



Town of Atherton

FISCAL YEAR 2024/25

OPERATING & CAPITAL
IMPROVEMENT BUDGET



TOWN OF ATHERTON - CALIFORNIA

Adopted [✓]

FISCAL YEAR 2024-2025 BUDGET

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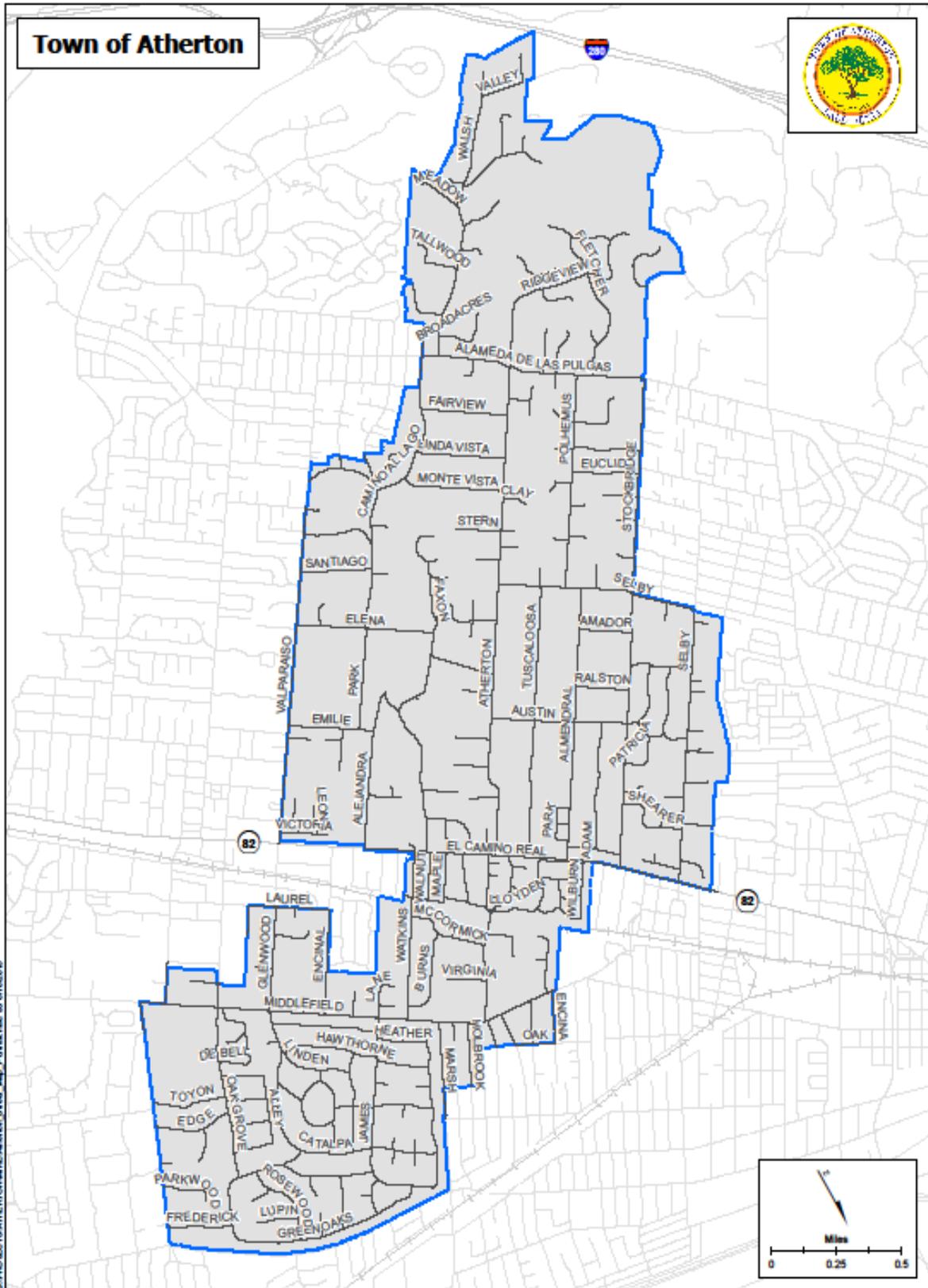
Mission Statement

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



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 encompassed the construction of a new Administration, Community Development Department, and Police Building; a new Library and renovation of the Historic Town Hall; Included Site improvements to capture the beauty of Town Oak Trees with new campus walkways and landscaping. The construction of a new Council Chambers/EOC. The entire completion of the project, the new Library, civic campus was completed during the Summer of 2022. The campus has a Café at the Historic Town Hall and is quickly becoming a meeting spot for many patrons visiting the Atherton Library or those wishing to enjoy a coffee and pastry with friends, family, or colleagues. The Town Center is now a site that enables the promotion of a central meeting place to host gatherings, and other events. The Town held a very successful 100-year celebration for the Town of Atherton's existence. The Town Center Campus served as host for this very special and historic event which took place on September 24, 2023.



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

TO: Honorable Mayor and Members of the City Council

FROM: George J. Rodericks, City Manager

DATE: June 19, 2024

SUBJECT: Recommended Operating Budget for FY 2024-2025

Staff is pleased to present the Annual Operating Budget for FY 2024/25. The Council held four (4) public sessions in review of the Town Operational and Capital Budgets. The FY 2024/25 Operating Budget continues to reflect a positive outlook. With the completion of the Holbrook Palmer Park Access and Circulation plan, the new focus is shifting to park playground improvements and park playground restrooms replacement. Traffic safety improvements are a priority as the Alameda de las Pulgas Traffic and Safety Improvements project is currently in the conceptual design phase. The El Camino Real Complete Streets Gap Closure Project planning study is underway and is anticipated to be completed in FY 2024/25. There will be an update to the Bicycle and Pedestrian Master Plan. Drainage improvements are another priority as upcoming projects include the Atherton Channel Assessment and Relining Upstream of Alameda de las Pulgas design and construction, El Camino Real Long Term Drainage improvement solutions conceptual design, and Atherton Channel culvert and detention system improvements initiation of design. The General Fund provides new funding capacity in the next several years for project priorities within the Town CIP Master plans and operational needs.

Staff incorporated all City Council feedback from the FY 2024/25 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.

During the CIP budget study session, discussions included the use of unallocated General Fund Reserves toward Town capital projects. This budget includes an allocation from the Town Unallocated General Fund Balance toward the Town Capital Improvement Fund for CIP projects.

In the 2024/25 fiscal year budget, \$4.45 million is allocated from General Fund Reserves to project priorities identified by Council. During the June 5 Study Session, the Council directed staff to remove supplemental funding for the Selby Lane Bicycle Lane project. Staff removed the \$250,000 in direct project funding, as well as \$175,000 for Green Infrastructure related to the project. The Council requested to allocate more where possible from Measure A, Measure M/Gas Tax to reduce General Fund allocation from Fund 401 or General Fund Transfer. Staff reallocated \$450,000 for ADLP traffic Safety Improvement project from the Capital

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Improvement Fund to Measure A. These adjustments reduced the General Fund allocation from \$5.325 million to \$4.45 million.

For FY 2024/25, General Fund revenues are projected at \$23,001,022 and General Fund expenditures are projected at \$20,774,676. This reflects a single year surplus of \$2,226,346 before the addition below the line of ERAF and transfers in/out for CIP. There is a projected year-end positive fund balance in the General Fund of \$11.56 million. Staff strives to ensure that the Town's fiscal position remains positive while continuing current programs, policies, and services.

REVENUE HIGHLIGHTS

FY 2024/25 Total General Fund revenues are projected at \$23,001,022. Grants and contributions are only budgeted if they have been authorized and approved by the granting agency. A Cal-Recycle grant of \$5,000, \$25,000 LEAP grant, and a Community Oriented Policing Grant of \$165,000 are included as known revenues.

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.

Category	Actual FY 2022/23	Orig. Budget FY 2023/24	Adjusted FY 2023/24	Recommended FY 2024/25
<i>Secured Property Tax</i>	\$11,000,972	\$12,082,630	\$12,246,530	\$12,797,625
<i>Other</i>	\$3,241,865	\$3,043,966	\$2,535,148	\$3,006,960
Subtotal Property Tax	\$14,242,837	\$15,126,596	\$14,781,678	\$15,804,585
Sales Taxes	\$300,138	\$321,100	\$435,000	\$442,400
Franchise Fees	\$1,063,409	\$1,056,000	\$1,035,000	\$1,076,000
Intergovernmental	\$41,143	\$40,700	\$39,600	\$40,800
Business License Tax	\$269,739	\$283,600	\$283,600	\$290,000
Planning Fees	\$321,042	\$298,300	\$405,300	\$850,300
Building Fees	\$1,506,988	\$1,677,000	\$1,781,291	\$2,203,280
Policing Fees	\$162,541	\$285,690	\$517,715	\$368,861
Public Works Fees	\$457,981	\$635,700	\$535,700	\$659,700
Park Program Fees				
<i>Social Fees</i>	\$85,487	\$95,000	\$25,000	\$60,700
<i>Meeting Fees</i>	\$0	\$0	\$0	\$0

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	Actual	Orig. Budget	Adjusted	Recommended
Category	FY 2022/23	FY 2023/24	FY 2023/24	FY 2024/25
<i>Class Fees</i>	8,278	\$15,000	\$10,000	\$15,300
<i>Weddings</i>	\$22,186	\$40,000	\$2,500	\$20,000
<i>Day Use Fees</i>	\$15,234	\$16,500	\$10,000	\$19,000
<i>Catering Service Fee</i>	\$34,839	\$41,000	\$5,200	\$0
<i>Admin Fees</i>	\$10,299	\$0		
Subtotal	\$176,322	\$207,500	\$52,700	\$115,000
Misc. Revenues				
<i>Admin Citations</i>	\$113,100	\$85,000	\$68,000	\$90,000
<i>Cell Lease(s)</i>	\$70,775	\$73,606	\$73,606	\$74,816
<i>Interest Income</i>	\$323,053	\$175,000	\$240,000	\$300,000
<i>Knox Playschool</i>	\$53,420	\$89,533	\$50,533	\$55,000
<i>C&D Forfeiture</i>	\$874,200	\$1,000,000	\$1,250,000	\$500,000
<i>Other</i>	\$122,293	\$111,150	\$150,775	\$130,280
Subtotal	\$1,556,841	\$1,534,289	\$1,832,914	\$1,150,096
Total General Fund	\$20,098,982	\$21,466,475	\$21,700,498	\$23,001,022
<i>Excess ERAF</i>	\$2,339,065	\$2,300,000	\$2,633,605	\$2,500,000
Total Revenues	\$22,438,047	\$23,766,475	\$24,334,103	\$25,501,022

- Note – table includes ERAF.

Educational Revenue Augmentation Fund (ERAF)

The Town’s ERAF revenue for FY 2023/24 was \$2,633,605. This is an increase of \$333,605 over the budget of \$2,300,000. ERAF funding remains at risk and should still be considered below-the-line for one-time use. **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 ERAF to be received, a recommendation is made to the Council for its use as part of the coming fiscal year budget. Staff set ERAF at \$2.5 million for FY 2024/25

Revenue Assumptions

In FY 2024/25, **Property Taxes** represent approximately 70% of the Town General Fund Revenues. The total projected revenue from property taxes is \$15,804,585, approximately 6.8% or \$1,022,907 over the FY 2023/24 actuals estimate. Changes in property values are based mainly on CPI growth, residential remodels, and new construction on razed properties. The Town’s Property Tax Consultant HdL Companies suggests that the Town use a projected

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increase of 4.5 to 5.5 percent in Property Tax revenues. Since FY 2011/12, the Town has seen an Assessed Property Value growth of about 241% or approximately 7.63% per year.

The FY 2023/24 VLF amount is \$1,651,448 and the funds available from the State are \$946,463. There is an estimated shortfall of \$704,985. There is still a shortfall of \$425,395 for FY 2022/23 producing a total VLF shortfall to the Town of \$1,130,380. Staff has budgeted the VLF for FY 2024/25 with the understanding of shortfall occurring while also possibly receiving partial payment for above shortfalls. It is estimated that the FY 2022/23 shortfall would be appropriated in the State's 2024/25 budget. As of this month it is appropriated in the State Budget.

Other General Fund revenues for FY 2024/25 include conservative revenue assumptions and reflect current market assumptions. Revenue from activities in the Building, Planning and Public Works Departments comprise the majority of fee revenue for the Town. With the recent increase in the Town fee schedule, revenue from Building, Planning and Public Works fees are projected to increase. These revenues are based on the current trend of building activity for residential improvements and new construction. Franchise fee revenues are projected at 1 to 3 percent (%) and based on the current year's trend. Miscellaneous and other revenues were evaluated based on current trends, eliminated revenues and one-time revenues.

EXPENDITURE HIGHLIGHTS

Overall, General Fund expenditures are estimated at \$20.77 million. Expenditures are 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 rate adjustments.

Overall Personnel Costs and Benefits

Basic, employee-paid CalPERS 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 implemented in FY 2019/20, in addition to the preceding rates, employees pay an additional 1% (local miscellaneous) and 3% (public safety) of the employer cost. This has also resulted in operational savings of \$743,744 since FY 2019/20.

The employer cost for CalPERS pension costs for Miscellaneous employees is 12.67%. This represents an increase of .04% from the prior year. With the above cost sharing agreement, the actual cost is reduced to 11.67%. The Public Safety employee cost is 29.30% (an increase of .21%). Through the cost-sharing agreement, the Town's actual cost is 26.30%.

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Listed below are the Unfunded Accrued Liabilities (UAL) dollar amounts the Town has paid for FY 2017/18 through FY 2023/24. The FY 2024/25 total UAL payment is \$1,570,384 and is an increase of \$347,383. These expenses are incorporated into respective department budgets.

CalPERS Employer Payment of Unfunded Liability	UAL FY 2017/18	UAL FY 2018/19	UAL FY 2019/20	UAL FY 2020/21	UAL FY 2021/22	UAL FY 2022/23	UAL FY 2023/24
Miscellaneous Employees	\$183,648	\$230,536	\$288,470	\$333,762	\$393,774	\$452,652	\$431,925
Public Safety Employees	\$498,416	\$607,679	\$750,799	\$860,123	\$6,007,045	\$813,210	\$791,076
Total Contribution	\$682,064	\$838,215	\$1,039,269	\$1,193,885	\$6,400,819	\$1,265,862	\$1,223,001

The table below reflects the Town’s total Unfunded Actuarial Liability for all employee classes (PEPRA, Classic, Public Safety).

Unfunded Actuarial Liability				
As of June 30, 2022				
Retiree Class	Liability	Funded	Unfunded	Funded Ratio
Classic Miscellaneous	\$21,653,860	\$14,881,263	\$6,772,597	68.7%
PEPRA Miscellaneous	\$977,995	\$866,251	\$111,744	88.6%
Classic Safety	\$53,881,366	\$41,481,143	\$12,400,223	77.0%
PEPRA Safety	\$2,072,880	\$1,771,540	\$301,340	85.5%
Totals	\$78,886,101	\$59,000,197	\$19,585,904	74.8%

OPEB & Workers’ Compensation

Town retiree health expenses are now being paid through the PARS Trust. The operational cost savings expense to all General Fund operation departments for FY 2024/25 is (\$454,888). The current OPEB Liability is \$7.88 million and there is currently \$8.36 million in the Trust. This results in an estimated Net OPEB Liability *asset* of \$426,932.

Each department is responsible for an allocated cost for **Workers’ Compensation**. Allocations vary based on the risk assessed for each department (by type) and the number of employees. For the FY 2023/24 budget the Workers’ Compensation charge for the Police Department was reduced to 1% from 7% of salary costs and other departments charges reduced from 3% to 1%. This produced total savings of approximately \$245,000 in the General Fund operating departments. The reduction was due to the Workers’ Compensation Fund maintaining enough reserves for future allocations of equity replenishments. The FY 2024/25 budget maintains the 1% charge of salary costs for all departments. Staff will continue to monitor this expense and may need to increase the allocation in future years to maintain adequate reserves.

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The Town is “self-insured” as part of a risk pool – Cities Group Joint Powers Authority. The Town also maintains an active Workers’ Compensation Risk Management Program. There are approximately 13 open claims (down from 15) that incur a *reserve* claims cost of approximately \$937,052 in the current year. This is an increase of \$357,426 in reserve claims from the previous fiscal year. Claim costs and reserves are established for each claim; however, these amounts are not indicative of the actual claim paid. The three-year average claim loss/expense is approximately \$316,070, an increase of \$118,955. The current year assessment is \$141,568 and is expected to increase to \$188,709 in FY 2024/25. The increase is due to the Town equity reserve share is at (\$191,556) and The Town needs to make a replenishment of \$263,798 to its Workers’ Compensation equity reserve to maintain a reserve balance of \$72,242. Staff is recommending that this replenishment come from the Workers’ Compensation Internal Service Fund.

BUDGETS BY DEPARTMENT

During the review of department operations, each department evaluated service and maintenance needs required for the next fiscal year. 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.

CITY COUNCIL OPERATIONS OVERALL NET DECREASE OF \$2,400

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.), Elections, utilities for the Council Chambers and incidentals.

Operations

FY 2024/25 includes an increase of \$1,500 for advertising/publishing for Council meeting postcard notifications and minor increases in membership dues. There was a decrease of \$15,000 for HIP Housing as this is now in the Planning Department budget. There was an increase in municipal election budget line item of \$13,400 for anticipated general election costs in the fiscal year.

ADMINISTRATION DEPARTMENT OVERALL NET INCREASE OF \$46,464

The Administration Department budget includes the City Manager’s Office and City Clerk’s Office. This represents four full-time salaries and benefits (City Manager, City Clerk/Deputy City Manager, Management Analyst I, and Receptionist/Postal Clerk), contract support for human resources (legal), legal noticing and posting, conference attendance and support,

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memberships, municipal code publishing, office supplies, and the administrative share of general utilities and costs.

Personnel and Benefits

Overall, the salaries and benefits categories increased by \$18,951. The majority of the increase is in salary and benefits in the department. There were minor increases for Workers' Compensation and Unemployment insurance. There were reductions for retiree health insurance costs (\$11,906) due to the reduction in OPEB retiree health expense as the PARS Trust is paying all retiree health costs. The CalPERS UAL payment increased by \$15,274. The CalPERS normal cost expense increased by \$2,161.

Operations

There was an increase in operations expense in the amount of \$27,513. The majority of the increase is due to Other Equipment Repairs & Maintenance - copier lease, increased printing of materials, and vehicle maintenance. There is an increase in Utilities (\$2,304) and for Printing Services expense (\$6,500) – assistance and printing of the Athertonian newsletter and banner poles marketing for Town events. There were smaller increases in Business Meetings (\$300), Conferences (\$1,000), Noticing and Mailers (\$2,000), Subscriptions (\$300), Dues (\$609), and Special Events and Awards (\$2,000). Other Contract Services expenses are maintained at \$228,000 as the amount allows the Town to focus on areas of need. These include legislative advisory services, communications support, continued expansion of sustainability programs and outreach, public outreach on the Town's Climate Action Plan, SB 1383 Compliance efforts, home energy audits, energy demonstration programs, battery loaner program, and several other programs and outreach efforts.

CITY ATTORNEY'S OFFICE OVERALL NET INCREASE OF \$0

The City Attorney's Office budget consists of the legal retainer for the City Attorney and other associated legal services. The Town City Attorney services are provided by the law firm Kronick Moskovitz Tiedmann & Girard on a retainer amount. The budget also includes a line item for Additional Services as needed.

FINANCE DEPARTMENT OVERALL NET INCREASE OF \$16,111

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

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Overall, the salaries and benefits category increased by \$15,703. There was a reduction in health insurance for active employees' expenses (\$10,335) and retiree health insurance expenses of (\$2,641). There was a reduction in dental and vision expense total of (\$1,910). Salaries and benefits had an increase of \$18,998 due to reclassification of a staff member and includes salary place holder adjustment of 2.4%. The CalPERS normal cost contribution increased by \$2,078 and the UAL payment increased by \$9,150.

Operations

Operation expenses for the Department increased by \$408. Specific increases related to Business License processing (\$2,000), Technical Services (\$158), and a decrease in Other Contract Services (-\$1,750).

PLANNING DEPARTMENT OVERALL NET DECREASE OF \$247,849

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 budget includes necessary staff hours and counter review for day-to-day processing of basic applications. Costs are offset by fees. The Planning team has responsibility for one-time programmatic expenditures related to the Town various General Plan Updates that include the Safety Element, Housing Element, and the Zoning ordinance code updates, etc. During the last year the Town and staff have been finalizing the required environmental reviews for CEQA, expanded objective design standards, Safety Element updates, In-lieu Exclusionary Fee Nexus Study and Financial Feasibility Analysis report. As the above General plan updates have been in process during the current fiscal year, there is a budgetary decrease in FY 2024/25 of (-\$265,149).

The Planning Department operation budget includes a \$17,300 increase and \$265,149 decrease (one-time costs) for anticipated Housing Element work.

Operations

The total operating budget decreased from \$1,674,819 to \$1,426,970. The current planning contract is estimated to be stable at \$877,440. This is for the core staffing planning services component for the Town. This is three (3) full time equivalents of Town Planner, Senior Planner, Assistant Planner, Associate Planner at total of 480 hours per month. There are minor increases in Utilities (\$1,000) and Advertising/Noticing (\$1,000) and the added HIP Housing (\$15,000).

BUILDING DEPARTMENT OVERALL NET INCREASE OF \$47,736

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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, Associate Engineer, 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 decreased (\$4,095). Salaries decreased due to FY 2024/25 having an Associate Engineer allocated to the building department whereas in previous years it included a Senior Engineer. There were adjustments in Salaries, Employee Benefits Earned, PERS Retiree Contribution, and Unemployment Insurance allocations for a total of (\$17,692). Allocations for active employee and retiree employee health insurance costs decreased by combined (\$7,231). Retiree health expenses are now being paid by the PARS Trust. The Town contributes the minimum PEHCHA amount only to CalPERS. The CalPERS UAL payment increased by \$20,828.

Operations

Most of the increase is due to a corresponding Building and Life Safety Contract Services increase - \$53,054 This is based on the revenue assumption for the department for the upcoming fiscal year. There are minor increases in Technical Services (\$2,000) and Utilities (\$2,367).

INTERDEPARTMENTAL OVERALL NET INCREASE OF \$69,918

The Interdepartmental budget provides for the accounting of costs that are incurred and supports 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

The annual cost for IT support is set at the amount specified at mid-year of \$163,200. This is based on Town IT services support needs. General liability, employment practice, and property insurance costs increased \$78,137 to maintain the Town's cost for insurance and self-insured retention. There is a decrease of (\$7,000) in utilities telephones and a decrease of (\$3,823) in membership dues as CalOpps is accounted for in the administration department. county tax administration cost.

IT Infrastructure expense includes needs and upgrades identified with Town Center. The FY 2024/25 Budget includes updates to the Town's phone system continued cybersecurity, storage, various licenses, and software application needs. 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 is an increase of \$2,600 in IT Infrastructure expense for cybersecurity stress test software.

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**PUBLIC WORKS DEPARTMENT
OVERALL NET INCREASE OF \$2,442**

The Public Works Department budget consists of 5 distinct areas of focus: Engineering, Streets, Park Maintenance, Park Programs, and Building Maintenance. The salaries and benefits of all or portions of five full-time employees (Public Works Director, Associate Engineer, Maintenance Manager, Town Arborist, and Office Specialist) are included in the budget. The FY 2024/25 includes the addition of a Management Analyst I/II position to assist with the expanding administration of projects, programs, and grants within the Department across all the various departmental operations. 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 equipment and facility servicing needs for the Town are incorporated to include systems maintenance and monitoring, landscaping, custodial, and utilities for these new Town facilities. Within the budget includes maintenance costs for building systems (heating systems, chilled water systems, BMS systems, radiant ceiling and flooring, elevator, green infrastructure, permeable paving, etc.), 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.

Overall, the salaries and benefits category increased \$137,115. This includes net adjustments of savings from OPEB retiree health expense, worker's compensation, and UAL. Most of the increase in salaries and benefits category is due to the addition of the Management Analyst I/II and 2.4% salary adjustments estimation \$134,288. There was a decrease in active employee health insurance of (\$8,508) and retiree health OPEB insurance cost of (\$19,035). The CalPERS UAL payment increased by \$31,199.

Personnel and Benefits

Overall, the salaries and benefits category increased \$137,115. This includes net adjustments of savings from OPEB retiree health expense, worker's compensation, and UAL. Most of the increase in salaries and benefits category is due to the addition of the Management Analyst I/II and 2.4% salary adjustments estimation \$134,288. There was a decrease in active employee health insurance of (\$8,508) and retiree health OPEB insurance cost of (\$19,035). The CalPERS UAL payment increased by \$31,199.

Operations

There is a reduction in operational expenses of (\$134,673). Most of the reduction is due to the one-time sidewalk repair program that was initiated in the current fiscal year for \$182,000 and is not in the projected FY 2024/25 budget. Since this was an initial inspection and repair program, it is anticipated that future year costs will be part of the Town Capital Improvement Program under ADA projects. The Public Works Department operations budget includes, contract professional engineering town service needs, existing contract for facilities maintenance services,

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repair and maintenance. The Town has service contracts with various vendors for the needs and services for the Town Center facility maintenance. The Equipment Repair and Maintenance budget increased by \$2,000. There are various service contracts within the Operational budget. These include servicing contracts for the elevator (\$3k), Building Monitoring System (\$32k), Fire Alarm (\$12k), Generator (\$4k), HVAC (\$16k), Heat Pump (\$7k), Water Treatment (\$1k), etc. There is an increase in Utilities of \$2,000. The total current contract Maintenance Service Budget is estimated at \$957,000. This includes contractual adjustment of 5% CPI in the MCE contract. Tree maintenance expenses increased \$30,000 for a total amount of \$140,000. This is due to clearing trees during storms and pruning needs at the park and streets.

- Contract maintenance for streets, building maintenance, and park events - \$575,000
- New Landscape maintenance - Town Center Campus and Holbrook Palmer Park -\$337,000; includes park enhancements of \$45,000.

There are minor areas of adjustment in equipment repairs and maintenance, contract inspection and testing, membership dues, safety supply and materials, custodial supplies, minor tools and equipment, postage, and machinery and equipment for total of \$11,476. Building Improvements expense budget increased \$15,000 for painting of the Gilmore House and fireplace conversion to electric. Contract Park Event Services expenses decreased \$10,000 in anticipation of temporary contract services needed as we bring on a new park event management provider. There is an increase in computer equipment software expense of \$40,000 for new asset management tracking software for building facility maintenance services.

POLICE DEPARTMENT

OVERALL NET INCREASE OF \$587,044

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 currently has one officer vacancy. Vacancies often result in increased overtime offset by overall salary savings at the end of the year.

Personnel and Benefits

Overall, the salary and benefits category increased \$720,670. This is largely due to the increase in estimated salary adjustments and CalPERS UAL payment (~240k). There is an estimated annual salary adjustment of 2.4% placeholder in the budget. The Memorandum of Understanding (MOU) with the Atherton Police Officer's Association was renewed in FY 2023/24. This results in a salary adjustment of \$379,000 for FY 2024/25. This is for personnel represented by the APOA only. Overtime expense (OT) is expected to remain at \$570,000.

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Department overtime includes augmented categories for OT pay for dispatchers; OT for backfill staffing-court, training, investigations, court; special operations OT, and holiday OT.

There is an increase in deferred compensation expense of \$19,141. There is a decrease in retiree and active health insurance of (\$26,856). This decrease is due to the Town now using the PARS OPEB Trust to pay for retiree health. With the paying of the retiree health expense via the Trust there is a realized decrease in operation expense for OPEB costs of (\$329,000) in the department. Workers' Compensation had a slight increase of \$3,595. In the current fiscal year budget, the allocation was reduced from 7% to 1% for sworn and 4% to 1% for non-sworn. The expense allocation is maintained at 1% for personnel for FY 2024/25. This equates to a total approximate reduction in Workers' Compensation expense of (\$254,328) for the Department. The normal cost for CalPERS contribution increased by \$80,002 as the contribution increased 0.21% to 29.30% in FY 2024/25. There was an increase in EE Benefits Earned/Medicare Tax and Unemployment/Insurance for a total amount of \$23,186. There was an additional reduction due to a decrease in salary and benefits expense of \$8,045 in the Police Department.

Operations

Overall, the Operations expenditure budget for the Police Department decreased by (\$125,585). The majority of this was due to a decrease in other contract services expenses. There were one-time items that were donation driven that included health and wellness program of (~\$195,000), new K-9 unit training (~14,000), and perishable skills training (~40,000). The health and wellness, perishable skills programs are annual review programs that will seek donations for continued funding. These are anticipated to be reviewed during FY 2024/25 for program continuation and will be amended to the budget if successfully funded. There is a decrease of (\$30,000) in other supplies and materials from *adjusted budget* due to the replenishment of ammunition in the current year due to low inventory and use for training in the transition to red dot pistols. There is a decrease in POST training expense of (\$10,000) disaster/emergency expense for (\$11,000), and equipment maintenance vehicles for (\$10,000). There was an increase in equipment replacement fund expense of \$117,995 for a total amount of \$363,658.

The Department is purchasing some supplemental budget items from departmental allocations to the Equipment Replacement Fund. These supplemental items include the remaining purchase of Red Dot pistols for sworn staff \$5,658, drug detection mobile test system \$6,000, Equipment CCTV installation in the bike storage, garage, and evidence room to monitor activity \$20,000, a property and evidence audit contract \$17,000, and new quality communication equipment radios (30) APX NEXT all band portable radios \$420,462. The majority of the \$420K purchase of radios comes from the Equipment Replacement Fund. There is a \$125,000 allocation expense to the replacement fund in operations budget for these radios as a portion of the expense is covered by a donation previously accepted by the Council. The Department is also anticipating the purchase of 2 Tahoe patrol vehicles as part of its regular equipment replacement schedule. There is a normal standard Equipment Replacement Fund allocation of \$185,000 each year. With the slight increase in the price of vehicles this has increased to \$190,000. These purchases will be from the Equipment Replacement Fund.

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In addition to the preceding adjustments, animal control services increased \$8,403 due to slight increase in operations costs and allocation of the construction costs of the new facility. There was an increase in safety supplies and materials for \$9,000 for protective leather and motorcycle gear for (4) motor officers as well as eye/ear gun range safety gear for officers. Printing expenses increased by \$2,000 as no parking signs, citations, forms, etc. There was an increase in citation processing expense of \$1,500. There was an increase in Computer Equipment/Software of \$56,794 due to an alarm system monitoring upgrade in the communication center \$30,000 and updating townwide Flock cameras (51) fees that are now on annual billing basis.

GENERAL FUND SUMMARY

For FY 2024/25 the Town's General Fund Revenues are projected at \$23,001,022 against \$20,774,676 in expenditure. This will result in a single year-end positive balance of \$2,226,346 and a total ending Fund Balance of \$11,564,345.

FY 2024/25 includes below the line items of \$2,500,000 for ERAF, budgeted debt service payment of \$861,871, Transfer Out to CIP Fund 401 for capital projects of \$4,450,000. There will be a single-year projected change in fund balance by a negative \$2,811,871. The negative change reflects the drawdown of unallocated reserves Fund Balance of \$4.450 million for capital projects from the Town Financial Planning model. Transfer Out to CIP Fund 401 for capital projects is \$4,450,000 as there was a reduction of \$875,000 in the CIP Fund 401 for removal of Selby Lane Bike for \$250,000. Selby Green Infrastructure of \$175,000, and ADLP Traffic Improvement to Measure A.

LIBRARY FUND

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 all excess funds have been for the Town Center Project – Library – as well as extended library hours of daily operation, utilities, and maintenance costs. With the 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 projected FY 2023/24 ending balance for the Library Fund is \$2,502,142. This includes the SMCL funds held in trust retained by the Library JPA. The County holds all future excess funds. During the agreement on advancement of Library funds, it was estimated that the projected Library Fund Revenue would be in the range of approximately \$1,600,000. It is estimated that it

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will take approximately 3 years for reimbursement of the advancement of Library JPA funds. The estimated ending fund balance for FY 2024/25 Library Trust funds is \$2,518,142.

EXPENDITURES

The FY 2024/25 projected expenditures for the Library are \$650,902 for operations, utilities, maintenance costs and development of spaces. There is an increase in utilities costs of \$9,000 for electricity and water. Maintenance costs for facility contracts for Library increased \$5,000 for systems maintenance on new facilities. These amounts are based on the building needs and operations, campus wide. There is Building Maintenance manager allocation of \$18,852 of Town personnel to oversee management of Library facility and systems. There is an allocation for Other Supplies and Materials of \$300,000 for Town programming and needs around the Library and outdoor spaces. These include purchases of various items for the development of spaces such as tables, canopies, umbrellas, café benches, community room furniture and community programs for an estimate of \$100,000. Also includes an allocation of \$200,000 toward a facilities replacement and improvement fund.

OTHER RESTRICTED FUNDS

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.

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund is an internal depreciation fund for the replacement of large assets. The Fund is 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 continues to remain sufficient funds in the fund to accommodate emergency replacement needs as well as planned needs.

The FY 2024/25, departmental allocations (revenues) total \$431,758 and the expenditures total \$724,620. The largest allocation charge is \$363,658 in the Police Department for FY 2024/25. This allocation reflects the purchase of 2 vehicles each year as part of the regular maintenance and replacement schedule for vehicles and for replacement for portable radios. The Department is anticipating the purchase of 2 Tahoe patrol vehicles as part of its regular equipment replacement schedule. These are replacement vehicles to the patrol fleet and the Town uses the State and Federal Multiple-Award Schedule pricing to purchase vehicles from the Equipment Replacement Fund.

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In FY 2024/25 the Police Department will also purchase \$469,120 in other miscellaneous equipment assets. These supplemental items include the remaining purchase of Red Dot pistols for sworn staff \$5,658, drug detection mobile test system \$6,000, Equipment CCTV installation in the bike storage, garage, and evidence room to monitor activity \$20,000, a property and evidence audit contract \$17,000, and new quality communication equipment radios (30) APX NEXT all band portable radios \$420,462. The majority of the \$420K purchase of radios is coming from the Equipment Replacement Fund. There is a \$125,000 allocation expense to the replacement fund in Police Department operations budget for these radios as a portion of the expense is covered by a donation previously accepted by the Council. These were noted in the General Fund Budget presentation. Public Works anticipates replacing an older vehicle in the fleet with a hybrid vehicle alternative..

WORKERS' COMPENSATION FUND

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. This Fund includes 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 liabilities. These assessments or contribution rates are calculated annually based on claims history and any increases in loss recovery due to excessive claims losses.

The Town maintains an active Workers' Compensation Risk Management Program. There are approximately thirteen (13) open claims (down from 15) that incur a *reserve* claims cost of approximately \$937,052 in the current year. This is an increase of \$357,426 in reserve claims from the previous fiscal year. Claim costs and reserves are established for each claim; however, these amounts are not indicative of the actual claim paid. The three-year average claim loss/expense is approximately \$316,070, an increase of \$118,955.

The Workers' Compensation Fund tracks expenditures for related expenses across the various departments. Each department is responsible for an allocated cost for **Workers' Compensation**. Allocations vary based on the risk assessed for each department (by type) and the number of employees. For the FY 2023/24 budget the Workers' Compensation charge for the Police Department was reduced to 1% from 7% of salary costs and other departments charges reduced from 3% to 1%. This produced total savings of approximately \$245,000 in the General Fund operating departments. The reduction was due to the Workers' Compensation Fund maintaining enough reserves for future allocations of equity replenishments. The FY 2024/25 budget maintains the 1% charge of salary costs for all departments. Staff will continue to monitor this expense and may need to increase the allocation in future years to maintain adequate reserves.

The Town maintains an equity reserve designed to keep overall operational rates low. If the equity reserve is not maintained, annual operational rates are subject to increase due to a "special

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assessment” imposed by the Cities Group JPA. The current year assessment is \$141,568 and is expected to increase to \$188,709 in FY 2024/25. The increase is due to the Town equity reserve share is at (\$191,556) and the Town needs to make a replenishment of \$263,798 to maintain its equity reserve requirement of \$72,242. Currently, there are enough reserves in the Town’s Worker’s Compensation Fund for equity replenishment and current reserve claims. The FY 2024/25 expense is \$458,287 in the fund.

GENERAL LIABILITY FUND

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 2024/25 are estimated at \$614,432. The total FY 2024/25 projected expenditures for this fund are \$714,432. 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 2 per year.

EMPLOYEE BENEFITS FUND

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 2024/25 is \$413,664. Expenditures for FY 2024/25 are \$345,000. The expenditure includes \$79,735 for the Town contribution of the minimum retiree health PEMHCA amount to CalPERS. These costs are included and charged to the respective departments based on retiree health and allocated to the Employee Benefits Fund. The Town is no longer budgeting the “pay as you go” retiree health benefit contribution as an operation expense as the retiree benefits are now funded through the OPEB Trust.

Within this fund is also the employee benefits charge of \$258,447. This is a charge of 3% to 4% of the General Fund Operational Departments salary expense that is allocated for personal leave contributions of sick, vacation, and holiday pay. The Police Department allocation is 4% and all other departments 3%. The Town has a total compensated absences balance of \$1,096,373. Compensated absences comprise of accrued time-off, vacation, and holiday pay for all employees and are recorded as a liability. These are amounts that would be liquidated or mature due to the termination of Town staff.

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Included within this fund are also unemployment insurance charges if there are any future claims charged to the Town. Any claims would be paid out of this fund. The total budgeted charge is \$70,982.

TENNIS FUND

The Tennis Fund projected revenues are \$69,500. The majority of this revenue comes through the facility management services contract with Player Capital. During the fiscal year the contract amount was amended and increased by \$10,000. The contract provides yearly revenue of \$50,000 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 standard key for residents is \$100 and includes clay court key, and the non-resident key increased is \$275 and clay court access of \$30/ hour.

Every year the Town attempts to resurface and maintain the courts as needed. The tennis court resurfacing treatment includes crack filling and taping, followed by a new surface coating and striping. This is done on approximately every 3-5 years on a cyclical basis on each of the five (5) non-clay tennis courts. The previous two fiscal years the Town performed comprehensive repairs at the facility that included overlay and urgent rehabilitation needs of the courts. There was also maintenance and reconditioning of the clay court. During the current fiscal year, the Town embarked on a pilot program and added pickleball capabilities at one of the tennis courts. Maintenance and facility enhancements were made to allow for pickleball play. Reservations and use of this court for pickleball will be monitored as the Town observes if permanent enhancements are warranted. A report will be provided to the Council after a 6-month trial period

The FY 2024/25 budget includes the purchase of tennis keys by residents and non-residents providing annual revenue of approximately \$18,300. Each January, new tennis keys go on sale for the new court locks that get installed in February.

For FY 2024/25, the Town anticipates expenditures of \$57,500. This includes \$10,000 for contract maintenance services for MCE, general court maintenance and facility repairs needs of \$45,000 and \$2,500 for building security court gates upkeep.

COPS - CITIZEN'S OPTION FOR PUBLIC SAFETY

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

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recent years has received approximately \$165,000 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 five-year CIP proposes projects to analyze, repair or improve Town infrastructure, and the funding for those projects. Major capital projects are categorized into three areas:

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

Projects have been developed based on needs identified by the City Council, residents, staff, and adopted master plans.

The 1st year (FY 2024/25) 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 22 meeting. The Commission will send their comments in writing to the City Council prior to the Council's June 19 meeting at which the Council is scheduled to adopt the budget, inclusive of the CIP.

The 5-year CIP is presented to City Council at its May 1st Study Session in a workshop format for questions and discussion of individual projects, general discussion about broader objectives to be considered for future proposed projects and priorities for allocating funds. It was pointed out that it is important to remember that in many cases, the costs shown are projections based on high-level estimates. Actual project costs will depend on market-driven bids at the time the project is undertaken.

In broad areas of the five largest CIP expenditures, this year's CIP recommends:

- \$5.3 million for Drainage Improvements Program (\$11.38 million over 5 years);
- \$2 million for Park Improvements Program (\$3.55 million over 5 years);
- \$1.4 million for the Road Maintenance Program (\$7.275 million over 5 years);
- \$0.6 million for the Traffic Safety Improvements Program (\$0.76 million over 5 years);
- and
- \$0.5 million for Bicycle & Pedestrian Program; (\$5.38 million over 5 years);

The total proposed allocation for the Fiscal Year 2024/25 Capital Improvement Program is \$10.13. The 5-year Capital Improvement Program projection for FY 2024/25 through FY

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2028/29 totals nearly \$29.24 million – the largest expenditures attributable drainage improvement project

After the May 1st workshop, staff implemented changes directed by the Council and were minor changes and/or updates to the Park, Drainage, Traffic Safety Improvement, and Bike Pedestrian projects. Based on that Council direction. Below are the changes to the CIP program:

- Drainage Improvements Program – Page 21, #56034
 - The FY 2023/24 Budget included funding to initiate evaluation of long-term drainage improvements along El Camino Real \$250k. The draft FY 2024/25 Budget programmed \$2.75m for the remainder of the project. The design proposal received was significantly higher than the available budget. After discussion the City Council decided to allocate \$400k in FY 2024/25 for design of long-term solutions and the remainder \$2.35m in FY 2025/26 for construction of the project.
 - The City Council directed that a refresh of the Drainage Master Plan be moved up to FY 2025/26 (\$250,000).
 - Funding for the Atherton Channel Culvert and Detention project was revised to include an allocation of \$400,000 from the Atherton Channel District, with a corresponding reduction in the allocation from the Capital Improvement Program. The local match is \$725K and staff incorporated \$400k of the match to Atherton Channel funds.
- Park Master Plan Implementation Program – Page 27, #56063
 - As major projects at the Park are completed, the Council identified a need to refresh the Park Master Plan. The draft FY 2024/25 Budget included a refresh of the Master Plan in FY 2025/26. The Council decided to move that out to FY 2026/27 (\$200,000).
- Traffic Safety Improvement Program – Page 13, #56064
 - As the Alameda de las Pulgas Traffic and Safety Improvements project moves through design and into construction, input on future projects is desired, including potential traffic signals, HAWK beacons or other major traffic improvements for planning purposes.
 - Staff included an additional \$450,000 in the draft FY 2024/25 budget for the Alameda de las Pulgas Traffic and Safety Improvements. The City Council agreed with these possible improvements as future projects.
- Bicycle Pedestrian Master Plan Implementation Program – Page 15, #56059
 - Based on Council direction, the draft FY 2024/25 Budget included \$250,000 for a refresh of the Town’s Bicycle and Pedestrian Master Plan. Previously programmed projects, including the design of Class II bike lanes on Atherton *The Atherton Vision...a safe, financially stable and beautifully landscaped tree-lined residential community offering an exceptional quality of life to its residents.*

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Avenue and evaluation of a walkway along Watkins Avenue from the Dinkelspiel Station Lane to El Camino Real, have been deferred to allow for the Bicycle and Pedestrian Master Plan to provide additional guidance and project prioritization.

During the June 1st Budget Study Session there was additional policy discussion by the Council that resulted in minor changes and/or updates to the Drainage, Traffic Safety Improvement, and Bike Pedestrian projects. Based on Council direction, below are the additional changes to the CIP program:

- Bicycle Pedestrian Master Plan Implementation Program – Page 15, #56059
 - Based on Council direction, the draft FY 2024/25 Budget included \$250,000 towards construction of Selby Lane Bicycle Improvements. *This amount has been removed* in FY 2024/25 as the Selby Lanes Bicycle Lanes Improvements project is currently under conceptual design.
 - The Council directed that Bike/Ped FY 2024/25 grant amount of \$25,000 is to seek grant funding and partnerships opportunities to implement improvements based on Council set priorities.

- Drainage Improvements Program – Page 21, #56034
 - The Council directed to remove a portion of the FY 2024/25 Budget of \$350,000 for Green Infrastructure related to Selby Lane Bicycle Lane Project. The Green Infrastructure Selby portion was \$175,000 and *was removed*.

- Traffic Safety Improvement Program – Page 13, #56064
 - The Council directed staff if they could review and allocate more funds from Measure A/Measure M/Gas Tax where possible and reduce General Fund Allocations from Fund 401 or a Transfer.
 - Per Council direction staff reviewed and moved the FY2024/25 ADLP \$450,000 Traffic Safety Improvement Project from Capital Improvement Fund to the Measure A Fund in FY 2024/25.

The above changes resulted in a reduction of \$875,000 in Capital Improvement Fund expenditures in FY 2024/25. As a result, the General Fund allocation to the Capital Improvement Fund decreased from \$5,325,000 to \$4,450,000. The FY 2024/25 Capital Improvement Fund includes funding sources of \$6.90 million for capital projects.

Funding Source	FY 2024/25 Allocation
CIP Fund	\$5,830,000
Gas Tax	\$360,000
Measure M	\$75,000
Atherton Channel Fund	\$125,000
Measure A	\$370,000

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Funding Source	FY 2024/25 Allocation
Measure W	\$145,000
Total	\$6,905,000

Expenditures in FY 2024/25 for the CIP are \$7.35 million. The following are project/program expenditures:

Project	FY 2024/25 Funding
Traffic Safety Improvements	\$600,000
Accessibility Improvements	\$10,000
Streets/Roads Maintenance	\$1,455,000
Park Improvement Program Projects	\$2,050,000
Drainage Improvement Projects	\$2,790,000
Bike/Ped Master Plan Program	\$275,000
Town Facilities	\$150,000
Neighborhood Traffic Management	\$0
Traffic Control Devices	\$15,000
Upper Channel Monitoring	\$10,000
Total*	\$7,355,000

OVERALL SUMMARY

For FY 2024/25 the Town's General Fund Revenues are projected at \$23,001,022 against \$20,774,676 in expenditures. This will result in a single year-end positive balance of \$2,226,346 and a total projected year ending positive Fund Balance of \$11,564,345.

FY 2024/25 includes below the line items of \$2,500,000 for ERAF, budgeted debt service payment of \$861,871, Transfer Out to CIP Fund 401 for capital projects of \$4,450,000. There will be a single-year projected change in fund balance by negative \$2,811,871. The negative change reflects the drawdown of unallocated reserves Fund Balance of \$4.450 million for capital projects.

RESERVES

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 2024/25 budget process, the Council considered using the unallocated funds towards various priorities. For FY 2024/25, there is an allocation of \$4.450 million for various set aside buckets for capital projects in the Town CIP.

The beginning FY 2024/25 General Fund Balance was \$12,149,869. With the inclusion of debt service, there is a total General Fund projected FY 2024/25 year-end fund balance of \$11,564,345. The table below reflects all the changes noted above.

The Atherton Vision...a safe, financially stable and beautifully landscaped tree-lined residential community offering an exceptional quality of life to its residents.

Recommended Operating Budget

FY 2024/25

Page 22 of 23

FY 2024/25 Beginning Fund Balance	\$12,149,869
FY 2024/25 Projected Revenues (inclusive of ERAF)	\$25,501,022
Total Available Funds	\$37,650,891
COP Debt Service for FY 2023/24	(\$861,871)
FY 2024/25 Expenditures (Projected Budget)	(\$20,774,676)
FY 2024/25 Transfer Out CIP 401 Fund -Financial Planning	(\$4,450,000)
Projected FY 2024/25 Ending Fund Balance	\$11,564,345

As shown below, the Town will meet its 30% reserve requirements total of \$6,232,403 in FY 2024/25 and projects an unallocated reserve that is 26% of projected expenditures.

Unallocated Fund Balance

Any remaining fund balance not reserved or committed is designated as Unallocated Fund Balance. The projected unallocated available fund balance for FY 2024/25 is \$5,331,942. 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.

FY 2024/25 Expenditures	\$20,774,676
Projected FY 2024/25 Ending Fund Balance	\$11,564,345
15% Emergency Reserve	\$3,116,201
15% Budget Stabilization Reserve	\$3,116,201
TOTAL RESERVE REQUIREMENT	\$6,232,403
<i>Less Above Reserve Requirement = Unallocated Reserves</i>	<i>\$5,331,942</i>

GANN LIMIT CALCULATION

The Finance Director calculated the FY 2024/25 GANN limit using the percentage change in population and the cost of living provided by the State Department of Finance. The GANN limit for 2024/25 is \$17,183,782. The Town is in compliance with the GANN limit requirement for FY 2024/25.

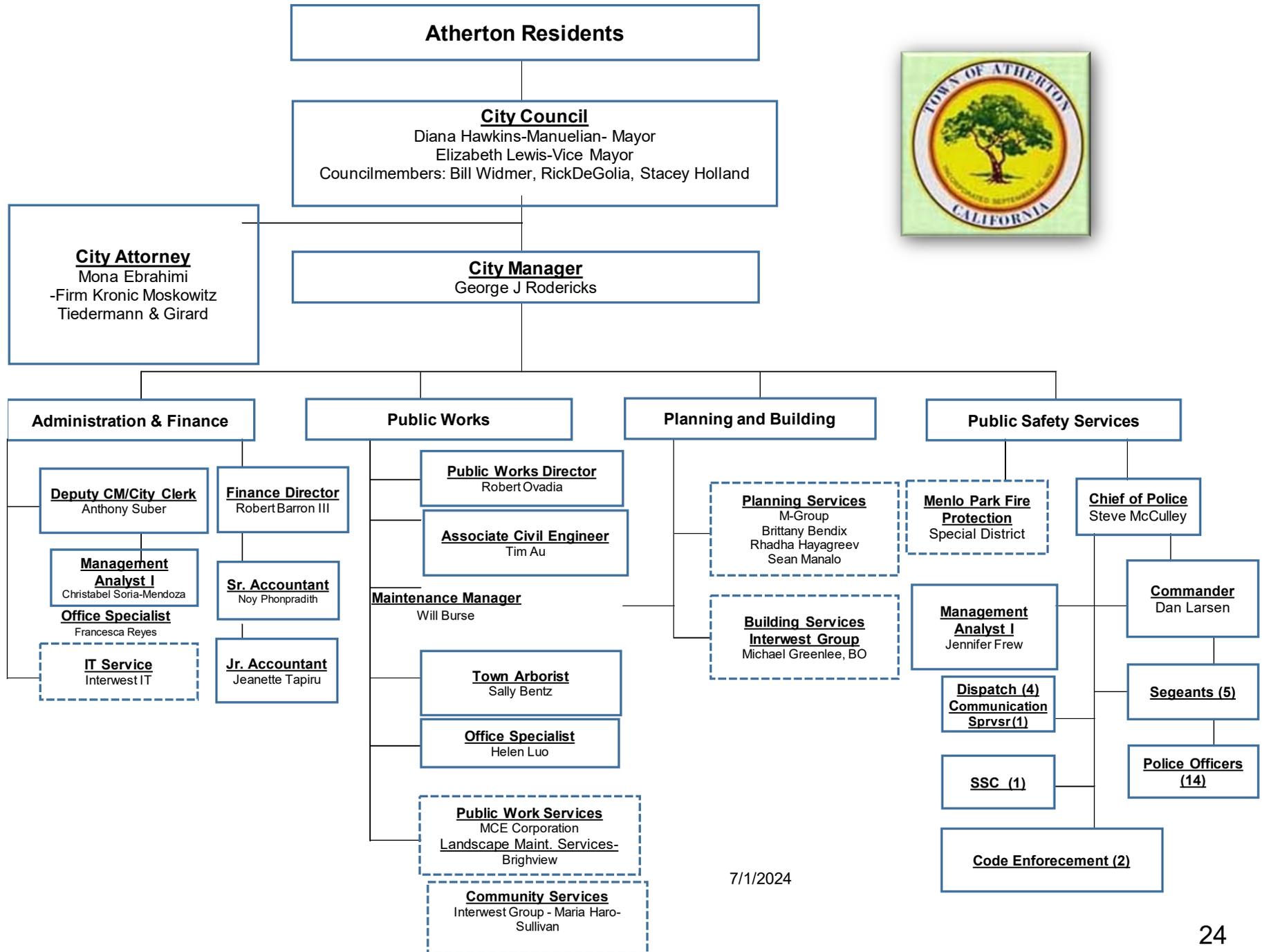
MASTER FEE SCHEDULE CPI ADJUSTMENT

As part of the Fiscal Year 2024/25 Budget, staff is presenting a fee resolution for amending various fees and charges to the Town Master Fee Schedule. The Town completed its Master Fee Study in 2024. The Study recommended the Town also consider a regular escalator based on a local Consumer Price Index in the periods between adoption of the new fee resolution and until the next comprehensive fee review. The Council directed that such adjustments be done each year contiguous with the budget adoption. The attached Resolution adjusts fees in the Master Fee Schedule by CPI of 2.4% for FY2024/25. The Master Fee Schedule sets the fees for Planning, Building, Engineering, Public Works, Administrative, Police, and Parks and Facility Rentals. All fees except for State mandated fees have been adjusted by CPI escalator. Fees for *at market rental* of public spaces may also be adjusted independent of the CPI. Fees are rounded to the nearest “0” or “5”. With the recruitment of Park Events Management provider, staff recommends that the Park and Recreation Committee review market rate fees once the new provider is in place and conduct a study of comparable park and recreation facilities of other agencies for Town pricing metrics.

CONCLUSION

This budget presents a 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. The Town has many long-term infrastructure needs as priorities focus on the various CIP Master Plan projects.

Section A/**Introduction**/Organizational Chart FY 2024-25



7/1/2024

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 work with staff to provide 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.

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.

During fiscal year 2023/24 the Bike and Pedestrian and the Transportation Committee were combined into one committee

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.

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 FY23/24	\$15,386,937,386
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, Measure A, Measure M, Measure W, Gas Tax fund, Equipment Replacement Fund, etc.

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 the 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.

2024-2025 Budget Calendar

Meeting 1 - Budget Kick-off and Overview- March 6, 2024 Study Session

- Overview of the Budget Process and Policy Discussions
- An overview of the FY 2023/24 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 3, 2024 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.

Meeting 3- Special Revenues, Internal Service Funds & Capital Improvement Program Budget Study Session – May 1, 2024 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 5, 2024 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 19, 2024 Regular Meeting

Reserve Balances

The net revenues over expenditures should produce a balance, whether it is positive, negative or zero. These balances are called equity or “Fund Balances.” When agencies have a net positive balance within their funds at the end of 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.

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 2024/25 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 15 percent of the actual operating expenditures. The Town Budget Stabilization Reserve policy percentage is 15%. The Town's total reserve policy is thirty percent (30%) Any remaining fund balance not reserved or committed is designated as Unallocated Fund Balance. The projected unallocated available ending fund balance for FY 2024/25 is \$5,331,942. The FY 2024/25 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. As part of the Town's ongoing financial stability core value and operations process, staff will continue to work with the council on the use of *unallocated reserve fund balance* options. Now that the Town Center 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. During its review of the Town Financial Planning model during the fiscal year 2024/25 budget process, the Council considered uses for the unallocated funds towards various priorities. For FY 2024/25, there is an allocation of \$4.45 million for various set aside buckets for capital projects in the Town CIP. 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 these reserve funds.

➤ Capital Facilities Replacement Reserve

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. There is currently an allocation of \$200,000 to Capital Facility replacement reserve for future replacement of Capital Facilities.

Section A

INTRODUCTION

REVENUE EXPENDITURES PROJECTED FUND BALANCE SUMMARY 1

Town of Atherton Budget for FY 2024-2025									
	Projected Fund Balance 06/30/24	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer In	Library JPA Est. Advance excess funds	Budgeted Transfer Out/Lease Payment	Lease Payment	ERAF	Projected Fund Balance 06/30/25
General Fund									
101 General Fund	\$ 12,149,869	\$ 23,001,022	\$ 20,774,676			\$ (4,450,000)	\$ (861,871)	\$ 2,500,000	\$ 11,564,344
Special Revenue Funds									
105 Tennis Fund	127,757	69,500	57,500	-					139,757
209 Police (COPS) Grant	185	171,145	171,000						330
213 Library Fund	2,502,142	666,902	650,902						2,518,142
215 Evan Creative Design	-	-	-						-
Total Special Revenue	2,630,084	907,547	879,402	-	-	-			2,658,229
Capital Project Funds									
201 Special Tax	-	-	-						-
202 Measure A	731,907	370,000	890,000						211,907
203 Gas Tax	268,869	360,000	300,000						328,869
204 Measure M	79,048	75,000	75,000						79,048
205 Measure W	544,662	145,000	140,000						549,662
401 Capital Improvement	2,119,663	5,830,000	5,840,000						2,109,663
402 Storm Drainage	-	-	-						-
403 Channel Drainage Dt.	654,004	125,000	510,000						269,004
406 Facilities Construction	-	-	-						-
Total Capital Projects	4,398,153	6,905,000	7,755,000	-	-	-			3,548,153
Internal Service Funds									
610 Equipment Repl.	1,180,590	431,758	724,620						887,728
614 Worker's Comp.	1,885,372	73,833	458,287						1,500,918
615 General Liability	541,745	619,432	714,432						446,745
616 Employee Benefits	755,627	413,664	344,735						824,556
Total Internal Service	4,363,334	1,538,687	2,242,074	-	-	-			3,659,947
Total All Funds	\$ 23,541,440	\$ 32,352,256	\$ 31,651,152	\$ -	\$ -	\$ (4,450,000)	\$ (861,871)	\$ 2,500,000	\$ 21,430,673

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 23/24 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. 07/01/24	127,757	185	-	127,942		Est. Fund Bal. 07/01/24	1,180,590	1,885,372	541,745	755,627	4,363,334
Est. Revenue 24/25	69,500	171,145	-	240,645		Est. Revenue 24/25	431,758	73,833	619,432	413,664	1,538,687
Total Available Revenue	197,257	171,330	-	368,587		Total Available Revenue	1,612,348	1,959,205	1,161,177	1,169,291	5,902,021
Est. Expenditure 24/25	57,500	171,000	-	228,500		Est. Expenditure 24/25	724,620	458,287	714,432	344,735	2,242,074
Rev. Over Exp.	139,757	330	-	140,087		Rev. Over Exp.	887,728	1,500,918	446,745	824,556	3,659,947
Transfers In(out)						Transfers In(out)					
Est. Fund Bal. 06/30/24	139,757	330	-	140,087		Est. Fund Bal. 06/30/24	887,728	1,500,918	446,745	824,556	3,659,947

Capital Projects	Parcel Tax	Measure A	Gas Tax	Measure M	Measure W	Road Impact	Capital Imprint	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. 07/01/24	-	731,907	268,869	79,048	544,662	-	2,119,663	-	654,004	-	4,398,153	4,398,153
Est. Revenue 24/25	-	370,000	360,000	75,000	145,000	-	5,830,000	-	125,000	-	6,905,000	6,905,000
Total Available Revenue	-	1,101,907	628,869	154,048	689,662	-	7,949,663	-	779,004	-	11,303,153	11,303,153
Est. Expenditure 24/25	-	890,000	300,000	75,000	140,000	-	5,840,000	-	510,000	-	7,755,000	7,755,000
Rev. Over Exp.	-	211,907	328,869	79,048	549,662	-	2,109,663	-	269,004	-	3,548,153	3,548,153
Transfers In(out)	-											
Est. Fund Bal. 06/30/24	-	211,907	328,869	79,048	549,662	-	2,109,663	-	269,004	-	3,548,153	3,548,153

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2024-2025



Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Estimated Actuals 2023-2024	Recommended Budget 2024-2025
Revenues						
101-00-40001-000	Secured Property Tax	11,000,972	12,082,630	12,246,530	12,246,530	12,797,625
101-00-40002-000	Unsecured	451,071	449,641	467,641	467,641	488,685
101-00-40004-000	SB813 Redemption (Suppl)	406,915	332,325	332,325	361,000	347,280
101-00-40006-000	Prop Tax in Lieu of VLF (Motor Veh)	1,873,858	1,556,000	1,371,507	1,000,507	1,433,225
101-00-40008-000	Excess ERAF	-	-	-	-	-
101-00-40010-000	Unsecured SB813 Redemp/Suppl	3,468	-	-	-	-
101-00-42005-000	Property Transfer Tax	506,554	706,000	706,000	706,000	737,770
Total Property Taxes ->		14,242,837	15,126,596	15,124,003	14,781,678	15,804,585
101-00-41001-000	Sales & Use Tax General	186,270	209,100	289,100	315,000	320,000
101-00-41002-040	Prop 172 Sales Tax for Police	113,868	112,000	120,000	120,000	122,400
101-00-41004-000	In Lieu Sales Tax/Trip Flip	-	-	-	-	-
Total Sales Taxes ->		300,138	321,100	409,100	435,000	442,400
101-00-42001-000	Franchise Taxes-Utilities	299,959	305,000	305,000	305,000	311,000
101-00-42002-000	Franchise Tax-Cal Water	185,997	189,000	189,000	181,000	192,000
101-00-42003-000	Franchise Tax-Garbage	408,432	415,000	415,000	400,000	422,000
101-00-42004-000	Franchise Taxes-Cable	169,021	147,000	147,000	149,000	151,000
Total Franchise Fees ->		1,063,409	1,056,000	1,056,000	1,035,000	1,076,000
101-00-40005-000	Homeowners Exemption	33,988	35,000	35,000	34,000	35,000
101-00-40007-000	Motor Veh. Lic Fees (MVLFF)	7,156	5,700	5,700	5,600	5,800
Total Intergovernmental ->		41,143	40,700	40,700	39,600	40,800
101-00-43001-000	Business Licenses	269,739	283,600	283,600	283,600	290,000
Total Business License Tax ->		269,739	283,600	283,600	283,600	290,000
101-00-47001-000	Home Occupation Permit	-	300	300	300	300
101-00-47019-020	Zoning & Planning Fees	321,042	298,000	405,000	405,000	850,000
Total Planning Revenue ->		321,042	298,300	405,300	405,300	850,300
101-00-47002-025	Building Permit Fee	961,859	1,115,000	1,340,000	1,150,000	1,393,600
101-00-47004-025	Grading & Drainage	60,562	85,000	130,000	105,000	135,200
101-00-47021-025	Plan Check Fee	389,786	385,000	510,000	425,000	530,400
101-00-47030-025	Tree Removal Plan Check	84,574	80,000	127,000	95,000	132,080
101-00-47034-025	Contract Plan Review Services	-	-	-	-	-
101-00-47035-025	Contract Inspection Services	-	-	-	-	-
101-00-47050-025	Penalty No Building Permit	10,207	12,000	12,000	6,291	12,000
101-00-48502-025	Miscellaneous Income	-	-	-	-	-
Total Building Revenue ->		1,506,988	1,677,000	2,119,000	1,781,291	2,203,280
101-00-44001-040	Municipal & Vehicle Code Fines	8,944	5,100	6,100	6,100	6,222
101-00-44002-040	Other Fines & Forfeiture (County)	56,449	41,000	56,000	60,000	57,120
101-00-45019-040	Grant Police	-	-	-	-	-
101-00-45007-040	POST Reimb	26,145	17,300	17,300	18,500	17,646
101-00-48505-040	Federal SRO Grant	-	75,000	100,000	100,000	100,000
101-00-47005-040	Other Licenses & Permit	2,382	4,140	4,140	2,300	4,223
101-00-47009-040	Photocopy Fee	184	150	150	115	150
101-00-47011-040	Alarm Sign Fees	1,280	1,500	1,500	800	1,600
101-00-47012-040	Vehicle Release	473	1,000	1,000	1,000	1,000
101-00-47013-040	Police Report	-	-	-	-	-
101-00-47014-040	Fingerprinting Fee	-	-	-	-	-
101-00-47016-040	Special Service Fee	9,797	10,000	10,000	16,500	10,200

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2024-2025



Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Estimated Actuals 2023-2024	Recommended Budget 2024-2025
101-00-47017-040	Solicitor's Permit	-	-	-	-	-
101-00-47018-040	Disaster Assistance Reimb	-	-	-	-	-
101-00-47046-040	Alarm Permit Fee	48,350	122,500	122,500	70,000	122,500
101-00-48004-040	Sale of Property	306	-	-	-	-
101-00-47049-040	False Alarm Fees	8,100	8,000	8,000	7,400	8,200
101-00-48501-040	Donation/Contribution	-	-	235,000	235,000	40,000
101-00-48502-040	Miscellaneous Income	132	-	-	-	-
	Total Police Revenue ->	162,541	285,690	561,690	517,715	368,861
101-00-45021-053	Highway Maint Reimbursement	35,700	35,700	35,700	35,700	35,700
101-00-47003-050	Encroachment	422,281	600,000	600,000	500,000	624,000
	Total DPW Revenue ->	457,981	635,700	635,700	535,700	659,700
101-00-47022-058	Social Fees	85,487	95,000	35,000	25,000	60,700
101-00-47023-058	Meeting Fees	-	-	-	-	-
101-00-47025-058	Class Fees	8,278	15,000	15,000	10,000	15,300
101-00-47028-058	Weddings	22,186	40,000	10,000	2,500	20,000
101-00-47029-058	Park Day Use Fee	15,234	16,500	8,500	10,000	19,000
101-00-47033-058	Catering Service Fee	34,839	41,000	6,000	5,200	-
101-00-47039-058	Park Rev-Admin 30% Non-Resident	8,784	-	-	-	-
101-00-47040-058	Park Rev-Admin 15% Resident	1,515	-	-	-	-
	Total Park Program Revenue ->	176,322	207,500	74,500	52,700	115,000
101-00-44003-000	Heritage Tree Damage Fee	35,400	40,000	40,000	35,400	42,000
101-00-44004-000	C & D Deposit Forfeited	874,200	1,000,000	1,250,000	1,250,000	500,000
101-00-45016-058	DOC -CALRecycle-Park/Recreation	5,000	5,000	5,000	5,000	5,000
101-00-45016-000	DOC Grant	-	-	-	-	-
101-00-45019-000	Grant	-	25,000	25,000	40,000	25,000
101-00-45020-000	Other Reimbursements	6,141	-	23,916	23,916	-
101-00-47005-012	Other Licenses & Permit Admin	1,800	1,200	1,200	1,125	1,500
101-00-47009-000	Photocopy Fee	-	-	-	-	-
101-00-47031-030	Tree Inspection Fee	32,159	32,000	44,000	34,000	50,000
101-00-47036-030	Admin Citation (code enforcement)	113,100	85,000	98,000	68,000	90,000
101-00-47038-000	Banner Permit Fee	1,725	2,200	2,200	1,575	2,200
101-00-47045-000	Drone Application Fee	-	750	750	-	380
101-00-47052-050	Chargepoint Chargin Stations	1,748	-	-	776	-
101-00-48001-000	Interest Income	323,053	175,000	240,000	240,000	300,000
101-00-48002-000	Cell Antenna Lease	70,775	73,606	73,606	73,606	74,816
101-00-48003-000	Property Rental - Playschool	53,420	89,533	50,533	50,533	55,000
101-00-48005-000	Post Office	1,852	2,700	2,700	2,700	2,200
101-00-48502-000	Miscellaneous Income	7,747	2,300	2,300	2,300	2,000
101-00-48507-000	Settlement/Claims	28,721	-	3,983	3,983	-
101-00-48520-000	ARP Funds Fiscal Recovery	-	-	-	-	-
101-00-48525-000	Bayfront Canal Leaseback Fund	-	-	-	-	-
	Total Misc. Revenues ->	1,556,841	1,534,289	1,863,188	1,832,914	1,150,096
	Total Operating Revenues ->	20,098,982	21,466,475	22,572,781	21,700,498	23,001,022
	Expenditures					
	City Council Department	58,211	69,015	69,015	58,000	66,615
	Administration Department	1,362,821	1,265,979	1,354,479	1,330,000	1,400,943
	City Attorney Department	282,725	310,000	310,000	310,000	310,000
	Finance Department	842,674	866,652	866,652	846,000	882,763
	Planning Department	937,248	1,649,819	1,674,819	1,590,000	1,426,970
	Building Department	1,171,569	1,361,829	1,604,829	1,520,000	1,659,166
	Inter Department	942,222	1,055,542	1,102,542	950,000	1,172,460
	Police Department	9,021,928	9,285,827	9,584,827	9,520,000	10,171,871
	Public Works Department	2,221,437	3,385,596	3,681,445	3,100,000	3,683,887
	Total Operating Expenditures ->	16,840,834	19,250,260	20,248,608	19,224,000	20,774,676
	Excess (Deficiency) of Revenues Over Expenditures	3,258,148	2,216,215	2,324,173	2,476,498	2,226,346

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2024-2025



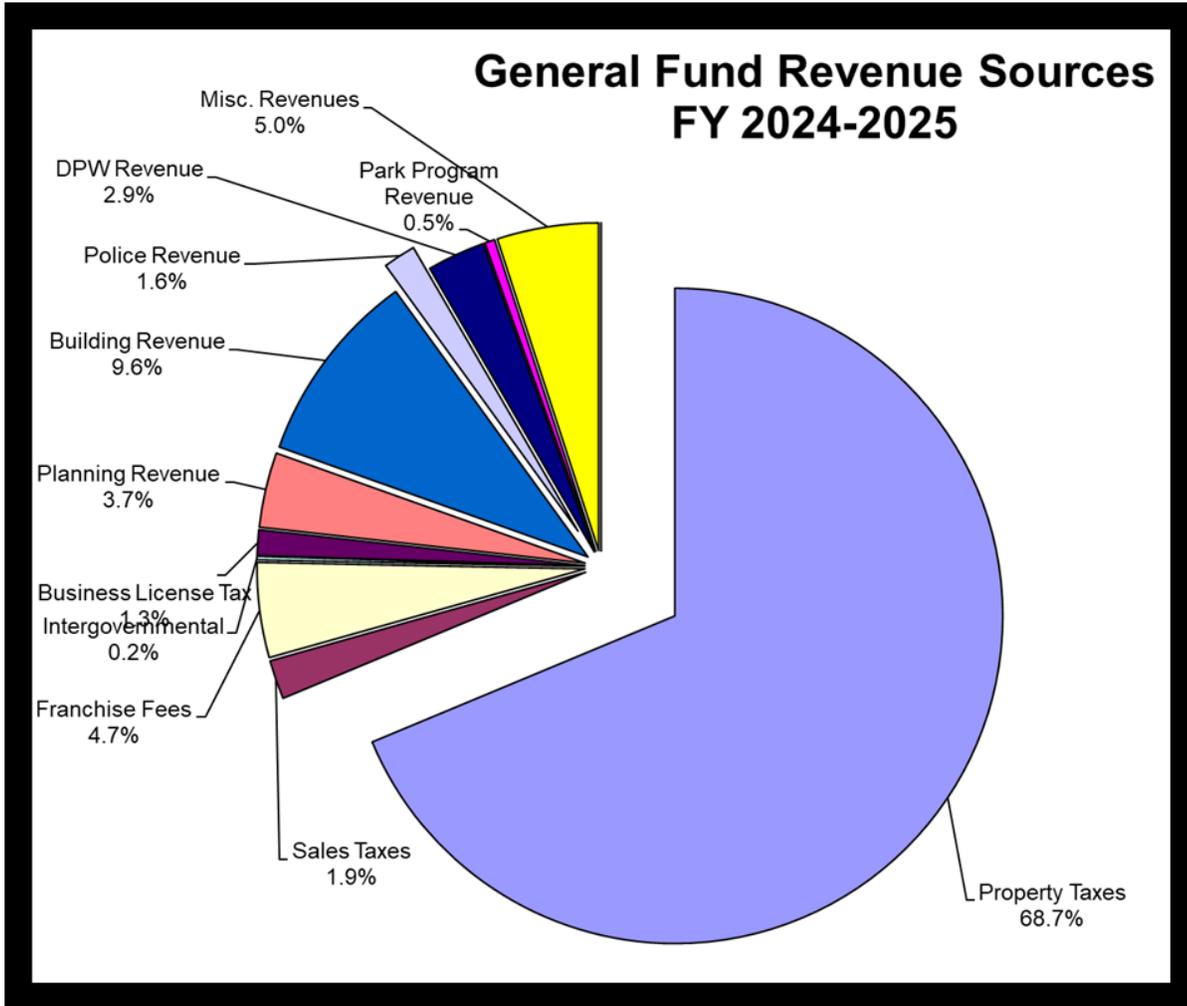
Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Estimated Actuals 2023-2024	Recommended Budget 2024-2025
Other Financing Sources/(Uses)						
101-00-58002-030	Trans Out CIP 401 Future Projects	(3,340,000)	(5,890,000)	(5,890,000)	(5,890,000)	(4,450,000)
101-00-58010-000	COP Debt Service	(861,871)	(861,871)	(861,871)	(861,871)	(861,871)
101-00-58005-000	Transfer (out) to OPEB/Pension					
101-00-58004-000	Trsfr in/(out) Workers Compensation					
101-00-58002-000	Trsfr in/(out) CIP (401)					
101-00-58002-030	Trsfr in/(out) Const. 406-COP Funds					
101-00-58003-000	Trsfr in/(out) to Facilities Const-406	(1,189,037)				
	COVID America Rescue Plan					
	Excess ERAF	2,339,065	2,300,000	2,633,605	2,633,605	2,500,000
	Total Transfers In/(Out) ->	(3,051,844)	(4,451,871)	(4,118,266)	(4,118,266)	(2,811,871)
	Incr/(Decr) of General Fund Resv	206,304	(2,235,656)	(1,794,093)	(1,641,768)	(585,525)
	Net Change in Fund Balance	206,304	(2,235,656)	(1,794,093)	(1,641,768)	(585,525)
	Beginning Fund Balance	13,585,333	13,791,637	13,791,637	13,791,637	12,149,869
	Ending Fund Balance	13,791,637	11,555,981	11,997,544	12,149,869	11,564,345

Fund Balance Schedule					
Building Component Town Center Funding					
15% Emergency Reserve		2,887,539	2,887,539	2,883,600	3,116,201
15% Reserve		2,887,539	2,887,539	2,883,600	3,116,201
Reserved for ARPA		1,707,000			
Available Fund Balance		4,013,951	4,013,951	6,382,669	5,331,942
Ending Fund Balance	-	11,496,029	9,789,029	12,149,869	11,564,345

Section B

General Fund

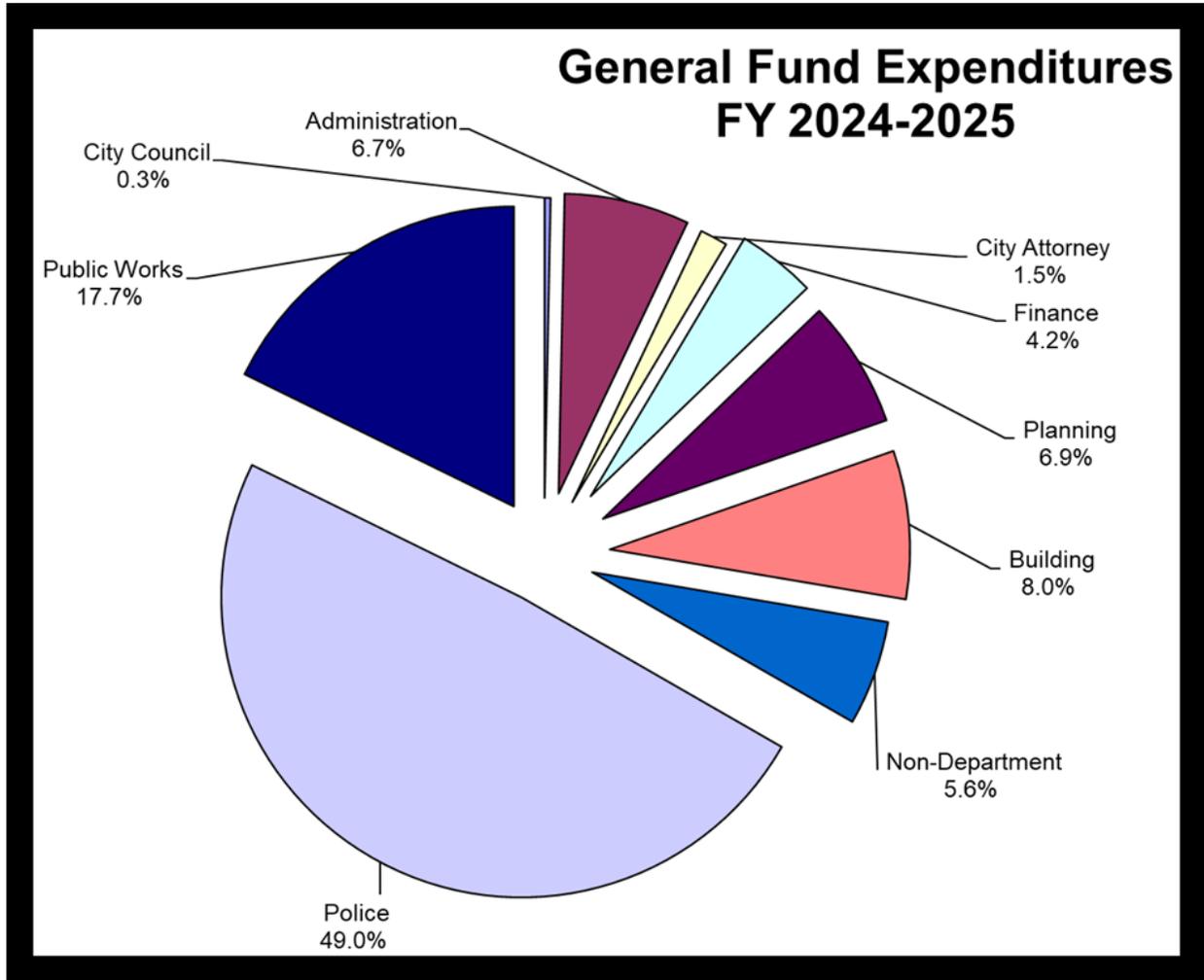
General Fund 101 Revenue Summary Chart



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 2024-2025

- Continue work with legislative services consultant on housing related issues relevant to RHNA process and State legislation
- Update the Human Resources Policies and Procedures Manual, and records retention software
- Continue to explore and report on programs for Sustainability and Climate Action
- Complete community Town survey
- Continue to stimulate Community engagement through Town Events especially that celebrate community involvement and activities
- Fostering partnerships with schools and other agencies
- Continue to connect with surrounding jurisdictions on regional issues and concerns with potential for project partnerships

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

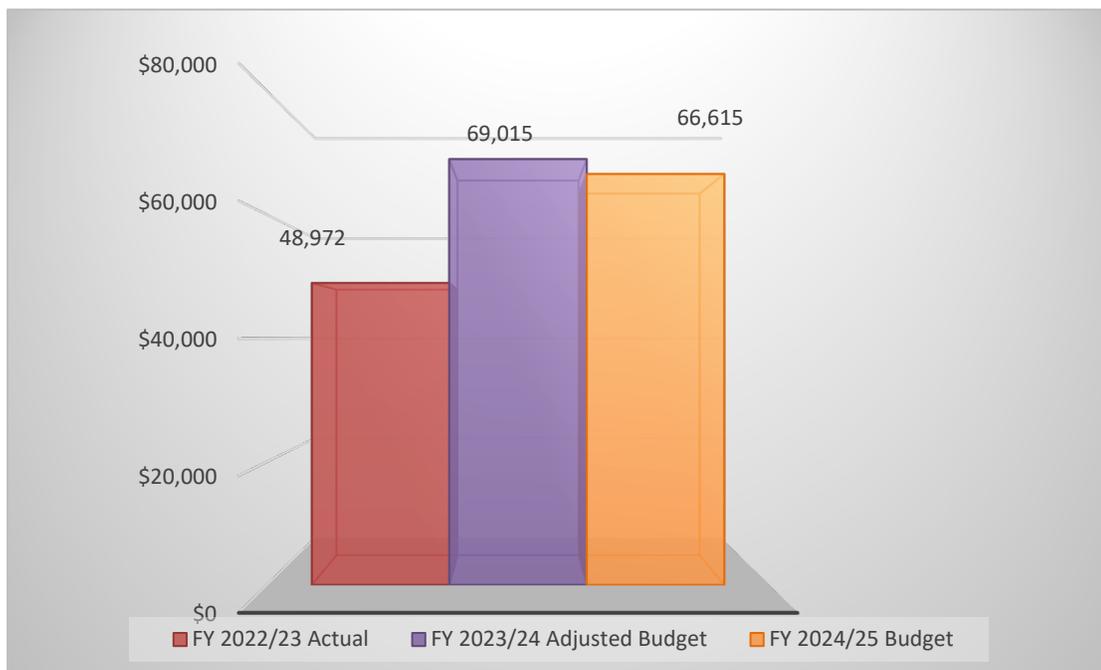
\$66,615

Employee

5 elected city council members

Three-year Summary

Year	FY 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Amount	58,211	69,015	66,615





Town of Atherton
 Annual Operating Budget FY 2024-2025
 City Council Budget - Summary

Category	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
General Operation	2,247	5,500	5,500	4,500
Other Services/Exp	53,793	57,215	57,215	55,815
Supplies & Materials	491	1,300	1,300	1,300
Capital Outlay	1,679	5,000	5,000	5,000
City Council	58,211	69,015	69,015	66,615

Town of Atherton Annual Operating Budget FY 2024-2025
City Council Budget By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
General Operation	101-11-53016-011	Utilities - Water	-	2,500	2,500	-
General Operation	101-11-53024-011	Advertising/Publishing	2,247	3,000	3,000	4,500
Other Services/Exp	101-11-54002-011	Bus Meeting & Meals	6,201	5,400	5,400	5,400
Other Services/Exp	101-11-54003-011	Conferences	5,219	7,500	7,500	7,500
Other Services/Exp	101-11-54004-011	Training & Workshops	12,790	10,000	10,000	10,000
Other Services/Exp	101-11-54007-011	Membership/Dues	13,839	15,815	15,815	16,015
Other Services/Exp	101-11-54010-011	Other Contract Services	688	-	-	-
Other Services/Exp	101-11-54011-011	Environmental Program		-	-	-
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	-	17,500	17,500	2,500
Other Services/Exp	101-11-54015-011	Contribution-SSM County	1,000	-	-	-
Other Services/Exp	101-11-54020-011	Election Cost	13,306	-	-	13,400
Supplies & Materials	101-11-55002-011	Office Supplies	491	1,300	1,300	1,300
Capital Outlay	101-11-57006-011	Computer Equipment/Software	758	-	-	-
Capital Outlay	101-11-57007-011	Office Equip & Furniture	921	5,000	5,000	5,000
Total City Council			58,211	69,015	69,015	66,615

Town of Atherton Annual Operating Budget FY 2024-2025
City Council Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-11-53016-011	Utilities - Water	Calwater	-
101-11-53024-011	Advertising/Noticing	Advertising Election, Committee vacancies, special info, council meeting post card notifications, calwater notifications	4,500
101-11-54002-011	Bus Meetings & Meals	Meeting meals and supplies - City Council Meetings dinners refreshments	5,400
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, and Council community related workshops & priorities	10,000
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)	2,608
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	4,900
		A/C Subtotal->	16,015
101-11-54010-011	Other Contract Services	High Speed Rail Public Relation (HSR) (from Intergovernmental Dept)	-
		A/C Subtotal->	-
101-11-54011-011	Environ Program Committee	Support for committee work (previously in non-dept)	

Town of Atherton Annual Operating Budget FY 2024-2025
City Council Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-11-54013-011	Contribution-SSV	Sustainable Silicon to produce environmental and resources conservation Silicon Valley (from Intergovernmental)	1,000
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
101-11-54014-011	Contribution-HIP	Human Investment Project (HIP) grant- Atherton Home Sharing Program	
101-11-54020-011	Election Expenses	General Election	13,400
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
		A/C Subtotal->	5,000
		Total City Council Dept	<u><u>66,615</u></u>

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 department includes a Management Analyst to oversee Town Sustainability Programs, other projects, and the Environmental Programs committee

Annual Fiscal Impact

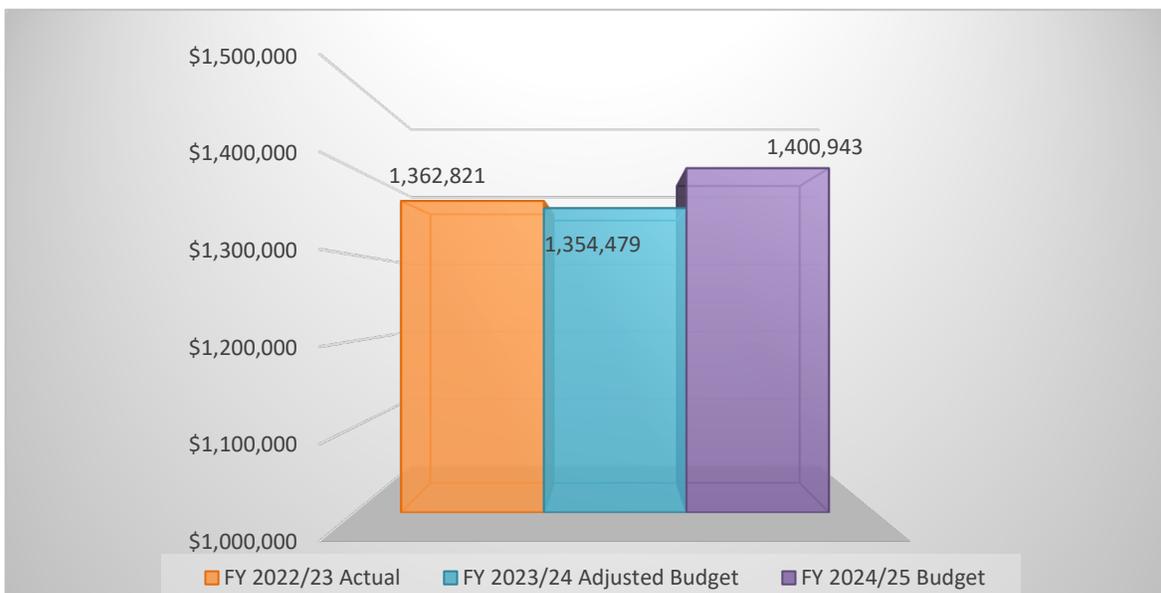
\$1,400,943

Employee

4 Full Time: City Manager, Deputy CM/City Clerk, Office Specialist, Management Analyst I

Three-year Summary

Year	FY 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Amount	1,362,821	1,354,479	1,400,943





Town of Atherton
 Annual Operating Budget FY 2024-25
 Administration Budget - Summary

Category	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Salaries & Wages	630,142	680,235	680,235	692,078
EE Benefits	280,363	283,663	283,663	290,770
Professional Svcs	174,246	40,000	40,000	40,000
General Operations	47,349	45,496	45,496	60,300
Other Services/Exp.	212,574	201,686	290,186	293,895
Supplies & Materials	15,234	12,500	12,500	12,500
Capital Outlay	2,913	2,400	2,400	11,400
Administration Total	1,362,821	1,265,979	1,354,479	1,400,943

Town of Atherton Annual Operating Budget FY 2024-25
Administration - Budget by Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Salaries & Wages	101-12-50001-012	Regular Salaries	624,794	671,735	671,735	683,578
Salaries & Wages	101-12-50001-012	Office Intern	-	7,500	7,500	7,500
Salaries & Wages	101-12-50006-012	Overtime	5,348	1,000	1,000	1,000
EE Benefits	101-12-50013-012	EE Benefits Earned	17,930	20,152	20,152	20,507
EE Benefits	101-12-51001-012	Medicare Tax	10,022	9,740	9,740	9,912
EE Benefits	101-12-51002-012	Social Security Tax	336	-	-	-
EE Benefits	101-12-51003-012	PERS Retire Contrib- ER	47,941	58,914	58,914	61,075
EE Benefits	101-12-51005-012	Deferred Compensation	5,772	5,772	5,772	5,772
EE Benefits	101-12-51007-012	STD Insurance	640	768	768	768
EE Benefits	101-12-51008-012	Health Insurance-Active	55,590	61,849	61,849	64,623
EE Benefits	101-12-51009-012	Health Insurance-Retirees	29,934	19,757	19,757	7,851
EE Benefits	101-12-51010-012	Dental Insurance	3,163	4,617	4,617	2,863
EE Benefits	101-12-51011-012	Vision Insurance	854	920	920	715
EE Benefits	101-12-51013-012	Workers' Compensation	21,182	6,717	6,717	6,836
EE Benefits	101-12-51014-012	Life & ADD Insurance	549	740	740	740
EE Benefits	101-12-51015-012	LTD Insurance	2,890	2,993	2,993	2,993
EE Benefits	101-12-51016-012	Unemployment Insurance	6,488	6,717	6,717	6,836
EE Benefits	101-12-51019-012	Allowance	-	-	-	-
EE Benefits	101-12-51020-012	Educational Reimb	-	8,000	8,000	8,000
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	77,075	76,005	76,005	91,279
		Total Salaries & Benefits	910,504	963,897	963,897	982,848
Professional Svcs	101-12-52023-012	Contract Human Resources	174,246	40,000	40,000	40,000
General Operations	101-12-53002-012	Other Equip Repair & Maint	16,700	14,400	14,400	20,400
General Operations	101-12-53014-012	Utilities - Electricity	6,165	10,596	10,596	12,900
General Operations	101-12-53016-012	Utilities - Water	659	1,000	1,000	1,000
General Operations	101-12-53024-012	Advertising - Noticing	9,142	6,500	6,500	6,500
General Operations	101-12-53025-012	External Printing Services	13,390	9,000	9,000	15,500
General Operations	101-12-53026-012	Recruitment Costs	1,293	4,000	4,000	4,000
Other Services/Exp.	101-12-54002-012	Business Meetings & Meals	234	1,000	1,000	1,300
Other Services/Exp.	101-12-54003-012	Conferences	6,175	9,800	9,800	10,800

Town of Atherton Annual Operating Budget FY 2024-25
Administration - Budget by Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Other Services/Exp.	101-12-54004-012	Training and Workshops	10,898	11,500	11,500	11,500
Other Services/Exp.	101-12-54005-012	Subscriptions	433	1,200	1,200	1,500
Other Services/Exp.	101-12-54007-012	Memberships & Dues	12,972	20,036	20,036	20,645
Other Services/Exp.	101-12-54008-012	Mileage Reimbursement	-	150	150	150
Other Services/Exp.	101-12-54010-012	Other Contract Services	164,785	140,000	228,500	228,000
Other Services/Exp.	101-12-54011-012	Environmental Program Committee	12,295	5,000	5,000	5,000
Other Services/Exp.	101-12-54019-012	Special Events & Awards	1,783	10,000	10,000	12,000
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	14,944	8,500	8,500	8,500
Supplies & Materials	101-12-55017-012	Postage	290	4,000	4,000	4,000
Capital Outlay	101-12-57006-012	Computer Equipment/Software	2,675	1,400	1,400	1,400
Capital Outlay	101-12-57007-012	Office Equip & Furn	238	1,000	1,000	10,000
Total Operations			452,317	302,082	390,582	418,095
Total Admin Dept			1,362,821	1,265,979	1,354,479	1,400,943

Town of Atherton Annual Operating Budget FY 2024-2025
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-12-50001-012	Regular Salaries	Salaries -three full-time (FTE) staff	683,578
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	20,507
101-12-51001-012	Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings	9,912
101-12-51003-012	PERS Retire Contrib- ER	Employer contribution for employee pension	61,075
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	768
101-12-51008-012	Health Insurance-Active	Health plan coverage - Cafeteria Plan	64,623
101-12-51009-012	Health Insurance-Retirees	Retiree Health Pay-as-you-go	-
101-12-51009-012	Health Insurance-GASB45	GASB 45 annual required contribution	7,851
101-12-51010-012	Dental Insurance	Delta Dental Plan premium	2,863
101-12-51011-012	Vision Insurance	Vision Service Plan premium	715
101-12-51013-012	Workers' Compensation	Workers Comp charged to Department	6,836
101-12-51014-012	Life & ADD Insurance	Premium to The Cities Group	740
101-12-51015-012	LTD Insurance	Long-term disability premium to The Cities Group	2,993
101-12-51016-012	Unemployment Insurance	Projected unemployment benefits 1% of Salary	6,836
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	91,279
Total Salaries & Benefits			982,848
101-12-52023-012	Contract Human Resources	Human Resources Support	40,000
101-12-53002-012	Other Equip Repair & Maint	Maint. equipment contract & usage copier	20,400
101-12-53014-012	Utilities - Electricity	Admin Office PG&E	12,900
101-12-53015-012	Utilities - Gas	Admin Office ABAG gas	

Town of Atherton Annual Operating Budget FY 2024-2025
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-12-53016-012	Utilities - Water	Admin Office Cal Water	1,000
101-12-53024-012	Advertising - Noticing	City Clerk/legal notices, etc.	2,500
101-12-53024-012	Advertising - Noticing	Town wide mailers, postcards	4,000
		A/C Subtotal->	6,500
101-12-53025-012	External Printing Services	Athertonian Newsletter	15,500
101-12-53026-012	Recruitment Costs	Fingerprints, job posting, oral panel working lunch, recruitment consultant	4,000
101-12-54002-012	Business Meetings & Meals	Various meetings, admin pantry	1,300
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	2,300
101-12-54003-012	Conferences	City Clerk - Annual conference, MMANC conference	2,000
101-12-54003-012	Conferences	Annual ICMA Conference	2,500
		A/C Subtotal->	10,800
101-12-54004-012	Training and Workshops	Training and Materials -City Clerk, Managemant Analyst	2,000
101-12-54004-012	Training and Workshops	Human Resources training and meetings, disaster preparedness	2,000
101-12-54004-012	Training and Workshops	Staff team building	7,500
		A/C Subtotal->	11,500

Town of Atherton Annual Operating Budget FY 2024-2025
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-12-54005-012	Subscriptions	Employment law posters & subscriptions	1,500
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	3,975
101-12-54007-012	Memberships & Dues	City Clerk - CCAC	250
101-12-54007-012	Memberships & Dues	City Clerk - IIMC International Institute	220
101-12-54007-012	Memberships & Dues	Mgmt Analyst- MMANC Municipal Management Assoc.	100
101-12-54007-012	Memberships & Dues	San Mateo County City Manager's Association	500
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 membership	400
101-12-54007-012	Memberships & Dues	Code Publishing Inc. Web site hosting	6,800
101-12-54007-012	Memberships & Dues	Zoom Membership - Townwide	-
		A/C Subtotal->	20,645
101-12-54008-012	Mileage Reimbursement	Meetings & conferences	150
101-12-54010-012	Other Contract Services	Sustainability Program-Public Outreach, sustainability projects, environmental programs support, green infrastructure	85,000
101-12-54010-012	Other Contract Services	Town Survey	35,000
101-12-54010-012	Other Contract Services	Legislative Advisory Services-Gonsalves & Sons	48,000
101-12-54010-012	Other Contract Services	Legislative Advisory Services-Renne Public Law Group	
101-12-54010-012	Other Contract Services	State of the City	
101-12-54010-012	Other Contract Services	Summer Event Series	10,000
101-12-54010-012	Other Contract Services	Holiday Events	10,000

Town of Atherton Annual Operating Budget FY 2024-2025
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-12-54010-012	Other Contract Services	Communications Support-Tripepi Smith	40,000
		A/C Subtotal->	228,000
101-12-54011-012	Environmental Program	Support for committee work (previouly in city council)	5,000
101-12-54019-012	Special Events & Awards	Staff Recognition Program, team building luncheons	12,000
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
101-12-55002-012	Office Supplies	Record destruction plastic storage containers for permanent docs, file materials	3,000
		A/C Subtotal->	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	10,000
101-12-57025-012	COVID-19 Emergency	COVID-19 Emergency	
		Total Operations	<u>418,095</u>
		Total Admin Dept	<u><u>1,400,943</u></u>

**Town of Atherton Annual Operating Budget FY 2024-2025
Administration - Salaries & Benefits**

Job Class	Step	FY 23/24	COLA	FY 24/25 Salary	PERS Salary	ER PERS	Defer Comp	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Total
City Manager	N/A	267,128	100.00%	267,128	267,128	31,174	5,772	3,873	14,143	-	142	192	794	210	2,671	326,100
Asst to CM/City Clerk	D	186,607	102.40%	191,086	191,086	13,720	-	2,771	14,143	-	-	192	794	210	1,911	224,828
Management Analyst II	D	138,840	102.40%	142,172	142,172	10,208	-	2,061	10,880	1,108	205	192	794	210	1,422	169,253
Receptionist/Clerk	D	83,191	100.00%	83,191	83,191	5,973	-	1,206	25,456	1,755	368	192	611	108	832	119,693
Office Intern	\$15/hour	7,500		7,500												7,500
Total Admin Dept		683,267		691,078	683,578	61,075	5,772	9,912	64,623	2,863	715	768	2,993	740	6,836	847,374

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 Moskowitz Tiedemann & Girard is on monthly retainer to serve as city attorney for the Town.

Annual Fiscal Impact

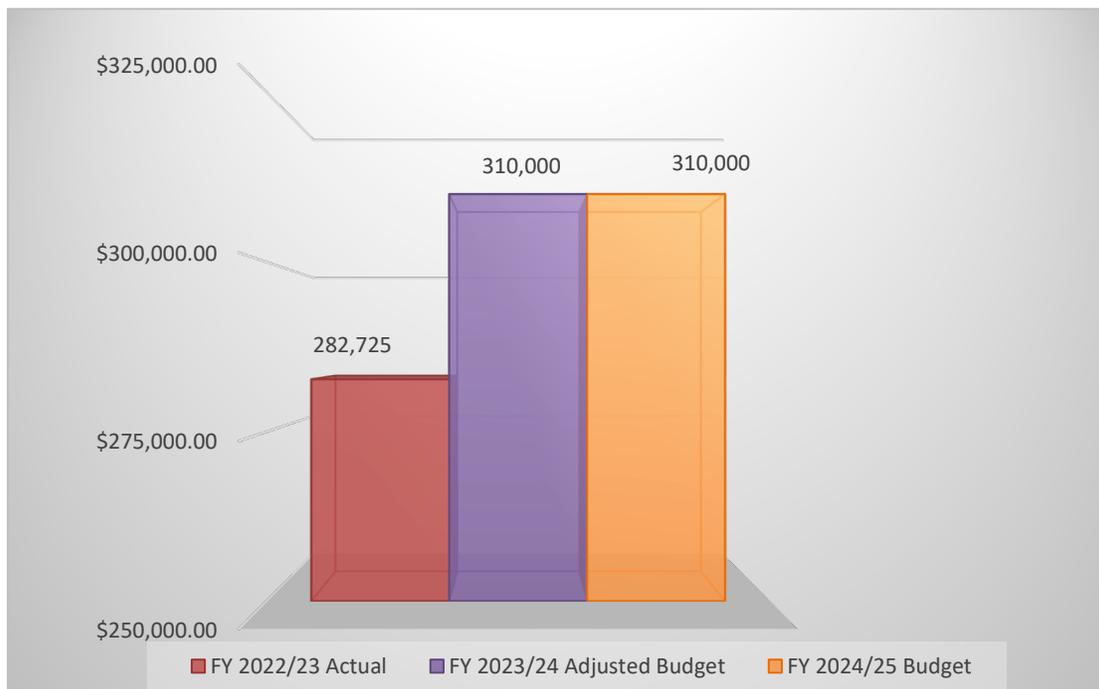
\$310,000

Employee

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

Three-year Summary

Year	FY 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Amount	282,725	310,000	310,000





Town of Atherton
 Annual Operating Budget FY 2024-2025
 City Attorney Budget - Summary

Category	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2023-2024
Professional Svs	282,236	310,000	310,000	310,000
Capital Outlay	489	-	-	-
City Attorney Total	282,725	310,000	310,000	310,000

Town of Atherton Annual Operating Budget FY 2024-2025
City Attorney - Budget By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Professional Svs	101-16-52002-016	City Attorney - Retainer	216,679	204,000	204,000	204,000
Professional Svs	101-16-52006-016	City Attorney - Other Services	65,557	106,000	106,000	106,000
Capital Outlay	101-16-57025-016	COVID-19 Emergency	489	-	-	-
Total City Attorney Dept			282,725	310,000	310,000	310,000

Town of Atherton Annual Operating Budget FY 2024-2025
City Attorney Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-16-52002-016	City Attorney - Retainer	Monthly retainer \$15000 x 12	204,000
101-16-52006-016	City Attorney - Other Services	Additional services	106,000
101-16-57025-016	COVID-19 Emergency	COVID-19 Emergency	
Total City Attorney Dept			<u>310,000</u>

Section B

General Fund

General Fund 101 Finance Dept. (D18)

Goals | Mission Budget 2024-2025

- Replenishment of Reserves and priority items list for use of unallocated reserves
- Perform an updated GASB 75 OPEB Liability Actuarial report
- Monitor long-term liabilities in review of CalPERS Pension Liability and optional Additional Discretionary Payment.
- Continue 5-year planning forecast with known assumptions, such as CalPERS changes in discount rate, and property taxes
- Research and apply for Capital Improvement Infrastructure funding grants
- Enhance use of OPENGOV transparency platform and other tools
- Continue to explore ways to maximize revenue to the General Fund

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 priorities and reviews grants for other capital projects and operational needs.

Annual Fiscal Impact

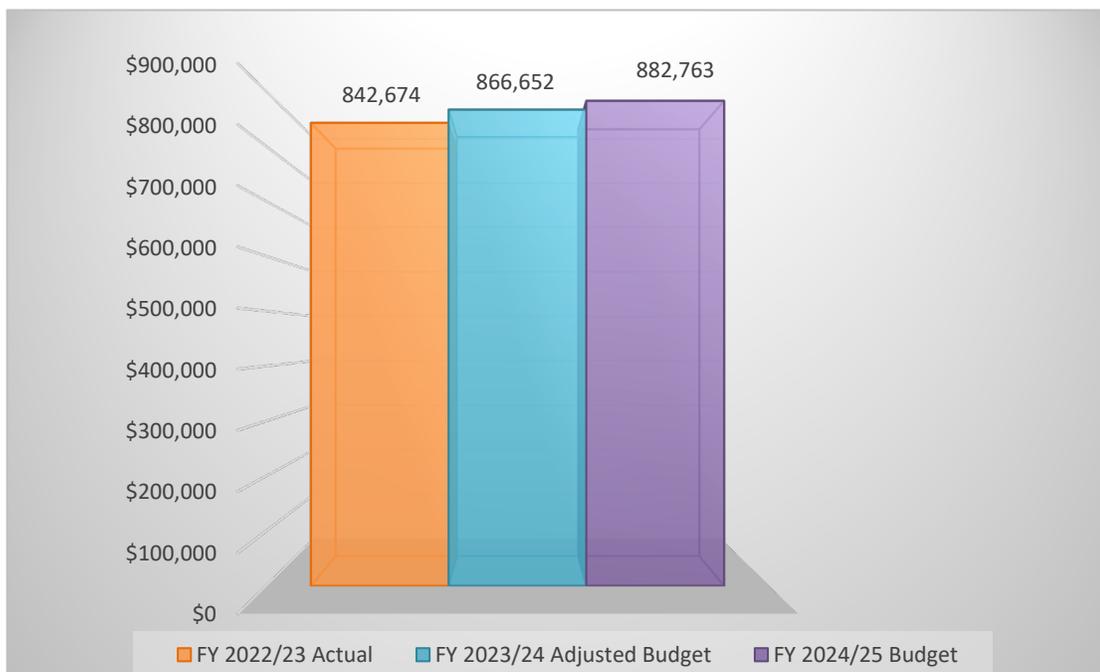
\$882,763

Employee

3 Full Time: Finance Director, Accountant, Jr Accountant

Three-year Summary

Year	FY 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Amount	842,674	866,652	882,763





Town of Atherton
 Operating Budget FY 2024-2025
 Finance Budget - Summary

Category	Actual 2022-23	Adopted Budget 2023-24	Adjusted Budget 2023-24	Recomm Budget 2024-25
Salaries & Wages	442,059	484,138	484,138	502,872
EE Benefits	171,471	162,792	162,792	159,761
Professional Svs	90,964	93,907	93,907	94,065
General Operations	18,233	26,750	26,750	26,750
Other Services/Exp.	119,775	95,165	95,165	95,415
Supplies & Materials	171	1,300	1,300	1,300
Capital Outlay	-	2,600	2,600	2,600
Finance Total	842,674	866,652	866,652	882,763

Town of Atherton Annual Operating Budget FY 2024-2025
Finance - Budget by Account

Account	Description	Actual 2022-23	Adopted Budget 2023-24	Adjusted Budget 2023-24	Recomm Budget 2024-25
101-18-50001-018	Regular Salaries	429,457	470,037	470,037	488,225
101-18-50006-018	Overtime		-	-	-
101-18-50013-018	EE Benefits Earned	12,602	14,101	14,101	14,647
101-18-51001-018	Medicare	6,719	6,816	6,816	7,079
101-18-51003-018	PERS Retire Contrib- ER	36,115	43,594	43,594	45,671
101-18-51007-018	STD Insurance	480	576	576	576
101-18-51008-018	Health Insurance-Active	31,599	43,186	43,186	32,851
101-18-51009-018	Health Insurance-Retirees	26,332	6,586	6,586	3,945
101-18-51010-018	Dental Insurance	2,302	3,501	3,501	1,913
101-18-51011-018	Vision Insurance	446	794	794	472
101-18-51013-018	Workers' Compensation	14,346	4,700	4,700	4,882
101-18-51014-018	Life & ADD Insurance	332	427	427	427
101-18-51015-018	LTD Insurance	2,221	2,382	2,382	2,382
101-18-51016-018	Unemployment Insurance	4,409	4,700	4,700	4,882
101-xx-51xxx-misc	Unfunded liabilities	46,171	45,530	45,530	54,680
	Total Salaries & Benefits	613,530	646,930	646,930	662,633
101-18-52001-018	Audit & Financial	69,010	70,965	70,965	70,965
101-18-52017-018	Technical Services	21,954	22,942	22,942	23,100
101-18-53002-018	Repair Machinery & Equip	-	200	200	200
101-18-53025-018	External Printing Service	209	3,500	3,500	3,500
101-18-53031-018	Banking Services	7,525	12,550	12,550	12,550

Town of Atherton Annual Operating Budget FY 2024-2025
Finance - Budget by Account

Account	Description	Actual 2022-23	Adopted Budget 2023-24	Adjusted Budget 2023-24	Recomm Budget 2024-25
101-18-53503-018	Trsfr to Equip Replace Fund	10,500	10,500	10,500	10,500
101-18-54003-018	Conferences	-	2,625	2,625	2,625
101-18-54002-018	Business Meetings & Meals	-	1,200	1,200	1,200
101-18-54004-018	Training and Workshops	-	5,040	5,040	5,040
101-18-54007-018	Memberships & Dues	170	1,050	1,050	1,050
101-18-54010-018	Other Contract Services	84,830	45,250	45,250	43,500
101-18-54016-018	Business License Processing Fee	34,775	40,000	40,000	42,000
101-18-55002-018	Office Supplies	172	800	800	800
101-18-55009-018	Misc. Computer Parts	-	500	500	500
101-18-57006-018	Computer Equip/Software	-	2,100	2,100	2,100
101-18-57007-018	Office Machines & Furniture	-	500	500	500
		229,144	219,722	219,722	220,130
	Total Operations	229,144	219,722	219,722	220,130
	Total Finance Dept	842,674	866,652	866,652	882,763

Town of Atherton Annual Operating Budget FY 2024-2025
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-18-50001-018	Regular Salaries	Salaries - three full-time (FTE) staff	488,225
101-18-50013-018	EE Benefits Earned	3% of Salary/Earnings contribution for vac, sick, comp, & holiday pay	14,647
101-18-51001-018	Medicare	Employees hired after April 1986 pay 1.45% of earnings	7,079
101-18-51003-018	PERS Retire Contrib- ER	Employer contribution for employee pension	45,671
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	32,851
101-18-51009-018	Health Insurance-Retirees	Retiree health Pay-as-you-go	
101-18-51009-018	Health Insurance-GASB45	GASB 45 annual required contribution	3,945
101-18-51010-018	Dental Insurance	Delta Dental Plan premium	1,913
101-18-51011-018	Vision Insurance	Vision Service Plan premium	472
101-18-51013-018	Workers' Compensation	Workers Comp charged to Department	4,882
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	2,382
101-18-51016-018	Unemployment Insurance	Projected unemployment benefits 1% of Salary/Earnings	4,882
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities	54,680
Total Salaries & Benefits			662,633
101-18-52001-018	Audit & Financial	FY 2024 Audit (40% Audit Fee)	25,948
101-18-52001-018	Audit & Financial	FY 2024 Audit (60% total for interim)	37,356
101-18-52001-018	Audit & Financial	FY 2024 CA Controller Report-Town	6,345
101-18-52001-018	Audit & Financial	FY 2024 Appropriations Limit	1,166
101-18-52001-018	Audit & Financial	FY 2024 Fee Audit Confirmation	150
A/C Subtotal->			70,965
101-18-52017-018	Technical Services	Springbrook annual maintenance fee	23,100

Town of Atherton Annual Operating Budget FY 2024-2025
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-18-52017-018	Technical Services	Harris (Wintegrate) one license maintenance fee	-
		A/C Subtotal->	23,100
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
		A/C Subtotal->	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
		A/C Subtotal->	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
		A/C Subtotal->	5,040
101-18-54002-018	Business Meeting & Meals	Teamwork luncheons and staff food pantry	1,200
101-18-54005-018	Subscriptions	Wall Street Journal, GASB, GFOA books	

Town of Atherton Annual Operating Budget FY 2024-2025
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-18-54007-018	Memberships & Dues	GFOA, CSMFO, CMTA, PERS PAC, CMRTA	1,050
101-18-54007-018	Memberships & Dues	Springbrook National User Group	
		A/C Subtotal->	1,050
101-18-54008-018	Mileage Reimbursement	Use of private vehicles for training & meeting	
101-18-54010-018	Other Contract Services	GASB 45 Report; GASB 75; GovInvest OPEB license; GovInvest Pension calculator license	23,000
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	
101-18-54010-018	Other Contract Services	State mandated cost (SB90) claiming service, Actuary assistance	
		A/C Subtotal->	43,500
101-18-54016-018	Business License Processing Fee	Payment to MuniServices at \$25 per license issued	42,000
101-18-55002-018	Office Supplies	Binders, folders, storage boxes, copy paper, ink cartridges, budget book supplies, envelopes, fixed asset tags	800
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	
		Total Operations	220,130
		Total Finance Dept	<u><u>882,763</u></u>

Town of Atherton Annual Operating Budget FY 2024-25

Finance- Salaries & Benefits

FTE	Job Class	Step	FY 23/24 Salary	COLA	FY 24/25 Salary	PERS Salary	ER PERS	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. Etc)	Total
1	Finance Director	D	230,912	102.40%	236,454	236,454	27,594	3,429	10,950	638	157	192	794	210	2,365	600	282,783
1	Accountant	D	139,063	102.40%	142,401	142,401	10,224	2,065	10,950	638	157	192	794	108	1,424	-	168,953
1	Jr. Accountant	B/C	106,808	102.40%	109,371	109,371	7,853	1,586	10,950	638	157	192	794	108	1,094	-	132,743
3	Total Finance Dept				488,225	488,225	45,671	7,079	32,851	1,913	472	576	2,382	427	4,882	600	584,479

Section B

General Fund

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

Goals | Mission Budget 2024-2025

- Update General Plan, Safety Element, Objective Standards, and submit a Complete Housing Element for review by the State
- Provide continued education and resources on development of Accessory Dwelling Units in Atherton
- 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
- Continue to enhance and develop streamlined digital submittal process for incoming applications and web and based public information
- Continue review of building 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). Metropolitan Planning Group (M-Group) provides our planning services and is primary in assisting the Town in completing its Housing Element.

Annual Fiscal Impact

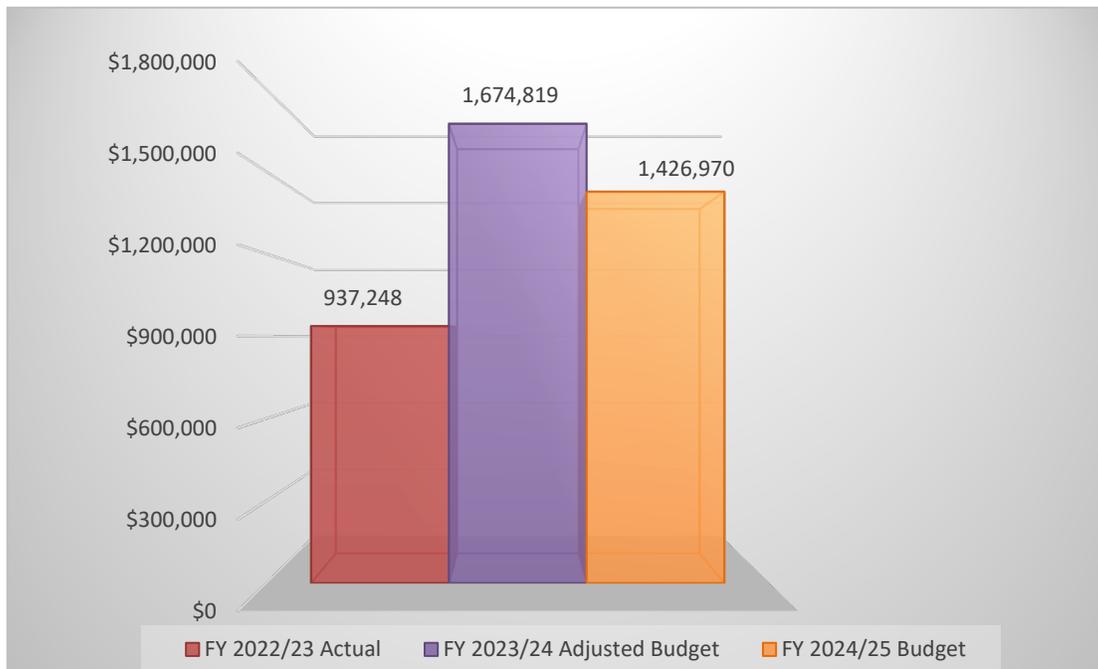
\$1,426,970

Employee

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

Three-year Summary

Year	FY 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Amount	937,248	1,674,819	1,426,970





Town of Atherton
 Annual Operating Budget FY 2024-2025
 Planning Budget - Summary

Category	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Professional Svs	895,467	1,583,839	1,608,839	1,343,690
General Operations	36,837	21,100	21,100	23,900
Other Services/Exp.	-	37,440	37,440	52,440
Supplies & Materials	2,841	4,800	4,800	4,300
Capital Outlay	2,103	2,640	2,640	2,640
Planning Total	937,248	1,649,819	1,674,819	1,426,970

Town of Atherton Annual Operating Budget FY 2024-2025
 Planning Budget By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Professional Svs	101-20-52011-020	Contract Planner	734,854	877,440	877,440	877,440
Professional Svs	101-20-52013-020	Zoning Code Update				
Professional Svs	101-20-52014-020	General Plan Update	-	63,101	63,101	22,000
Professional Svs	101-20-52015-020	Housing Element	160,613	629,998	654,998	430,950
Professional Svs	101-20-52017-020	Technical Services	-	3,300	3,300	3,300
Professional Svs	101-20-52029-020	Contract Arborist Service	-	10,000	10,000	10,000
General Operations	101-20-53014-020	Utilities - Electricity	6,165	8,000	8,000	9,000
General Operations	101-20-53016-020	Utilities - Water	659	600	600	700
General Operations	101-20-53024-020	Advertising/Noticing	27,409	10,000	10,000	11,000
General Operations	101-20-53025-020	Printing - External Service		-	-	-
General Operations	101-20-53033-020	Rent - Mach & Equip	2,604	2,500	2,500	3,200
Other Services/Exp.	101-20-54004-020	Training & Workshops		-	-	-
Other Services/Exp.	101-20-54007-020	Membership Dues	-	-	-	-
Other Services/Exp.	101-20-54010-020	Other Contract Services	-	37,440	37,440	37,440
Other Services/Exp.	101-20-54014-020	Contribution-HIP				15,000
Supplies & Materials	101-20-55002-020	Office Supplies	2,841	1,800	1,800	1,800
Supplies & Materials	101-20-55009-020	Misc. Computer Parts	-	3,000	3,000	2,500
Capital Outlay	101-20-57006-020	Computer Equipment/Software	2,103	2,640	2,640	2,640
Total Planning Dept			937,248	1,649,819	1,674,819	1,426,970

Town of Atherton Annual Operating Budget FY 2024-2025
Planning Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-20-52011-020	Contract Planner	M-Group Staffing services. Town Planner: +/- 128 hours per month; Senior Planner: +/- 160 hours per month; Associate Planner: +/- 64 hours per month; Assistant Planner: +/- 128 hours per month	877,440
	Contract Planner	sustainability programs management	
		General Plan Update surcharge accumulation	
101-20-52014-020	General Plan Update	Safety Element update (County-wide coordinated effort)	22,000
101-20-52015-020	Housing Element	Participation in 21 Elements	1,950
101-20-52015-020	Housing Element	Housing Element certification by HCD	125,000
101-20-52015-020	Housing Element	Housing Element Implementation (Zoning Changes) + CEQA	154,000
101-20-52015-020	Housing Element	Objective Design Standards	100,000
101-20-52015-020	Housing Element	Zoning Update for new housing programs	
	Zoning Ordinance Updates	Landscape screening, SB9 and ADU revisions	50,000
101-20-52016-020	Historical Artifacts		
101-20-52016-020	Technical Services	GIS Services, other planning services	3,300
101-20-52029-020	Contract Arborist Service	Contract arborist services that cannot be passed through	10,000
101-20-53014-020	Utilities - Electricity	PG&E	9,000
101-20-53015-020	Utilities - Gas	ABAG gas	
101-20-53016-020	Utilities - Water	Cal water	700
101-20-53024-020	Advertising/Noticing	Newspaper publication of legal notices, Housing Element, General Plan	11,000
101-20-53025-020	Printing - External Service		

101-20-53033-020	Rent - Mach & Equip	Planning share of MX-M453 Sharp copier annual lease	3,200
101-20-54010-020	Other Contract Services	Shared Housing Planner (21 Elements)	37,440
101-20-54014-020	Contribution-HIP	Human Investment Project (HIP) grant- Atherton Home Sharing Program	15,000
101-20-55002-020	Office Supplies	paper, pens, etc.	1,000
		Staff Food Pantry items	800
101-20-55009-020	Misc. Computer Parts	New computer, monitor, keyboard, mouse	2,500
101-20-57006-020	Computer Equipment/Software	Trakit licenses (2additional)	2,640
Total Planning Dept			<u>1,426,970</u>

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

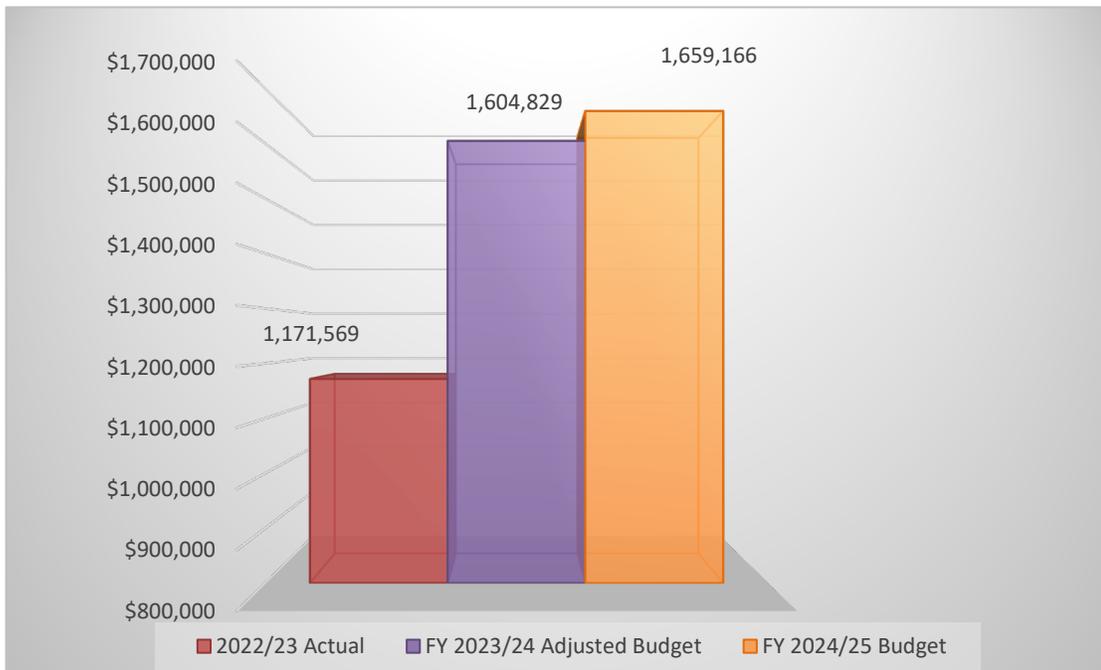
\$1,659,166

Employee

(.5) Full Time Office Specialist, (.4) Associate 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 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Amount	1,171,569	1,604,829	1,659,166





Town of Atherton
 Annual Operating Budget FY 2024-2025
 Building Budget - Summary

Category	Actual 2022-23	Adopted Budget 2023-24	Adjusted Budget 2023-24	Recomm Budget 2024-25
Salaries & Wages	116,261	185,910	185,910	170,777
EE Benefits	165,960	162,463	162,463	173,501
Professional Svs	870,414	987,750	1,230,750	1,286,804
General Operations	11,041	16,656	16,656	19,024
Other Services/Exp.	1,569	1,350	1,350	1,360
Supplies & Materials	6,324	5,700	5,700	5,700
Capital Outlay	-	2,000	2,000	2,000
Building Total	1,171,569	1,361,829	1,604,829	1,659,166

Town of Atherton Annual Operating Budget FY 2024-2025
Building Budget By Account

Category	Account	Description	Actual 2022-23	Adopted Budget 2023-24	Adjusted Budget 2023-24	Recomm Budget 2024-25
Salaries & Wages	101-25-50001-025	Regular Salaries	112,937	180,495	180,495	165,803
Salaries & Wages	101-25-50006-025	Overtime	-	-	-	-
Salaries & Wages	101-25-50013-025	EE Benefits Earned	3,325	5,415	5,415	4,974
EE Benefits	101-25-51001-025	Medicare	1,709	2,690	2,690	2,477
EE Benefits	101-25-51002-025	Social Security Tax	-	-	-	-
EE Benefits	101-25-51003-025	PER Retire Contrb- ER	7,592	16,136	16,136	14,613
EE Benefits	101-25-51004-025	PERS Retire Contrb- EE	-	-	-	-
EE Benefits	101-25-51007-025	STD Insurance	176	269	269	269
EE Benefits	101-25-51008-025	Health Insurance-Active	15,553	26,097	26,097	21,460
EE Benefits	101-25-51009-025	Health Insurance-Retirees	28,994	6,586	6,586	3,992
EE Benefits	101-25-51010-025	Dental Insurance	999	1,810	1,810	1,363
EE Benefits	101-25-51011-025	Vision Insurance	178	352	352	262
EE Benefits	101-25-51013-025	Workers' Compensation	3,625	1,855	1,855	1,708
EE Benefits	101-25-51014-025	Life & ADD Insurance	99	193	193	193
EE Benefits	101-25-51015-025	LTD Insurance	746	1,033	1,033	1,040
EE Benefits	101-25-51015-025	Uniforms	-	-	-	-
EE Benefits	101-25-51016-025	Unemployment Insurance	1,193	1,805	1,805	1,658
EE Benefits	101-25-51019-025	Auto Allowance	-	-	-	-
EE Benefits	101-xx-51xxx-misc	Unfunded liabilities-Misc	105,097	103,638	103,638	124,466
Total Salaries & Benefits			282,222	348,373	348,373	344,278
Professional Svs	101-25-52012-025	Contract Plan Review Services	-	-	-	-
Professional Svs	101-25-52017-025	Technical Service	-	42,000	42,000	45,000
Professional Svs	101-25-52033-025	Contract Bldg & Life Safety Svs	870,414	945,750	1,188,750	1,241,804
General Operations	101-25-53014-025	Utilities - Electricity	6,165	10,596	10,596	12,964
General Operations	101-25-53016-025	Utilities - Water	659	1,000	1,000	1,000
General Operations	101-25-53024-025	Advertising/Publishing	1,613	1,200	1,200	1,200
General Operations	101-25-53033-025	Rent - Mach & Equip	2,604	3,860	3,860	3,860
Other Services/Exp.	101-25-54005-025	Subscriptions	1,424	1,200	1,200	1,200
Other Services/Exp.	101-25-54007-025	Memberships & Dues	145	150	150	160
Supplies & Materials	101-25-55002-025	Office Supplies	5,058	4,400	4,400	4,400
Supplies & Materials	101-25-55003-025	Microfilms-Digital Archiving	-	-	-	-
Supplies & Materials	101-25-55006-025	Safety Supplies & Mats	1,266	1,300	1,300	1,300
Capital Outlay	101-25-57006-025	Computer Equipment/Software	-	2,000	2,000	2,000
Total Operations			889,348	1,013,456	1,256,456	1,314,888
Total Building Dept			1,171,569	1,361,829	1,604,829	1,659,166

Town of Atherton Annual Operating Budget FY 2024-2025
Building Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-25-50001-025	Regular Salaries	Salaries - Two staff 0.9 full-time (FTE)	170,803
101-25-50001-025	Regular Salaries	Salarris - Arbroist Service for Planning	(5,000)
101-25-50008-025	Vacation/Comp Time Payout		
101-25-50013-025	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	4,974
101-25-51001-025	Medicare	Medicare is paid on all salaries at a rate of 1.45%	2,477
101-25-51002-025	Social Security Tax	6.2% of earnings	
101-25-51003-025	PER Retire Contrb- ER	Employer contribution for employee pension	14,613
101-25-51004-025	PERS Retire Contrb- EE	Employee contribution paid for by the employer	
101-25-51005-025	Deferred Compensation	2% Deferred compensation matching program	
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	21,460
101-25-51009-025	Health Insurance-Retirees	Retiree health pay-as-you-go	-
101-25-51009-025	Health Insurance- GASB45	GASB 45 annual required	3,992
101-25-51010-025	Dental Insurance	Delta Dental Plan premium	1,363
101-25-51011-025	Vision Insurance	Vision Service Plan premium	262
101-25-51013-025	Workers' Compensation	Workers Comp charged to Department	1,708
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	1,040
101-25-51016-025	Unemployment Insurance	Projected unemployment cost 1%	1,658
101-25-51019-025	Auto Allowance		
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities	124,466
Total Salaries & Benefits			<u>344,278</u>

Town of Atherton Annual Operating Budget FY 2024-2025
Building Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-25-52017-025	Technical Service	CRW maintenance fee	45,000
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.	1,241,804
101-25-53014-025	Utilities - Electricity	PG&E	12,964
101-25-53015-025	Utilities - Gas	ABAG gas	
101-25-53016-025	Utilities - Water	Cal water	1,000
101-25-53018-025	Utilities - Telephone		
101-25-53024-025	Advertising/Publishing	Building code	1,200
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)
101-25-54003-025	Conferences		
101-25-54004-025	Training & Workshop		
101-25-54005-025	Subscriptions	Misc. Reference Code Books	1,200
101-25-54007-025	Memberships & Dues	Town membership to code council	160
101-25-55002-025	Office Supplies	Office supplies, permit cards, project envelope, etc.	4,400
101-25-55003-025	Microfilms-Digital Archiving	Digital Archiving	12,000
		Digital Archiving Funding through Technology surcharge fee	(12,000)
101-25-55006-025	Safety Supplies & Matls	Construction Signs	1,300
101-25-57006-025	Computer Equipment/Software	Computer Repl Program 2 (Lease)	2,000
		Total Operations	<u>1,314,888</u>
		Total Building Dept	<u>1,659,166</u>

Town of Atherton Annual Operating Budget FY 2024-2025
Building - Salaries & Benefits

FTE	Job Class	Step	2023/24 Salary	COLA	2024/25 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	65,444		52,332	52,332	6,107	759	4,380	255	57	77	318	84	523	-	64,892
0.5	Office Specialist (0.5)	D	41,596		44,298	44,298	3,181	642	7,072	554	103	96	326	54	443	-	56,768
0.5	Town Arborist (0.5)	D	74,173		74,173	74,173	5,326	1,076	10,008	554	103	96	397	54	742	300	92,829
1.4		FTE 1.4	181,213	-	170,803	170,803	14,613	2,477	21,460	1,363	262	269	1,040	193	1,708	300	214,488
<u>Summary</u>																	
1	DPW Director	D	230,103	102.40%	235,626	235,626	27,498	3,417	14,143	1,755	368	192	794	210	2,356	900	287,259
1	Assoc Civil Engineer	A/B	127,764	102.40%	130,830	130,830	15,268	1,897	10,950	638	142	192	794	210	1,308		162,230
1	Office Specialist	D	86,519	102.40%	88,595	88,595	6,361	1,285	14,143	1,108	205	192	651	108	886		113,536
1	Maint Manager	A/B	138,689	102.40%	142,018	142,018	10,197	2,059	10,950	638	142	192	794	210	1,420	600	169,220
1	Town Arborist	D	148,347	100.00%	148,347	148,347	10,651	2,151	20,017	1,108	205	192	794	108	1,483	600	185,657
			731,422		745,416	745,416	69,975	10,809	70,204	5,247	1,062	960	3,827	848	7,454	2,100	917,901

Section B

General Fund

General Fund 101 Interdepartmental Dept. (D30)

Department 30

The Intergovernmental department provides for the accounting of costs that are incurred and support all city departments. Costs include liability and property insurance, IT support, County Tax administration costs, IT infrastructure costs and other charges that are Town wide in nature. There is a need for phone system and needed Host Town server, virtual storage, and other network upgrades. This department includes the new agenda management tool Primegov, community engagement SeeClickFix upgrades, and continued use of Zoom for Town meetings.

Annual Fiscal Impact

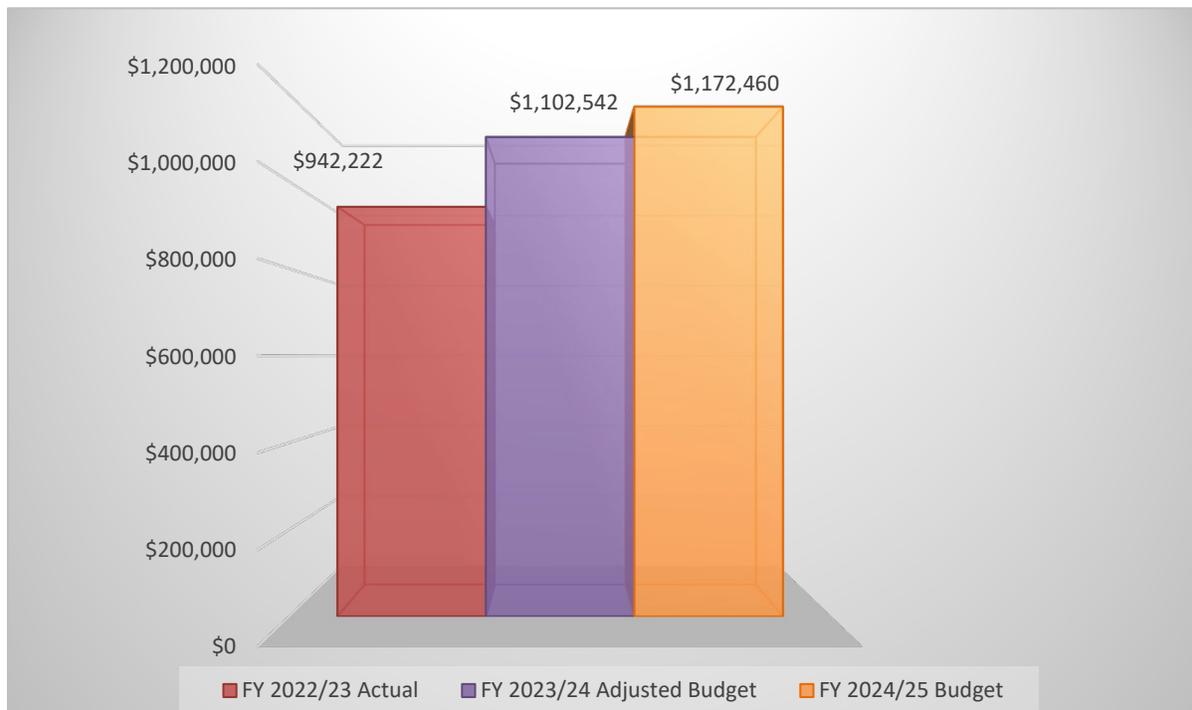
\$1,172,460

Employee

No employees

Three-year Summary

Year	FY 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Amount	942,222	1,102,542	1,172,460





Town of Atherton
 Annual Operating Budget FY 2024-2025
 Inter Department Budget - Summary

Category	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
EE Benefits	1,392	2,000	2,000	2,000
Professional Svs	167,948	116,196	163,196	163,200
General Operations	482,801	551,295	551,295	622,432
Other Services/Exp.	120,413	127,508	127,508	123,685
Supplies & Materials	11,629	20,500	20,500	20,500
Capital Outlay	158,039	238,043	238,043	240,643
Inter-Dept. Total	942,222	1,055,542	1,102,542	1,172,460

Town of Atherton Annual Operating Budget FY 2024-2025
Inter-Department Budget By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
EE Benefits	101-30-51012-030	Employee Assistance Program	1,392	2,000	2,000	2,000
Professional Svs	101-30-52019-030	IT Support	167,948	116,196	163,196	163,200
General Operations	101-30-53018-030	Utilities - Telephone	8,989	15,000	15,000	8,000
General Operations	101-30-53019-030	Liability Insurance	305,924	359,124	359,124	374,950
General Operations	101-30-53020-030	Employment Practice Liability Ins	35,401	37,171	37,171	46,608
General Operations	101-30-53021-030	Property Insurance	132,487	140,000	140,000	192,874
Other Services/Exp.	101-30-53035-030	Other Rents & Leases	-	-	-	-
Other Services/Exp.	101-30-54007-030	Memberships & Dues	2,964	6,765	6,765	2,942
Other Services/Exp.	101-30-54017-030	Post Office Expense	4,568	5,743	5,743	5,743
Other Services/Exp.	101-30-54029-030	County Tax Administration Cost	112,881	115,000	115,000	115,000
Supplies & Materials	101-30-55009-030	Misc Computer Parts & Supplies	36	5,000	5,000	5,000
Supplies & Materials	101-30-55016-030	Other Supplies & Materials	21	2,000	2,000	2,000
Supplies & Materials	101-30-55017-030	Postage	11,572	13,500	13,500	13,500
Capital Outlay	101-30-57006-030	IT Infrastructure Plan	156,839	238,043	238,043	240,643
Capital Outlay	101-30-59010-030	2020 Lease Cost of Issuance	1,200	-	-	-
Total Inter-Department			942,222	1,055,542	1,102,542	1,172,460

Town of Atherton Annual Operating Budget FY 2024-2025
Inter-Department Budget Object Details

			FY 2025
Account No.	Acct Description	Quantity, brief description and justification of items requested	Recommended Appropriations
101-30-51012-030	Employee Assistance	Premium for employee assistance program	2,000
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%	8,000
101-30-53019-030	Liability Insurance	Annual premiums for general insurance pool (Fd615)	214,000
101-30-53019-030	Liability Insurance	Annual premiums for excess liability insurance pool(Fd615)	90,950
101-30-53019-030	Liability Insurance	Public Official bond(Fd615)	-
101-30-53019-030	Liability Insurance	Administrative Premium to ABAG(Fd615)	70,000
101-30-53019-030	Liability Insurance	Self-insured retention (SIR) reserve(Fd615)	
A/C Subtotal ->			374,950
101-30-53020-030	Employment Practice Liab Ins	Premium to employment practice liability	46,608
101-30-53021-030	Property Insurance	Annual premiums for property insurance pool	192,874
101-30-54007-030	Memberships & Dues	ABAG	2,582
101-30-54007-030	Memberships & Dues	LAFCO (See City Council Dept)	
101-30-54007-030	Memberships & Dues	Almanac Online	360
101-30-54007-030	Memberships & Dues	CalOpps Annual Membership	-
101-30-54007-030	Memberships & Dues	Adobe Lic Fee	
A/C Subtotal ->			2,942
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)	
A/C Subtotal ->			5,743
101-30-54029-030	County Tax Administration Cost	San Mateo County property tax admin charges	115,000

Town of Atherton Annual Operating Budget FY 2024-2025
Inter-Department Budget Object Details

			FY 2025
Account No.	Acct Description	Quantity, brief description and justification of items requested	Recommended Appropriations
101-30-55009-030	Misc Computer Parts & Supplies	Parts for servers, spare hard drive, UPS battery Replace UPS Units	5,000
		A/C Subtotal ->	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
		A/C Subtotal ->	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 PD	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	
101-30-57006-030	IT Infrastructure Plan	PRTG Network issues troubleshooting	
101-30-57006-030	IT Infrastructure Plan	Server Storage Backup-Baracuda	
			35,000

Town of Atherton Annual Operating Budget FY 2024-2025
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025	
				Recommended Appropriations
101-30-57006-030	IT Infrastructure Plan	Cybersecurity Prevention Stress Test Software- KnowB4	2,000	
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	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	3,600	
		A/C Subtotal ->	-	240,643
		Total Inter-Department		1,172,460

Section B

General Fund

General Fund 101 Police Dept. (D40)

Goals | Mission Budget 2024-2025

“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

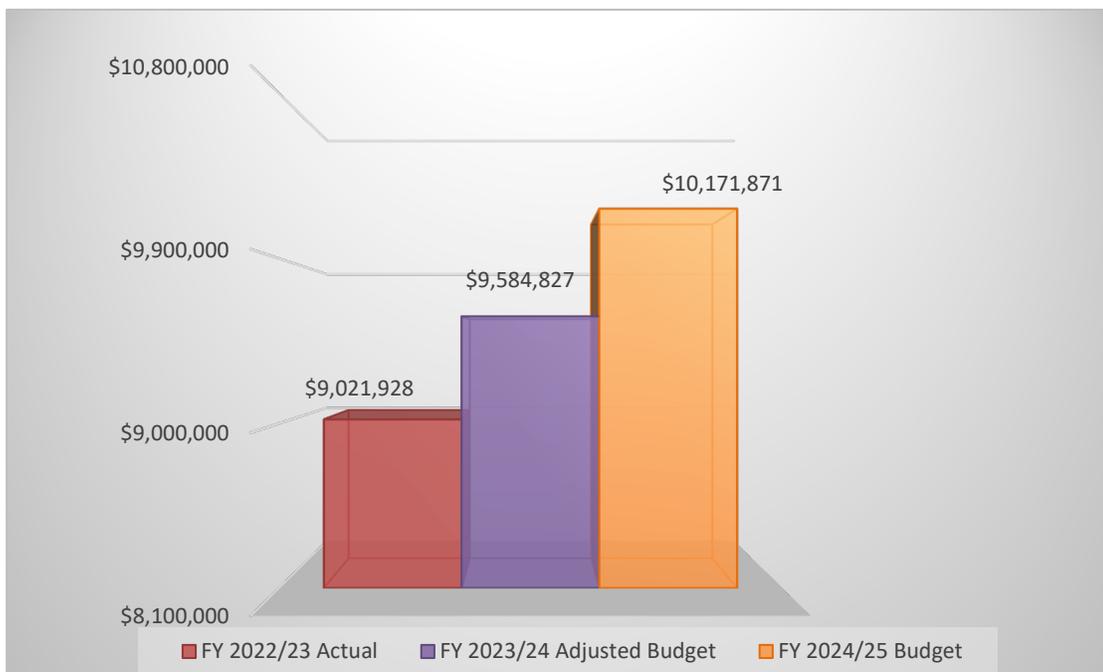
Police Department serves with honor, integrity, and professionalism. The Department provides a full range of police services to the residents of Atherton. The Police Department consists of four distinct divisions: Admin/Training, Patrol/Traffic, Investigations, and Communications/Records. Within these areas are specific areas of focus including: detectives, community and support 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. There is a reclassification of the Asst. to Chief/Training Manager to Management Analyst I to align with other San Mateo law enforcement agencies.

Annual Fiscal Impact **\$10,171,871**

Employee Police Chief (1), Commander (1), Sergeant (5), Police Officer (14), Management Analyst I (1), Support Services Coordinator SSC (1), Code Enforcement (2), Dispatcher (4), Communication Supervisor Dispatcher (1) part-time reserve officers (3), per diem dispatchers (6)

Three-year Summary

Year	FY 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Amount	9,021,928	9,584,827	10,171,871





Town of Atherton
 Annual Operating Budget FY 2024-2025
 Police Budget - Summary

Category	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Salaries & Wages	4,624,529	5,130,345	5,098,345	5,483,061
EE Benefits	3,082,751	2,660,099	2,660,099	2,988,008
Professional Svcs	106,987	150,188	150,188	147,357
General Operations	499,117	518,613	538,613	652,258
Other Services/Exp.	313,551	335,172	586,172	349,982
Supplies & Materials	188,986	192,500	252,500	195,500
Capital Outlay	206,007	298,911	298,911	355,705
Police Total	9,021,928	9,285,827	9,584,827	10,171,871

Town of Atherton Annual Operating Budget FY 2024-2025
Police Budget By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Salaries & Wages	101-40-50001-040	Regular Salaries	3,455,752	3,807,002	3,787,002	4,113,940
Salaries & Wages	101-40-50003-040	Dispatcher Salaries	557,405	618,426	618,426	664,204
Salaries & Wages	101-40-50004-040	Reserve Salaries	15,577	96,356	49,356	96,356
Salaries & Wages	101-40-50005-040	Temporary Help	3,799	28,561	8,561	28,561
Salaries & Wages	101-40-50006-040	Overtime	589,752	570,000	625,000	570,000
Salaries & Wages	101-40-50007-040	Special Event Salaries Reimb	2,244	10,000	10,000	10,000
EE Benefits	101-40-50013-040	EE Benefits Earned	161,398	182,617	182,617	196,726
EE Benefits	101-40-51001-040	Medicare Tax	69,964	67,897	67,897	73,011
EE Benefits	101-40-51002-040	Social Security	1,092	5,974	5,974	5,974
EE Benefits	101-40-51003-040	PERS Retire Contr - ER	568,073	673,576	673,576	752,790
EE Benefits	101-40-51004-040	PERS Retire Contr - EE	-	-	-	-
EE Benefits	101-40-51005-040	Deferred Compensation	20,458	26,711	26,711	45,852
EE Benefits	101-40-51007-040	STD Insurance	5,923	5,832	5,832	5,628
EE Benefits	101-40-51008-040	Health Insurance - Active	479,597	521,857	521,857	517,390
EE Benefits	101-40-51009-040	Health Insurance - Retirees	441,598	72,443	72,443	50,054
EE Benefits	101-40-51010-040	Dental Insurance	33,965	36,490	36,490	37,590
EE Benefits	101-40-51011-040	Vision Insurance	6,703	7,241	7,241	7,467
EE Benefits	101-40-51013-040	Workers' Compensation	303,577	45,654	45,654	49,181
EE Benefits	101-40-51014-040	Life & ADD Insurance	2,986	3,730	3,730	3,622
EE Benefits	101-40-51015-040	LTD Insurance	29,097	29,693	29,693	28,778
EE Benefits	101-40-51016-040	Unemployment Insurance	48,631	46,903	46,903	50,431
EE Benefits	101-40-51018-040	Uniforms	27,218	30,000	30,000	30,000
EE Benefits	101-40-51020-040	Educational Reimbursement	-	20,000	20,000	20,000
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Misc	66,878	65,950	65,950	79,204
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Safety	815,591	817,530	817,530	1,034,310
Total Salaries & Benefits			7,707,280	7,790,444	7,758,444	8,471,069
Professional Svs	101-40-52017-040	Technical Services	106,987	150,188	150,188	147,357
General Operations	101-40-53001-040	Equip Maint - Vehicles	81,502	50,000	70,000	60,000
General Operations	101-40-53002-040	Equip Maint - Other	13,497	12,000	12,000	14,000
General Operations	101-40-53014-040	Utilities - Electricity	123,309	140,000	140,000	135,000
General Operations	101-40-53016-040	Utilities - Water	7,909	6,500	6,500	10,000

Town of Atherton Annual Operating Budget FY 2024-2025
Police Budget By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
General Operations	101-40-53018-040	Utilities - Telephone	43,254	43,450	43,450	45,100
General Operations	101-40-53025-040	Printing - External Service	11,399	10,000	10,000	12,000
General Operations	101-40-53026-040	Recruitment Cost	3,471	6,000	6,000	6,000
General Operations	101-40-53028-040	Citation Processing	327	5,000	5,000	6,500
General Operations	101-40-53503-040	Trsfr to Equip Replace Fd	214,449	245,663	245,663	363,658
Other Services/Exp.	101-40-54003-040	Conferences	4,494	5,000	5,000	5,000
Other Services/Exp.	101-40-54004-040	Training & Workshops	17,617	13,000	13,000	13,000
Other Services/Exp.	101-40-54005-040	Subscriptions	-	3,000	-	3,000
Other Services/Exp.	101-40-54006-040	POST Training	68,127	50,000	70,000	60,000
Other Services/Exp.	101-40-54007-040	Memberships & Dues	3,521	4,750	4,750	4,750
Other Services/Exp.	101-40-54008-040	Mileage Reimbursement	-	300	300	300
Other Services/Exp.	101-40-54010-040	Other Contract Services	154,410	205,525	439,525	201,932
Other Services/Exp.	101-40-54021-040	Animal Control Services	65,382	53,597	53,597	62,000
Supplies & Materials	101-40-55002-040	Office Supplies	9,932	12,000	12,000	12,000
Supplies & Materials	101-40-55006-040	Safety Supplies & Materials	4,908	9,000	9,000	18,000
Supplies & Materials	101-40-55007-040	K-9 Expenses	12,872	24,000	34,000	30,000
Supplies & Materials	101-40-55015-040	Oil and Gasoline	95,926	75,000	95,000	80,000
Supplies & Materials	101-40-55016-040	Other Supplies & Matls	58,253	44,500	74,500	44,500
Supplies & Materials	101-40-55018-040	Disaster/Emergency	7,095	28,000	28,000	11,000
Capital Outlay	101-40-57004-040	Mach & Equip	6,324	-	-	-
Capital Outlay	101-40-57006-040	Computer Equip/Software*	199,683	298,911	298,911	355,705
			1,314,648	1,495,384	1,826,384	1,700,802
Total Operations			1,314,648	1,495,384	1,826,384	1,700,802
			9,021,928	9,285,827	9,584,827	10,171,871
Total Police Dept			9,021,928	9,285,827	9,584,827	10,171,871

Town of Atherton Annual Operating Budget FY 2024-2025
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations	
101-40-50001-040	Regular Salaries	21 Sworn, 1 Executive Assistant, 1 Community Service Officer 1 Code Enforcement	4,253,940	
101-40-50001-040	Regular Salaries	COPS Grant funding	(140,000)	4,113,940
101-40-50003-040	Dispatcher Salaries	5 full-time dispatchers		664,204
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.	325,000	
101-40-50006-040	Overtime	Overtime built in for Dispatchers 5PPL/4 Hrs/26Pay Period	105,000	
101-40-50006-040	Overtime	Special Operations Overtime	50,000	
101-40-50006-040	Overtime	Holiday OT Pay	90,000	570,000
101-40-50007-040	Special Event Salaries Reimb	Overtime Subcategory: POTUS/Special Events		10,000
101-40-50008-040	Vacation/Comp Time Payout			
101-40-50013-040	EE Benefits Earned	4% contribution for vac, sick, comp, & holiday pay		196,726
101-40-51001-040	Medicare Tax	1.45% of salary		73,011
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		752,790
101-40-51004-040	PERS Retire Contr - EE	Employee contribution paid for by the employer		-
101-40-51005-040	Deferred Compensation	3% Deferred compensation matching program Dispatchers/Officer \$35 per Pay PER MOU		45,852
101-40-51006-040	Benefits Admin Fees			
101-40-51007-040	STD Insurance	Short-term disability premium to the Cities Group		5,628
101-40-51008-040	Health Insurance - Active	Health plan coverage - Kaiser, Blue Shield, Blue Cross		517,390
101-40-51009-040	Health Insurance-Retirees	Retiree health Pay-as-you-go	-	
101-40-51009-040	Health Insurance-GASB45	GASB 45 annual required contribution	50,054	50,054
101-40-51010-040	Dental Insurance	Delta dental plan premium		37,590
101-40-51011-040	Vision Insurance	Vision Service Plan premium		7,467
101-40-51013-040	Workers' Compensation	Workers Comp charged to Department		49,181
101-40-51014-040	Life & ADD Insurance	Premium to the Cities Group		3,622
101-40-51015-040	LTD Insurance	Long-term disability premium to The Cities Group		28,778
101-40-51016-040	Unemployment Insurance	Self-funded unemployment based on 1% of salary		50,431
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		79,204
101-40-51xxx-040	Unfunded liabilities-Safety	CA PERS Unfunded liability-Safety		1,034,310
Total Salaries & Benefits				<u>8,471,069</u>

Town of Atherton Annual Operating Budget FY 2024-2025
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-40-52017-040	Technical Services	Sunridge RIMS Annual Maintenance (Dispatch-Patrol CAD)	20,320
101-40-52017-040	Technical Services	TEA Maint. (Telecommunications Dispatch/Radio Support)	31,242
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"	10,000
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	12,933
101-40-52017-040	Technical Services	Critical Reach (TRAK System, Missing Persons Support System)	325
101-40-52017-040	Technical Services	Towing (Crime Scene Evidence & Patrol Cars)	1,500
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	2,765
101-40-52017-040	Technical Services	MKMS Server - Alarm, license for second dispatch station	948
101-40-52017-040	Technical Services	Commerical Controls - Town security/cameras/door key cards	38,424
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	15,000
101-40-52017-040	Technical Services	A/C Subtotal ->	147,357
101-40-53001-040	Equip Maint - Vehicles	Vehicle maintenance	60,000
101-40-53002-040	Equip Maint - Other	Maintenance of radar, office equip, radio equip., warranty Data 911, Vie Vue repairs, Ojo Cameras	14,000
101-40-53014-040	Utilities - Electricity	PG&E	135,000
101-40-53015-040	Utilities - Gas	ABAG gas	-
101-40-53016-040	Utilities - Water	Cal water	10,000
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

Town of Atherton Annual Operating Budget FY 2024-2025
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-40-53018-040	Utilities - Telephone	Cell Phones (Admin, Investigations, Patrol Cars)	19,150
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 MPFD	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
101-40-53018-040	Utilities - Telephone	Sprint Mobile Data (Patrol Car Mobile CAD/RIMS Support Service).	9,000
101-40-53018-040	Utilities - Telephone	A/C Subtotal ->	45,100
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	6,500
101-40-53503-040	Trsrfr to Equip Replace Fd	Future replacement of vehicle(s), additional Equipment Supplemental equipment	190,000 173,658
101-40-54003-040	Conferences	S.M. Gang Task Force Conference, RIMS, CCUG, CAPE, SMCPCA, TMA, Public Safety Chiefs Conference	5,000
101-40-54004-040	Training & Workshops	Supplies for POST annual dept training and other trainings Executive Command School	3,000 10,000
		A/C Subtotal ->	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)	60,000
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	A/C Subtotal ->	4,750

Town of Atherton Annual Operating Budget FY 2024-2025
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 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	11,500
101-40-54010-040	Other Contract Services	San Mateo PD Range Rental (\$65 per hour)	16,060
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	48,000
101-40-54010-040	Other Contract Services	Dept. of Emergency Management - JPA	35,000
101-40-54010-040	Other Contract Services	First Chance (DUI Booking Alternative)	13,000
101-40-54010-040	Other Contract Services	Pd copier lease	7,500
101-40-54010-040	Other Contract Services	Keller Center (Child Abuse/Sexual Assault Victims Program)	1,200
101-40-54010-040	Other Contract Services	S.M. Co. Community Overcoming Relationship (Domestic Abuse)	3,584
101-40-54010-040	Other Contract Services	Lexipol (Police General Orders, Case Law Update Training)	8,988
101-40-54010-040	Other Contract Services	Recall Secure Destruction Services (Sensitive Files)	2,500
101-40-54010-040	Other Contract Services	San Mateo County Narcotics Task Force	30,000
101-40-54010-040	Other Contract Services	Service Master Clean	2,000
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	National Night Out	6,000
101-40-54010-040	Other Contract Services	Forensic Art Services (Suspect Sketches)	
		A/C Subtotal ->	201,932
101-40-54021-040	Animal Control Services	San Mateo animal control services cost	62,000
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)	10,000
101-40-55006-040	Safety Supplies & Materials	partially off-set by DOJ grant), motorcycle leather gear,	3,000
101-40-55006-040	Safety Supplies & Materials	helmet, protective motorcycle gear, eye/ear range safety gear	5,000
101-40-55006-040	Safety Supplies & Materials	A/C Subtotal ->	18,000

Town of Atherton Annual Operating Budget FY 2024-2025
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-40-55007-040	K-9 Expenses	K-9 Maint., Training, Veterinarian, Boarding, Food for 2 dogs	30,000
101-40-55015-040	Oil and Gasoline	Fuel for vehicles	80,000
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	A/C Subtotal ->	44,500
101-40-55018-040	Disaster/Emergency	Supplies, water, MRE's	11,000
101-40-57004-040	Mach & Equip	Taser Cartridges/Training Rounds (qualify ABAG reimb)	
101-40-57004-040	Mach & Equip	Dept Flashlights-Streamlight-Stinger 25	
101-40-57004-040	Mach & Equip	A/C Subtotal ->	-
101-40-57006-040	Computer Equip/Software	Replacement of old computers (leasing Program)	10,000
101-40-57006-040	Computer Equip/Software	Patrol Scheduling Software	2,500
101-40-57006-040	Computer Equip/Software	Comcaste Code Enforcement Software	7,293
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	3,489
101-40-57006-040	Computer Equip/Software	LEFTA- FTO manual online	1,688
101-40-57006-040	Computer Equip/Software	Leads On Line	2,472
101-40-57006-040	Computer Equip/Software	First Two Invest.software	2,400
101-40-57006-040	Computer Equip/Software	Forensic Logic	2,701
101-40-57006-040	Computer Equip/Software	Hawk Analytics	4,495
101-40-57006-040	Computer Equip/Software	Copware	705
101-40-57006-040	Computer Equip/Software	Axon-Taser-Fleet-Body Cameras (21) and Increased Storage capacity	100,810
101-40-57006-040	Computer Equip/Software	Veritone	-
101-40-57006-040	Computer Equip/Software	Manage Mobility	1,620
101-40-57006-040	Computer Equip/Software	Alarm Upgrade - Communications Center	30,000
101-40-57006-040	Computer Equip/Software	Flock Cameras	150,000
		A/C Subtotal ->	355,705
		Total Operations	<u>1,700,802</u>
		Total Police Dept	<u><u>10,171,871</u></u>

Town of Atherton Annual Operating Budget FY 2024-25
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	400	-		50		137	4,010
Part-Time Temp Dispatcher	100	43.34	4,334	506	-	-	63		173	5,076
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>905</u>	<u>-</u>	<u>-</u>	<u>301</u>	<u>-</u>	<u>830</u>	<u>30,598</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>
Total Temp Help Salaries			<u>124,917</u>	<u>905</u>	<u>-</u>	<u>5,974</u>	<u>1,698</u>	<u>-</u>	<u>4,685</u>	<u>138,179</u>

Town of Atherton Annual Operating Budget FY 2023-2024
Supplemental Budget Request - Poilce Department

<u>Description</u>	<u>Amount</u>	<u>Note</u>
<u>Request #1</u> Red Dot Pistols	5,658	Equipment Replacement
<u>Request #2</u> APX Next All-Band Portable Radios	420,462	Equipment Replacement
<u>Request #3</u> SoToxa Mobile Test System	6,000	Equipment Replacement
<u>Request #4</u> CCTV- Secure storage & evidence	20,000	Equipment Replacement
<u>Request #5</u> Property & Evidence Audit	17,000	Equipment Replacement
Total Cost to Equipment Replacement Fund	469,120	

Section B

General Fund

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

Goals | Mission Budget 2024-2025

- 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.
- Alameda De La Pulgas Traffic Improvement project.
- Complete Fair Oaks Lane at Lloyd Drive Pedestrian Improvements.
- 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.
- Atherton Channel Assessment and Relining Upstream of Alameda de las Pulgas.
- Bike/Pedestrian Master plan refresh update.
- 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.

Section B

General Fund

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

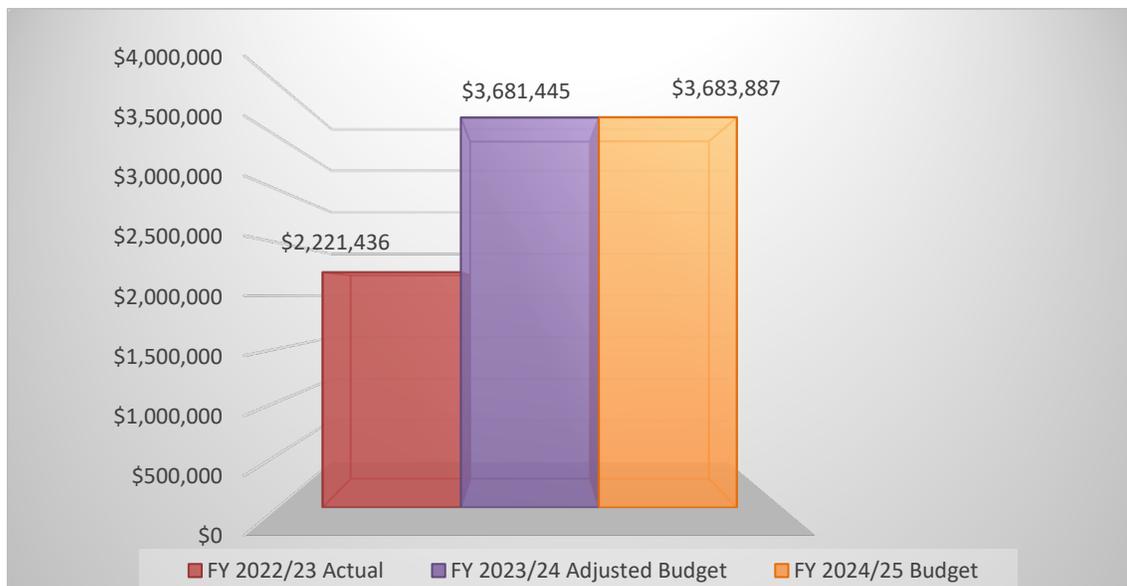
Department 50-59 Public Works Department is responsible for the overall planning, maintenance, operation and improvement of public infrastructure, including streets, storm drainage, parks and all Town owned buildings and facilities. The Department also provides engineering services and project management 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. The Department looks to add a Management Analyst I/II position provide management oversight and support to the Public Works department that would include engineering services, project management, and the Capital Improvement Program.

Annual Fiscal Impact **\$3,683,887**

Employee Public Works Director (1), Maintenance Manager (1), Assoc. Engineer (.6), Office Specialist (.5), Management Analyst I/II (1) Town Arborist (1) allocated within DPW/Building/Planning, Contract: Engineer (2)

Three-year Summary

Year	FY 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Amount	2,221,436	3,681,445	3,683,887





Town of Atherton
 Annual Operating Budget FY 2024-25
 DPW 50-59 Budget - Summary

Category	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Salaries & Wages	236,191	446,283	446,283	570,390
EE Benefits	361,295	339,426	339,426	352,434
Professional Svs	800,583	1,100,000	1,213,849	1,157,000
General Operations	759,570	1,159,238	1,159,238	1,195,764
Other Services/Exp.	35,281	102,700	284,700	103,700
Supplies & Materials	14,224	78,150	78,150	88,300
Capital Outlay	14,292	159,800	159,800	216,300
DPW Total	2,221,436	3,385,596	3,681,445	3,683,887

Town of Atherton Annual Operating Budget FY 2024-2025
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Salaries & Wages	50001	Regular Salaries	392,022	590,253	590,253	710,745
Salaries & Wages	50013	EE Benefits Earned	11,490	17,708	17,708	21,322
Salaries & Wages	50015	Salary Allocated to CIP	(167,320)	(161,678)	(161,678)	(161,678)
EE Benefits	51001	Medicare Insurance	5,986	8,631	8,631	10,378
EE Benefits	51003	PERS Retire Contr - ER	33,473	57,048	57,048	61,970
EE Benefits	51007	STD Life	432	691	691	883
EE Benefits	51008	Health Insurance-Active	34,396	63,669	63,669	55,161
EE Benefits	51009	Health Insurance-Retirees	106,475	32,929	32,929	13,894
EE Benefits	51010	Dental Insurance	3,453	5,024	5,024	4,285
EE Benefits	51011	Vision Insurance	645	999	999	909
EE Benefits	51013	Workers Compensation	12,686	5,953	5,953	7,157
EE Benefits	51014	Life & ADD Insurance	295	554	554	662
EE Benefits	51015	LTD Insurance	1,936	2,779	2,779	3,581
EE Benefits	51016	Unemployment Insurance	4,088	5,903	5,903	7,107
EE Benefits	51xxx	Unfunded Liabilities-Misc	157,431	155,246	155,246	186,445
Total Salaries & Benefits			597,487	785,708	785,708	922,824
Professional Svs	52010 (50)	Contract Engineering	167,061	150,000	150,000	150,000
Professional Svs	52017	Technical Services	23,061	40,000	40,000	40,000
Professional Svs	52030 (58)	Contract Park Event Svs	-	-	20,000	10,000
Professional Svs	52031	Contract DPW Maint Serv	610,461	910,000	1,003,849	957,000
General Operations	53001	Vehicle Repair & Maint	4,475	10,000	10,000	10,000
General Operations	53002	Equipment Repair & Maint	29,417	179,500	179,500	181,500
General Operations	53003	Building Security	1,636	11,000	11,000	11,000
General Operations	53004	Facility Repair & Maint	159,697	205,500	205,500	205,500
General Operations	53006	Electrical Repair & Maint	2,377	11,000	11,000	11,000
General Operations	53008	Contract Custodial Services	142,500	225,000	225,000	225,000
General Operations	53009	Contract Tree Maintenance	178,485	110,000	110,000	140,000
General Operations	53010	Street Sweeping	26,292	30,000	30,000	30,000
General Operations	53011	Contract Lndscp Maint.	-	50,000	50,000	50,000
General Operations	53012	Traffic Signal Repair & Maint	3,749	15,000	15,000	15,000
General Operations	53013	Street Light Repair & Maint	11,756	60,000	60,000	60,000
General Operations	53014	Utilities -Electricity	85,702	105,438	105,438	106,964

Town of Atherton Annual Operating Budget FY 2024-2025
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
General Operations	53015	Utilities - Gas	10,563	8,800	8,800	8,800
General Operations	53016	Utilities - Water	19,355	24,500	24,500	24,500
General Operations	53017	Utilities - Sewer	18,314	28,000	28,000	28,000
General Operations	53018	Utilities - Telephone	125	1,500	1,500	1,500
General Operations	53024	Advertising/Publishing	1,500	2,500	2,500	2,500
General Operations	53029	Contract Inspection & Testing	-	11,250	11,250	14,250
General Operations	53030(58)	Credit Card Merchant Fees	3,149	5,500	5,500	5,500
General Operations	53033	Rent - Mach & Equipment	4,588	9,500	9,500	9,500
General Operations	53034	Rent - Facilities	-	250	250	250
General Operations	53503	Equip Replace Charges	55,892	55,000	55,000	55,000
Other Services/Exp.	54003	Conferences	1,008	8,000	8,000	8,000
Other Services/Exp.	54004	Training & Workshops	493	4,500	4,500	4,500
Other Services/Exp.	54007	Membership/Dues	8,518	17,700	17,700	18,700
Other Services/Exp.	54010	Other Contract Services	25,261	72,500	254,500	72,500
Supplies & Materials	55001	Pesticides & Fertilizer	142	-	-	-
Supplies & Materials	55002	Office Supplies	2,212	3,250	3,250	3,250
Supplies & Materials	55006	Safety Supplies & Matls	803	2,000	2,000	2,500
Supplies & Materials	55008	Misc. Computer Software	1,382	12,000	12,000	12,000
Supplies & Materials	55009	Misc. Computer Supplies	-	750	750	750
Supplies & Materials	55010	Custodial Supplies	-	900	900	1,500
Supplies & Materials	55011	Landscape Supplies	3,476	23,000	23,000	23,000
Supplies & Materials	55012	Construction Matls	993	11,000	11,000	14,000
Supplies & Materials	55014	Minor Tools & Equip	25	750	750	1,500
Supplies & Materials	55015	Gas & Oil	2,437	11,800	11,800	11,800
Supplies & Materials	55016	Other Supplies & Matls	-	300	300	5,000
Supplies & Materials	55017	Postage	-	400	400	1,000
Supplies & Materials	55018	Disaster Preparedness	2,754	12,000	12,000	12,000
Capital Outlay	57002	Building Improvements	186	143,000	143,000	158,000
Capital Outlay	57004	Machinery & Equipment	2,254	8,500	8,500	10,000
Capital Outlay	57006	Computer Equip/Software	1,692	3,800	3,800	43,800
Capital Outlay	57007	Office Machines & Furn	180	4,500	4,500	4,500
Capital Outlay	57025	COVID-19 Emergency	9,980	-	-	-
Total Operations			1,623,950	2,599,888	2,895,737	2,761,064
Total DPW			2,221,436	3,385,596	3,681,445	3,683,887

Town of Atherton Annual Operating Budget FY 2024-2025
DPW - Engineering By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Salaries & Wages	101-50-50001-050	Regular Salaries	41,707	140,353	140,353	216,589
Salaries & Wages	101-50-50013-050	EE Benefits Earned	1,231	4,211	4,211	6,498
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	699	2,108	2,108	3,213
EE Benefits	101-50-51003-050	PERS Retire Contr - ER	2,809	14,902	14,902	15,910
EE Benefits	101-50-51007-050	STD Insurance	88	211	211	346
EE Benefits	101-50-51008-050	Health Insurance-Active	6,744	21,389	21,389	21,307
EE Benefits	101-50-51009-050	Health Insurance-Retirees	36,477	9,879	9,879	5,956
EE Benefits	101-50-51010-050	Dental Insurance	806	1,607	1,607	1,383
EE Benefits	101-50-51011-050	Vision Insurance	122	323	323	287
EE Benefits	101-50-51013-050	Workers Compensation	1,466	1,454	1,454	2,216
EE Benefits	101-50-51014-050	Life & ADD Insurance	50	181	181	256
EE Benefits	101-50-51015-050	LTD Insurance	355	794	794	1,358
EE Benefits	101-50-51016-050	Unemployment Insurance	483	1,404	1,404	2,166
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	50,853	50,147	50,147	60,225
Total Salaries & Benefits			93,471	198,543	198,543	287,292
Professional Svs	101-50-52010-050	Contract Engineering	167,061	150,000	150,000	150,000
Professional Svs	101-50-52017-050	Technical Services	23,061	40,000	40,000	40,000
General Operations	101-50-53001-050	Vehicle Repair & Maint	2,960	-	-	-
General Operations	101-50-53002-050	Equipment Repair & Maint	-	1,500	1,500	1,500
General Operations	101-50-53014-050	Utilities - Electricity	6,165	11,438	11,438	12,964
General Operations	101-50-53015-050	Utilities - Gas	-	-	-	-
General Operations	101-50-53016-050	Utilities - Water	659	1,000	1,000	1,000
General Operations	101-50-53024-050	Advertising/Publishing	750	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	2,604	4,500	4,500	4,500
General Operations	101-50-53503-050	Equip Replace Charges	18,000	18,000	18,000	18,000
Other Services/Exp.	101-50-54003-050	Conferences	1,008	8,000	8,000	8,000

Town of Atherton Annual Operating Budget FY 2024-2025
DPW - Engineering By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Other Services/Exp.	101-50-54004-050	Training & Workshops	174	3,500	3,500	3,500
Other Services/Exp.	101-50-54007-050	Membership/Dues	7,878	17,000	17,000	18,000
Supplies & Materials	101-50-55002-050	Office Supplies	2,212	3,000	3,000	3,000
Supplies & Materials	101-50-55006-050	Safety Supplies & Matls	372	1,000	1,000	1,000
Supplies & Materials	101-50-55008-050	Misc. Computer Software	1,382	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	1,000
Capital Outlay	101-50-57006-050	Computer Equip/Software	1,692	1,800	1,800	1,800
Capital Outlay	101-50-57007-050	Office Machines & Furn	-	3,000	3,000	3,000
Capital Outlay	101-59-57025-059	COVID-19 Emergency	-	-	-	-
Total Operations			235,979	282,938	282,938	286,064
Total DPW Engineering			329,450	481,481	481,481	573,355

Town of Atherton Annual Operating Budget FY 2024-2025
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations	
101-50-50001-050	Regular Salaries	Salaries - two full-time staff 50-60% each or 1.1 FTE	221,589	
101-50-50001-050	Regular Salaries	Salaries - Arborist Service Planning	(5,000)	216,589
101-50-50005-050	Temporary Help	Workers to assist with larger projects		
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			6,498
		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			3,213
		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		15,910
101-50-51007-050	STD Life			346
		Short-term disability premium to The Cities Group		
101-50-51008-050	Health Insurance-Active	Health plan coverage - Cafeteria Plan		21,307
101-50-51009-050	Retiree health pay-as-you go	Retiree health Pay-as-you-go	-	
101-50-51009-050	Retiree health GASB45	GASB 45 annual required contribution	5,956	5,956
101-50-51010-050	Dental Insurance	Delta Dental Plan premium		1,383
101-50-51011-050	Vision Insurance	Vision service plan premium		287
101-50-51013-050	Workers Compensation	Worker's Compensation charged to Department		2,216
101-50-51014-050	Life & ADD Insurance	Premium to The Cities Group		256
101-50-51015-050	LTD Insurance	Long-term disability premium to The Cities Group		1,358
101-50-51016-050	Unemployment Insurance			2,166
		Self-funded unemployment based on 1% of salaries		
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc		60,225
Total Salaries & Benefits			<u>287,292</u>	

Town of Atherton Annual Operating Budget FY 2024-2025
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-50-52010-050	Contract Engineering	Contract Professional Services (Traffic Study, GIS and etc)	150,000
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 equipment	1,500
101-50-53014-050	Utilities - Electricity	PG&E	12,964
101-50-53016-050	Utilities - Water	Calwater	1,000
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 \$600 2) APWA \$300 3) State PE \$300 4) NPDES (CA water quality control) \$10,000 5) Hazardous materials annual permit \$2,000 (80 Fair Oaks Lane) 6) Flood Management Certification \$300 7) PWD membership/Dues \$1,500	18,000

Town of Atherton Annual Operating Budget FY 2024-2025
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-50-55002-050	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, food pantry, team luncheons etc.	3,000
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
101-50-55014-050	Minor Tools & Equip	Engineering tools costing less than \$100, new smart level	500
101-50-55015-050	Gas & Oil	Arborist. Engineer. Director's Vehicle	300
101-50-55016-050	Other Supplies & Matls		
101-50-55017-050	Postage	postage	1,000
101-50-57006-050	Computer Equip/Software	Computer lease Program	1,800
101-50-57007-050	Office Machines & Furn	Furniture- desks, chairs, drafting tables, during relocation	3,000
Total Operations			<u>286,064</u>
Total DPW - Engineering			<u>573,355</u>

Town of Atherton Annual Operating Budget FY 2024-2025
DPW - Street By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Salaries & Wages	101-53-50001-053	Regular Salaries	139,545	187,864	187,864	231,162
Salaries & Wages	101-53-50013-053	EE Benefits Earned	4,083	5,636	5,636	6,935
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	2,138	2,724	2,724	3,352
EE Benefits	101-53-51003-053	PERS Retire Contr - ER	12,943	18,477	18,477	21,887
EE Benefits	101-53-51007-053	STD Insurance	128	192	192	250
EE Benefits	101-53-51008-053	Health Insurance - Active	9,491	16,349	16,349	15,832
EE Benefits	101-53-51009-053	Health Insurance - Retirees	58,298	16,464	16,464	5,974
EE Benefits	101-53-51010-053	Dental Insurance	1,073	1,431	1,431	1,387
EE Benefits	101-53-51011-053	Vision Insurance	217	287	287	297
EE Benefits	101-53-51013-053	Workers Compensation	4,531	1,879	1,879	2,312
EE Benefits	101-53-51014-053	Life & ADD Insurance	98	159	159	192
EE Benefits	101-53-51015-053	LTD Insurance	595	794	794	1,032
EE Benefits	101-53-51016-053	Unemployment Insurance	1,448	1,879	1,879	2,312
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	66,693	65,767	65,767	78,984
Total Salaries & Benefits			190,019	208,642	208,642	260,647
Professional Svs	101-53-52031-053	Contract DPW Maint Serv	225,317	400,000	493,849	420,000
General Operations	101-53-53001-053	Vehicle Repair & Maint	1,515	10,000	10,000	10,000
General Operations	101-53-53002-053	Equipment Repair & Maint	15,184	3,000	3,000	5,000
General Operations	101-53-53003-053	Building Security	-	500	500	500
General Operations	101-53-53004-053	Facility Repair & Maint	510	5,000	5,000	5,000
General Operations	101-53-53006-053	Electrical Repair & Maint	78	1,000	1,000	1,000
General Operations	101-53-53009-053	Tree Maintenance	135,437	75,000	75,000	95,000
General Operations	101-53-53010-053	Street Sweeping	26,292	30,000	30,000	30,000
General Operations	101-53-53011-053	Contract Lndscp Maint.	-	50,000	50,000	50,000
General Operations	101-53-53012-053	Traffic Signal Repair & Maint	3,749	15,000	15,000	15,000
General Operations	101-53-53013-053	Street Light Repair & Maint	11,756	60,000	60,000	60,000

Town of Atherton Annual Operating Budget FY 2024-2025
DPW - Street By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
General Operations	101-53-53014-053	Utilities - Electricity	58,668	75,000	75,000	75,000
General Operations	101-53-53015-053	Utilities - Gas	2,258	1,800	1,800	1,800
General Operations	101-53-53016-053	Utilities - Water	9,458	12,500	12,500	12,500
General Operations	101-53-53018-053	Utilities - Telephone	144	-	-	-
General Operations	101-53-53029-053	Contract Inspection & Testing	-	750	750	3,750
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	319	1,000	1,000	1,000
Other Services/Exp.	101-53-54007-053	Membership/Dues	640	700	700	700
Other Services/Exp.	101-53-54010-053	Other Contract Services	4,728	10,000	192,000	10,000
Supplies & Materials	101-53-55002-053	Office Supplies	-	250	250	250
Supplies & Materials	101-53-55006-053	Safety Supplies & Matls	325	500	500	1,000
Supplies & Materials	101-53-55009-053	Misc. Computer Supplies	-	250	250	250
Supplies & Materials	101-53-55011-053	Landscape Supplies	280	2,500	2,500	2,500
Supplies & Materials	101-53-55012-053	Construction Matls	525	5,000	5,000	7,000
Supplies & Materials	101-53-55014-053	Minor Tools & Equip	25	250	250	1,000
Supplies & Materials	101-53-55015-053	Gas & Oil	2,437	5,000	5,000	5,000
Supplies & Materials	101-53-55016-053	Other Supplies & Matls	-	300	300	5,000
Supplies & Materials	101-53-55018-053	Emergency/Disaster Preparedness	762	6,000	6,000	6,000
Capital Outlay	101-53-57004-053	Machinery & Equipment	1,919	2,500	2,500	4,000
Capital Outlay	101-53-57006-053	Computer Equip/Software	-	1,000	1,000	1,000
Capital Outlay	101-53-57007-053	Office Machines & Furn	180	500	500	500
Capital Outlay	101-59-57025-059	COVID-19 Emergency	-	-	-	-
Total Operations			511,504	786,550	1,062,399	841,000
Total DPW Street Maint			701,524	995,192	1,271,041	1,101,647

Town of Atherton Annual Operating Budget FY 2024-2025
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-53-50001-053	Regular Salaries	Salaries - one full-time staff 50% or 0.5 FTE	231,162
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	6,935
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%	3,352
101-53-51003-053	PERS Retire Contr - ER	Employer contribution for employee pension	21,887
101-53-51007-053	STD Insurance	Short-term disability premium to The Cities Group	250
101-53-51008-053	Health Insurance - Active	Health plan coverage - Cafeteria Plan	15,832
101-53-51009-053	Health Insurance - Retirees	Retiree health Pay-as-you-go	-
101-53-51009-053	Health Insurance - GASB45	Retiree health GASB45	5,974
101-53-51010-053	Dental Insurance	Delta Dental Plan premium	1,387
101-53-51011-053	Vision Insurance	Vision service plan premium	297
101-53-51013-053	Workers Compensation	Worker's Compensation charged to Department	2,312
101-53-51014-053	Life & ADD Insurance	Premium to The Cities Group	192
101-53-51015-053	LTD Insurance	Long-term disability premium to The Cities Group	1,032
101-53-51016-053	Unemployment Insurance	Self-funded unemployment	2,312
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	78,984
Total Salaries & Benefits			260,647
101-53-52031-053	Contract DPW Maint Serv	Portion of MCE contract	420,000
101-53-53001-053	Vehicle Repair & Maint	Fleet trucks, dump truck	10,000

Town of Atherton Annual Operating Budget FY 2024-2025
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-53-53002-053	Equipment Repair & Maint	Backhoe and small equip repair	5,000
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	95,000
101-53-53010-053	Street Sweeping	Monthly/storm sweeping	30,000
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	1,800
101-53-53016-053	Utilities - Water	Cal water	12,500
101-53-53029-053	Contract Inspection & Testing	Storm drain videos & inspections	3,750
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	1,000
101-53-54007-053	Membership/Dues	Professional memberships: MSA, APWA, and etc	700
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

Town of Atherton Annual Operating Budget FY 2024-2025
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-53-55006-053	Safety Supplies & Matls	Vests, hats, glasses, rubber boots, chaps, jackets, etc.	1,000
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.	7,000
101-53-55014-053	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	1,000
101-53-55015-053	Gas & Oil	For department fleet vehicles and equipment	5,000
101-53-55016-053	Other Supplies & Matls	Misc. supplies	5,000
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	4,000
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
Total Operations			841,000
Total DPW - Street Maintenance			1,101,647

Town of Atherton Annual Operating Budget FY 2024-2025
DPW - Park Maint. By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Salaries & Wages	101-57-50001-057	Regular Salaries	121,409	134,756	134,756	135,500
Salaries & Wages	101-57-50013-057	EE Benefits Earned	3,565	4,043	4,043	4,065
Salaries & Wages	101-57-50015-057	Salary Allocated to CIP	(5,642)			
EE Benefits	101-57-51001-057	Medicare Insurance	1,793	1,954	1,954	1,965
EE Benefits	101-57-51003-057	PERS Retire Contr - ER	9,592	11,564	11,564	11,845
EE Benefits	101-57-51007-057	STD Insurance	131	154	154	154
EE Benefits	101-57-51008-057	Health Insurance - Active	11,908	14,205	14,205	9,399
EE Benefits	101-57-51009-057	Health Insurance - Retirees	6,400	3,293	3,293	1,963
EE Benefits	101-57-51010-057	Dental Insurance	876	1,016	1,016	733
EE Benefits	101-57-51011-057	Vision Insurance	165	197	197	159
EE Benefits	101-57-51013-057	Workers Compensation	3,808	1,348	1,348	1,355
EE Benefits	101-57-51014-057	Life & ADD Insurance	84	107	107	107
EE Benefits	101-57-51015-057	LTD Insurance	589	635	635	635
EE Benefits	101-57-51016-057	Unemployment Insurance	1,235	1,348	1,348	1,355
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	14,348	14,149	14,149	16,992
Total Salaries & Benefits			170,261	188,768	188,768	186,227
Professional Svs	101-57-52031-057	Contract DPW Maint Serv	302,667	325,000	325,000	342,000
General Operations	101-57-53002-057	Equipment Repair & Maint	4,629	5,000	5,000	5,000
General Operations	101-57-53003-057	Building Security	454	3,000	3,000	3,000
General Operations	101-57-53004-057	Facility Repair & Maint	128,507	150,000	150,000	150,000
General Operations	101-57-53006-057	Electrical Repair & Maint	2,299	10,000	10,000	10,000
General Operations	101-57-53008-057	Contract Custodial Services	24,378	25,000	25,000	25,000
General Operations	101-57-53009-057	Tree Maintenance	43,048	35,000	35,000	45,000
General Operations	101-57-53014-057	Utilities - Electricity	11,670	10,000	10,000	10,000
General Operations	101-57-53015-057	Utilities - Gas	5,839	4,000	4,000	4,000
General Operations	101-57-53017-057	Utilities - Sewer	15,690	16,000	16,000	16,000
General Operations	101-57-53024-057	Advertising/Publishing	750	-	-	-
General Operations	101-57-53029-057	Contract Inspection & Testing	-	3,000	3,000	3,000
General Operations	101-57-53033-057	Rent - Mach & Equipment	1,984	3,000	3,000	3,000

Town of Atherton Annual Operating Budget FY 2024-2025
DPW - Park Maint. By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Other Services/Exp.	101-57-53503-057	Equip Replace Charges	3,892	3,000	3,000	3,000
Supplies & Materials	101-57-54010-057	Other Contract Services	979	32,500	32,500	32,500
Supplies & Materials	101-57-55001-057	Pesticides & Fertilizer	142	-	-	-
Supplies & Materials	101-57-55008-057	Misc. Computer Software	-	2,000	2,000	2,000
Supplies & Materials	101-57-55010-057	Custodial Supplies	-	-	-	-
Supplies & Materials	101-57-55011-057	Landscape Supplies	3,196	20,000	20,000	20,000
Supplies & Materials	101-57-55012-057	Construction Matls	-	2,000	2,000	2,000
Capital Outlay	101-57-57002-057	Building Improvements	148	140,000	140,000	155,000
Capital Outlay	101-57-57025-057	COVID-19 Emergency	9,980	-	-	-
Total Operations			560,252	788,500	788,500	830,500
Total DPW Park Maintenance			730,513	977,268	977,268	1,016,727

Town of Atherton Annual Operating Budget FY 2024-2025
DPW Park Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-57-50001-057	Regular Salaries	Salaries - one full-time staff 20% or 0.2 FTE	135,500
101-57-50013-057	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	4,065
101-57-51001-057	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,965
101-57-51003-057	PERS Retire Contr - ER	Employer contribution for employee pension	11,845
101-57-51007-057	STD Insurance	Short-term disability premium to The Cities Group	154
101-57-51008-057	Health Insurance - Active	Health plan coverage - Cafeteria Plan	9,399
101-57-51009-057	Health Insurance - Retirees	Retiree health Pay-as-you-go	
101-57-51009-057	Health Insurance - GASB45	Retiree health GASB45	1,963
101-57-51010-057	Dental Insurance	Teamster Dental Plan premium	733
101-57-51011-057	Vision Insurance	Vision service plan premium	159
101-57-51013-057	Workers Compensation	Worker's Compensation charged to Department	1,355
101-57-51014-057	Life & ADD Insurance	Premium to The Cities Group	107
101-57-51015-057	LTD Insurance	Long-term disability premium to The Cities Group	635
101-57-51016-057	Unemployment Insurance	Self-funded unemployment	1,355
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	16,992
		Total Salaries & Benefits	186,227
101-57-52031-057	Contract DPW Maint Serv	Brightview 75% & MCE 25%	342,000
101-57-53002-057	Equipment Repair & Maint	Tractor, small equipment repairs (blowers, weed eaters, chainsaws, etc.)	5,000
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, water, HVAC Playschool, pumps at Little League	150,000

Town of Atherton Annual Operating Budget FY 2024-2025
DPW Park Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-57-53006-057	Electrical Repair & Maint	Defer maint. electrical repairs park	10,000
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	45,000
101-57-53014-057	Utilities - Electricity	PG&E	10,000
101-57-53015-057	Utilities - Gas	ABAG gas	4,000
101-57-53016-057	Utilities - Water	Cal water	
101-57-53017-057	Utilities - Sewer	County of San Mateo	16,000
101-57-53018-057	Utilities - Telephone	Cellular Phones	
101-57-53024-057	Advertising/Publishing	Vendor bid advertising	
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	3,000
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	20,000
101-57-57002-057	Building Improvements	Carriage House bath room remodel	120,000
101-57-57002-057	Building Improvements	DG install or Pathway Improvement behind playschool	
101-57-57002-057	Building Improvements	Painting of the Gilmore House & Fireplace conversion to electric	15,000
101-57-57-025-057	COVID-19 Emergency	COVID-19 Emergency	
		Total Operations	830,500
		Total DPW - Park Maintenance	1,016,727

Town of Atherton Annual Operating Budget FY 2024-2025
DPW - Park Program By Account

Category	Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Salaries & Wages	101-58-50001-058	Regular Salaries	44,551	46,021	46,021	47,125
Salaries & Wages	101-58-50013-058	EE Benefits Earned	1,310	1,381	1,381	1,414
EE Benefits	101-58-51001-058	Medicare Insurance	710	667	667	683
EE Benefits	101-58-51003-058	PERS Retire Contr - ER	4,449	5,352	5,352	5,500
EE Benefits	101-58-51007-058	STD Insurance	35	38	38	38
EE Benefits	101-58-51008-058	Health Insurance - Active	2,679	2,707	2,707	2,829
EE Benefits	101-58-51009-058	Health Insurance - Retiree	5,300	3,293	3,293	-
EE Benefits	101-58-51010-058	Dental Insurance	318	351	351	351
EE Benefits	101-58-51011-058	Vision Insurance	64	74	74	74
EE Benefits	101-58-51013-058	Workers Compensation	1,488	460	460	471
EE Benefits	101-58-51014-058	Life & ADD Insurance	29	42	42	42
EE Benefits	101-58-51015-058	LTD Insurance	159	159	159	159
EE Benefits	101-58-51016-058	Unemployment Insurance	471	460	460	471
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	25,537	25,182	25,182	30,243
Total Salaries & Benefits			87,100	86,187	86,187	89,400
Professional Svs	101-58-52030-058	Contract Park Event Svs	-	-	20,000	10,000
Professional Svs	101-58-52031-058	Contract DPW Maint Serv	1,200	10,000	10,000	10,000
General Operations	101-58-53003-058	Building Security	(116)	2,500	2,500	2,500
General Operations	101-58-53004-058	Facility Repair & Maint	3,414	10,500	10,500	10,500
General Operations	101-58-53014-058	Utilities - Electricity	9,199	9,000	9,000	9,000
General Operations	101-58-53015-058	Utilities - Gas	2,467	3,000	3,000	3,000
General Operations	101-58-53016-058	Utilities - Water	9,238	11,000	11,000	11,000
General Operations	101-58-53018-058	Utilities - Telephone	(19)	1,500	1,500	1,500
General Operations	101-58-53030-058	Credit Card Merchant Fees	3,149	5,500	5,500	5,500
Supplies & Materials	101-58-55010-058	Custodial Supplies	-	900	900	1,500
Supplies & Materials	101-58-55011-058	Landscape Supplies	-	500	500	500
Supplies & Materials	101-58-55012-058	Construction Mats	-	2,000	2,000	2,000
Capital Outlay	101-58-57004-058	Machinery & Equipment	335	3,000	3,000	3,000
Capital Outlay	101-58-57006-058	Computer Equip/Software	-	1,000	1,000	1,000
Capital Outlay	101-58-57007-058	Office Machines & Furn	-	1,000	1,000	1,000
Capital Outlay	101-59-57025-059	COVID-19 Emergency	-	-	-	-
Total Operations			28,866	61,400	81,400	72,000
Total DPW Park Programs			115,966	147,587	167,587	161,400

Town of Atherton Annual Operating Budget FY 2024-2025
DPW Park Program - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-58-50001-058	Regular Salaries	Salaries - one full-time staff 20% or 0.2 FTE	47,125
101-58-50013-058	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	1,414
101-58-51001-058	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	683
101-58-51003-058	PERS Retire Contr - ER	Employer contribution for employee pension	5,500
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	2,829
101-58-51009-058	Health Insurance - Retiree	Retiree health Pay-as-you-go	-
101-58-51009-058	Health Insurance - GASB45	Retiree health GASB45	-
101-58-51010-058	Dental Insurance	Delta Dental Plan premium	351
101-58-51011-058	Vision Insurance	Vision service plan premium	74
101-58-51013-058	Workers Compensation	Worker's Compensation charged to Department	471
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	471
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	30,243
Total Salaries & Benefits			89,400
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

Town of Atherton Annual Operating Budget FY 2024-2025
 DPW Park Program - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-58-53018-058	Utilities - Telephone	Phone & Internet	1,500
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	1,500
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		
Total Operations			72,000
Total DPW - Park Programs			161,400

Town of Atherton Annual Operating Budget FY 2024-2025
DPW - Building Maint. By Account

Category	Account	Description	Acutal 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Salaries & Wages	101-59-50001-059	Regular Salaries	44,810	81,260	81,260	80,370
Salaries & Wages	101-59-50013-059	EE Benefits Earned	1,301	2,438	2,438	2,411
EE Benefits	101-59-51001-059	Medicare Insurance	645	1,178	1,178	1,165
EE Benefits	101-59-51003-059	PERS Retire Contr - ER	3,681	6,754	6,754	6,829
EE Benefits	101-59-51007-059	STD Insurance	50	96	96	96
EE Benefits	101-59-51008-059	Health Insurance - Active	3,574	9,019	9,019	5,794
EE Benefits	101-59-51010-059	Dental Insurance	381	619	619	431
EE Benefits	101-59-51011-059	Vision Insurance	77	119	119	93
EE Benefits	101-59-51013-059	Workers Compensation	1,393	813	813	804
EE Benefits	101-59-51014-059	Life & ADD Insurance	34	64	64	64
EE Benefits	101-59-51015-059	LTD Insurance	239	397	397	397
EE Benefits	101-59-51016-059	Unemployment Insurance	452	813	813	804
Total Salaries & Benefits			56,636	103,569	103,569	99,258
Professional Svs	101-59-52031-059	Contract DPW Maint Serv	81,277	175,000	175,000	185,000
General Operations	101-59-53002-059	Equipment Repair & Maint	9,604	170,000	170,000	170,000
General Operations	101-59-53003-059	Building Security	1,298	5,000	5,000	5,000
General Operations	101-59-53004-059	Facility Repair & Maint	27,266	40,000	40,000	40,000
General Operations	101-59-53008-059	Contract Custodial Services	118,122	200,000	200,000	200,000
General Operations	101-59-53014-059	Utilities - Electricity	-	-	-	-
General Operations	101-59-53015-059	Utilities - Gas	-	-	-	-
General Operations	101-59-53017-059	Utilities - Sewer	2,624	12,000	12,000	12,000
General Operations	101-59-53029-059	Contract Inspection & Testing	-	2,500	2,500	2,500
Other Services/Exp.	101-59-53503-059	Equip Replace Charges	25,000	25,000	25,000	25,000
Supplies & Materials	101-59-54010-059	Other Contract Services	19,555	30,000	30,000	30,000
Supplies & Materials	101-59-55006-059	Safety Supplies & Matls	107	500	500	500
Supplies & Materials	101-59-55012-059	Construction Matls	468	2,000	2,000	3,000
Supplies & Materials	101-59-55015-059	Gas & Oil	-	6,500	6,500	6,500

Town of Atherton Annual Operating Budget FY 2024-2025
DPW - Building Maint. By Account

Category	Account	Description	Acutal 2022-2023	Adopted Budget 2023-2024	Adjusted Budget 2023-2024	Recomm Budget 2024-2025
Supplies & Materials	101-59-55018-059	Disaster Preparedness	1,992	6,000	6,000	6,000
Capital Outlay	101-59-57002-059	Building Improvements	38	3,000	3,000	3,000
Capital Outlay	101-59-57004-059	Machinery & Equipment	-	3,000	3,000	3,000
Capital Outlay	101-59-57006-059	Computer Equip/Software	-	-	-	40,000
Capital Outlay	101-59-57025-059	COVID-19 Emergency	-	-	-	-
Total Operations			287,349	680,500	680,500	731,500
Total DPW Bldg Maint			343,985	784,069	784,069	830,758

Town of Atherton Annual Operating Budget FY 2024-2025
DPW Building Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
101-59-50001-059	Regular Salaries	Salaries - one full-time staff scheduled 10% or 0.1 FTE	80,370
101-59-50013-059	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	2,411
101-59-51001-059	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,165
101-59-51003-059	PERS Retire Contr - ER	Employer contribution for employee pension	6,829
101-59-51007-059	STD Insurance	Short-term disability premium to The Cities Group	96
101-59-51008-059	Health Insurance - Active	Health plan coverage -Cafeteria Plan	5,794
101-59-51010-059	Dental Insurance	Delta Dental Plan premium	431
101-59-51011-059	Vision Insurance	Vision service plan premium	93
101-59-51013-059	Workers Compensation	Worker's Compensation charged to Department	804
101-59-51014-059	Life & ADD Insurance	Premium to The Cities Group	64
101-59-51015-059	LTD Insurance	Long-term disability premium to The Cities Group	397
101-59-51016-059	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	804
Total Salaries and Benefits			<u>99,258</u>
101-59-52031-059	Contract DPW Maint Serv	Portion of MCE contract	185,000
101-59-53002-059	Equipment Repair & Maint	Routine building repairs	170,000
101-59-53003-059	Building Security	Gates, fences, doors, locks, for all bldgs	5,000

Town of Atherton Annual Operating Budget FY 2024-2025
 DPW Building Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
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
101-59-53017-059	Utilities - Sewer	County of San Mateo	12,000
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.	3,000
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
101-59-57006-059	Computer Equip/Software	Asset and Inventory Tracking Software	40,000
Total Operations			731,500
Total DPW - Building Maintenance			830,758

Town of Atherton Annual Operating Budget FY 2024-2025
Public Work - Salaries & Benefits

FTE	Job Class	Step	FY 23/24 Salary	COLA	FY 24/25 Salary	Post Incent	School Incent	PERS Salary	ER PERS	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. Etc)	Total
DPW - Engineering 50																			
0.6	Assoc Civil Enginee (0.6)	D	98,167		78,498			78,498	5,636	1,138	6,570	383	85	115	476	126	785	-	93,813
0.5	Office Specialist (0.5)	D	41,596		44,298			44,298	3,181	642	7,072	554	103	96	326	54	443		56,768
0.7	Management Analyst I/II	B			98,793			98,793	7,093	1,432	7,665	446	99	134	556	76	988	420	117,703
0	Town Arborist (0.5)	D	-		-			-	-	-	-	-	-	-	-	-	-	-	-
FTE		1.8	139,762	-	221,589	-	-	221,589	15,910	3,213	21,307	1,383	287	346	1,358	256	2,216	420	268,284
DPW - Street Maint 53																			
0.5	DPW Director (0.5)	D	110,627		117,813			117,813	13,749	1,708	7,072	877	184	96	397	105	1,178	450	143,629
0.3	Management Analyst I/II				42,340			42,340	3,040	614	3,285	191	42	58	238	33	423	180	50,444
0.5	Maint Manager				71,009			71,009	5,098	1,030	5,475	319	71	96	397	54	710	300	84,559
FTE		0.5	110,627		231,162	-	-	231,162	21,887	3,352	15,832	1,387	297	250	1,032	192	2,312	930	278,633
DPW - Parks Maint 57																			
0.2	DPW Director (0.2)	D	44,251		47,125			47,125	5,500	683	2,829	351	74	38	159	42	471	180	57,452
0.1	Maint Manager				14,202			14,202	1,020	206	1,095	64	14	19	79	11	142	60	16,912
0.5	Town Arborist (0.5)				74,173			74,173	5,326	1,076	5,475	319	71	96	397	54	742	300	88,028
FTE		0.2	118,424		135,500	-	-	135,500	11,845	1,965	9,399	733	159	154	635	107	1,355	540	162,392
DPW - Park Program 58																			
0.2	DPW Director (0.2)	D	44,251		47,125			47,125	5,500	683	2,829	351	74	38	159	42	471	180	57,452
FTE		0.2	44,251		47,125	-	-	47,125	5,500	683	2,829	351	74	38	159	42	471	180	57,452
DPW - Building Maint 59																			
0.1	DPW Director (0.1)	D	22,125		23,563			23,563	2,750	342	1,414	175	37	19	79	21	236	90	28,726
0.4	Maint Manager				56,807			56,807	4,079	824	4,380	255	57	77	318	43	568	240	67,647
FTE		0.1	22,125		80,370	-	-	80,370	6,829	1,165	5,794	431	93	96	397	64	804	330	96,373
4.20	Total DPW FTE	2.8	435,189		715,745			715,745	61,970	10,378	55,161	4,285	909	883	3,581	662	7,157	2,400	863,134
Summary																			
1.00	DPW Director	D	230,103	102.40%	235,626	100.0%	235,626	235,626	27,498	3,417	14,143	1,755	368	192	794	210	2,356	900	287,259
1.00	Assoc Civil Engineer	A/B	127,764	102.40%	130,830	100.0%	130,830	130,830	9,394	1,897	10,950	638	142	192	794	210	1,308		156,355
1.00	Office Specialist	D	86,519	102.40%	88,595	100.0%	88,595	88,595	6,361	1,285	14,143	1,108	205	192	651	108	886		113,536
1.00	Maint Manager	A/B	138,689	102.40%	142,018	100.0%	142,018	142,018	10,197	2,059	10,950	638	142	192	794	108	1,420	600	169,118
1.00	Management Analyst I/II	B	137,825	102.40%	141,132	100.0%	141,132	141,132	10,133	2,046	10,950	638	142	192	794	108	1,411	600	168,148
1.00	Town Arborist	D	148,347	100.00%	148,347	100.0%	148,347	148,347	10,651	2,151	10,950	638	142	192	794	108	1,483	600	176,056
			869,247		886,548			886,548	74,234	12,855	72,088	5,413	1,139	1,152	4,621	855	8,865	2,700	1,070,472

Section C

Special Revenue Fund

Tennis Fund, COPS Grant, and Library Fund

Budget 2024-2025

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 2024-2025

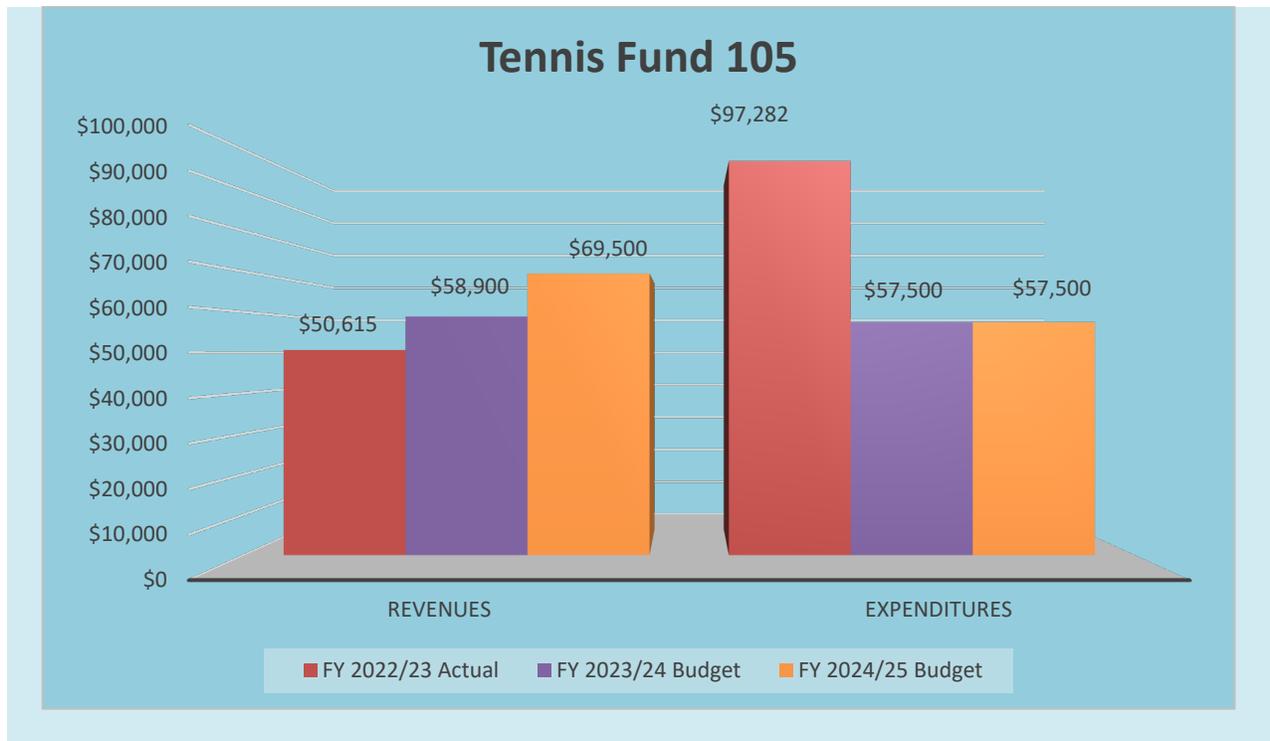
Tennis Fund 105

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 was just updated during the FY 2023/24 to \$50,000. It 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. Currently pickleball play is allowed on one of the Tennis Courts. There will be an evaluation survey in FY 2024/25 on pickleball use.

Annual Fiscal Impact	\$57,500
Employee	No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2022/23 Actual</u>	<u>FY 2023/24 Budget</u>	<u>FY 2024/25 Budget</u>
Beg. Fund Balance	173,024	126,357	127,757
Revenue	50,615	58,900	69,500
Expenditures	97,282	57,500	57,500
Net Assets(Deficit)	126,357	127,757	139,757



Town of Atherton Annual Operating Budget FY 2024-2025
Special Revenue Fund
Tennis Fund 105

Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Recomm Budget 2024-2025
105-00-47027-058	Tennis Classes	38,333	40,000	50,000
105-00-47026-058	Tennis Keys	10,788	18,300	18,300
105-00-48001-058	Interest Income	1,494	600	1,200
105-00-48501-000	Donation & contributions			
Total Revenues		50,615	58,900	69,500
105-58-52031-000	Contract Maint Services	9,355	10,000	10,000
105-58-53003-000	Building Security	1,927	2,500	2,500
105-58-53004-000	Facility Repair & Maint	86,000	40,000	40,000
105-58-55012-000	Construction Materials	-	5,000	5,000
Total Operations		97,282	57,500	57,500
Total Expenditures		97,282	57,500	57,500
Excess (Deficiency) of Rev Over Exp		(46,667)	1,400	12,000
Contribution from MALL Player Capital contract				
Beginning Fund Balance		173,024	126,357	127,757
Ending Fund Balance		126,357	127,757	139,757

Town of Atherton Annual Operating Budget FY 2024-2025
Internal Service Fund
Tennis Budget Object Details

Fund 105 Acct Description	Quantity, brief description and justification of items requested	FY 2025 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	40,000
Construction Materials	Court patching and painting Rejuvenate Tennis seating area	5,000
	Total Operations	<u>57,500</u>
	Total Tennis Fund	<u><u>57,500</u></u>

Section C

Special Revenue Fund

COPS Grant 209

Budget 2024-2025

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 \$171,000 per year from the grant. The Town uses the COPS grant for funding of sworn personnel salary related expenses.

Annual Fiscal Impact

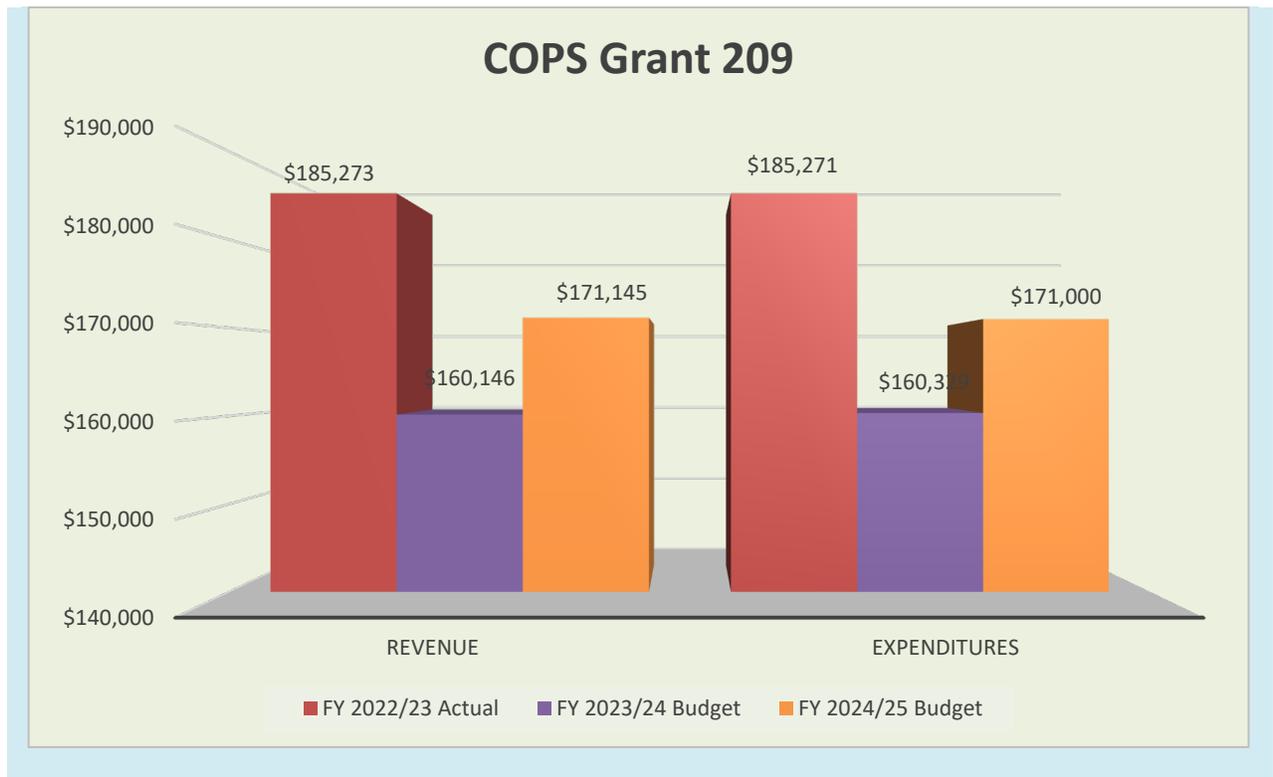
\$171,000

Employee

No employees

Three-year Summary

Category Details	FY 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Beg. Fund Balance	183	185	185
Revenue	185,273	160,146	171,145
Expenditures	185,271	160,329	171,000
Net Assets(Deficit)	185	2	330



Town of Atherton Annual Operating Budget FY 2024-2025
Special Revenue Fund
COPS Grant

Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Proposed Budget 2024-2025
209-00-45019-040	Grant	165,271	160,000	171,000
209-00-45020-040	Other Reimbursements	20,000	-	-
209-00-48001-040	Interest Income	2	146	145
Total Revenue		185,273	160,146	171,145
209-40-50001-040	Salaries related expenditures	185,271	160,329	171,000
Total Expenditure		185,271	160,329	171,000
Excess (Deficiency) of Rev Over Exp		2	(183)	145
Beginning Fund Balance		183	185	185
Ending Fund Balance		185	2	330

Town of Atherton Annual Operating Budget FY 2024-2025
Special Revenue Fund
COPS Grant Budget Object Details

Fund 209 Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
Regular Salaries	Portion of Police Officer salary related expenditure funded by COPS Grant	171,000
	Total	<u>171,000</u>

Section C

Special Revenue Fund

Library Fund 213

Budget 2024-2025

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. The Town accumulated excess reserves that were committed to the design and construction of the new Atherton Library. The Town has experienced an accumulation of excess revenue from the Library Fund. These reserves are being used to pay off the advancement of funds for completion of the Library project. The excess revenue or “Donor Funds” may be used to augment library services and/or fund future library capital infrastructure needs.

Annual Fiscal Impact

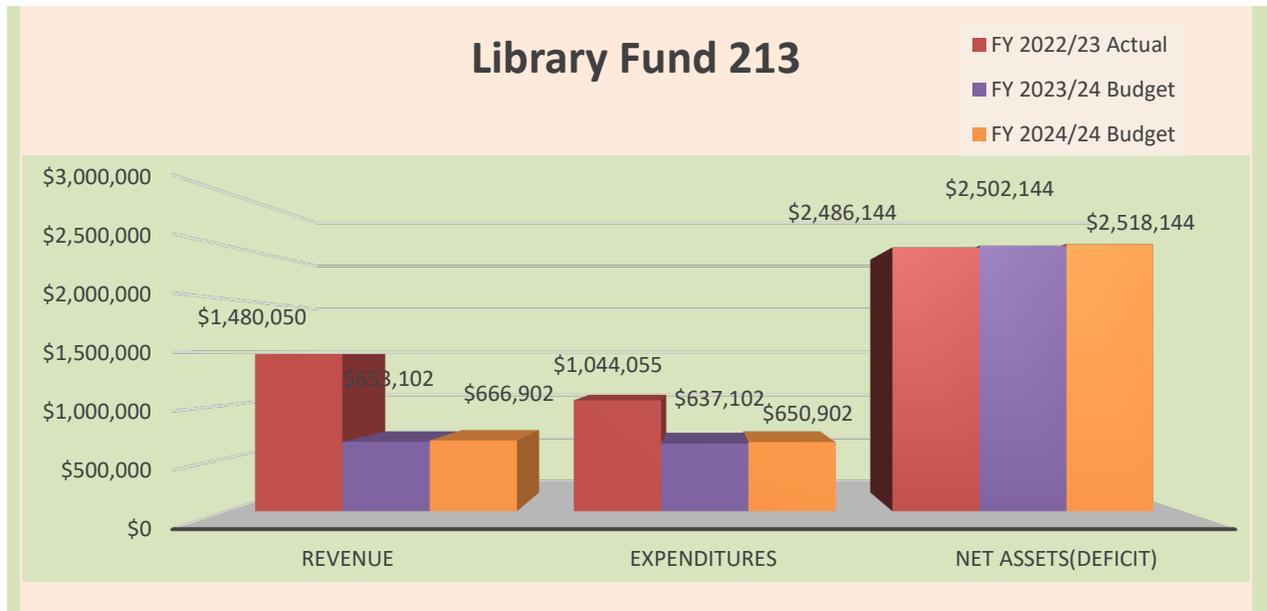
\$650,902

Employee

No Town employees

Three-year Summary

<u>Category Details</u>	FY 2022/23 Actual	FY 2023/24 Estimates	FY 2024/25 Budget
Beg. Fund Balance	2,050,148	2,486,144	2,502,144
Revenue	1,480,050	653,102	666,902
Expenditures	1,044,055	637,102	650,902
Net Assets(Deficit)	2,486,144	2,502,144	2,518,144



Town of Atherton Annual Operating Budget FY 2024-2025
Special Revenue Fund
Library Fund

Account	Description	Actuals 2022-23	Adopted Budget 2023-24	Proposed Budget 2024-25
213-00-40001-000	Secured Property Tax	931,066	637,102	650,902
213-00-48001-000	Interest Income	130	16,000	16,000
	Advancement of Funds	548,854		
	Total Revenues	1,480,050	653,102	666,902
213-00-58003-000	Trans to Facilities Const-406	800,918	-	-
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	3,055	19,000	19,000
213-30-53003-000	Building Security	-	250	250
213-30-53004-000	Facility Repair & Maintenance	892	2,000	2,000
213-30-53008-000	Contract Custodial Services	52,195	75,000	75,000
213-30-53014-000	Utilities - Electricity	98,647	96,000	105,000
213-30-53015-000	Utilities - Gas	-	200	-
213-30-53016-000	Utilities Water	29,026	40,000	40,000
213-30-53017-000	Utilities - Sewer	-		
213-30-53024-000	Advertising & Noticing	-		
213-30-53035-213	Other Rents & Leases	-	-	-
213-30-53036-000	Contract Pesticid & Fertilizer	-	800	800
213-30-54010-000	Other Contract Services	58,863	85,000	90,000
213-30-55016-000	Other Supplies & Materials	459	300,000	300,000
	Buiding Maintenance Manager Allocation		18,852	18,852
	Total Operations	1,044,055	637,102	650,902
	Total Expenditures	1,044,055	637,102	650,902
	Excess (Deficiency) of Rev Over Exp	435,995	16,000	16,000
	Beginning Fund Balance	2,050,148	2,486,142	2,502,142
	Ending Fund Balance	2,486,142	2,502,142	2,518,142

Town of Atherton Annual Operating Budget FY 2024-2025
Special Revenue Fund
Library Budget Object Details

Fund 213 Acct Description	Quantity, brief description and justification of items requested	FY 2025 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	105,000
Utilities - Gas	Operating gas	-
Utilities Water	Operating water	40,000
Other Rents & Leases	Library Temporary Trailers lease	
Contract Pesticid & Fertilizer	Vector control	800
Maintenance & Monitoring	New Building Maintenance & Monitoring	50,000
Landscape Maintenance	Library Landscaping Services	40,000
	Building Maintenance Manager Support allocation	18,852
Trans to Facilities Const-406	Library allocation portion new Town Center Construction, project management, FF&E	
Other Supplies & Materials	Town Programing and Facility Esthetic update	300,000
	Total Library	<u>650,902</u>

Section D

Internal Service Fund

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

Budget 2024-2025

The Town maintains a variety of internal service funds that are “restricted funds” for specific purposes beyond basic capital improvement. Revenues to the internal service funds are in the form of General Fund department charges based on allocations by department and uses. The Internal Service Fund accounts for activities involved in rendering services to departments within the City. The 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

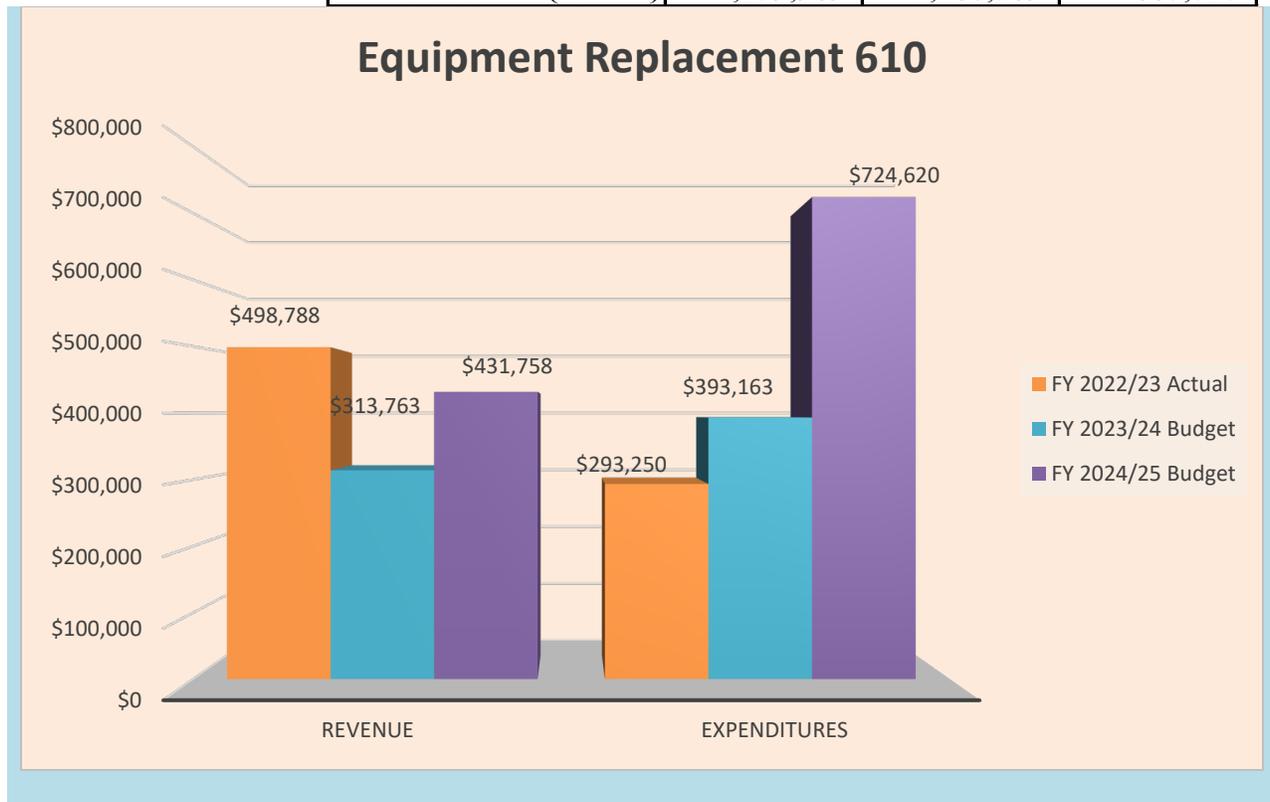
Internal Service Fund
Equipment Replacement 610
Budget 2024-2025

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 24/25 there are equipment replacement charges in the police department for two Tahoe patrol vehicles and all-band portable radios.

Annual Fiscal Impact	\$724,620
Employee	No employees
Three-year Summary	

Category Details	FY 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Beg. Fund Balance	1,054,451	1,259,989	1,180,589
Revenue	498,788	313,763	431,758
Expenditures	293,250	393,163	724,620
Net Assets(Deficit)	1,259,989	1,180,589	887,727



Town of Atherton Annual Operating Budget FY 2024-2025
Internal Service Fund
Equipment Replacement Budget By Account

Fund 610 Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Recomm Budget 2024-2025
610-00-48001-000	Interest on Investments	11,048	2,600	2,600
610-00-47509-012	Equip Replace Charges - Admin			
610-00-47509-018	Equip Replace Charges - Finance	10,500	10,500	10,500
610-00-47509-040	Equip Replace Charges - Police	422,240	245,663	363,658
610-00-47509-050	Equip Replace Charges - DPW Engineering	18,000	18,000	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	25,000	25,000	25,000
610-00-48004-000	Sale of Property			
	Total Revenues	498,788	313,763	431,758
	Depreciation	156,306		
610-18-57006-018	Computer Software		-	10,500
610-25-57006-025	Computer Software		-	-
610-12-57004-012	Machinery & Equipment		-	-
610-30-57005-030	Vehicles & Accessories	(37,926)		
610-40-57004-040	Machinery & Equipment	107,588	60,663	469,120
610-40-57005-040	Vehicles & Accessories	67,282	277,500	190,000
610-50-57004-050	Machinery & Equipment	-	-	-
610-50-57005-050	Vehicles & Accessories	-	55,000	55,000
	Total Expenditures	293,250	393,163	724,620
	Excess (Deficiency) of Revenues Over Expenditures	205,539	(79,400)	(292,862)
	Beginning Net Asset (Deficit)	1,054,451	1,259,990	1,180,590
	Ending Net Asset (Deficit)	1,259,990	1,180,590	887,728

Town of Atherton Annual Operating Budget FY 2024-2025
 Internal Service Fund
 Equipment Replacement Budget Object Details

Fund 610 Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
Vehicle Expense	Public Works Vehicle Replacement	55,000
Vehicle Expense	Police Vehicle Replacement	190,000
Machine & Equip	See Police Department Supplemental Requests	469,120
Computer Software	Upgrade SpringBrook	10,500
	Total	724,620

Town of Atherton Annual Operating Budget FY 2023-2024
Supplemental Budget Request - Poilce Department

<u>Description</u>	<u>Amount</u>	<u>Note</u>
<u>Request #1</u> Red Dot Pistols	5,658	Equipment Replacement
<u>Request #2</u> APX Next All-Band Portable Radios	420,462	Equipment Replacement
<u>Request #3</u> SoToxa Mobile Test System	6,000	Equipment Replacement
<u>Request #4</u> CCTV- Secure storage & evidence	20,000	Equipment Replacement
<u>Request #5</u> Property & Evidence Audit	17,000	Equipment Replacement
Total Cost to Equipment Replacement Fund	469,120	

Section D

Internal Service Fund

Worker's Comp 614

Budget 2024-2025

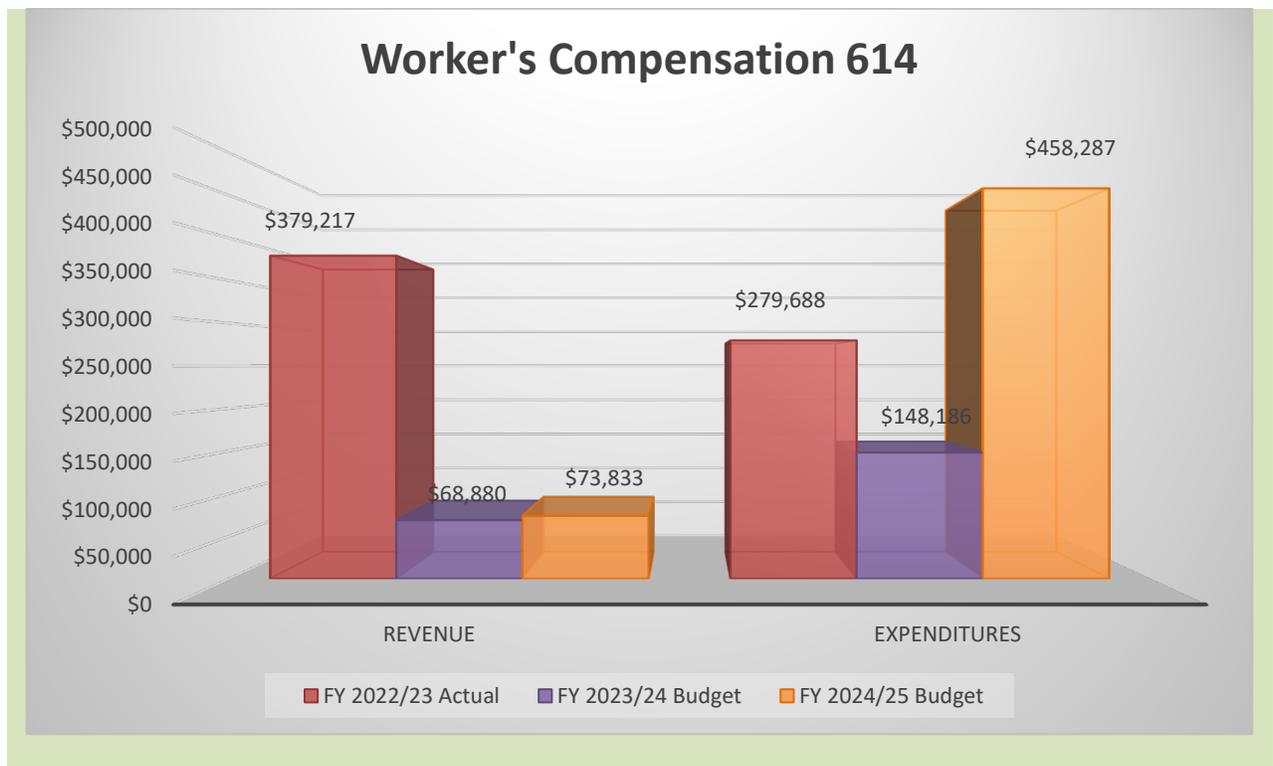
Workers' Compensation 614

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. Town 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 requirement of \$263,798 for FY 2024/25 Budget. The revenue charges to the Fund have produced a build-up of net assets in the event claims losses.

Annual Fiscal Impact	\$458,287
Employee	No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2022/23 Actual</u>	<u>FY 2023/24 Budget</u>	<u>FY 2024/25 Budget</u>
Beg. Fund Balance	1,865,150	1,964,679	1,885,373
Revenue	379,217	68,880	73,833
Expenditures	279,688	148,186	458,287
Net Assets(Deficit)	1,964,679	1,885,373	1,500,919



Town of Atherton Annual Operating Budget FY 2024-2025
Internal Service Fund
Worker's Compensation Budget By Account

Fund 614 Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Recomm Budget 2024-2025
614-00-47503-012	Charges for Services - Admin Dept	21,182	6,717	6,836
614-00-47503-018	Charges for Services - Finance Dept	14,346	4,700	4,882
614-00-47503-025	Charges for Services - Building Dept	3,625	1,855	1,708
614-00-47503-040	Charges for Services - Police Dept	303,577	45,654	49,249
614-00-47503-050	Charges for Services - DPW Engineering	1,466	1,454	2,216
614-00-47503-053	Charges for Services - DPW Street Maint	4,531	1,879	2,312
614-00-47503-057	Charges for Services - DPW Park Maint	3,808	1,348	1,355
614-00-47503-058	Charges for Services - DPW Park Prog & Tennis Fd	1,488	460	471
614-00-47503-059	Charges for Services - DPW Building Maint	1,393	813	804
614-00-48001-000	Interest on Investments	23,801	4,000	4,000
614-00-49001-000	Transfer From General Fund			
	Total Revenues	<u>379,217</u>	<u>68,880</u>	<u>73,833</u>
614-30-51013-000	Worker's Comp Expense	274,676	141,568	452,508
614-30-51017-000	Safety/Compliance Program Assessment	5,012	6,618	5,779
614-00-49001-000	Reserve Equity Contribution			
	Total Expenditures	<u>279,688</u>	<u>148,186</u>	<u>458,287</u>
	Excess (Deficiency) of Revenues Over Expenditures	99,528	(79,306)	(384,454)
	Transfer-in			
	Beginning Net Assets (Deficit)	<u>1,865,150</u>	<u>1,964,678</u>	<u>1,885,372</u>
	Ending Net Assets (Deficit)	<u>1,964,678</u>	<u>1,885,372</u>	<u>1,500,918</u>

Town of Atherton Annual Operating Budget FY 2024-2025
Internal Service Fund
Worker's Compensation Budget Object Details

Fund 614 Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
WC Assessment	Assessment by the Cities Group (JPA)	188,710
WC Assessment	Equity Reserve Replenishment	263,798
Safety Program Assess	Assessment by the Cities Group (JPA)	5,779
		458,287

Section D

Internal Service Fund

General Liability 615

Budget 2024-2025

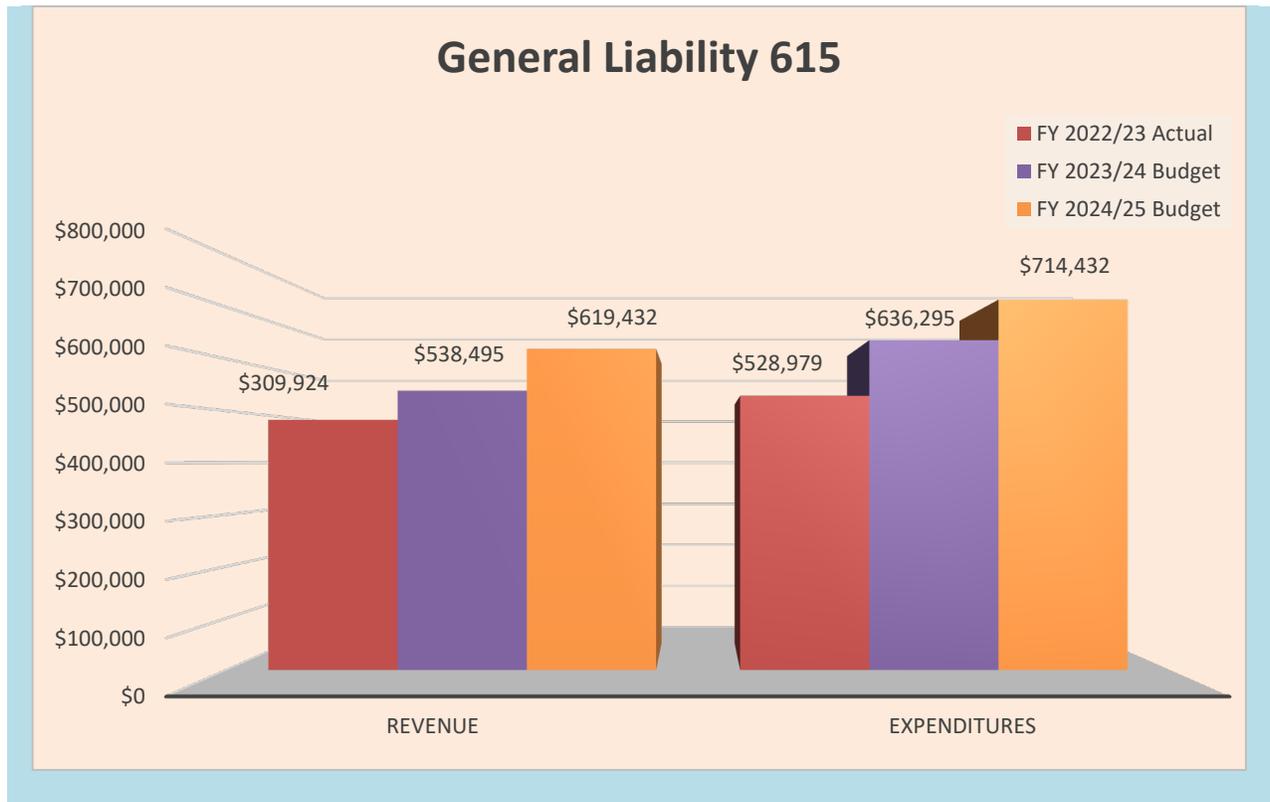
General Liability 615

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 2024/25 are estimated at \$619,432. The total FY 2024/25 expenditures for this fund are \$714,432 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	\$714,432
Employee	No employees

Three-year Summary

Category Details	FY 2022/23 Actual	FY 2023/24 Budget	FY 2024/25 Budget
Beg. Fund Balance	685,958	639,545	541,745
Revenue	482,566	538,495	619,432
Expenditures	528,979	636,295	714,432
Net Assets(Deficit)	639,545	541,745	446,745



Town of Atherton Annual Operating Budget FY 2024-2025
Internal Service Fund
General Liability Budget By Account

Fund 615 Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Recomm Budget 2024-2025
615-00-47504-000	Liability Insurance Charge	341,325	499,124	567,824
615-00-47505-000	Employment Practice Liability Charge	132,487	37,171	46,608
615-00-48001-000	Interest on Investments	8,754	2,200	5,000
	Total Revenues	<u>482,566</u>	<u>538,495</u>	<u>619,432</u>
615-30-53019-000	Liability Insurance Expense	438,411	499,124	567,824
615-30-53020-000	Employment Practice Liability	35,401	37,171	46,608
615-30-53022-000	Liability Claim Expense	55,167	100,000	100,000
	Total Expenditures	<u>528,979</u>	<u>636,295</u>	<u>714,432</u>
	Excess (Deficiency) of Revenue Over Expenditures	(46,413)	(97,800)	(95,000)
	Beginning Net Assets (Deficit)	<u>685,958</u>	<u>639,545</u>	<u>541,745</u>
	Ending Net Assets (Deficit)	<u><u>639,545</u></u>	<u><u>541,745</u></u>	<u><u>446,745</u></u>

Town of Atherton Annual Operating Budget FY 2024-2025
 Internal Service Fund
 General Liability Budget Object Details

Fund 615 Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
Liability Insurance	Premium to ABAG	567,824
Employment Practice	Premium to Alliant	46,608
Claim Expense	SIR (self insured retention)	100,000
Total		<u><u>714,432</u></u>

Section D

Internal Service Fund

Employee Benefit 616

Budget 2024-2025

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 did not budget a contribution toward the OPEB Trust to satisfy the minimum required ARC for FY 2024-25. The Town is performing a new OPEB Actuarial report as of June 30,2024.

Annual Fiscal Impact

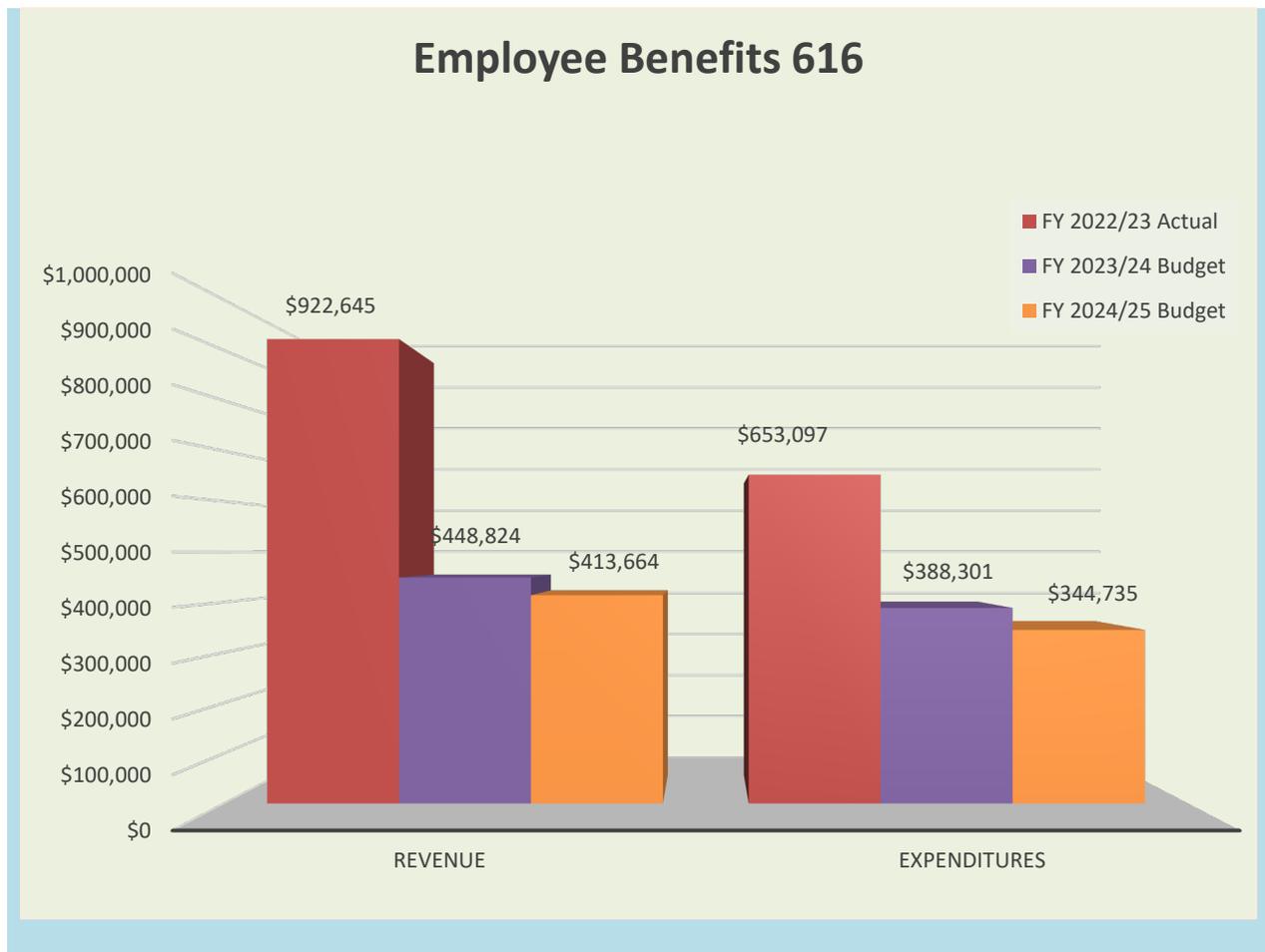
\$344,735

Employee

No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2022/23 Actual</u>	<u>FY 2023/24 Budget</u>	<u>FY 2024/25 Budget</u>
Beg. Fund Balance	425,556	695,104	755,627
Revenue	922,645	448,824	413,664
Expenditures	653,097	388,301	344,735
Net Assets(Deficit)	695,104	755,627	824,556



Town of Atherton Annual Operating Budget FY 2024-2025
Internal Service Fund
Employee Benefits Budget By Account

Fund 616 Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Recomm Budget 2024-2025
616-00-47506-000	GASB 45 ARC - Contribution	-	-	-
616-00-47506-012	GASB 45 ARC - Admin	29,934	19,757	7,851
616-00-47506-018	GASB 45 ARC - Finance	26,332	6,586	3,945
616-00-47506-025	GASB 45 ARC - Building	28,994	6,586	3,992
616-00-47506-040	GASB 45 ARC - Police	437,601	72,443	50,054
616-00-47506-050	GASB 45 ARC - DPW Engineering	36,477	9,879	5,956
616-00-47506-053	GASB 45 ARC - DPW Street Maint	58,298	16,464	5,974
616-00-47506-057	GASB 45 ARC - DPW Park Maint	6,400	3,293	1,963
616-00-47506-058	GASB 45 ARC - DPW Park Program	5,300	3,293	-
616-00-47507-012	EE Benefits Earned - Admin	17,930	20,152	20,507
616-00-47507-018	EE Benefits Earned - Finance	12,602	14,101	14,647
616-00-47507-025	EE Benefits Earned - Building	3,325	5,415	4,974
616-00-47507-040	EE Benefits Earned - Police	161,398	182,617	196,996
616-00-47507-050	EE Benefits Earned - DPW Engineering	1,231	4,211	6,498
616-00-47507-053	EE Benefits Earned - DPW Street Maint	4,083	5,636	6,935
616-00-47507-057	EE Benefits Earned - DPW Park Maint	3,565	4,043	4,065
616-00-47507-058	EE Benefits Earned - DPW Park Program	1,310	1,381	1,414
616-00-47507-059	EE Benefits Earned - DPW Bldg Maint	1,301	2,438	2,411
616-00-47508-012	Unemploy Benefits - Admin	6,488	6,717	6,836
616-00-47508-018	Unemploy Benefits - Finance	4,409	4,700	4,882
616-00-47508-025	Unemploy Benefits - Building	1,193	1,805	1,658
616-00-47508-040	Unemploy Benefits - Police	48,631	46,903	50,498
616-00-47508-050	Unemploy Benefits - DPW Engineering	483	1,404	2,166
616-00-47508-053	Unemploy Benefits - DPW Street Maint	1,448	1,879	2,312
616-00-47508-057	Unemploy Benefits - DPW Park Maint	1,235	1,348	1,355
616-00-47508-058	Unemploy Benefits - DPW Park Program	471	460	471
616-00-47508-059	Unemploy Benefits - DPW Building Maint	452	813	804
616-00-48001-000	Interest on Investments	21,756	4,500	4,500
616-00-49001-000	Transfer from General Fund			
	Total Revenues	922,645	448,824	413,664
616-xx-51009-xxx	Retiree Health-Care OPEB	-	138,301	-
616-12-51009-012	Retiree Health-Care (Admin)	13,968	-	7,851
616-18-51009-018	Retiree Health-Care (Finance)	10,484	-	3,945
616-25-51009-025	Retiree Health-Care (Building)	16,167	-	3,992
616-40-51009-040	Retiree Health-Care (Police)	238,132	-	50,054

Town of Atherton Annual Operating Budget FY 2024-2025
Internal Service Fund
Employee Benefits Budget By Account

Fund 616 Account	Description	Actual 2022-2023	Adopted Budget 2023-2024	Recomm Budget 2024-2025
616-50-51009-050	Retiree Health-Care (Engineering)	20,083	-	5,956
616-53-51009-053	Retiree Health-Care (Street Maint)	30,496	-	5,974
616-57-51009-057	Retiree Health-Care (Park Maint)	3,357	-	1,963
616-58-51009-058	Retiree Health-Care (Park Program)	2,533	-	-
616-30-51016-030	Unemployment Insurance	-	15,000	15,000
616-40-51016-040	Unemployment Insurance			
616-30-50013-030	Employee Benefits Earned	317,876	235,000	250,000
616-30-51021-000	Net OPEB Expense			
	Total Expenditures	<u>653,097</u>	<u>388,301</u>	<u>344,735</u>
	Excess (Deficiency) of Revenues Over Expenditures	269,548	60,523	68,929
	Beginning Net Assets (Deficit)	<u>425,556</u>	<u>695,104</u>	<u>755,627</u>
	Ending Net Assets (Deficit)	<u><u>695,104</u></u>	<u><u>755,627</u></u>	<u><u>824,556</u></u>

Town of Atherton Annual Operating Budget FY 2024-2025
Internal Service Fund
Employee Benefits Object Details

Fund 616 Acct Description	Quantity, brief description and justification of items requested	FY 2025 Recommended Appropriations
Retiree Health Care -OPEB	OPEB Contribution	-
Retiree Health-Care (Admin)	Premium to CalPERS (pay-as-you-go)	7,851
Retiree Health-Care (Finance)	Premium to CalPERS (pay-as-you-go)	3,945
Retiree Health-Care (Building)	Premium to CalPERS (pay-as-you-go)	3,992
Retiree Health-Care (Police)	Premium to CalPERS (pay-as-you-go)	50,054
Retiree Health-Care (Engineering)	Premium to CalPERS (pay-as-you-go)	5,956
Retiree Health-Care (Street Maint)	Premium to CalPERS (pay-as-you-go)	5,974
Retiree Health-Care (Park Maint)	Premium to CalPERS (pay-as-you-go)	1,963
Retiree Health-Care (Park Program)	Premium to CalPERS (pay-as-you-go)	
Employee Benefits Earned	Compensated Absences Earned	250,000
	Sub-Total	329,735
Unemp Insurance Insurance	Self insured unemployment insurance (EDD)	15,000
	Total	<u><u>344,735</u></u>

Capital Improvement Fund

Budget Summaries FY 2024-2025

Capital Improvement Programs Follow

Section F

Capital Improvement Fund

Budget Summaries FY 2024-2025

The 5-Year Capital Improvement Plan's purpose is to identify anticipated capital improvements and funding sources. The CIP does not appropriate funds, but 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. 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 ten (10) projects are categorized into three areas of responsibility: streets & transportation, drainage & Town buildings, park & facilities. The Holbrook Palmer Park Access and Circulation Project was completed, and the new focus is shifting to park playground improvements and park playground restrooms replacement. The General Fund continues to provide new capacity in the next several years for project priorities within the CIP Master Plans. Such priorities include projects in the Bicycle Pedestrian Master Plan, Drainage Master Plan, Green Infrastructure Plan, and Road Improvement Plan. Staff presented to Council items for consideration for the use of unallocated General Fund reserves.

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 playground and other park areas are new priorities along with Traffic Safety Improvement projects. The Town continues to implement some minor Green Infrastructure projects and continues to focus on bigger projects within the CIP. The Town reviews its Neighborhood Management Traffic Action Plan and implements mitigation measures for traffic calming pilot projects where warranted.

During the later part of fiscal year, the Town began Fair Oaks and Lloyd Park pedestrian improvements. The Town continues its annual Road Maintenance and Rehabilitation program and implementation of minor Green Infrastructure projects.

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 a review of our Financial Planning Model as we discussed our year's savings 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 several Master Plans that identify a variety of projects to be completed. Based on critical needs, recommendations from Town committees, and goals set by the City Council, staff have 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 \$4.45 million allocation of unallocated General Fund reserves as priority focus is to various Town master plan projects. This year’s CIP recommends new appropriations of approximately \$7.35 million. The five largest single expenditures in the CIP include the Park plan improvements at \$2.05 million, Traffic Safety Improvement projects \$.6 Million, Drainage improvements \$2.79 Million, and \$1.455 Million Road Maintenance Program, and \$.275 Million for Bike & Pedestrian Improvements.

Traffic safety improvements are a priority as the Alameda de las Pulgas Traffic and Safety Improvements project is currently in the conceptual design phase. These are through grant funding. The El Camino Real Complete Streets Gap Closure Project planning study is underway and is anticipated to be completed in FY 2024/25. There will be an update to the Bicycle and Pedestrian Master Plan. Drainage improvements are another priority as upcoming projects include the Atherton Channel Assessment and Relining Upstream of Alameda de las Pulgas design and construction. There is the El Camino Real Long Term Drainage improvement solutions conceptual design, and Atherton Channel culvert and detention system improvements initiation of design. The Town continues its annual Road Maintenance and Rehabilitation program and strives to meet the maintenance of effort of SB1 street monies.

Funding Sources for Capital Improvement plan are as follows:

- General Fund
- 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	Green Infrastructure
ADA Improvements	Bridge Inspection Program	Traffic Control Devices
Channel Monitoring	Facility Repairs	Engineering Project support
Pavement Management Projects;	Bicycle/Pedestrian Plan Program Projects	
• 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, 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 2024/25, the CIP anticipates approximately \$7.35 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 2024/25 through FY 2028/29 totals nearly \$28.85 million – the largest expenditures attributable to Traffic Safety improvements, Bicycle Pedestrian master plan, drainage improvements, 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)

Capital Project	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29
<i>Drainage Projects</i>					
Drainage Improvements Program	2,790,000	2,860,000	500,000	2,550,000	2,800,000
Upper Atherton Channel Phase II Monitoring	10,000	10,000	10,000	10,000	10,000
<i>Transportation and Streets Projects</i>					
Traffic Control Devices Program	15,000	15,000	15,000	15,000	15,000
Traffic Safety Improvement Program	600,000	40,000	40,000	40,000	40,000
Bike and Pedestrian Facilities Improvement Program	275,000	525,000	1,775,000	1,525,000	1,025,000
Road Maintenance Program	1,455,000	1,455,000	1,455,000	1,455,000	1,455,000
Neighborhood Traffic Management Program	0	20,000	20,000	20,000	20,000
<i>Facilities Projects</i>					
Accessibility Improvements	10,000	10,000	10,000	10,000	10,000
Town Center Improvements	\$150,000	\$100,000	\$100,000		
<i>Parks Projects</i>					
Park Master Plan	2,050,000	450,000	350,000	350,000	350,000
<u>Annual Total</u>	<u>\$7,355,000</u>	<u>\$5,485,000</u>	<u>\$4,275,000</u>	<u>\$5,975,000</u>	<u>\$5,725,000</u>



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

Measure A - Fund 202	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	
Fund Balance	\$ 731,907	\$ 211,907	\$ 246,907	\$ 281,907	\$ 316,907	
Revenue Projections	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
Expenditure Projections	\$ (890,000)	\$ (335,000)	\$ (335,000)	\$ (335,000)	\$ (335,000)	\$ (2,230,000)
Remaining Fund Balance	\$ 211,907	\$ 246,907	\$ 281,907	\$ 316,907	\$ 351,907	
Gas Tax - Fund 203	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	
Fund Balance	\$ 268,869	\$ 328,869	\$ 388,869	\$ 448,869	\$ 508,869	
Revenue Projections	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 1,800,000
Expenditure Projections	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (1,500,000)
Remaining Fund Balance	\$ 328,869	\$ 388,869	\$ 448,869	\$ 508,869	\$ 568,869	
County Measure M - Fund 204	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	
Fund Balance	\$ 79,048	\$ 79,048	\$ 64,048	\$ 49,048	\$ 34,048	
Revenue Projections	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Expenditure Projections	\$ (75,000)	\$ (90,000)	\$ (90,000)	\$ (90,000)	\$ (90,000)	\$ (435,000)
Remaining Fund Balance	\$ 79,048	\$ 64,048	\$ 49,048	\$ 34,048	\$ 19,048	
County Measure W- Fund 205	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	
Fund Balance	\$ 544,662	\$ 549,662	\$ 554,662	\$ 559,662	\$ 564,662	
Revenue Projections	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 725,000
Expenditure Projections	\$ (140,000)	\$ (140,000)	\$ (140,000)	\$ (140,000)	\$ (140,000)	\$ (700,000)
Transfers In/(Out)					\$ -	\$ -
Remaining Fund Balance	\$ 549,662	\$ 554,662	\$ 559,662	\$ 564,662	\$ 569,662	
Capital Improvement - Fund 401	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	
Fund Balance	\$ 2,119,663	\$ 2,109,663	\$ 2,099,663	\$ 2,089,663	\$ 2,079,663	
Revenue Projections	\$ 5,830,000	\$ 4,800,000	\$ 3,990,000	\$ 5,590,000	\$ 5,340,000	\$ 25,550,000
Expenditure Projections	\$ (5,840,000)	\$ (4,810,000)	\$ (4,000,000)	\$ (5,600,000)	\$ (5,350,000)	\$ (25,600,000)
Transfers In/(Out)					\$ -	\$ -

Remaining Fund Balance	\$ 2,109,663	\$ 2,099,663	\$ 2,089,663	\$ 2,079,663	\$ 2,069,663	
Atheton Channel - Fund 403	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	
Fund Balance	\$ 654,004	\$ 269,004	\$ 334,004	\$ 399,004	\$ 464,004	
Revenue Projections	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000
Expenditure Projections	\$ (510,000)	\$ (60,000)	\$ (60,000)	\$ (60,000)	\$ (60,000)	\$ (750,000)
Remaining Fund Balance	\$ 269,004	\$ 334,004	\$ 399,004	\$ 464,004	\$ 529,004	



TOWN OF ATHERTON - POST PARCEL TAX
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEARS ENDING JUNE 30, 2025 TO 2029

Account	Fund Name	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Five Year Total
MEASURE A - FUND 202							
	BEGINNING FUND BALANCE	\$ 731,907	\$ 211,907	\$ 246,907	\$ 281,907	\$ 316,907	
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	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
202-50-56059-000	Bike & Pedestrian Improvement Program Grant	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
202-50-56064-000	Traffic Safety Improvement Program	\$ 600,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 700,000
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		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
	TOTAL EXPENDITURES - FUND 202	\$ 890,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 2,230,000
MEASURE A - FUND 202							
	ENDING FUND BALANCE	\$ 211,907	\$ 246,907	\$ 281,907	\$ 316,907	\$ 351,907	
GAS TAX - FUND 203							
	BEGINNING FUND BALANCE	\$ 268,869	\$ 328,869	\$ 388,869	\$ 448,869	\$ 508,869	
Revenue							
203-00-45001-050	Gas Tax - 2105	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 1,800,000
							\$
	TOTAL REVENUE - FUND 203	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 1,800,000
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
GAS TAX - FUND 203							
	ENDING FUND BALANCE	\$ 328,869	\$ 388,869	\$ 448,869	\$ 508,869	\$ 568,869	



TOWN OF ATHERTON - POST PARCEL TAX
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEARS ENDING JUNE 30, 2025 TO 2029

Account	Fund Name	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Five Year Total
COUNTY MEASURE M- FUND 204							
	BEGINNING FUND BALANCE	\$ 79,048	\$ 79,048	\$ 64,048	\$ 49,048	\$ 34,048	
Revenue							
204-00-45025-050	SMC Vehicle Registration Fee	\$ 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	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
204-50-56064-000	Traffic Safety		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000
	TOTAL EXPENDITURES - FUND 204	\$ 75,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 435,000
COUNTY MEASURE M- FUND 204							
	ENDING FUND BALANCE	\$ 79,048	\$ 64,048	\$ 49,048	\$ 34,048	\$ 19,048	
COUNTY MEASURE W- FUND 205							
	BEGINNING FUND BALANCE	\$ 544,662	\$ 549,662	\$ 554,662	\$ 559,662	\$ 564,662	
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
	TOTAL REVENUE - FUND 205	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 725,000
Expenditures							
205-50-56003-000	Road Maintenance	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000
	TOTAL EXPENDITURES - FUND 205	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000
COUNTY MEASURE W- FUND 205							
	ENDING FUND BALANCE	\$ 549,662	\$ 554,662	\$ 559,662	\$ 564,662	\$ 569,662	



TOWN OF ATHERTON - POST PARCEL TAX
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEARS ENDING JUNE 30, 2025 TO 2029

Account	Fund Name	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Five Year Total
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
	BEGINNING FUND BALANCE	\$ 2,119,663	\$ 2,109,663	\$ 2,099,663	\$ 2,089,663	\$ 2,079,663	
Revenue							
	CalTrain revenue Grant (Measure A)						\$
	Other Reimbursements- Middlefield Class II						\$
401-00-49001-000	Transfer In from General Fund	\$ 4,450,000	\$ 4,800,000	\$ 3,990,000	\$ 5,590,000	\$ 5,340,000	\$ 24,170,000
401-00-45023-050	Eshoo Grant - pending (Atherton Channel - Culvert & Detention)	\$ 1,380,000					\$ 1,380,000
	TOTAL REVENUE - FUND 204	\$ 5,830,000	\$ 4,800,000	\$ 3,990,000	\$ 5,590,000	\$ 5,340,000	\$ 25,550,000
Expenditures							
401-50-54015-000	Town Center	\$ 150,000	\$ 100,000	\$ 100,000			\$ 350,000
401-50-56059-000	Bike & Ped	\$ 250,000	\$ 500,000	\$ 1,750,000	\$ 1,500,000	\$ 1,000,000	\$ 5,000,000
							\$
401-50-56063-000	Park Master Plan	\$ 1,950,000	\$ 150,000	\$ 450,000	\$ 250,000	\$ 250,000	\$ 3,050,000
	General Assessment & Repairs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
401-50-56085-000	Atherton Station Improvements						\$
401-50-56091-000	Drainage Improvements	\$ 2,290,000	\$ 2,610,000	\$ 250,000	\$ 2,250,000	\$ 2,500,000	\$ 9,900,000
401-50-56003-203	Road Maintenance Program	\$ 840,000	\$ 840,000	\$ 840,000	\$ 840,000	\$ 840,000	\$ 4,200,000
401-50-56093-000	Traffic Safety Improvement Program-Alameda De Las Pulgas Improvement	\$					\$
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	\$ 250,000	\$ 250,000	\$ 900,000
401-50-56055-000	Facility Replacement/Improvements	\$ 250,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 400,000	\$ 1,650,000
	TOTAL EXPENDITURES - FUND 401	\$ 5,840,000	\$ 4,810,000	\$ 4,000,000	\$ 5,600,000	\$ 5,350,000	\$ 25,600,000
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
	ENDING FUND BALANCE	\$ 2,109,663	\$ 2,099,663	\$ 2,089,663	\$ 2,079,663	\$ 2,069,663	



TOWN OF ATHERTON - POST PARCEL TAX
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEARS ENDING JUNE 30, 2025 TO 2029

Account	Fund Name	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Five Year Total
ATHERTON CHANNEL- FUND 403							
	BEGINNING FUND BALANCE	\$ 654,004	\$ 269,004	\$ 334,004	\$ 399,004	\$ 464,004	
Revenue							
403-00-40001-050	Secured Property Tax	\$ 99,300	\$ 99,300	\$ 99,300	\$ 99,300	\$ 99,300	\$ 496,500
403-00-40002-050	Unsecured Property Tax	\$ 3,685	\$ 3,685	\$ 3,685	\$ 3,685	\$ 3,685	\$ 18,425
403-00-40004-050	SB 813 Redemption-supplemental	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 16,375
403-00-40005-050	Home Owners Exemption	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 1,200
403-00-40008-050	ERAF Subvention	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 86,500
403-00-48001-050	Interest Income	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 6,000
							\$
	TOTAL REVENUE - FUND 403	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000
Expenditures							
403-50-56037-000	Upper Channel Repair Monitoring Phase 1	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	Drainage Improvements	\$ 500,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 700,000
403-50-56080-000	Green Infrastructure Plan						\$
	TOTAL EXPENDITURES - FUND 403	\$ 510,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 750,000
	ATHERTON CHANNEL- FUND 403						
	ENDING FUND BALANCE	\$ 269,004	\$ 334,004	\$ 399,004	\$ 464,004	\$ 529,004	

Town of Atherton

Capital Improvement Program

FY 2024/25 -2028/29

Town of Atherton
Public Works Department
80 Fair Oaks Lane
Atherton, CA 94027
www.ci.atherton.ca.us

Streets & Transportation

Drainage

Town Buildings, Park & Facilities





Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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**Capital Improvement Program
Fiscal Years 2024/25 through 2028/29**

**Section I:
Introduction**



Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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 2024/25 through 2028/29. 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 2024/25 through 2028/29

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 2024/25 through 2028/29**

**Section II:
Funding Sources
& Revenues**



Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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 A
- Measure M
- Measure W

General Fund (Capital Improvement)

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 are listed 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.

Measure A

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.



Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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

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).

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

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%



Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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.

Gas Tax

Atherton receives a formula allocation of funds based upon population and lane miles. In FY 2024-25 the Town will receive approximately \$195,000 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 \$360,000 in FY 2024/25. With the proposed funding through the Capital Improvements Program, the Town will be able to achieve the Maintenance of Effort requirements to continue to receive SB1 funds.

Atherton Channel Fund

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.

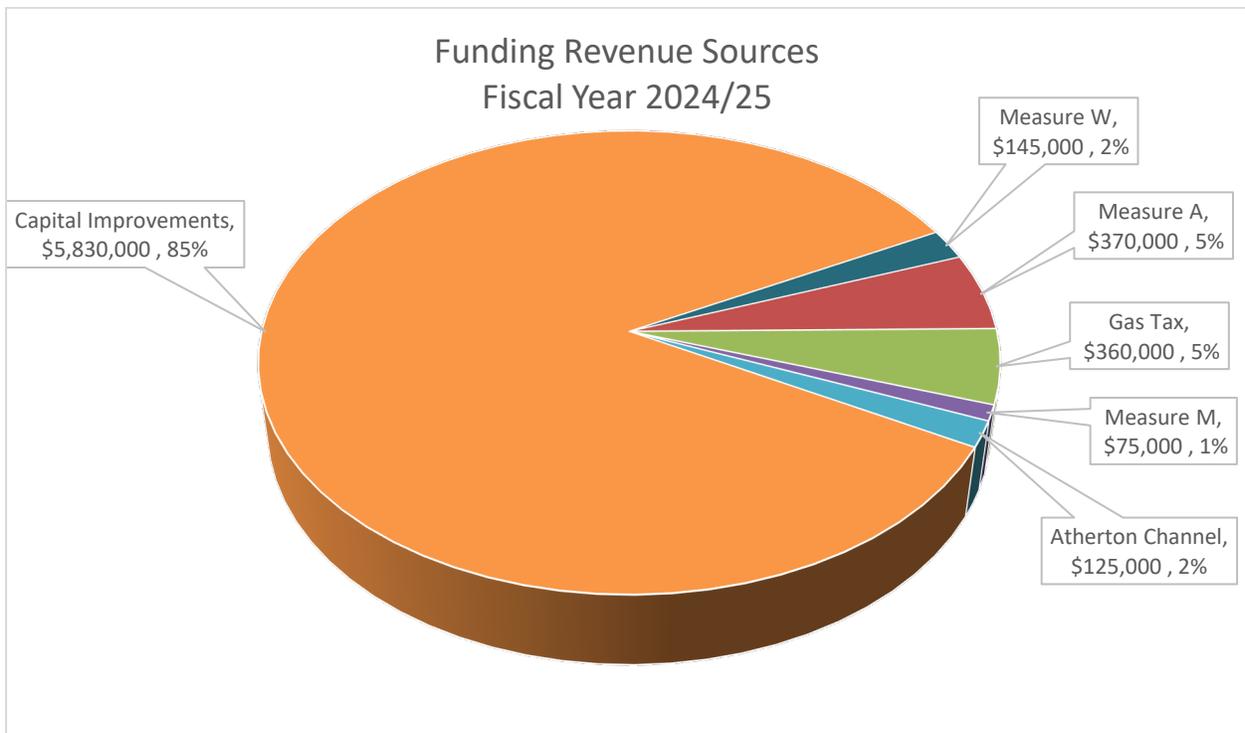


Capital Improvement Program Fiscal Years 2024/25 through 2028/29

Fund Sources in FY 2024/25

The sources used to fund the FY 2024/25 capital improvements total approximately \$6.90 million and consist of existing fund balances plus new income. The three 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.

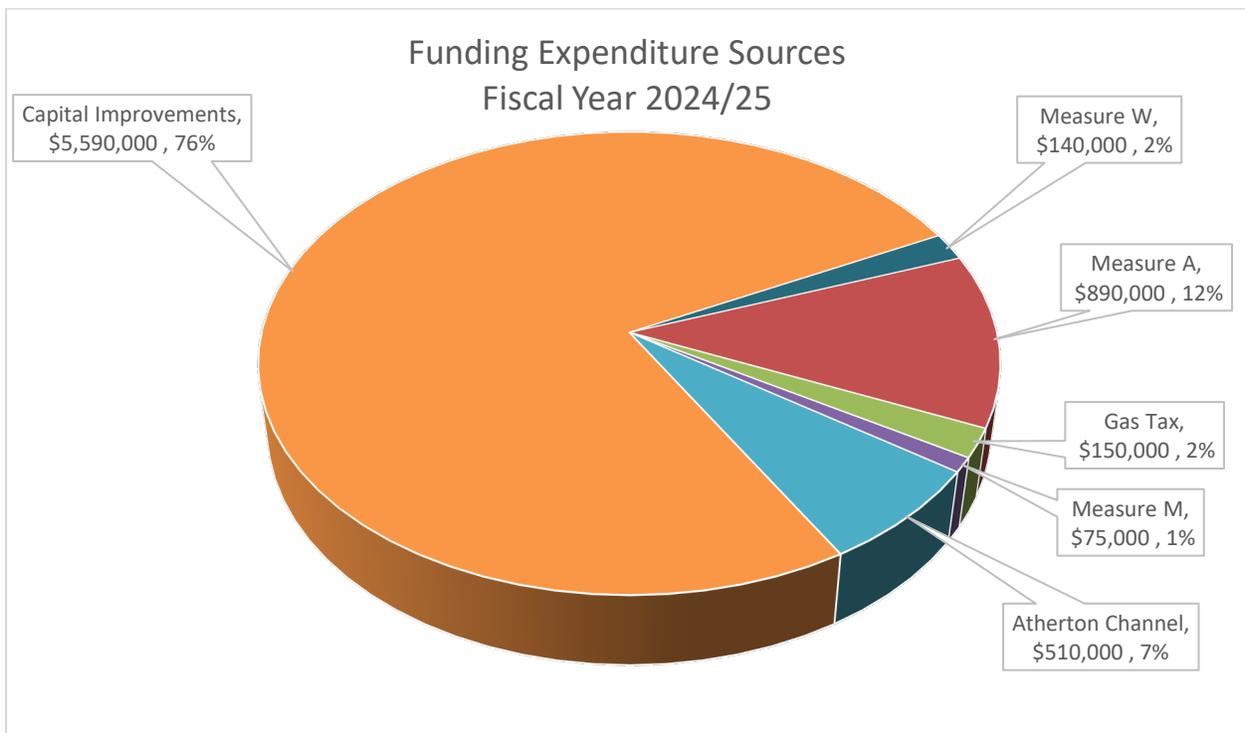




Capital Improvement Program Fiscal Years 2024/25 through 2028/29

Capital Program Expenditures for FY 2024/25

The CIP anticipates appropriating approximately \$7.36 million in Fiscal Year 2024/25. The major expenditures planned are for roadway maintenance, drainage, traffic safety, and bicycle and pedestrian improvement projects. These project expenditures, in addition to other capital projects are identified in the chart below.





**Capital Improvement Program
Fiscal Years 2024/25 through 2028/29**

**Section III:
Capital Projects**



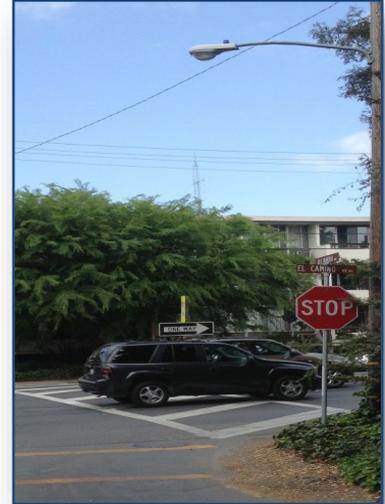
Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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	24/25	25/26	26/27	27/28	28/29	Totals
Measure A	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
Totals	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000



Project Type: Streets & Transportation



Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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:

Previously Funded

- Alameda de las Pulgas Traffic and Safety Improvements – Funded over multiple Fiscal Years \$600,000 (FY 2022/23), \$1,850,000 (FY 2023/24), including a \$2,000,000 Federal grant. This project is currently in design with construction anticipated to begin in FY 2024/25.

Proposed FY 2024/25

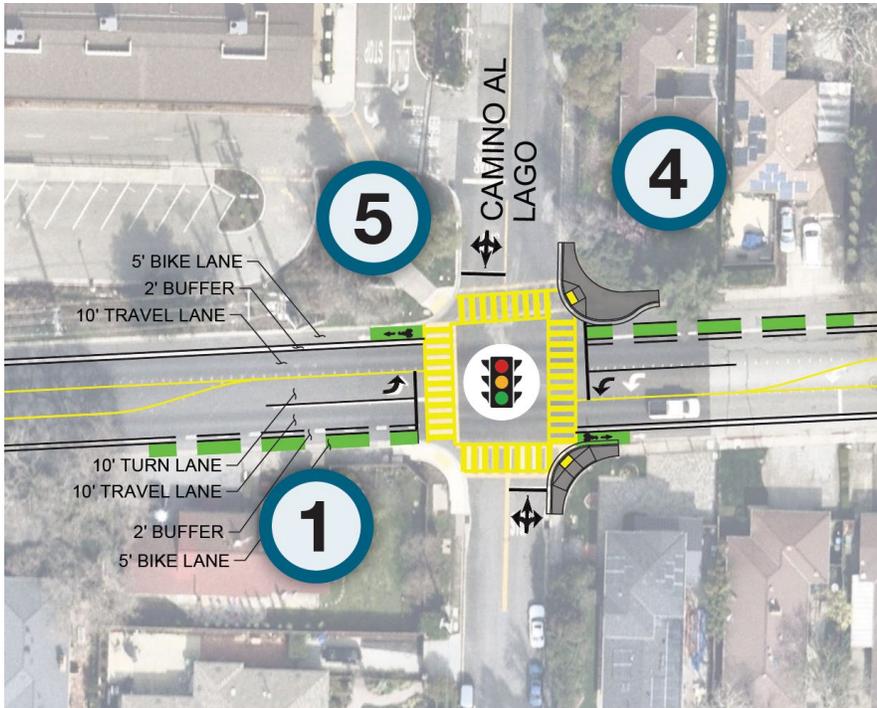
- Alameda de las Pulgas Traffic and Safety Improvements – \$600,000 (2024/25) towards construction
- Purchase fixed solar powered radar speed indicators estimate – \$15,000 (Carryforward from FY 2023/24)
- Traffic Counts and Speed Surveys – \$25,000 (Carryforward from FY 2023/24)

Funding Plan and Project Costs

Funding Source	24/25	25/26	26/27	27/28	28/29	Totals
Capital Improvements	\$0	\$0	\$0	\$0	\$0	\$0
Measure A	\$600,000	\$25,000	\$25,000	\$25,000	\$25,000	\$700,000
Measure M	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
Totals	\$600,000	\$40,000	\$40,000	\$40,000	\$40,000	\$760,000



Capital Improvement Program Fiscal Years 2024/25 through 2028/29





Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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. Work continues to implement various projects funded in the previous fiscal year.



Previously Funded

- Fair Oaks Lane at Lloyd Drive Pedestrian Improvements – Funded in FY 2022/23 and FY 2023/24. A construction contract has been awarded and is anticipated to be completed in the 2024/25 Fiscal Year.
- Selby Lane Bicycle Lane Improvements – Funded over multiple Fiscal Years - \$250,000 (FY 2022/23), \$1,150,000 (FY 2023/24). Project design is underway and construction is anticipated to start in FY 2024/25.
- El Camino Real Complete Streets Gap Closure Project – Planning Study Funded in FY 2023/24 (partially funded by SMCTA Bike and Pedestrian Program Grant). Planning study is underway and is anticipated to be completed in the 2024/25 Fiscal Year.
- Stockbridge Avenue at Alameda de las Pulgas Pedestrian Crossing Improvements (Rectangular Rapid Flashing Beacons) – Funded in FY 2023/24. Construction is anticipated to be completed in FY 2023/24.
- Watkins Avenue Pedestrian Improvements, Middlefield Road to McCormick Lane – Funded in FY 2022/23. Conceptual design completed and final design is pending.

Proposed FY 2024/25

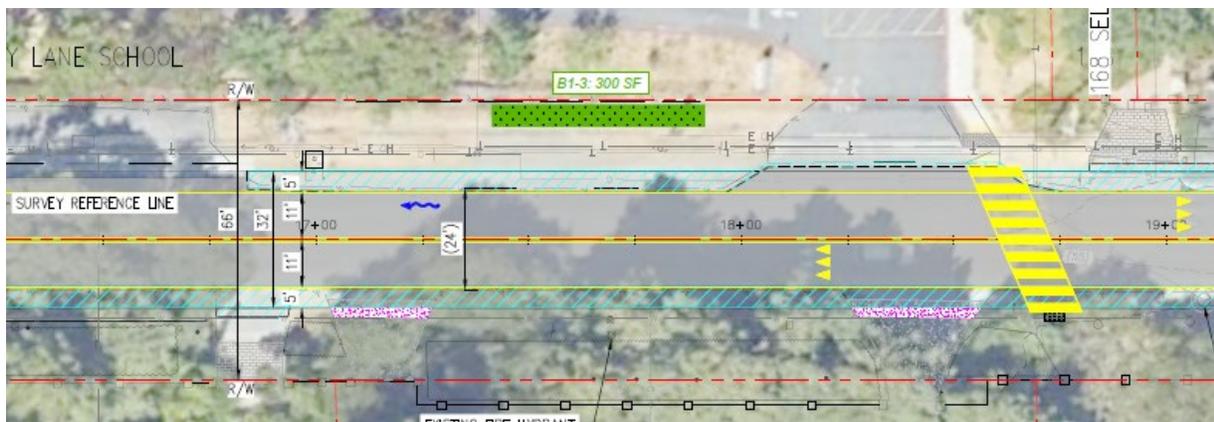
- Identify opportunities to improve safety and awareness on heavily used routes servicing schools and parks
- Bicycle and Pedestrian Master Plan Update – estimate \$250,000 (FY 2024/25)
- Seek grant funding and partnership opportunities to implement improvements based on Council set priorities – estimate \$25,000 (FY 2024/25)



Capital Improvement Program Fiscal Years 2024/25 through 2028/29

Projects Planned for Future Years

- Watkins Avenue Pedestrian Improvements Study – Dinkelspiel Station Lane to El Camino Real (2025/26)
- El Camino Real Complete Streets Gap Closure – Project Approval/Environmental Documentation Phase (Beginning FY 2025/26 – contingent on grant funding)
- Atherton Avenue Bicycle Lanes (Beginning FY 2025/26)



Funding Source	24/25	25/26	26/27	27/28	28/29	Totals
Capital Improvements	\$250,000	\$500,000	\$1,750,000	\$1,500,000	\$1,000,000	\$5,000,000
Measure A Fund	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Totals	\$275,000	\$525,000	\$1,775,000	\$1,525,000	\$1,025,000	\$5,125,000



Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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 include the allocation of



SB-1, Gas Tax, Measures A, M and W, and Capital Improvement Funds in the amount of \$1,455,000 for FY 2024/25. 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) – estimate \$850,000
- Maintenance Dig-outs (on various streets throughout Town) – estimate \$360,000
- Cape Seal/Slurry Seal (on various streets throughout Town) – estimate \$370,000



Capital Improvement Program Fiscal Years 2024/25 through 2028/29

Funding Plan and Project Costs

Funding Source	24/25	25/26	26/27	27/28	28/29	Totals
Capital Improvement	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	\$4,200,000
Measure A	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Gas Tax	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Measure M	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Measure W	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$700,000
Totals	\$1,455,000	\$1,455,000	\$1,455,000	\$1,455,000	\$1,455,000	\$7,275,000



Capital Improvement Program Fiscal Years 2024/25 through 2028/29

Project Type: Streets & Transportation

Project Type: Streets and Transportation

Project Name: Neighborhood Traffic Management Program - #56078

Project Description: This is a program in support of the Neighborhood Traffic Management Program (NTMP) and Neighborhood Traffic Management Action Plan (NTMAP). The NTMP was designed to respond to concerns regarding increasing traffic volumes and vehicular speeds in residential neighborhoods. The NTMP was approved by the City Council in 2016 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 NTMAP was approved by the City Council in 2021 following extensive public outreach and identified short and long term measures to address various traffic calming and safety concerns throughout the Town. The NTMP and NTMAP represent 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 policy document.

This program provides funding to initiate implementation of the traffic calming pilot projects identified through the Neighborhood Traffic Management Action Plan and the Neighborhood Traffic Management Program. Funding for 2024/25 is proposed with carryover funds from previous fiscal years, No new funding is requested for FY 2024/25.





Capital Improvement Program Fiscal Years 2024/25 through 2028/29

Funding Plan and Project Costs

Funding Source	24/25	25/26	26/27	27/28	28/29	Totals
Measure A	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
Totals	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000



Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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.

This program also includes the implementation of a Green Infrastructure associated with Capital Improvement Program projects 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 Alameda de las Pulgas Traffic and Safety Improvements (at Atherton Avenue). Funding shown for FY 2024/25 is in addition to carryover funds from previous fiscal years.

The Municipal Regional Stormwater Permit issued by the Regional Water Quality Control Board requires that all municipally-maintained storm drain inlets be marked with an appropriate stormwater pollution prevention message, such as “No dumping, drains to Bay” or equivalent by June 2026 for reporting in the 2026 Annual Report.

Previously Funded

- Atherton Channel Assessment and Relining Upstream of Alameda de las Pulgas – Funded over multiple fiscal years \$400,000 (FY 2022/23), \$2,400,000 (FY 2023/24). Request for proposals for evaluation and design services has been released. Completion of project design and start of construction are anticipated in FY 2024/25.
- El Camino Real Long-Term Solutions – to be funded over multiple fiscal years \$250,000 (FY2023/24). Request for proposals for evaluation and design services has been released, finalization of a services contract is pending. Design is anticipated to be completed in FY 2024/25.
- Green Infrastructure Plan Implementation. FY 2023/24 funds were allocated to the green infrastructure improvements associated with Fair Oaks Avenue / Lloyd Drive Pedestrian Improvements project.
- Atherton Channel culvert and detention system improvements at Alameda de las Pulgas and Las Lomitas Elementary School – Funded over multiple fiscal years \$225,000 (FY 2023/24). Initiation of the project has been deferred pending approval of grant funding.



Capital Improvement Program Fiscal Years 2024/25 through 2028/29

Proposed FY 2024/25

- El Camino Real Long-Term Solutions – estimate \$400,000 (FY 2024/25) to support design and \$2,350,000 (FY 2025/26) to initiate construction.
- Green Infrastructure Plan Implementation – estimate \$175,000 (FY 2024/25). These funds are intended to support the construction of green infrastructure improvements associated with the Alameda de las Pulgas Traffic and Safety Improvements Project.
- Atherton Channel culvert and detention system improvements at Alameda de las Pulgas and Las Lomitas Elementary School – estimate \$2,750,000 (FY 2024/25), including \$1,380,000 in grant funding (pending approval). Initiation of design is anticipated in FY 2024/25, with construction to follow.
- Replacement and installation of storm drain inlet markers – This project is to be funded over multiple fiscal years - estimate \$10,000 (FY 2024/25), \$10,000 (FY 2025/26)

Projects Planned for Future Years

- Drainage Master Plan Refresh – estimate \$250,000 (FY 2025/26)
- Green Infrastructure Improvements – various locations (TBD)
- Drainage Master Plan Implementation Projects (TBD)

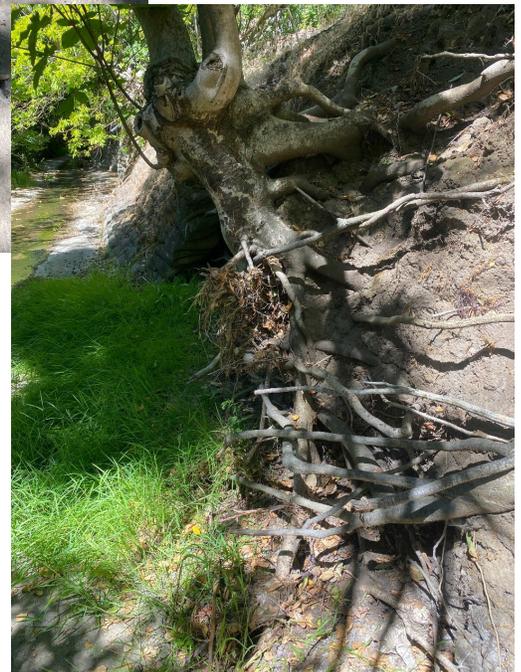
Funding Plan and Project Costs

Funding Source	24/25	25/26	26/27	27/28	28/29	Totals
Atherton Channel	\$500,000	\$50,000	\$50,000	\$50,000	\$50,000	\$700,000
Capital Improvement	\$2,290,000	\$2,810,000	\$450,000	\$2,500,000	\$2,750,000	\$10,800,000
Totals	\$2,790,000	\$2,860,000	\$500,000	\$2,550,000	\$2,800,000	\$11,500,000





Capital Improvement Program Fiscal Years 2024/25 through 2028/29





Capital Improvement Program Fiscal Years 2024/25 through 2028/29

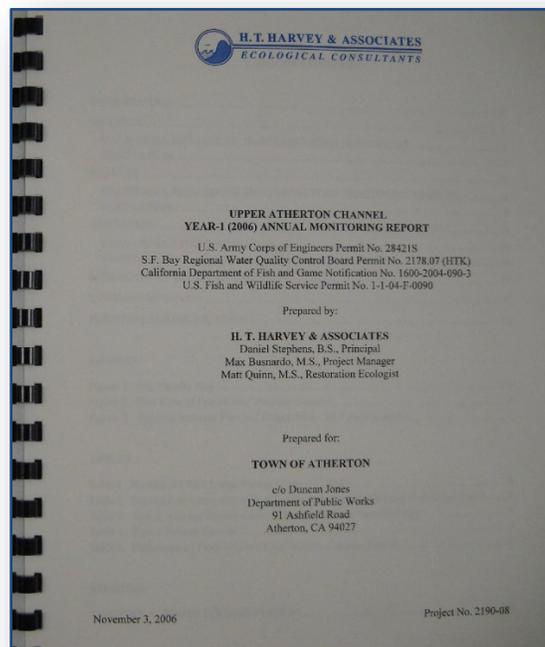
Project Type: Drainage

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	24/25	25/26	26/27	27/28	28/29	Totals
Atherton Channel	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Totals	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000





Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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	24/25	25/26	26/27	27/28	28/29	Totals
Capital Improvement Projects	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Totals	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000





Capital Improvement Program Fiscal Years 2024/25 through 2028/29

Project Type: Town Buildings, Park and Facilities

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

Project Description: The construction of the Town Center complex, including Administration offices, Community Services, Police Station, new Atherton Library and Civic Court was completed in FY 2022-23. The improvement and integration of the former Atherton Rail Station building was also included in this program. Master Plan implementation is moving into its next phase in accommodating uses of the Town Center complex. Potential improvements include improved pedestrian accommodation, paving for additional parking stalls and landscaping enhancements.

Funding Plan and Project Costs

Funding Source	24/25	25/26	26/27	27/28	28/29	Totals
Capital Improvement Projects	\$150,000	\$100,000	\$100,000	\$0	\$0	\$350,000
Totals	\$150,000	\$100,000	\$100,000	\$0	\$0	\$350,000





Capital Improvement Program Fiscal Years 2024/25 through 2028/29

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 completion of the Holbrook-Palmer Park Access and Circulation Improvements Project was a major accomplishment in FY 2023/24.

Previously Funded

- Park Playground Improvements - Funded over multiple fiscal years \$200,000 (FY 2023/24) – Completion of project design and start of construction are anticipated in FY 2024/25.
- Fencing Improvements along Watkins Avenue, Middlefield Road to McCormick Lane – Funded in FY 2022/23. To be implemented with the Watkins Avenue Pedestrian Improvements Project.

Proposed FY 2024/25

- Park Playground Improvements – Funded over multiple fiscal years \$1,000,000 (FY2024/25) to support construction.
- Park Playground Restroom Replacement – estimate \$800,000 (FY 2024/25)
- Jennings Pavilion Flooring and Cosmetic Improvements, and Main House Flooring – Estimate \$150,000 (FY 2024/25)
- General assessment and miscellaneous repairs – estimate \$100,000 (FY 2023/24)

Projects Planned for Future Years

- Solar and Energy Resiliency Improvements – estimate \$150,000 (FY 2025/26)
- Holbrook Palmer Park Master-Plan Refresh (2026/27)

Funding Plan and Project Costs

Funding Source	24/25	25/26	26/27	27/28	28/29	Totals
Capital Improvement	\$2,050,000	\$250,000	\$550,000	\$350,000	\$350,000	\$3,550,000
Totals	\$2,050,000	\$250,000	\$550,000	\$350,000	\$350,000	\$3,550,000



Capital Improvement Program Fiscal Years 2024/25 through 2028/29



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	2023-24 Authorized	2024-25 Authorized
Administration																		
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	1.00	1.00
Deputy CM/City Clerk											1.00	1.00	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-Clerk	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	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													
Total Admin	4.00	4.75	4.00	4.00	2.50	3.00												
Finance																		
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	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	1.00	1.00
Jr. Accountant										1.00	1.00	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	1.00	1.00	1.00	1.00	1.00	1.00
Total Finance	3.00	2.60	2.60	2.60	3.00													
Building																		
Town Arborist/Park Manager									0.5	0.5	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	0.5	0.5
Permit Technician	1.00	1.00	1.00	1.00														
Contract Plan Reviewer	1.00																	
Total Building	8.00	7.00	7.00	7.00	1.00	0.50	0.50	0.50	1.00									
Police																		
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	1.00	1.00
Commander										1.00	1.00	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	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	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	1.00	1.00
Management Analyst I																		1.00
Communications Supervisor	1.00	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	1.00	1.00
Community Service/Code Enforce									1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00	2.00
Code Enforce/Dispatch Officer												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	4.00	4.00
Total Police	28.50	27.75	25.75	23.00	25.00	25.00	27.00	27.00	29.00	29.00	29.00	29.00	29.00	29.00	30.00	30.00	30.00	30.00
Public Works																		
Town Arborist/Park Manager									0.5	0.5	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	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		
Maintenance Manager																		1.00
Associate Civil Engineer																		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	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														
Total Public Works	11.00	11.00	11.00	11.00	3.50	2.50	2.50	2.50	3.00	4.00								
Grand Total	54.50	53.10	50.35	47.60	35.00	34.00	36.00	36.00	39.00	39.00	39.00	39.00	39.00	39.00	40.00	40.00	41.00	41.00

RESOLUTION NO. 24-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE
TOWN OF ATHERTON APPROVING FISCAL YEAR
2024-2025 SALARY SCHEDULES AND
CLASSIFICATIONS**

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 2024-25, incorporated in "Exhibit A" attached hereto.

WHEREAS, the 2024-25 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 19th day of June, 2024 by the following vote:

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

Diana Manuelian-Hawkins, MAYOR
Town of Atherton

ATTEST:

Anthony Suber, City Clerk

APPROVED AS TO FORM:

Mona Ebrahimi, City Attorney

TOWN OF ATHERTON									
Salary Schedule									
FY 2024-2025									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
	CM Rate effective 7/01/2024								
City Manager	Management/Misc	City Manager	12	1100	D	138.08	11,046.78	23,934.70	287,216.40
	Dept Head Rate Effective 07/01/2024								
Department Heads	Management/Misc	Finance Director	18	1104	A	98.20	7,856.39	17,022.17	204,266.02
					B	103.11	8,249.02	17,872.88	214,474.58
					C	108.26	8,661.08	18,765.67	225,188.06
					D	113.68	9,094.38	19,704.48	236,453.77
Department Heads	Management/Sworn	Chief of Police	40	1105	A	105.08	8,406.37	18,213.80	218,565.58
					B	110.34	8,826.97	19,125.09	229,501.11
					C	115.85	9,268.04	20,080.74	240,968.91
					D	121.64	9,731.44	21,084.79	253,017.52
		Chief of Police	40	1105	A	93.54	7,483.29	16,213.79	194,565.50
		Housing Reduction Salary			B	98.80	7,903.89	17,125.09	205,501.03
					C	104.31	8,344.96	18,080.74	216,968.83
					D	110.10	8,808.36	19,084.79	229,017.44
Department Heads	Management/Misc	City Clerk/Deputy City Manager	12		A	79.36	6,349.12	13,756.43	165,077.13
					B	83.33	6,666.48	14,444.05	173,328.58
					C	87.50	6,999.93	15,166.52	181,998.22
					D	91.87	7,349.46	15,923.84	191,086.07
Department Heads	Management/Misc	Public Works Director/City Engineer	50		A	97.86	7,828.56	16,961.87	203,542.46
					B	102.75	8,219.98	17,809.95	213,719.43
					C	107.89	8,630.98	18,700.46	224,405.48
					D	113.28	9,062.53	19,635.48	235,625.79
	Mid Mgmt Rate Effective 07/01/2024								
Mid-Management	Management/Misc	Commander	40	2204	A	92.38	7,390.29	16,012.30	192,147.59
					B	97.00	7,759.77	16,812.84	201,754.13
					C	101.84	8,147.25	17,652.37	211,828.48
					D	106.93	8,554.00	18,533.67	222,404.03
Mid-Management	Management/Misc	Senior Engineer	50		A	71.37	5,709.97	12,371.59	148,459.10
					B	74.94	5,995.46	12,990.17	155,882.06
					C	78.69	6,295.24	13,639.68	163,676.16
					D	82.62	6,610.00	14,321.66	171,859.97
Mid-Management	Management/Misc	Public Works Maintenance Manager	50		A	65.03	5,202.12	11,271.25	135,255.03
		effective 9/21/2022			B	68.28	5,462.22	11,834.82	142,017.78
					C	71.69	5,735.34	12,426.56	149,118.72
					D	75.28	6,022.10	13,047.88	156,574.60
Mid-Management	Management/Misc	Town Arborist	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 2024-2025									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
General Gov Rate Effective 07/01/2024									
General Government	General Gov/Misc	Office Specialist	"12/25/50	3304	A	36.79	2,943.26	6,377.07	76,524.81
					B	38.63	3,090.73	6,696.58	80,358.94
					C	40.57	3,245.48	7,031.87	84,382.41
					D	42.59	3,407.51	7,382.93	88,595.22
General Government	General Gov/Misc	Assistant Engineer			A	51.87	4,149.99	8,991.65	107,899.81
					B	54.47	4,357.49	9,441.23	113,294.80
					C	57.19	4,575.37	9,913.30	118,959.54
					D	60.05	4,804.14	10,408.96	124,907.52
General Government	General Gov/Misc	Town Arborist/Public Works Specialist	25	3306	A	56.81	4,544.76	9,846.98	118,163.77
					B	59.65	4,771.73	10,338.74	124,064.86
					C	62.63	5,010.22	10,855.48	130,265.74
					D	65.76	5,260.85	11,398.51	136,782.18
Police/APOA Rate Effective 07/01/2024									
Police-Civilian/APOA	Police/Misc	Support Service Coordinator	40	4401	A	45.31	3,624.96	7,854.08	94,248.91
	80 hours shift				B	47.58	3,806.21	8,246.78	98,961.35
					C	49.96	3,996.52	8,659.12	103,909.42
					D	52.45	4,196.34	9,092.07	109,104.89
					E	55.08	4,406.16	9,546.68	114,560.14
Police-Civilian/APOA	Police/Misc	Support Service Coordinator	40	4402	A	45.31	3,806.21	8,246.78	98,961.35
	84 hours shift				B	47.58	3,996.52	8,659.12	103,909.42
					C	49.96	4,196.34	9,092.07	109,104.89
					D	52.45	4,406.16	9,546.68	114,560.14
					E	55.08	4,626.47	10,024.01	120,288.14
Police-Civilian/APOA	Police/Misc	Code Enforcement	40	4401	A	45.67	3,653.71	7,916.37	94,996.47
	80 hours shift	(new Position 02/17/2015)			B	47.95	3,836.40	8,312.19	99,746.29
					C	50.35	4,028.22	8,727.80	104,733.61
					D	52.87	4,229.63	9,164.19	109,970.29
					E	55.51	4,441.11	9,622.40	115,468.80
Police-Civilian/APOA	Police/Misc	Code Enforcement	40	4402	A	45.67	3,836.40	8,312.19	99,746.29
	84 hours shift	(new Position 02/17/2015)			B	47.95	4,028.22	8,727.80	104,733.61
					C	50.35	4,229.63	9,164.19	109,970.29
					D	52.87	4,441.11	9,622.40	115,468.80
					E	55.51	4,663.16	10,103.52	121,242.24

TOWN OF ATHERTON									
Salary Schedule									
FY 2024-2025									
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	64.30	5,144.16	11,145.69	133,748.25
					B	67.52	5,401.37	11,702.97	140,435.67
					C	70.89	5,671.44	12,288.12	147,457.45
					D	74.44	5,955.01	12,902.53	154,830.32
					E	78.16	6,252.76	13,547.65	162,571.84
Police-Civilian/APOA	Police/Misc 84 hours shift	Communication Supervisor (new Position 07/1/2021)			A	64.30	5,401.37	11,702.97	140,435.67
					B	67.52	5,671.44	12,288.12	147,457.45
					C	70.89	5,955.01	12,902.53	154,830.32
					D	74.44	6,252.76	13,547.65	162,571.84
					E	78.16	6,565.40	14,225.04	170,700.43
Police-Civilian/APOA	Police/Misc 80 hours shift	Dispatcher/Records assistant	40	4405	A	47.58	3,806.21	8,246.78	98,961.35
					B	49.96	3,996.52	8,659.12	103,909.42
					C	52.45	4,196.34	9,092.07	109,104.89
					D	55.08	4,406.16	9,546.68	114,560.14
					E	57.83	4,626.47	10,024.01	120,288.14
Police- Per-Diem	80 hours shift	Per-Diem Dispatcher	40		A	47.58	3,806.21	8,246.78	98,961.35
					B	49.96	3,996.52	8,659.12	103,909.42
					C	52.45	4,196.34	9,092.07	109,104.89
					D	55.08	4,406.16	9,546.68	114,560.14
					E	57.83	4,626.47	10,024.01	120,288.14
Police-Civilian	Police/Misc	Police Trainee	40	4406	D	51.45	4,116.08	8,918.17	107,018.02
Police-Civilian/APOA	Police/Misc 84 hours shift	Dispatcher/Records assistant	40	4405	A	47.58	3,996.52	8,659.12	103,909.42
					B	49.96	4,196.34	9,092.07	109,104.89
					C	52.45	4,406.16	9,546.68	114,560.14
					D	55.08	4,626.47	10,024.01	120,288.14
					E	57.83	4,857.79	10,525.21	126,302.55

TOWN OF ATHERTON									
Salary Schedule									
FY 2024-2025									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
	Police/APOA Rate Effective 07/01/2024								
Police-Sworn/APOA	Police/Sworn/84	Police Officer	40	5505	A	59.30	4,980.81	10,791.76	129,501.15
	84 hours shift				B	62.26	5,229.85	11,331.35	135,976.20
					C	65.37	5,491.35	11,897.92	142,775.01
					D	68.64	5,765.91	12,492.81	149,913.76
					E	72.07	6,054.21	13,117.45	157,409.45
Police-Sworn/APOA	Police/Sworn/84	Police Sergeant	40	5520	A	71.76	6,028.00	13,060.67	156,728.04
	84 hours shift				B	75.35	6,329.40	13,713.70	164,564.44
					C	79.12	6,645.87	14,399.39	172,792.66
					D	83.07	6,978.17	15,119.36	181,432.29
					E	87.23	7,327.07	15,875.33	190,503.91
Police-Sworn/APOA	Police/Sworn/80	Police Officer	40	5506	A	59.30	4,743.63	10,277.87	123,334.42
	80 hours shift				B	62.26	4,980.81	10,791.76	129,501.15
					C	65.37	5,229.85	11,331.35	135,976.20
					D	68.64	5,491.35	11,897.92	142,775.01
					E	72.07	5,765.91	12,492.81	149,913.76
Police-Sworn/APOA	Police/Sworn/80	Police Sergeant	40	5528	A	71.76	5,740.95	12,438.73	149,264.80
	80 hours shift				B	75.35	6,028.00	13,060.67	156,728.04
					C	79.12	6,329.40	13,713.70	164,564.44
					D	83.07	6,645.87	14,399.39	172,792.66
					E	87.23	6,978.17	15,119.36	181,432.29
	Rate Effective 07/01/24								
Police-Sworn	Police/Sworn/84	Police Reserve	40		A	59.30	4,980.81	10,791.76	129,501.15
					B	62.26	5,229.85	11,331.35	135,976.20
					C	65.37	5,491.35	11,897.92	142,775.01
					D	68.64	5,765.91	12,492.81	149,913.76
					E	72.07	6,054.21	13,117.45	157,409.45

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 2024-2025 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 2024-25, 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 2024-25 shall be and is hereby set in the amount of **\$17,183,782** 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 19th day of June, 2024, by the following vote:

Appendix C

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

Diana Hawkins-Manuelian, MAYOR
Town of Atherton

ATTEST:

Anthony Suber, City Clerk

APPROVED AS TO FORM:

Mona Ebrahimi, City Attorney

Appendix-C

APPROPRIATIONS SPENDING LIMIT (GANN LIMIT)

Town of Atherton
APPROPRIATIONS SPENDING LIMIT
Prop 4 - Gann Limit FY 2024-2025

Schedule 1: Calculation of Spending Limit

Last Year's Limit (FY 2023-24)	16,666,794
Prior Year Parcel Tax Adjustment	
Adjusted Last Year's Limit (FY 2023-24)	16,666,794

Adjustment Factors:

A. Population (County)	0.9950
C. Inflation	1.0362
A times C	1.03

Total Adjustment (Percent)	0.0310
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Total Adjustment (Dollars)	516,987
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Other Adjustments:

Parcel Tax Adjustment (+)	
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New Appropriation Limit for Fiscal Year 2024-25	17,183,782
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Schedule 2: Appropriations Compared to Limit

Proceeds from Taxes	(Fm Schedule 3)	16,668,296
---------------------	-----------------	------------

Appropriations Subject to Limit FY 2024-25	16,668,296
--	------------

Appropriations Limit for FY 2024-25	17,183,782
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Amount under Appropriations Limit	515,486
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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	15,804,585		15,804,585
Sales Tax	320,000		320,000
Public Safety Sales Tax		122,400	122,400
Parcel Tax			-
County Measure A	370,000		370,000
Business License	290,000		290,000
Motor Vehicle License Fee			-
Homeowners Exemption	35,000		35,000
Franchise Fees		1,076,000	1,076,000
Development Fees/Permits		3,677,580	3,677,580
Fines & Forfeiture		63,342	63,342
Fees for Services		115,000	115,000
Rentals		132,016	132,016
Miscellaneous		1,065,099	1,065,099
	16,819,585	6,251,437	23,071,022
Interest Income	218,711	81,289	300,000
Reduction for CIP	(370,000)		
Total	16,668,296	6,332,726	23,371,022

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADOPTING THE FISCAL YEAR 2024-2025 OPERATING AND
CAPITAL IMPROVEMENT PROGRAM BUDGET**

WHEREAS, the City Council of the Town of Atherton set June 19, 2024, at the Town of Atherton City Council Chambers 80 Fair Oaks Lane, Atherton, California, as the time and place for the public hearing on the introduction of the Fiscal Year 2024-2025 Operating and Capital Improvement Program Budget; and

WHEREAS, notice of said hearing was duly given by posting the time and place of said hearing at designated places in accordance with Chapter 2.08 of the Municipal Code of the Town of Atherton; and

WHEREAS, it appears to be in the best interest of the citizens of the Town of Atherton that the Fiscal Year 2024-2025 Operating and Capital Improvement Program Budget be adopted in the format set forth in Exhibit A, attached hereto, and by reference incorporated herein; and

WHEREAS, the Salary schedules and Classification for Fiscal Year 2024-2025 are incorporated in as a resolution within the proposed budget

WHEREAS, the budget was made available for public view at the Town Center, 80 Fair Oaks Lane, Atherton, California, and the Town Library, 2 Dinkelspiel Station Lane, Atherton, California.

NOW THEREFORE, BE IT RESOLVED, that the Fiscal Year 2024-2025, Operating and Capital Improvement Program Budget projected appropriations /expenditures totaling \$31,651,152, which includes the General Fund Operating Budget of \$20,774,676, Other Funds Operating Budgets of \$3,121,476, and the Capital Projects Budget of \$7,755,000, as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2024-2025.

BE IT FURTHER RESOLVED, that the City Clerk of the Town of Atherton is hereby directed to forward a copy of said approved and adopted budget to the County Controller of San Mateo County for filing pursuant to Government Code Section 53901.

* * * * *

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 19th day of June, 2024, by the following vote:

AYES: *Council Members:*
NOES: *Council Members:*

Resolution No.
Adopted June 19, 2024
Appendix D Page 1 of 5

SECTION G
Appendix D

BUDGET RESOLUTION

Town of Atherton

ABSENT:
ABSTAIN:

Council Members:
Council Members:

Diana Manuelian-Hawkins, MAYOR
Town of Atherton

ATTEST:

Anthony Suber, City Clerk

APPROVED AS TO FORM

Mona Ebrahimi, City Attorney

Resolution No.

Adopted June 19, 2024
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 2024-2025.
- All CIP encumbered expenditures from the Fiscal Year 2022-2023 Adopted/Revised Budget shall be carried forward and re-appropriated in Fiscal Year 2024-2025. Said encumbered expenditures to be re-appropriated in Fiscal Year 2024-2025 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 19, 2024
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 2024-2025 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

Town of Atherton									
Budget for FY 2024-2025									
	Projected Fund Balance 06/30/24	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer In	Library JPA Est. Advance excess funds	Budgeted Transfer Out/Lease Payment	Lease Payment	ERAF	Projected Fund Balance 06/30/25
General Fund									
101 General Fund	\$ 12,149,869	\$ 23,001,022	\$ 20,774,676			\$ (4,450,000)	\$ (861,871)	\$ 2,500,000	\$ 11,564,344
Special Revenue Funds									
105 Tennis Fund	127,757	69,500	57,500	-					139,757
209 Police (COPS) Grant	185	171,145	171,000						330
213 Library Fund	2,502,142	666,902	650,902						2,518,142
215 Evan Creative Design	-	-	-						-
Total Special Revenue	2,630,084	907,547	879,402	-	-	-			2,658,229
Capital Project Funds									
201 Special Tax	-	-	-						-
202 Measure A	731,907	370,000	890,000						211,907
203 Gas Tax	268,869	360,000	300,000						328,869
204 Measure M	79,048	75,000	75,000						79,048
205 Measure W	544,662	145,000	140,000						549,662
401 Capital Improvement	2,119,663	5,830,000	5,840,000						2,109,663
402 Storm Drainage	-	-	-						-
403 Channel Drainage Dt.	654,004	125,000	510,000						269,004
406 Facilities Construction	-	-	-						-
Total Capital Projects	4,398,153	6,905,000	7,755,000	-		-			3,548,153
Internal Service Funds									
610 Equipment Repl.	1,180,590	431,758	724,620						887,728
614 Worker's Comp.	1,885,372	73,833	458,287						1,500,918
615 General Liability	541,745	619,432	714,432						446,745
616 Employee Benefits	755,627	413,664	344,735						824,556
Total Internal Service	4,363,334	1,538,687	2,242,074	-		-			3,659,947
Total All Funds	\$ 23,541,440	\$ 32,352,256	\$ 31,651,152	\$ -	\$ -	\$ (4,450,000)	\$ (861,871)	\$ 2,500,000	\$ 21,430,673

Resolution No.

Adopted June 21, 2023
Appendix D Page 5 of 5

RESOLUTION NO. 24-

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

WHEREAS, the City Council performed a User Fee Study and adopted an update to the fees in the Town Master Fee Schedule in March, 2024;

WHEREAS, the Master Fee schedule sets the fees for Planning, Building, Engineering, Public Works, Administrative, Police, Parks and Facilities;

WHEREAS, the User Fee Study recommends the Town update fees on a regular escalator based on a local Consumer Price Index (CPI) in the periods between adoption of the new fee resolution and until the next comprehensive fee review;

WHEREAS, the Council directed that such adjustments be done every year with the annual budget adoption;

WHEREAS, it is proposed that the Master Fee Schedule be updated to include increase in fees with an escalator based on the Consumer Price Index All Urban Consumers (CPI-U) as reported by the Bureau of Labor Statistics for the San Francisco Bay Area.

WHEREAS, the consumer price index based on February 2024 CPI is 2.4%.and amends the following increase in charges within the Building, Planning, Engineering, Park and Facility, and Police Departments Fees to the nearest “0” and “5”; and

WHEREAS, the proposed adjustment of 2.4% to the Town Master Fee Schedule stated in Exhibit A Town of Atherton Master Fee Schedule, effective July 1, 2024; 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 19th day of June 2024, by the following vote:

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

Diana-Hawkins-Manuelian, Mayor

ATTEST:

Appendix E

Anthony Suber, City Clerk

APPROVED AS TO FORM:

Mona Ebrahimi, City Attorney

EXHIBIT A

Proposed increases are adjusted to the Town Master Fee Schedule.

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 February to February.

Town of Atherton Master Fee Schedule

#	Fee Description	Fee Amount	
Building Fees (Valuation Based Fees Calculated From Valuation Table)			
1	Permitted Value of Construction		
2	New Habitable Construction	Valuation base: per SF	\$ 520
3	Remodeled Habitable Construction	Valuation base: per SF	\$ 445
4	New or Remodeled Non-Habitable Construction	Valuation base: per SF	\$ 185
5	JADU	Valuation base: per SF	\$ 0
6	ADU- That comply with Town Setbacks Standards	Valuation base: per SF	\$ 0
7	ADU	Valuation base: per SF	50%
8	Valuation - non defined project	Valuation base	\$ 1
9	Non-habitable construction: ie. Patio covers & gazebos (> 1000 Sq Ft or attached to new construction)	Valuation base: per SF	\$ 150
Flat Fees			
10	Swimming pools (first 1000 sf)	Plan check and inspection	\$ 2,175
11	Swimming pools (Over 1000 sf)	Plan check and inspection	\$ 2,605
12	Patio covers & gazebos (up to 1000 Sq Ft)	Plan check and inspection	\$ 1,600
13	Drive way gates	Plan check and inspection	\$ 1,320
14	Non Habitable new pool house including cabanas (up to and including 1500 sf)	Plan check and inspection	\$ 2,585
Other Building (Flat) Fees			
15	Plumbing, Mechanical, Electrical (MP&E) Permit (single inspection) Fee		\$ 310
16	MP&E each additional inspection Fee		\$ 220
17	MP&E plan check Fee		\$ 130
18	Green Identified-Plumbing, Mechanical, Electrical (MP&E) Permit (single inspection)		\$ 0
19	Demolition Permit Fee		\$ 670
20	Landscape Screening Permit Fee		\$ 530
21	Water Well Permit Fee		\$ 930
22	Solar Panels Permit Fee		\$ 0
23	Heritage Tree Removal - Staff Level (First Tree)		\$ 735
24	Heritage Tree Removal - Staff Level (Each Additional Tree)		\$ 255
25	Plan check revision Fee	Hourly	\$ 320
26	Address Change		\$ 675
27	Address Change (JADU & ADU)		\$ 0
28	Property Search (plus photocopying and/or printing posts and excludes public records searches)	Hourly	\$ 225
29	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 Master Fee Schedule

#	Fee Description		Fee Amount
30	Work without Permit (Penalty)	2x the Permit Cost	
31	Code Enforcement - Administrative (Penalty)	Appropriate Staff hourly rate	
32	Second Utility Deposit (Ordinance 15.04.040)		\$ 5,000
33	Landscape Screening Deposit (Ordinance 17.50.060)		\$ 5,000
34	Temporary Occupancy Deposit:		\$ 5,000
35	Administrative Fee (TOC)		\$ 410
36	Excavation Road Deposit (Ordinance 15.04.045)		\$ 5,000
37	Recycled Deposit (minimums)	\$1000 Min & \$500 Min for reroof permits	
38	Reinspection and additional inspections exceeding the normal number of inspections		\$ 280
39	Unusual custom projects not reflected in the fee schedule	Appropriate Staff hourly rate	
40	Technology surcharge (to fund updates and new acquisition of permit systems and digital storage of plans) (3.3% of fee)	Flat % Fee	3.40%
41	Storm water compliance review/inspection		\$ 500
42	Tree protection verification (deposit) + COP		\$ 2,500
43	Tree protection administration for flat fee permits (initial inspection)		\$ 765
44	Tree protection administration for flat fee permits (full inspection)		\$ 930
45	Additional Arborists Inspection		\$ 255
46	Tree protection zone exception (staff level)		\$ 735
47	Tree protection verification (deposit) + COP		
48	Reroofing < 5000SF	Per Application	\$ 760
49	Reroofing > 5000SF	Per Application	\$ 1,060
50	Reroofing requiring additional inspections	Per Inspection	\$ 300
51	Reroofing requiring plan check	Per Plan Check	\$ 260
52	SMIP Fee (State Mandate)		Residential: valuation amount X 0.00013
53	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
54	Surcharge for General Plan Maintenance and Update (2.0%) of fee	Flat % Fee	2.60%
55	Generator installation (per valuation schedule)		
56	Minimum New Construction Fee		\$ 170

Note: plan review assumes 2 reviews. Each additional plan review at the applicable hourly rate.

Chief Building Official	Hourly	\$	425
Sr. Building Inspector	Hourly	\$	290
Plan Checker	Hourly	\$	255
Permit Tech	Hourly	\$	220

Town of Atherton Master Fee Schedule

#	Fee Description		Fee Amount
Planning Fees			
57	Conditional Use Permit		\$ 8,560
58	Variance		\$ 10,680
59	Heritage Tree Removal Permit		\$ 6,945
60	Special Structures		\$ 8,265
61	Lot Line Redesignation		\$ 6,005
62	Lot Line Adjustment		\$ 3,080
63	Tentative Parcel Map		\$ 11,445
64	Final Parcel Map		\$ 5,375
65	Appeal		\$ 6,015
66	School Master Plan		\$ 6,765
67	Initial Review/Negative Declaration		\$ 9,600
68	Zoning Ordinance Amendment		\$ 13,695
69	General Plan Amendment		\$ 32,400
70	Zoning Review for Home Occupation Business		\$ 830
71	Pre-Application Review		\$ 270
72	Street Easement Vacation		\$ 6,820
73	Code Enforcement - Administrative (Penalty) Fee	Flat Fee	\$ 1,350
	Note: Initial Review (2 reviews for fee amount; additional reviews billed at staff hourly rate).		
74	a. Fence		\$ 690
75	b. Accessory Structures (includes pools)		\$ 1,225
76	c. Accessory Buildings		\$ 1,280
77	d. Additions		\$ 2,100
78	e. New Construction		\$ 2,780
80	School Master Plan Plus CUP		\$ 9,360
81	Technology Surcharge (upgrade and maintain development technology)	Flat % Fee	3.70%
82	Subdivision Exception		\$ 10,810
83	SB 9 Tentative Map		\$ 11,505
84	SB 9 Final Map		\$ 7,100
85			
86	Wireless WTF (minor modification)		\$ 7,095
87	Wireless WTF (major modification)		\$ 10,290
88	Junior accessory dwelling unit JADU		\$ 0
89	Accessory Dwelling Unit ADU-That comply with Town Setbacks Standards		\$ 0
90	Accessory dwelling Unit ADU		\$ 1,765
91	Environmental Impact Report (deposit for staff time plus consultant actual cost plus 25% admin)		\$ 2,130
92	Recording Fees (County and State)	Per Agency by Applicant	
93	Planning Commission Tree Protection Zone Exceptions (PTPZ)		\$ 2,775
94	Town Planner	Hourly	\$ 305
95	Sr. Planner	Hourly	\$ 270
96	Associate Planner	Hourly	\$ 245
97	Assistant Planner	Hourly	\$ 190

Town of Atherton Master Fee Schedule

#	Fee Description		Fee Amount
98	Admin	Hourly	\$ 125
Engineering Fees			
Encroachment Permits and Fees			
Class A - One Inspection Required:			
99	Driveway Connection to Street:	Per Application	\$ 460
100	Additional Plan Check	Per Application	\$ 75
101	Additional Inspection	Per Application	\$ 100
Class B - Two Inspections Required:			
102	Driveway Connection to Street:	Per Application	\$ 610
103	Additional Plan Check	Per Application	\$ 75
104	Additional Inspection	Per Application	\$ 100
Class C - Three or More Inspections Required:			
105	Driveway Connection to Street - Asphalt/Pavers:	Per Application	\$ 750
106	Without Driveway Culvert (up to 3 inspections)	Per Application	\$ 75
107	Additional Plan Check	Per Application	\$ 100
108	With Driveway Culvert (up to 4 inspections)	Per Application	\$ 895
109	Additional Plan Check	Per Application	\$ 95
110	Additional Inspection	Per Application	\$ 100
Driveway Connection to Street - Concrete:			
111	Without Driveway Culvert (up to 4 inspections)	Per Application	\$ 895
112	Additional Plan Check	Per Application	\$ 95
113	Additional Inspection	Per Application	\$ 100
114	With Driveway Culvert (up to 5 inspections)	Per Application	\$ 1,185
115	Additional Plan Check	Per Application	\$ 95
116	Additional Inspection	Per Application	\$ 100
Class D - Public Right of Way			
117	Right-of-Way Landscaping, Fence, Etc. - Minor Construction (up to 2 inspections)	Per Application	\$ 535
118	Additional Plan Check	Per Application	\$ 145
119	Additional Inspection	Per Application	\$ 100
120	Right-of-Way Landscaping, Fence, Etc. - Standard (up to 2 inspections)	Per Application	\$ 610
121	Additional Plan Check	Per Application	\$ 145
122	Additional Inspection	Per Application	\$ 100
Connection to Storm Drain or Atherton Channel:			
123	a. In Pavement	Per Application	\$ 1,040
124	Additional Plan Check	Per Application	\$ 145
125	Additional Inspection	Per Application	\$ 360
126	b. Outside Pavement	Per Application	\$ 900
127	Additional Plan Check	Per Application	\$ 430
128	Additional Inspection	Per Application	\$ 100
129	Utility - Minor (One Inspection Required):	Per Application	\$ 460
130	Additional Plan Check	Per Application	\$ 75
131	Additional Inspection	Per Application	\$ 100
Utility Connect/Disconnect:			
132	a. In Pavement	Per Application	\$ 750
133	Additional Plan Check	Per Application	\$ 75
134	Additional Inspection	Per Application	\$ 100

Town of Atherton Master Fee Schedule

#	Fee Description		Fee Amount
135	b. Outside Pavement	Per Application	\$ 610
136	Additional Plan Check	Per Application	\$ 75
137	Additional Inspection	Per Application	\$ 100
	Utility Main (up to 100 LF)		
138	a. In Pavement	Per Application	\$ 825
139	Additional Plan Check per 100 LF	Per Application	\$ 145
140	Additional Inspection per 100 LF	Per Application	\$ 290
141	b. Outside Pavement (up to 100 LF)	Per Application	\$ 825
142	Additional Plan Check per 100 LF	Per Application	\$ 145
143	Additional Inspection per 100 LF	Per Application	\$ 290
	Wireless Telecommunication and Utilities Installation Permit (25 LF or less):		
144	i. Without Trenching	Per Application	\$ 2,470
145	ii. With Trenching	Per Application	\$ 2,905
146	iii With Trenching > 25 LF (per 100 LF or fraction thereof)	Per Application	\$ 580
	Property Improvement Permits and Reviews		
	Grading and Drainage:		
147	a. Without Detention or Treatment System	Per Application	\$ 3,035
148	b. With Detention System	Per Application	\$ 4,045
149	c. With Multiple Detention / treatment Systems	Per Application	\$ 5,200
150	d. With Stormwater treatment system	Per Application	\$ 4,045
151	Detention System Annual Report Filing	Per Application	\$ 1,155
152	Detention System Annual Report - Submittals Out of Compliance	Per Application	\$ 865
153	Storm Water Permit Compliance Review/Inspection Deposit		\$ 640
154	Storm Water Permit Compliance Review/Inspection	Hourly based on Engineering Support Staff rates	
155	Stop Work Order (Penalty)	100% of permit	
156	Code Enforcement - Administrative (Penalty)	Hourly based on Engineering Support Staff rates	
157	Work without a permit (penalty)	100% of permit	
158	Public Works application fee	Per Application	\$ 160
159	Oversized load permit (outside of right of way)	Per Application	\$ 580
160	Technology Surcharge (upgrade and maintain development technology) (2.43% of fee)	Flat % Fee Per Application	2.45%
161	Additional work not reflected above - at cost	Hourly based on Engineering Support Staff rates	
162	Traffic Control Permit (includes plan check & first week of inspection)	Base Fee	\$ 460
163	Traffic Control Inspection	(each additional week)	\$ 145
164	Traffic Control Inspection (for longer term projects)	Inspection (per month)	\$ 435
165	Contract Services	Actual cost plus 25%	
166	NPDES Stormwater Maintenance Agreements		\$ 2,265

Town of Atherton Master Fee Schedule

#	Fee Description		Fee Amount
167	Office Specialist	Hourly	\$ 175
168	Sr. Engineer/Maint Mgr	Hourly	\$ 290
169	Associate/Senior Engineer	Hourly	\$ 290
170	PW Director/City Engineer	Hourly	\$ 350
Police Fees			
	Copy of Police Report:		
171	a. Without Photos or digital media		\$ 0.35
172	b. With Photos or digital media		\$ 255
173	Vehicle Releases Fee		\$ 110
174	Vehicle Repossession Fee		\$ 45
175	Initial Alarm Registration Fee		\$ 100
176	Renewal Alarm Fee		\$ 50
177	Alarm Alert Signs		\$ 40
178	Garage Sale/Estate Sale Permits		\$ 40
179	Solicitor Permit (Valid for six months; business license required)		\$ 45
180	After Hours Emergency Construction Permits		\$ 300
181	Special Service Request		\$ 35
182	On-Site Personnel Fee	(4 Hr. min - \$175/hour)	\$ 700
183	Police Department Clearance Letter		\$ 40
184	Subpoena Acceptance fee (police personnel)	Per day	\$ 275
185	Code Enforcement - violation fee (varies)	Base Fine	
	False Alarms: (first 3, warnings-no fee)		
186	False Alarm - 4th		\$ 400
187	False Alarm - 5th		\$ 500
188	False Alarm - 6th and above		\$ 600
189	Citation Sign Off Fee		\$ -
190	Sign (e.g. Real Estate Sign) Removal Fee		\$ 40

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	\$3,571.03 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

Town of Atherton Master Fee Schedule

Park Fees				
All Park Fees are Based On Resident and Non-Resident Basis				
			ATHERTON RESIDENT	NON-ATHERTON RESIDENT
The Main House				
	Includes outdoor area adjacent porch or lower patio			
191	(Monday - Friday) 4 hour minimum		\$130 per hour	\$205 per hour
192	Saturday, Sunday, or Holidays (2 hour Minimum)		\$360 per hour	\$460 per hour
	Price does not include Refundable Security deposit			
193	Security Deposit		\$615	\$615
Outdoor Area (add on to Main House)-Exclusive Use				
	Price includes the rental of one of the following: Water Tower Lawn, or Event Garden			
194	Every day (4 hour minimum)		\$155 per hour	\$205 per hour
	Price does not include Refundable Security deposit			
195	Security Deposit		\$310	\$310
Carriage House				
196	Every Day (4 hour minimum)		\$130 per hour	\$205 per hour
	Price does not include Refundable Security deposit			
197	Security Deposit		\$615	\$615
Jennings Pavilion				
	Includes Water Tower Lawn, event garden, patio, and side lawn (subject to availability)			
198	Friday Day Use or Monday - Thursday (4 hour minimum)**		\$255 per hour	\$410 per hour
	**Day use has 4 hour minimum, up to 4pm. 6 hour minimum ending after 4pm.			
199	Friday Evenings, Saturday, Sunday, or Holidays (4-6 hour minimum)		\$770 per hour	\$1025 per hour
	Price does not include Refundable Security deposit			
200	Security Deposit		\$1,230	\$1,230
Tennis Courts Fees				
	Key Purchases:			
201	1 Standard Key **	Flat Fee	\$105	\$280
	**Resident Clay Court Access included in Standard Key Charge			
203	1 Clay Key ONLY	Flat Fee	\$50	
204	Clay Court Access (Non-resident)			\$30 per hour
Day Use Permit Fees Holbrook-Palmer Park				
205	13-25 people *	Flat Fee	\$100	\$155
206	26-50 people *	Flat Fee	\$180	\$310
	* Fee when registering at least one day in advance			

**Town of Atherton
Master Fee Schedule**

Park Fees				
All Park Fees are Based On Resident and Non-Resident Basis				
			ATHERTON RESIDENT	NON-ATHERTON RESIDENT
	Same Day Registration Doubles Day Use Permit Fee with a minimum of \$200			
207	North Meadow Rented as Day Use Fee	above 50 people requires rental of Carriage House		
OTHER PARK RENTAL FEES				
208	Baseball Field (Per Hour)			\$40 Per hour
209	Other Fields (Per Hour)			\$40 Per hour
Staff Hourly Rates				
210	Facility maintenance staff for services related to facility maintenance and preparation (Before & After Events)			\$135 per hour
211	Facility attendant staff for services related to on-site availability during event			\$70 per hour
Photo-Shoot Permits				
212	One (1) Day	Flat Fee		\$135
213	One (1) Month	Flat Fee		\$655
214	Drone Application Fee/Day	Flat Fee		\$195
215	Hosted Indoor Classes (Requires Separate Use Agreement)	Per hour		\$40 per hour
216	Hosted Outdoor Classes (Requires Separate Use Agreement)	Per hour		\$50 per hour