capital Outlay	57006	Computer Equip/Software	2,360	3,500	3,500	3,500
Capital Outlay	57007	Office Machines & Furn	20	4,500	4,500	4,500
Capital Outlay	57025	COVID-19 Emergency	76,366	30,000	30,000	30,000
<b>Total Operations</b>			<b>1,020,671</b>	<b>2,090,217</b>	<b>2,090,217</b>	<b>2,410,388</b>
<b>Total DPW</b>			<b>1,641,026</b>	<b>2,739,358</b>	<b>2,739,358</b>	<b>3,076,233</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW - Engineering By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Salaries & Wages	101-50-50001-050	Regular Salaries	130,197	129,387	129,387	134,762
Salaries & Wages	101-50-50013-050	EE Benefits Earned	2,594	2,588	2,588	4,043
Salaries & Wages	101-50-50015-050	Salary Allocated to CIP	(50,418)	(50,418)	(50,418)	(50,418)
EE Benefits	101-50-51001-050	Medicare Insurance	1,992	1,949	1,949	2,027
EE Benefits	101-50-51003-050	PERS Retire Contr - ER	11,902	12,187	12,187	12,687
EE Benefits	101-50-51007-050	STD Insurance	211	211	211	211
EE Benefits	101-50-51008-050	Health Insurance-Active	20,753	20,736	20,736	20,976
EE Benefits	101-50-51009-050	Health Insurance-Retirees	31,283	42,562	42,562	36,477
EE Benefits	101-50-51010-050	Dental Insurance	1,611	1,691	1,691	1,691
EE Benefits	101-50-51011-050	Vision Insurance	308	323	323	323
EE Benefits	101-50-51013-050	Workers Compensation	5,601	5,375	5,375	4,193
EE Benefits	101-50-51014-050	Life & ADD Insurance	150	181	181	181
EE Benefits	101-50-51015-050	LTD Insurance	816	770	770	782
EE Benefits	101-50-51016-050	Unemployment Insurance	1,366	1,294	1,294	1,348
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	37,497	45,761	45,761	52,603
<b>Total Salaries &amp; Benefits</b>			<b>195,863</b>	<b>214,598</b>	<b>214,598</b>	<b>221,887</b>
Professional Svs	101-50-52010-050	Contract Engineering	54,452	100,000	100,000	100,000
Professional Svs	101-50-52017-050	Technical Services	1,207	40,000	40,000	40,000
General Operations	101-50-53001-050	Vehicle Repair & Maint	318	5,000	5,000	-
General Operations	101-50-53002-050	Equipment Repair & Maint	-	1,500	1,500	1,500
General Operations	101-50-53014-050	Utilities - Electricity	2,062	3,500	3,500	11,438
General Operations	101-50-53015-050	Utilities - Gas	-	250	250	250
General Operations	101-50-53016-050	Utilities - Water	-	500	500	500
General Operations	101-50-53018-050	Utilities - Telephone	-	200	200	-
General Operations	101-50-53024-050	Advertising/Publishing	1,122	2,500	2,500	2,500
General Operations	101-50-53029-050	Contract Inspection & Testing	-	5,000	5,000	5,000
General Operations	101-50-53033-050	Rent - Mach & Equipment	1,635	4,500	4,500	4,500
General Operations	101-50-53503-050	Equip Replace Charges	8,000	13,000	13,000	18,000
Other Services/Exp.	101-50-54003-050	Conferences	920	8,000	8,000	8,000
Other Services/Exp.	101-50-54004-050	Training & Workshops	1,050	3,500	3,500	3,500

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW - Engineering By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Other Services/Exp.	101-50-54007-050	Membership/Dues	4,794	12,500	12,500	15,000
Other Services/Exp.	101-50-54010-050	Other Contract Services	-	800	800	-
Supplies & Materials	101-50-55002-050	Office Supplies	916	1,750	1,750	2,500
Supplies & Materials	101-50-55006-050	Safety Supplies & Matls	-	1,000	1,000	1,000
Supplies & Materials	101-50-55008-050	Misc. Computer Software	1,882	10,000	10,000	10,000
Supplies & Materials	101-50-55009-050	Misc. Computer Supplies	-	500	500	500
Supplies & Materials	101-50-55014-050	Minor Tools & Equip	-	500	500	500
Supplies & Materials	101-50-55015-050	Gas & Oil	-	300	300	300
Supplies & Materials	101-50-55017-050	Postage	-	400	400	400
Capital Outlay	101-50-57006-050	Computer Equip/Software	833	1,500	1,500	1,500
Capital Outlay	101-50-57007-050	Office Machines & Furn	-	3,000	3,000	3,000
Capital Outlay	101-59-57025-059	COVID-19 Emergency	-	-	-	-
<b>Total Operations</b>			<b>79,190</b>	<b>219,700</b>	<b>219,700</b>	<b>229,888</b>
<b>Total DPW Engineering</b>			<b>275,053</b>	<b>434,298</b>	<b>434,298</b>	<b>451,775</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-50-50001-050	Regular Salaries	Salaries - two full-time staff 50-60% each or 1.1 FTE	139,762
101-50-50001-050	Regular Salaries	Salaries - Arborist Service Planning	(5,000)
101-50-50005-050	Temporary Help	Workers to assist with larger projects	134,762
101-50-50006-050	Overtime	For meetings and construction inspection	
101-50-50010-050	Standby Pay	Per MOU	
101-50-50013-050	EE Benefits Earned		4,043
		3% contribution for vac, sick, comp, & holiday pay	
101-50-50015-050	Salary Allocated to CIP	Salaries charged to CIP projects or Gas Tax	(50,418)
101-50-51001-050	Medicare Insurance		2,027
		Medicare is paid on all salaries at a rate of 1.45%	
101-50-51003-050	PERS Retire Contr - ER	Employer contribution for employee pension	12,687
101-50-51007-050	STD Life		211
		Short-term disability premium to The Cities Group	
101-50-51008-050	Health Insurance-Active	Health plan coverage - Cafeteria Plan	20,976
101-50-51009-050	Retiree health pay-as-you go	Retiree health Pay-as-you-go	31,691
101-50-51009-050	Retiree health GASB45	GASB 45 annual required contribution	4,786
101-50-51010-050	Dental Insurance	Delta Dental Plan premium	1,691
101-50-51011-050	Vision Insurance	Vision service plan premium	323
101-50-51013-050	Workers Compensation	Worker's Compensation charged to Department	4,193
101-50-51014-050	Life & ADD Insurance	Premium to The Cities Group	181
101-50-51015-050	LTD Insurance	Long-term disability premium to The Cities Group	782
101-50-51016-050	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,348
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	52,603
<b>Total Salaries &amp; Benefits</b>			<b>221,887</b>
101-50-52010-050	Contract Engineering	Contract Professional Services (Traffic Study, GIS and etc)	100,000
101-50-52017-050	Technical Services	GIS - upgrades, surveys	40,000
101-50-53001-050	Vehicle Repair & Maint	Inspector's Vehicle	-
101-50-53002-050	Equipment Repair & Maint	Copier maintenance, drafting and survey	1,500
101-50-53014-050	Utilities - Electricity	PG&E	11,438

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-50-53015-050	Utilities - Gas	ABAG gas	250
101-50-53016-050	Utilities - Water	Calwater	500
101-50-53018-050	Utilities - Telephone	Public Works cell phone	-
101-50-53024-050	Advertising/Publishing	Vendor bid advertising	2,500
101-50-53029-050	Contract Inspection & Testing	Traffic count , geotech soil testing	5,000
101-50-53033-050	Rent - Mach & Equipment	Copier Lease ; storage containers	4,500
101-50-53503-050	Equip Replace Charges	Contribution to Town wide fund for replacement of vehicles and equipment	18,000
101-50-54003-050	Conferences	ISA annual conference - Arborist, APWA, ASE, FMA Conference, CA Cities conference	8,000
101-50-54004-050	Training & Workshops	Training seminars and courses for staff: Storm Water Quality (NPDES), SWPPP, GIS/AutoCAD, ITS, Asphalt Institute, Misc Engineering, Arborist workshop	3,500
101-50-54007-050	Membership Dues	Membership/Dues 1) ASCE \$530 2) APWA \$230 3) State PE \$300 4) NPDES (CA water quality control) \$7000 5) Hazardous materials annual permit 2@\$636 (93 Stationline and 89 Ashfield) 6) Flood Management Certification \$300 7) Qualified SWPP Developer Cert \$400 8) PWD membership/Dues \$1,440	15,000
101-50-54010-050	Other Contract Services	(NPDES)-to be performed by contract planner	-
101-50-55002-050	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	2,500
101-50-55006-050	Safety Supplies & Matls	Vests, hats, glasses, boots, arborist supplies, etc.	1,000
101-50-55008-050	Misc. Computer Software	Annual License for Programs: 1. CADD Licenses (AutoCAD and Microstation) - 2 licenses @\$2,500 2. ARC GIS Licenses (2) ) - 2 licenses @\$1,250 3 GIS update/upgrade - \$2,500	10,000
101-50-55009-050	Misc. Computer Supplies	printer & ink/cartridges and plotter paper, plus minor supplies (keyboards, mice, flash drives, etc.)	500

Town of Atherton Annual Operating Budget FY 2022-2023  
 DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-50-55014-050	Minor Tools & Equip	Engineering tools costing less than \$100, new smart level	500
101-50-55015-050	Gas & Oil	Arborist. Enaineer. Director's Vehicle	300
101-50-55016-050	Other Supplies & Matls		
101-50-55017-050	Postage	postage	400
101-50-57006-050	Computer Equip/Software	Computer lease Program	1,500
101-50-57007-050	Office Machines & Furn	Furniture- desks, chairs, drafting tables, during relocation	3,000
101-59-57025-059	COVID-19 Emergency		
<b>Total Operations</b>			<u><b>229,888</b></u>
<b>Total DPW - Engineering</b>			<u><u><b>451,775</b></u></u>

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW - Street By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Salaries & Wages	101-53-50001-053	Regular Salaries	103,221	106,372	106,372	110,627
Salaries & Wages	101-53-50013-053	EE Benefits Earned	2,053	2,127	2,127	3,319
Salaries & Wages	101-53-50015-053	Salary Allocated to CIP/Gas Tax	(111,260)	(111,260)	(111,260)	(111,260)
EE Benefits	101-53-51001-053	Medicare Insurance	1,703	1,542	1,542	1,604
EE Benefits	101-53-51003-053	PERS Retire Contr - ER	10,436	10,701	10,701	11,129
EE Benefits	101-53-51007-053	STD Insurance	96	96	96	96
EE Benefits	101-53-51008-053	Health Insurance - Active	6,520	6,569	6,569	6,635
EE Benefits	101-53-51009-053	Health Insurance - Retirees	90,092	71,670	71,670	58,298
EE Benefits	101-53-51010-053	Dental Insurance	880	923	923	923
EE Benefits	101-53-51011-053	Vision Insurance	175	184	184	184
EE Benefits	101-53-51013-053	Workers Compensation	4,699	4,255	4,255	3,319
EE Benefits	101-53-51014-053	Life & ADD Insurance	80	105	105	105
EE Benefits	101-53-51015-053	LTD Insurance	397	397	397	397
EE Benefits	101-53-51016-053	Unemployment Insurance	1,175	1,064	1,064	1,106
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	49,176	60,014	60,014	68,988
<b>Total Salaries &amp; Benefits</b>			<b>159,443</b>	<b>154,760</b>	<b>154,760</b>	<b>155,469</b>
Professional Svs	101-53-52031-053	Contract DPW Maint Serv	265,618	368,827	368,827	400,000
General Operations	101-53-53001-053	Vehicle Repair & Maint	1,730	2,500	2,500	10,000
General Operations	101-53-53002-053	Equipment Repair & Maint	-	2,000	2,000	2,000
General Operations	101-53-53003-053	Building Security	-	500	500	500
General Operations	101-53-53004-053	Facility Repair & Maint	-	5,000	5,000	5,000
General Operations	101-53-53006-053	Electrical Repair & Maint	-	1,000	1,000	1,000
General Operations	101-53-53009-053	Tree Maintenance	32,691	70,000	70,000	75,000
General Operations	101-53-53010-053	Street Sweeping	25,440	30,000	30,000	30,000
General Operations	101-53-53011-053	Contract Lndscp Maint.	-	79,687	79,687	50,000
General Operations	101-53-53012-053	Traffic Signal Repair & Maint	3,632	15,000	15,000	15,000
General Operations	101-53-53013-053	Street Light Repair & Maint	6,469	60,000	60,000	60,000
General Operations	101-53-53014-053	Utilities - Electricity	58,782	75,000	75,000	75,000
General Operations	101-53-53015-053	Utilities - Gas	296	850	850	850
General Operations	101-53-53016-053	Utilities - Water	7,261	12,500	12,500	12,500

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW - Street By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
General Operations	101-53-53018-053	Utilities - Telephone	347	500	500	500
General Operations	101-53-53029-053	Contract Inspection & Testing	-	750	750	750
General Operations	101-53-53033-053	Rent - Mach & Equipment	-	2,000	2,000	2,000
General Operations	101-53-53034-053	Rent - Facilities	-	250	250	250
General Operations	101-53-53503-053	Equip Replace Charges	9,000	9,000	9,000	9,000
Other Services/Exp.	101-53-54004-053	Training & Workshops	-	1,100	1,100	1,100
Other Services/Exp.	101-53-54007-053	Membership/Dues	-	400	400	400
Other Services/Exp.	101-53-54010-053	Other Contract Services	1,540	750	750	10,000
Supplies & Materials	101-53-55002-053	Office Supplies	250	250	250	250
Supplies & Materials	101-53-55006-053	Safety Supplies & Matls	-	500	500	500
Supplies & Materials	101-53-55009-053	Misc. Computer Supplies	122	250	250	250
Supplies & Materials	101-53-55011-053	Landscape Supplies	-	2,500	2,500	2,500
Supplies & Materials	101-53-55012-053	Construction Matls	34	2,000	2,000	2,000
Supplies & Materials	101-53-55014-053	Minor Tools & Equip	-	250	250	250
Supplies & Materials	101-53-55015-053	Gas & Oil	1,207	1,500	1,500	5,000
Supplies & Materials	101-53-55016-053	Other Supplies & Matls	-	300	300	300
Supplies & Materials	101-53-55018-053	Emergency/Disaster Preparedness	-	4,000	4,000	6,000
Capital Outlay	101-53-57004-053	Machinery & Equipment	-	2,500	2,500	2,500
Capital Outlay	101-53-57006-053	Computer Equip/Software	736	1,000	1,000	1,000
Capital Outlay	101-53-57007-053	Office Machines & Furn	-	500	500	500
Capital Outlay	101-59-57025-059	COVID-19 Emergency	-	10,000	10,000	10,000
<b>Total Operations</b>			<b>415,156</b>	<b>763,164</b>	<b>763,164</b>	<b>791,900</b>
<b>Total DPW Street Maint</b>			<b>574,599</b>	<b>917,924</b>	<b>917,924</b>	<b>947,369</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-53-50001-053	Regular Salaries	Salaries - one full-time staff 50% or 0.5 FTE	110,627
101-53-50002-053	Part-Time Permanent		
101-53-50005-053	Temporary Help	Workers to assist with larger projects	
101-53-50006-053	Overtime	Overtime need	
101-53-50010-053	Standby Pay	Per MOU	
101-53-50013-053	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	3,319
101-53-50015-053	Salary Allocated to CIP/Gas Tax	Salaries charged to CIP projects or Gas Tax	(111,260)
101-53-51001-053	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,604
101-53-51003-053	PERS Retire Contr - ER	Employer contribution for employee pension	11,129
101-53-51007-053	STD Insurance	Short-term disability premium to The Cities Group	96
101-53-51008-053	Health Insurance - Active	Health plan coverage - Cafeteria Plan	6,635
101-53-51009-053	Health Insurance - Retirees	Retiree health Pay-as-you-go	50,322
101-53-51009-053	Health Insurance - GASB45	Retiree health GASB45	7,976
101-53-51010-053	Dental Insurance	Delta Dental Plan premium	923
101-53-51011-053	Vision Insurance	Vision service plan premium	184
101-53-51013-053	Workers Compensation	Worker's Compensation charged to Department	3,319
101-53-51014-053	Life & ADD Insurance	Premium to The Cities Group	105
101-53-51015-053	LTD Insurance	Long-term disability premium to The Cities Group	397
101-53-51016-053	Unemployment Insurance	Self-funded unemployment	1,106
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	68,988
<b>Total Salaries &amp; Benefits</b>			<b>155,469</b>
101-53-52031-053	Contract DPW Maint Serv	Portion of MCE contract	400,000
101-53-53001-053	Vehicle Repair & Maint	Fleet trucks, dump truck	10,000
101-53-53002-053	Equipment Repair & Maint	Backhoe and small equip repair	2,000
101-53-53003-053	Building Security	Doors, locks etc	500
101-53-53004-053	Facility Repair & Maint	Fencing, guardrail, storm drain slip lining	5,000
101-53-53006-053	Electrical Repair & Maint	Outdoor electrical issues	1,000
101-53-53009-053	Tree Maintenance	R/W - tree contract for summer/fall trim, winter storm damage repair, spring trim	75,000
101-53-53010-053	Street Sweeping	Monthly/storm sweeping	30,000

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-53-53011-053	Contract Lndscp Maint.	Contract landscape for Town Center and Streets; El Camino Real and Ceballo	50,000
101-53-53012-053	Traffic Signal Repair & Maint	Signals (3) and in-roadway lighted crosswalks (2) monthly maintenance and needed repairs	15,000
101-53-53013-053	Street Light Repair & Maint	R/W street lights, paintings, poles and renumbering	60,000
101-53-53014-053	Utilities - Electricity	PG&E	75,000
101-53-53015-053	Utilities - Gas	ABAG gas	850
101-53-53016-053	Utilities - Water	Cal water	12,500
101-53-53018-053	Utilities - Telephone	Cellular Phones	500
101-53-53029-053	Contract Inspection & Testing	Storm drain videos & inspections	750
101-53-53033-053	Rent - Mach & Equipment	Specialized equipment	2,000
101-53-53034-053	Rent - Facilities	Temporary rental equipment	250
101-53-53503-053	Equip Replace Charges	Transfer for future replacement of vehicles & equipment backhoe	9,000
101-53-54004-053	Training & Workshops	Training seminars and arborist continue education	1,100
101-53-54007-053	Membership/Dues	Professional memberships: MSA, APWA, and etc	400
101-53-54010-053	Other Contract Services	Backflow preventer testing	10,000
101-53-55001-053	Pesticides & Fertilizer		-
101-53-55002-053	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	250
101-53-55006-053	Safety Supplies & Matls	Vests, hats, glasses, rubber boots, chaps, jackets, etc.	500
101-53-55009-053	Misc. Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)	250
101-53-55011-053	Landscape Supplies	Replacement plant material for R/W and trees; fertilizers, mulch, tree stakes, etc.	2,500
101-53-55012-053	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	2,000
101-53-55014-053	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	250
101-53-55015-053	Gas & Oil	For department fleet vehicles and equipment	5,000
101-53-55016-053	Other Supplies & Matls	Misc. supplies	300
101-53-55018-053	Emergency/Disaster Preparednes	Emergency equipment supplies updates	6,000
101-53-57004-053	Machinery & Equipment	Purchase & replace chainsaw, blower, power shear	2,500

Town of Atherton Annual Operating Budget FY 2022-2023  
 DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-53-57006-053	Computer Equip/Software	Computer lease program	1,000
101-53-57007-053	Office Machines & Furn	Replace damaged machines or furniture; upgrade based on ergonomic review & relocation, i.e., chairs	500
101-59-57025-059	COVID-19 Emergency		10,000
		<b>Total Operations</b>	<u><b>791,900</b></u>
		<b>Total DPW - Street Maintenance</b>	<u><u><b>947,369</b></u></u>

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW - Park Maint. By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Salaries & Wages	101-57-50001-057	Regular Salaries	109,319	113,869	113,869	118,424
Salaries & Wages	101-57-50013-057	EE Benefits Earned	2,174	2,277	2,277	3,553
EE Benefits	101-57-51001-057	Medicare Insurance	1,662	1,651	1,651	1,717
EE Benefits	101-57-51003-057	PERS Retire Contr - ER	8,804	9,080	9,080	9,466
EE Benefits	101-57-51007-057	STD Insurance	134	134	134	134
EE Benefits	101-57-51008-057	Health Insurance - Active	11,813	11,907	11,907	12,054
EE Benefits	101-57-51009-057	Health Insurance - Retirees	7,855	8,691	8,691	6,400
EE Benefits	101-57-51010-057	Dental Insurance	908	953	953	953
EE Benefits	101-57-51011-057	Vision Insurance	168	176	176	176
EE Benefits	101-57-51013-057	Workers Compensation	4,598	4,555	4,555	3,553
EE Benefits	101-57-51014-057	Life & ADD Insurance	86	96	96	96
EE Benefits	101-57-51015-057	LTD Insurance	561	556	556	556
EE Benefits	101-57-51016-057	Unemployment Insurance	1,149	1,139	1,139	1,184
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	10,580	12,911	12,911	14,842
<b>Total Salaries &amp; Benefits</b>			<b>159,811</b>	<b>167,996</b>	<b>167,996</b>	<b>173,107</b>
Professional Svs	101-57-52031-057	Contract DPW Maint Serv	230,445	296,242	296,242	325,000
General Operations	101-57-53002-057	Equipment Repair & Maint	-	3,500	3,500	3,500
General Operations	101-57-53003-057	Building Security	93	2,500	2,500	3,000
General Operations	101-57-53004-057	Facility Repair & Maint	15,860	35,000	35,000	45,000
General Operations	101-57-53006-057	Electrical Repair & Maint	3,918	10,000	10,000	10,000
General Operations	101-57-53008-057	Contract Custodial Services	12,466	35,000	35,000	25,000
General Operations	101-57-53009-057	Tree Maintenance	27,052	30,000	30,000	35,000
General Operations	101-57-53014-057	Utilities - Electricity	8,389	7,500	7,500	6,000
General Operations	101-57-53015-057	Utilities - Gas	2,110	2,000	2,000	2,000
General Operations	101-57-53017-057	Utilities - Sewer	4,358	15,000	15,000	12,000
General Operations	101-57-53029-057	Contract Inspection & Testing	546	2,000	2,000	3,000
General Operations	101-57-53033-057	Rent - Mach & Equipment	1,255	1,500	1,500	1,500
Other Services/Exp.	101-57-53503-057	Equip Replace Charges	3,247	3,000	3,000	3,000
Supplies & Materials	101-57-54010-057	Other Contract Services	920	32,500	32,500	32,500

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW - Park Maint. By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Supplies & Materials	101-57-55001-057	Pesticides & Fertilizer	737	-	-	-
Supplies & Materials	101-57-55008-057	Misc. Computer Software	150	1,500	1,500	2,000
Supplies & Materials	101-57-55011-057	Landscape Supplies	10,580	20,000	20,000	20,000
Supplies & Materials	101-57-55012-057	Construction Matls	1,503	2,000	2,000	2,000
Capital Outlay	101-57-57002-057	Building Improvements	2,458	160,000	160,000	180,000
Capital Outlay	101-57-57025-057	COVID-19 Emergency	76,366	10,000	10,000	10,000
<b>Total Operations</b>			<b>402,454</b>	<b>669,242</b>	<b>669,242</b>	<b>720,500</b>
<b>Total DPW Park Maintenance</b>			<b>562,265</b>	<b>837,239</b>	<b>837,239</b>	<b>893,607</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW Park Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-57-50001-057	Regular Salaries	Salaries - one full-time staff 20% or 0.2 FTE	118,424
101-57-50013-057	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	3,553
101-57-51001-057	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,717
101-57-51003-057	PERS Retire Contr - ER	Employer contribution for employee pension	9,466
101-57-51007-057	STD Insurance	Short-term disability premium to The Cities Group	134
101-57-51008-057	Health Insurance - Active	Health plan coverage - Cafeteria Plan	12,054
101-57-51009-057	Health Insurance - Retirees	Retiree health Pay-as-you-go	4,805
101-57-51009-057	Health Insurance - GASB45	Retiree health GASB45	1,595
101-57-51010-057	Dental Insurance	Teamster Dental Plan premium	953
101-57-51011-057	Vision Insurance	Vision service plan premium	176
101-57-51013-057	Workers Compensation	Worker's Compensation charged to Department	3,553
101-57-51014-057	Life & ADD Insurance	Premium to The Cities Group	96
101-57-51015-057	LTD Insurance	Long-term disability premium to The Cities Group	556
101-57-51016-057	Unemployment Insurance	Self-funded unemployment	1,184
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	14,842
		<b>Total Salaries &amp; Benefits</b>	<b>173,107</b>
101-57-52031-057	Contract DPW Maint Serv	Portion of MCE contract, head gardener, 7 days coverage	325,000
101-57-53002-057	Equipment Repair & Maint	Tractor, small equipment repairs (blowers, weed eaters, chainsaws, etc.)	3,500
101-57-53003-057	Building Security	Lock repair and replacement	3,000
101-57-53004-057	Facility Repair & Maint	Minor repairs around park grounds, Elevator, roof, HVAC, etc- includes Gilmore house minor repairs	45,000
101-57-53006-057	Electrical Repair & Maint	Defer maint. electrical repairs park	10,000

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW Park Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-57-53007-057	Roof Repair & Maint		
101-57-53008-057	Contract Custodial Services	Cleaning of restrooms at park	25,000
101-57-53009-057	Tree Maintenance	Contract tree maintenance; pruning cycle for trees	35,000
101-57-53014-057	Utilities - Electricity	PG&E	6,000
101-57-53015-057	Utilities - Gas	ABAG gas	2,000
101-57-53016-057	Utilities - Water	Cal water	
101-57-53017-057	Utilities - Sewer	County of San Mateo	12,000
101-57-53029-057	Contract Inspection & Testing	Playground, fire extinguishers, sprinklers, pumps, well water, soil tests, etc.	3,000
101-57-53033-057	Rent - Mach & Equipment	Temporary restroom	1,500
101-57-53503-057	Equip Replace Charges	For future replacement of vehicles & equipment tractor, gator	3,000
101-57-54010-057	Other Contract Services	Bee removal, plumbing, carpet repair, park landscape services	32,500
101-57-55008-057	Misc. Computer Software	Cost of Upgrades License and Programs; Rainmaster Irrigation controllers	2,000
101-57-55011-057	Landscape Supplies	Replacement plant material for the park; fertilizers, mulch, tree stakes, etc.	20,000
101-57-55012-057	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	2,000
101-57-57002-057	Building Improvements	LL Stands paint	10,000
101-57-57002-057	Building Improvements	Carriage House bath room remodel	120,000
101-57-57002-057	Building Improvements	Maintenance & Rehab of park path from pedestrian bridge to par course	50,000
			180,000
101-57-57-025-057	COVID-19 Emergency	COVID-19 Emergency	10,000
		<b>Total Operations</b>	<b>720,500</b>
		<b>Total DPW - Park Maintenance</b>	<b>893,607</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW - Park Program By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Salaries & Wages	101-58-50001-058	Regular Salaries	41,288	42,549	42,549	44,251
Salaries & Wages	101-58-50013-058	EE Benefits Earned	821	851	851	1,328
EE Benefits	101-58-51001-058	Medicare Insurance	681	617	617	642
EE Benefits	101-58-51003-058	PERS Retire Contr - ER	4,174	4,280	4,280	4,452
EE Benefits	101-58-51007-058	STD Insurance	38	38	38	38
EE Benefits	101-58-51008-058	Health Insurance - Active	2,608	2,628	2,628	2,654
EE Benefits	101-58-51009-058	Health Insurance - Retiree	7,548	8,207	8,207	5,300
EE Benefits	101-58-51010-058	Dental Insurance	352	369	369	369
EE Benefits	101-58-51011-058	Vision Insurance	70	74	74	74
EE Benefits	101-58-51013-058	Workers Compensation	1,880	1,702	1,702	1,328
EE Benefits	101-58-51014-058	Life & ADD Insurance	32	42	42	42
EE Benefits	101-58-51015-058	LTD Insurance	159	159	159	159
EE Benefits	101-58-51016-058	Unemployment Insurance	470	425	425	443
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	18,829	22,979	22,979	26,415
<b>Total Salaries &amp; Benefits</b>			<b>78,951</b>	<b>84,921</b>	<b>84,921</b>	<b>87,493</b>
Professional Svs	101-58-52030-058	Contract Park Event Svs	12,129	60,000	60,000	10,000
Professional Svs	101-58-52031-058	Contract DPW Maint Serv	2,175	7,000	7,000	10,000
General Operations	101-58-53003-058	Building Security	-	2,500	2,500	2,500
General Operations	101-58-53004-058	Facility Repair & Maint	1,349	3,000	3,000	10,500
General Operations	101-58-53014-058	Utilities - Electricity	7,897	9,000	9,000	9,000
General Operations	101-58-53015-058	Utilities - Gas	2,013	3,000	3,000	3,000
General Operations	101-58-53016-058	Utilities - Water	12,198	15,000	15,000	11,000
General Operations	101-58-53018-058	Utilities - Telephone	1,584	1,500	1,500	1,500
General Operations	101-58-53024-058	Advertising/Publishing	396	-	-	-
General Operations	101-58-53030-058	Credit Card Merchant Fees	1,007	5,500	5,500	5,500
Supplies & Materials	101-58-55010-058	Custodial Supplies	-	900	900	900
Supplies & Materials	101-58-55011-058	Landscape Supplies	426	500	500	500
Supplies & Materials	101-58-55012-058	Construction Matls	-	2,000	2,000	2,000
Capital Outlay	101-58-57004-058	Machinery & Equipment	-	3,000	3,000	3,000
Capital Outlay	101-58-57006-058	Computer Equip/Software	791	1,000	1,000	1,000
Capital Outlay	101-58-57007-058	Office Machines & Furn	20	1,000	1,000	1,000
Capital Outlay	101-59-57025-059	COVID-19 Emergency	-	-	-	-
<b>Total Operations</b>			<b>41,984</b>	<b>114,900</b>	<b>114,900</b>	<b>71,400</b>
<b>Total DPW Park Programs</b>			<b>120,935</b>	<b>199,821</b>	<b>199,821</b>	<b>158,893</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW Park Program - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-58-50001-058	Regular Salaries	Salaries - one full-time staff 20% or 0.2 FTE	44,251
101-58-50013-058	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	1,328
101-58-51001-058	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	642
101-58-51003-058	PERS Retire Contr - ER	Employer contribution for employee pension	4,452
101-58-51007-058	STD Insurance	Short-term disability premium to The Cities Group	38
101-58-51008-058	Health Insurance - Active	Health plan coverage - Cafeteria Plan	2,654
101-58-51009-058	Health Insurance - Retiree	Retiree health Pay-as-you-go	3,705
101-58-51009-058	Health Insurance - GASB45	Retiree health GASB45	1,595
101-58-51010-058	Dental Insurance	Delta Dental Plan premium	369
101-58-51011-058	Vision Insurance	Vision service plan premium	74
101-58-51013-058	Workers Compensation	Worker's Compensation charged to Department	1,328
101-58-51014-058	Life & ADD Insurance	Premium to The Cities Group	42
101-58-51015-058	LTD Insurance	Long-term disability premium to The Cities Group	159
101-58-51016-058	Unemployment Insurance	Self-funded unemployment	443
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	26,415
<b>Total Salaries &amp; Benefits</b>			<b>87,493</b>
101-58-52030-058	Contract Park Event Svs	Park events services and additional services	10,000
101-58-52031-058	Contract DPW Maint Serv	MCE services for park program	10,000
101-58-53003-058	Building Security	Building Security; locks	2,500
101-58-53004-058	Facility Repair & Maint	Carpet cleaning, Sound system repairs	10,500
101-58-53014-058	Utilities - Electricity	PG&E	9,000
101-58-53015-058	Utilities - Gas	ABAG gas	3,000
101-58-53016-058	Utilities - Water	Calwater	11,000
101-58-53018-058	Utilities - Telephone	Phone & Internet	1,500

Town of Atherton Annual Operating Budget FY 2022-2023  
 DPW Park Program - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-58-53024-058	Advertising/Publishing	"Here Comes the Guide"	
101-58-53030-058	Credit Card Merchant Fees	For processing of credit card transactions	5,500
101-58-55010-058	Custodial Supplies	Supplies used in the operation or routine maintenance of the park event buildings including: restroom and kitchen	900
101-58-55011-058	Landscape Supplies	Replacement plant material for the park event areas; fertilizers, mulch, tree stakes, etc.	500
101-58-55012-058	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	2,000
101-58-57004-058	Machinery & Equipment	Audio, visual and new PA upgrades	3,000
101-58-57006-058	Computer Equip/Software	Computer lease program	1,000
101-58-57007-058	Office Machines & Furn	Replace damaged machines or furniture or upgrade based on ergonomic review, i.e., chairs	1,000
101-59-57025-059	COVID-19 Emergency		
<b>Total Operations</b>			<b><u>71,400</u></b>
<b>Total DPW - Park Programs</b>			<b><u><u>158,893</u></u></b>

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW - Building Maint. By Account

Category	Account	Description	Acutal 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Salaries & Wages	101-59-50001-059	Regular Salaries	20,644	21,274	21,274	22,125
Salaries & Wages	101-59-50013-059	EE Benefits Earned	411	425	425	664
EE Benefits	101-59-51001-059	Medicare Insurance	341	308	308	321
EE Benefits	101-59-51003-059	PERS Retire Contr - ER	2,087	2,140	2,140	2,226
EE Benefits	101-59-51007-059	STD Insurance	19	19	19	19
EE Benefits	101-59-51008-059	Health Insurance - Active	1,304	1,314	1,314	1,327
EE Benefits	101-59-51010-059	Dental Insurance	176	185	185	185
EE Benefits	101-59-51011-059	Vision Insurance	35	37	37	37
EE Benefits	101-59-51013-059	Workers Compensation	940	851	851	664
EE Benefits	101-59-51014-059	Life & ADD Insurance	16	21	21	21
EE Benefits	101-59-51015-059	LTD Insurance	79	79	79	79
EE Benefits	101-59-51016-059	Unemployment Insurance	235	213	213	221
<b>Total Salaries &amp; Benefits</b>			<b>26,287</b>	<b>26,867</b>	<b>26,867</b>	<b>27,889</b>
Professional Svs	101-59-52031-059	Contract DPW Maint Serv	28,022	75,438	75,438	175,000
General Operations	101-59-53002-059	Equipment Repair & Maint	-	5,000	5,000	75,000
General Operations	101-59-53003-059	Building Security	-	5,000	5,000	5,000
General Operations	101-59-53004-059	Facility Repair & Maint	1,675	31,000	31,000	40,000
General Operations	101-59-53008-059	Contract Custodial Services	31,978	106,823	106,823	200,000
General Operations	101-59-53014-059	Utilities - Electricity	-	500	500	500
General Operations	101-59-53015-059	Utilities - Gas	-	700	700	700
General Operations	101-59-53017-059	Utilities - Sewer	6,302	12,000	12,000	12,000
General Operations	101-59-53029-059	Contract Inspection & Testing	-	1,500	1,500	2,500
Other Services/Exp.	101-59-53503-059	Equip Replace Charges	12,500	25,000	25,000	25,000
Supplies & Materials	101-59-54010-059	Other Contract Services	-	30,000	30,000	30,000
Supplies & Materials	101-59-55006-059	Safety Supplies & Matls	101	250	250	500
Supplies & Materials	101-59-55012-059	Construction Matls	755	1,500	1,500	2,000
Supplies & Materials	101-59-55015-059	Gas & Oil	-	6,500	6,500	6,500

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW - Building Maint. By Account

Category	Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Adjusted Budget 2021-2022	Recomm Budget 2022-2023
Supplies & Materials	101-59-55018-059	Disaster Preparedness	-	6,000	6,000	6,000
Capital Outlay	101-59-57002-059	Building Improvements	-	3,000	3,000	3,000
Capital Outlay	101-59-57004-059	Machinery & Equipment	555	3,000	3,000	3,000
Capital Outlay	101-59-57007-059	Office Machines & Furn	-	-	-	-
Capital Outlay	101-59-57025-059	COVID-19 Emergency	-	10,000	10,000	10,000
<b>Total Operations</b>			<b>81,887</b>	<b>323,210</b>	<b>323,210</b>	<b>596,700</b>
<b>Total DPW Bldg Maint</b>			<b>108,174</b>	<b>350,077</b>	<b>350,077</b>	<b>624,589</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
DPW Building Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-59-50001-059	Regular Salaries	Salaries - one full-time staff scheduled 10% or 0.1 FTE	22,125
101-59-50013-059	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	664
101-59-51001-059	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	321
101-59-51003-059	PERS Retire Contr - ER	Employer contribution for employee pension	2,226
101-59-51007-059	STD Insurance	Short-term disability premium to The Cities Group	19
101-59-51008-059	Health Insurance - Active	Health plan coverage -Cafeteria Plan	1,327
101-59-51010-059	Dental Insurance	Delta Dental Plan premium	185
101-59-51011-059	Vision Insurance	Vision service plan premium	37
101-59-51013-059	Workers Compensation	Worker's Compensation charged to Department	664
101-59-51014-059	Life & ADD Insurance	Premium to The Cities Group	21
101-59-51015-059	LTD Insurance	Long-term disability premium to The Cities Group	79
101-59-51016-059	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	221
<b>Total Salaries and Benefits</b>			<b>27,889</b>
101-59-52031-059	Contract DPW Maint Serv	Portion of MCE contract	175,000
101-59-53002-059	Equipment Repair & Maint	Routine building repairs	75,000
101-59-53003-059	Building Security	Gates, fences, doors, locks, for all bldgs	5,000
101-59-53004-059	Facility Repair & Maint	Elevator, carpet cleaning, carpentry, electrical, plumbing; related to city uses & needs in the park	40,000
101-59-53008-059	Contract Custodial Services	All DPW custodial now covered in building maintenance	200,000
101-59-53014-059	Utilities - Electricity	Electricity	500
101-59-53015-059	Utilities - Gas	ABAG gas	700
101-59-53017-059	Utilities - Sewer	County of San Mateo	12,000

Town of Atherton Annual Operating Budget FY 2022-2023  
 DPW Building Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
101-59-53029-059	Contract Inspection & Testing	Comprehensive inspections (3); fire extinguishers, elevator	2,500
101-59-53503-059	Equip Replace Charges	Generators	25,000
101-59-54010-059	Other Contract Services	Facility related maint. and repairs; Cal Recycle grant	30,000
101-59-55006-059	Safety Supplies & Matls	First Aid kit replenishment	500
101-59-55012-059	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	2,000
101-59-55015-059	Gas & Oil	Generators	6,500
101-59-55018-059	Disaster Preparedness	Emergency supplies & storage	6,000
101-59-57002-059	Building Improvements	Other building improvements	3,000
101-59-57004-059	Machinery & Equipment	Replacement of broken machinery/equipment	3,000
101-59-57025-059	COVID-19 Emergency	COVID-19 Emergency	10,000
<b>Total Operations</b>			<b><u>596,700</u></b>
<b>Total DPW - Building Maintenance</b>			<b><u>624,589</u></b>

**Town of Atherton Annual Operating Budget FY 2022-2023**  
Public Work - Salaries & Benefits

FTE	Job Class	Step	FY 20/21 Salary	COLA	FY 22/23 Salary	Post Incent	School Incent	PERS Salary	ER PERS	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. Etc)	Total
<b>DPW - Engineering 50</b>																			
0.6	Sr. Engineer/Maint Mgr (0.6)	D	89,932		98,167			98,167	9,876	1,423	14,342	1,108	221	115	476	126	2,945	360	129,159
0.5	Office Specialist (0.5)	D	38,106		41,596			41,596	2,812	603	6,635	583	103	96	306	54	1,248		54,035
	Town Arborist/Park Mgr (0.5)	D	-		-			-	-	-	-	-	-	-	-	-	-	-	-
	FTE	1.1	128,038	-	139,762	-	-	139,762	12,687	2,027	20,976	1,691	323	211	782	181	4,193	360	183,194
<b>DPW - Street Maint 53</b>																			
0.5	DPW Director (0.5)	D	101,347		110,627			110,627	11,129	1,604	6,635	923	184	96	397	105	3,319	450	135,469
	FTE	0.5	101,347		110,627	-	-	110,627	11,129	1,604	6,635	923	184	96	397	105	3,319	450	135,469
<b>DPW - Parks Maint 57</b>																			
0.2	DPW Director (0.2)	D	40,539		44,251			44,251	4,452	642	2,654	369	74	38	159	42	1,328	180	54,187
0.5	Town Arborist/Park Mgr (0.5)	D	67,951		74,173			74,173	5,014	1,076	9,400	583	103	96	397	54	2,225	300	93,421
	FTE	0.2	108,490		118,424	-	-	118,424	9,466	1,717	12,054	953	176	134	556	96	3,553	480	147,609
<b>DPW - Park Program 58</b>																			
0.2	DPW Director (0.2)	D	40,539		44,251			44,251	4,452	642	2,654	369	74	38	159	42	1,328	180	54,187
	FTE	0.2	40,539		44,251	-	-	44,251	4,452	642	2,654	369	74	38	159	42	1,328	180	54,187
<b>DPW - Building Maint 59</b>																			
0.1	DPW Director (0.1)	D	20,269		22,125			22,125	2,226	321	1,327	185	37	19	79	21	664	90	27,094
	FTE	0.1	20,269		22,125	-	-	22,125	2,226	321	1,327	185	37	19	79	21	664	90	27,094
2.60	<b>Total DPW FTE</b>	2.1	<b>398,684</b>		<b>435,189</b>			<b>435,189</b>	<b>39,960</b>	<b>6,310</b>	<b>43,645</b>	<b>4,122</b>	<b>794</b>	<b>499</b>	<b>1,973</b>	<b>445</b>	<b>13,056</b>	<b>1,560</b>	<b>547,553</b>
<b>Summary</b>																			
1.00	DPW Director	D	212,743	104.00%	221,253	100.0%	221,253	221,253	22,258	3,208	13,269	1,847	368	192	794	210	6,638	900	270,937
1.00	Sr. Engineer/Maint Mgr	D	157,318	104.00%	163,611	100.0%	163,611	163,611	16,459	2,372	23,903	1,847	368	192	794	210	4,908	600	215,265
1.00	Office Specialist	D	79,991	104.00%	83,191	100.0%	83,191	83,191	5,624	1,206	13,269	1,167	205	192	611	108	2,496		108,070
1.00	Town Arborist/Park Mgr (0.5)	D	142,641	104.00%	148,347	100.0%	148,347	148,347	10,028	2,151	18,800	1,167	205	192	794	108	4,450	600	186,842
			592,694		616,402			616,402	54,369	8,938	69,241	6,027	1,147	768	2,993	638	18,492	2,100	781,115

Special Revenue Funds Follow on Next Page

## Section C

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### **Special Revenue Fund**

*Tennis Fund, COPS Grant, and Library Fund*

### **Budget 2022-2023**

The Special Revenue Funds are used to account for revenues derived from specific sources, which are usually required by law or administrative regulation to be accounted for in a separate fund and restricted to expenditures for specific purposes. Special Revenue funds account for and report the proceeds of revenue sources that are restricted or committed to specific purposes. Special revenue funds include the Tennis, COPS Grant, and Library.

Section C

**Special Revenue Fund**

*Tennis Fund 105*

**Budget 2022-2023**

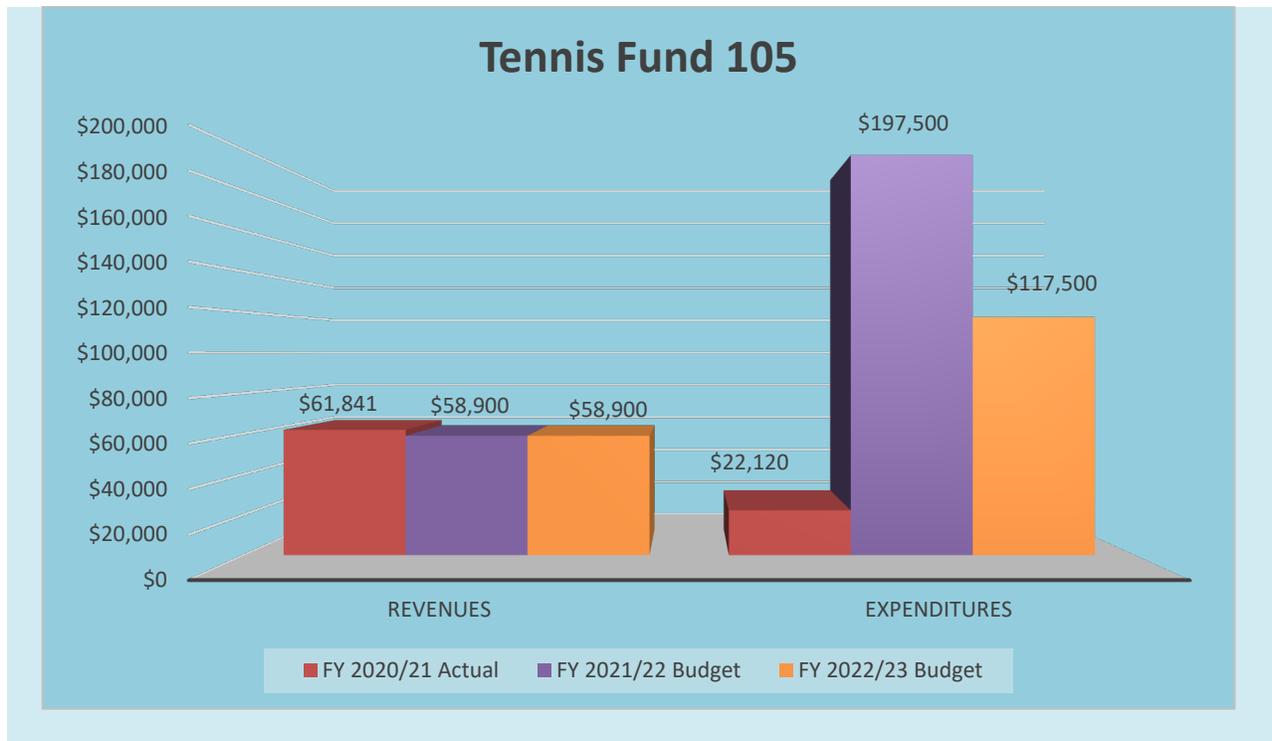
**Tennis Fund 105**

This fund is strictly for the maintenance and operations of the Town Tennis Program. There are six (6) tennis courts available that could benefit private and commercial uses. The Town has an agreement with Player Capital for Tennis Facility Management Services to manage the Town’s current tennis programs. The agreement calls for an annual contribution to the Town of \$40,000. This agreement continues to meet the needs of the community and provides additional revenue to the Park. Other revenue to the Fund is the purchase of Tennis keys for use of the tennis courts. Three courts were rehabed and overlaid in FY 2021/22. The Town anticipates rehabilitation of two remaining courts \$100,000 and maintenance of the clay court in FY 2022/23.

<b>Annual Fiscal Impact</b>	<b>\$117,500</b>
<b>Employee</b>	No employees

**Three-year Summary**

<u>Category Details</u>	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Beg. Fund Balance	200,204	239,925	101,325
Revenue	61,841	58,900	58,900
Expenditures	22,120	197,500	<b>117,500</b>
Net Assets(Deficit)	239,925	101,325	42,725



Town of Atherton Annual Operating Budget FY 2022-2023  
Special Revenue Fund  
Tennis Fund 105

Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Recomm Budget 2022-2023
105-00-47027-058	Tennis Classes	40,000	40,000	40,000
105-00-47026-058	Tennis Keys	20,220	18,300	18,300
105-00-48001-058	Interest Income	1,621	600	600
105-00-48501-000	Donation & contributions			
<b>Total Revenues</b>		<b>61,841</b>	<b>58,900</b>	<b>58,900</b>
105-58-52031-000	Contract Maint Services	1,010	10,000	10,000
105-58-53003-000	Building Security	1,283	2,500	2,500
105-58-53004-000	Facility Repair & Maint	19,827	180,000	100,000
105-58-55012-000	Construction Materials	-	5,000	5,000
Total Operations		22,120	197,500	117,500
<b>Total Expenditures</b>		<b>22,120</b>	<b>197,500</b>	<b>117,500</b>
Excess (Deficiency) of Rev Over Exp		39,721	(138,600)	(58,600)
<b>Contribution from MALL Player Capital contract</b>				
Beginning Fund Balance		200,204	239,925	101,325
<b>Ending Fund Balance</b>		<b>239,925</b>	<b>101,325</b>	<b>42,725</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Internal Service Fund  
Tennis Budget Object Details

Fund 105 Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
Contract Maint Service	Portion of MCE contract for cleaning courts	10,000
Building Security	Re-key tennis court gates	2,500
Facility Repair & Maint	Urgent court needs/Resurface/Restripe	100,000
Construction Materials	Court patching and painting Rejuvenate Tennis seating area	5,000
	<b>Total Operations</b>	<u>117,500</u>
	<b>Total Tennis Fund</b>	<u><u>117,500</u></u>

Section C

**Special Revenue Fund**

*COPS Grant 209*

**Budget 2022-2023**

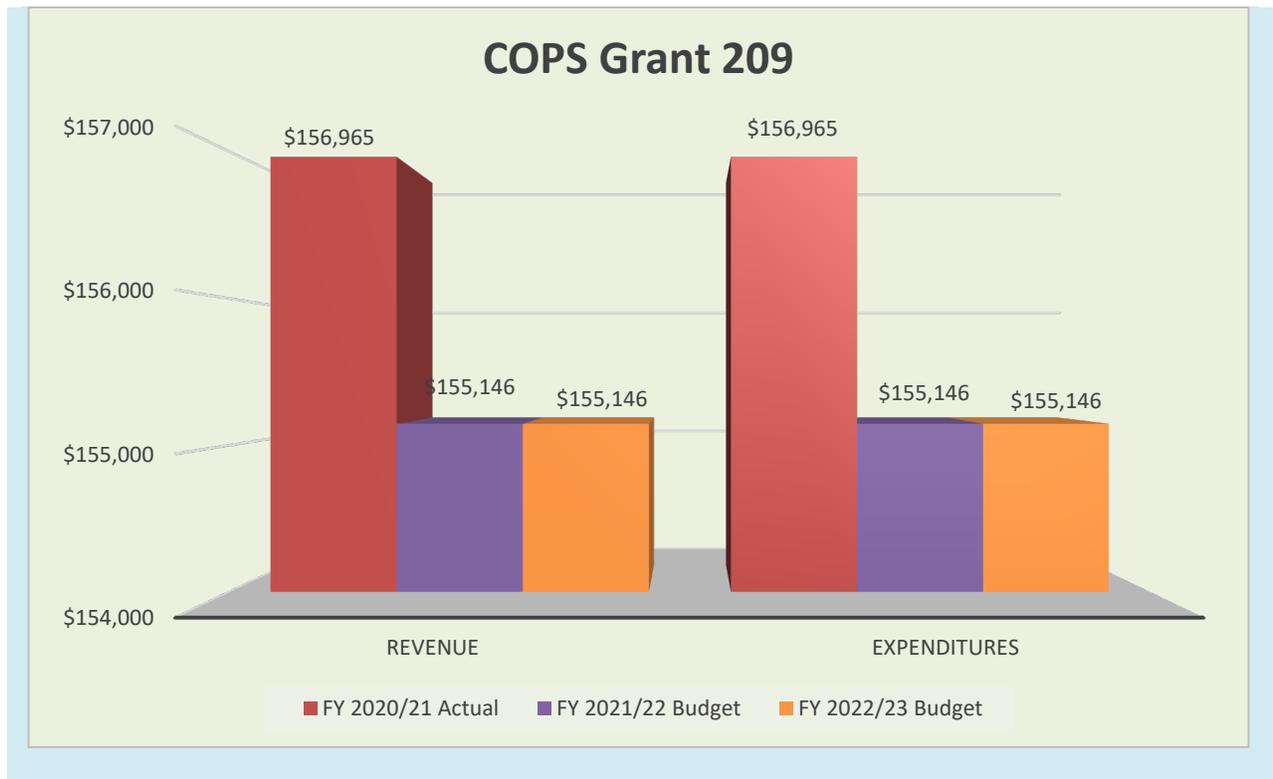
**COPS Grant 209**

From Department of Justice, COPS stands for Community Oriented Policing Services’ (the COPS Office). The COPS Office was created as a result of the Violent Crime Control and Law Enforcement Act of 1994. As a component of the Department of Justice, the mission of the COPS Office is to advance community policing in jurisdictions of all sizes across the nation. Community policing focuses on crime and social disorder through the delivery of police services that includes aspects of traditional law enforcement, as well as prevention, problem-solving, community engagement, and partnerships. The Town anticipates receiving \$155,000 per year from the grant. The Town uses the COPS grant for funding of sworn personnel salary related expenses.

<b>Annual Fiscal Impact</b>	<b>\$155,146</b>
<b>Employee</b>	No employees

**Three-year Summary**

Category Details	FY 2021/22 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Beg. Fund Balance	-	-	-
Revenue	156,965	155,146	155,146
Expenditures	156,965	155,146	<b>155,146</b>
Net Assets(Deficit)	-	-	-



Town of Atherton Annual Operating Budget FY 2022-2023  
Special Revenue Fund  
COPS Grant

Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Proposed Budget 2022-2023
209-00-45019-040	Grant	156,964	155,000	155,000
209-00-48001-040	Interest Income	2	146	146
<b>Total Revenue</b>		<b>156,965</b>	<b>155,146</b>	<b>155,146</b>
209-40-50001-040	Salaries related expenditures	156,964	155,146	155,146
<b>Total Expenditure</b>		<b>156,964</b>	<b>155,146</b>	<b>155,146</b>
Excess (Deficiency) of Rev Over Exp		2		-
Beginning Fund Balance		(0)	2	(0)
<b>Ending Fund Balance</b>		<b>2</b>	<b>2</b>	<b>(0)</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Special Revenue Fund  
COPS Grant Budget Object Details

Fund 209 Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
Regular Salaries	Portion of Police Officer salary related expenditure funded by COPS Grant	155,146
	Total	<u>155,146</u>

**Section C**

**Special Revenue Fund**

*Library Fund 213*

**Budget 2022-2023**

**Library Fund 213**

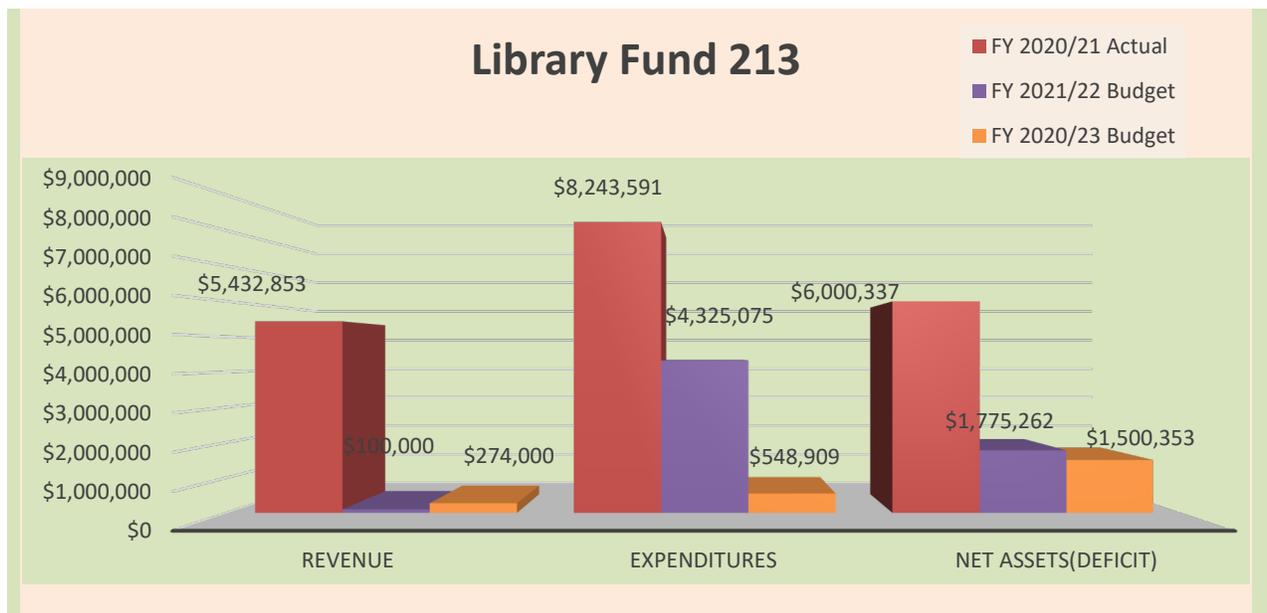
LIBRARY FUND- In 1999 the San Mateo County Library Joint Powers Authority was formed to assist in governing library funds accumulated through Proposition 13 in 1978, which set aside a portion of assessed property values to fund California Libraries. The Town of Atherton Library is part of a JPA. Under the JPA, jurisdictions would be permitted to retain excess funds generated from the local property taxes as long as the basic library services were met. The San Mateo County operates the daily operation of the Library. During the past several years, the Town has experienced an accumulation of excess revenue in the Library Fund. The excess revenue or “Donor Funds” may be used to augment library services and/or fund future library capital infrastructure needs. These excess donor funds were committed as the primary funding source for the design and construction of the new Atherton Library as well as extended library hours of operation, utilities and maintenance costs. *The County JPA advanced the Town its future excess donor funds for completion of the Library construction. The new and beautiful Atherton Library opened on June 4, 2022.*

**Annual Fiscal Impact** **\$548,909**

**Employee** No Town employees

**Three-year Summary**

Beg. Fund Balance	8,811,074	6,000,337	1,775,262
Revenue	5,432,853	100,000	274,000
Expenditures	8,243,591	4,325,075	<b>548,909</b>
Net Assets(Deficit)	6,000,337	1,775,262	1,500,353



Town of Atherton Annual Operating Budget FY 2022-2023  
Special Revenue Fund  
Library Fund

Account	Description	Actuals 2020-2021	Adopted Budget 2021-22	Proposed Budget 2022-23
213-00-40001-000	Secured Property Tax	5,391,725		249,000
213-00-48001-000	Interest Income	41,128	100,000	25,000
<b>Advancement of Funds</b>				
<b>Total Revenues</b>		<b>5,432,853</b>	<b>100,000</b>	<b>274,000</b>
213-00-58003-000	Trans to Facilities Const-406	8,172,893	4,135,000	300,000
213-30-52007-000	Other Legal Services	-		
213-30-52011-000	Contract Planner	-		
213-30-52024-000	Architectural Services	-		
213-30-52027-000	Environmental Consulting Svs	-		
213-30-52031-000	Contract Maint Services	7,826	19,000	19,000
213-30-53003-000	Building Security	-	250	250
213-30-53004-000	Facility Repair & Maintenance	-	2,000	2,000
213-30-53008-000	Contract Custodial Services	9,756	58,000	75,000
213-30-53014-000	Utilities - Electricity	4,291	24,000	72,659
213-30-53015-000	Utilities - Gas	-	200	200
213-30-53016-000	Utilities Water	838	8,000	8,000
213-30-53017-000	Utilities - Sewer	-		
213-30-53024-000	Advertising & Noticing	396		
213-30-53035-213	Other Rents & Leases	-	19,825	-
213-30-53036-000	Contract Pesticid & Fertilizer	-	800	800
213-30-54010-000	Other Contract Services	47,591	58,000	71,000
213-30-55016-000	Other Supplies & Materials	-	-	-
Total Operations		8,243,591	4,325,075	548,909
<b>Total Expenditures</b>		<b>8,243,591</b>	<b>4,325,075</b>	<b>548,909</b>
Excess (Deficiency) of Rev Over Exp		(2,810,737)	(4,225,075)	(274,909)
Beginning Fund Balance		8,811,074	6,000,337	1,775,262
<b>Ending Fund Balance</b>		<b>6,000,337</b>	<b>1,775,262</b>	<b>1,500,353</b>

Town of Atherton Annual Operating Budget FY 2022-2023  
Special Revenue Fund  
Library Budget Object Details

Fund 213 Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
Contract Maint Services	MCE contract maint for HVAC, electrical, roof and landscape services, etc.	19,000
Building Security	Misc locks, etc	250
Facility Maint and Repair	Scheduled maint and misc repairs as needed	2,000
Contract Custodial Services	Portion of Town janitorial contract	75,000
Utilities - Electricity	Operating electricity	72,659
Utilities - Gas	Operating gas	200
Utilities Water	Operating water	8,000
Other Rents & Leases	Library Temporary Trailers lease	-
Contract Pesticid & Fertilizer	Vector control	800
Maintenance & Monitoring	New Building Maintenance & Monitoring	31,000
Landscape Maintenance	Library Landscaping Services	40,000
Trans to Facilities Const-406	Library allocation portion new Town Center Construction, project management, FF&E	300,000
Trans to Facilities Const-406	10 % Contingency of Library project	
	Total Library	<u><u>548,909</u></u>

Internal Service Funds Follow on Next Page

## Section D

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### **Internal Service Fund**

*Equipment Replacement, Worker's Comp, General Liability and Employee Benefit*

### **Budget 2022-2023**

The Town maintains a variety of internal service funds that are “restricted funds” for specific purposes beyond basic capital improvement. Revenues to internal service funds are in the form of General Fund department charges based on allocations by department and uses. Internal Service Fund accounts for activities involved in rendering services to departments within the City. Costs of materials and services used are accumulated in these funds and are charged to the user departments as such goods are delivered or services rendered. Such services include the acquisition and replacement of vehicles and equipment, general liability insurance, Workmans’ compensation, and other post-employment benefits.

**Section D**

**Internal Service Fund**

*Equipment Replacement 610*

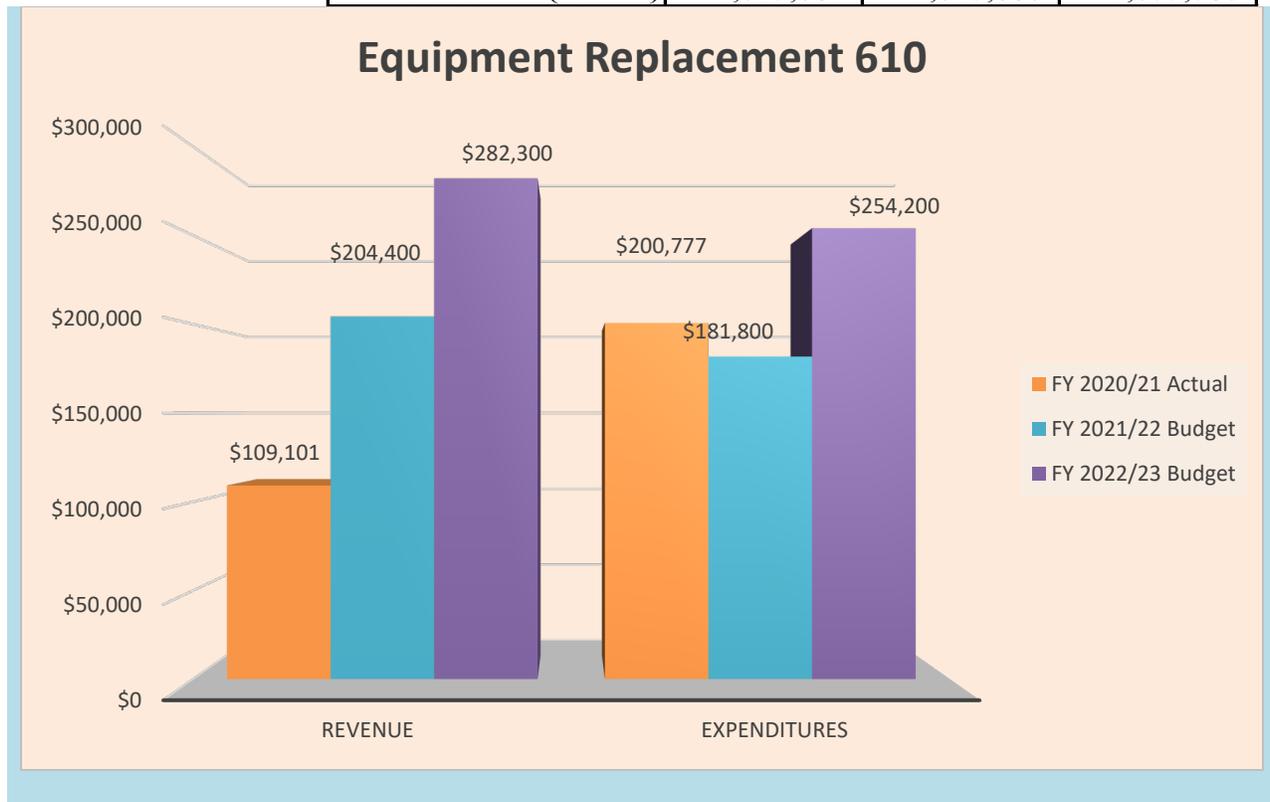
**Budget 2021-2022**

**Equipment Replacement 610**

The Equipment Replacement Fund is an internal depreciation fund for the replacement of large assets. The Fund is essentially the Town’s savings account over time to replace large equipment assets over time – such as computer equipment, software assets, vehicles, trailers, emergency equipment, etc. There are sufficient funds in the account to accommodate emergency needs as well as planned needs. The Fund is created for the timely replacement of Town vehicles and capital equipment. The annual contribution to this fund is through various Town departments whose use of capital equipment is for daily operations. Allocations are based on the estimated life of the equipment and estimated purchase costs. In FY 22/23 there are equipment replacement charges in the police department for an SUV Tahoe, unmarked vehicle, and vehicle replacement for Town Arborist.

<b>Annual Fiscal Impact</b>	<b>\$254,200</b>
<b>Employee</b>	No employees
<b>Three-year Summary</b>	

Category Details	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Beg. Fund Balance	1,116,757	1,025,080	1,047,680
Revenue	109,101	204,400	282,300
Expenditures	200,777	181,800	<b>254,200</b>
Net Assets(Deficit)	1,025,081	1,047,680	1,075,780



Town of Atherton Annual Operating Budget FY 2022-2023  
Internal Service Fund  
Equipment Replacement Budget By Account

Fund 610 Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Recomm Budget 2022-2023
610-00-48001-000	Interest on Investments	5,204	2,600	2,600
610-00-47509-012	Equip Replace Charges - Admin			
610-00-47509-018	Equip Replace Charges - Finance	10,000	10,000	10,500
610-00-47509-040	Equip Replace Charges - Police	55,400	141,800	214,200
610-00-47509-050	Equip Replace Charges - DPW Engineering	8,000	13,000	18,000
610-00-47509-053	Equip Replace Charges - DPW Street Maint	9,000	9,000	9,000
610-00-47509-057	Equip Replace Charges - DPW Park Maint	3,000	3,000	3,000
610-00-47509-059	Equip Replace Charges - Building Maint	12,500	25,000	25,000
610-00-48004-000	Sale of Property	5,997		
	Total Revenues	109,101	204,400	282,300
	Depreciation	151,208		
610-18-57006-018	Computer Software	-	-	-
610-12-57004-012	Machinery & Equipment	-	-	-
610-40-57004-040	Machinery & Equipment	3,943	-	39,200
610-40-57005-040	Vehicles & Accessories	45,626	141,800	170,000
610-50-57005-050	Vehicles & Accessories	-	40,000	45,000
	Total Expenditures	200,777	181,800	254,200
	Excess (Deficiency) of Revenues Over Expenditures	(91,676)	22,600	28,100
	Beginning Net Asset (Deficit)	1,116,757	1,025,080	1,047,680
	Ending Net Asset (Deficit)	1,025,080	1,047,680	1,075,780

Town of Atherton Annual Operating Budget FY 2022-2023  
Internal Service Fund  
Equipment Replacement Budget Object Details

Fund 610 Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
Vehicle Expense	Public Works Vehicle Replacement	45,000
Vehicle Expense	Police Vehicle Replacement	170,000
Machine & Equip	See Police Department Supplemental Requests	39,200
	Total	254,200

Town of Atherton Annual Operating Budget FY 2022-2023  
 Supplemental Budget Request - Poilce Department

<u>Description</u>	<u>Amount</u>	<u>Note</u>
<b><u>Request #1</u></b>		Equipment Replacement
Equipment Sgt. Car; wrap, a halligan tool, ram, sledge	4,700	
<b><u>Request #2</u></b>		Equipment Replacement
Variable message trailer sign & traffic data collector, radar speed displays, message signs	26,000	
<b><u>Request #3</u></b>		Equipment Replacement
2 laptops Field Command use/internal trainings for off-site and backup for vehicles	8,500	
 <b>Total Cost to Equipment Replacement Fund</b>	 39,200	

**Section D**

**Internal Service Fund**

*Worker's Comp 614*

**Budget 2022-2023**

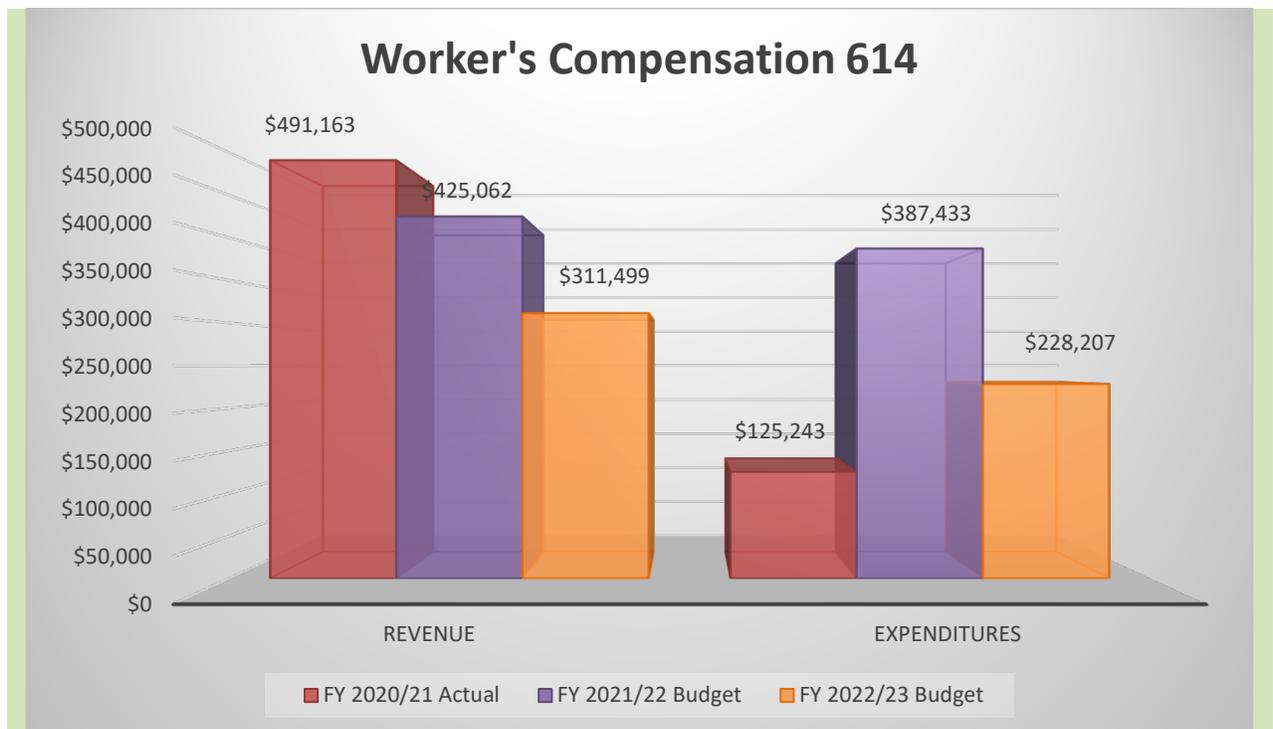
**Workers' Compensation 614**

Workers' compensation fund activity is for the cost and expense of Town claims for Worker's compensation. Risk pool insurer for the Town is Cities Group. Within this Fund is the Risk management for safety training, educational materials and other accident prevention activities. As a member of a JPA, the Town contributes an annual assessment based on all recognized and potential liability. These are calculated annually based on agency claims history and any increases in loss recovery due to excessive claims losses. Staff recommends that it is sensible to monitor and increase workers' compensation reserves within the workers' compensation fund when it is appropriate based on claims losses. There is an equity replenishment of \$62,325 in the FY 2022/23 Budget. The revenue charges to the Fund have produced a build-up of net assets in the event claims losses.

<b>Annual Fiscal Impact</b>	<b>\$228,207</b>
<b>Employee</b>	No employees

**Three-year Summary**

<u>Category Details</u>	<u>FY 2020/21 Actual</u>	<u>FY 2021/22 Budget</u>	<u>FY 2022/23 Budget</u>
Beg. Fund Balance	1,331,375	1,697,295	1,734,924
Revenue	491,163	425,062	311,499
Expenditures	125,243	387,433	<b>228,207</b>
Net Assets(Deficit)	1,697,295	1,734,924	1,818,216



Town of Atherton Annual Operating Budget FY 2022-2023  
Internal Service Fund  
Worker's Compensation Budget By Account

Fund 614 Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Recomm Budget 2022-2023
614-00-47503-012	Charges for Services - Admin Dept	21,171	19,429	13,927
614-00-47503-018	Charges for Services - Finance Dept	18,231	17,383	12,408
614-00-47503-025	Charges for Services - Building Dept	7,055	6,970	4,976
614-00-47503-040	Charges for Services - Police Dept	415,361	360,542	264,240
614-00-47503-050	Charges for Services - DPW Engineering	5,601	5,375	3,837
614-00-47503-053	Charges for Services - DPW Street Maint	4,699	4,255	3,037
614-00-47503-057	Charges for Services - DPW Park Maint	4,598	4,555	3,252
614-00-47503-058	Charges for Services - DPW Park Prog & Tennis Fd	1,880	1,702	1,215
614-00-47503-059	Charges for Services - DPW Building Maint	940	851	607
614-00-48001-000	Interest on Investments	11,628	4,000	4,000
614-00-49001-000	Transfer From General Fund			
	Total Revenues	<u>491,163</u>	<u>425,062</u>	<u>311,499</u>
614-30-51013-000	Worker's Comp Expense	119,448	159,264	159,264
614-30-51017-000	Safety/Compliance Program Assessment	5,795	6,618	6,618
614-00-49001-000	Reserve Equity Contribution		221,551	62,325
	Total Expenditures	<u>125,243</u>	<u>387,433</u>	<u>228,207</u>
	Excess (Deficiency) of Revenues Over Expenditures	365,919	37,629	83,292
	Transfer-in			
	Beginning Net Assets (Deficit)	<u>1,331,375</u>	<u>1,697,295</u>	<u>1,734,924</u>
	Ending Net Assets (Deficit)	<u><u>1,697,295</u></u>	<u><u>1,734,924</u></u>	<u><u>1,818,216</u></u>

Town of Atherton Annual Operating Budget FY 2022-2023  
Internal Service Fund  
Worker's Compensation Budget Object Details

Fund 614 Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
WC Assessment	Assessment by the Cities Group (JPA)	159,264
Safety Program Assess	Assessment by the Cities Group (JPA)	6,618
		165,882

**Section D**

**Internal Service Fund**

*General Liability 615*

**Budget 2022-2023**

**General Liability 615**

General Liability fund hosts the insurance costs for liability claims and property losses. The Town is part of the insurance pool of PLAN JPA. The activities for this fund provide for costs to general liability insurance, employment practice insurance, and self-insured retention claim expense. Total internal service charges from the General Fund for FY 2022/23 are estimated at \$441,791. The total FY 2022/23 expenditures for this fund are \$439,591 of which includes self-insurance retention expense of \$100,000 that allows the payout of 4 claims at \$25,000 per claim and is a requirement of the JPA. The Town does not anticipate expending retention expenses for 4 claims in the fiscal year.

**Annual Fiscal Impact**

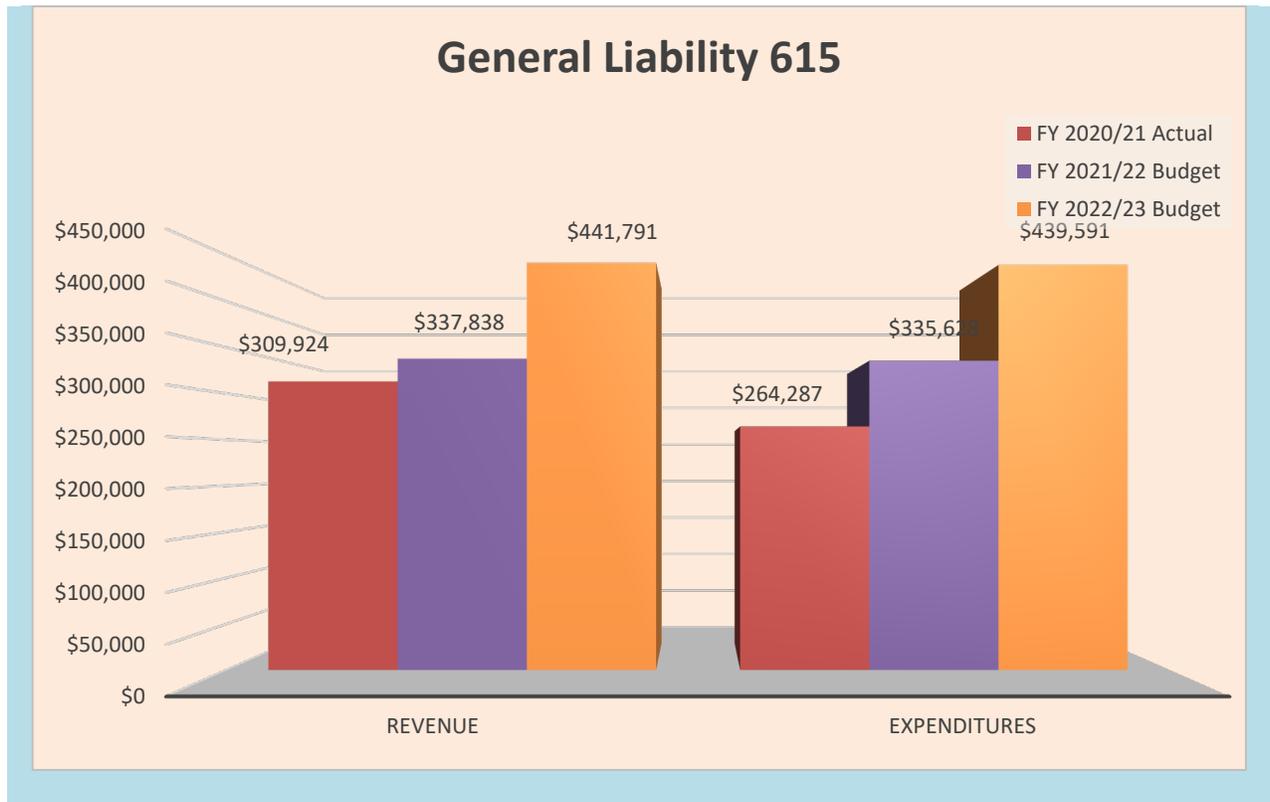
**\$439,591**

**Employee**

No employees

**Three-year Summary**

Category Details	FY 2020/21 Actual	FY 2021/22 Budget	FY 2022/23 Budget
Beg. Fund Balance	684,414	733,248	735,458
Revenue	313,121	337,838	441,791
Expenditures	264,287	335,628	<b>439,591</b>
Net Assets(Deficit)	733,248	735,458	737,658



Town of Atherton Annual Operating Budget FY 2022-2023  
Internal Service Fund  
General Liability Budget By Account

Fund 615 Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Recomm Budget 2022-2023
615-00-47504-000	Liability Insurance Charge	270,520	287,573	407,997
615-00-47505-000	Employment Practice Liability Charge	37,064	48,065	31,594
615-00-48001-000	Interest on Investments	5,537	2,200	2,200
	Total Revenues	<u>313,121</u>	<u>337,838</u>	<u>441,791</u>
615-30-53019-000	Liability Insurance Expense	204,214	187,583	307,997
615-30-53020-000	Employment Practice Liability	35,073	48,045	31,594
615-30-53022-000	Liability Claim Expense	25,000	100,000	100,000
	Total Expenditures	<u>264,287</u>	<u>335,628</u>	<u>439,591</u>
	Excess (Deficiency) of Revenue Over Expenditures	48,834	2,210	2,200
	Beginning Net Assets (Deficit)	<u>684,414</u>	<u>733,248</u>	<u>735,458</u>
	Ending Net Assets (Deficit)	<u><u>733,248</u></u>	<u><u>735,458</u></u>	<u><u>737,658</u></u>

Town of Atherton Annual Operating Budget FY 2022-2023  
 Internal Service Fund  
 General Liability Budget Object Details

Fund 615 Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
Liability Insurance	Premium to ABAG	307,997
Employment Practice	Premium to Alliant	31,594
Claim Expense	SIR (self insured retention)	100,000
Total		<u>439,591</u>

**Section D**

**Internal Service Fund**

*Employee Benefit 616*

**Budget 2022-2023**

**Employee Benefits 616**

Employee Benefits Fund is used for the accounting and accumulation of costs internally among Town various departments for employee benefits including other post-employment benefits other than pension, compensated absences, and potential unemployment charges. The Town is making a contribution of \$67,000 toward the OPEB Trust to satisfy the minimum required ARC for FY 2022-23.

**Annual Fiscal Impact**

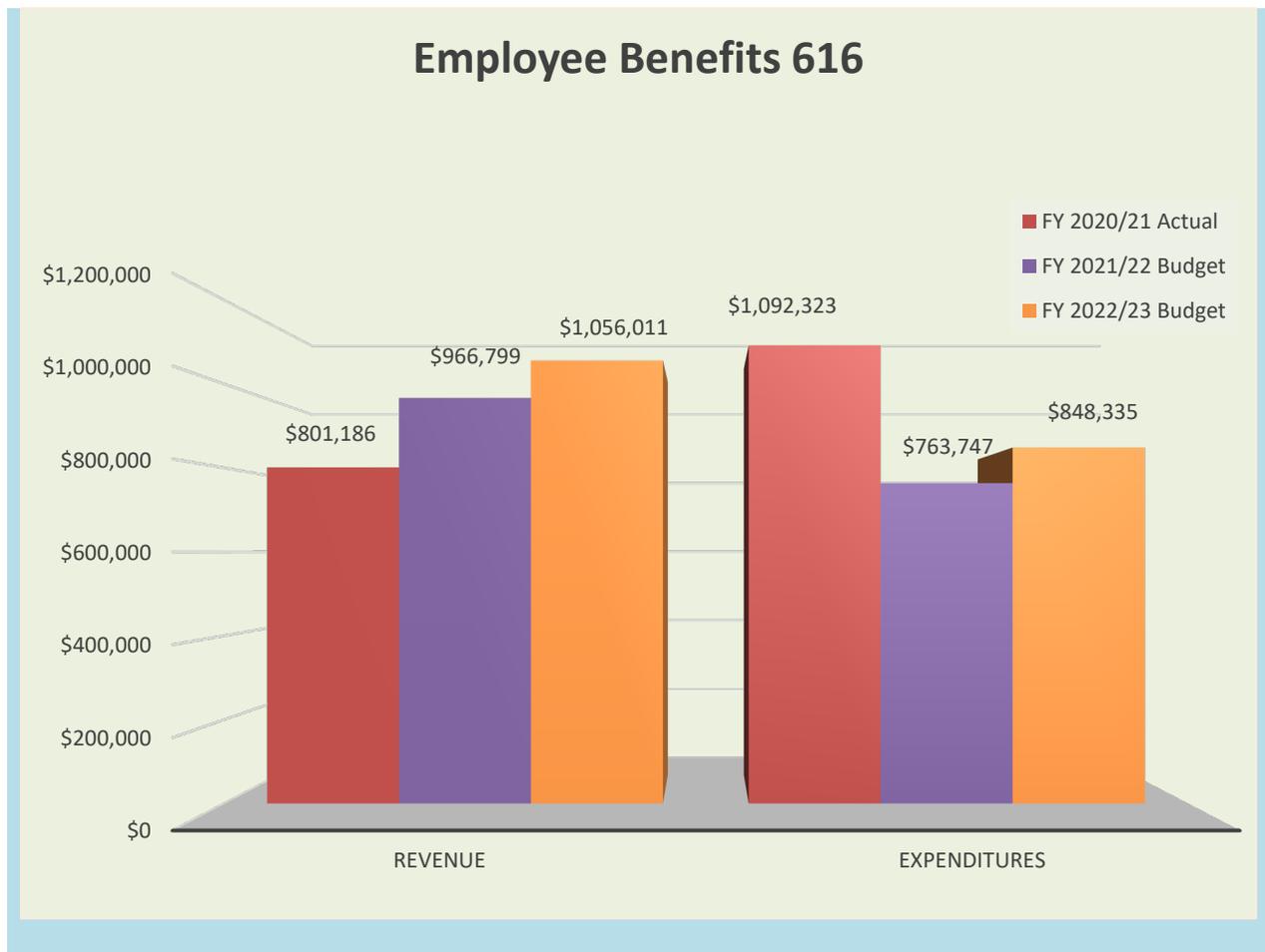
**\$843,335**

**Employee**

No employees

**Three-year Summary**

<u>Category Details</u>	<u>FY 2020/21 Actual</u>	<u>FY 2021/22 Budget</u>	<u>FY 2022/23 Budget</u>
Beg. Fund Balance	722,205	431,069	634,121
Revenue	801,186	966,799	1,056,011
Expenditures	1,092,323	763,747	<b>848,335</b>
Net Assets(Deficit)	431,068	634,121	841,797



Town of Atherton Annual Operating Budget FY 2022-2023  
Internal Service Fund  
Employee Benefits Budget By Account

Fund 616 Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Recomm Budget 2022-2023
616-00-47506-000	GASB 45 ARC - Contribution	-	182,425	182,425
616-00-47506-012	GASB 45 ARC - Admin	41,915	20,191	20,363
616-00-47506-018	GASB 45 ARC - Finance	30,828	25,797	42,362
616-00-47506-025	GASB 45 ARC - Building	26,822	23,929	25,596
616-00-47506-040	GASB 45 ARC - Police	391,798	408,714	406,503
616-00-47506-050	GASB 45 ARC - DPW Engineering	31,283	29,532	31,691
616-00-47506-053	GASB 45 ARC - DPW Street Maint	90,092	49,953	50,322
616-00-47506-057	GASB 45 ARC - DPW Park Maint	7,855	4,343	4,805
616-00-47506-058	GASB 45 ARC - DPW Park Program	7,548	3,864	3,705
616-00-47507-012	EE Benefits Earned - Admin	9,380	9,714	15,217
616-00-47507-018	EE Benefits Earned - Finance	8,230	8,692	13,559
616-00-47507-025	EE Benefits Earned - Building	3,340	3,385	5,286
616-00-47507-040	EE Benefits Earned - Police	71,700	125,410	175,892
616-00-47507-050	EE Benefits Earned - DPW Engineering	2,594	2,588	4,043
616-00-47507-053	EE Benefits Earned - DPW Street Maint	2,053	2,127	3,319
616-00-47507-057	EE Benefits Earned - DPW Park Maint	2,174	2,277	3,553
616-00-47507-058	EE Benefits Earned - DPW Park Program	821	851	1,328
616-00-47507-059	EE Benefits Earned - DPW Bldg Maint	411	425	664
616-00-47508-012	Unemploy Benefits - Admin	4,982	4,857	5,072
616-00-47508-018	Unemploy Benefits - Finance	4,298	4,346	4,520
616-00-47508-025	Unemploy Benefits - Building	1,741	1,692	1,762
616-00-47508-040	Unemploy Benefits - Police	47,245	43,052	45,222
616-00-47508-050	Unemploy Benefits - DPW Engineering	1,366	1,294	1,348
616-00-47508-053	Unemploy Benefits - DPW Street Maint	1,175	1,064	1,106
616-00-47508-057	Unemploy Benefits - DPW Park Maint	1,149	1,139	1,184
616-00-47508-058	Unemploy Benefits - DPW Park Program	470	425	443
616-00-47508-059	Unemploy Benefits - DPW Building Maint	235	213	221
616-00-48001-000	Interest on Investments	9,682	4,500	4,500
616-00-49001-000	Transfer from General Fund			
Total Revenues		801,186	966,799	1,056,011
616-xx-51009-xxx	Retiree Health-Care OPEB		182,419	67,000
616-12-51009-012	Retiree Health-Care (Admin)	19,808	20,191	20,363
616-18-51009-018	Retiree Health-Care (Finance)	23,963	25,797	23,142
616-25-51009-025	Retiree Health-Care (Building)	24,788	23,929	25,804
616-40-51009-040	Retiree Health-Care (Police)	334,799	408,714	406,503

Town of Atherton Annual Operating Budget FY 2022-2023  
Internal Service Fund  
Employee Benefits Budget By Account

Fund 616 Account	Description	Actual 2020-2021	Adopted Budget 2021-2022	Recomm Budget 2022-2023
616-50-51009-050	Retiree Health-Care (Engineering)	29,781	29,532	31,691
616-53-51009-053	Retiree Health-Care (Street Maint)	46,890	49,953	50,322
616-57-51009-057	Retiree Health-Care (Park Maint)	4,213	4,348	4,805
616-58-51009-058	Retiree Health-Care (Park Program)	3,821	3,864	3,705
616-30-51016-030	Unemployment Insurance	-	15,000	15,000
616-40-51016-040	Unemployment Insurance	1,337		
616-30-50013-030	Employee Benefits Earned	456,241		200,000
616-30-51021-000	Net OPEB Expense	146,681		
	Total Expenditures	<u>1,092,323</u>	<u>763,747</u>	<u>848,335</u>
	Excess (Deficiency) of Revenues Over Expenditures	(291,137)	203,052	207,676
	Beginning Net Assets (Deficit)	<u>722,205</u>	<u>431,069</u>	<u>634,121</u>
	Ending Net Assets (Deficit)	<u><u>431,069</u></u>	<u><u>634,121</u></u>	<u><u>841,797</u></u>

Town of Atherton Annual Operating Budget FY 2022-2023  
Internal Service Fund  
Employee Benefits Object Details

Fund 616 Acct Description	Quantity, brief description and justification of items requested	FY 2023 Recommended Appropriations
Retiree Health Care -OPEB	OPEB Contribution	67,000
Retiree Health-Care (Admin)	Premium to CalPERS (pay-as-you-go)	20,363
Retiree Health-Care (Finance)	Premium to CalPERS (pay-as-you-go)	23,142
Retiree Health-Care (Building)	Premium to CalPERS (pay-as-you-go)	25,804
Retiree Health-Care (Police)	Premium to CalPERS (pay-as-you-go)	406,503
Retiree Health-Care (Engineering)	Premium to CalPERS (pay-as-you-go)	31,691
Retiree Health-Care (Street Maint)	Premium to CalPERS (pay-as-you-go)	50,322
Retiree Health-Care (Park Maint)	Premium to CalPERS (pay-as-you-go)	4,805
Retiree Health-Care (Park Program)	Premium to CalPERS (pay-as-you-go)	3,705
	Sub-Total	633,335
Unemp Insurance Insurance	Self insured unemployment insurance (EDD)	15,000
	Total	<u><u>648,335</u></u>

**Capital Improvement Fund**  
*Budget Summaries FY 2022-2023*

Capital Improvement Programs Follow

## Section F

### **Capital Improvement Fund**

*Budget Summaries FY 2022-2023*

The 5-Year Capital Improvement Plan's purpose is to identify anticipated capital improvements and funding sources. The CIP does not appropriate funds, rather functions as a budgeting and planning tool. The CIP program serves as a road map in prioritizing community needs through the identification of funding and projects that will be a major focus in the next 5 years. Allocations of the remaining residual balance of Special Parcel funds have been extended through 2023. The Special Parcel Tax provided funding to maintain police emergency response services, street repair and maintenance, drainage facility repair and maintenance, and other capital improvements. Due to the sunset of the Special Parcel Tax, there was a discontinuation of certain programs and projects. Since the CIP is updated annually and reflects the community priorities, cost estimates, and funding sources, in some instances revenues for capital projects are "saved" and then "spent" year-to-year depending on eligible capital project priorities.

The 5-Year CIP proposes projects to analyze, repair or improve Town infrastructure, and the funding for those projects. The fifteen (15) projects are categorized into three areas of responsibility: streets & transportation, drainage & Town buildings, park & facilities. The Town Center Project inclusive of the new Town Center and Library dominated the Town's CIP for the past several years. Now that this biggest milestone project final completion is by summer 2022, the Town is refocusing on its other capital projects from Drainage, Bike & Ped, and Park master plans. During the construction of the Town Center the Town was in save mode for capital projects. Unallocated General Fund reserves, and future revenue over expenditures provided funding for the project. With the completion of the Town Center, staff presented to Council items for consideration for the use of unallocated General Fund reserves. Some of these items included potential allocation to the CIP for various Town master plan projects. The Town will continue its annual street maintenance, while focusing on identifying bike pedestrian and drainage maintenance projects. One main focus is the Holbrook Palmer Park master plan as it is currently in the design phase. The last couple years, the park was home to most Town Hall services, now with the move to the new building, it is appropriate time to implement Park master plan projects. During the current fiscal year there was CIP focus on annual road maintenance and rehabilitation program. The Town began state mandated Green Infrastructure implementing some minor projects and continues to focus on bigger projects within the CIP. The Town also started implementing its Neighborhood Management Traffic Action Plan mitigation measures for traffic calming pilot projects.

During the fiscal year, the Town contributed \$1.3 million funding toward the Bayfront Canal Collaborative project as part of a lease funding agreement with San Mateo County for the Bayfront Canal Study construction Town's portion. The Town continues its annual Road Maintenance and Rehabilitation program and implementation of minor Green Infrastructure projects and continued focus on the Holbrook Palmer Park access and circulation plan project design. The final completion of the Town Center and Library by the end of fiscal year.

CIP projects continue to be identified from the various master plans and residual funding remaining from the Town Parcel Tax is being used. This budget includes an allocation from the Town

Unallocated General Fund Balance toward the Town Capital Improvement Fund for CIP projects. This was a result of review of our Financial Planning Model as we discussed our year saving and spending plans based on Council priorities for the Unallocated General Fund Balance. The Town will maintain its annual street maintenance, Neighborhood Traffic Management Action plans, work on Park Master Plan, continue to identify bike pedestrian and drainage maintenance projects.

There are various issues inherent in the selection of proposed projects, project schedules, and project funding. The Town has a number of Master Plans that identify a variety of projects to be completed. Based on critical need, recommendations from Town committees, and goals set by the City Council, staff has compiled the proposed CIP. Clear priorities include identified projects within the Bike/Ped Master Plan and Drainage Master Plan, Park Master Plan, the Annual Road Maintenance Program, and Traffic Safety Improvements.

The CIP also includes several basic maintenance improvement projects that are routine in nature and occur year over year. *The first year of the CIP is incorporated into the Town's current year operating budget as the current year Capital Improvement Program. The remaining four years of the CIP reflect proposed projects and funding and are revised annually to reflect changes in Council direction, needs and funding availability.* The CIP program includes a \$3.34 million allocation of unallocated General Fund reserves as focus is now turn to various Town master plan projects. This year's CIP recommends new appropriations of approximately \$5.98 million. The five largest single expenditures in the CIP include the Park Master plan at \$1.7 million, Traffic Safety Improvement projects \$0.64 Million, Drainage improvements \$0.85 Million, and \$1.5 Million Road Maintenance Program, and \$0.65 Million for Bike & Pedestrian Improvements.

Included in the CIP is the improvement of Bike & Pedestrian improvement projects throughout Town as some to include Watkins Avenue pedestrian improvements, Selby Lane improvements, and Fair Oaks Lane at Lloyd drive. Traffic and safety improvements along Alameda De Las Pulgas corridor as these improvements are though grant funding. There are Drainage Master Plan improvements for Atherton Channel assessment and relining upstream of Alameda De La Pulgas, evaluation of drainage of Stockbridge Avenue, Selby Lane, and Almendral Avenue intersections with El Camino. There is the continued design review of the former Atherton Station Building for integration into the new Town Center. Funding for this project is pending the approval of a funding agreement with the San Mate County Transportation Authority, which has approved \$400,000 towards station area improvements. Park circulation and pedestrian improvements, fencing and parking lot repairs at Holbrook Palmer Park. The Town continues its annual Road Maintenance and Rehabilitation program and strive to meet the maintenance of effort of SB1 street monies.

Funding Sources for Capital Improvement plan are as follows:

- General Fund
- Remaining Parcel Tax
- Measure A
- Measure M
- Measure W- new Congestion Relief Plan started in FY 2019/20
- Gas Tax Funds

- Atherton Channel Fund

Capital Improvement Plan Annual Projects include:

Traffic Safety Projects	Neighborhood Traffic Management plan	Atherton Train Station
ADA Improvements	Bridge Inspection Program	Traffic Control Devices
Channel Monitoring	Facility Repairs	Engineering Project support
Pavement Management Projects;	Bicycle/Pedestrian Plan Program Projects	Green Infrastructure
• Street Sealing	Park Improvement Projects	
• Street Patching	Drainage Improvement Projects	
• Pavement Marking		

As noted above, funding for the CIP consists of a variety of sources, some of which are restricted, such as Measures A, Measure M, & Measure W funds and Library Donor funds, as well as funds from the remaining Special Parcel Tax, from Gas Taxes, and the General Fund. The Town’s General Fund fulfills any funding needs for capital projects that do not have a specific identified funding source. For the FY 2022/23, the CIP anticipates approximately \$5.98 million in capital projects. These project expenditures, in addition to other capital projects such traffic safety and control devices programs, accessibility improvements are identified in the chart below. The total allocation for the 5-year period from FY 2021/22 through FY 2025/26 totals nearly \$21.89 million – the largest expenditures attributable to the Park Master plan and Road Maintenance. The reliance of the General Fund will continue as it serves as main funding source for CIP project funding, Debt Service, paying down long-term liabilities, and other priority projects.

**(Please refer to next page for summary schedule)**

<b>Capital Project</b>	<b>FY2022/23</b>	<b>FY2023/24</b>	<b>FY2024/25</b>	<b>FY2025/26</b>	<b>FY 2026/27</b>
<b><i>Drainage Projects</i></b>					
Drainage Improvements Program	850,000	2,600,000	550,000	500,000	500,000
Upper Atherton Channel Phase II Monitoring	10,000	10,000	10,000	10,000	10,000
<b><i>Transportation and Streets Projects</i></b>					
Traffic Control Devices Program	15,000	15,000	15,000	15,000	15,000
Traffic Safety Improvement Program	640,000	1,890,000	40,000	40,000	40,000
Bike and Pedestrian Facilities Improvement Program	650,000	1,175,000	525,000	525,000	1,025,000
Road Maintenance Program	1,500,000	1,470,000	1,455,000	1,455,000	1,455,000
Neighborhood Traffic Management Program	160,000	40,000	10,000	10,000	10,000
<b><i>Facilities Projects</i></b>					
Accessibility Improvements	10,000	10,000	10,000	10,000	10,000
Atherton Station Area Improvements	\$450,000				
<b><i>Parks Projects</i></b>					
Park Master Plan	1,700,000	0	150,000	150,000	150,000
<b><u>Annual Total</u></b>	<b><u>\$5,985,000</u></b>	<b><u>\$7,210,000</u></b>	<b><u>\$2,765,000</u></b>	<b><u>\$2,715,000</u></b>	<b><u>\$3,215,000</u></b>



**TOWN OF ATHERTON  
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM  
FUND BY FUND SUMMARY**

<b>Special Parcel Tax - Fund 201</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>	<b>FY 2024/25</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	
<b>Fund Balance</b>	\$ 495,331	\$ 331	\$ 331	\$ 331	\$ 331	
Revenue Projections	\$ -					\$ -
Expenditure Projections	\$ (495,000)					\$ (495,000)
Transfers In/(Out)	\$ -					\$ -
<b>Remaining Fund Balance</b>	<b>\$ 331</b>					
<b>Measure A - Fund 202</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>	<b>FY 2024/25</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	
<b>Fund Balance</b>	\$ 559,830	\$ 304,830	\$ 289,830	\$ 334,830	\$ 379,830	
Revenue Projections	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
Expenditure Projections	\$ (625,000)	\$ (385,000)	\$ (325,000)	\$ (325,000)	\$ (325,000)	\$ (1,985,000)
<b>Remaining Fund Balance</b>	<b>\$ 304,830</b>	<b>\$ 289,830</b>	<b>\$ 334,830</b>	<b>\$ 379,830</b>	<b>\$ 424,830</b>	
<b>Gas Tax - Fund 203</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>	<b>FY 2024/25</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	
<b>Fund Balance</b>	\$ 221,800	\$ 286,779	\$ 336,779	\$ 386,779	\$ 436,779	
Revenue Projections	\$ 364,979	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,764,979
Expenditure Projections	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (1,500,000)
<b>Remaining Fund Balance</b>	<b>\$ 286,779</b>	<b>\$ 336,779</b>	<b>\$ 386,779</b>	<b>\$ 436,779</b>	<b>\$ 486,779</b>	
<b>County Measure M - Fund 204</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>	<b>FY 2024/25</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	
<b>Fund Balance</b>	\$ 160,835	\$ 160,835	\$ 160,835	\$ 145,835	\$ 130,835	
Revenue Projections	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Expenditure Projections	\$ (75,000)	\$ (75,000)	\$ (90,000)	\$ (90,000)	\$ (90,000)	\$ (420,000)
<b>Remaining Fund Balance</b>	<b>\$ 160,835</b>	<b>\$ 160,835</b>	<b>\$ 145,835</b>	<b>\$ 130,835</b>	<b>\$ 115,835</b>	
<b>County Measure W- Fund 205</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>	<b>FY 2024/25</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	
<b>Fund Balance</b>	\$ 174,766	\$ 189,766	\$ 194,766	\$ 199,766	\$ 204,766	
Revenue Projections	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 725,000
Expenditure Projections	\$ (130,000)	\$ (140,000)	\$ (140,000)	\$ (140,000)	\$ (140,000)	\$ (690,000)
Transfers In/(Out)					\$ -	\$ -
<b>Remaining Fund Balance</b>	<b>\$ 189,766</b>	<b>\$ 194,766</b>	<b>\$ 199,766</b>	<b>\$ 204,766</b>	<b>\$ 209,766</b>	
<b>Capital Improvement - Fund 401</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>	<b>FY 2024/25</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	
<b>Fund Balance</b>	\$ 1,371,788	\$ 2,046,788	\$ 736,788	\$ 926,788	\$ 1,466,788	
Revenue Projections	\$ 4,975,000	\$ 4,940,000	\$ 2,140,000	\$ 2,490,000	\$ 1,565,000	\$ 16,110,000

Expenditure Projections	\$ (4,300,000)	\$ (6,250,000)	\$ (1,950,000)	\$ (1,950,000)	\$ (2,450,000)	\$ (16,900,000)
Transfers In/(Out)					\$ -	\$ -
<b>Remaining Fund Balance</b>	<b>\$ 2,046,788</b>	<b>\$ 736,788</b>	<b>\$ 926,788</b>	<b>\$ 1,466,788</b>	<b>\$ 581,788</b>	
<b>Atheton Channel - Fund 403</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>	<b>FY 2024/25</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	
<b>Fund Balance</b>	\$ 615,276	\$ 502,576	\$ 389,876	\$ 377,176	\$ 414,476	
Revenue Projections	\$ 97,300	\$ 97,300	\$ 97,300	\$ 97,300	\$ 97,300	\$ 486,500
Expenditure Projections	\$ (210,000)	\$ (210,000)	\$ (110,000)	\$ (60,000)	\$ (60,000)	\$ (650,000)
<b>Remaining Fund Balance</b>	<b>\$ 502,576</b>	<b>\$ 389,876</b>	<b>\$ 377,176</b>	<b>\$ 414,476</b>	<b>\$ 451,776</b>	



TOWN OF ATHERTON - POST PARCEL TAX FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS ENDING JUNE 30, 2023 TO 2027							
Account	Fund Name	Forecast 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Five Year Total
<b>SPECIAL PARCEL TAX - FUND 201</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 495,331	\$ 331	\$ 331	\$ 331	\$ 331	
Revenue							
201-00-40003-000	Special Tax						\$
201-00-48001-000	Interest Income						\$
201-00-45020-000	Other Reimbursements						\$
	TOTAL REVENUE - FUND 201	\$	\$	\$	\$	\$	\$
Expenditures							
201-50-56003-000	Road Maintenance Program; Paid MTC invoice; No street projects yet	\$ 245,000	\$				\$ 245,000
201-50-56034-000	Drainage Improvements Original Budget	\$ 100,000					\$ 100,000
	Drainage Improvements ECR Cross Streets	\$ 150,000					\$ 150,000
	TOTAL EXPENDITURES - FUND 201	\$ 495,000	\$	\$	\$	\$	\$ 495,000
<b>SPECIAL PARCEL TAX - FUND 201</b>							
	<b>ENDING FUND BALANCE</b>	\$ 331	\$ 331	\$ 331	\$ 331	\$ 331	
<b>MEASURE A - FUND 202</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 559,830	\$ 304,830	\$ 289,830	\$ 334,830	\$ 379,830	
Revenue							
202-00-41003-050	Transportation Co Measure A Sales Tax	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
202-00-48001-050	Interest Income						\$
	TOTAL REVENUE - FUND 202	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
Expenditures							
202-50-52001-000	Annual Financial Audit (Measure A)						\$
202-50-54025-000	Congestion Relief (C/CAG) Fee						\$
202-50-56003-000	Road Maintenance Program- Street Overlay	\$ 75,000	\$ 280,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,105,000
202-50-56059-000	Bike & Pedestrian Improvement Program	\$ 200,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 300,000
202-50-56064-000	Traffic Safety Improvement Program	\$ 175,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 275,000
202-50-56070-000	Traffic Control Devices Program	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
202-50-56078-000	Neighborhood Traffic Management Program	\$ 160,000	\$ 40,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 230,000
	TOTAL EXPENDITURES - FUND 202	\$ 625,000	\$ 385,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 1,985,000
<b>MEASURE A - FUND 202</b>							
	<b>ENDING FUND BALANCE</b>	\$ 304,830	\$ 289,830	\$ 334,830	\$ 379,830	\$ 424,830	



TOWN OF ATHERTON - POST PARCEL TAX							
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM							
FISCAL YEARS ENDING JUNE 30, 2023 TO 2027							
Account	Fund Name	Forecast 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Five Year Total
<b>GAS TAX - FUND 203</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 221,800	\$ 286,779	\$ 336,779	\$ 386,779	\$ 436,779	
Revenue							
203-00-45001-050	Gas Tax - 2105	\$ 364,979	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,764,979
							\$
	TOTAL REVENUE - FUND 203	\$ 364,979	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,764,979
Expenditures							
203-50-52001-000	State Controller Street Report Preparation Fee						\$
203-50-54026-000	C/CAG Gas Tax Fee						\$
203-50-56003-000	Road Maintenance Program	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
203-50-56999-000	Engineering/Staff Costs (estimate)	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
	TOTAL EXPENDITURES - FUND 203	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
	<b>GAS TAX - FUND 203</b>						
	<b>ENDING FUND BALANCE</b>	\$ 286,779	\$ 336,779	\$ 386,779	\$ 436,779	\$ 486,779	
<b>COUNTY MEASURE M- FUND 204</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 160,835	\$ 160,835	\$ 160,835	\$ 145,835	\$ 130,835	
Revenue							
204-00-45025-050	SMC Vehicle Registration Fee-Need to submit for Measure M fee for FY 21/22 streets	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
204-00-48001-050	Interest Income						\$
	TOTAL REVENUE - FUND 204	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Expenditures							
204-50-56003-000	Road Maintenance Program	\$ 60,000	\$ 60,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 345,000
204-50-56064-000	Traffic Safety	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
	TOTAL EXPENDITURES - FUND 204	\$ 75,000	\$ 75,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 420,000
	<b>COUNTY MEASURE M- FUND 204</b>						
	<b>ENDING FUND BALANCE</b>	\$ 160,835	\$ 160,835	\$ 145,835	\$ 130,835	\$ 115,835	



TOWN OF ATHERTON - POST PARCEL TAX  
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM  
 FISCAL YEARS ENDING JUNE 30, 2023 TO 2027

Account	Fund Name	Forecast 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Five Year Total
<b>COUNTY MEASURE W- FUND 205</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 174,766	\$ 189,766	\$ 194,766	\$ 199,766	\$ 204,766	
Revenue							
205-00-45030-000	Measure W County half cent Sale Tax Congestion Relief Tax	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 725,000
							\$
	<b>TOTAL REVENUE - FUND 205</b>	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 725,000
Expenditures							
205-50-56003-000	Road Maintenance	\$ 130,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 690,000
205-50-56064-000	Traffic Safety						\$
	<b>TOTAL EXPENDITURES - FUND 205</b>	\$ 130,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 690,000
<b>COUNTY MEASURE W- FUND 205</b>							
	<b>ENDING FUND BALANCE</b>	\$ 189,766	\$ 194,766	\$ 199,766	\$ 204,766	\$ 209,766	
<b>CAPITAL IMPROVEMENT PROJECTS - FUND 401</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 1,371,788	\$ 2,046,788	\$ 736,788	\$ 926,788	\$ 1,466,788	
Revenue							
	CalTrain revenue Grant (Measure A)	\$ 300,000					\$ 300,000
401-00-49001-000	Transfer In from General Fund	\$ 3,790,000	\$ 3,340,000	\$ 2,140,000	\$ 2,490,000	\$ 1,565,000	\$ 13,325,000
	Eshoo Grant	\$ 400,000	\$ 1,600,000				\$ 2,000,000
	Santa Clara County/Stanford Grant	\$ 300,000					\$ 300,000
	State Parks Revenue Grant	\$ 185,000					\$ 185,000
	<b>TOTAL REVENUE - FUND 204</b>	\$ 4,975,000	\$ 4,940,000	\$ 2,140,000	\$ 2,490,000	\$ 1,565,000	\$ 16,110,000
Expenditures							
401-50-54015-000	Civic Center	\$ 150,000					\$ 150,000
401-50-56055-000	Town Center Facilities Plan and Repairs						\$
401-50-56059-000	Bike & Ped	\$ 450,000	\$ 1,150,000	\$ 500,000	\$ 500,000	\$ 1,000,000	\$ 3,600,000
401-50-56063-000	Park Master Plan	\$ 1,700,000		\$ 150,000	\$ 150,000	\$ 150,000	\$ 2,150,000
	Atherton Station Improvements	\$ 300,000					\$ 300,000
	Drainage Improvements (Atherton Channel Assessment and Relining)	\$ 200,000	\$ 2,200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 3,150,000
	Road Maintenance Program	\$ 840,000	\$ 840,000	\$ 840,000	\$ 840,000	\$ 840,000	\$ 4,200,000
	Traffic Safety Improvement Program	\$ 450,000	\$ 1,850,000				\$ 2,300,000
401-50-56090-000	BayFront Canal Project						\$
401-50-56060-000	Accessibility Improvement Program	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
401-50-56080-000	Green Infrastructure Plan-	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	<b>TOTAL EXPENDITURES - FUND 401</b>	\$ 4,300,000	\$ 6,250,000	\$ 1,950,000	\$ 1,950,000	\$ 2,450,000	\$ 16,900,000
<b>CAPITAL IMPROVEMENT PROJECTS - FUND 401</b>							
	<b>ENDING FUND BALANCE</b>	\$ 2,046,788	\$ 736,788	\$ 926,788	\$ 1,466,788	\$ 581,788	



TOWN OF ATHERTON - POST PARCEL TAX							
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM							
FISCAL YEARS ENDING JUNE 30, 2023 TO 2027							
Account	Fund Name	Forecast 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Five Year Total
<b>ATHERTON CHANNEL- FUND 403</b>							
	<b>BEGINNING FUND BALANCE</b>	<b>\$ 615,276</b>	<b>\$ 502,576</b>	<b>\$ 389,876</b>	<b>\$ 377,176</b>	<b>\$ 414,476</b>	
<b>Revenue</b>							
403-00-40001-050	Secured Property Tax	\$ 83,000	\$ 83,000	\$ 83,000	\$ 83,000	\$ 83,000	\$ 415,000
403-00-40002-050	Unsecured Property Tax	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 20,000
403-00-40004-050	SB 813 Redemption-supplemental	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500
403-00-40005-050	Home Owners Exemption	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 1,000
403-00-40008-050	ERAF Subvention	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 37,000
403-00-48001-050	Interest Income	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 6,000
							\$
	<b>TOTAL REVENUE - FUND 403</b>	<b>\$ 97,300</b>	<b>\$ 486,500</b>				
<b>Expenditures</b>							
403-50-54029-000	County Tax Admin Cost						\$
403-50-56034-000	Drainage Project- this is the Sea Level Rise						\$
403-50-56037-000	Upper Channel Repair Monitoring Phase 1	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
403-50-56037-000	Upper Channel Phase 2						\$
403-50-56077-000	Drainage Improvements (Atherton Channel Assessment and Relining)	\$ 200,000	\$ 200,000				\$ 400,000
	Drainage Improvements			\$ 100,000	\$ 50,000	\$ 50,000	\$ 200,000
403-50-56080-000	Green Infrastructure Plan						\$
	<b>TOTAL EXPENDITURES - FUND 403</b>	<b>\$ 210,000</b>	<b>\$ 210,000</b>	<b>\$ 110,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 650,000</b>
	<b>ATHERTON CHANNEL- FUND 403</b>						
	<b>ENDING FUND BALANCE</b>	<b>\$ 502,576</b>	<b>\$ 389,876</b>	<b>\$ 377,176</b>	<b>\$ 414,476</b>	<b>\$ 451,776</b>	

# Town of Atherton

## Capital Improvement Program

*FY 2022/23 -2026/27*

**Town of Atherton**  
**Public Works Department**  
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Atherton, CA 94027  
[www.ci.atherton.ca.us](http://www.ci.atherton.ca.us)

**Streets & Transportation**

**Drainage**

**Town Buildings, Park & Facilities**





# Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

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**Capital Improvement Program  
Fiscal Years 2022/23 through 2026/2027**

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**Section I:  
Introduction**



# Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

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## I. INTRODUCTION

### About the Capital Improvement Program

The Town of Atherton's Five-Year Capital Improvement Program (CIP) summarizes anticipated resources and their estimated uses for major infrastructure and other capital construction, improvement, and maintenance projects.

The CIP is a five-year planning tool that identifies anticipated capital improvements and their funding sources from fiscal years 2022/23 through 2026/27. The CIP does not appropriate funds, but rather, it functions as a budgeting and planning tool which supports appropriations that are made through adoption of the annual budget. The CIP is updated annually to reflect the latest community priorities, infrastructure master plans, completed projects, updated project cost estimates and available revenue sources.

### Master Plans

Atherton's City Council commissioned a number of Master Plans and studies, starting in FY 2012-13, in order to become well informed on the status of infrastructure needs. These master plans, evaluations and studies are for the following Town-owned facilities:

- Bicycle and Pedestrian Master Plan
- Holbrook-Palmer Park Master Plan
- Civic Center Master Plan
- Storm Drainage Master Plan
- Pavement Management Program Update
- Neighborhood Traffic Management Action Plan
- Street Light Inventory

The purpose of the CIP is to incorporate the results from these Plans, along with other input including resident requests, to identify and describe capital projects that will be of long-term benefit to the residents of Atherton. As such, the programs and projects enclosed in this CIP are dedicated to enhancing accessibility, safety and the built environment throughout the Town by targeting various transportation, drainage, park, and facilities improvements.



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

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The CIP projects were selected based on the following factors:

- Implementation of the Town's General Plan Guidelines
- Town Council and Community direction
- Implementation of accepted and approved Master Plans
- Implementation of Facilities' planning and priorities
- Maintenance needs of roadways and safety of roadway users
- Ability to improve transportation deficiencies
- Drainage facilities improvement needs

The five-year CIP identifies the highest priority capital needs that can be addressed within the available and forecasted revenue. These capital needs are matched to their eligible funding consisting of the previous year's fund balances and five-year revenue projections identified by the Finance department.

### CIP Document Organization

The CIP is organized to serve two primary purposes. First, it describes funding sources and discusses their sources and uses. Next, it provides a description of the planned transportation, drainage, park, and facility capital improvements developed through an examination of the Town's capital needs.

As such this CIP is organized into three parts.

- I. **Introduction:** This provides an overview of the purposes of the Capital Improvement Program.
- II. **Detail of Funding Sources and Revenues:** This section describes the anticipated funding and revenue sources supporting the projects and programs contained in this CIP.
- III. **CIP Project List and Budgeting Schedule:** This section provides a detailed overview of the projects and budgeting of project expenditures in relation to available forecasted funding over the next five years.



**Capital Improvement Program  
Fiscal Years 2022/23 through 2026/2027**

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**Section II:  
Funding Sources  
& Revenues**



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

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### II. FUNDING DESCRIPTIONS

The Town of Atherton's Capital Projects contained in this CIP are financed through a variety of funding and revenue sources. These funding sources may include:

- General Fund
- Gas Tax
- Atherton Channel Fund
- Measure S - Special Parcel Tax
- Measure A
- Measure M
- Measure W

#### **General Fund (Capital Improvement)**

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The General Fund provides funding for the Town's general programs and day-to-day operations. This includes Town management, administration, parks and recreation operations, public works operations, law enforcement, trash hauling, special operational programs, planning, and general Town services. It also includes an annual payment to mitigate accessibility risks from ABAG Plan, the Joint Powers Authority that provides liability insurance.

When accounting for General Fund use, the fund description on the individual project pages shows as Capital Improvement. The General Fund includes the money raised by the local property tax for a given year as well as one-time grant funds received for specific projects and purposes. The intent is to budget annually a certain amount from the General Fund to address Town priorities.



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

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### Measure S (Special Parcel Tax)

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Approved by a 2/3rds vote of Atherton residents in November 2013, Measure S (Special Parcel Tax) is an ordinance that continues the existing Town of Atherton Special Parcel Tax for four years. The most recent parcel tax expired in FY 2017/18. The Special Parcel Tax was not renewed in 2018. There are still residual funds that will be used for authorized capital project infrastructure needs, with available capital improvement funds programmed in FY 2022/23.

The Special Parcel Tax provided funding to maintain police emergency response services, street repair and maintenance, drainage facility repair and maintenance, and other capital improvements. The Special Parcel Tax generated approximately \$1.86 million annually and was divided 20% to Police Services and 80% to capital projects. The sunset of the Special Parcel Tax required the discontinuation of certain programs and projects.

### Measure A

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Measure A is a voter approved half-cent sales tax for countywide transportation projects and programs. In 2009, county voters overwhelmingly approved a reauthorization of Measure A through 2033.

The purpose of these funds are to maintain local streets and roads, repair potholes and sidewalks, develop alternative transportation options such as bicycling and pedestrian programs, and to develop and implement traffic operations and safety projects.

Measure A dollars are distributed on a formula allocation based on population and the number of road-miles. Atherton receives approximately \$370,000 annually through Measure A.

### Measure M

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Approved by voters in November 2010, the Congestion Management Agency for San Mateo County levies a \$10 registration fee on vehicles registered in San Mateo County. This Measure is set to expire in 2035 (25 years).



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

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These funds help to maintain neighborhood streets, fix potholes, provide transportation options, improve traffic circulation, reduce congestion, reduce water pollution from oil and gas runoff, and provide safe routes to schools.

Approximately 50% of Measure M revenues fund Countywide Transportation Programs, and the other 50% is formula-allocated to local agencies. The Town of Atherton receives approximately \$75,000 per year from Measure M.

### Measure W

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Approved by voters in November 2018, Measure W is a half-cent sales tax on qualified retail transactions for use on transportation improvements and maintain affordable transit. This Measure is set to expire in 30 years (2048).

The distribution of funds are shaped by the San Mateo County Congestion Relief Plan. The Plan includes the five (5) following investment categories:

- Countywide Highway Congestion Improvements
- Local safety, pothole and congestion relief improvements
- Bicycle and pedestrian improvements
- Regional Transit Connections
- County public transportation improvements.

Ten percent (10%) of the annual revenue is allocated to the County of San Mateo and the cities of the County for transportation investments using a distribution formula that is based 50% on population and 50% on road miles (adjusted annually). The Town's allocation of the Measure W funds is approximately 1.74% of the City/County distribution, which is projected to be approximately \$145,000. The Town may use Measure W funds for street paving and pothole repair, bicycle/pedestrian safety projects, promoting alternative modes of transportation, planning and implementing traffic and safety projects including signal coordination, and implementing advanced technologies and communications of the roadway system.



## **Capital Improvement Program Fiscal Years 2022/23 through 2026/2027**

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### **Gas Tax**

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Atherton receives a formula allocation of funds based upon population and lane miles. In FY 2022-23, the Town will receive approximately \$207,000 in regular Gas Tax revenues. This amount is augmented with additional revenues from the Road Repair and Accountability Act of 2017 (SB 1). Effective November 1, 2017, the gasoline excise tax was increased 12 cents per gallon and the excise tax on diesel was increased 20 cents per gallon. SB 1 also increased the vehicle registration tax effective January 1, 2018 and an additional vehicle registration tax will be applied to zero emission vehicles effective July 1, 2020. As a result, the total Gas Tax allocations to the Town is expected to be approximately \$365,000 in FY 2022/23. With the proposed funding through the Capital Improvements Program, the Town will be able to achieve the Maintenance of Effort requirements of SB 1 to continue to receive SB1 funds.

### **Atherton Channel Fund**

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Fees collected by the Town to finance drainage and related improvements/ repairs and environmental monitoring for those portions of the Channel for which the Town is responsible.

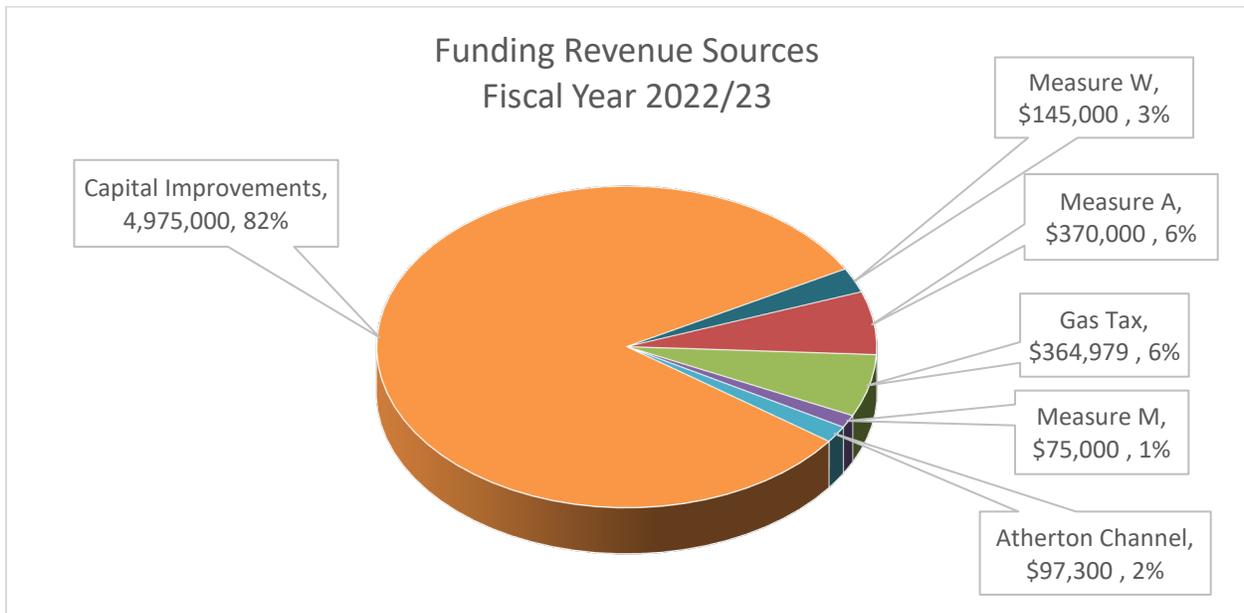


## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

### Fund Sources in FY 2022/23

The sources used to fund the FY 2022/23 capital improvements total approximately \$6.03 million and consist of existing fund balances plus new income. The four major sources of these funds are the General Fund (Capital Improvement), Measure A and Gas Tax. These funds are used to fund bicycle, pedestrian and traffic safety improvements, and road maintenance and drainage projects. These and other capital projects are described in detail in the next section of this CIP.

The chart below depicts this fiscal year's funding sources for the Town's capital improvements.

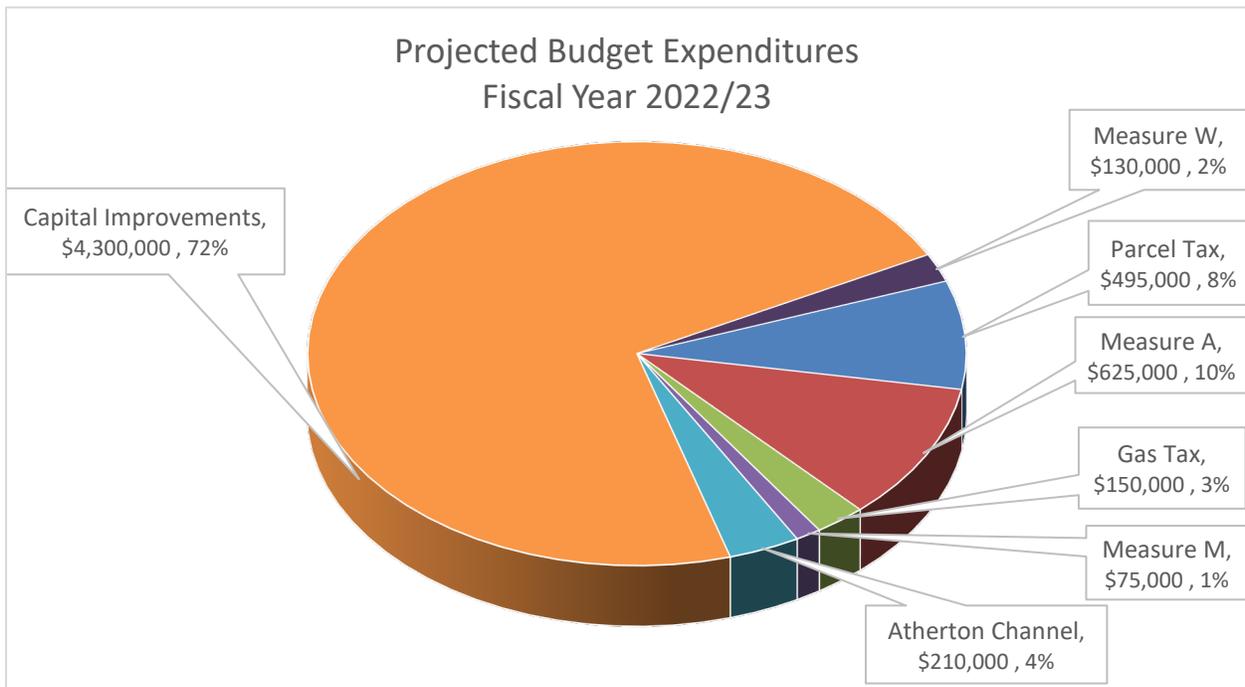




## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

### Capital Program Expenditures for FY 2022/23

For FY 2022/23, the CIP anticipates appropriating approximately \$5.7 million, including prior year fund allocations. The major expenditures planned are for the remodel of the Atherton Station building, Holbrook-Palmer Park, drainage, bicycle, pedestrian and roadway maintenance projects. These project expenditures, in addition to other capital projects are identified in the chart below.





**Capital Improvement Program  
Fiscal Years 2022/23 through 2026/2027**

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**Section III:  
Capital Projects**



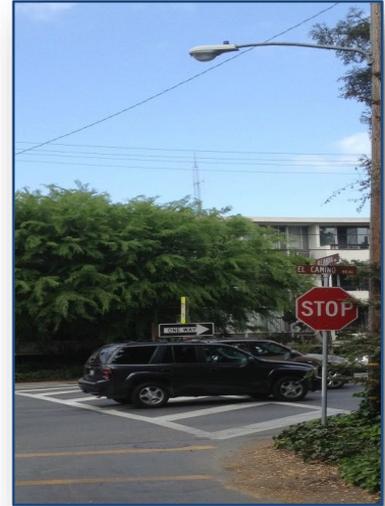
## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

**Project Type:** Streets & Transportation

**Project Name:** Traffic Control Devices Program - #56070

**Project Description:** This program provides ongoing funding for the repair and replacement of regulatory, warning and advisory street signage, striping, cross walks, and markings, necessary to maintain safe and efficient roadways within the Town of Atherton.

This program also provides a funding source to install additional signage identified by staff and/or the Transportation Committee and approved by the City Council, as necessary.



### Funding Plan and Project Costs

Funding Source	22/23	23/24	24/25	25/26	26/27	Totals
Measure A	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
<b>Totals</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$75,000</b>



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

**Project Type:** Streets & Transportation

**Project Name:** Traffic Safety Improvement Program - #56064

**Project Description:** This program provides funding for data collection and studies such as engineering technical reports, traffic counts, speed surveys, and traffic signal warrant studies. It also funds traffic control measures and roadway improvements to improve vehicular, bicycle and pedestrian safety items such as fixed solar powered radar speed indicators, and flashing LED pedestrian activated crossing signs. Priority projects include:

- Alameda de las Pulgas Safety Improvements – estimate \$600,000 (FY 2022/23), \$1,850,000 (FY 2023/24), including \$2,000,000 Federal grant
- Purchase three fixed solar powered radar speed indicators estimate – \$15,000 (FY 2022/23)
- Traffic Counts and Speed Surveys

### Funding Plan and Project Costs

Funding Source	22/23	23/24	24/25	25/26	26/27	Totals
Capital Improvements	\$450,000	\$1,850,000	\$0	\$0	\$0	<b>\$2,300,000</b>
Measure A	\$175,000	\$25,000	\$25,000	\$25,000	\$25,000	<b>\$275,000</b>
Measure M	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	<b>\$75,000</b>
<b>Totals</b>	<b>\$640,000</b>	<b>\$1,890,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$2,650,000</b>





## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

**Project Type:** Streets & Transportation

**Project Name:** Bicycle & Pedestrian Master Plan Implementation Program - #56059

**Project Description:** The Town's Bicycle and Pedestrian Master Plan was accepted by the Council in November of 2014. The Master Plan identifies priority Bicycle and Pedestrian improvement projects throughout Town. This program funds improvements to the routes as identified in the Master Plan.



Priority projects include:

- Identify opportunities to improve safety and awareness on heavily used routes servicing schools and parks
- Seek grant funding and partnership opportunities to implement improvements identified in the Town of Atherton Bicycle and Pedestrian Master Plan – estimate \$25,000 (FY 2022/23)
- Refresh of Class III Bikeway pavement markings – estimate \$100,000 (FY 2022/23)
- Watkins Avenue Pedestrian Improvements, Middlefield Road to McCormick Lane – estimate \$100,000 (FY 2022/23)
- Selby Lane bicycle lane improvements – estimate \$250,000 (FY 2022/23), \$1,150,000 (FY 2023/24)
- Fair Oaks Lane at Lloyden drive Pedestrian Improvements – estimate \$175,000 (FY 2022/23)

Funding Source	22/23	23/24	24/25	25/26	26/27	Totals
Capital Improvements	\$450,000	\$1,150,000	\$500,000	\$500,000	\$1,000,000	<b>\$3,600,000</b>
Measure A Fund	\$200,000	\$25,000	\$25,000	\$25,000	\$25,000	<b>\$300,000</b>
<b>Totals</b>	<b>\$650,000</b>	<b>\$1,175,000</b>	<b>\$525,000</b>	<b>\$525,000</b>	<b>\$1,025,000</b>	<b>\$3,900,000</b>



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

**Project Type:** Streets & Transportation

**Project Name:** Road Maintenance Program - #56003

**Project Description:** This is an annual program combining patching, sealing and overlays to maintain roads in a cost-effective manner. Every two years, an engineering survey of pavement condition is performed by independent assessors, who determine a pavement condition index (PCI) and also recommends specific maintenance strategies for each road. Staff analyzes the data, conducts physical inspections, and recommends an annual program to cost-effectively maintain roads. The funds proposed for this program have been increased with the approval of SB-1, and allocation of Capital improvement funds to \$1,500,000 for FY 2022/23. Funds associated with the Roadway Maintenance and Rehabilitation Account (RMRA) approved through SB-1 in 2017 are subject to maintenance of effort requirements which is supported by the proposed Capital Improvement funds in the current and future years.



The streets are to be determined based on their PCI index listing when it comes out in November along with visual assessments and other priorities. Special attention will be paid the Town's roadside drainage systems to ensure that the edges of pavement do not create situations that could be hazardous to pedestrians or impede drainage.

- Two-inch grind and overlay (on various streets throughout Town) - \$875,000
- Maintenance Dig-outs (on various streets throughout Town) - \$250,000
- Cape Seal/Slurry Seal (on various streets throughout Town) - \$375,000



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

### Funding Plan and Project Costs

Funding Source	22/23	23/24	24/25	25/26	26/27	Totals
Special Parcel Tax	\$245,000	\$0	\$0	\$0	\$0	<b>\$245,000</b>
Capital Improvement	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	<b>\$4,200,000</b>
Measure A	\$75,000	\$280,000	\$250,000	\$250,000	\$250,000	<b>\$1,105,000</b>
Gas Tax	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	<b>\$750,000</b>
Measure M	\$60,000	\$60,000	\$75,000	\$75,000	\$75,000	<b>\$345,000</b>
Measure W	\$130,000	\$140,000	\$140,000	\$140,000	\$140,000	<b>\$690,000</b>
<b>Totals</b>	<b>\$1,500,000</b>	<b>\$1,470,000</b>	<b>\$1,455,000</b>	<b>\$1,455,000</b>	<b>\$1,455,000</b>	<b>\$7,335,000</b>



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

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**Project Type:** Streets & Transportation

**Project Type:** Streets and Transportation

**Project Name:** Neighborhood Traffic Management Program - #56078

**Project Description:** This is a new program in support of the Neighborhood Traffic Management Program (NTMP). The NTMP is designed to respond to concerns regarding increasing traffic volumes and vehicular speeds in residential neighborhoods. The NTMP is presently making its way through the Transportation Committee and will be presented to the City Council for adoption as a blueprint for addressing neighborhood traffic concerns.

The NTMP provides a framework for the selection, application, and implementation of traffic calming improvement measures in the Town of Atherton. The NTMP provides a systematic framework for handling neighborhood traffic requests to ensure equitable and effective solutions. The NTMP represents the Town of Atherton's commitment to enhance the safety and livability of residential neighborhoods.

This program provides funding for improvements on neighborhood streets that meet program qualifying criteria and have demonstrated support of affected residences under the proposed policy document.

The Town has approved the initial projects in its Neighborhood Traffic Management Action Plan. This program provides funding to initiate implementation of the traffic calming pilot projects identified through the Plan. Funding for FY 2022/23 includes carryover funds from FY 2021/22.





## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

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### Funding Plan and Project Costs

Funding Source	22/23	23/24	24/25	25/26	26/27	Totals
Measure A	\$160,000	\$40,000	\$10,000	\$10,000	\$10,000	<b>\$230,000</b>
<b>Totals</b>	<b>\$160,000</b>	<b>\$40,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$230,000</b>



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

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**Project Type:** Drainage

**Project Name:** Drainage Improvements Program - #56034

**Project Description:** In FY 2013-14, the City Council approved an update the Town's Drainage Master Plan. The Master Plan identified Tier 1 projects, those with the highest need based on improving safety, reducing flooding, and mitigating environmental degradation as all being in the upper reach of the Atherton Channel.

Projects that are identified as the Town's responsibility will be assessed for deficiencies. Funding in the first year of the CIP is proposed for engineering and surveying to identify areas of responsibility, followed by design of high-priority improvements, and required environmental permitting. This process typically takes a year or more to complete. Future years include funding for project construction but are merely placeholder amounts for fiscal planning.

This program also includes the implementation of a Green Infrastructure Plan and as otherwise required by the Municipal Regional Stormwater Permit issued by the Regional Water Quality Control Board. Green infrastructure improvements would include: required stormwater treatment measures associated with the Selby Lane Bicycle Lanes Project, roadway improvements, and potentially on Lloyd Drive (at Fair Oaks) and on Polhemus Avenue as identified in the Green Infrastructure Master Plan.

Funding for the following improvements is estimated at:

- Atherton Channel Assessment and Relining Upstream of Alameda de las Pulgas – estimate \$400,000 (FY 2022/23), \$2,400,000 (FY 2023/24)
- Green Infrastructure Plan Implementation – estimate \$300,000 (FY 2022/23), including \$100,000 carryover from FY2021/2022
- Evaluation of the Stockbridge Avenue, Selby Lane, and Almendral Avenue intersections with El Camino Real
- Projects Not Budgeted but Planned for Future Years
  - Task 1C: Replacement of failed culverts; Euclid, Polhemus, Camino al Lago, Stockbridge and Carolina, Serrano, and Shearer intersection regrades, install new swales and berms.
  - Task 2: Relining side slopes and bottom of Atherton Channel downstream of Alameda de las Pulgas.



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

### Funding Plan and Project Costs

Funding Source	22/23	23/24	24/25	25/26	26/27	Totals
Special Parcel Tax	\$250,000					\$250,000
Atherton Channel	\$200,000	\$200,000	\$100,000	\$50,000	\$50,000	\$600,000
Capital Improvement Projects	\$400,000	\$2,400,000	\$450,000	\$450,000	\$450,000	\$4,150,000
<b>Totals</b>	<b>\$850,000</b>	<b>\$2,600,000</b>	<b>\$550,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$5,000,000</b>



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

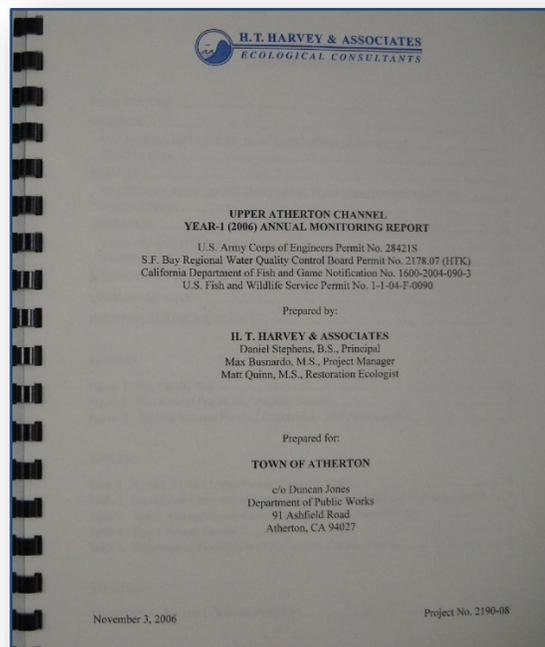
**Project Type:** Drainage

**Project Name:** Upper Atherton Channel Monitoring - #56037

**Project Description:** The Upper Atherton Channel Phase 2 project was completed in December 2011. As part of the permit requirements, a 10-year monitoring period was required to assess the health and habitat for the red-legged frog population and plants installed to provide an adequate frog habitat. The completion of the Belbrook Culvert Repair and Slope Stabilization project required a 5-year monitoring period for plant establishment. It is anticipated that additional monitoring will be required as the Atherton Channel and associated drainage is improved.

### Funding Plan and Project Costs

Funding Source	22/23	23/24	24/25	25/26	26/27	Totals
Atherton Channel	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
<b>Totals</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>





## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

**Project Type:** Town Buildings, Park and Facilities

**Project Name:** Accessibility Improvements Program - #56060

**Project Description:** Title 28 of the Code of Federal Regulations (CFR) Part 35.150 requires public entities to make each of its existing facilities accessible to and usable by individuals with disabilities. The Town performs a required annual evaluation of facilities to identify areas that need to be improved.

The Accessibility Improvements Program provides funding to design and implement improvements necessary to correct deficiencies identified as part of the evaluation process. Sample improvements may include projects such as installation of new ADA compliant sidewalk ramps and access improvements to and within Town owned and operated facilities.

### Funding Plan and Project Costs

Funding Source	22/23	23/24	24/25	25/26	26/27	Totals
Capital Improvement Projects	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
<b>Totals</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>





## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

**Project Type:** Town Buildings, Park and Facilities

**Project Name:** Civic Center Master Plan Implementation Program - #54015

**Project Description:** City Council selected WRNS Studio LLP to design a new Civic Center consisting of Administration, Police, and Community Services, a Library, Town Green, site improvements and improved circulation. The primary Civic Center Project is funded by Donations and Building Capital Funds. Funding from the Capital Improvements Fund is for identified projects not a part of the primary Project to include the SFPUC water line and improvements to the corporation yard. The construction contract for the project has been awarded and construction began in September 2019.

This program also includes the improvement of the former Atherton Train Station building and grounds for integration into the new Civic Center. Capital Improvement Projects funding listed is associated with grant funds from the Joint Powers Board (Caltrain)/San Mateo County Transportation Authority (Measure A - Caltrain).





## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

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### Funding Plan and Project Costs

Funding Source	22/23	23/24	24/25	25/26	26/27	Totals
Capital Improvement Projects	\$450,000	\$0	\$0	\$0	\$0	\$450,000
<b>Totals</b>	<b>\$450,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>



## Capital Improvement Program Fiscal Years 2022/23 through 2026/2027

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**Project Type:** Town Buildings, Park and Facilities

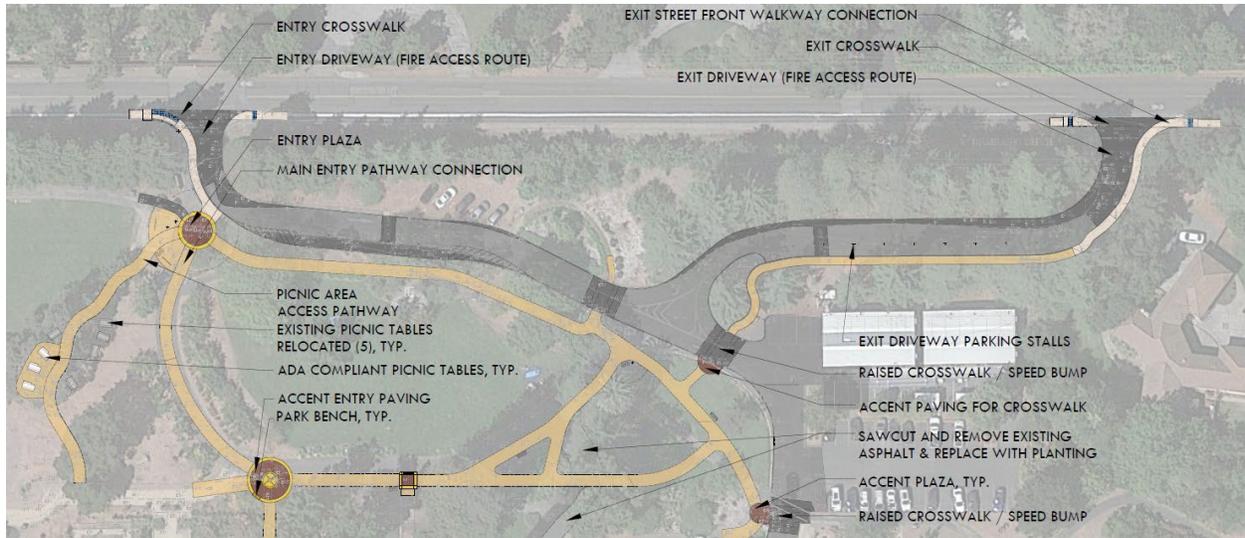
**Project Name:** Park Master Plan Implementation Program - #56063

**Project Description:** The Holbrook-Palmer Park Improvements Program is designed to implement a number of the proposed projects from the 2015 Park Facilities Master plan update, as recommended by the Park and Recreation Committee and approved by the Atherton City Council. The Park Master plan improvements, which began in FY 2015-16, has the following projects as priorities in the five-year outlook:

- Park Circulation and Pedestrian Circulation improvements – Construct the Park entrance including the entry and exit driveways, pedestrian entry and exit pathways, Main House loop, DG pathways, focal point plaza spaces, and crosswalks. estimate \$1,050,000, carried over from FY 2021/22. Project funding includes anticipated grant funding from the County of Santa Clara (Stanford Mitigation Grant Funds) and from the State of California Department of Parks and Recreation (Prop 68 - Per Capita Program).
- Fencing Improvements along Watkins Avenue – estimate \$200,000 (FY 2022/23)
- Parking Lot Repairs – estimate \$350,000 (FY 2022/23)
- General assessment and miscellaneous repairs – estimate \$100,000 (FY 2022/23)
- Projects Planned but not budgeted for Future Years
  - Create accessible seating along edge of lawn, provide compacted aggregate pad under picnic tables and purchase new site furnishing and signage for the park – estimate \$60,000
  - Amphitheater Construction – estimate \$150,000



# Capital Improvement Program Fiscal Years 2022/23 through 2026/2027



## Funding Plan and Project Costs

Funding Source	22/23	23/24	24/25	25/26	26/27	Totals
Capital Improvement Projects	\$1,700,000	\$0	\$150,000	\$150,000	\$150,000	\$2,150,000
<b>Totals</b>	<b>\$1,700,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$2,150,000</b>

Appendix Follows on Next Page

Appendix A  
 AUTHORIZED POSITIONS BY DEPARTMENT

	2007-08 Authorized	2008-09 Authorized	2009-10 Authorized	2010-11 Authorized	2011-12 Authorized	2012-13 Authorized	2013-14 Authorized	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Authorized	2022-23 Authorized
<b>Administration</b>																
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy CM/City Clerk											1.00	1.00	1.00	1.00	1.00	1.00
City Clerk/Assistant to CM	1.00					1.00	1.00	1.00	1.00	1.00						
Assistant City Manager		1.00	1.00	1.00												
Office Assistant		0.75														
Office Specialist	1.00	1.00	1.00	1.00	0.50	1.00	1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00
Deputy City Clerk/Office Specialist											1.00					
Assistant to City Manager	1.00															
Executive Assistant/Deputy City Clerk Intern		1.00	1.00	1.00	1.00											
<b>Total Admin</b>	<b>4.00</b>	<b>4.75</b>	<b>4.00</b>	<b>4.00</b>	<b>2.50</b>	<b>3.00</b>										
<b>Finance</b>																
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00														
Financial Services Manager					1.00											
Accountant			1.00	1.00	1.00	1.00	1.00	1.00	1.00				1.00	1.00	1.00	1.00
Jr. Accountant										1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Technician	1.00	0.60	0.60	0.60		1.00	1.00	1.00	1.00	1.00	1.00	1.00				
<b>Total Finance</b>	<b>3.00</b>	<b>2.60</b>	<b>2.60</b>	<b>2.60</b>	<b>3.00</b>											
<b>Building</b>																
Town Arborist/Park Manager									0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Building Official	1.00	1.00	1.00	1.00												
Sr. Bldg Inspector/Plan Reviewer	1.00	1.00	1.00	1.00												
Bldg Inspector/Plan Reviewer	2.00	2.00	2.00	2.00												
Town Arborist/PW Technician	1.00	1.00	1.00	1.00												
Office Specialist	1.00	1.00	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Permit Technician	1.00	1.00	1.00	1.00												
Contract Plan Reviewer	1.00															
<b>Total Building</b>	<b>8.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>1.00</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>1.00</b>							
<b>Police</b>																
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Commander										1.00	1.00	1.00	1.00	1.00	1.00	1.00
Captain																
Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00							
Sergeant	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Police Officer	15.00	14.00	13.00	10.00	12.00	12.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00
Administrative Assistant Executive	0.50	0.75	0.75	-												
Assistant/Training Mgr				1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Communications Supervisor	1.00	1.00	1.00	1.00	1.00										1.00	1.00
Support Services Coordinator/Dispatcher													1.00	1.00	1.00	1.00
Community Service/Code Enforce									1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Code Enforce/Dispatch Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			1.00	1.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00				
Dispatcher/Records Assistant	4.00	4.00	3.00	3.00	3.00	4.00	4.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00	4.00	4.00
<b>Total Police</b>	<b>28.50</b>	<b>27.75</b>	<b>25.75</b>	<b>23.00</b>	<b>25.00</b>	<b>25.00</b>	<b>27.00</b>	<b>27.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>30.00</b>	<b>30.00</b>
<b>Public Works</b>																
Town Arborist/Park Manager									0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Public Works Director	1.00	1.00	1.00	1.00	1.00							1.00	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00					
Senior Engineer/Maintenance Mgr	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Park Program Manager	1.00	1.00	1.00	1.00												
Office Specialist	1.00	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
PW Maintenance Supervisor	2.00	2.00	2.00	2.00												
PW Maintenance Worker I/II	4.00	4.00	4.00	4.00												
<b>Total Public Works</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>3.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>3.00</b>							
<b>Grand Total</b>	<b>54.50</b>	<b>53.10</b>	<b>50.35</b>	<b>47.60</b>	<b>35.00</b>	<b>34.00</b>	<b>36.00</b>	<b>36.00</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>	<b>40.00</b>	<b>40.00</b>

**RESOLUTION NO. 22-xx**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
TOWN OF ATHERTON APPROVING FISCAL YEAR  
2022-2023 SALARY SCHEDULES AND  
CLASSIFICATIONS**

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**WHEREAS,** according to the California Code of Regulations (CCR) section 570.5 sets the requirements for a Publicly Available Pay Schedule and,

**WHEREAS,** this regulation requires that each pay schedule include position title for every employee position, pay rate for each position, and time base for each position; and

**WHEREAS,** the formal approval of the pay schedules requires that they are duly approved and adopted by the City Council, such as CCR 570.5 regulation requires the adoption of the Salary Schedules for Fiscal Years 2022-23, incorporated in "Exhibit A" attached hereto.

**WHEREAS,** the 2022-23 Proposed Budget reflects the Salary Schedule and Classifications in "Exhibit A"

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton does hereby approve the Salary Schedules attached hereto as Exhibit "A".

PASSED AND ADOPTED at a meeting of the City Council of the Town of Atherton held on the 15th day of June, 2022 by the following vote:

AYES:            Council members:  
NOES:            Council members:  
ABSENT:        Council members:

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Rick DeGolia, MAYOR  
Town of Atherton

ATTEST:

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Anthony Suber, City Clerk

APPROVED AS TO FORM:

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Mona Ebrahimi, City Attorney

TOWN OF ATHERTON

Salary Schedule

FY 2022-2023

Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>CM Rate effective 7/01/2021</b>									
City Manager	Management/Misc	City Manager	12	1100	D	117.61	9,408.58	20,385.25	244,623.00
<b>Dept Head Rate Effective 07/01/2022</b>									
Department Heads	Management/Misc	Finance Director	18	1104	A	92.21	7,377.16	15,983.86	191,806.28
					B	96.82	7,745.85	16,782.68	201,392.15
					C	101.66	8,132.77	17,621.01	211,452.13
					D	106.75	8,539.64	18,502.55	222,030.66
Department Heads	Management/Sworn	Chief of Police	40	1105	A	98.38	7,870.77	17,053.35	204,640.15
					B	103.31	8,264.57	17,906.58	214,878.95
					C	108.47	8,677.54	18,801.34	225,616.10
					D	113.89	9,111.43	19,741.42	236,897.06
		Chief of Police	40	1105	A	86.85	6,947.69	15,053.34	180,640.07
		Housing Reduction Salary			B	91.77	7,341.49	15,906.57	190,878.87
					C	96.93	7,754.46	16,801.34	201,616.02
					D	102.35	8,188.35	17,741.41	212,896.98
Department Heads	Management/Misc	City Clerk/Deputy City Manager	12		A	74.52	5,961.84	12,917.32	155,007.83
					B	78.25	6,259.84	13,563.00	162,755.95
					C	82.16	6,572.95	14,241.40	170,896.77
					D	86.26	6,901.16	14,952.52	179,430.28
Department Heads	Management/Misc	Public Works Director/City Engineer	50		A	91.89	7,351.03	15,927.24	191,126.86
					B	96.48	7,718.58	16,723.59	200,683.06
					C	101.31	8,104.51	17,559.77	210,717.28
					D	106.37	8,509.74	18,437.77	221,253.18
<b>Mid Mgmt Rate Effective 07/01/2022</b>									
Mid-Management	Management/Misc	Commander	40	2204	A	86.74	6,939.50	15,035.59	180,427.05
					B	91.08	7,286.45	15,787.30	189,447.62
					C	95.63	7,650.29	16,575.62	198,907.45
					D	100.40	8,032.23	17,403.16	208,837.92
Mid-Management	Management/Misc	Senior Engineer/Maintenance Manager	50		A	67.95	5,435.90	11,777.77	141,333.29
					B	71.35	5,707.69	12,366.67	148,399.98
					C	74.91	5,993.07	12,984.99	155,819.89
					D	78.66	6,292.73	13,634.24	163,610.89
Mid-Management	Management/Misc	Town Arborist/Parks Manager	25/50		A	61.61	4,928.75	10,678.96	128,147.46
					B	64.69	5,175.18	11,212.90	134,554.75
					C	67.92	5,433.95	11,773.55	141,282.59
					D	71.32	5,705.64	12,362.22	148,346.65

TOWN OF ATHERTON									
Salary Schedule									
FY 2022-2023									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>General Gov Rate Effective 07/01/2022</b>									
Confidential	Confidential/Misc	Jr. Accountant	18		A	44.45	3,556.38	7,705.49	92,465.86
					B	46.44	3,715.36	8,049.96	96,599.49
					C	48.76	3,901.13	8,452.46	101,429.46
					D	51.21	4,096.59	8,875.94	106,511.30
Confidential	Confidential/Misc	Accountant	18		A	51.26	4,100.58	8,884.58	106,615.02
					B	53.82	4,305.72	9,329.06	111,948.73
					C	56.51	4,521.12	9,795.76	117,549.13
					D	59.33	4,746.78	10,284.68	123,416.21
Confidential	Confidential/Misc	Assistant to Chief/Training Manager	40		A	46.37	3,709.76	8,037.82	96,453.89
					B	48.69	3,895.25	8,439.72	101,276.58
					C	51.13	4,090.02	8,861.70	106,340.41
					D	53.68	4,294.52	9,304.79	111,657.44
<b>General Gov Rate Effective 07/01/2022</b>									
General Government	General Gov/Misc	Office Specialist	"12/25/50	3304	A	34.55	2,763.73	5,988.08	71,856.98
					B	36.28	2,902.20	6,288.10	75,457.24
					C	38.09	3,047.51	6,602.94	79,235.28
					D	40.00	3,199.66	6,932.59	83,191.12
General Government	General Gov/Misc	Town Arborist/Public Works Specialist	25	3306	A	53.34	4,267.54	9,246.34	110,956.07
					B	56.01	4,480.66	9,708.10	116,497.20
					C	58.81	4,704.61	10,193.32	122,319.84
					D	61.75	4,939.95	10,703.23	128,438.80

TOWN OF ATHERTON

Salary Schedule

FY 2022-2023

Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>Police/APOA Rate Effective 07/01/2022</b>									
Police-Civilian/APOA	Police/Misc	Support Service Coordinator/Dispatcher	40	4401	A	41.25	3,299.64	7,149.23	85,791
	80 hours shift				B	43.31	3,464.63	7,506.69	90,080
					C	45.47	3,637.86	7,882.03	94,584
					D	47.75	3,819.75	8,276.13	99,314
					E	50.13	4,010.74	8,689.93	104,279
Police-Civilian/APOA	Police/Misc	Support Service Coordinator/Dispatcher	40	4402	A	41.25	3,464.63	7,506.69	90,080
	84 hours shift				B	43.31	3,637.86	7,882.03	94,584
					C	45.47	3,819.75	8,276.13	99,314
					D	47.75	4,010.74	8,689.93	104,279
					E	50.13	4,211.28	9,124.43	109,493
Police-Civilian/APOA	Police/Misc	Code Enforcement	40	4401	A	40.91	3,272.77	7,091.01	85,092
	80 hours shift	(new Position 02/17/2015)			B	42.96	3,436.41	7,445.56	89,347
					C	45.10	3,608.23	7,817.84	93,814
					D	47.36	3,788.64	8,208.73	98,505
					E	49.73	3,978.08	8,619.16	103,430
Police-Civilian/APOA	Police/Misc	Code Enforcement	40	4402	A	40.91	3,436.41	7,445.56	89,347
	84 hours shift	(new Position 02/17/2015)			B	42.96	3,608.23	7,817.84	93,814
					C	45.10	3,788.64	8,208.73	98,505
					D	47.36	3,978.08	8,619.16	103,430
					E	49.73	4,176.98	9,050.12	108,601
Police-Civilian/APOA	Police/Misc	Code Enforcement/Dispatcher Hybrid			A	41.13	3,290.35	7,129.08	85,549
	80 hours shift	(new Position 07/1/2021)			B	43.19	3,454.86	7,485.54	89,826
					C	45.35	3,627.61	7,859.81	94,318
					D	47.61	3,808.99	8,252.80	99,034
					E	49.99	3,999.44	8,665.44	103,985
Police-Civilian/APOA	Police/Misc	Code Enforcement/Dispatcher Hybrid			A	41.13	3,454.86	7,485.54	89,826
	84 hours shift	(new Position 07/1/2021)			B	43.19	3,627.61	7,859.81	94,318
					C	45.35	3,808.99	8,252.80	99,034
					D	47.61	3,999.44	8,665.44	103,985
					E	49.99	4,199.41	9,098.71	109,185

TOWN OF ATHERTON									
Salary Schedule									
FY 2022-2023									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
Police-Civilian/APOA	Police/Misc 80 hours shift	Communication Supervisor (new Position 07/1/2021)			A	54.89	4,390.86	9,513.52	114,162
					B	57.63	4,610.40	9,989.20	119,870
					C	60.51	4,840.92	10,488.66	125,864
					D	63.54	5,082.97	11,013.09	132,157
					E	66.71	5,337.11	11,563.75	138,765
Police-Civilian/APOA	Police/Misc 84 hours shift	Communication Supervisor (new Position 07/1/2021)			A	54.89	4,610.40	9,989.20	119,870
					B	57.63	4,840.92	10,488.66	125,864
					C	60.51	5,082.97	11,013.09	132,157
					D	63.54	5,337.11	11,563.75	138,765
					E	66.71	5,603.97	12,141.94	145,703
Police-Civilian/APOA	Police/Misc 80 hours shift	Dispatcher/Records assistant	40	4405	A	43.42	3,473.31	7,525.51	90,306
					B	45.59	3,646.98	7,901.78	94,821
					C	47.87	3,829.32	8,296.87	99,562
					D	50.26	4,020.79	8,711.71	104,541
					E	52.77	4,221.83	9,147.30	109,768
Police- Per-Diem	80 hours shift	Per-Diem Dispatcher	40		A	43.42	3,473.31	7,525.51	90,306
					B	45.59	3,646.98	7,901.78	94,821
					C	47.87	3,829.32	8,296.87	99,562
					D	50.26	4,020.79	8,711.71	104,541
					E	52.77	4,221.83	9,147.30	109,768
Police-Civilian	Police/Misc	Police Trainee	40	4406	D	48.31	3,865.01	8,374.18	100,490
Police-Civilian/APOA	Police/Misc 84 hours shift	Dispatcher/Records assistant	40	4405	A	43.42	3,646.98	7,901.78	94,821
					B	45.59	3,829.32	8,296.87	99,562
					C	47.87	4,020.79	8,711.71	104,541
					D	50.26	4,221.83	9,147.30	109,768
					E	52.77	4,432.92	9,604.66	115,256

TOWN OF ATHERTON									
Salary Schedule									
FY 2022-2023									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>Police/APOA Rate Effective 07/01/2022</b>									
Police-Sworn/APOA	Police/Sworn/84	Police Officer	40	5505	A	52.36	4,398.57	9,530.23	114,363
	84 hours shift				B	54.98	4,618.49	10,006.74	120,081
					C	57.73	4,849.42	10,507.08	126,085
					D	60.62	5,091.89	11,032.43	132,389
					E	63.65	5,346.48	11,584.05	139,009
Police-Sworn/APOA	Police/Sworn/84	Police Sergeant	40	5520	A	63.71	5,352.03	11,596.07	139,153
	84 hours shift				B	66.90	5,619.63	12,175.87	146,110
					C	70.25	5,900.61	12,784.66	153,416
					D	73.76	6,195.64	13,423.90	161,087
					E	77.45	6,505.43	14,095.09	169,141
Police-Sworn/APOA	Police/Sworn/80	Police Officer	40	5506	A	52.36	4,189.11	9,076.41	108,917
	80 hours shift				B	54.98	4,398.57	9,530.23	114,363
					C	57.73	4,618.49	10,006.74	120,081
					D	60.62	4,849.42	10,507.08	126,085
					E	63.65	5,091.89	11,032.43	132,389
Police-Sworn/APOA	Police/Sworn/80	Police Sergeant	40	5528	A	63.71	5,097.17	11,043.87	132,526
	80 hours shift				B	66.90	5,352.03	11,596.07	139,153
					C	70.25	5,619.63	12,175.87	146,110
					D	73.76	5,900.61	12,784.66	153,416
					E	77.45	6,195.64	13,423.90	161,087
<b>Rate Effective 07/01/22</b>									
Police-Sworn	Police/Sworn/84	Police Reserve	40		A	52.36	4,398.57	9,530.23	114,362.73
					B	54.98	4,618.49	10,006.74	120,080.86
					C	57.73	4,849.42	10,507.08	126,084.91
					D	60.62	5,091.89	11,032.43	132,389.15
					E	63.65	5,346.48	11,584.05	139,008.61

**Appendix-C**

Appropriation spending limit (Gann Limit)

**RESOLUTION NO.  
A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF  
ATHERTON ESTABLISHING THE APPROPRIATIONS LIMIT  
FOR FISCAL YEAR 2022-2023 PURSUANT TO ARTICLE X111 B OF  
THE CALIFORNIA CONSTITUTION**

**WHEREAS**, Article XIII B of the Constitution of the State of California provides that the total annual appropriations limitation of each government entity, including this Town, shall not exceed the appropriations limit of such entity of government for the prior year adjusted for certain changes mandated by Proposition 4 passed in November, 1979 and Proposition 111 passed in June, 1990, except as otherwise provided for in said Article XIII B and implementing State statutes; and

**WHEREAS**, pursuant to Article X111 B, and Section 7900 et seq of the California Government Code, the Town is required to set its appropriations limit for each fiscal year; and

**WHEREAS**, the Finance Director of the Town of Atherton has conducted the necessary analysis and calculations to determine the appropriations limit for Fiscal Year 2022-23, relying on the permanent Fiscal Year 1993-94 limit approved by the voters on November 3, 1994, and the following two adjustment factors: change in population for the County of San Mateo or Atherton, whichever is higher, and change in cost of living as provided by the State of California, Department of Finance; and

**WHEREAS**, based on such calculations, the Finance Director has determined the said appropriations limit, and pursuant to Section 7910 of the Government Code, has made available to the public the documentation used in the determination of the limit.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the Town of Atherton that the new appropriations limit for the Fiscal Year 2022-23 shall be and is hereby set in the amount of **\$16,027,165** and its calculations as set forth in Attachment 1, copy of which is attached hereto.

\* \* \* \* \*

*I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 15<sup>th</sup> day of June, 2022, by the following vote:*

*Appendix C*

*AYES: Council Members:*

*NOES: Council Members:*

*ABSENT: Council Members:*

*ABSTAIN: Council Members:*

---

Rick DeGolia, MAYOR

Town of Atherton

ATTEST:

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Anthony Suber, City Clerk

APPROVED AS TO FORM:

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Mona Ebrahimi, City Attorney

## Appendix-C

## APPROPRIATIONS SPENDING LIMIT (GANN LIMIT)

**Town of Atherton**  
**APPROPRIATIONS SPENDING LIMIT**  
**Prop 4 - Gann Limit FY 2022-2023**

Schedule 1: Calculation of Spending Limit

Last Year's Limit (FY 2021-22)	15,040,431
Prior Year Parcel Tax Adjustment	
Adjusted Last Year's Limit (FY 2020-21)	15,040,431

## Adjustment Factors:

A. Population (County)	0.9908
C. Inflation	1.0755
A times C	1.07

Total Adjustment (Percent)	0.0656
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Total Adjustment (Dollars)	986,733
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## Other Adjustments:

Parcel Tax Adjustment (+)	
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New Appropriation Limit for Fiscal Year 2022-23	16,027,165
-------------------------------------------------	------------

Schedule 2: Appropriations Compared to Limit

Proceeds from Taxes	(Fm Schedule 3)	14,880,446
---------------------	-----------------	------------

Appropriations Subject to Limit FY 2022-23	14,880,446
--------------------------------------------	------------

Appropriations Limit for FY 2022-23	<b>16,027,165</b>
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Amount under Appropriations Limit	1,146,718
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Schedule 3: Determination of Proceeds of Taxes

## Per Budget for FY 2022-23

	Proceeds of Taxes	Non- Proceeds	Total
Revenues			
Property Tax	14,279,158		14,279,158
Sales Tax	195,000		195,000
Public Safety Sales Tax		100,000	100,000
Parcel Tax			-
County Measure A	370,000		370,000
Business License	268,000		268,000
Motor Vehicle License Fee			-
Homeowners Exemption	37,400		37,400
Franchise Fees		1,005,000	1,005,000
Development Fees/Permits		2,665,300	2,665,300
Fines & Forfeiture		42,000	42,000
Fees for Services		176,800	176,800
Rentals		163,008	163,008
Miscellaneous		519,640	519,640
	15,149,558	4,671,748	19,821,306
Interest Income	100,888	31,112	132,000
Reduction for CIP	(370,000)		
<b>Total</b>	<b>14,880,446</b>	<b>4,702,860</b>	<b>19,953,306</b>



SECTION G  
Appendix D

BUDGET RESOLUTION

Town of Atherton

*ABSENT:*  
*ABSTAIN:*

*Council Members:*  
*Council Members:*

---

Rick DeGolia, MAYOR  
Town of Atherton

ATTEST:

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Anthony Suber, City Clerk

APPROVED AS TO FORM

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Mona Ebrahimi, City Attorney

Resolution No.

Adopted June 15, 2022  
Appendix D Page 2 of 5

**EXHIBIT "A"**

THE CITY COUNCIL OF THE TOWN OF ATHERTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1: That an Appropriation-Expenditure Budgeting System entitled Expenditure Control Budget (ECB) is hereby adopted. The system consists of:

- Present Personnel Policies, Procedures, and Memorandum of Understanding, including salary schedules and benefits, except as hereinafter changed by resolution or ordinance of the City Council.
- The Expenditure Control Budget will show overall General Fund and other funds and/or departments.
- This system will apply to Operating and Capital Budget Expenditures as intended for use in Fiscal Year 2022-2023.
- All CIP encumbered expenditures from the Fiscal Year 2021-2022 Adopted/Revised Budget shall be carried forward and re-appropriated in Fiscal Year 2022-2023. Said encumbered expenditures to be re-appropriated in Fiscal Year 2022-2023 must be initiated by the Public Works Director, recommended by the Finance Director, and approved by the City Manager.
- Capital Project Commitments: Capital projects for which funds are appropriated in the budget year shall have those funds restricted for use for that project. Such appropriations will continue to be valid in subsequent fiscal years until the project is completed or the Council takes subsequent action to de-appropriate all or part of the funds originally restricted. If a capital project requires an additional appropriation, then City Council approval shall be required.
- General Fund Balance: The balance shall be established in accordance with the Fund Balance Policy for the General Fund as adopted by the City Council.
- The City Manager is authorized to make budget transfers within the same department. Any transfers between departments or funds shall require the approval of City Council.
- Expenditures are budgeted at, and may not legally exceed, the department level for the general fund and the fund level for Special Revenue and Capital Projects Funds. Budgeted amounts shown are as originally adopted, or as amended by the Town Council during the year.
- This budget system assumes existing service levels; Council approval will be required for any significant changes involving increased or decreased service levels.

Resolution No.

Adopted June 15, 2022  
Appendix D Page 3 of 5

- The Finance Department shall be responsible for constant monitoring of the budget and shall establish and implement appropriate control mechanisms necessary for said purpose after consultation with city staff and approval by the City Manager.
- A monthly financial report shall be made available by the Finance Director for each department and/or program and/or capital project.

SECTION G  
Appendix D

BUDGET RESOLUTION

Town of Atherton

Section 2: FY 2022-2023 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

Town of Atherton									
Budget for FY 2022-2023									
	Projected Fund Balance 06/30/22	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer In	Library JPA Est. Advance excess funds	Budgeted Transfer Out/Lease Payment	Lease Payment	ERAF	Projected Fund Balance 06/30/23
<b>General Fund</b>									
101 General Fund	\$ 12,598,872	\$ 19,583,306	\$ 17,729,676			\$ (3,340,000)	\$ (861,000)	\$ 2,316,000	\$ 12,567,502
<b>Special Revenue Funds</b>									
105 Tennis Fund	101,325	58,900	117,500	-					42,725
209 Police (COPS) Grant	-	155,146	155,146						-
213 Library Fund	1,775,262	274,000	548,909						1,500,353
215 Evan Creative Design	-	-	-						-
Total Special Revenue	1,876,587	488,046	821,555	-	-	-			1,543,078
<b>Capital Project Funds</b>									
201 Special Tax	495,331	-	495,000						331
202 Measure A	559,830	370,000	625,000						304,830
203 Gas Tax	221,800	364,979	300,000						286,779
204 Measure M	160,835	75,000	75,000						160,835
205 Measure W	174,766	145,000	130,000						189,766
401 Capital Improvement	1,371,788	4,975,000	4,300,000						2,046,788
402 Storm Drainage	-	-	-						-
403 Channel Drainage Dt.	615,276	97,300	210,000						502,576
406 Facilities Construction	-	-	-						-
Total Capital Projects	3,599,626	6,027,279	6,135,000	-		-			3,491,905
<b>Internal Service Funds</b>									
610 Equipment Repl.	1,047,680	282,300	254,200						1,075,780
614 Worker's Comp.	1,734,924	311,499	228,207						1,818,216
615 General Liability	735,458	441,791	439,591						737,658
616 Employee Benefits	634,121	1,056,011	848,335						841,797
Total Internal Service	4,152,183	2,091,601	1,770,333	-		-			4,473,451
<b>Total All Funds</b>	<b>\$ 22,227,268</b>	<b>\$ 28,190,232</b>	<b>\$ 26,456,564</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,340,000)</b>	<b>\$ (861,000)</b>	<b>\$ 2,316,000</b>	<b>\$ 22,075,936</b>

Resolution No.

Adopted June 15, 2022  
Appendix D Page 5 of 5

**Appendix E**

**RESOLUTION NO. 22-**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON  
UPDATE OF FEES TO THE TOWN MASTER FEE SCHEDULE**

**WHEREAS**, the City Council established a Master Fee Schedule for the Town in September, 2013;

**WHEREAS**, it is proposed that the Master Fee Schedule be updated to include increase in fees with a labor component escalator based on cumulative labor costs of 6.9% since 2020. The following increase in charges within the Engineering, Park and Facility, and Police Departments Fees; and

**WHEREAS**, also the proposed 6.9% adjustment to Planning fees; and

**WHEREAS**, conversion of Park Facility Rentals from flat rates to hourly pricing rentals to also included pricing for residents and non-residents, aligning holiday rental pricing with weekend pricing, and improve day use compliance by increasing same day registration fee, and

**WHEREAS**, there are no changes to the valuation driven fees at this time until a new cost study is performed; and

**WHEREAS**, the City Council must take action to adjust fees based on simple cumulative labor costs escalator to the Town approved Master Fee Schedule.

\* \* \* \* \*

*NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton passed and adopted the fees in Exhibit A. I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on this 15<sup>th</sup> day of June, 2022, by the following vote:*

- AYES:*
- NOES:*
- ABSENT:*
- ABSTAIN:*

\_\_\_\_\_  
Rick DeGolia, Mayor

ATTEST:

\_\_\_\_\_  
Anthony Suber, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mona Ebrahimi, City Attorney

## Appendix E

### EXHIBIT A

Proposed increases are adjusted to the Town Master Fee Schedule.

Until such time as the Town conducts a Master Fee Study, each year thereafter, the labor costs associated with fees shall be adjusted by the Consumer Price Index - All Urban Consumers (CPI-U), as reported by the Bureau of Labor Statistics for the San Francisco Area, using the percentage change in price index from April to April.

## **Appendix C: Building Fees**

**Town of Atherton**  
**Town of Atherton - Building Fees**

		Unit Cost Summary	
Fee Name	Unit	Fee	
<b>Flat Fees</b>			
			0.00%
			0.00%
			0.00%
			0.00%
<b>Permitted Value of Construction</b>			
New Habitable Construction	Valuation base: per SF	\$	350
Remodeled Habitable Construction	Valuation base: per SF	\$	300
New or Remodeled Non-Habitable Construction	Valuation base: per SF	\$	125
Valuation - non defined project	Valuation base	\$	1
Non-habitable construction: i.e. Patio covers & gazebos (> 1000 Sq Ft or attached to new construction)	Valuation base: per SF	\$	100
<b>Flat Fees**</b>			
Swimming pools (first 1000 sf )	Plan check and inspection	\$	1,095
Swimming pools (Over 1000 sf)	Plan check and inspection	\$	1,313
Patio covers & gazebos (up to 1000 Sq Ft)	Plan check and inspection	\$	813
Drive way gates	Plan check and inspection	\$	661
Non Habitable new pool house including cabanas (up to and including 1500 sf)	Plan check and inspection	\$	1,336
<b>Other Building (Flat) Fees</b>			
Plumbing, Mechanical, Electrical (MP&E) Permit (single inspection)		\$	143
MP&E each additional inspection		\$	97
MP&E plan check (min .5 hour)		\$	88
Demolition Permit Fee		\$	286
Landscape Screening Permit Fee		\$	389
Water Well Permit Fee		\$	397
Solar Panels Permit Fee *		\$	500
Heritage Tree Removal - Staff Level (First Tree)		\$	261
Heritage Tree Removal - Staff Level (Each Additional Tree)		\$	103
Dead Tree Permit Refunded if ONLY identified and approved by the Town Arborist			
Excavation Permit			
Plan check revision Fee (1 hour min)	Hourly	\$	198.00
Address Change		\$	275.00
Property Search (plus photocopying and/or printing posts and excludes public records searches)	Hourly	\$	92.00
Reactivation of an Expired Permit (Up to One-Half the Amount Required for a New Permit for Such Work)			(Up to One-Half the Amount Required for a New Permit for Such Work)

# Town of Atherton

## Town of Atherton - Building Fees

		Unit Cost Summary	
Fee Name	Unit	Fee	
Code Enforcement - Administrative (Penalty)	Hourly		
Second Utility Deposit (Ordinance 15.04.040)		\$	5,000
Landscape Screening Deposit (Ordinance 17.50.060)		\$	5,000
Temporary Occupancy Deposit:		\$	5,000
		\$	176
Administrative Fee (TOC)		\$	176
Excavation Road Deposit (Ordinance 15.04.045)		\$	5,000
Recycled Deposit		\$1000 Min & \$500 Min for reroof permits	
Reinspection and additional inspections exceeding the normal number of inspections	T&M	\$	120
Unusual custom projects not reflected in the fee schedule	T&M		
Technology surcharge (to fund updates and new acquisition of permit systems and digital storage of plans) (3.3% of fee)			3.30%
Storm water compliance review/inspection	T&M	\$	500
Tree protection verification (deposit) + COP	T&M	\$	2,500
Tree protection administration for flat fee permits (initial inspection)		\$	293
Tree protection administration for flat fee permits (full inspection)		\$	732
Surcharge for General Plan Maintenance and Update (2.55%)			2.55%
Reroofing < 5000SF	Per app	\$	328
Reroofing > 5000SF	Per app	\$	458
Reroofing requiring additional inspections	Per insp.	\$	130
Reroofing requiring plan check (min one hour)	Per PC	\$	176
SMIP Fee (State Mandate)		Residential: valuation amount X 0.00013 Commercial: valuation Amount X 0.00028	
Building Standards Administration Special Revolving Fund ( Senate Bill No. 1473 State Mandate)		Permit Valuation: \$1-25,000 = \$1; \$25,001-50,000 = \$2; \$50,001 - 75,000 = \$3; \$75,001 - 100,000 = \$4; Every \$25,000 or fraction thereof above \$100,000 = Add \$1	

\* State mandated limit of \$500

\*\* Current fee = comparable average current valuation based fee

POSITION HOURLY RATES			
Chief Building Official	Hourly	\$	194
Building Inspector	Hourly	\$	127
Building Plans Reviewer	Hourly	\$	172
Building Technician	Hourly	\$	89
Town Arborist	Hourly	\$	87
Code Enforcement	Hourly	\$	70

Table for 10.43% increase

Total Valuation	Building Permit Fee	Plan Review Fee
\$1.00 to \$500	\$24.70	65% of Building Permit Fee
\$501 to \$2,000	\$25.95 for the first \$2,000, plus \$3.37 for each additional \$1,000, or fraction thereof, to and including \$2,000	65% of Building Permit Fee
\$2,001 to \$25,000	\$76.47 for the first \$2,000, plus \$15.46 for each additional \$1,000, or fraction thereof, to and including \$25,000	65% of Building Permit Fee
\$25,001 to \$50,000	\$432.06 for the first \$25,000, plus \$11.15 for each additional \$1,000, or fraction thereof, to and including \$50,000	65% of Building Permit Fee
\$50,001 to \$100,000	\$710.89 for the first \$50,000, plus \$7.73 for each additional \$1,000, or fraction thereof, to and including \$100,000	65% of Building Permit Fee
\$100,001 to \$500,000	\$1,097.40 for the first \$100,000, plus \$6.18 for each additional \$1,000, or fraction thereof, to and including \$500,000	65% of Building Permit Fee
\$500,001 to \$1,000,000	\$3571.03 for the first \$500,000, plus \$5.25 for each additional \$1,000, or fraction thereof, to and including \$1,000,000	45% of Building Permit Fee
1,000,001 and up	\$6,193.74 for the first \$1,000,000, plus \$4.03 for each additional \$1,000, or fraction thereof.	45% of Building Permit Fee

# Appendix B: Planning Fees

# Town of Atherton

## Town of Atherton Planning Fees

		Unit Cost Summary	
Fee Name	Unit	Fee	
<b>PLANNING FEES</b>			
Conditional Use Permit/Special Structure Permit		\$	2,920
Variance		\$	2,920
Heritage Tree Removal Permit		\$	2,245
Exception Review			
Excessive Height			
Lot Line Redesignation		\$	2,920
Lot Line Adjustment		\$	1,685
Tentative Parcel Map		\$	2,920
Final Parcel Map		\$	2,920
Appeal		\$	842
School Master Plan		\$	842
Initial Review/Negative Declaration		\$	2,245
Zoning Ordinance Amendment		\$	5,615
General Plan Amendment		\$	5,615
Zoning Review for Home Occupation Business		\$	107
Pre-Application Review		\$	51
Street Easement Vacation		\$	-
Code Enforcement - Administrative (Penalty)		\$	1,065
Initial Review (2 reviews for fee amount; additional reviews billed hourly):			
a. Fence	Per app	\$	180
b. Accessory Structures (includes pools)	Per app	\$	506
c. Accessory Buildings	Per app	\$	1,067
d. Additions	Per app	\$	1,095
e. New Construction	Per app	\$	1,570
Revisions to Previously Approved Plans			
Technology Surcharge (upgrade and maintain development technology) (3.60% of fee)			3.60%
<b>POSITION HOURLY RATES</b>			
Town Planner:	Hourly	\$	252
Deputy Town Planner:	Hourly	\$	200
Senior Planner:	Hourly	\$	190
Associate Planner:	Hourly	\$	152
Administrative Staff:	Hourly	\$	134
Composite Rate for Fee Setting:	Hourly	\$	181

# Appendix D: Engineering Fees

**Town of Atherton**  
**Town of Atherton Engineering Fees**

Unit Cost Summary		
Fee Name	Unit	Fee
<b>Encroachment Permits</b>		
<b>Class A - One Inspection Required:</b>	Per app	
Driveway Connection to Street:	Per app	\$ 270
Additional Plan Check	Per app	\$ 61
Additional Inspection	Per app	\$ 91
	Per app	
<b>Class B - Two Inspections Required:</b>	Per app	
Driveway Connection to Street:	Per app	\$ 360
Additional Plan Check	Per app	\$ 61
Additional Inspection	Per app	\$ 91
	Per app	
<b>Class C - Three or More Inspections Required:</b>	Per app	
Driveway Connection to Street - Asphalt/Pavers:	Per app	
Without Driveway Culvert (up to 3 inspections)	Per app	\$ 450
Additional Plan Check	Per app	\$ 61
Additional Inspection	Per app	\$ 91
	Per app	
With Driveway Culvert (up to 4 inspections)	Per app	\$ 560
Additional Plan Check	Per app	\$ 80
Additional Inspection	Per app	\$ 91
	Per app	
Driveway Connection to Street - Concrete:	Per app	
Without Driveway Culvert (up to 4 inspections)	Per app	\$ 560
Additional Plan Check	Per app	\$ 80
Additional Inspection	Per app	\$ 91
	Per app	
With Driveway Culvert (up to 5 inspections)	Per app	\$ 650
Additional Plan Check	Per app	\$ 80
Additional Inspection	Per app	\$ 91
<b>Class D - Public Right of Way</b>	Per app	
Right-of-Way Landscaping, Fence, Etc. - Minor Construction (up to 2 inspections)	Per app	\$ 362
Additional Plan Check	Per app	\$ 122
Additional Inspection	Per app	\$ 123
	Per app	
Right-of-Way Landscaping, Fence, Etc. - Standard (up to 2 inspections)	Per app	\$ 484
Additional Plan Check	Per app	\$ 123
Additional Inspection	Per app	\$ 123
	Per app	
Connection to Storm Drain or Atherton Channel:	Per app	
a. In Pavement	Per app	\$ 602
Additional Plan Check	Per app	\$ 123
Additional Inspection	Per app	\$ 91
	Per app	
b. Outside Pavement	Per app	\$ 511
Additional Plan Check	Per app	\$ 123
Additional Inspection	Per app	\$ 91
	Per app	

# Town of Atherton

## Town of Atherton Engineering Fees

			Unit Cost Summary
Fee Name	Unit	Fee	
<b>Encroachment Permits</b>			
Utility - Minor (One Inspection Required):	Per app	\$	331
Additional Plan Check	Per app	\$	61
Additional Inspection	Per app	\$	91
	Per app		
Utility Connect/Disconnect:	Per app		
a. In Pavement	Per app	\$	450
Additional Plan Check	Per app	\$	61
Additional Inspection	Per app	\$	91
	Per app		
b. Outside Pavement	Per app	\$	359
Additional Plan Check	Per app	\$	61
Additional Inspection	Per app	\$	91
	Per app		
Utility Main:	Per app		
a. In Pavement	Per app	\$	602
Additional Plan Check	Per app	\$	123
Additional Inspection	Per app	\$	91
	Per app		
b. Outside Pavement	Per app	\$	511
Additional Plan Check	Per app	\$	123
Additional Inspection	Per app	\$	91
	Per app		
Telecommunication and Utilities Installation Permit (25 ft or less):	Per app		
i. Without Trenching	Per app	\$	2,246
ii. With Trenching	Per app	\$	2,337
iii With Trenching > 25 LF (per 100 LF or fraction thereof)	Per app	\$	426
Property Improvement Permits and Reviews	Per app		
Grading and Drainage:	Per app		
a. Without Detention System	Hourly/min	\$	1,625
b. With Detention System	Hourly/min	\$	1,625
c. With Multiple Detention Systems	Hourly/min	\$	2,167
	Per app		
Detention System Annual Report Filing	Per app	\$	542
Detention System Annual Report - Submittals Out of Compliance	Per app	\$	542
StormWater Permit Compliance Review/Inspection Deposit	Hourly	\$	639
StormWater Permit Compliance Review/Inspection	Hourly		
Stop Work Order (Penalty)	50% of permit		
Code Enforcement - Administrative (Penalty)	Hourly		
	Per app		
Public Works application fee	Per app	\$	150
Oversized load permit (outside of right of way)	Per app	\$	426
Technology Surcharge (upgrade and maintain development technology) (2.37% of fee)	Per app		2.37%
Additional work not reflected above - at cost	Hourly		

**Town of Atherton**  
*Town of Atherton Engineering Fees*

Unit Cost Summary		
Fee Name	Unit	Fee
<b>Encroachment Permits</b>		
<b>PW Staff Hourly Rates</b>		
Public Works Superintendent	Houly	\$ 170
Ast/Assoc Engineer	Houly	\$ 170
Eng Tech	Houly	\$ 170
Office Specialist	Houly	\$ 118
PW Director/Engineer		\$ 170

# Appendix F: Parks and Facility Rental Fees

**Town of Atherton**  
**Town of Atherton Park**

Unit Cost Summary			
Fee Name	Unit	Fee	Fee
<b>Park Rental Fees</b>			
<b>The Main House</b>		<b>ATHERTON RESIDENT</b>	<b>NON-ATHERTON RESIDENT</b>
Includes outdoor area adjacent porch or lower patio			
(Monday - Friday) 4 hour minimum		\$150 per hour	\$170 per hour
Saturday, Sunday, or Holidays (2 hour Minimum)		\$375 per hour	\$420 per hour
Price does not include Refundable Security deposit			
Security Deposit		\$600	\$600
<b>Outdoor Area (add on to Main House)- Exclusive Use</b>			
Price includes the rental of one of the following: Water Tower Lawn, or Event Garden			
Every day (4 hour minimum)		\$160 per hour	\$185 per hour
Price does not include Refundable Security deposit			
Security Deposit		\$300	\$300
<b>Carriage House</b>			
Does Not Include any outdoor areas			
Every Day (4 hour minimum)		\$150 per hour	\$170 per hour
Price does not include Refundable Security deposit			
Security Deposit		\$600	\$600
<b>Jennings Pavilion</b>			
Includes Water Tower Lawn, event garden, patio, and side lawn (subject to availability)			
Friday Day Use or Monday - Thursday (4 hour minimum)**		\$300 per hour	\$345 per hour
Friday Evenings, Saturday, Sunday, or Holidays (4-6 hour minimum)		\$845 per hour	\$955 per hour
**Day use has 4 hour minimum, up to 4pm. 6 hour minimum ending after 4pm.			
Price does not include Refundable Security deposit			

Security Deposit		\$1,200	\$1,200
<b>Tennis Courts Fees</b>		<b>ATHERTON RESIDENT</b>	<b>NON-ATHERTON RESIDENT</b>
Key Purchases:			
1 Standard Key **		\$100	\$275
1 Clay Key ONLY		\$50	
**Resident Clay Court Access included Standard Key Charge			
Clay Court Access (Non-resident)			\$30 per hour
<b>Day Use Permit Fees Holbrook- Palmer Park</b>		<b>ATHERTON RESIDENT</b>	<b>NON-ATHERTON RESIDENT</b>
13-25 people *		\$100	\$130
26-50 people *		\$190	\$260
* Fee when registering at least one day in advance			
Same Day Registration Doubles Day Use Permit Fee with a minimum of \$200			
Penalty		None	None
<b>OTHER PARK RENTAL FEES</b>			
<b>Baseball Field (Per Hour)</b>			\$40 Per hour
<b>Other Fields (Per Hour)</b>			\$35 Per hour
Staff labor rates Per hour			
Facility maintenance staff for services related to facility maintenance and preparation (Before & After Events)			\$130
Facility attendant staff for services related to on-site availability during event			\$65
<b>Photo-Shoot Permits</b>			
One (1) Day			\$130
One (1) Month			\$640
Penalty			none
			\$0
<b>Drone Application Fee/Day</b>			\$190
<b>CLASSES: INDOOR</b>	Per hour		\$35
<b>CLASSES: OUTDOOR</b>	Per hour		\$50

# Appendix E: Police Fees

**Town of Atherton**  
**Town of Atherton - Police Fees**

Fee Name	Unit	Fee
Copy of Police Report:		
Without Photos or Tape Copies		\$ 0.32
With Photos or Tape Copies	Hourly	\$ 64
Vehicle Releases		\$ 83
Vehicle Repossession Fee		\$ 19
Initial Alarm Registration		\$ 100
Alarm Annual Permit Fee		\$ 50
Alarm Alert Signs		\$ 40
Garage Sale/Estate Sale Permits		\$ 27
Fingerprints (plus DOJ processing of \$53)		\$ 96
Solicitor Permit (Valid for six months; business license required)		\$ 40
After Hours Emergency Construction Permits		\$ 79
Special Service Request:		\$ 27
Administrative Fee		\$ -
On-Site Personnel Fee	Hourly (2 Hr min)	\$ 332
Clearance Letter		\$ 27
Microfilmed Reports	Hourly	\$ 79
Civilian Subpoena APD witness		\$ 275
Code Enforcement - Administrative (Penalty)	Hourly	\$ -
False Alarms: (up to 3 false alarms annually)		
4th false alarm		\$ 200
5th false alarm		\$ 300
Each additional false alarm after 5		\$ 400
Records/Communications Staff:	Hourly	\$ 136
Patrol/Investigations Staff:	Hourly	\$ 181
Requires Town ordinance		