



# Town of Atherton

## FISCAL YEAR 2025/26 OPERATING & CAPITAL IMPROVEMENT BUDGET



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**TOWN OF ATHERTON - CALIFORNIA**

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**Adopted [✓]**

**FISCAL YEAR 2025-2026 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



## **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 the San Francisco Peninsula in southern San Mateo County. Atherton is a small, rural, 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 6,976, according to the 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 the 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; This 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 a meeting spot for many patrons visiting the Atherton Library or those wishing to enjoy a coffee, tea, and pastry with friends, family, or colleagues. The Town Center is 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**

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**TO:** Honorable Mayor and Members of the City Council  
**FROM:** George J. Rodericks, City Manager  
**DATE:** June 18, 2025  
**SUBJECT: Recommended Operating Budget for FY 2025-2026**

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Staff is pleased to present the Annual Operating Budget for FY 2025/26. The Council held four (4) public sessions in review of the Town Operational and Capital Budgets. The FY 2025/26 Operating Budget continues to reflect a positive outlook with a focus on Capital Projects and other Town Priorities. Staff strives to ensure that the Town's fiscal position remains positive while continuing current programs, policies, and services. Traffic safety improvements continue to be 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 FY2025/26. The Bicycle and Pedestrian Master Plan is currently being updated. 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 projects are moving forward. The Park playground and restroom improvement projects are in design, as well as initial discussions on Town Center and Library Circulation Plan.

Staff incorporated all City Council feedback from the FY 2025/26 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 in our CIP program. At the Budget Study Session on June 4, in addition to approving the \$3m ADP allocation to CalPERS, the Council made the following adjustments:

- Move the Drainage Master Plan from FY 2027/28 to FY 2026/27
- Move the Park Master Plan from FY 2026/27 to FY 2027/28
- Reduce the Park Master Plan from a budget estimate of \$350,000 to \$250,000
- Reduce the allocation to the Facility Replacement Fund to \$250,000

Reflected below are the final updates since the June 4 study session. All of these changes have been incorporated and the below represents the FY 2025/26 Proposed Operating and CIP Budget as directed by Council.

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**Recommended Operating Budget**

**FY 2025/26**

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*For FY 2025/26, General Fund revenues are projected at \$24,712,266 and General Fund expenditures are projected at \$22,134,254. This reflects a single year surplus of \$2,578,012 before the addition below the line of ERAF and transfers in/out for CIP, debt service, and ADP. There is a projected year-end positive fund balance in the General Fund of \$9.57 million.*

## REVENUE HIGHLIGHTS

FY 2025/26 Total General Fund revenues are projected at \$24,712,266. Grants and contributions are only budgeted if they have been authorized and approved by the granting agency. A Cal-Recycle grant of \$5,000, and a Community Oriented Policing Grant of \$190,000 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.

	<b>Actual</b>	<b>Orig. Budget</b>	<b>Adjusted</b>	<b>Recommended</b>
<b>Category</b>	<b>FY 2023/24</b>	<b>FY 2024/25</b>	<b>FY 2024/25</b>	<b>FY 2025/26</b>
<i>Secured Property Tax</i>	<i>\$12,024,626</i>	<i>\$12,797,625</i>	<i>\$13,182,117</i>	<i>\$13,850,000</i>
<i>Other</i>	<i>\$2,457,130</i>	<i>\$3,006,960</i>	<i>\$2,983,225</i>	<i>\$3,534,500</i>
<b>Subtotal Property Tax</b>	<b>\$14,481,756</b>	<b>\$15,804,585</b>	<b>\$16,165,342</b>	<b>\$17,384,500</b>
<b>Sales Taxes</b>	<b>\$434,106</b>	<b>\$442,400</b>	<b>\$487,400</b>	<b>\$529,000</b>
<b>Franchise Fees</b>	<b>\$972,543</b>	<b>\$1,076,000</b>	<b>\$1,058,774</b>	<b>\$943,000</b>
<b>Intergovernmental</b>	<b>\$42,066</b>	<b>\$40,800</b>	<b>\$46,767</b>	<b>\$47,900</b>
<b>Business License Tax</b>	<b>\$279,184</b>	<b>\$290,000</b>	<b>\$290,000</b>	<b>\$298,000</b>
<b>Planning Fees</b>	<b>\$346,190</b>	<b>\$850,300</b>	<b>\$435,300</b>	<b>\$520,300</b>
<b>Building Fees</b>	<b>\$1,655,279</b>	<b>\$2,203,280</b>	<b>\$2,419,200</b>	<b>\$2,449,400</b>
<b>Policing Fees</b>	<b>\$466,361</b>	<b>\$368,861</b>	<b>\$541,092</b>	<b>\$540,450</b>
<b>Public Works Fees</b>	<b>\$467,571</b>	<b>\$659,700</b>	<b>\$535,700</b>	<b>\$685,700</b>
<b>Park Program Fees</b>				
<i>Social Fees</i>	<i>\$34,300</i>	<i>\$60,700</i>	<i>\$49,000</i>	<i>\$40,000</i>
<i>Class Fees</i>	<i>9,963</i>	<i>\$15,300</i>	<i>\$13,500</i>	<i>\$15,700</i>
<i>Weddings</i>	<i>\$800</i>	<i>\$20,000</i>	<i>\$0</i>	<i>\$5,000</i>
<i>Day Use Fees</i>	<i>\$11,220</i>	<i>\$19,000</i>	<i>\$13,000</i>	<i>\$19,000</i>
<i>Catering Service Fee</i>	<i>\$5,178</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>

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**Recommended Operating Budget**

**FY 2025/26**

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	<b>Actual</b>	<b>Orig. Budget</b>	<b>Adjusted</b>	<b>Recommended</b>
<b>Category</b>	<b>FY 2023/24</b>	<b>FY 2024/25</b>	<b>FY 2024/25</b>	<b>FY 2025/26</b>
<b>Subtotal</b>	<b>\$61,462</b>	<b>\$115,000</b>	<b>\$75,500</b>	<b>\$79,700</b>
<b>Misc. Revenues</b>				
<i>Admin Citations</i>	<i>\$71,800</i>	<i>\$90,000</i>	<i>\$45,000</i>	<i>\$91,800</i>
<i>Cell Lease(s)</i>	<i>\$73,606</i>	<i>\$74,816</i>	<i>\$74,816</i>	<i>\$74,816</i>
<i>Interest Income</i>	<i>\$1,044,261</i>	<i>\$300,000</i>	<i>\$300,000</i>	<i>\$320,000</i>
<i>Knox Playschool</i>	<i>\$56,617</i>	<i>\$55,000</i>	<i>\$70,000</i>	<i>\$70,000</i>
<i>C&amp;D Forfeiture</i>	<i>\$1,022,800</i>	<i>\$500,000</i>	<i>\$500,000</i>	<i>\$500,000</i>
<i>Other</i>	<i>\$267,147</i>	<i>\$130,280</i>	<i>\$535,573</i>	<i>\$177,700</i>
<b>Subtotal</b>	<b>\$2,536,231</b>	<b>\$1,150,096</b>	<b>\$1,525,389</b>	<b>\$1,234,316</b>
<b>Total General Fund</b>				
	<b>\$21,742,747</b>	<b>\$23,001,022</b>	<b>\$23,580,464</b>	<b>\$24,712,266</b>
<i>Excess ERAF</i>	<i>\$2,663,605</i>	<i>\$2,500,000</i>	<i>\$2,771,578</i>	<i>\$2,500,000</i>
<b>Total Revenues</b>	<b>\$24,406,352</b>	<b>\$25,501,022</b>	<b>\$26,352,042</b>	<b>\$27,212,266</b>

- Note – table includes ERAF.

Educational Revenue Augmentation Fund (ERAF)

The Town’s ERAF revenue for FY 2024/25 was \$2,771,578. This is an increase of \$271,578 over the budget of \$2,500,000. ERAF funding continues to be budgeted below the line for one time use. The Town uses ERAF revenue to help reduce long-term liabilities and fund one-time capital project needs (Town Center) and recently as an allocation to the Town’s Capital Improvement programs. It is not included as operational revenue. The use of ERAF revenue is a year-to-year decision by the City Council as part of the budget process. ERAF is set at \$2.5 million for FY 2025/26.

Revenue Assumptions

For FY 2025/26, **Property Taxes** still represent 70% of the Town General Fund Revenues. The total projected revenue from property taxes is \$17,384,500, approximately 7.5% or \$1,219,158 over the FY 2024/25 actuals estimate. Changes in property values are based mainly on a combination of the projected CPI growth plus a review of sales, and construction activity that will come online in the next assessment period. The Town’s Property Tax Consultant HdL Companies suggests that the Town use a projected increase of 4% to 5.5% in Property Tax revenues. Since FY 2011/12, the Town has seen an Assessed Property Value growth of about 157%.

The FY 2023/24 VLF amount was \$1,651,448 and the funds available from the State were \$946,881. There is a shortfall outstanding of \$704,567. The County submitted a claim to the State for the FY2023/24 VLF shortfall to be addressed in the States upcoming FY 2025/26

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budget. *It was recently confirmed that the FY2023/24 VLF shortfall is listed in the State's FY 2025/26 Budget.* The FY 2024/25 VLF amount for the Town is \$1,758,734 and the funds available from the State are \$1,023,549. There is an estimated shortfall of \$735,185. Staff have budgeted the VLF for FY2025/26 with the understanding of a shortfall occurring while also possibly receiving partial payment for prior shortfalls.

Other General Fund revenues for FY 2025/26 include conservative revenue assumptions and reflect current market assumptions. Revenue from activities in the Building, Planning and Public Works Departments comprise the majority of the 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 projected at approximately 4% and based on the current trend of building activity for residential improvements and new construction. Franchise fee revenues are projected at 1 to 2 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.

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## EXPENDITURE HIGHLIGHTS

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Overall, General Fund expenditures are estimated at \$22.13 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

The 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 \$896,498 since FY 2019/20.

The *employer* cost for CalPERS pension costs for Miscellaneous employees is 12.74%. This represents an increase of .07% from the prior year. With the above cost sharing agreement, the actual cost is reduced to 11.74%. The Public Safety employee cost is 29.35% (an increase of .05%). Through the cost-sharing agreement, the Town's actual cost is 26.35%.

Listed below are the Unfunded Accrued Liabilities (UAL) dollar amounts the Town has paid for FY 2018/19 through FY 2024/25. The FY 2025/26 total UAL payment is \$1,839,866 and is an increase of **\$320,297**. These expenses are incorporated into respective department budgets

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<b>CalPERS Employer Payment of Unfunded Liability</b>	<b>UAL FY 2018/19</b>	<b>UAL FY 2019/20</b>	<b>UAL FY 2020/21</b>	<b>UAL FY 2021/22</b>	<b>UAL FY 2022/23</b>	<b>UAL FY 2023/24</b>	<b>UAL FY 2024/25</b>
<b>Miscellaneous Employees</b>	\$230,536	\$288,470	\$333,762	\$393,774	\$452,652	\$431,925	\$518,728
<b>Public Safety Employees</b>	\$607,679	\$750,799	\$860,123	\$6,007,045	\$813,210	\$791,076	\$1,000,841
<b>Total Contribution</b>	<b>\$838,215</b>	<b>\$1,039,269</b>	<b>\$1,193,885</b>	<b>\$6,400,819</b>	<b>\$1,265,862</b>	<b>\$1,223,001</b>	<b>\$1,519,569</b>

The Town Finance Committee reviewed an analysis from an Ad Hoc Subcommittee on the Unfunded Accrued Liability (UAL). At its March 18, 2025 meeting the Audit & Finance Committee reviewed a presentation concerning the effects on future annual minimum required UAL payments for the Classic Safety Plan with CalPERS of making a one-time Additional Discretionary Payment (ADP) of \$1 million, \$2 million or \$3 million. As a result of this analysis, the Committee strongly encourages making an ADP and presents a recommendation that the Council must first consider whether the money used for making an ADP would be better used for another purpose (such as, e.g., capital improvements or operating expenses) and do a cost-benefit analysis of the various uses.

*During the June 4, 2025 study session, the Council reviewed the 5-Year Financial Outlook to address CIP programs and the ADP amount to include in the toward paying down the Town's Unfunded Actuarial Pension obligation amount. Direction was given to include a \$3 million ADP to the Classic Public Safety Pension Plan.*

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

<b>Unfunded Actuarial Liability</b>				
<b>As of June 30, 2023</b>				
<b>Retiree Class</b>	<b>Liability</b>	<b>Funded</b>	<b>Unfunded</b>	<b>Funded Ratio</b>
Classic Miscellaneous	\$21,966,901	\$14,752,981	\$7,213,920	67.2%
PEPRA Miscellaneous	\$1,221,528	\$1,068,328	\$153,200	87.5%
Classic Safety	\$55,161,289	\$41,750,395	\$13,410,894	75.7%
PEPRA Safety	\$2,758,417	\$2,348,658	\$409,759	85.1%
<b>Totals</b>	<b>\$81,108,135</b>	<b>\$59,920,362</b>	<b>\$21,187,773</b>	<b>73.8%</b>

*OPEB*

Town retiree health expenses are being paid through the PARS Trust. The operational cost savings expense to all General Fund operation departments for FY 2025/26 is (\$524,960). The current OPEB Liability is \$8.15 million and there is currently \$8.66 million in the Trust. This results in an estimated Net OPEB Liability *asset* of \$510,276.

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## **BUDGETS BY DEPARTMENT**

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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.

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### **CITY COUNCIL OPERATIONS OVERALL NET DECREASE OF \$7,415**

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

#### Operations

FY 2025/26 includes an advertising/publishing for Council meeting postcard notifications and minor increases in membership dues and meals. The allocation to HIP Housing (\$15,000) was shifted to the Planning Department budget. There was a decrease in the municipal election budget line item as there are no general election costs in the fiscal year.

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### **ADMINISTRATION DEPARTMENT OVERALL NET INCREASE OF \$63,345**

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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, 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 slightly to \$21,840. The majority of the increase is in CalPERS UAL, salary adjustment, and cost of living adjustment placeholder.

#### Operations

There was an increase in operations expenses in the amount of \$41,505. The majority of the increase is due to Other Equipment Repairs & Maintenance - copier lease, increased printing of materials, advertising noticing, and Laserfiche records management project, and support for

**Recommended Operating Budget**

**FY 2025/26**

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refuse recycling reporting. There are continued sustainability programs and outreach efforts and maintaining of budgeted expenses for the Town's Earth Day event.

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

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

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**FINANCE DEPARTMENT  
OVERALL NET INCREASE OF \$61,679**

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

Personnel and Benefits

Overall, the salaries and benefits category increased by \$52,199. This includes the cost-of-living placeholder, job reclassification, health insurance for active employees' expense, and UAL payment increases.

Operations

Operation expenses for the Department increased by \$9,300. Specific increases related to Printing Services for Town Budget and Other Contract Services for HDL services and meetings.

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**PLANNING DEPARTMENT  
OVERALL NET DECREASE OF \$169,620**

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The Planning Department budget consists of contract planning services and associated services and costs. The Department also includes an allocation of arborist service costs related to planning activities. The budget includes necessary staff hours and counter review for day-to-day processing of basic applications. Most 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 has been working on finalizing the required environmental reviews, expanded objective design standards, Safety Element updates, In-lieu Exclusionary Fee Nexus Study and Financial Feasibility Analysis report. As the above updates have been in process during the current fiscal year, there is a budgetary decrease in FY 2025/26

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of (-\$261,300). Once the Housing Element is completed this will not be an operation expense until the next Housing Element update Cycle.

### Operations

The Planning Department operations budget includes a decrease in operations budget due to Housing Element winding down, but the department has an increase in the basic planning services contract expense of \$74,000 to ensure core staffing of planning services for the Town Community Development. There have been increases in the number of application reviews for SB 9, ADU, and other similar permits. There was an increase of \$35,000 for membership fees to the ADU Resource Center of San Mateo County

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### **BUILDING DEPARTMENT OVERALL NET INCREASE OF \$76,305**

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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 increased \$23,433. There were adjustments in salaries, cost of living placeholder, and CalPERS UAL payment increases.

### Operations

The majority of the increase is due to a corresponding Building and Life Safety Contract Services increase - \$57,296. This is based on the revenue assumption for the department for the upcoming fiscal year. As mentioned previously this revenue sharing contract is currently being reviewed.

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### **INTERDEPARTMENTAL OVERALL NET INCREASE OF \$42,702**

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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

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The annual cost for IT support is set at an amount that supports the Town's IT service needs - \$163,200. *Later in tonight's meeting there is an adjustment to the contract to \$175,440.* The majority of the departmental increase is in the general liability, employment practice, and property insurance cost increases - \$20,000 - to maintain the Town's cost for insurance and self-insured retention.

IT Infrastructure expense includes needs and upgrades identified with Town Center. The FY 2025/26 Budget maintains the 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 were increases in the IT infrastructure expense for the additions of AI engine search and legacy SKU for agenda automation. There was an additional increase of \$15,200 that includes server storage replacement (\$8K), an increase in Microsoft licenses for Office 365 (\$4K), and cloud backup (\$3K).

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### PUBLIC WORKS DEPARTMENT OVERALL NET INCREASE OF \$189,046

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The Public Works Department budget consists of 5 distinct areas of focus: Engineering, Streets, Park Maintenance, Park Programs, and Building Maintenance. The department recently went through a restructuring to a reclassification of the Senior Engineer to Associate Engineer and the hiring of a Maintenance Manager. The current fiscal year saw the hiring of a Management Analyst. The salaries and benefits of all or portions of six full-time employees (Public Works Director, Associate Engineer, Maintenance Manager, Town Arborist, Management Analyst and Office Specialist) are included in the budget. The budget includes contract services for the Town Maintenance Services (MCE), Custodial Services, new Landscape Maintenance Services, Facility Maintenance services, Tree Trimming, Street Sweeping, Signal Maintenance, Street Light Maintenance, Contract Engineering, and Park Event Services. The 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.

#### Personnel and Benefits

Overall, the salaries and benefits category increased \$79,760. The majority of the increase in salaries and benefits category is due to the cost-of-living placeholder. There was also an increase in active employee health insurance. The CalPERS UAL payment increased by \$28,532.

#### Operations

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There is an increase in operational expenses of \$103,286. Most of the increase is due to the current contract Maintenance Service Budget (MCE) and a contractual 3% CPI adjustment expense of \$41,150. Contract Tree maintenance expense had a slight increase, and there was a reduction in Contract Custodial Services allocation one-time expense. There is an increase in contract landscaping maintenance of \$45,000 for ECR median required maintenance. This was an added service in the FY 2024/25 budget that has been continued. There was an increase in building maintenance improvement of \$60,000 for the DG pathway repair behind the playschool. The Public Works Department operations budget includes professional engineering, town service needs, existing contracts for facilities maintenance services, repair and maintenance. The budget includes the maintenance of the Town service contracts with various vendors for the needs and services for the Town Center facility maintenance. There was an increase of \$6,000 in Facility Repairs and Maintenance for plants and greenery in Town Center office spaces.

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### **POLICE DEPARTMENT**

### **OVERALL NET INCREASE OF \$674,436**

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The Police Department budget consists of four distinct divisions: Admin/Training, Patrol/Traffic, Investigations, and Communications/Records. Within these areas are specific areas of focus including detectives, community service officers (and code enforcement), school resource officer, K-9s, dispatch, and administration. Deployment consists of 4 Patrol Teams of 12 hours shifts (2 day shift 7am – 7pm and 2-night shift 7pm – 7am). Minimum staffing consists of 1 supervisor, 2 officers, and 1 dispatcher. The Department currently has one officer vacancy. Vacancies often result in increased overtime, which is offset, in part, by overall salary savings at the end of the year.

#### Personnel and Benefits

Overall, the salary and benefits category increased \$725,699. This is largely due to the increase in estimated salary adjustments, cost of living adjustment and CalPERS UAL payment (~200k). This results in a salary adjustment of \$554,816 for FY 2025/26 for a department budgeted as fully staffed. The line item for overtime expense (OT) has increased to \$750,000 to address the expanded needs for directed enforcement and operations. Department overtime includes augmented categories for OT pay for dispatchers; OT for backfill staffing-court, training, investigations, special operations/directed enforcement OT, and holiday OT.

#### Operations

Overall, the Operations expenditure budget for the Police Department decreased by (\$101,155). The majority of this was due to a decrease in contract services expenses. There are donation driven programs (such as the health and wellness program (~\$195,000), and perishable skills training (~40,000). The health and wellness and perishable skills programs are annual review programs that will seek donations for continued funding. These are anticipated to be reviewed during FY 2025/26 for program continuation and will be amended to the budget if successfully funded. They are not included in the budget unless they are funded.

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There is an increase in telephone expenses for radio circuits, an increase in required POST Training, and slight increases in Training and Conferences. There are slight increases in Animal Control services, K-9 expenses, Other Supplies and Materials, and Machinery and equipment. *There was an additional increase of \$49,892 due to an identified need to update the dispatch phone recording system. There was also funding added for the CAD RIMS system's annual maintenance, as well as slight increases in Other Contract Services and Other Supplies and Materials.*

The Department is purchasing supplemental equipment from the separate Equipment Replacement Fund. These are purchases which are funded via annual departmental allocations into the Fund until purchases are necessary. These supplemental items include the purchase of necessary firearm replacements for the department. The Department is also anticipating the replacement of 3 motorcycles for a total amount of \$225,000 as part of its regular equipment replacement schedule. These are grant funded. Grant funds will reimburse the Equipment Replacement Fund. The standard Equipment Replacement Fund allocation for the department has increased from \$190,000 to \$210,000.

### **GENERAL FUND SUMMARY**

For FY 2025/26 the Town's General Fund Revenues are projected at \$24,712,266 against \$22,134,254 in expenditure. This will result in a single year-end positive balance of \$2,578,012 and a total ending Fund Balance of \$9,572,799.

FY 2025/26 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 \$5,555,000 and Transfers out of \$3million for ADP. There will be a single-year projected change in fund balance by a negative \$3,538,859. The negative change reflects the drawdown of unallocated reserves Fund Balance of \$5.555 million for capital projects and \$3million ADP from the Town Financial Planning model. Transfer Out to CIP Fund 401 for capital projects is \$5,555,000 as there was a reduction of \$50,000 allocation in the CIP Fund 401 due to the adjustment of the Facility Replacement Fund from \$300,000 to \$250,000.

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## **LIBRARY FUND**

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### **REVENUES**

The Town is a member of the San Mateo County Library JPA system. The Library is funded through property taxes that are collected and allocated to library services. Under the JPA, jurisdictions are permitted to retain excess funds generated from the local property taxes as long as the basic library services are met. These excess funds are held in trust by the County of San Mateo. The Town's most recent use of all excess funds was for the new Library Project– as well as extended library hours of daily operation, utilities, maintenance costs and aesthetic upgrades to the Library café deck. Excess funds were advanced to the Town to allow completion of the

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Project. With the completion of the new Library, annual excess funds, minus amounts needed for yearly operation of the Library, are 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 County holds all future Town excess funds.

The FY 2024/25 beginning fund balance for the Library Fund is \$2,717,591. This includes the SMCL funds in the amount of \$2,162,098 held in trust retained by the Library JPA. The remaining balance of the advancement of the SMCL JPA funds to be paid back is \$1,157,910. SMCL will deduct the remaining advancement amount from our Library funds held in trust. With the Town advancement of funds fully paid off, any remaining excess Library funds after the Library and the Town Library related activities expenses will be evenly split.

The estimated FY 2025/26 revenue for the Atherton Library JPA is approximately \$5.25million and the SMCL operations is estimated at \$3.37million. The Town estimate for FY 2025/26 is \$1,032,902. After deducting the Library related activities, the remaining excess Library funds is \$847,098. This amount will be evenly split between the JPA and the Town at approximately \$423,549 each. These funds will be held in the San Mateo County Library Trust for the Town.

### **EXPENDITURES**

The FY 2025/26 projected expenditures for the Library are \$1,207,902 for operations, utilities, maintenance costs, use of town facilities, development of spaces and Improvement Project Children's Nature Garden.

These costs breakdown as follows:

- Contract Maintenance Services - \$39,000
- Contract Custodial - \$75,000
- Facility Repair/Maintenance - \$4,000
- Utilities/Electrical - \$120,000
- Utilities/Water - \$40,000
- Contract Vector Management - \$800
- Building Security - \$250
- Other Contract Services - \$95,000
- Other Supplies and Materials - \$200,000
- Building Improvements/Capital Outlay - \$440,000 & \$175,000
- Building Maintenance Manager - \$18,852

There is an allocation for Other Supplies and Materials of \$200,000 for the use of Town facilities for Library programming, various Town programming, and aesthetics needs around the Library outdoor spaces. These include the use of Town facilities at the Park for various Library programs, purchases of various items for the development of spaces such as refresh of tables,

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canopies, umbrellas, café benches and community room furniture. The budget also includes an allocation of \$440,000 for capital outlay related to the Children’s Nature Garden. This project is currently in the design phase and is anticipated to begin construction in the new fiscal year.

There were minor changes to the Library Funds for capital improvement expense increase in the amount of \$175,000. During the CIP portion of the May 7 Study Session, there was discussion regarding Town Center and Circulation project (Holbrook-Palmer Park connection) review and analysis of pedestrian connectivity options including analysis of traffic improvements around the Town Center to facilitate access and mobility through the Town Center and to the Park. This includes Station Lane connection along Maple to Watkins Avenue as partial Library-related improvements for pedestrian pathway accommodation. The Town will be pursuing the design of these pathway improvements and \$100,000 is allocated as the Library portion. Additional improvements for the design of parking lot modifications to add parking stalls along the mulch section along the track (\$15,000) and design to add solar carports/EV charging (\$60,000) along the track side of the Town Center.

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## **OTHER RESTRICTED FUNDS**

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

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## **EQUIPMENT REPLACEMENT FUND**

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The Equipment Replacement Fund is an internal depreciation fund for the replacement of large assets. The Fund is 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 2025/26, departmental allocations (revenues) total \$608,100 and the expenditures total \$375,000. The largest allocation charge is \$360,000 in the Police Department for FY 2025/26. This allocation reflects the purchase of 2 vehicles each year as part of the department’s regular maintenance and replacement schedule and for replacement purchase of new firearms. The Department is seeking the replacement of three (3) motorcycles for a total amount of \$180,000 as part of its regular equipment replacement schedule. These are replacement motorcycles to the patrol fleet traffic division. These motorcycles are grant funded, (grant revenue and expenditure) will occur within the Equipment Replacement Fund. 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 2025/26 the Police Department will also purchase \$150,000 in new firearm replacements. These supplemental items include the necessary firearm replacements for all sworn officers. There is a \$150,000 allocation expense to the replacement fund in Police Department operations budget for the purchase of these firearms. These were noted in the General Fund Budget presentation. Also within the Fund, the Finance Department anticipates an upgrade to the Town's Financial Accounting Software. The cost for upgrade and migration is \$45,000. There is sufficient allocation build to this fund for upgrade of the software.

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## WORKERS' COMPENSATION FUND

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The Workers' Compensation Fund accounts for the cost and expense of managing the Workers' Compensation Program through the Town's self-insurance risk pool, Cities Group Joint Powers Authority. 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.

As has been advised, the Cities Group JPA (Workers' Compensation) is experiencing some challenges. While the challenges do not affect the Town's costs, they are related to the stability of the JPA and its continued viability. Member agencies have begun discussions to dissolve the JPA. This will result in the Town and other member agencies having to identify alternatives. Agencies with higher risk exposure (i.e. those with public safety) will need to identify alternative pools with similar risk portfolios. As agencies explore options, the Cities Group JPA Pool agrees that the JPA will continue through the end of the 2025 calendar year and perhaps through June 2026. This will give agencies time to explore alternatives. If the JPA dissolves, each member agency would transition its claims out of the Cities Group and into alternative solutions. Loss tails and liability would follow each agency into any new JPA. The Town is currently exploring two alternative JPA's for the Town's Workers' Compensation coverage.

There are approximately thirteen (13) open claims that have incurred a *reserve* claims cost of approximately \$667,883 in the current year. This is a decrease of \$269,168 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 \$235,750, a decrease of \$80,320.

The Workers' Compensation Fund tracks expenditures on 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. The FY 2025/26 budget maintains a 1% charge of salary costs *for all departments*. In previous fiscal years the charge for the Police Department was 11%, as the Town experienced high claims liabilities in the Police Department. It was then reduced to 7% and now 1%. All

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other department charges were reduced from 3% to 1%. This was done to build up reserves for the Town's replenishment of equity reserves with the JPA. The reduction was due to the Workers' Compensation Fund maintaining enough reserves for future allocations of equity replenishments. Staff will continue to monitor this expense and with the possibility of moving to a new Worker's compensation carrier there may be need to increase the allocation in future years to maintain adequate reserves. Due to the Town's diligence in building up its Workers' Compensation Fund over the years, there is a healthy fund balance for transition from the Cities Group to a new JPA if there is a requirement for the establishment of an equity reserve.

The current year assessment is \$188,709 and is projected to increase \$250,000 in FY 2025/26. Currently, there are enough reserves in the Town's Worker's Compensation Fund for equity replenishment and current reserve claims. The FY 2025/26 expense is \$256,183 in the fund.

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### GENERAL LIABILITY FUND

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The General Liability Fund accounts for the insurance cost of general liability claims and property losses. The Town is part of an insurance pool administered by PLAN JPA. The activities within this Fund provide for expenses related to general liability insurance, employment practice insurance and self-insured retention claims. Total internal service charges from the General Fund for FY 2025/26 are estimated at \$634,331. This is an increase of 3.2%. The total FY 2025/26 projected expenditures for this fund are \$734,331. 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 four (4) claims in the fiscal year, however, the amount is a requirement established by PLAN JPA. Average retention claims are about 2 per year.

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### EMPLOYEE BENEFITS FUND

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The Employee Benefits Fund tracks expenditures across various departments for employment, unemployment, retirement, and healthcare benefits. The Fund also represents an audit compliant set aside for compensated absences (time earned) – vacation, sick leave, holiday, compensatory time, etc.). Revenue to the fund comes through charges allocated back to each departmental budget based on number and type of personnel within each department. Revenue to the Fund for FY 2025/26 is \$437,271. Expenditures for FY 2025/26 are \$443,346. The expenditure includes \$83,346 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 PEHMCA costs are paid directly to CalPERS and are reimbursable from the Town's OPEB Trust. 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. *The Employment Benefit Fund FY025/26 budget also includes an expense of \$800,000 to the General Fund for a potential allocation towards CalPERS Additional Discretionary Payment (ADP). This was a recommendation by*

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*staff as an allocation in support of a General Fund allocation toward an ADP amount of \$3million.*

Within this fund is also the employee benefits charge of \$274,223. 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 \$1,073,999. 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.

Included within this fund are unemployment insurance charges if there are any future claims charged to the Town. This is a charge of 1% of Operational Departments salary expense Any claims would be paid out of this fund. The total budgeted charge is \$75,202.

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## TENNIS FUND

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The Tennis Fund projected revenues are \$71,200. The majority of this revenue comes through the facility management services contract with Player Capital. 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 \$105 and includes clay court key, and the non-resident key increased is \$280 and clay court access of \$30/hour. These fees will increase based on a 2025 CPI of 2.7% in FY 2025/26.

Every year the Town reviews maintenance requirements for the courts and resurfaces 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 FY 2025/26 budget includes the purchase of tennis keys by residents and non-residents providing annual revenue of approximately \$20,000. Each January, new tennis keys go on sale for the new court locks that get installed in February.

For FY 2025/26, the Town anticipates expenditures of \$61,000. This includes \$13,000 for contract maintenance services for MCE, general court maintenance and facility repairs needs of \$45,000 and \$3,000 for building security court gates upkeep.

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## COPS - CITIZEN'S OPTION FOR PUBLIC SAFETY

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The COPS Office was created as a result of the Violent Crime Control and Law Enforcement Act of 1994. As a component of the Department of Justice, the mission of the COPS Office is to advance community policing in jurisdictions of all sizes across the nation. Community policing focuses on crime and social disorder through the delivery of police services that includes aspects

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of traditional law enforcement, as well as prevention, problem-solving, community engagement, and partnerships. In FY 1996/97, the California State Legislature created the Citizen's Option for Public Safety (COPS) Program. Funds have been available through the State of California to local entities in the form of Citizen's Option for Public Safety (COPS) Grant. The Town in recent years has seen an increase in funding. Recently received approximately \$186,000 from the grant. We project to receive \$190,000 in grant funds. These 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. The major projects are categorized into three areas:

- Streets & Transportation
  - Roadway Maintenance
  - Bicycle and Pedestrian Improvements (Active Transportation)
  - Traffic and Safety
- Drainage
  - Flood Control
  - Regulatory and Green Infrastructure
- Town Buildings, Park and Facilities
  - Town Center
  - Holbrook-Palmer Park

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

The 1<sup>st</sup> year (FY 2025/26) 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 was reviewed by the Planning Commission at their May 29, 2025, meeting. The Planning Commission determined that the Town CIP for Fiscal Years 2025/2026 – 2029/2030 is consistent and in conformance with the Town's General Plan.

The CIP program consists of (6) six capital improvement fund sources that the Town uses for capital improvement/infrastructure needs. The capital improvement fund sources include:

- Atherton General Fund
- Measure M – County Congestion Management Fee on vehicle registration
- Measure A – County ½-cent Transportation Sales Tax

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- Measure W- County ½-cent tax Congestion Relief Plan
- Gas Tax
- Atherton Channel Fund

This year the 5-year CIP was presented to City Council in the Study Session in a more detailed workshop format to allow for questions and discussion of individual projects, general discussion about broader objectives to be considered for future proposed projects and priorities for allocating funds. Though the Capital Improvement Program is funded with a variety of revenue sources, most of the revenue sources have restrictions on how the funds can be used. The General Fund is the primary funding source for the Capital Improvement Program and thus affords the greatest opportunity for discretionary expenditures for capital projects.

**During its May 7<sup>th</sup> Study Session workshop, staff provided the 5-Year Fiscal Outlook Spreadsheet and project list for Council review.** FY 2025/26 and beyond include established priority projects that include the Annual Road Maintenance Program, necessary Traffic and Safety Improvements, and the completion of ongoing projects. As noted above, funding for the CIP consists of a variety of sources, some of which are restricted, such as Measures A, Measure M, and Measure W funds, as well as funds from Gas Taxes, and the General Fund. The established priority projects and ongoing projects were noted for FY 2025/26. These projects included approximately \$4.7 M in general fund allocations for FY 2025/26.

Specific Projects the Council reviewed and provided feedback on included:

- Bicycle Pedestrian Master Plan Implementation Program
  - Support for El Camino Complete Streets – Project Initiation Document and Project Approval and Environmental Documents phases by others
  - El Camino Real/Selby Lane intersection Improvements
- Traffic Safety Improvement Program
  - Streetlight painting
  - Middlefield Road/Fair Oaks Lane/Palmer Avenue traffic signal
  - Middlefield Road/Watkins Avenue traffic signal
- Drainage Improvements Program
  - El Camino Real Drainage Solutions (North Segment)
  - El Camino Real Drainage Solutions (South Segment)
  - Drainage Master Plan Update
- Park Master Plan Implementation Program
  - Clay Court Conversion Project
  - HPP Master Plan Update

Policy discussion by the Council resulted in minor changes and/or updates to the baseline projects and continuing projects in Bike Pedestrian, Traffic Safety Improvement, Drainage, Park, and Park projects. The projects are included for the specific fiscal year for inclusion and extend within the Capital Improvement Program (FYs 2025/26 through FY 2029/30). *Based on Council*

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*feedback from the May 7<sup>th</sup> meeting, the allocation amount from the General Fund for FY2025/26 was updated to \$5,605,000. Below were the resultant updated changes to the CIP program:*

### Changes to Baseline Projects

- Reduce Town Center Improvements to \$100k per year
- For 2025/26, allocate \$150k in Green Infrastructure to ADLP Project

### Continuing Projects

- Reduce the ADLP allocation by \$150k to account for Green Infrastructure

### CIP Added and Future Projects

- ECR Complete Streets - \$100 Support in 2025/26 (BP2)
- ECR/Selby Intersection - \$250k Conceptual in 2025/26 (BP4)
- ECR/Selby Intersection - \$250k Design Remainder in 2026/27 (BP4), \$2.5m in 2027/28 (BP4)
- Station Lane Connection - \$120k Study and Design in 2025/26 (BP7) has been updated to \$200k, \$600k in 2026/27 (BP7)
- Streetlight Painting - \$100k in 2025/26 (TS1)
- Middlefield/Fair Oaks & Middlefield/Watkins - \$100K Corridor Study in 2025/26 (TS1/3), \$1m solution in 2027/28 (TS1/3)
- ECR Drainage/North & ECR Drainage South - \$475k in 2025/26 for design (add \$350 remaining from 2024/25) (DR2/3); \$1.5m in 2027/28 (DR2), \$4m in 2028/29 (DR3)
- Solar/Battery @ Jennings Pavilion - \$30k/\$150k in 2025/26 (HPP5)
- Parking Lot Modifications - \$15k/\$60k in 2025/26 (TC2)
- Drainage Master Plan Update - \$350k in 2027/28 (DR1)
- Park Master Plan Update - \$350k in 2026/27 (HPP2)

Staff also discussed that some of the projects or priorities have *potential* grant or non-general funds offsets. These offsets were provided and incorporated in review of The Outlook spreadsheet (line 44). *These amounts reduced the General Fund contribution reflected in the final Unallocated balance of \$5.605million for CIP projects.*

Grants are contingent funds and will need Council feedback to evaluate the feasibility of these projects in the event of unavailability of grant funds. The grant and offsets by Fiscal Year are as follows:

### FY 2025/26

- \$175,000 from Library Funds
- \$800,000 from Employee Benefits Fund (Pension Allocation)
- \$350,000 from CIP the remaining for DR2/3
- \$200,000 from GRANT – potential grant SMCTA/C/CAG or Caltrans

### FY 2026/27

- \$300,000 from Library Funds

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\$100,000 from GRANT – potential grant SMCTA/C/CAG or Caltrans

### **FY 2027/28**

\$3,000,000 from GRANT - SMCTA/C/CAG or Caltrans/Agency Contribution

Direction was also sought regarding the inclusion of an Additional Discretionary Payment (ADP) toward the Town's Unfunded Actuarial Pension obligation with respect to the amount and timing of payment. For illustrative purposes the entire \$3 million was allocated to the Pension UAL, with the \$800,000 offset from the Employee Benefit Fund, resulting in a draw of \$2.2 million from the General Fund.

*Ongoing and new major Capital Projects in the CIP Program Book include:*

### **Traffic Safety Improvement Program – Page 14, #56064**

#### **Previously Funded Projects (Ongoing)**

- Alameda de las Pulgas Traffic and Safety Improvements – This project includes a roundabout at the ADLP/Atherton Avenue intersection. The project is currently in the final design phase pending environmental clearance and grant funding approvals. Construction is anticipated to begin in FY 2025/26. Funding for this project includes a \$2m Federal Grant.
  - \$600,000 (FY 2022/23)
  - \$1,850,000 (FY 2023/24)
  - \$600,000 (FY 2024/25)

#### **Proposed FY 2025/26**

- \$1,600,000 - Alameda de las Pulgas Traffic and Safety Improvements (construction) -
- \$100,000 - Streetlight Painting Program
- \$100,000 - Evaluation of traffic control devices and other improvements at both Middlefield Road/Fair Oaks Lane and Middlefield/Watkins Avenue
- \$15,000 (Annual) - Purchase/Replace fixed solar powered radar speed indicators (Measure M)
- \$25,000 (Annual) - Traffic Counts and Speed Surveys (Measure A)

#### **Future Projects**

- \$1,000,000 - Traffic Signal at Middlefield Road/Watkins Avenue (construction)

### **Bicycle Pedestrian Master Plan Implementation Program – Page 15, #56059**

#### **Previously Funded (Ongoing)**

- FY 2023/24 - Stockbridge Avenue at Alameda de las Pulgas Pedestrian Crossing Improvements (Rectangular Rapid Flashing Beacons – Funded FY 2023/24). Design is complete, with construction anticipated to complete in FY 2025/26.

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## Recommended Operating Budget

FY 2025/26

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- FY 2022/23 - Watkins Avenue Pedestrian Improvements, Middlefield Road to McCormick Lane (Funded in FY 2022/23). Conceptual design completed and final design is pending.
- FY 2024/25 - Bicycle and Pedestrian Master Plan Update In Progress – \$250,000

### Proposed FY 2025/26

- \$50,000 - Bicycle and Pedestrian Master Plan Update for additional public outreach
- \$100,000 - ECR Complete Streets Gap Closure Project – SamTrans lead (consultant support)
- \$250,000 - ECR/Selby Lane Intersection Improvements to be funded over multiple fiscal years
- \$200,000 - Station Lane Connection Design/Study to be funded over multiple fiscal years
- \$25,000 - Grant applications for funding and partnerships to design or implement improvement

### Future Projects

- \$250,000 - ECR/Selby Lane Intersection Improvements (Design – FY 2026/27)
- \$2,500,000 – ECR/Selby Lane Intersection Improvements (Construction – FY 2027/28)
- \$600,000 - Station Lane Connection Construction (FY 2026/27)

## Drainage Improvements Program – Page 21, #56034

### Previously Funded (Ongoing)

- Atherton Channel Assessment and Relining Upstream of Alameda de las Pulgas. Project design is underway and initial regulatory consultations are initiated. Completion of project design and start of construction is anticipated in FY 2025/26.
  - \$400,000 (FY 2022/23)
  - \$2,400,000 (FY 2023/24)
- El Camino Real Long-Term Drainage Solutions. Conceptual design is complete. Final design is anticipated to be completed in FY 2025/26.
  - \$250,000 (FY 2023/24)
  - \$400,000 (FY 2024/25)
- The Atherton Channel culvert and detention system improvements at Alameda de las Pulgas and Las Lomitas Elementary School. This project has a \$1.38m Federal grant (pending FEMA approval). Initiation of the project has been deferred pending grant approval.
  - \$225,000 (FY 2023/24)
  - \$2,750,000 (FY 2024/25) (includes anticipated grant)
- Replacement and installation of storm drain inlet markers. Installation of markers has been ongoing and is anticipated to be completed in FY 2025/26 in compliance with the Regional Storm Water Permit.
  - \$10,000 (FY 2024/25)

### Proposed FY 2025/26

- \$2,000,000 - Atherton Channel Assessment and Relining Upstream of Alameda de las Pulgas (construction)

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## Recommended Operating Budget

FY 2025/26

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- \$475,000 – ECR Long-Term Drainage Solutions – toward pump stations and assorted improvements at both ECR/Selby w/extension to Stockbridge (N) and ECR/Isabella w/extension to Almendral (S). Timing contingent on permitting by Caltrans once design completes.
- \$150,000 - Green Infrastructure Plan Implementation. Funds to be added to ADLP Project for green infrastructure requirements.
- \$10,000 - Replacement and installation of storm drain inlet markers (continuing project)
- \$50,000 – Miscellaneous storm drain related improvements throughout Town Projects

### Future Projects

- \$350,000 - Drainage Master Plan Refresh (FY 2027/28)
- Green Infrastructure Improvements – various locations (TBD)
- \$1,500,000 – Construction of ECR Drainage Solutions (N) (FY 2027/28)
- \$4,000,000 – Construction of ECR Drainage Solutions (S) (FY 2029/30)

### **Civic Center Master Plan Implementation Program - Page 25, #54015**

#### Proposed FY 2025/26

- \$60,000 - Solar Carports/EV Charging design to add solar carports and EV Charging to Town Center (track side)
- \$15,000 - Parking Lot Modifications towards design to add parking stalls in mulch along tracks, near Corporation Yard
- \$100,000 – Miscellaneous Town Center Infrastructure Improvements (FY 2025/26)

### **Park Master Plan Implementation Program – Page 26, #56063**

#### Previously Funded (Ongoing)

- Park Playground Improvements – construction anticipated to start in FY 2025/26
  - \$200,000 (FY 2023/24) Design
  - \$1,000,000 (FY 2024/25) Construction
- 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.
- Park Playground Restroom Replacement
  - \$800,000 (FY 2024/25)

#### Proposed FY 2025/26

- \$350,000 - Park Playground Restroom Replacement to support additional scope for project split between playground (\$300k) and restroom (\$50k)
- \$180,000 - Jennings Solar and Energy Resiliency Improvements for design and construction
- \$100,000 - Holbrook Palmer Park General Assessment and repairs

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## Recommended Operating Budget

FY 2025/26

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### Future Projects

- \$350,000 - Holbrook Palmer Park Master-Plan Refresh (FY 2026/27)

**During the June 4<sup>th</sup> Budget Study Session** there was additional policy discussion by the Council that resulted in minor changes and/or updates to the Drainage, Bike Pedestrian, Park projects and Town Center Facility. Based on Council direction, below are the additional changes to the CIP program:

- Park Master Plan Implementation Program – Page 26, #56063
  - Based on Council direction, the draft FY 2025/26 Budget included \$350,000 towards Park Master Plan refresh in FY 2026/27.
  - The Council directed that Park Master Plan refresh amount be reduced to \$250,000 and moved out to FY 2027/28.
- Drainage Improvements Program – Page 21, #56034
  - The Council directed to move up the Drainage Master Plan Refresh \$350,000 from (FY 2027/28) to FY 2026/27.
- Bike Pedestrian Master Plan Implementation Program– Page 15, #56069
  - The Council discussed with staff the Station Lane Connection Design/Study to be funded over multiple fiscal years 2025/26 and the \$600,000 - Station Lane Connection Construction (FY 2026/27)
  - This was a discussion regarding Town Center and Circulation project (Holbrook-Palmer Park connection) review and analysis of pedestrian connectivity options including analysis of traffic improvements around the Town Center to facilitate access and mobility through the Town Center and to the Park.
  - As this is a partnership between the Town and the SMCL Library, the study and project were updated and **moved to Civic Center Master Plan Program-Page 25**, in fiscal years 2025/26 and 2026/27.
- Facility Replacement – the council directed staff to reduce the allocation for the Facility replacement fund from \$300,000 per year to \$250,000 starting in FY 2025/26.
- The Council approved a \$3million ADP allocation. This included an \$800,000 offset from the Employee Benefit Fund, resulting in a draw of \$2.2 million from the General Fund.

The above changes only resulted in a reduction of \$50,000 in Capital Improvement Fund expenditures in FY 2025/26. As a result, the General Fund allocation to the Capital Improvement Fund decreased from \$5,605,000 to \$5,555,000.

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## Recommended Operating Budget

FY 2025/26

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Expenditures in FY 2025/26 for the CIP are \$7.56 million. The following are project/program expenditures:

<b>Project</b>	<b>FY 2025/26 Funding</b>
Traffic Safety Improvements	\$1,840,000
Accessibility Improvements	\$100,000
Streets/Roads Maintenance	\$1,455,000
Park Improvement Program Projects	\$630,000
Drainage Improvement Projects	\$2,685,000
Bike/Ped Master Plan Program	\$425,000
Town/Library Facilities	\$375,000
Neighborhood Traffic Management	\$20,000
Traffic Control Devices	\$15,000
Upper Channel Monitoring	\$10,000
<b>Total*</b>	<b>\$7,555,000</b>

### OVERALL SUMMARY

For FY 2025/26 the Town's General Fund Revenues are projected at \$24,712,266 against \$22,134,254 in expenditures. This will result in a single year-end positive balance of \$2,578,012 and a total projected year ending positive Fund Balance of \$9,572,799.

FY 2025/26 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 \$5,555,000 and \$3 million ADP allocation towards its CalPERS Public Safety Unfunded Liabilities. There will be a single-year projected change in fund balance by negative \$3,538,859. The negative change reflects the drawdown of unallocated reserves Fund Balance of \$7.755 million for capital projects and the ADP allocation.

## **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 2025/26 budget process, the Council considered uses for the unallocated funds towards various priorities. For FY 2025/26, there is an allocation of \$5.550 million for various set aside buckets for capital projects in the Town CIP.

The beginning of FY 2024/25 General Fund Balance was \$12,597,358. The table below reflects all the changes noted above.

<b>FY 2025/26 Beginning Fund Balance</b>	<b>\$13,111,658</b>
FY 2025/26 Projected Revenues (inclusive of ERAF)	\$27,212,266

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## Recommended Operating Budget

FY 2025/26

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<b>Total Available Funds</b>	<b>\$40,323,924</b>
COP Debt Service for FY 2025/26	(\$861,871)
FY 2025/26 Expenditures (Projected Budget)	(\$22,134,254)
FY 2025/26 Transfer Out CIP 401 Fund -Financial Planning	(\$5,555,000)
FY 2025/26 Transfer In - Employee Benefit Fund	\$800,000
FY 2025/26 Transfer Out CalPERS ADP	(\$3,000,000)
<b>Projected FY 2025/26 Ending Fund Balance</b>	<b>\$9,572,799</b>

As shown below, the Town will meet its new 30% reserve requirements total of \$6,640,276 in FY 2025/26 and projects an unallocated reserve that is 13% 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 2025/26 is \$2,932,523. 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 2025/26 Expenditures	\$22,134,254
<b>Projected FY 2025/26 Ending Fund Balance</b>	<b>\$9,572,799</b>
15% Emergency Reserve	\$3,320,138
15% Budget Stabilization Reserve	\$3,320,138
<b>TOTAL RESERVE REQUIREMENT</b>	<b>\$6,640,276</b>
<i>Less Above Reserve Requirement = Unallocated Reserves</i>	<i>\$2,932,523</i>

## GANN LIMIT CALCULATION

The Finance Director calculated the FY 2025/26 GANN limit using the percentage change in population and the cost of living provided by the State Department of Finance. The GANN limit for 2025/26 is \$18,303,221. The Town is in compliance with the GANN limit requirement for FY 2025/26.

## MASTER FEE SCHEDULE CPI ADJUSTMENT

As part of the Fiscal Year 2025/26 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

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## Recommended Operating Budget

FY 2025/26

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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 made each year contiguous with the budget adoption. The attached Resolution adjusts fees in the Master Fee Schedule by CPI of 2.7% for FY2025/26. 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”.

### Underground Electrical Utility Service Exemption Request

The City Council reviewed and approved of a request process for exemptions to underground utility service connections at its May 21, City Council meeting. Staff is including the Fee to review and potentially approve exemptions to the electrical service undergrounding requirement for new development projects. Staff estimated the level of service associated with such requests including preapplication meetings, field reviews, coordination with applicants and PG&E, as well as reviews, processing and bringing the item to the City Council for final consideration. The estimated fee amount is \$21,132 and has been added to the master fee schedule under Engineering Fees.

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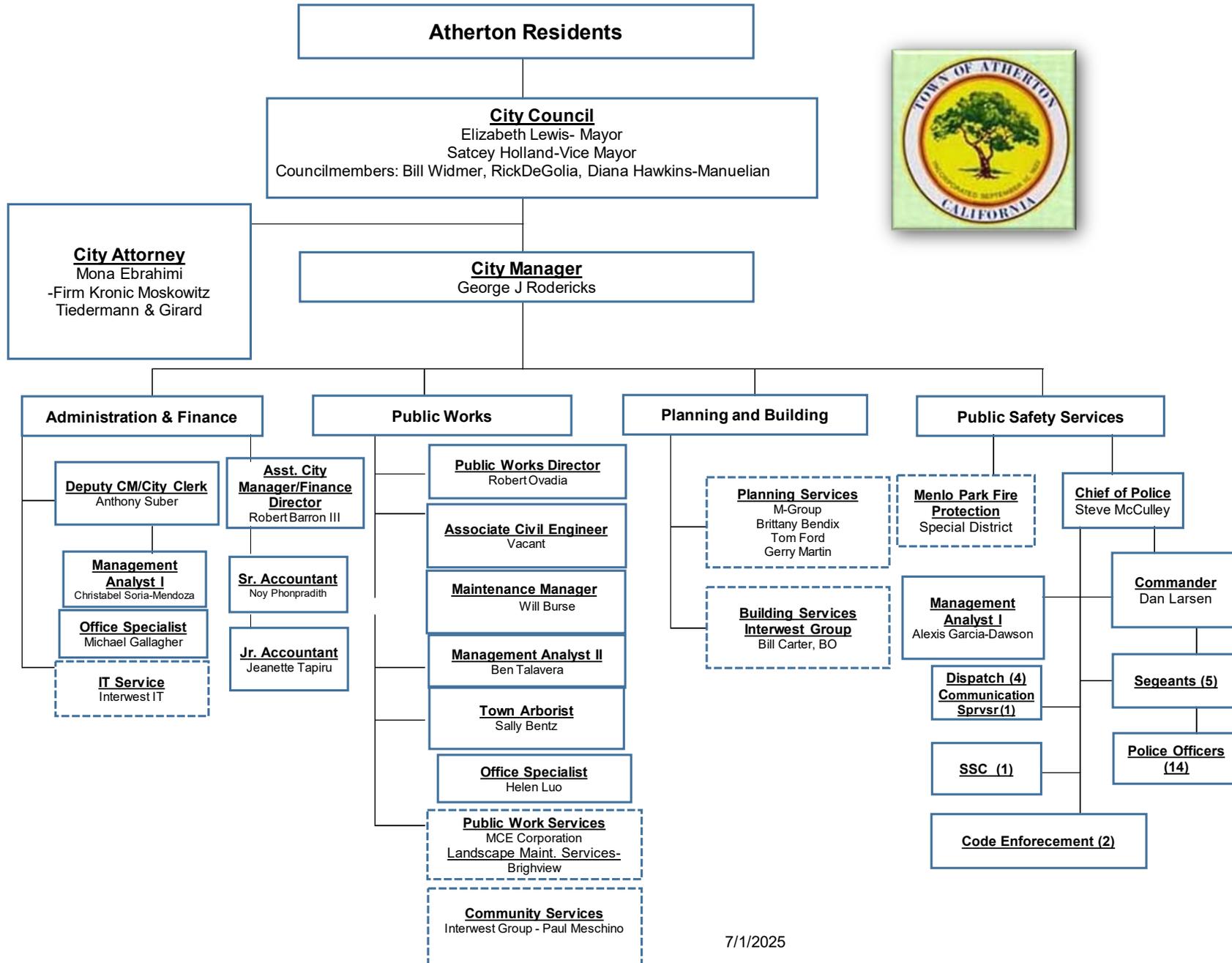
## CONCLUSION

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This budget presents a roadmap for accomplishing the goals and objectives of the City Council within existing resources and a 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.

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Section A/**Introduction**/Organizational Chart FY 2025-26



## **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.

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

### **Transportation, Bicycle and Pedestrian Safety Committee**

The Transportation, Bicycle and Pedestrian Safety committee work with staff to provide advice and recommendations on all matters related to transportation, traffic, bicycle and pedestrian safety. 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. Assists in recommendations on issues related to the Town's bicycle and pedestrian network and Bicycle and Pedestrian Master Plan. It also assists in the identification and review of traffic roadway safety enhancements, regional project impacts on local traffic and transportation corridors. It assists the Town staff in the planning, operations and maintenance of bicycle and pedestrian facilities in the community. As needed reviews traffic safety enforcement measures and Neighborhood Traffic Management Program. The committee consists of at least five (5) members and one (1) Council Member liaison. Five members are appointed by and serve at the pleasure of the City Council. At least three (3) members of the Committee must meet the requirements of the Metropolitan Transportation Committee and live or work in the Town of Atherton. The Committee shall be composed of both active bicyclists and pedestrians.

### **Environmental Programs Committee**

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

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

## Charter City Committee

In early 2025, the City Council formed a Charter City Committee in an advisory capacity consisting of two Council Members to review and explore the benefits of the Town of Atherton becoming a Charter City. This Committee is providing a summary document to discuss the benefits of Charter City versus General Law City to the City Council. For the Town, the benefits of becoming a charter city vary from limited to significant. This Committee will highlight the limited to minor, moderate, and significant benefits of becoming a Charter City for City Council consideration. However, in the land use and zoning area, particularly in relation to housing, the benefit is undetermined at best and possibly limited at this time given the present legislature’s enactment of a multitude of land use and housing laws, mostly premised on the shortage of housing supply within the state. The committee will study the process of becoming a Charter City and the timing.

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	6,976
Area	5.049 Sq. Miles
Residential Units	2,474
Mileage of the City Streets	53 centerline miles
Full time Employees	42

**Character:**

Assessed Evaluation FY24/25	\$16,386,551,372
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 by 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 other Special Revenue Funds and General Fund.

## **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.

## **2025-2026 Budget Calendar**

### Meeting 1 - Budget Kick-off and Overview- March 5, 2025 Study Session

- Overview of the Budget Process and Policy Discussions
- An overview of the FY 2024/25 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 of all Departments

### Meeting 2- General Fund Operations – April 2, 2025 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 7, 2025 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 4, 2025 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 18, 2025 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. 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 2025/26 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 2025/26 is \$2,932,523.

➤ 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. The Town is focused 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 2025/26 budget process, the Council considered uses for the unallocated funds towards various priorities. For FY 2025/26, there is an allocation of \$5.550 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 \$250,000 to the 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 2025-2026									
	Projected Fund Balance 06/30/25	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer Out	Budgeted Transfer In	Budgeted Transfer Out	Lease Payment	ERAF	Projected Fund Balance 06/30/26
<b>General Fund</b>									
101 General Fund	\$ 13,111,658	\$ 24,712,266	\$ 22,134,254	\$ (3,000,000)	\$ 800,000	\$ (5,555,000)	\$ (861,871)	\$ 2,500,000	\$ 9,572,799
<b>Special Revenue Funds</b>									
105 Tennis Fund	144,178	71,200	61,000	-					154,378
209 Police (COPS) Grant	333	190,150	190,000						483
213 Library Fund	2,733,592	1,223,902	1,207,902						2,749,592
215 Evan Creative Design	-	-	-						-
Total Special Revenue	2,878,103	1,485,252	1,458,902	-	-	-	-	-	2,904,453
<b>Capital Project Funds</b>									
201 Special Tax	-	-	-						-
202 Measure A	365,523	370,000	535,000						200,523
203 Gas Tax	285,457	360,000	300,000						345,457
204 Measure M	152,459	75,000	90,000						137,459
205 Measure W	694,431	145,000	540,000						299,431
401 Capital Improvement	1,233,169	5,930,000	5,930,000						1,233,169
402 Storm Drainage	-	-	-						-
403 Charnel Drainage Dt.	766,908	125,000	560,000						331,908
406 Facilities Construction	-	-	-						-
Total Capital Projects	3,497,947	7,005,000	7,955,000	-	-	-	-	-	2,547,947
<b>Internal Service Funds</b>									
610 Equipment Repl.	1,198,477	608,100	375,000						1,431,577
614 Worker's Comp.	1,569,184	78,053	256,183						1,391,054
615 General Liability	527,462	639,331	734,331						432,462
616 Employee Benefits	825,741	437,271	443,346	800,000					19,666
Total Internal Service	4,120,864	1,762,755	1,808,860	800,000		-			3,274,759
<b>Total All Funds</b>	<b>\$ 23,608,572</b>	<b>\$ 34,965,273</b>	<b>\$ 33,357,016</b>	<b>\$ (2,200,000)</b>	<b>\$ 800,000</b>	<b>\$ (5,555,000)</b>	<b>\$ (861,871)</b>	<b>\$ 2,500,000</b>	<b>\$ 18,299,958</b>

Note: Special Revenue and capital project funds are save spend accounts. All are positive balances. There are sufficient capital project fund balances to cover the FY 25/26 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 07/01/25	144,178	333	-	144,511		Est. Fund Bal 07/01/25	1,198,477	1,569,184	527,462	825,741	4,120,864
Est. Revenue 25/26	71,200	190,150	-	261,350		Est. Revenue 25/26	608,100	78,053	639,331	437,271	1,762,755
Total Available Revenue	215,378	190,483	-	405,861		Total Available Revenue	1,806,577	1,647,237	1,166,793	1,263,012	5,883,619
Est. Expenditure 25/26	61,000	190,000	-	251,000		Est. Expenditure 25/26	375,000	256,183	734,331	443,346	1,808,860
Rev. Over Exp.	154,378	483	-	154,861		Rev. Over Exp.	1,431,577	1,391,054	432,462	819,666	4,074,759
Transfers In(out)				-		Transfers In(out)				(800,000)	(800,000)
Est. Fund Bal 06/30/26	154,378	483	-	154,861		Est. Fund Bal 06/30/26	1,431,577	1,391,054	432,462	19,666	3,274,759

Capital Projects	Parcel Tax	Measure A	Gas Tax	Measure M	Measure W	Road Impact	Capital Impmt	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 07/01/25	-	365,523	285,457	152,459	694,431	-	1,233,169	-	766,908	-	3,497,947	3,497,947
Est. Revenue 25/26	-	370,000	360,000	75,000	145,000	-	5,930,000	-	125,000	-	7,005,000	7,005,000
Total Available Revenue	-	735,523	645,457	227,459	839,431	-	7,163,169	-	891,908	-	10,502,947	10,502,947
Est. Expenditure 25/26	-	535,000	300,000	90,000	540,000	-	5,930,000	-	560,000	-	7,955,000	7,955,000
Rev. Over Exp.	-	200,523	345,457	137,459	299,431	-	1,233,169	-	331,908	-	2,547,947	2,547,947
Transfers In(out)	-										-	-
Est. Fund Bal 06/30/26	-	200,523	345,457	137,459	299,431	-	1,233,169	-	331,908	-	2,547,947	2,547,947

Town of Atherton  
**General Fund 101**  
 Revenue & Expenditures Summary  
 Fiscal Year 2025-2026



Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Estimated Actuals 2024-2025	Recommended Budget 2025-2026
<b>Revenues</b>						
101-00-40001-000	Secured Property Tax	12,024,626	12,797,625	13,031,038	13,182,117	13,850,000
101-00-40002-000	Unsecured	508,535	488,685	535,158	540,000	564,000
101-00-40004-000	SB813 Redemption (Suppl)	313,384	347,280	347,280	295,000	363,500
101-00-40006-000	Prop Tax in Lieu of VLF (Motor Veh)	947,113	1,433,225	1,433,225	1,433,225	1,836,000
101-00-40008-000	Excess ERAF					-
101-00-40010-000	Unsecured SB813 Redemp/Suppl	10,199	-	-		-
101-00-42005-000	Property Transfer Tax	677,899	737,770	737,770	715,000	771,000
<b>Total Property Taxes -&gt;</b>		<b>14,481,756</b>	<b>15,804,585</b>	<b>16,084,471</b>	<b>16,165,342</b>	<b>17,384,500</b>
101-00-41001-000	Sales & Use Tax General	319,518	320,000	395,000	365,000	404,000
101-00-41002-040	Prop 172 Sales Tax for Police	114,588	122,400	122,400	122,400	125,000
101-00-41004-000	In Lieu Sales Tax/Trip Flip					
<b>Total Sales Taxes -&gt;</b>		<b>434,106</b>	<b>442,400</b>	<b>517,400</b>	<b>487,400</b>	<b>529,000</b>
101-00-42001-000	Franchise Taxes-Utilities	314,381	311,000	311,000	344,000	355,000
101-00-42002-000	Franchise Tax-Cal Water	176,347	192,000	192,000	214,774	216,000
101-00-42003-000	Franchise Tax-Garbage	348,347	422,000	457,000	368,000	237,000
101-00-42004-000	Franchise Taxes-Cable	133,468	151,000	151,000	132,000	135,000
<b>Total Franchise Fees -&gt;</b>		<b>972,543</b>	<b>1,076,000</b>	<b>1,111,000</b>	<b>1,058,774</b>	<b>943,000</b>
101-00-40005-000	Homeowners Exemption	33,443	35,000	40,967	40,967	42,000
101-00-40007-000	Motor Veh. Lic Fees (MVLFF)	8,623	5,800	5,800	5,800	5,900
<b>Total Intergovernmental -&gt;</b>		<b>42,066</b>	<b>40,800</b>	<b>46,767</b>	<b>46,767</b>	<b>47,900</b>
101-00-43001-000	Business Licenses	279,184	290,000	290,000	290,000	298,000
<b>Total Business License Tax -&gt;</b>		<b>279,184</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>	<b>298,000</b>
101-00-47001-000	Home Occupation Permit	7,416	300	300	300	300
101-00-47019-020	Zoning & Planning Fees	338,774	850,000	550,000	435,000	520,000
<b>Total Planning Revenue -&gt;</b>		<b>346,190</b>	<b>850,300</b>	<b>550,300</b>	<b>435,300</b>	<b>520,300</b>
101-00-47002-025	Building Permit Fee	1,011,290	1,393,600	1,493,600	1,515,000	1,555,400
101-00-47004-025	Grading & Drainage	101,790	135,200	145,200	145,200	151,000
101-00-47021-025	Plan Check Fee	429,353	530,400	540,400	560,000	562,000
101-00-47030-025	Tree Removal Plan Check	107,891	132,080	162,080	145,000	169,000
101-00-47050-025	Penalty No Building Permit	4,954	12,000	12,000	54,000	12,000
<b>Total Building Revenue -&gt;</b>		<b>1,655,279</b>	<b>2,203,280</b>	<b>2,353,280</b>	<b>2,419,200</b>	<b>2,449,400</b>
101-00-44001-040	Municipal & Vehicle Code Fines	5,364	6,222	6,222	6,222	6,500
101-00-44002-040	Other Fines & Forfeiture (County)	64,883	57,120	57,120	57,120	59,000
101-00-45019-040	Grant Police					
101-00-45007-040	POST Reimb	25,027	17,646	17,646	11,000	18,000
101-00-48505-040	Federal SRO Grant	100,000	100,000	100,000	100,000	100,000
101-00-47005-040	Other Licenses & Permit	5,885	4,223	4,223	12,000	11,000
101-00-47009-040	Photocopy Fee	154	150	150	150	150
101-00-47011-040	Alarm Sign Fees	1,982	1,600	1,600	1,600	1,700
101-00-47012-040	Vehicle Release	1,071	1,000	1,000	1,000	1,100
101-00-47013-040	Police Report	93				
101-00-47014-040	Fingerprinting Fee	-	-	-		-
101-00-47016-040	Special Service Fee	16,646	10,200	10,200	11,000	12,000

Town of Atherton  
**General Fund 101**  
 Revenue & Expenditures Summary  
 Fiscal Year 2025-2026



Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Estimated Actuals 2024-2025	Recommended Budget 2025-2026
101-00-47046-040	Alarm Permit Fee	4,050	122,500	122,500	85,000	85,000
101-00-48004-040	Sale of Property	5				
101-00-47049-040	False Alarm Fees	4,600	8,200	10,700	12,000	11,000
101-00-48501-040	Donation/Contribution	236,000	40,000	204,000	244,000	235,000
101-00-48502-040	Miscellaneous Income	601				-
	<b>Total Police Revenue -&gt;</b>	<b>466,361</b>	<b>368,861</b>	<b>535,361</b>	<b>541,092</b>	<b>540,450</b>
101-00-45021-053	Highway Maint Reimbursement	-	35,700	35,700	35,700	35,700
101-00-47003-050	Encroachment	467,571	624,000	624,000	500,000	650,000
	<b>Total DPW Revenue -&gt;</b>	<b>467,571</b>	<b>659,700</b>	<b>659,700</b>	<b>535,700</b>	<b>685,700</b>
101-00-47022-058	Social Fees	34,300	60,700	45,700	49,000	40,000
101-00-47023-058	Meeting Fees		-	-		-
101-00-47025-058	Class Fees	9,963	15,300	15,300	13,500	15,700
101-00-47028-058	Weddings	800	20,000	5,000	-	5,000
101-00-47029-058	Park Day Use Fee	11,220	19,000	19,000	13,000	19,000
101-00-47033-058	Catering Service Fee	5,178				
101-00-47039-058	Park Rev-Admin 30% Non-Resident	-	-	-		-
101-00-47040-058	Park Rev-Admin 15% Resident	-	-	-		-
	<b>Total Park Program Revenue -&gt;</b>	<b>61,462</b>	<b>115,000</b>	<b>85,000</b>	<b>75,500</b>	<b>79,700</b>
101-00-44003-000	Heritage Tree Damage Fee	60,900	42,000	42,000	161,000	58,000
101-00-44004-000	C & D Deposit Forfeited	1,022,800	500,000	500,000	500,000	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	75,000				
101-00-45019-000	Grant	20,000	25,000	65,000	155,973	
101-00-45020-000	Other Reimbursements	31,501	-	-		-
101-00-47005-012	Other Licenses & Permit Admin	1,350	1,500	1,500	1,500	1,500
101-00-47009-000	Photocopy Fee	37				
101-00-47031-030	Tree Inspection Fee	49,917	50,000	50,000	65,000	80,000
101-00-47036-030	Admin Citation (code enforcement)	71,800	90,000	90,000	45,000	91,800
101-00-47038-000	Banner Permit Fee	1,763	2,200	2,200	2,500	2,300
101-00-47045-000	Drone Application Fee	-	380	380	-	400
101-00-47052-050	Chargepoint Chargin Stations	5,307	-		7,000	8,000
101-00-47055-050	Café Rent			7,770	16,000	17,000
101-00-48001-000	Interest Income	1,044,261	300,000	300,000	300,000	320,000
101-00-48002-000	Cell Antenna Lease	73,606	74,816	74,816	74,816	74,816
101-00-48003-000	Property Rental - Playschool	56,617	55,000	55,000	70,000	70,000
101-00-48005-000	Post Office	1,628	2,200	1,000	1,000	1,500
101-00-48501-000	Donations/Contributions	2,250				
101-00-48502-000	Miscellaneous Income	8,098	2,000	3,520	5,000	4,000
101-00-48506-000	Mitigation Fees			115,600	115,600	
101-00-48507-000	Settlement/Claims	4,396				
101-00-48520-000	ARP Funds Fiscal Recovery					
101-00-48525-000	Bayfront Canal Leaseback Fund					
	<b>Total Misc. Revenues -&gt;</b>	<b>2,536,231</b>	<b>1,150,096</b>	<b>1,313,786</b>	<b>1,525,389</b>	<b>1,234,316</b>
	<b>Total Operating Revenues -&gt;</b>	<b>21,742,747</b>	<b>23,001,022</b>	<b>23,547,065</b>	<b>23,580,464</b>	<b>24,712,266</b>
	<b>Expenditures</b>					
	City Council Department	47,050	66,615	66,615	48,000	59,200
	Administration Department	1,340,399	1,400,943	1,430,943	1,410,000	1,494,288
	City Attorney Department	300,358	310,000	310,000	310,000	310,000
	Finance Department	837,421	882,763	882,763	858,000	944,442
	Planning Department	1,668,164	1,426,970	1,426,970	1,400,000	1,257,350
	Building Department	1,268,278	1,659,166	1,735,066	1,600,000	1,811,371
	Inter Department	992,573	1,172,460	1,172,460	1,115,000	1,215,162
	Police Department	9,788,573	10,171,871	10,464,871	10,464,871	11,139,509
	Public Works Department	2,605,944	3,683,887	3,713,887	3,320,000	3,902,933
	<b>Total Operating Expenditures -&gt;</b>	<b>18,848,759</b>	<b>20,774,676</b>	<b>21,203,575</b>	<b>20,525,871</b>	<b>22,134,254</b>
	<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>2,893,988</b>	<b>2,226,346</b>	<b>2,343,490</b>	<b>3,054,593</b>	<b>2,578,012</b>

Town of Atherton  
**General Fund 101**  
 Revenue & Expenditures Summary  
 Fiscal Year 2025-2026



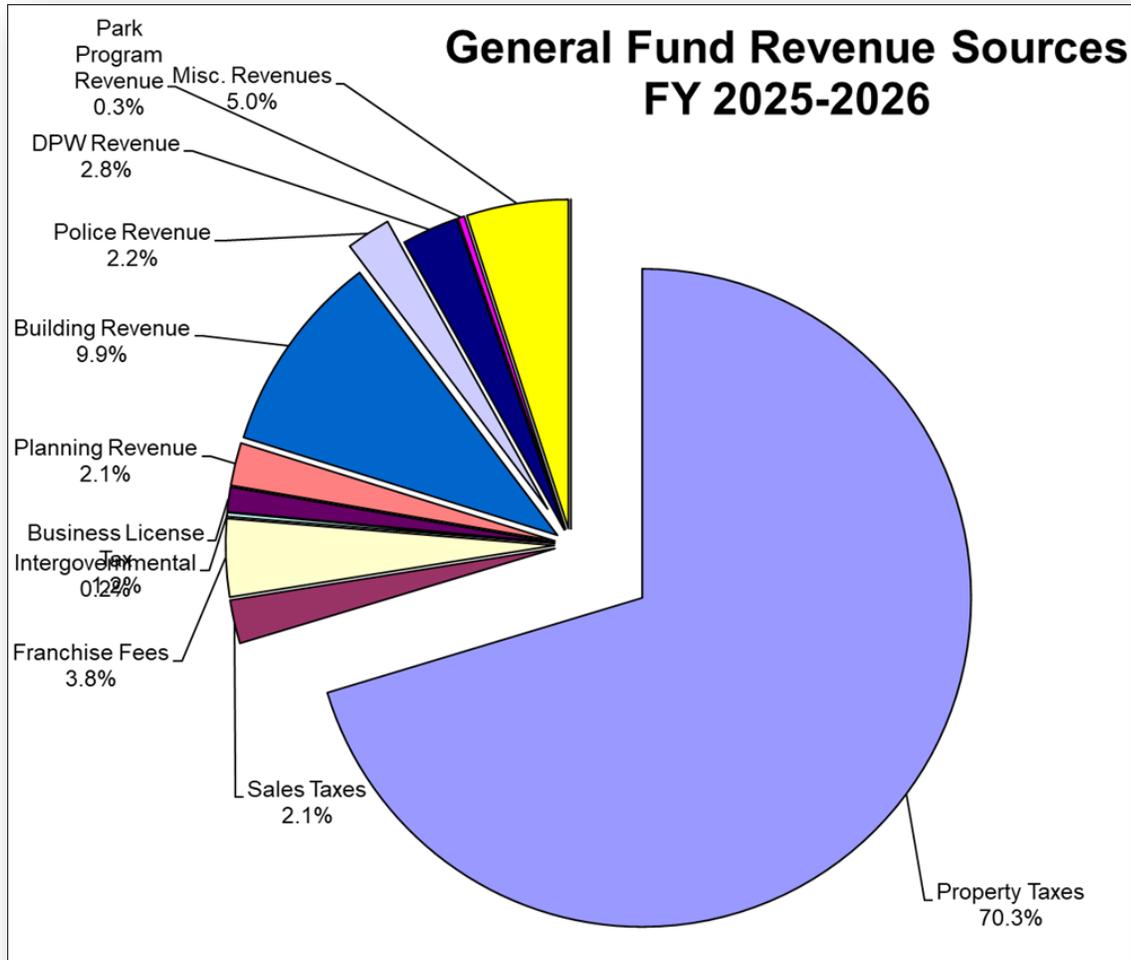
Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Estimated Actuals 2024-2025	Recommended Budget 2025-2026
<b>Other Financing Sources/(Uses)</b>						
101-00-58002-030	Trans Out CIP 401 Future Projects	(5,890,000)	(4,450,000)	(4,450,000)	(4,450,000)	(5,555,000)
101-00-58010-000	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) Wmployee Benefit Fund					800,000
101-00-58002-000	Trsfr Out CalPERS ADP					(3,000,000)
101-00-58002-030	Trsfr in/(out) Const. 406-COP Funds					
101-00-58003-000	Trsfr in/(out) to Facilities Const-406					
	COVID America Rescue Plan					
	Excess ERAF	2,663,605	2,500,000	2,771,578	2,771,578	2,500,000
	<b>Total Transfers In/(Out) -&gt;</b>	<b>(4,088,267)</b>	<b>(2,811,871)</b>	<b>(2,540,293)</b>	<b>(2,540,293)</b>	<b>(6,116,871)</b>
	Incr/(Decr) of General Fund Resv	(1,194,279)	(585,525)	(196,803)	514,300	(3,538,859)
	<b>Net Change in Fund Balance</b>	<b>(1,194,279)</b>	<b>(585,525)</b>	<b>(196,803)</b>	<b>514,300</b>	<b>(3,538,859)</b>
	Beginning Fund Balance	13,791,637	12,597,358	12,597,358	12,597,358	13,111,658
	<b>Ending Fund Balance</b>	<b>12,597,358</b>	<b>12,011,834</b>	<b>12,400,555</b>	<b>13,111,658</b>	<b>9,572,799</b>

<b>Fund Balance Schedule</b>						
Building Component Town Center Funding						
	15% Emergency Reserve	2,827,314	3,116,201	3,180,536	3,078,881	3,320,138
	15% Reserve	2,827,314	3,116,201	3,180,536	3,078,881	3,320,138
	Reserved for ARPA					
	Available Fund Balance	6,942,731	5,779,431	6,039,483	6,953,897	2,932,523
	<b>Ending Fund Balance</b>	<b>12,597,358</b>	<b>12,011,834</b>	<b>12,400,555</b>	<b>13,111,658</b>	<b>9,572,799</b>

**Section B**

**General Fund**

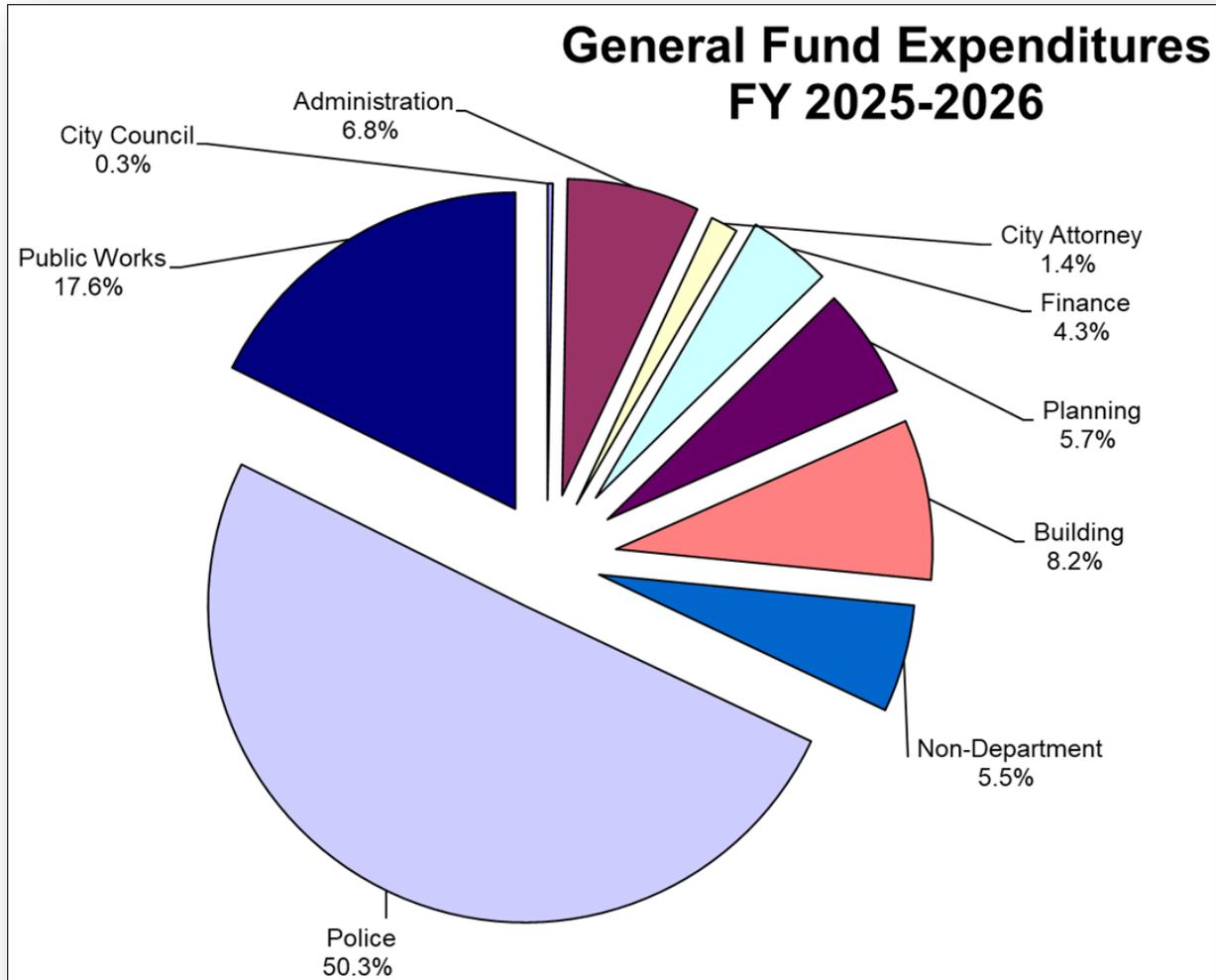
General Fund 101 Revenue Summary Chart



**Section B**

**General Fund**

General Fund 101 Expenditures Summary Chart



**Section B**

**General Fund**

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

# Goals | Mission Budget 2025-2026

- Continue work with legislative services consultant on housing related issues
- Update the Human Resources Policies and Procedures Manual, document management and records retention software
- Continue to explore and report on programs for Sustainability and Climate Action in the Town
- Continue to stimulate Community engagement through social media and various print media for Town Events especially those 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**

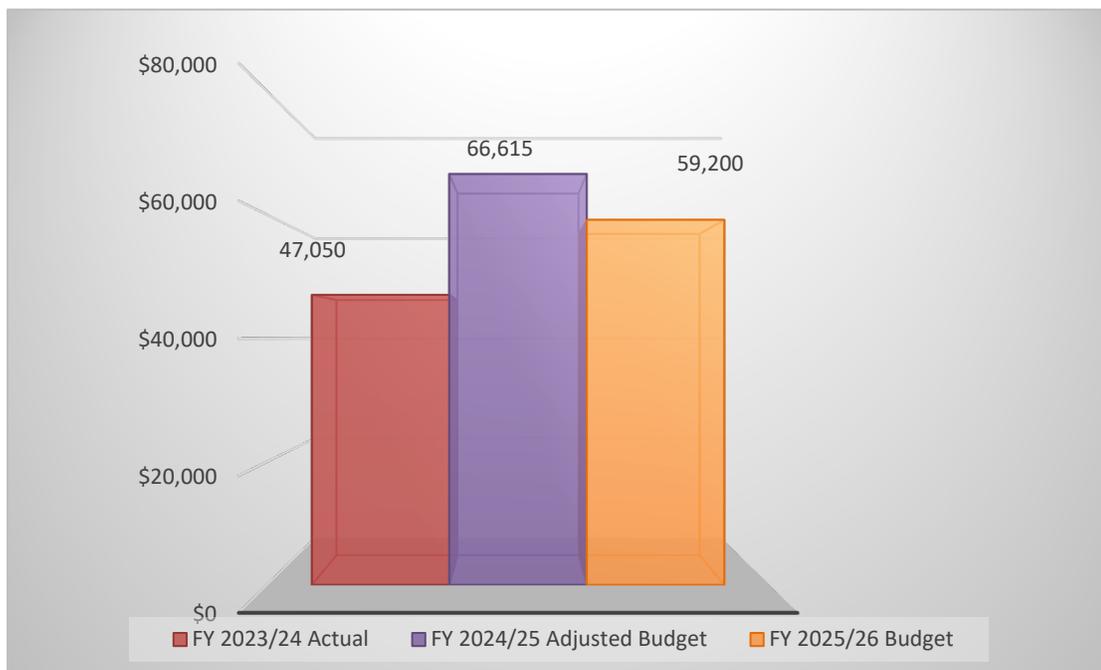
**\$59,200**

**Employee**

5 elected city council members

**Three-year Summary**

Year	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Amount	47,050	66,615	59,200





Town of Atherton  
 Annual Operating Budget FY 2025-2026  
 City Council Budget - Summary

Category	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
General Operation	7,665	4,500	4,500	4,500
Other Services/Exp	38,619	55,815	55,815	48,400
Supplies & Materials	674	1,300	1,300	1,300
Capital Outlay	92	5,000	5,000	5,000
<b>City Council</b>	<b>47,050</b>	<b>66,615</b>	<b>66,615</b>	<b>59,200</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
City Council Budget By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
General Operation	101-11-53024-011	Advertising/Publishing	7,665	4,500	4,500	4,500
Other Services/Exp	101-11-54002-011	Bus Meeting & Meals	4,830	5,400	5,400	6,000
Other Services/Exp	101-11-54003-011	Conferences	2,013	7,500	7,500	7,500
Other Services/Exp	101-11-54004-011	Training & Workshops	695	10,000	10,000	10,000
Other Services/Exp	101-11-54007-011	Membership/Dues	15,331	16,015	16,015	16,400
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	15,000	2,500	2,500	2,500
Other Services/Exp	101-11-54020-011	Election Cost	-	13,400	13,400	5,000
Supplies & Materials	101-11-55002-011	Office Supplies	674	1,300	1,300	1,300
Capital Outlay	101-11-57007-011	Office Equip & Furniture	92	5,000	5,000	5,000
<b>Total City Council</b>			<b>47,050</b>	<b>66,615</b>	<b>66,615</b>	<b>59,200</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
City Council Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
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	6,000
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)	2,800
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)	2,800
101-11-54007-011	Membership/Dues	(HEART) Housing Endowment and Regional Trust of San Mateo to support housing for modest-income families	2,300
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	-
101-11-54007-011	Membership/Dues	League of California Cities	5,000
		<b>A/C Subtotal-&gt;</b>	<b>16,400</b>
101-11-54011-011	Environ Program Committee	Support for committee work (previously in non-dept)	-
101-11-54013-011	Contribution-SSV	Sustainable Silicon to produce environmental and resources conservation Silicon Valley (from Intergovernmental)	1,000

Town of Atherton Annual Operating Budget FY 2025-2026  
City Council Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-11-54014-011	Contribution-HIP	Human Investment Project (HIP) grant to find a place to call home for people throughout San Mateo County (from Intergovernmental)	2,500
101-11-54014-011	Contribution-HIP	Human Investment Project (HIP) grant- Atherton Home Sharing Program MOVED To PLANNING	-
		<b>A/C Subtotal-&gt;</b>	2,500
101-11-54020-011	Election Expenses	General Election	5,000
101-11-55002-011	Office Supplies	Business Cards	500
101-11-55002-011	Office Supplies	Paper, ruled pads, binders, tapes, ink, toners	800
		<b>A/C Subtotal-&gt;</b>	1,300
101-11-55008-011	Misc. Computer Software		-
101-11-57006-011	Computer Equip/Software	Computer equipment City Council meetings	-
101-11-57007-011	Office Equip & Furniture	Furniture-Chairs, Desks, Audio Visuals	5,000
		<b>A/C Subtotal-&gt;</b>	5,000
		<b>Total City Council Dept</b>	<b>59,200</b>

**Section B**

**General Fund**

*General Fund 101 Administration Dept. (D12)*

**Department 12**

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

**Annual Fiscal Impact**

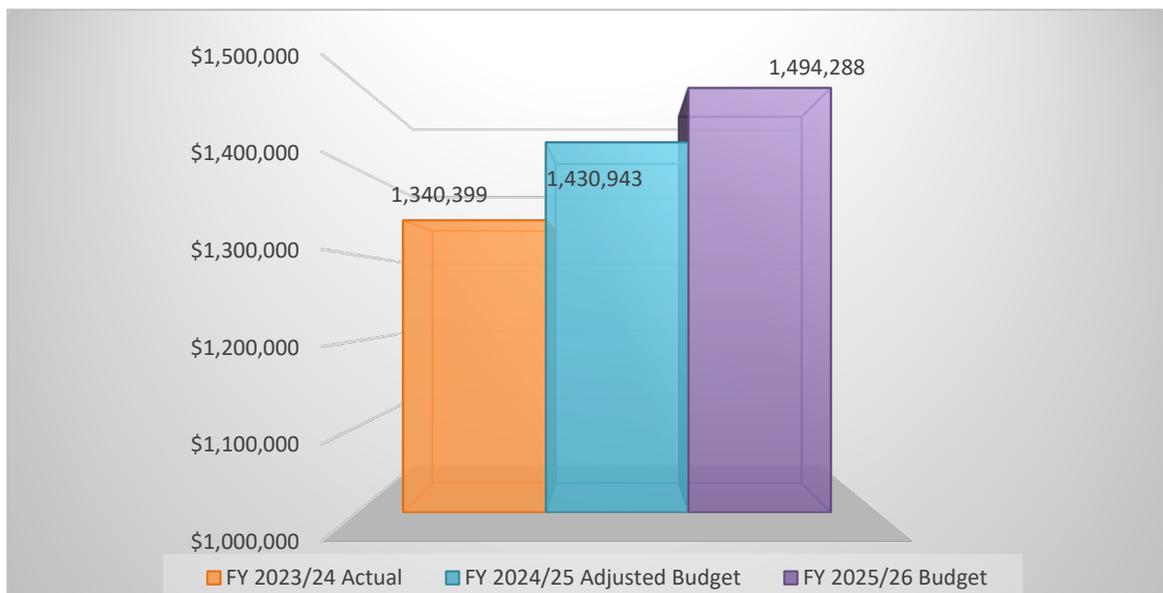
**\$1,494,288**

**Employee**

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

**Three-year Summary**

Year	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Amount	1,340,399	1,430,943	1,494,288





Town of Atherton  
 Annual Operating Budget FY 2025-26  
 Administration Budget - Summary

Category	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Salaries & Wages	692,889	692,078	692,078	710,918
EE Benefits	274,925	290,770	290,770	293,770
Professional Svcs	11,723	40,000	40,000	40,000
General Operations	47,245	60,300	60,300	54,000
Other Services/Exp.	288,045	293,895	298,895	370,200
Supplies & Materials	17,060	12,500	12,500	14,000
Capital Outlay	8,512	11,400	36,400	11,400
<b>Administration Total</b>	<b>1,340,399</b>	<b>1,400,943</b>	<b>1,430,943</b>	<b>1,494,288</b>

Town of Atherton Annual Operating Budget FY 2025-26  
Administration - Budget by Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Salaries & Wages	101-12-50001-012	Regular Salaries	691,449	683,578	683,578	702,418
Salaries & Wages	101-12-50001-012	Office Intern	-	7,500	7,500	7,500
Salaries & Wages	101-12-50006-012	Overtime	1,440	1,000	1,000	1,000
EE Benefits	101-12-50013-012	EE Benefits Earned	19,720	20,507	20,507	21,073
EE Benefits	101-12-51001-012	Medicare Tax	10,956	9,912	9,912	10,185
EE Benefits	101-12-51002-012	Social Security Tax	317	-	-	-
EE Benefits	101-12-51003-012	PERS Retire Contrib- ER	57,921	61,075	61,075	63,900
EE Benefits	101-12-51005-012	Deferred Compensation	5,772	5,772	5,772	5,772
EE Benefits	101-12-51007-012	STD Insurance	832	768	768	768
EE Benefits	101-12-51008-012	Health Insurance-Active	63,817	64,623	64,623	51,604
EE Benefits	101-12-51009-012	Health Insurance-Retirees	19,757	7,851	7,851	7,842
EE Benefits	101-12-51010-012	Dental Insurance	2,420	2,863	2,863	1,275
EE Benefits	101-12-51011-012	Vision Insurance	723	715	715	425
EE Benefits	101-12-51013-012	Workers' Compensation	8,585	6,836	6,836	7,024
EE Benefits	101-12-51014-012	Life & ADD Insurance	638	740	740	740
EE Benefits	101-12-51015-012	LTD Insurance	2,887	2,993	2,993	2,890
EE Benefits	101-12-51016-012	Unemployment Insurance	7,035	6,836	6,836	7,024
EE Benefits	101-12-51020-012	Educational Reimb	-	8,000	8,000	8,000
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	73,545	91,279	91,279	105,248
<b>Total Salaries &amp; Benefits</b>			<b>967,814</b>	<b>982,848</b>	<b>982,848</b>	<b>1,004,688</b>
Professional Svs	101-12-52023-012	Contract Human Resources	11,723	40,000	40,000	40,000
General Operations	101-12-53002-012	Other Equip Repair & Maint	23,277	20,400	20,400	23,000
General Operations	101-12-53014-012	Utilities - Electricity	5,569	12,900	12,900	-
General Operations	101-12-53016-012	Utilities - Water	815	1,000	1,000	-
General Operations	101-12-53024-012	Advertising - Noticing	6,053	6,500	6,500	8,000
General Operations	101-12-53025-012	External Printing Services	11,386	15,500	15,500	19,000
General Operations	101-12-53026-012	Recruitment Costs	145	4,000	4,000	4,000
Other Services/Exp.	101-12-54002-012	Business Meetings & Meals	2,842	1,300	1,300	2,000
Other Services/Exp.	101-12-54003-012	Conferences	4,529	10,800	10,800	10,800
Other Services/Exp.	101-12-54004-012	Training and Workshops	1,060	11,500	11,500	11,500

Town of Atherton Annual Operating Budget FY 2025-26  
Administration - Budget by Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Other Services/Exp.	101-12-54005-012	Subscriptions	1,813	1,500	1,500	-
Other Services/Exp.	101-12-54007-012	Memberships & Dues	17,610	20,645	20,645	18,400
Other Services/Exp.	101-12-54008-012	Mileage Reimbursement	329	150	150	-
Other Services/Exp.	101-12-54010-012	Other Contract Services	237,613	228,000	228,000	300,500
Other Services/Exp.	101-12-54011-012	Environmental Program Committee	7,231	5,000	10,000	12,000
Other Services/Exp.	101-12-54019-012	Special Events & Awards	12,018	12,000	12,000	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	16,995	8,500	8,500	10,000
Supplies & Materials	101-12-55006-012	Other Supplies & Matls	65	-	-	-
Supplies & Materials	101-12-55017-012	Postage	-	4,000	4,000	4,000
Capital Outlay	101-12-57006-012	Computer Equipment/Software	6,414	1,400	26,400	1,400
Capital Outlay	101-12-57007-012	Office Equip & Furn	2,099	10,000	10,000	10,000
<b>Total Operations</b>			<b>372,585</b>	<b>418,095</b>	<b>448,095</b>	<b>489,600</b>
<b>Total Admin Dept</b>			<b>1,340,399</b>	<b>1,400,943</b>	<b>1,430,943</b>	<b>1,494,288</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-12-50001-012	Regular Salaries	Salaries -three full-time (FTE) staff	702,418
101-12-50001-012	Office Intern (Part time) \$20/hour	Office Intern (Part time) \$20/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	21,073
101-12-51001-012	Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings	10,185
101-12-51003-012	PERS Retire Contrib- ER	Employer contribution for employee pension	63,900
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	51,604
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	7,842
101-12-51010-012	Dental Insurance	Delta Dental Plan premium	1,275
101-12-51011-012	Vision Insurance	Vision Service Plan premium	425
101-12-51013-012	Workers' Compensation	Workers Comp charged to Department	7,024
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	2,890
101-12-51016-012	Unemployment Insurance	Projected unemployment benefits 1% of Salary	7,024
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	105,248
<b>Total Salaries &amp; Benefits</b>			<b>1,004,688</b>
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	23,000
101-12-53014-012	Utilities - Electricity	Admin Office PG&E	-
101-12-53015-012	Utilities - Gas	Admin Office ABAG gas	

Town of Atherton Annual Operating Budget FY 2025-2026  
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-12-53016-012	Utilities - Water	Admin Office Cal Water	-
101-12-53024-012	Advertising - Noticing	City Clerk/legal notices, etc.	3,500
101-12-53024-012	Advertising - Noticing	Town wide mailers, postcards	4,500
		<b>A/C Subtotal-&gt;</b>	8,000
101-12-53025-012	External Printing Services	Athertonian Newsletter, Community Engagemet Materials - Brochure - Pamphlets - Town Center Banners (Folgers Graphics)	19,000
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	2,000
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
		<b>A/C Subtotal-&gt;</b>	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
		<b>A/C Subtotal-&gt;</b>	11,500

Town of Atherton Annual Operating Budget FY 2025-2026  
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-12-54005-012	Subscriptions	Employment law posters & subscriptions	-
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	4,100
101-12-54007-012	Memberships & Dues	City Clerk - CCAC	250
101-12-54007-012	Memberships & Dues	City Clerk - IIMC International Institute	250
101-12-54007-012	Memberships & Dues	Mgmt Analyst- MMANC Municipal Management Assoc.	300
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	2,600
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	3,000
101-12-54007-012	Memberships & Dues	Zoom Membership - Townwide	-
		<b>A/C Subtotal-&gt;</b>	<b>18,400</b>
101-12-54008-012	Mileage Reimbursement	Meetings & conferences	-
101-12-54010-012	Other Contract Services	Sustainability Program-Public Outreach, sustainability projects, environmental programs support, green infrastructure - Organic Compost	60,000
101-12-54010-012	Other Contract Services	Laserfich Records Management project	50,000
101-12-54010-012	Other Contract Services	R3 Support Refuse & Recycling Work	20,000

Town of Atherton Annual Operating Budget FY 2025-2026  
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations	
101-12-54010-012	Other Contract Services	Leaf Blower Rebate Program	12,500	
101-12-54010-012	Other Contract Services	Town Survey (Probolsky)	15,000	
101-12-54010-012	Other Contract Services	Legislative Advisory Services-Gonsalves & Sons	48,000	
101-12-54010-012	Other Contract Services	Holiday Events -End of year Celebration	15,000	
101-12-54010-012	Other Contract Services	Summer Event Series	15,000	
101-12-54010-012	Other Contract Services	Holiday Events -Community Events Halloween	20,000	
101-12-54010-012	Other Contract Services	Communications Support-Tripepi Smith	45,000	
		<b>A/C Subtotal-&gt;</b>	<b>300,500</b>	
101-12-54011-012	Environmental Program	Support for committee work (previouly in city council)	12,000	12,000
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	6,000	
101-12-55002-012	Office Supplies	Record destruction plastic storage containers for permanent docs, file materials	4,000	
		<b>A/C Subtotal-&gt;</b>		<b>10,000</b>
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
		<b>Total Operations</b>		<b>489,600</b>
		<b>Total Admin Dept</b>		<b>1,494,288</b>

**Town of Atherton Annual Operating Budget FY 2025-2026  
Administration - Salaries & Benefits**

Job Class	Step	FY 24/25	COLA	FY 25/26 Salary	PERS Salary	ER PERS	Defer Comp	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Total
City Manager	D	287,126	100.00%	287,126	287,126	33,709	5,772	4,163	14,568	-	142	192	794	210	2,871	349,547
Asst to CM/City Clerk	D	191,086	102.70%	200,185	200,185	14,553	-	2,903	14,568	-	-	192	794	210	2,002	235,408
Management Analyst I	D	142,172	102.70%	146,011	146,011	10,615	-	2,117	11,234	638	142	192	794	210	1,460	173,413
Receptionist/Clerk	A/B	67,279	102.70%	69,095	69,095	5,023	-	1,002	11,234	638	142	192	508	108	691	88,633
Office Intern	\$15/hour	7,500		7,500												7,500
<b>Total Admin Dept</b>		<b>695,163</b>		<b>709,918</b>	<b>702,418</b>	<b>63,900</b>	<b>5,772</b>	<b>10,185</b>	<b>51,604</b>	<b>1,275</b>	<b>425</b>	<b>768</b>	<b>2,890</b>	<b>740</b>	<b>7,024</b>	<b>854,501</b>

**Section B**

**General Fund**

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

**Department 16**

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

**Annual Fiscal Impact**

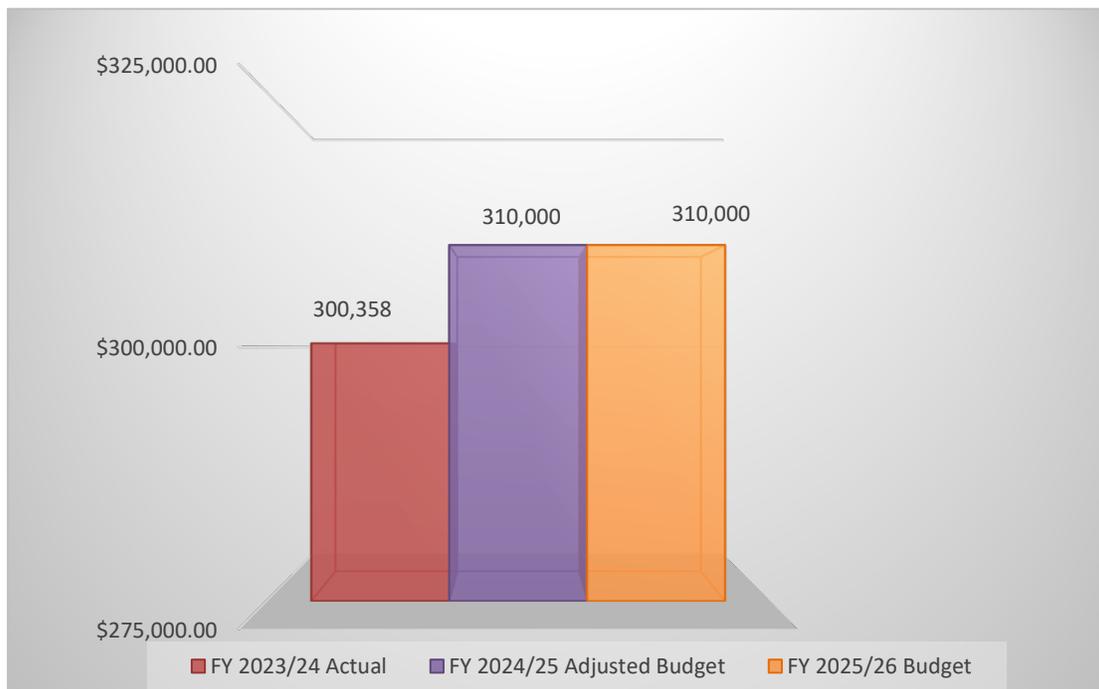
**\$310,000**

**Employee**

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

**Three-year Summary**

Year	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Amount	300,358	310,000	310,000





Town of Atherton  
Annual Operating Budget FY 2025-2026  
City Attorney Budget - Summary

Category	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Professional Svs	300,358	310,000	310,000	310,000
<b>City Attorney Total</b>	<b>300,358</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
City Attorney - Budget By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Professional Svs	101-16-52002-016	City Attorney - Retainer	207,234	204,000	204,000	204,000
Professional Svs	101-16-52006-016	City Attorney - Other Services	93,124	106,000	106,000	106,000
<b>Total City Attorney Dept</b>			<b>300,358</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
City Attorney Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-16-52002-016	City Attorney - Retainer	Monthly retainer \$17000 x 12	204,000
101-16-52006-016	City Attorney - Other Services	Additional services	106,000
Total City Attorney Dept			<u>310,000</u>

## Section B

### General Fund

*General Fund 101 Finance Dept. (D18)*

# Goals | Mission Budget 2025-2026

- Replenishment of Reserves and priority items list for use of unallocated reserves
- Monitor long-term liabilities in review of CalPERS Pension Liability
- Perform a “roll forward” update GASB 75 OPEB Liability Actuarial report
- 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
- Explore opportunities 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**

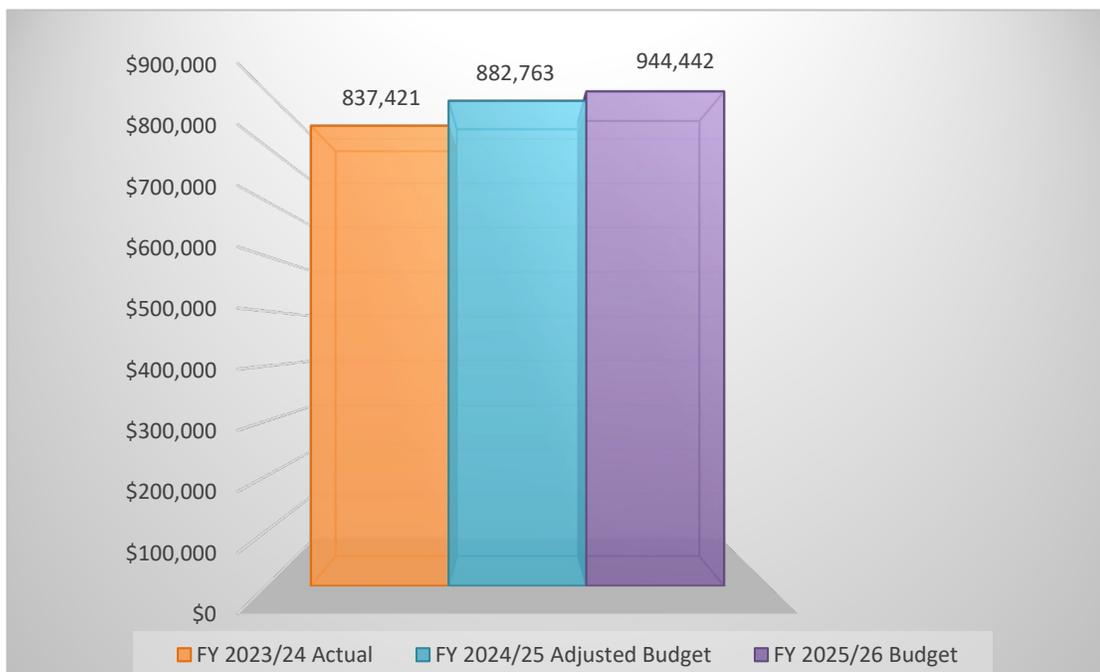
**\$944,442**

**Employee**

3 Full Time: Finance Director, Sr Accountant, Jr Accountant

**Three-year Summary**

Year	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Amount	837,421	882,763	944,442





Town of Atherton  
 Operating Budget FY 2025-2026  
 Finance Budget - Summary

Category	Actual 2023-24	Adopted Budget 2024-25	Adjusted Budget 2024-25	Recomm Budget 2025-26
Salaries & Wages	466,747	502,872	502,872	532,434
EE Benefits	145,556	159,761	159,761	182,578
Professional Svs	82,247	94,065	94,065	95,965
General Operations	20,297	26,750	26,750	29,750
Other Services/Exp.	119,015	95,415	95,415	99,815
Supplies & Materials	428	1,300	1,300	1,300
Capital Outlay	3,132	2,600	2,600	2,600
<b>Finance Total</b>	<b>837,421</b>	<b>882,763</b>	<b>882,763</b>	<b>944,442</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Finance - Budget by Account

Account	Description	Actual 2023-24	Adopted Budget 2024-25	Adjusted Budget 2024-25	Recomm Budget 2025-26
101-18-50001-018	Regular Salaries	453,495	488,225	488,225	516,926
101-18-50006-018	Overtime	-	-	-	-
101-18-50013-018	EE Benefits Earned	13,252	14,647	14,647	15,508
101-18-51001-018	Medicare	6,525	7,079	7,079	7,495
101-18-51003-018	PERS Retire Contrib- ER	41,624	45,671	45,671	48,943
101-18-51007-018	STD Insurance	528	576	576	576
101-18-51008-018	Health Insurance-Active	31,834	32,851	32,851	43,041
101-18-51009-018	Health Insurance-Retirees	6,586	3,945	3,945	3,942
101-18-51010-018	Dental Insurance	1,777	1,913	1,913	1,913
101-18-51011-018	Vision Insurance	395	472	472	472
101-18-51013-018	Workers' Compensation	5,246	4,882	4,882	5,169
101-18-51014-018	Life & ADD Insurance	364	427	427	427
101-18-51015-018	LTD Insurance	2,197	2,382	2,382	2,382
101-18-51016-018	Unemployment Insurance	4,423	4,882	4,882	5,169
101-xx-51xxx-misc	Unfunded liabilities	44,057	54,680	54,680	63,048
	<b>Total Salaries &amp; Benefits</b>	<b>612,303</b>	<b>662,633</b>	<b>662,633</b>	<b>715,012</b>
101-18-52001-018	Audit & Financial	59,195	70,965	70,965	70,965
101-18-52017-018	Technical Services	23,052	23,100	23,100	25,000
101-18-53002-018	Repair Machinery & Equip	-	200	200	200
101-18-53025-018	External Printing Service	169	3,500	3,500	6,500
101-18-53031-018	Banking Services	9,628	12,550	12,550	12,550

Town of Atherton Annual Operating Budget FY 2025-2026  
Finance - Budget by Account

Account	Description	Actual 2023-24	Adopted Budget 2024-25	Adjusted Budget 2024-25	Recomm Budget 2025-26
101-18-53503-018	Trsfr to Equip Replace Fund	10,500	10,500	10,500	10,500
101-18-54002-018	Business Meetings & Meals		1,200	1,200	1,200
101-18-54003-018	Conferences	-	2,625	2,625	2,625
101-18-54004-018	Training and Workshops	617	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	85,702	43,500	43,500	47,900
101-18-54016-018	Business License Processing Fee	32,525	42,000	42,000	42,000
101-18-55002-018	Office Supplies	428	800	800	800
101-18-55009-018	Misc. Computer Parts	-	500	500	500
101-18-57006-018	Computer Equip/Software	3,132	2,100	2,100	2,100
101-18-57007-018	Office Machines & Furniture	-	500	500	500
		225,118	220,130	220,130	229,430
	<b>Total Operations</b>	<b>225,118</b>	<b>220,130</b>	<b>220,130</b>	<b>229,430</b>
	<b>Total Finance Dept</b>	<b>837,421</b>	<b>882,763</b>	<b>882,763</b>	<b>944,442</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-18-50001-018	Regular Salaries	Salaries - three full-time (FTE) staff	516,926
101-18-50013-018	EE Benefits Earned	3% of Salary/Earnings contribution for vac, sick, comp, & holiday pay	15,508
101-18-51001-018	Medicare	Employees hired after April 1986 pay 1.45% of earnings	7,495
101-18-51003-018	PERS Retire Contrib- ER	Employer contribution for employee pension	48,943
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	43,041
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	3,942
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	5,169
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	5,169
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities	63,048
<b>Total Salaries &amp; Benefits</b>			<b>715,012</b>
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
<b>A/C Subtotal-&gt;</b>			<b>70,965</b>
101-18-52017-018	Technical Services	Springbrook annual maintenance fee	25,000
101-18-52017-018	Technical Services	Harris (Wintegrate) one license maintenance fee	-

Town of Atherton Annual Operating Budget FY 2025-2026  
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
<b>A/C Subtotal-&gt;</b>			25,000
101-18-52020-018	Financial Services	Interim Finance Director and consultants	-
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	6,500
101-18-53031-018	Banking Services	Account analysis fees	8,000
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	3,900
<b>A/C Subtotal-&gt;</b>			12,550
101-18-53503-018	Trsfr to Equip Replace Fund	Fund future financial system upgrades	10,500
101-18-54002-018	Business Meetings & Meals	Teamwork luncheons and staff food pantry	1,200
101-18-54003-018	Conferences	CSMFO Annual Conference - Finance Director	2,100
101-18-54003-018	Conferences	CSMFO/CMTA meetings - Finance Director	525
<b>A/C Subtotal-&gt;</b>			2,625
101-18-54004-018	Training and Workshops	Springbrook Client Conference - Finance Director	1,050
101-18-54004-018	Training and Workshops	Governmental Accounting - Updates and Implementation	840
101-18-54004-018	Training and Workshops	GFOA, CSMFO, Springbrook, Payroll tax training for finance staff	3,150
<b>A/C Subtotal-&gt;</b>			5,040
101-18-54005-018	Subscriptions	Wall Street Journal, GASB, GFOA books	-
101-18-54007-018	Memberships & Dues	GFOA, CSMFO, CMTA, PERS PAC, CMRTA	1,050
101-18-54007-018	Memberships & Dues	Springbrook National User Group	-
<b>A/C Subtotal-&gt;</b>			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	17,000
101-18-54010-018	Other Contract Services	Revenue audits-property tax and sales tax (HDL)	7,900

Town of Atherton Annual Operating Budget FY 2025-2026  
 Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
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	
		<b>A/C Subtotal-&gt;</b>	47,900
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
		Total Operations	229,430
		<b>Total Finance Dept</b>	<u><u>944,442</u></u>

## Town of Atherton Annual Operating Budget FY 2025-26

### Finance- Salaries & Benefits

FTE	Job Class	Step	FY 24/25 Salary	COLA	FY 25/26 Salary	PERS Salary	ER PERS	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow ( Ph. Etc)	Total
1	Finance Director	D	236,454		254,188	254,188	29,842	3,686	11,234	638	157	192	794	210	2,542	600	303,483
1	Sr. Accountant	D	142,401	102.70%	146,246	146,246	10,632	2,121	11,234	638	157	192	794	108	1,462	-	173,584
1	Jr. Accountant	C/D	113,430	102.70%	116,493	116,493	8,469	1,689	20,573	638	157	192	794	108	1,165	-	150,278
<b>3</b>	<b>Total Finance Dept</b>		<b>492,285</b>		<b>516,926</b>	<b>516,926</b>	<b>48,943</b>	<b>7,495</b>	<b>43,041</b>	<b>1,913</b>	<b>472</b>	<b>576</b>	<b>2,382</b>	<b>427</b>	<b>5,169</b>	<b>600</b>	<b>627,345</b>

## Section B

### General Fund

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

# Goals | Mission Budget 2025-2026

- Update the Safety Element and Inclusionary Ordinance
- Provide continued education and resources on development of Accessory Dwelling Units in Atherton
- Provide SB9 housing updates education and develop public workshops
- Review of the Town Animal Control Ordinance with a holistic approach to animals
- Heritage Tree Ordinance Updates
- Provide educational training to staff, either online 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 based public information
- Continuing review of building REACH Codes updates 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 and meeting its Housing Element metrics.

**Annual Fiscal Impact**

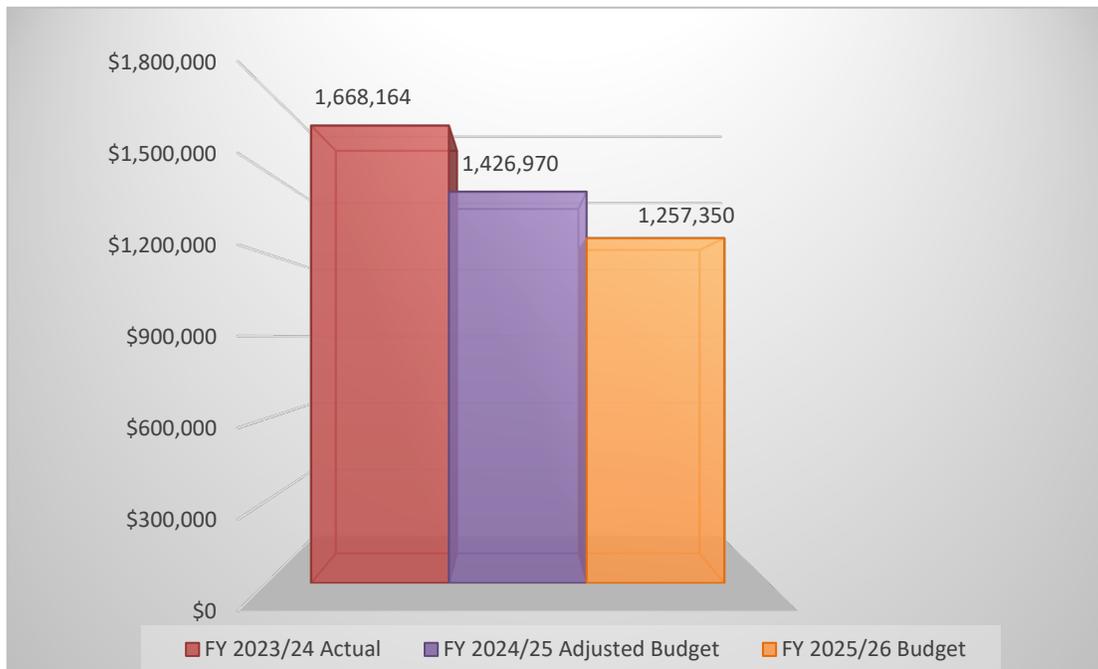
**\$1,257,350**

**Employee**

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

**Three-year Summary**

Year	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Amount	1,668,164	1,426,970	1,257,350





Town of Atherton  
 Annual Operating Budget FY 2025-2026  
 Planning Budget - Summary

Category	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Professional Svs	1,600,383	1,343,690	1,343,690	1,138,470
General Operations	63,603	23,900	23,900	24,500
Other Services/Exp.	1,062	52,440	52,440	87,440
Supplies & Materials	1,896	4,300	4,300	4,300
Capital Outlay	1,220	2,640	2,640	2,640
<b>Planning Total</b>	<b>1,668,164</b>	<b>1,426,970</b>	<b>1,426,970</b>	<b>1,257,350</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
 Planning Budget By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Professional Svs	101-20-52011-020	Contract Planner	993,914	877,440	877,440	952,320
Professional Svs	101-20-52014-020	General Plan Update	63,101	22,000	22,000	-
Professional Svs	101-20-52015-020	Housing Element	543,367	430,950	430,950	169,650
Professional Svs	101-20-52017-020	Technical Services	-	3,300	3,300	6,500
Professional Svs	101-20-52029-020	Contract Arborist Service	-	10,000	10,000	10,000
General Operations	101-20-53014-020	Utilities - Electricity	5,569	9,000	9,000	9,000
General Operations	101-20-53016-020	Utilities - Water	815	700	700	700
General Operations	101-20-53024-020	Advertising/Noticing	54,405	11,000	11,000	11,000
General Operations	101-20-53033-020	Rent - Mach & Equip	2,814	3,200	3,200	3,800
Other Services/Exp.	101-20-54007-020	Membership Dues	-	-	-	35,000
Other Services/Exp.	101-20-54010-020	Other Contract Services	1,062	37,440	37,440	37,440
Other Services/Exp.	101-20-54014-020	Contribution-HIP	-	15,000	15,000	15,000
Supplies & Materials	101-20-55002-020	Office Supplies	1,896	1,800	1,800	1,800
Supplies & Materials	101-20-55009-020	Misc. Computer Parts	-	2,500	2,500	2,500
Capital Outlay	101-20-57006-020	Computer Equipment/Software	1,220	2,640	2,640	2,640
<b>Total Planning Dept</b>			<b>1,668,164</b>	<b>1,426,970</b>	<b>1,426,970</b>	<b>1,257,350</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Planning Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 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	952,320
101-20-52013-020	Zoning Code Update Contract Planner	sustainability programs management	
101-20-52013-020	Zoning Code Update	General Plan Update surcharge accumulation	
101-20-52014-020	General Plan Update	Safety Element update (County-wide coordinated effort)	-
101-20-52015-020	Housing Element	Participation in 21 Elements	2,650
101-20-52015-020	Housing Element	Housing Element certification by HCD	50,000
101-20-52015-020	Housing Element	Housing Element Implementation (Zoning Changes) + CEQA	-
101-20-52015-020	Housing Element	Objective Design Standards	-
101-20-52015-020	Housing Element	State Related Zoning Update for Housing Programs SB9 & ADU	100,000
101-20-52015-020	Zoning Ordinance Updates	Landscape screening, SB9 and ADU revisions	17,000
101-20-52016-020	Historical Artifacts		
101-20-52017-020	Technical Services	GIS Services, other planning services	6,500
101-20-52029-020	Contract Arborist Service	Contract arborist services that cannot be passed through	10,000
101-20-53002-020	Other Equip Repair & Maint	Planning share of MX-M453 Sharp copier annual maint cost and Toshiba Administration Copier	
101-20-53014-020	Utilities - Electricity	PG&E	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	3,800
101-20-54004-020	Training & Workshops		
101-20-54007-020	Membership Dues	Membership for ADU Resource Center San Mateo County	35,000
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
101-20-55002-020	Office Supplies	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
<b>Total Planning Dept</b>			<b><u><u>1,257,350</u></u></b>

**Section B**

**General Fund**

*General Fund 101 Building Dept. (D25)*

**Department 25**

The 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**

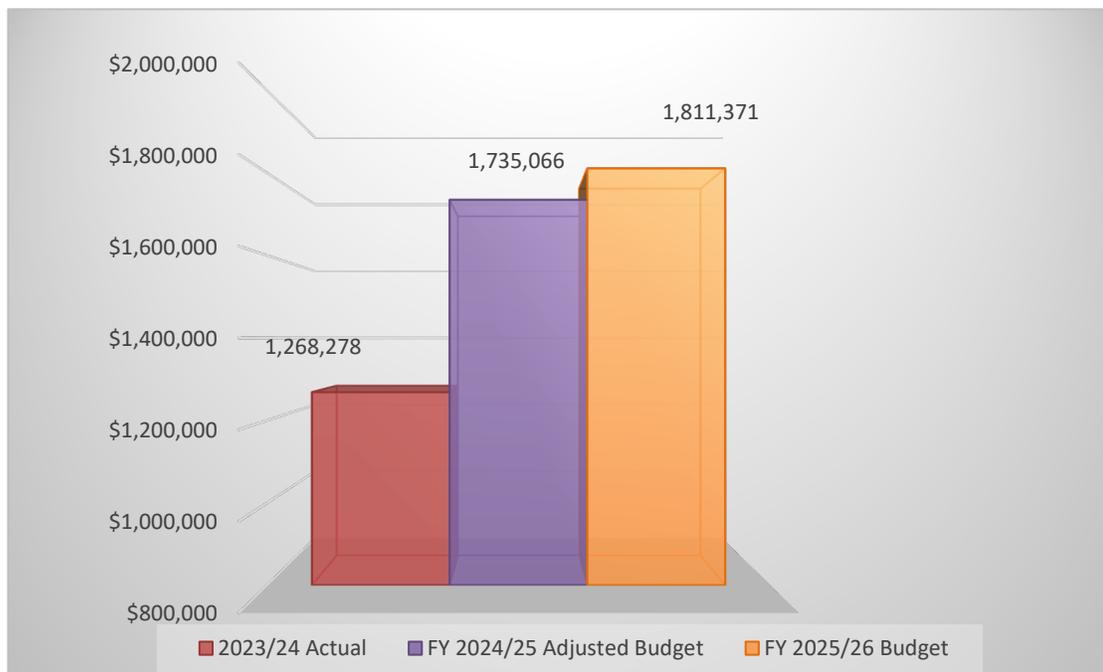
**\$1,811,371**

**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 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Amount	1,268,278	1,735,066	1,811,371





Town of Atherton  
 Annual Operating Budget FY 2025-2026  
 Building Budget - Summary

Category	Actual 2023-24	Adopted Budget 2024-25	Adjusted Budget 2024-25	Recomm Budget 2025-26
Salaries & Wages	159,404	170,777	170,777	176,232
EE Benefits	146,408	173,501	173,501	191,478
Professional Svcs	945,757	1,286,804	1,362,704	1,420,000
General Operations	9,198	19,024	19,024	15,200
Other Services/Exp.	160	1,360	1,360	1,160
Supplies & Materials	5,724	5,700	5,700	5,300
Capital Outlay	1,627	2,000	2,000	2,000
<b>Building Total</b>	<b>1,268,278</b>	<b>1,659,166</b>	<b>1,735,066</b>	<b>1,811,371</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Building Budget By Account

Category	Account	Description	Actual 2023-24	Adopted Budget 2024-25	Adjusted Budget 2024-25	Recomm Budget 2025-26
Salaries & Wages	101-25-50001-025	Regular Salaries	154,821	165,803	165,803	171,099
Salaries & Wages	101-25-50006-025	Overtime	-	-	-	-
Salaries & Wages	101-25-50013-025	EE Benefits Earned	4,583	4,974	4,974	5,133
EE Benefits	101-25-51001-025	Medicare	2,278	2,477	2,477	2,553
EE Benefits	101-25-51003-025	PER Retire Contrib- ER	10,693	14,613	14,613	12,802
EE Benefits	101-25-51007-025	STD Insurance	249	269	269	269
EE Benefits	101-25-51008-025	Health Insurance-Active	20,247	21,460	21,460	22,064
EE Benefits	101-25-51009-025	Health Insurance-Retirees	6,586	3,992	3,992	3,979
EE Benefits	101-25-51010-025	Dental Insurance	1,238	1,363	1,363	1,363
EE Benefits	101-25-51011-025	Vision Insurance	235	262	262	262
EE Benefits	101-25-51013-025	Workers' Compensation	1,790	1,708	1,708	1,761
EE Benefits	101-25-51014-025	Life & ADD Insurance	156	193	193	152
EE Benefits	101-25-51015-025	LTD Insurance	1,052	1,040	1,040	1,049
EE Benefits	101-25-51016-025	Unemployment Insurance	1,599	1,658	1,658	1,711
EE Benefits	101-xx-51xxx-misc	Unfunded liabilities-Misc	100,285	124,466	124,466	143,513
<b>Total Salaries &amp; Benefits</b>			<b>305,813</b>	<b>344,278</b>	<b>344,278</b>	<b>367,711</b>
Professional Svs	101-25-52017-025	Technical Service	-	45,000	45,000	45,000
Professional Svs	101-25-52033-025	Contract Bldg & Life Safety Svs	945,757	1,241,804	1,317,704	1,375,000
General Operations	101-25-53014-025	Utilities - Electricity	5,569	12,964	12,964	9,000
General Operations	101-25-53016-025	Utilities - Water	815	1,000	1,000	1,000
General Operations	101-25-53024-025	Advertising/Publishing	-	1,200	1,200	1,200
General Operations	101-25-53033-025	Rent - Mach & Equip	2,814	3,860	3,860	4,000
Other Services/Exp.	101-25-54005-025	Subscriptions	-	1,200	1,200	1,000
Other Services/Exp.	101-25-54007-025	Memberships & Dues	160	160	160	160
Supplies & Materials	101-25-55002-025	Office Supplies	3,277	4,400	4,400	4,000
Supplies & Materials	101-25-55003-025	Microfilms-Digital Archiving	-	-	-	-
Supplies & Materials	101-25-55006-025	Safety Supplies & Mats	2,447	1,300	1,300	1,300
Capital Outlay	101-25-57006-025	Computer Equipment/Software	1,627	2,000	2,000	2,000
<b>Total Operations</b>			<b>962,465</b>	<b>1,314,888</b>	<b>1,390,788</b>	<b>1,443,660</b>
<b>Total Building Dept</b>			<b>1,268,278</b>	<b>1,659,166</b>	<b>1,735,066</b>	<b>1,811,371</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Building Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-25-50001-025	Regular Salaries	Salaries - Two staff 0.9 full-time (FTE)	176,099
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	5,133
101-25-51001-025	Medicare	Medicare is paid on all salaries at a rate of 1.45%	2,553
101-25-51002-025	Social Security Tax	6.2% of earnings	
101-25-51003-025	PER Retire Contrb- ER	Employer contribution for employee pension	12,802
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	22,064
101-25-51009-025	Health Insurance-Retirees	Retiree health pay-as-you-go	-
101-25-51009-025	Health Insurance- GASB45	GASB 45 annual required	3,979
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	1,761
101-25-51014-025	Life & ADD Insurance	Premium to The Cities Group	152
101-25-51015-025	LTD Insurance	Long-term disability premium to The Cities Group	1,049
101-25-51016-025	Unemployment Insurance	Projected unemployment cost 1%	1,711
101-25-51019-025	Auto Allowance		
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities	143,513
<b>Total Salaries &amp; Benefits</b>			<b>367,711</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Building Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 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.	1,375,000
101-25-53014-025	Utilities - Electricity	PG&E	9,000
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	4,000
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	1,000
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.	4,000
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
		<b>Total Operations</b>	<b><u>1,443,660</u></b>
		<b>Total Building Dept</b>	<b><u><u>1,811,371</u></u></b>

**Town of Atherton Annual Operating Budget FY 2025-2026**  
**Building - Salaries & Benefits**

FTE	Job Class	Step	2024/25 Salary	COLA	2025/26 Salary	PERS Salary	ER PERS	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. etc)	Total
0.4	Assoc Engineer (0.4)	B/C	54,949		56,432	56,432	4,103	818	4,494	255	57	77	318	43	564	-	67,161
0.5	Office Specialist (0.5)	D	44,298		45,494	45,494	3,307	660	7,284	554	103	96	334	54	455	-	58,341
0.5	Town Arborist (0.5)	D	74,173		74,173	74,173	5,392	1,076	10,286	554	103	96	397	54	742	300	93,173
1.4		FTE 1.4	173,420	-	176,099	176,099	12,802	2,553	22,064	1,363	262	269	1,049	152	1,761	300	218,675
6.00	<b>Total Bldg &amp; DPW FTE</b>	6	907,622	-	928,123	928,123	78,291	13,458	86,744	5,247	1,062	1,152	4,639	957	9,281	2,100	1,131,053
<u>Summary</u>																	
1	DPW Director	D	235,626	102.70%	241,988	241,988	28,409	3,509	14,568	1,755	368	192	794	210	2,420	900	295,113
1	Assoc Civil Engineer	B/C	137,372	102.70%	141,081	141,081	10,257	2,046	11,234	638	142	192	794	108	1,411	-	167,902
1	Office Specialist	D	88,595	102.70%	90,987	90,987	6,615	1,319	14,568	1,108	205	192	669	108	910	-	116,682
1	Maint Manager	B/C	149,119	102.70%	153,145	153,145	11,134	2,221	11,234	638	142	192	794	210	1,531	600	181,841
1	Mangement Analyst II	B/C	148,564	102.70%	152,575	152,575	11,092	2,212	14,568	-	-	192	794	210	1,526	-	183,170
1	Town Arborist	D	148,347	100.00%	148,347	148,347	10,785	2,151	20,573	1,108	205	192	794	108	1,483	600	186,347
			907,622		928,123	928,123	78,291	13,458	86,744	5,247	1,062	1,152	4,639	957	9,281	2,100	1,131,053

**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 costs, County Tax administration costs, IT infrastructure costs and other charges that are Town wide in nature. There is a need for network upgrades as well as phone system and needed Host Town server, virtual storage 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**

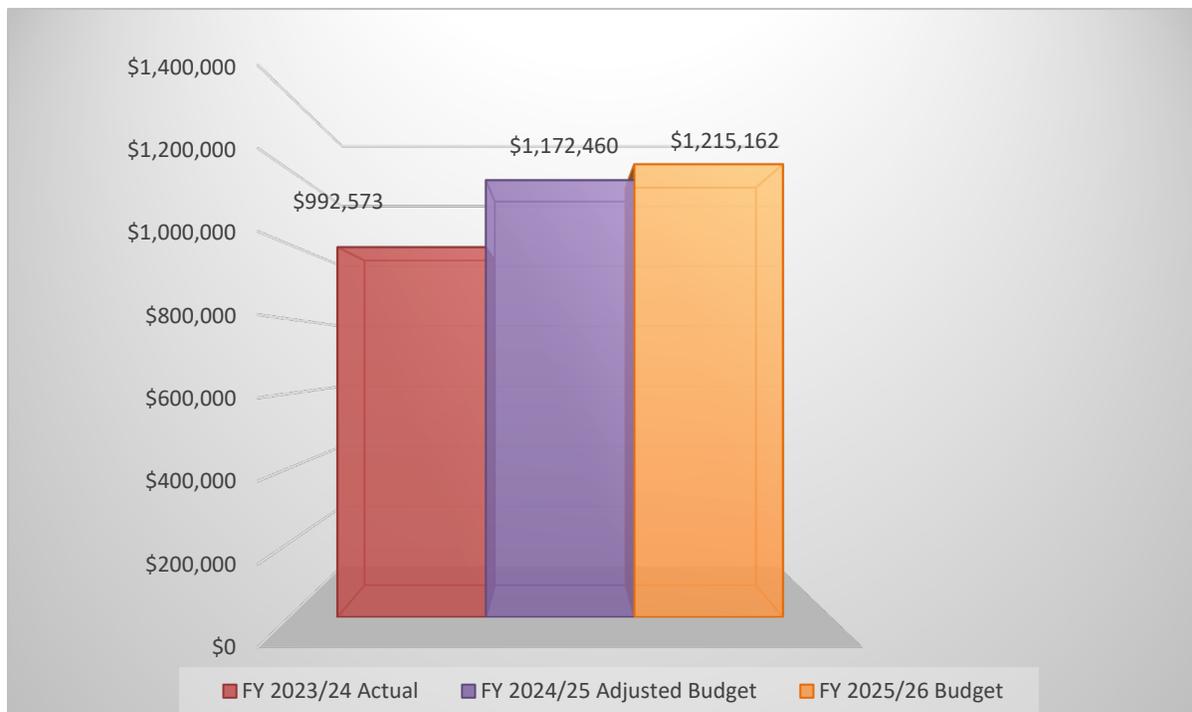
**\$1,215,162**

**Employee**

No employees

**Three-year Summary**

Year	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Amount	992,573	1,172,460	1,215,162





Town of Atherton  
 Annual Operating Budget FY 2025-2026  
 Inter Department Budget - Summary

Category	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
EE Benefits	964	2,000	2,000	2,300
Professional Svs	153,032	163,200	163,200	163,200
General Operations	512,234	622,432	622,432	640,331
Other Services/Exp.	91,925	123,685	123,685	125,360
Supplies & Materials	7,749	20,500	20,500	18,500
Capital Outlay	226,668	240,643	240,643	265,471
<b>Inter-Dept. Total</b>	<b>992,573</b>	<b>1,172,460</b>	<b>1,172,460</b>	<b>1,215,162</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Inter-Department Budget By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
EE Benefits	101-30-51012-030	Employee Assistance Program	964	2,000	2,000	2,300
Professional Svs	101-30-52019-030	IT Support	153,032	163,200	163,200	163,200
General Operations	101-30-53018-030	Utilities - Telephone	2,772	8,000	8,000	6,000
General Operations	101-30-53019-030	Liability Insurance	285,607	374,950	374,950	453,000
General Operations	101-30-53020-030	Employment Practice Liability Ins	43,599	46,608	46,608	58,558
General Operations	101-30-53021-030	Property Insurance	180,256	192,874	192,874	122,773
Other Services/Exp.	101-30-54007-030	Memberships & Dues	2,864	2,942	2,942	4,560
Other Services/Exp.	101-30-54010-030	Other Contract Services	1,200	-	-	-
Other Services/Exp.	101-30-54017-030	Post Office Expense	4,351	5,743	5,743	5,800
Other Services/Exp.	101-30-54029-030	County Tax Administration Cost	83,510	115,000	115,000	115,000
Supplies & Materials	101-30-55009-030	Misc Computer Parts & Supplies	-	5,000	5,000	3,000
Supplies & Materials	101-30-55016-030	Other Supplies & Materials	270	2,000	2,000	2,000
Supplies & Materials	101-30-55017-030	Postage	7,480	13,500	13,500	13,500
Capital Outlay	101-30-57006-030	IT Infrastructure Plan	226,668	240,643	240,643	265,471
<b>Total Inter-Department</b>			<b>992,573</b>	<b>1,172,460</b>	<b>1,172,460</b>	<b>1,215,162</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-30-51012-030	Employee Assistance	Premium for employee assistance program	2,300
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%	6,000
101-30-53019-030	Liability Insurance	Annual premiums for general insurance pool (Fd615)	258,000
101-30-53019-030	Liability Insurance	Annual premiums for excess liability insurance pool(Fd615)	109,000
101-30-53019-030	Liability Insurance	Public Official bond(Fd615)	
101-30-53019-030	Liability Insurance	Administrative Premium to ABAG(Fd615)	86,000
101-30-53019-030	Liability Insurance	Self-insured retention (SIR) reserve(Fd615)	
		<b>A/C Subtotal -&gt;</b>	453,000
101-30-53020-030	Employment Practice Liab Ins	Premium to employment practice liability	58,558
101-30-53021-030	Property Insurance	Annual premiums for property insurance pool	122,773
101-30-54007-030	Memberships & Dues	ABAG	3,200
101-30-54007-030	Memberships & Dues	Social Media	600
101-30-54007-030	Memberships & Dues	Almanac Online	400
101-30-54007-030	Memberships & Dues	Vista Social	360
101-30-54007-030	Memberships & Dues	Adobe Lic Fee-in Other Computer Equip Software	
		<b>A/C Subtotal -&gt;</b>	4,560
101-30-54017-030	Post Office Expense	USPS contract station rental #MT70/0002366	4,300
101-30-54017-030	Post Office Expense	USPS contract station Supplies - ink cartridge, strips, paper, pre-inked stamps	1,500
101-30-54017-030	Post Office Expense	Header (security device) rental(S#3185)	
		<b>A/C Subtotal -&gt;</b>	5,800
101-30-54029-030	County Tax Administration Cost	San Mateo County property tax admin charges	115,000
101-30-55009-030	Misc Computer Parts & Supplies	Parts for servers, spare hard drive, UPS battery Replace UPS Units	3,000
		<b>A/C Subtotal -&gt;</b>	3,000

Town of Atherton Annual Operating Budget FY 2025-2026  
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026	
				Recommended Appropriations
101-30-55016-030	Other Supplies & Materials	Other unexpected small items Administration offices		2,000
101-30-55017-030	Postage	Town contract station rental #4CES/0916294	3,500	
101-30-55017-030	Postage	Town contract station meter refill & supplies - ink cartridge, strips, paper, pre-inked stamps	10,000	
		<b>A/C Subtotal -&gt;</b>		13,500
101-30-57006-030	IT Infrastructure Plan	Firewall security - support Network Infrastructure		
		SONICWALL EQUIP - Switches and Access Points	3,500	
101-30-57006-030	IT Infrastructure Plan	(1) Lease Dell Computer NON-DEPT ATTORNEY		
101-30-57006-030	IT Infrastructure Plan	DELL Server Storage & Warranty and /or Replacement	8,000	
101-30-57006-030	IT Infrastructure Plan	Annual Fee Website media center storage	1,900	
101-30-57006-030	IT Infrastructure Plan	Annual Fee Website SSI Certificate	170	
101-30-57006-030	IT Infrastructure Plan	Annual Renewal CivicSend	1,900	
101-30-57006-030	IT Infrastructure Plan	Annual Fee Website Hosting & Support	8,000	
101-30-57006-030	IT Infrastructure Plan	Annual Website Dept. Header hosting & Support PD	1	
101-30-57006-030	IT Infrastructure Plan	(5) SeeClickFix Annual & (1) Unlimited licenses renewa	11,500	
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	3,500	
101-30-57006-030	IT Infrastructure Plan	PrimeGov Agenda Automation, Video Streaming&Meeting Management Svcs	13,900	
101-30-57006-030	IT Infrastructure Plan	Frase Answer Engine AI	7,600	
101-30-57006-030	IT Infrastructure Plan	Wireless projects for improved security, controller plus access points, Misc Computer hardware	5,000	
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	Legacy SKU for Agenda Automation	5,800	
101-30-57006-030	IT Infrastructure Plan	Server Storage Backup-Datto	35,000	
101-30-57006-030	IT Infrastructure Plan	Cybersecurity Prevention Stress Test Software-KnowB4	2,000	

Town of Atherton Annual Operating Budget FY 2025-2026  
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026  Recommended Appropriations
101-30-57006-030	IT Infrastructure Plan	Cybersecurity Prevention Software-(100) Cylance Inc. Blackberry Guard & ESET	13,000
101-30-57006-030	Computer Equipment/Software	(54) Microsoft License 0365GCCE1	3,000
101-30-57006-030	Computer Equipment/Software	(12) Microsoft License SQLSvrStdCore	3,000
101-30-57006-030	Computer Equipment/Software	(237) Microsoft License 0365GCCE3	23,000
101-30-57006-030	Computer Equipment/Software	(88) Office 365 Cloud to Cloud Backup (Spanning)	3,000
101-30-57006-030	Computer Equipment/Software	OpenGov-Financial Integration, stories, dashboards, budget, workforce planning- Tranparency platform, Purchase Host Server (one-time expense)	36,000
101-30-57006-030	Computer Equipment/Software	Replacement Program for Laptops & other CPUS	5,000
101-30-57006-030	Computer Equipment/Software	ADOBE Accounts	6,900
101-30-57006-030	Computer Equipment/Software	Zoom Membership - Townwide	4,800
		<b>A/C Subtotal -&gt;</b>	265,471
		Total Inter-Department	1,215,162

## Section B

### General Fund

*General Fund 101 Police Dept. (D40)*

# Goals | Mission Budget 2025-2026

## **“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, alarm monitoring systems, 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)*

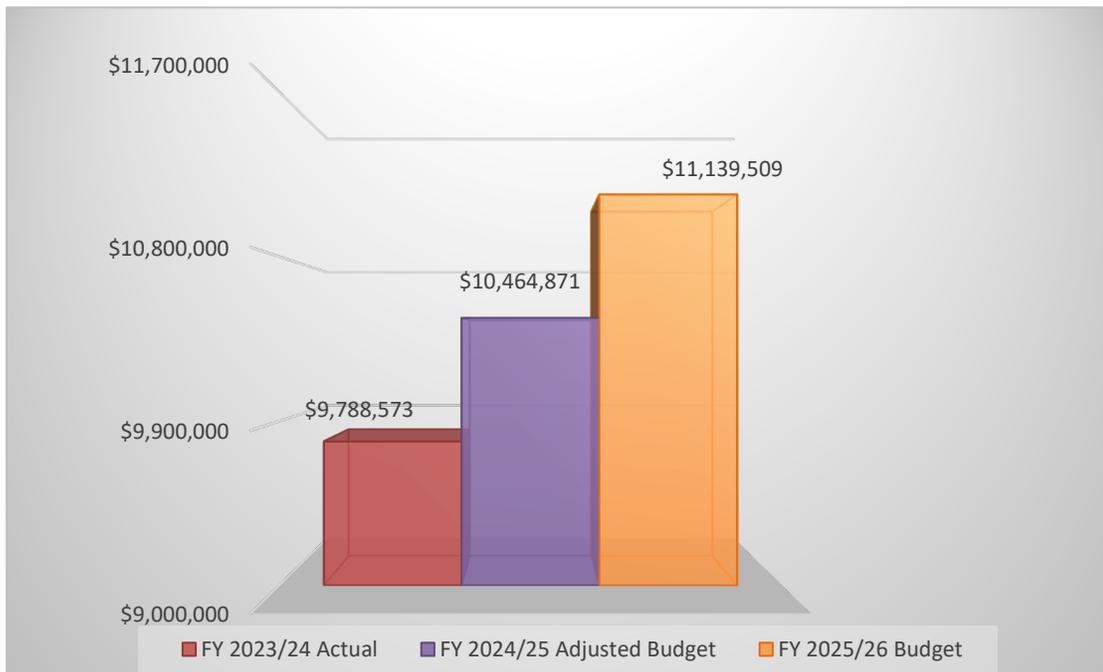
**Department 40** Police Department serves with honor, integrity, and professionalism. The Department provides a full range of police services to the residents of Atherton. The Police Department consists of four distinct divisions: Admin/Training, Patrol/Traffic, Investigations, and Communications/Records. 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, property damage and other law enforcement.

**Annual Fiscal Impact** **\$11,139,509**

**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 (2), per diem dispatchers (6)

**Three-year Summary**

Year	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Amount	9,788,573	10,464,871	11,139,509





Town of Atherton  
 Annual Operating Budget FY 2025-2026  
 Police Budget - Summary

Category	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Salaries & Wages	5,328,335	5,483,061	5,528,061	6,017,877
EE Benefits	2,707,954	2,988,008	2,988,008	3,223,891
Professional Svs	124,662	147,357	147,357	164,438
General Operations	481,755	652,258	653,258	690,100
Other Services/Exp.	520,314	349,982	546,982	391,484
Supplies & Materials	249,909	195,500	205,500	223,750
Capital Outlay	375,643	355,705	395,705	427,969
<b>Police Total</b>	<b>9,788,573</b>	<b>10,171,871</b>	<b>10,464,871</b>	<b>11,139,509</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Police Budget By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Salaries & Wages	101-40-50001-040	Regular Salaries	3,896,908	4,113,940	3,913,940	4,441,088
Salaries & Wages	101-40-50003-040	Dispatcher Salaries	567,473	664,204	664,204	691,872
Salaries & Wages	101-40-50004-040	Reserve Salaries	30,519	96,356	41,356	96,356
Salaries & Wages	101-40-50005-040	Temporary Help	1,807	28,561	18,561	28,561
Salaries & Wages	101-40-50006-040	Overtime	830,715	570,000	880,000	750,000
Salaries & Wages	101-40-50007-040	Special Event Salaries Reimb	912	10,000	10,000	10,000
EE Benefits	101-40-50013-040	EE Benefits Earned	180,851	196,726	196,726	210,918
EE Benefits	101-40-51001-040	Medicare Tax	82,936	73,011	73,011	78,156
EE Benefits	101-40-51002-040	Social Security	1,959	5,974	5,974	5,974
EE Benefits	101-40-51003-040	PERS Retire Contr - ER	718,971	752,790	752,790	772,007
EE Benefits	101-40-51005-040	Deferred Compensation	33,896	45,852	45,852	48,678
EE Benefits	101-40-51007-040	STD Insurance	5,477	5,628	5,628	5,832
EE Benefits	101-40-51008-040	Health Insurance - Active	513,633	517,390	517,390	501,156
EE Benefits	101-40-51009-040	Health Insurance - Retirees	72,443	50,054	50,054	53,757
EE Benefits	101-40-51010-040	Dental Insurance	34,408	37,590	37,590	36,640
EE Benefits	101-40-51011-040	Vision Insurance	6,969	7,467	7,467	7,382
EE Benefits	101-40-51013-040	Workers' Compensation	80,471	49,181	49,181	52,730
EE Benefits	101-40-51014-040	Life & ADD Insurance	3,198	3,622	3,622	3,730
EE Benefits	101-40-51015-040	LTD Insurance	28,725	28,778	28,778	29,870
EE Benefits	101-40-51016-040	Unemployment Insurance	55,342	50,431	50,431	53,979
EE Benefits	101-40-51018-040	Uniforms	28,782	30,000	30,000	30,000
EE Benefits	101-40-51020-040	Educational Reimbursement	5,000	20,000	20,000	20,000
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Misc	63,816	79,204	79,204	91,324
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Safety	791,076	1,034,310	1,034,310	1,221,757
<b>Total Salaries &amp; Benefits</b>			<b>8,036,289</b>	<b>8,471,069</b>	<b>8,516,069</b>	<b>9,241,768</b>
Professional Svs	101-40-52017-040	Technical Services	124,662	147,357	147,357	164,438
General Operations	101-40-53001-040	Equip Maint - Vehicles	82,687	60,000	80,000	72,000
General Operations	101-40-53002-040	Equip Maint - Other	12,076	14,000	9,000	14,000
General Operations	101-40-53014-040	Utilities - Electricity	111,385	135,000	115,000	135,000
General Operations	101-40-53016-040	Utilities - Water	9,316	10,000	10,000	10,000
General Operations	101-40-53018-040	Utilities - Telephone	55,426	45,100	45,100	67,600
General Operations	101-40-53025-040	Printing - External Service	14,446	12,000	12,000	15,000
General Operations	101-40-53026-040	Recruitment Cost	6,144	6,000	10,000	8,000

Town of Atherton Annual Operating Budget FY 2025-2026  
Police Budget By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
General Operations	101-40-53028-040	Citation Processing	5,276	6,500	8,500	8,500
General Operations	101-40-53503-040	Trsfr to Equip Replace Fd	185,000	363,658	363,658	360,000
Other Services/Exp.	101-40-54003-040	Conferences	2,001	5,000	7,000	10,000
Other Services/Exp.	101-40-54004-040	Training & Workshops	15,125	13,000	18,000	20,000
Other Services/Exp.	101-40-54005-040	Subscriptions	1,536	3,000	3,000	3,000
Other Services/Exp.	101-40-54006-040	POST Training	75,416	60,000	40,000	65,000
Other Services/Exp.	101-40-54007-040	Memberships & Dues	3,318	4,750	4,750	5,000
Other Services/Exp.	101-40-54008-040	Mileage Reimbursement	404	300	300	1,000
Other Services/Exp.	101-40-54010-040	Other Contract Services	365,753	201,932	411,932	219,284
Other Services/Exp.	101-40-54021-040	Animal Control Services	56,761	62,000	62,000	68,200
Supplies & Materials	101-40-55002-040	Office Supplies	8,731	12,000	7,000	13,000
Supplies & Materials	101-40-55006-040	Safety Supplies & Materials	11,254	18,000	18,000	19,750
Supplies & Materials	101-40-55007-040	K-9 Expenses	39,076	30,000	30,000	35,000
Supplies & Materials	101-40-55015-040	Oil and Gasoline	95,092	80,000	100,000	96,000
Supplies & Materials	101-40-55016-040	Other Supplies & Matls	78,407	44,500	39,500	49,000
Supplies & Materials	101-40-55018-040	Disaster/Emergency	17,349	11,000	11,000	11,000
Capital Outlay	101-40-57004-040	Mach & Equip	2,158	-	-	9,000
Capital Outlay	101-40-57006-040	Computer Equip/Software*	373,485	355,705	395,705	418,969
			1,752,284	1,700,802	1,948,802	1,897,741
<b>Total Operations</b>			<b>1,752,284</b>	<b>1,700,802</b>	<b>1,948,802</b>	<b>1,897,741</b>
			9,788,573	10,171,871	10,464,871	11,139,509
<b>Total Police Dept</b>			<b>9,788,573</b>	<b>10,171,871</b>	<b>10,464,871</b>	<b>11,139,509</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-40-50001-040	Regular Salaries	21 Sworn, 1 Executive Assistant, 1 Community Service Officer 1 Code Enforcement	4,581,088
101-40-50001-040	Regular Salaries	COPS Grant funding	(140,000)
101-40-50003-040	Dispatcher Salaries	5 full-time dispatchers	691,872
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.	510,000
101-40-50006-040	Overtime	Overtime built in for Dispatchers 5PPL/4 Hrs/26Pay Period	40,000
101-40-50006-040	Overtime	Special Operations Overtime	50,000
101-40-50006-040	Overtime	Holiday OT Pay	150,000
101-40-50007-040	Special Event Salaries Reimb	Overtime Subcategory: POTUS/Special Events	10,000
101-40-50008-040	Vacation/Comp Time Payout		-
101-40-50009-040	Special Operations Overtimes		-
101-40-50013-040	EE Benefits Earned	4% contribution for vac, sick, comp, & holiday pay	210,918
101-40-51001-040	Medicare Tax	1.45% of salary	78,156
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	772,007
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	48,678
101-40-51006-040	Benefits Admin Fees		-
101-40-51007-040	STD Insurance	Short-term disability premium to the Cities Group	5,832
101-40-51008-040	Health Insurance - Active	Health plan coverage - Kaiser, Blue Shield, Blue Cross	501,156
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	53,757
101-40-51010-040	Dental Insurance	Delta dental plan premium	36,640
101-40-51011-040	Vision Insurance	Vision Service Plan premium	7,382
101-40-51013-040	Workers' Compensation	Workers Comp charged to Department	52,730
101-40-51014-040	Life & ADD Insurance	Premium to the Cities Group	3,730
101-40-51015-040	LTD Insurance	Long-term disability premium to The Cities Group	29,870
101-40-51016-040	Unemployment Insurance	Self-funded unemployment based on 1% of salary	53,979
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	91,324
101-40-51xxx-040	Unfunded liabilities-Safety	CA PERS Unfunded liability-Safety	1,221,757
<b>Total Salaries &amp; Benefits</b>			<b>9,241,768</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-40-52017-040	Technical Services	Sunridge RIMS Annual Maintenance (Dispatch-Patrol CAD)	29,000
101-40-52017-040	Technical Services	TEA Maint. (Telecommunications Dispatch/Radio Support)	33,742
101-40-52017-040	Technical Services	Alarm Software Maint. Fee (Residential Burglar Alarms)	1,900
101-40-52017-040	Technical Services	S.M. Co. Medical Legal Exam (Sex Assault Exam)	2,500
101-40-52017-040	Technical Services	S. M. Regional Network Access Fee (Telecom Support) - Now "Utility Telephone"	10,500
101-40-52017-040	Technical Services	Rapid Notify Maint. Fee (Emergency Resident Notification)	2,000
101-40-52017-040	Technical Services	Voice Print Maint. Fee (Comm Center Telephone/Radio Recording)	1,500
101-40-52017-040	Technical Services	Message Switch - County of San Mateo/Microwave Maint	13,533
101-40-52017-040	Technical Services	Critical Reach (TRAK System, Missing Persons Support System)	350
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	2,965
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	39,000
101-40-52017-040	Technical Services	Crime Lab - Annual Flat Fee	6,500
101-40-52017-040	Technical Services	S.M. Co. Sheriff's Ofc. FISC Forensic Lab	17,000
101-40-52017-040	Technical Services	<b>A/C Subtotal -&gt;</b>	164,438
101-40-53001-040	Equip Maint - Vehicles	Vehicle maintenance	72,000
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.)	8,500
101-40-53018-040	Utilities - Telephone	Cell Phones Data Mobile(Admin, Investigations, Patrol Cars)	24,000
101-40-53018-040	Utilities - Telephone	PD Radio Circuits MPFD	7,800
101-40-53018-040	Utilities - Telephone	T1 Line-Fires Station 4- Shared with MPFD	7,500
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from FS4 to MPPD-Radio circuits	19,800

Town of Atherton Annual Operating Budget FY 2025-2026  
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from FS2 to MPPD	
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from Haven to MPPD	
101-40-53018-040	Utilities - Telephone	Sprint Mobile Data (Patrol Car Mobile CAD/RIMS Support Service).	
101-40-53018-040	Utilities - Telephone	<b>A/C Subtotal -&gt;</b>	67,600
101-40-53025-040	Printing - External Service	Forms, secure identification cards, no parking signs, citations, resident handbooks	15,000
101-40-53026-040	Recruitment Cost	Associated costs to include; polygraph,	8,000
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	8,500
101-40-53503-040	Trsfr to Equip Replace Fd	Future replacement of vehicle(s), additional Equipment	210,000
		Supplemental equipment	150,000
101-40-54003-040	Conferences	S.M. Gang Task Force Conference, RIMS, CCUG, CAPE, SMCPA, TMA, Public Safety Chiefs Conference	10,000
101-40-54004-040	Training & Workshops	Supplies for POST annual dept training and other trainings	3,000
		Executive Command School	17,000
		<b>A/C Subtotal -&gt;</b>	20,000
101-40-54005-040	Subscriptions	Library books, criminal codes	3,000
101-40-54006-040	POST Training	Post Reimbursement ( Mandated, Essential, Desirable Categories)	65,000
101-40-54007-040	Memberships & Dues	California Chiefs of Police	800
101-40-54007-040	Memberships & Dues	CPOA, CPCA, APCO, CAPE	2,600
101-40-54007-040	Memberships & Dues	S.M. Co. Police Chiefs Association, Training Managers, Comm., CCUG	1,600
101-40-54007-040	Memberships & Dues	<b>A/C Subtotal -&gt;</b>	5,000

Town of Atherton Annual Operating Budget FY 2025-2026  
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-40-54008-040	Mileage Reimbursement	Reimb for use of personal vehicles on Town business	1,000
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	13,000
101-40-54010-040	Other Contract Services	San Mateo PD Range Rental (\$65 per hour)	18,500
101-40-54010-040	Other Contract Services	SMART Car Services	1,500
101-40-54010-040	Other Contract Services	S.M. Co. Coyote Pt. Firearms Range -2nd Wed. use only	9,000
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	36,000
101-40-54010-040	Other Contract Services	First Chance (DUI Booking Alternative)	14,000
101-40-54010-040	Other Contract Services	Pd copier lease	8,500
101-40-54010-040	Other Contract Services	Keller Center (Child Abuse/Sexual Assault Victims Program)	2,200
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)	10,500
101-40-54010-040	Other Contract Services	Recall Secure Destruction Services (Sensitive Files)	3,000
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	3,000
101-40-54010-040	Other Contract Services	Fast Response On Site Testing - Gas Masks	7,000
101-40-54010-040	Other Contract Services	Aflac administration fee	1,100
101-40-54010-040	Other Contract Services	National Night Out	8,000
101-40-54010-040	Other Contract Services	3SI Tracking Service	1,400
101-40-54010-040	Other Contract Services	<b>A/C Subtotal -&gt;</b>	219,284
101-40-54021-040	Animal Control Services	San Mateo animal control services cost	68,200
101-40-55002-040	Office Supplies	Paper, pens, software, film and photo processing	13,000
101-40-55006-040	Safety Supplies & Materials	Replacement of individual protective vests (MOU 5-year)	11,000
101-40-55006-040	Safety Supplies & Materials	partially off-set by DOJ grant), motorcycle leather gear,	3,375
101-40-55006-040	Safety Supplies & Materials	helmet, protective motorcycle gear, eye/ear range safety gear	5,375
101-40-55006-040	Safety Supplies & Materials	<b>A/C Subtotal -&gt;</b>	19,750

Town of Atherton Annual Operating Budget FY 2025-2026  
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-40-55007-040	K-9 Expenses	K-9 Maint., Training, Veterinarian, Boarding, Food for 2 dogs	35,000
101-40-55015-040	Oil and Gasoline	Fuel for vehicles	96,000
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	5,000
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	<b>A/C Subtotal -&gt;</b>	49,000
101-40-55018-040	Disaster/Emergency	Supplies, water, MRE's	11,000
101-40-57004-040	Mach & Equip	Motorola- Comm Equipment; Accessory Kits, Chargers and Battery Packs)	9,000
101-40-57004-040	Mach & Equip	Dept Flashlights-Streamlight-Stinger 25	
101-40-57004-040	Mach & Equip	<b>A/C Subtotal -&gt;</b>	9,000
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	8,000
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	3,690
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	Goserco, Inc. Eventide Upgrade (Discontinue Phone recording system)	37,355
101-40-57006-040	Computer Equip/Software	AI Report Monitorin System	25,000
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 Annual Cost	150,000
		<b>A/C Subtotal -&gt;</b>	418,969
		<b>Total Operations</b>	<u>1,897,741</u>
		<b>Total Police Dept</b>	<u><u>11,139,509</u></u>



Town of Atherton Annual Operating Budget FY 2025-26  
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	402	-		50		137	4,012
Part-Time Temp Dispatcher	100	43.34	4,334	509	-	-	63		173	5,079
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>911</u>	<u>-</u>	<u>-</u>	<u>301</u>	<u>-</u>	<u>830</u>	<u>30,603</u>
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	237	45.58	10,802			670	157	-	432	12,061
Reserve Officer	237	45.58	10,802			670	157	-	432	12,061
Reserve Officer	<u>1,064</u>	<u>45.58</u>	<u>48,497</u>			<u>3,007</u>	<u>703</u>		<u>1,940</u>	<u>54,147</u>
	<u>2,114</u>		<u>96,356</u>	<u>-</u>	<u>-</u>	<u>5,974</u>	<u>1,397</u>	<u>-</u>	<u>3,854</u>	<u>107,582</u>
<b>Total Temp Help Salaries</b>			<b><u>124,917</u></b>	<b><u>911</u></b>	<b><u>-</u></b>	<b><u>5,974</u></b>	<b><u>1,698</u></b>	<b><u>-</u></b>	<b><u>4,685</u></b>	<b><u>138,185</u></b>

Town of Atherton Annual Operating Budget FY 2025-26  
 Supplemental Budget Request - Poilce Department

<u>Description</u>	<u>Amount</u>	<u>Note</u>
<b><u>Request #1</u></b> purchase of new firearm replacements	150,000	Equipment Replacement
<b><u>Request #2</u></b>		Equipment Replacement
<b><u>Request #3</u></b>		Equipment Replacement
<b><u>Request #4</u></b>		Equipment Replacement
<b><u>Request #5</u></b>		Equipment Replacement

**Total Cost to Equipment Replacement Fund** 150,000

## Section B

### General Fund

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

# *Goals | Mission* Budget 2025-2026

- 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.
- Maintain average PCI street rating at or above 75 for the entire street network and to increase the minimum PCI of all streets to 50.
- 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.
- Implement traffic mitigation measures. Stay abreast of regional projects that may impact the Town.
- Bike/Pedestrian Master plan refresh update.
- Alameda De Las Pulgas Traffic and Safety Improvements project.
- 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.
- Library Children's Garden
- Holbrook-Palmer Park Playground and Restrooms.
- Protect and maintain Town's heritage trees and urban forest character.

**Section B**

**General Fund**

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

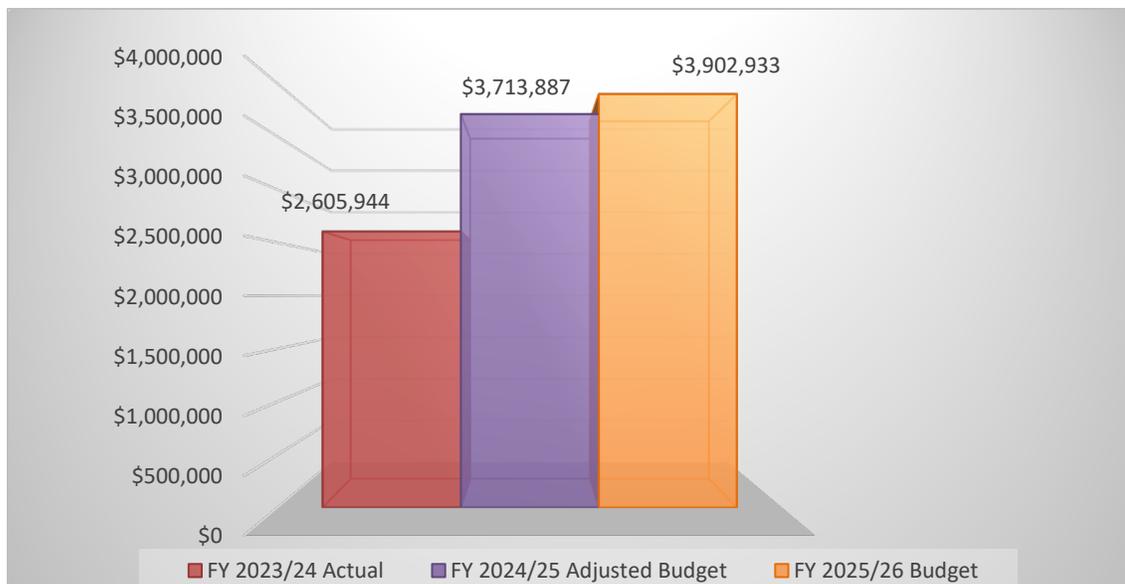
**Department 50-59** Public Works Department is responsible for the overall planning, maintenance, operation and improvement of public infrastructure, including streets, storm drainage, parks and all Town owned buildings and facilities. The Department also provides engineering services and project management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

**Annual Fiscal Impact** **\$3,902,933**

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

**Three-year Summary**

Year	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Amount	2,605,944	3,713,887	3,902,933





Town of Atherton  
 Annual Operating Budget FY 2025-26  
 DPW 50-59 Budget - Summary

Category	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Salaries & Wages	351,053	570,390	570,390	607,756
EE Benefits	300,173	353,951	352,434	394,827
Professional Svs	919,942	1,157,000	1,187,000	1,213,150
General Operations	813,365	1,195,764	1,195,764	1,211,800
Other Services/Exp.	17,987	103,700	103,700	105,700
Supplies & Materials	39,520	88,300	88,300	88,400
Capital Outlay	163,905	216,300	216,300	281,300
<b>DPW Total</b>	<b>2,605,944</b>	<b>3,685,404</b>	<b>3,713,887</b>	<b>3,902,933</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Salaries & Wages	50001	Regular Salaries	498,176	710,745	710,745	747,023
Salaries & Wages	50013	EE Benefits Earned	14,555	21,322	21,322	22,411
Salaries & Wages	50015	Salary Allocated to CIP	(161,678)	(161,678)	(161,678)	(161,678)
EE Benefits	51001	Medicare Insurance	7,625	10,378	10,378	10,904
EE Benefits	51003	PERS Retire Contr - ER	44,758	61,970	61,970	65,489
EE Benefits	51007	STD Life	583	883	883	883
EE Benefits	51008	Health Insurance-Active	45,490	55,161	55,161	64,681
EE Benefits	51009	Health Insurance-Retirees	32,929	13,894	13,894	13,826
EE Benefits	51010	Dental Insurance	3,451	4,285	4,285	3,883
EE Benefits	51011	Vision Insurance	708	909	909	800
EE Benefits	51013	Workers Compensation	6,184	7,157	7,157	7,520
EE Benefits	51014	Life & ADD Insurance	409	662	662	805
EE Benefits	51015	LTD Insurance	2,599	3,581	3,581	3,590
EE Benefits	51016	Unemployment Insurance	5,139	7,107	7,107	7,470
EE Benefits	51xxx	Unfunded Liabilities-Misc	150,222	186,445	186,445	214,976
<b>Total Salaries &amp; Benefits</b>			<b>651,225</b>	<b>922,823</b>	<b>922,823</b>	<b>1,002,583</b>
Professional Svs	52010 (50)	Contract Engineering	86,895	150,000	150,000	150,000
Professional Svs	52017	Technical Services	10,923	40,000	40,000	40,000
Professional Svs	52030 (58)	Contract Park Event Svs	22,251	10,000	40,000	25,000
Professional Svs	52031	Contract DPW Maint Serv	799,873	957,000	957,000	998,150
General Operations	53001	Vehicle Repair & Maint	2,251	10,000	10,000	10,000
General Operations	53002	Equipment Repair & Maint	89,298	181,500	181,500	184,500
General Operations	53003	Building Security	2,285	11,000	11,000	11,000
General Operations	53004	Facility Repair & Maint	189,740	205,500	205,500	211,500
General Operations	53006	Electrical Repair & Maint	-	11,000	11,000	11,000
General Operations	53008	Contract Custodial Services	156,270	225,000	225,000	165,000
General Operations	53009	Contract Tree Maintenance	89,051	140,000	140,000	150,000
General Operations	53010	Street Sweeping	26,424	30,000	30,000	30,000
General Operations	53011	Contract Lndscp Maint.	7	50,000	50,000	95,000
General Operations	53012	Traffic Signal Repair & Maint	8,914	15,000	15,000	15,000
General Operations	53013	Street Light Repair & Maint	33,656	60,000	60,000	60,000
General Operations	53014	Utilities -Electricity	96,913	106,964	106,964	119,000

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
General Operations	53015	Utilities - Gas	8,381	8,800	8,800	8,800
General Operations	53016	Utilities - Water	24,278	24,500	24,500	24,500
General Operations	53017	Utilities - Sewer	12,120	28,000	28,000	28,000
General Operations	53018	Utilities - Telephone	-	1,500	1,500	1,500
General Operations	53024	Advertising/Publishing	11,940	2,500	2,500	2,500
General Operations	53029	Contract Inspection & Testing	350	14,250	14,250	14,250
General Operations	53030(58)	Credit Card Merchant Fees	3,232	5,500	5,500	5,500
General Operations	53033	Rent - Mach & Equipment	2,814	9,500	9,500	9,500
General Operations	53034	Rent - Facilities	-	250	250	250
General Operations	53503	Equip Replace Charges	55,441	55,000	55,000	55,000
Other Services/Exp.	54003	Conferences	20	8,000	8,000	10,000
Other Services/Exp.	54004	Training & Workshops	805	4,500	4,500	4,500
Other Services/Exp.	54007	Membership/Dues	8,118	18,700	18,700	18,700
Other Services/Exp.	54010	Other Contract Services	9,044	72,500	72,500	72,500
Supplies & Materials	55002	Office Supplies	2,070	3,250	3,250	3,250
Supplies & Materials	55006	Safety Supplies & Matls	1,627	2,500	2,500	2,500
Supplies & Materials	55008	Misc. Computer Software	6,555	12,000	12,000	12,000
Supplies & Materials	55009	Misc. Computer Supplies	-	750	750	750
Supplies & Materials	55010	Custodial Supplies	168	1,500	1,500	1,500
Supplies & Materials	55011	Landscape Supplies	8,994	23,000	23,000	23,000
Supplies & Materials	55012	Construction Matls	4,330	14,000	14,000	14,000
Supplies & Materials	55014	Minor Tools & Equip	295	1,500	1,500	1,500
Supplies & Materials	55015	Gas & Oil	1,573	11,800	11,800	11,900
Supplies & Materials	55016	Other Supplies & Matls	-	5,000	5,000	5,000
Supplies & Materials	55017	Postage	-	1,000	1,000	1,000
Supplies & Materials	55018	Disaster Preparedness	13,908	12,000	12,000	12,000
Capital Outlay	57002	Building Improvements	155,866	158,000	158,000	223,000
Capital Outlay	57004	Machinery & Equipment	6,567	10,000	10,000	10,000
Capital Outlay	57006	Computer Equip/Software	407	43,800	43,800	43,800
Capital Outlay	57007	Office Machines & Furn	68	4,500	4,500	4,500
Capital Outlay	57025	COVID-19 Emergency	998	-	-	-
<b>Total Operations</b>			<b>1,954,719</b>	<b>2,761,064</b>	<b>2,791,064</b>	<b>2,900,350</b>
<b>Total DPW</b>			<b>2,605,944</b>	<b>3,683,887</b>	<b>3,713,887</b>	<b>3,902,933</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW - Engineering By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Salaries & Wages	101-50-50001-050	Regular Salaries	101,427	216,589	216,589	237,459
Salaries & Wages	101-50-50013-050	EE Benefits Earned	2,939	6,498	6,498	7,124
Salaries & Wages	101-50-50015-050	Salary Allocated to CIP	(50,418)	(50,418)	(50,418)	(50,418)
EE Benefits	101-50-51001-050	Medicare Insurance	1,526	3,213	3,213	3,516
EE Benefits	101-50-51002-050	Social Security	76	-	-	-
EE Benefits	101-50-51003-050	PERS Retire Contr - ER	6,859	15,910	15,910	17,627
EE Benefits	101-50-51007-050	STD Insurance	183	346	346	355
EE Benefits	101-50-51008-050	Health Insurance-Active	14,811	21,888	21,888	27,953
EE Benefits	101-50-51009-050	Health Insurance-Retirees	9,879	5,956	5,956	5,913
EE Benefits	101-50-51010-050	Dental Insurance	815	1,383	1,383	1,491
EE Benefits	101-50-51011-050	Vision Insurance	163	287	287	290
EE Benefits	101-50-51013-050	Workers Compensation	1,138	2,216	2,216	2,425
EE Benefits	101-50-51014-050	Life & ADD Insurance	126	256	256	226
EE Benefits	101-50-51015-050	LTD Insurance	770	1,358	1,358	1,406
EE Benefits	101-50-51016-050	Unemployment Insurance	1,062	2,166	2,166	2,375
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	48,525	60,225	60,225	69,442
<b>Total Salaries &amp; Benefits</b>			<b>139,883</b>	<b>287,873</b>	<b>287,873</b>	<b>327,183</b>
Professional Svs	101-50-52010-050	Contract Engineering	86,895	150,000	150,000	150,000
Professional Svs	101-50-52017-050	Technical Services	10,923	40,000	40,000	40,000
General Operations	101-50-53002-050	Equipment Repair & Maint	-	1,500	1,500	1,500
General Operations	101-50-53014-050	Utilities - Electricity	5,569	12,964	12,964	13,000
General Operations	101-50-53016-050	Utilities - Water	815	1,000	1,000	1,000
General Operations	101-50-53024-050	Advertising/Publishing	11,730	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	2,814	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	20	8,000	8,000	10,000
Other Services/Exp.	101-50-54004-050	Training & Workshops	805	3,500	3,500	3,500

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW - Engineering By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Other Services/Exp.	101-50-54007-050	Membership/Dues	7,938	18,000	18,000	18,000
Supplies & Materials	101-50-55002-050	Office Supplies	2,070	3,000	3,000	3,000
Supplies & Materials	101-50-55006-050	Safety Supplies & Matls	331	1,000	1,000	1,000
Supplies & Materials	101-50-55008-050	Misc. Computer Software	6,255	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	400
Supplies & Materials	101-50-55017-050	Postage	-	1,000	1,000	1,000
Capital Outlay	101-50-57006-050	Computer Equip/Software	407	1,800	1,800	1,800
Capital Outlay	101-50-57007-050	Office Machines & Furn	68	3,000	3,000	3,000
<b>Total Operations</b>			<b>154,639</b>	<b>286,064</b>	<b>286,064</b>	<b>288,200</b>
<b>Total DPW Engineering</b>			<b>294,522</b>	<b>573,936</b>	<b>573,936</b>	<b>615,383</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations	
101-50-50001-050	Regular Salaries	Salaries - two full-time staff 50-60% each or 1.1 FTE	242,459	
101-50-50001-050	Regular Salaries	Salaries - Arborist Service Planning	(5,000)	237,459
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			7,124
		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			3,516
		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		17,627
101-50-51007-050	STD Life			355
		Short-term disability premium to The Cities Group		
101-50-51008-050	Health Insurance-Active	Health plan coverage - Cafeteria Plan		27,953
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	5,913	5,913
101-50-51010-050	Dental Insurance	Delta Dental Plan premium		1,491
101-50-51011-050	Vision Insurance	Vision service plan premium		290
101-50-51013-050	Workers Compensation	Worker's Compensation charged to Department		2,425
101-50-51014-050	Life & ADD Insurance	Premium to The Cities Group		226
101-50-51015-050	LTD Insurance	Long-term disability premium to The Cities Group		1,406
101-50-51016-050	Unemployment Insurance			2,375
		Self-funded unemployment based on 1% of salaries		
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc		69,442
<b>Total Salaries &amp; Benefits</b>			<b><u>327,183</u></b>	

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 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	13,000
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	10,000
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 2025-2026  
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 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	400
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
<b>Total Operations</b>			<b><u>288,200</u></b>
<b>Total DPW - Engineering</b>			<b><u>615,383</u></b>

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW - Street By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Salaries & Wages	101-53-50001-053	Regular Salaries	161,504	231,162	231,162	235,710
Salaries & Wages	101-53-50013-053	EE Benefits Earned	4,713	6,935	6,935	7,071
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	2,534	3,352	3,352	3,418
EE Benefits	101-53-51003-053	PERS Retire Contr - ER	16,393	21,887	21,887	22,545
EE Benefits	101-53-51007-053	STD Insurance	152	250	250	240
EE Benefits	101-53-51008-053	Health Insurance - Active	10,447	16,271	16,271	16,543
EE Benefits	101-53-51009-053	Health Insurance - Retirees	16,464	5,974	5,974	5,951
EE Benefits	101-53-51010-053	Dental Insurance	1,054	1,387	1,387	1,196
EE Benefits	101-53-51011-053	Vision Insurance	223	297	297	255
EE Benefits	101-53-51013-053	Workers Compensation	2,099	2,312	2,312	2,357
EE Benefits	101-53-51014-053	Life & ADD Insurance	114	192	192	263
EE Benefits	101-53-51015-053	LTD Insurance	708	1,032	1,032	993
EE Benefits	101-53-51016-053	Unemployment Insurance	1,672	2,312	2,312	2,357
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	63,639	78,984	78,984	91,071
<b>Total Salaries &amp; Benefits</b>			<b>170,456</b>	<b>261,087</b>	<b>261,087</b>	<b>278,709</b>
Professional Svs	101-53-52031-053	Contract DPW Maint Serv	430,599	420,000	420,000	432,600
General Operations	101-53-53001-053	Vehicle Repair & Maint	2,251	10,000	10,000	10,000
General Operations	101-53-53002-053	Equipment Repair & Maint	23,926	5,000	5,000	8,000
General Operations	101-53-53003-053	Building Security	-	500	500	500
General Operations	101-53-53004-053	Facility Repair & Maint	43,224	5,000	5,000	5,000
General Operations	101-53-53006-053	Electrical Repair & Maint	-	1,000	1,000	1,000
General Operations	101-53-53009-053	Tree Maintenance	66,703	95,000	95,000	80,000
General Operations	101-53-53010-053	Street Sweeping	26,424	30,000	30,000	30,000
General Operations	101-53-53011-053	Contract Lndscp Maint.	7	50,000	50,000	40,000
General Operations	101-53-53012-053	Traffic Signal Repair & Maint	8,914	15,000	15,000	15,000
General Operations	101-53-53013-053	Street Light Repair & Maint	33,656	60,000	60,000	60,000
General Operations	101-53-53014-053	Utilities - Electricity	68,902	75,000	75,000	75,000

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW - Street By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
General Operations	101-53-53015-053	Utilities - Gas	2,330	1,800	1,800	1,800
General Operations	101-53-53016-053	Utilities - Water	11,359	12,500	12,500	12,500
General Operations	101-53-53029-053	Contract Inspection & Testing	-	3,750	3,750	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	9,172	9,000	9,000	9,000
Other Services/Exp.	101-53-54004-053	Training & Workshops	-	1,000	1,000	1,000
Other Services/Exp.	101-53-54007-053	Membership/Dues	180	700	700	700
Other Services/Exp.	101-53-54010-053	Other Contract Services	-	10,000	10,000	10,000
Supplies & Materials	101-53-55002-053	Office Supplies	-	250	250	250
Supplies & Materials	101-53-55006-053	Safety Supplies & Matls	1,187	1,000	1,000	1,000
Supplies & Materials	101-53-55009-053	Misc. Computer Supplies	-	250	250	250
Supplies & Materials	101-53-55011-053	Landscape Supplies	245	2,500	2,500	2,500
Supplies & Materials	101-53-55012-053	Construction Matls	1,811	7,000	7,000	7,000
Supplies & Materials	101-53-55014-053	Minor Tools & Equip	295	1,000	1,000	1,000
Supplies & Materials	101-53-55015-053	Gas & Oil	1,343	5,000	5,000	5,000
Supplies & Materials	101-53-55016-053	Other Supplies & Matls	-	5,000	5,000	5,000
Supplies & Materials	101-53-55018-053	Emergency/Disaster Preparedness	9,623	6,000	6,000	6,000
Capital Outlay	101-53-57004-053	Machinery & Equipment	2,871	4,000	4,000	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	-	500	500	500
<b>Total Operations</b>			<b>745,023</b>	<b>841,000</b>	<b>841,000</b>	<b>831,600</b>
<b>Total DPW Street Maint</b>			<b>915,479</b>	<b>1,102,087</b>	<b>1,102,087</b>	<b>1,110,309</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-53-50001-053	Regular Salaries	Salaries - one full-time staff 50% or 0.5 FTE	235,710
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	7,071
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%	3,418
101-53-51003-053	PERS Retire Contr - ER	Employer contribution for employee pension	22,545
101-53-51007-053	STD Insurance	Short-term disability premium to The Cities Group	240
101-53-51008-053	Health Insurance - Active	Health plan coverage - Cafeteria Plan	16,543
101-53-51009-053	Health Insurance - Retirees	Retiree health Pay-as-you-go	-
101-53-51009-053	Health Insurance - GASB45	Retiree health GASB45	5,951
101-53-51010-053	Dental Insurance	Delta Dental Plan premium	1,196
101-53-51011-053	Vision Insurance	Vision service plan premium	255
101-53-51013-053	Workers Compensation	Worker's Compensation charged to Department	2,357
101-53-51014-053	Life & ADD Insurance	Premium to The Cities Group	263
101-53-51015-053	LTD Insurance	Long-term disability premium to The Cities Group	993
101-53-51016-053	Unemployment Insurance	Self-funded unemployment	2,357
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	91,071
<b>Total Salaries &amp; Benefits</b>			<b>278,709</b>
101-53-52031-053	Contract DPW Maint Serv	Portion of MCE contract	432,600
101-53-53001-053	Vehicle Repair & Maint	Fleet trucks, dump truck	10,000

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-53-53002-053	Equipment Repair & Maint	Backhoe and small equip repair	8,000
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	80,000
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	40,000
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 2025-2026  
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 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
<b>Total Operations</b>			<b>831,600</b>
<b>Total DPW - Street Maintenance</b>			<b>1,110,309</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW - Park Maint. By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Salaries & Wages	101-57-50001-057	Regular Salaries	129,596	135,500	135,500	86,598
Salaries & Wages	101-57-50013-057	EE Benefits Earned	3,823	4,065	4,065	2,598
EE Benefits	101-57-51001-057	Medicare Insurance	1,917	1,965	1,965	1,256
EE Benefits	101-57-51003-057	PERS Retire Contr - ER	11,065	11,845	11,845	8,459
EE Benefits	101-57-51007-057	STD Insurance	145	154	154	86
EE Benefits	101-57-51008-057	Health Insurance - Active	13,267	9,654	9,654	6,222
EE Benefits	101-57-51009-057	Health Insurance - Retirees	3,293	1,963	1,963	1,962
EE Benefits	101-57-51010-057	Dental Insurance	905	733	733	415
EE Benefits	101-57-51011-057	Vision Insurance	178	159	159	88
EE Benefits	101-57-51013-057	Workers Compensation	1,566	1,355	1,355	866
EE Benefits	101-57-51014-057	Life & ADD Insurance	93	107	107	95
EE Benefits	101-57-51015-057	LTD Insurance	635	635	635	357
EE Benefits	101-57-51016-057	Unemployment Insurance	1,313	1,355	1,355	866
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	13,691	16,992	16,992	19,593
<b>Total Salaries &amp; Benefits</b>			<b>181,487</b>	<b>186,482</b>	<b>186,482</b>	<b>129,461</b>
Professional Svs	101-57-52031-057	Contract DPW Maint Serv	299,591	342,000	342,000	365,000
General Operations	101-57-53002-057	Equipment Repair & Maint	1,419	5,000	5,000	5,000
General Operations	101-57-53003-057	Building Security	1,331	3,000	3,000	3,000
General Operations	101-57-53004-057	Facility Repair & Maint	49,146	150,000	150,000	150,000
General Operations	101-57-53006-057	Electrical Repair & Maint	-	10,000	10,000	10,000
General Operations	101-57-53008-057	Contract Custodial Services	37,018	25,000	25,000	40,000
General Operations	101-57-53009-057	Tree Maintenance	22,348	45,000	45,000	55,000
General Operations	101-57-53014-057	Utilities - Electricity	10,038	10,000	10,000	13,000
General Operations	101-57-53015-057	Utilities - Gas	4,306	4,000	4,000	4,000
General Operations	101-57-53017-057	Utilities - Sewer	12,120	16,000	16,000	16,000
General Operations	101-57-53029-057	Contract Inspection & Testing	-	3,000	3,000	3,000
General Operations	101-57-53033-057	Rent - Mach & Equipment	-	3,000	3,000	3,000
Other Services/Exp.	101-57-53503-057	Equip Replace Charges	3,000	3,000	3,000	3,000
Supplies & Materials	101-57-54010-057	Other Contract Services	-	32,500	32,500	32,500

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW - Park Maint. By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Supplies & Materials	101-57-55008-057	Misc. Computer Software	300	2,000	2,000	2,000
Supplies & Materials	101-57-55011-057	Landscape Supplies	7,457	20,000	20,000	20,000
Supplies & Materials	101-57-55012-057	Construction Mats	-	2,000	2,000	2,000
Capital Outlay	101-57-57002-057	Building Improvements	155,334	155,000	155,000	220,000
Capital Outlay	101-57-57025-057	COVID-19 Emergency	998	-	-	-
<b>Total Operations</b>			<b>604,406</b>	<b>830,500</b>	<b>830,500</b>	<b>946,500</b>
<b>Total DPW Park Maintenance</b>			<b>785,892</b>	<b>1,016,982</b>	<b>1,016,982</b>	<b>1,075,961</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW Park Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-57-50001-057	Regular Salaries	Salaries - one full-time staff 20% or 0.2 FTE	86,598
101-57-50013-057	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	2,598
101-57-51001-057	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,256
101-57-51003-057	PERS Retire Contr - ER	Employer contribution for employee pension	8,459
101-57-51007-057	STD Insurance	Short-term disability premium to The Cities Group	86
101-57-51008-057	Health Insurance - Active	Health plan coverage - Cafeteria Plan	6,222
101-57-51009-057	Health Insurance - Retirees	Retiree health Pay-as-you-go	
101-57-51009-057	Health Insurance - GASB45	Retiree health GASB45	1,962
101-57-51010-057	Dental Insurance	Teamster Dental Plan premium	415
101-57-51011-057	Vision Insurance	Vision service plan premium	88
101-57-51013-057	Workers Compensation	Worker's Compensation charged to Department	866
101-57-51014-057	Life & ADD Insurance	Premium to The Cities Group	95
101-57-51015-057	LTD Insurance	Long-term disability premium to The Cities Group	357
101-57-51016-057	Unemployment Insurance	Self-funded unemployment	866
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	19,593
		<b>Total Salaries &amp; Benefits</b>	<b>129,461</b>
101-57-52031-057	Contract DPW Maint Serv	Brightview 75% & MCE 25%	365,000
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 2025-2026  
DPW Park Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 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	40,000
101-57-53009-057	Tree Maintenance	Contract tree maintenance; pruning cycle for trees	55,000
101-57-53014-057	Utilities - Electricity	PG&E	13,000
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	Water Tower Roof	50,000
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	50,000
101-57-57002-057	Building Improvements	Painting of the Gilmore House & Fireplace conversion to electric	220,000
101-57-57-025-057	COVID-19 Emergency	COVID-19 Emergency	
		<b>Total Operations</b>	<b>946,500</b>
		<b>Total DPW - Park Maintenance</b>	<b>1,075,961</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW - Park Program By Account

Category	Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Salaries & Wages	101-58-50001-058	Regular Salaries	47,111	47,125	47,125	71,284
Salaries & Wages	101-58-50013-058	EE Benefits Earned	1,380	1,414	1,414	2,139
EE Benefits	101-58-51001-058	Medicare Insurance	758	683	683	1,034
EE Benefits	101-58-51003-058	PERS Retire Contr - ER	5,348	5,500	5,500	7,346
EE Benefits	101-58-51007-058	STD Insurance	38	38	38	67
EE Benefits	101-58-51008-058	Health Insurance - Active	2,768	2,914	2,914	5,099
EE Benefits	101-58-51009-058	Health Insurance - Retiree	3,293	-	-	-
EE Benefits	101-58-51010-058	Dental Insurance	334	351	351	351
EE Benefits	101-58-51011-058	Vision Insurance	70	74	74	74
EE Benefits	101-58-51013-058	Workers Compensation	597	471	471	713
EE Benefits	101-58-51014-058	Life & ADD Insurance	32	42	42	74
EE Benefits	101-58-51015-058	LTD Insurance	159	159	159	278
EE Benefits	101-58-51016-058	Unemployment Insurance	489	471	471	713
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	24,367	30,243	30,243	34,871
<b>Total Salaries &amp; Benefits</b>			<b>86,744</b>	<b>89,485</b>	<b>89,485</b>	<b>124,040</b>
Professional Svs	101-58-52030-058	Contract Park Event Svs	22,251	10,000	10,000	25,000
Professional Svs	101-58-52031-058	Contract DPW Maint Serv	398	10,000	10,000	10,000
General Operations	101-58-53003-058	Building Security	953	2,500	2,500	2,500
General Operations	101-58-53004-058	Facility Repair & Maint	6,779	10,500	10,500	10,500
General Operations	101-58-53014-058	Utilities - Electricity	12,405	9,000	9,000	18,000
General Operations	101-58-53015-058	Utilities - Gas	1,745	3,000	3,000	3,000
General Operations	101-58-53016-058	Utilities - Water	12,104	11,000	11,000	11,000
General Operations	101-58-53018-058	Utilities - Telephone	-	1,500	1,500	1,500
General Operations	101-58-53030-058	Credit Card Merchant Fees	3,232	5,500	5,500	5,500
Supplies & Materials	101-58-55010-058	Custodial Supplies	168	1,500	1,500	1,500
Supplies & Materials	101-58-55011-058	Landscape Supplies	1,293	500	500	500
Supplies & Materials	101-58-55012-058	Construction Mats	2,519	2,000	2,000	2,000
Capital Outlay	101-58-57004-058	Machinery & Equipment	3,696	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
<b>Total Operations</b>			<b>67,753</b>	<b>72,000</b>	<b>72,000</b>	<b>96,000</b>
<b>Total DPW Park Programs</b>			<b>154,497</b>	<b>161,485</b>	<b>161,485</b>	<b>220,040</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW Park Program - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-58-50001-058	Regular Salaries	Salaries - one full-time staff 20% or 0.2 FTE	71,284
101-58-50013-058	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	2,139
101-58-51001-058	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,034
101-58-51003-058	PERS Retire Contr - ER	Employer contribution for employee pension	7,346
101-58-51007-058	STD Insurance	Short-term disability premium to The Cities Group	67
101-58-51008-058	Health Insurance - Active	Health plan coverage - Cafeteria Plan	5,099
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	713
101-58-51014-058	Life & ADD Insurance	Premium to The Cities Group	74
101-58-51015-058	LTD Insurance	Long-term disability premium to The Cities Group	278
101-58-51016-058	Unemployment Insurance	Self-funded unemployment	713
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	34,871
<b>Total Salaries &amp; Benefits</b>			<b>124,040</b>
101-58-52030-058	Contract Park Event Svs	Park events services and additional services	25,000
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	18,000
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 2025-2026  
DPW Park Program - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 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
<b>Total Operations</b>			<b>96,000</b>
<b>Total DPW - Park Programs</b>			<b>220,040</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW - Building Maint. By Account

Category	Account	Description	Acutal 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Salaries & Wages	101-59-50001-059	Regular Salaries	58,537	80,370	80,370	115,972
Salaries & Wages	101-59-50013-059	EE Benefits Earned	1,700	2,411	2,411	3,479
EE Benefits	101-59-51001-059	Medicare Insurance	890	1,165	1,165	1,682
EE Benefits	101-59-51003-059	PERS Retire Contr - ER	5,092	6,829	6,829	9,513
EE Benefits	101-59-51007-059	STD Insurance	64	96	96	134
EE Benefits	101-59-51008-059	Health Insurance - Active	4,197	5,950	5,950	8,864
EE Benefits	101-59-51010-059	Dental Insurance	342	431	431	431
EE Benefits	101-59-51011-059	Vision Insurance	73	93	93	93
EE Benefits	101-59-51013-059	Workers Compensation	783	804	804	1,160
EE Benefits	101-59-51014-059	Life & ADD Insurance	43	64	64	147
EE Benefits	101-59-51015-059	LTD Insurance	328	397	397	556
EE Benefits	101-59-51016-059	Unemployment Insurance	604	804	804	1,160
<b>Total Salaries &amp; Benefits</b>			<b>72,655</b>	<b>99,414</b>	<b>99,414</b>	<b>143,190</b>
Professional Svs	101-59-52031-059	Contract DPW Maint Serv	69,286	185,000	185,000	190,550
General Operations	101-59-53002-059	Equipment Repair & Maint	63,953	170,000	170,000	170,000
General Operations	101-59-53003-059	Building Security	-	5,000	5,000	5,000
General Operations	101-59-53004-059	Facility Repair & Maint	90,591	40,000	40,000	46,000
General Operations	101-59-53008-059	Contract Custodial Services	119,251	200,000	200,000	125,000
General Operations	101-59-53009-059	Tree Maintenance	-	-	-	15,000
General Operations	101-59-53011-059	Contract Landscape Maint.	-	-	-	55,000
General Operations	101-59-53017-059	Utilities - Sewer	-	12,000	12,000	12,000
General Operations	101-59-53029-059	Contract Inspection & Testing	350	2,500	2,500	2,500
Other Services/Exp.	101-59-53503-059	Equip Replace Charges	25,269	25,000	25,000	25,000
Supplies & Materials	101-59-54010-059	Other Contract Services	9,044	30,000	30,000	30,000
Supplies & Materials	101-59-55006-059	Safety Supplies & Matls	109	500	500	500
Supplies & Materials	101-59-55012-059	Construction Matls	-	3,000	3,000	3,000
Supplies & Materials	101-59-55015-059	Gas & Oil	230	6,500	6,500	6,500

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW - Building Maint. By Account

Category	Account	Description	Acutal 2023-2024	Adopted Budget 2024-2025	Adjusted Budget 2024-2025	Recomm Budget 2025-2026
Supplies & Materials	101-59-55018-059	Disaster Preparedness	4,284	6,000	6,000	6,000
Capital Outlay	101-59-57002-059	Building Improvements	532	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	40,000	40,000
<b>Total Operations</b>			<b>382,899</b>	<b>731,500</b>	<b>731,500</b>	<b>738,050</b>
<b>Total DPW Bldg Maint</b>			<b>455,555</b>	<b>830,914</b>	<b>830,914</b>	<b>881,240</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
DPW Building Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-59-50001-059	Regular Salaries	Salaries - one full-time staff scheduled 10% or 0.1 FTE	115,972
101-59-50013-059	EE Benefits Earned	3% contribution for vac, sick, comp, & holiday pay	3,479
101-59-51001-059	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,682
101-59-51003-059	PERS Retire Contr - ER	Employer contribution for employee pension	9,513
101-59-51007-059	STD Insurance	Short-term disability premium to The Cities Group	134
101-59-51008-059	Health Insurance - Active	Health plan coverage -Cafeteria Plan	8,864
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	1,160
101-59-51014-059	Life & ADD Insurance	Premium to The Cities Group	147
101-59-51015-059	LTD Insurance	Long-term disability premium to The Cities Group	556
101-59-51016-059	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,160
<b>Total Salaries and Benefits</b>			<b>143,190</b>
101-59-52031-059	Contract DPW Maint Serv	Portion of MCE contract	190,550
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 2025-2026  
DPW Building Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
101-59-53004-059	Facility Repair & Maint	Elevator, carpet cleaning, carpentry, electrical, plumbing; related to city uses & needs in the park	46,000
101-59-53008-059	Contract Custodial Services	All DPW custodial now covered in building maintenance	125,000
101-59-53009-059	Tree Maintenance	Town Center Tree Maintenance	15,000
101-59-53011-059	Contract Landscape Maint.	Town Center Landscaping	55,000
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
<b>Total Operations</b>			<b>738,050</b>
<b>Total DPW - Building Maintenance</b>			<b>881,240</b>

**Town of Atherton Annual Operating Budget FY 2025-2026**  
Public Work - Salaries & Benefits

FTE	Job Class	Step	FY 24/25 Salary	COLA	FY 25/26 Salary	PERS Salary	ER PERS	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. Etc)	Total
<b><u>DPW - Engineering 50</u></b>																	
0.6	Assoc Civil Enginee (0.6)	B/C	82,423		84,649	84,649	6,154	1,227	6,741	383	85	115	476	65	846	-	100,741
0.5	Office Specialist (0.5)	D	44,298		45,494	45,494	3,307	660	7,284	554	103	96	334	54	455	-	58,341
0.5	Town Arborist (0.5)	D	74,173		74,173	74,173	5,392	1,076	10,286	554	103	96	397	54	742	300	93,173
0.25	Management Analyst II (0.25)	B/C	37,141		38,144	38,144	2,773	553	3,642	-	-	48	199	53	381	-	45,792
1.85	FTE	1.85	238,035	-	242,459	242,459	17,627	3,516	27,953	1,491	290	355	1,406	226	2,425	300	298,048
<b><u>DPW - Street Maint 53</u></b>																	
0.5	DPW Director (0.5)	D	117,813		120,994	120,994	14,205	1,754	7,284	877	184	96	397	105	1,210	450	147,566
0.5	Maint Manager	B/C	74,559		76,572	76,572	5,567	1,110	5,617	319	71	96	397	105	766	300	90,920
0.25	Management Analyst II (0.25)	B/C	37,141		38,144	38,144	2,773	553	3,642	-	-	48	199	53	381	-	45,792
1.25	FTE	1.25	229,513		235,710	235,710	22,545	3,418	16,543	1,196	255	240	993	263	2,357	750	284,269
<b><u>DPW - Parks Maint 57</u></b>																	
0.2	DPW Director (0.2)	D	47,125		48,398	48,398	5,682	702	2,914	351	74	38	159	42	484	180	59,023
0.1	Maint Manager	B/C	14,912		15,314	15,314	1,113	222	1,123	64	14	19	79	21	153	60	18,184
0.15	Management Analyst II (0.15)	B/C	22,285		22,886	22,886	1,664	332	2,185	0	0	29	119	32	229	0	27,475
0.45	FTE	0.45	84,322		86,598	86,598	8,459	1,256	6,222	415	88	86	357	95	866	240	104,682
<b><u>DPW - Park Program 58</u></b>																	
0.2	DPW Director (0.2)	D	47,125		48,398	48,398	5,682	702	2,914	351	74	38	159	42	484	180	59,023
0.15	Management Analyst II (0.15)	B/C	22,285		22,886	22,886	1,664	332	2,185	-	-	29	119	32	229	-	27,475
0.35	FTE	0.35	69,410		71,284	71,284	7,346	1,034	5,099	351	74	67	278	74	713	180	86,498
<b><u>DPW - Building Maint 59</u></b>																	
0.1	DPW Director (0.1)	D	23,563		24,199	24,199	2,841	351	1,457	175	37	19	79	21	242	90	29,511
0.4	Maint Manager	B/C	59,647		61,258	61,258	4,453	888	4,494	255	57	77	318	84	613	240	72,736
0.2	Management Analyst II (0.2)	B/C	29,713		30,515	30,515	2,218	442	2,914	-	-	38	159	42	305	-	36,634
0.7	FTE	0.7	112,923		115,972	115,972	9,513	1,682	8,864	431	93	134	556	147	1,160	330	138,881
4.60	<b>Total DPW FTE</b>	4.6	734,202		752,023	752,023	65,489	10,904	64,681	3,883	800	883	3,590	805	7,520	1,800	912,378
<b>Total Bldg &amp; DPW FTE</b>			<b>907,622</b>	<b>-</b>	<b>928,123</b>	<b>928,123</b>	<b>78,291</b>	<b>13,458</b>	<b>86,744</b>	<b>5,247</b>	<b>1,062</b>	<b>1,152</b>	<b>4,639</b>	<b>957</b>	<b>9,281</b>	<b>2,100</b>	<b>1,131,053</b>
<b><u>Summary</u></b>																	
1.00	DPW Director	D	235,626	102.70%	241,988	241,988	28,409	3,509	14,568	1,755	368	192	794	210	2,420	900	295,113
1.00	Assoc Civil Engineer	B/C	137,372	102.70%	141,081	141,081	10,257	2,046	11,234	638	142	192	794	108	1,411		167,902
1.00	Office Specialist	D	88,595	102.70%	90,987	90,987	6,615	1,319	14,568	1,108	205	192	669	108	910		116,682
1.00	Maint Manager	B/C	149,119	102.70%	153,145	153,145	11,134	2,221	11,234	638	142	192	794	210	1,531	600	181,841
1.00	Management Analyst II	B/C	148,564	102.70%	152,575	152,575	11,092	2,212	14,568	-	-	192	794	210	1,526		183,170
1.00	Town Arborist	D	148,347	100.00%	148,347	148,347	10,785	2,151	20,573	1,108	205	192	794	108	1,483	600	186,347
			907,622		928,123	928,123	78,291	13,458	86,744	5,247	1,062	1,152	4,639	957	9,281	2,100	1,131,053

**Special Revenue Fund**

*Tennis Fund, COPS Grant, and Library Fund*

**Budget 2025-2026**

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 2025-2026**

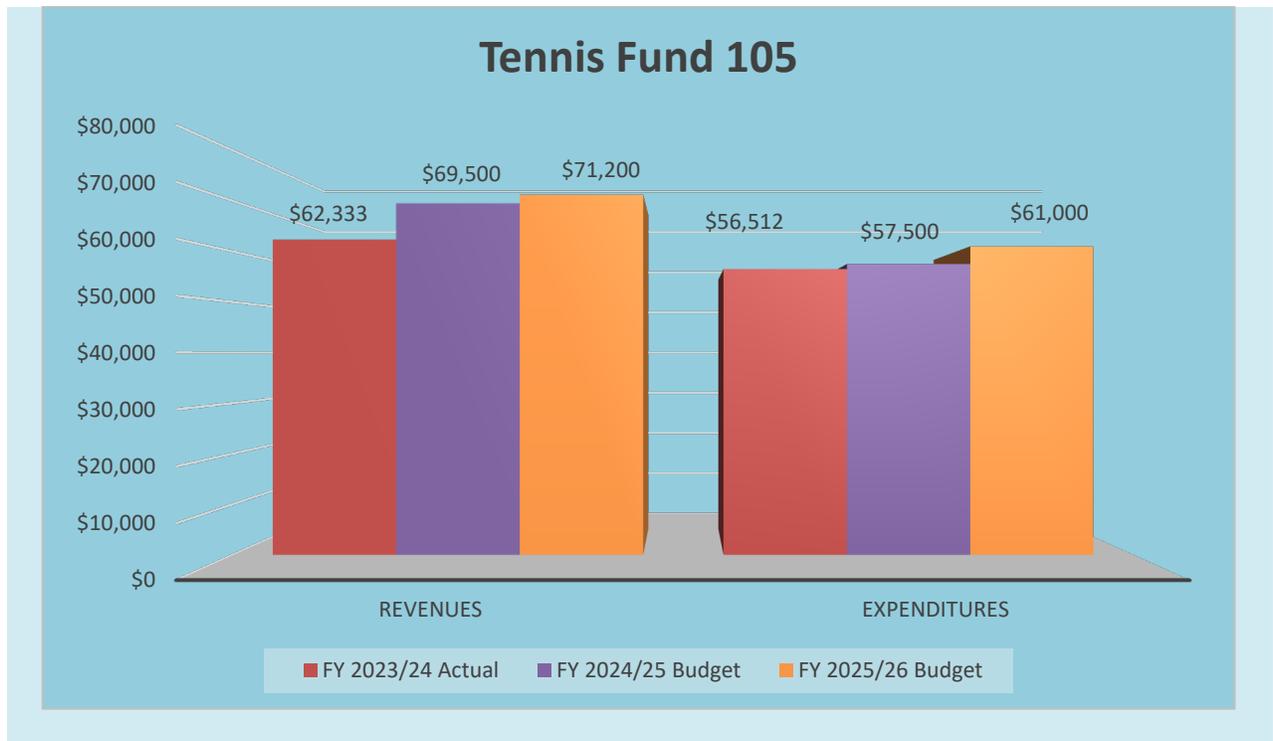
**Tennis Fund 105**

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 and the exploration of opportunity for an additional pickleball court in FY 2025/26.

<b>Annual Fiscal Impact</b>	<b>\$61,000</b>
<b>Employee</b>	No employees

**Three-year Summary**

<u>Category Details</u>	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Beg. Fund Balance	126,357	132,178	144,178
Revenue	62,333	69,500	71,200
Expenditures	56,512	57,500	<b>61,000</b>
Net Assets(Deficit)	132,178	144,178	154,378



Town of Atherton Annual Operating Budget FY 2025-2026  
Special Revenue Fund  
Tennis Fund 105

Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Recomm Budget 2025-2026
105-00-47027-058	Tennis Classes	41,667	50,000	50,000
105-00-47026-058	Tennis Keys	18,325	18,300	20,000
105-00-48001-058	Interest Income	2,341	1,200	1,200
105-00-48501-000	Donation & contributions			
<b>Total Revenues</b>		<b>62,333</b>	<b>69,500</b>	<b>71,200</b>
105-58-52031-000	Contract Maint Services	9,823	10,000	13,000
105-58-53003-000	Building Security	2,023	2,500	3,000
105-58-53004-000	Facility Repair & Maint	42,267	40,000	40,000
105-58-55012-000	Construction Materials	-	5,000	5,000
105-58-55016-000	Other Supplies & Matls	2,400		
Total Operations		56,512	57,500	61,000
<b>Total Expenditures</b>		<b>56,512</b>	<b>57,500</b>	<b>61,000</b>
Excess (Deficiency) of Rev Over Exp		5,821	12,000	10,200
<b>Contribution from MALL Player Capital contract</b>				
Beginning Fund Balance		126,357	132,178	144,178
<b>Ending Fund Balance</b>		<b>132,178</b>	<b>144,178</b>	<b>154,378</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Internal Service Fund  
Tennis Budget Object Details

Fund 105 Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
Contract Maint Service	Portion of MCE contract for cleaning courts	13,000
Building Security	Re-key tennis court gates	3,000
Facility Repair & Maint	Urgent Maintenance needs/Resurface/Restripe	40,000
Construction Materials	Court patching and painting Rejuvenate Tennis seating area	5,000
	<b>Total Operations</b>	<u>61,000</u>
	<b>Total Tennis Fund</b>	<u><u>61,000</u></u>

Section C

**Special Revenue Fund**

*COPS Grant 209*

**Budget 2025-2026**

**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 \$190,000 per year from the grant. The Town uses the COPS grant for funding of sworn personnel salary related expenses.

**Annual Fiscal Impact**

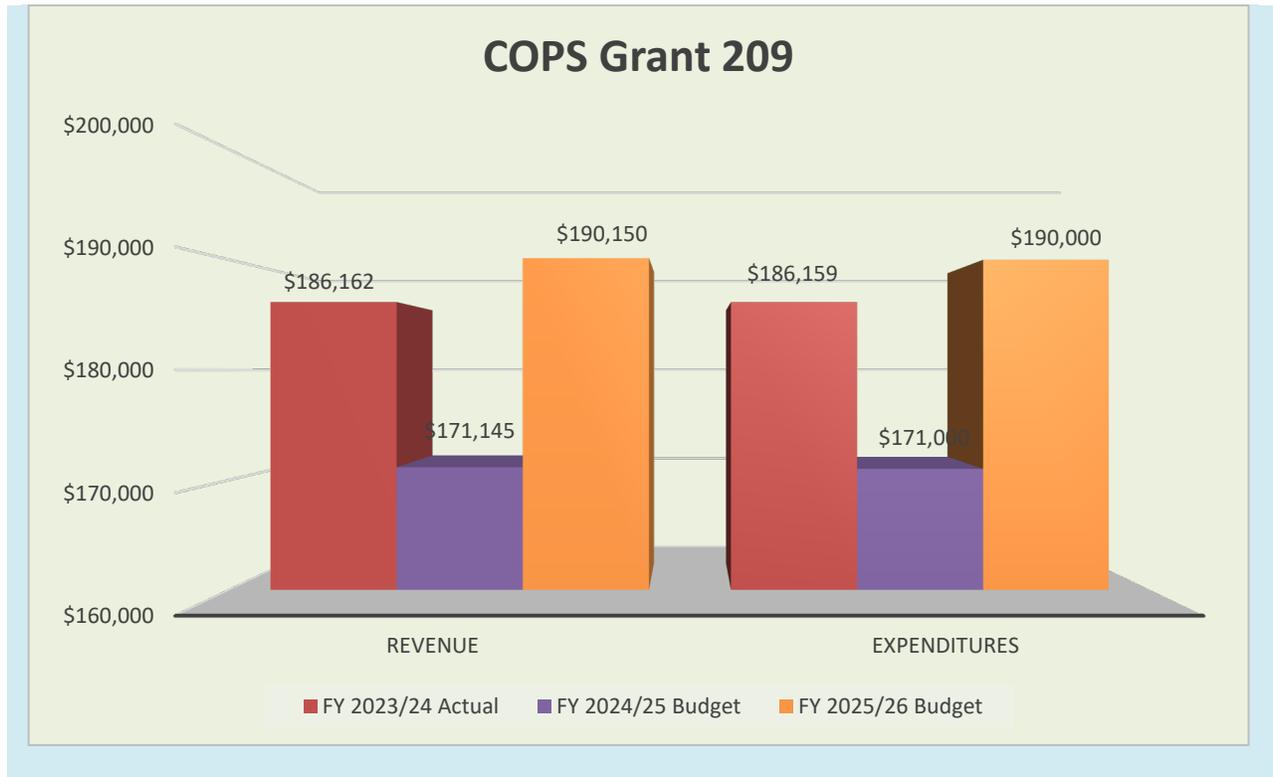
**\$190,000**

**Employee**

No employees

**Three-year Summary**

Category Details	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Beg. Fund Balance	185	188	333
Revenue	186,162	171,145	190,150
Expenditures	186,159	171,000	<b>190,000</b>
Net Assets(Deficit)	188	333	483



Town of Atherton Annual Operating Budget FY 2025-2026  
Special Revenue Fund  
COPS Grant

Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Proposed Budget 2025-2026
209-00-45019-040	Grant	186,159	171,000	190,000
209-00-45020-040	Other Reimbursements	-	-	-
209-00-48001-040	Interest Income	3	145	150
<b>Total Revenue</b>		<b>186,162</b>	<b>171,145</b>	<b>190,150</b>
209-40-50001-040	Salaries related expenditures	186,159	171,000	190,000
<b>Total Expenditure</b>		<b>186,159</b>	<b>171,000</b>	<b>190,000</b>
Excess (Deficiency) of Rev Over Exp		3	145	150
Beginning Fund Balance		185	188	333
<b>Ending Fund Balance</b>		<b>188</b>	<b>333</b>	<b>483</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Special Revenue Fund  
COPS Grant Budget Object Details

Fund 209 Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
Regular Salaries	Portion of Police Officer salary related expenditure funded by COPS Grant	190,000
	Total	<u>190,000</u>

**Section C**

**Special Revenue Fund**

*Library Fund 213*

**Budget 2025-2026**

**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**

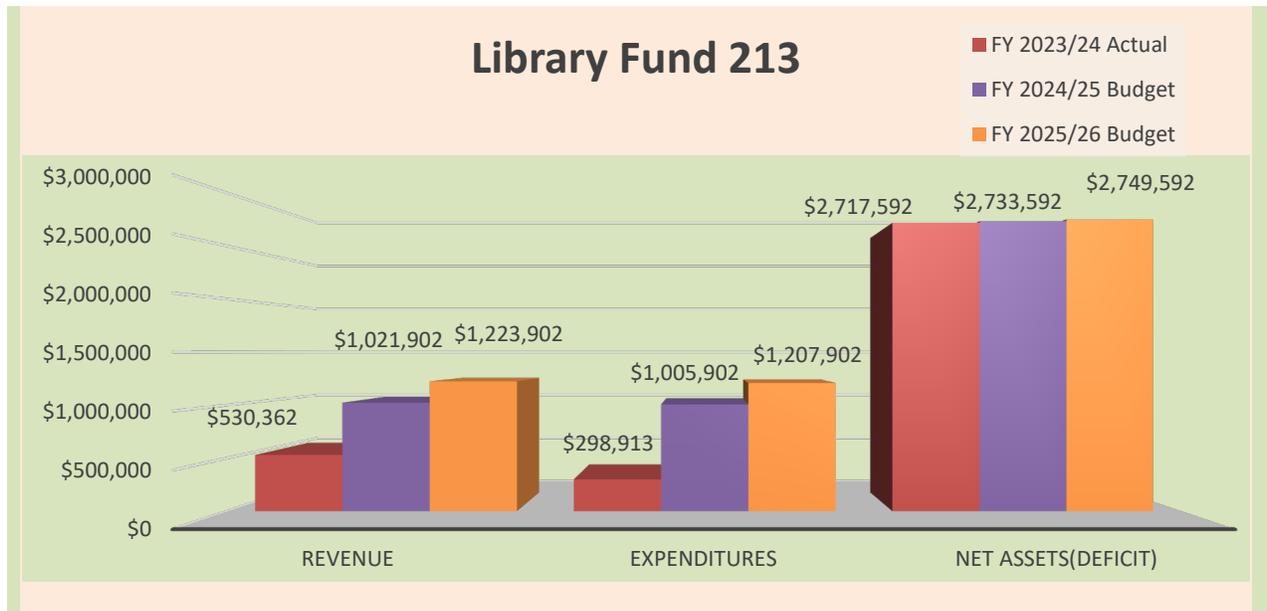
**\$1,207,902**

**Employee**

No Town employees

**Three-year Summary**

<u>Category Details</u>	FY 2023/24 Actual	FY 2024/25 Estimates	FY 2025/26 Budget
Beg. Fund Balance	2,486,142	2,717,592	2,733,592
Revenue	530,362	1,021,902	1,223,902
Expenditures	298,913	1,005,902	<b>1,207,902</b>
Net Assets(Deficit)	2,717,592	2,733,592	2,749,592



Town of Atherton Annual Operating Budget FY 2025-2026  
Special Revenue Fund  
Library Fund

Account	Description	Actuals 2023-24	Adopted Budget 2024-25	Proposed Budget 2025-26
213-00-40001-000	Secured Property Tax	526,086	1,005,902	1,207,902
213-00-48001-000	Interest Income	4,277	16,000	16,000
<b>Advancement of Funds</b>				
<b>Total Revenues</b>		<b>530,362</b>	<b>1,021,902</b>	<b>1,223,902</b>
213-30-52031-000	Contract Maint Services	10,743	19,000	39,000
213-30-53003-000	Building Security	-	250	250
213-30-53004-000	Facility Repair & Maintenance	3,224	2,000	4,000
213-30-53008-000	Contract Custodial Services	57,834	75,000	75,000
213-30-53014-000	Utilities - Electricity	89,108	105,000	120,000
213-30-53016-000	Utilities Water	36,285	40,000	40,000
213-30-53036-000	Contract Pesticid & Fertilizer	-	800	800
213-30-54010-000	Other Contract Services	101,519	90,000	95,000
213-30-55016-000	Other Supplies & Materials	199	655,000	200,000
	Building Maintenance Manager Allocation		18,852	18,852
213-30-57002-000	Building Improvements			615,000
Total Operations		298,913	1,005,902	1,207,902
<b>Total Expenditures</b>		<b>298,913</b>	<b>1,005,902</b>	<b>1,207,902</b>
Excess (Deficiency) of Rev Over Exp		231,449	16,000	16,000
Beginning Fund Balance		2,486,142	2,717,592	2,733,592
<b>Ending Fund Balance</b>		<b>2,717,592</b>	<b>2,733,592</b>	<b>2,749,592</b>

Town of Atherton Annual Operating Budget FY 2025-2026  
Special Revenue Fund  
Library Budget Object Details

Fund 213 Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
Contract Maint Services	MCE contract maint for HVAC, electrical, roof and landscape services, etc.	39,000
Building Security	Misc locks, etc	250
Facility Maint and Repair	Scheduled maint and misc repairs as needed	4,000
Contract Custodial Services	Portion of Town janitorial contract	75,000
Utilities - Electricity	Operating electricity	120,000
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	55,000
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	200,000
Building Improvements	Library Children's Nature Garden	615,000
	Total Library	<u>1,207,902</u>

## Section D

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### **Internal Service Fund**

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

### **Budget 2025-2026**

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 2025-2026**

**Equipment Replacement 610**

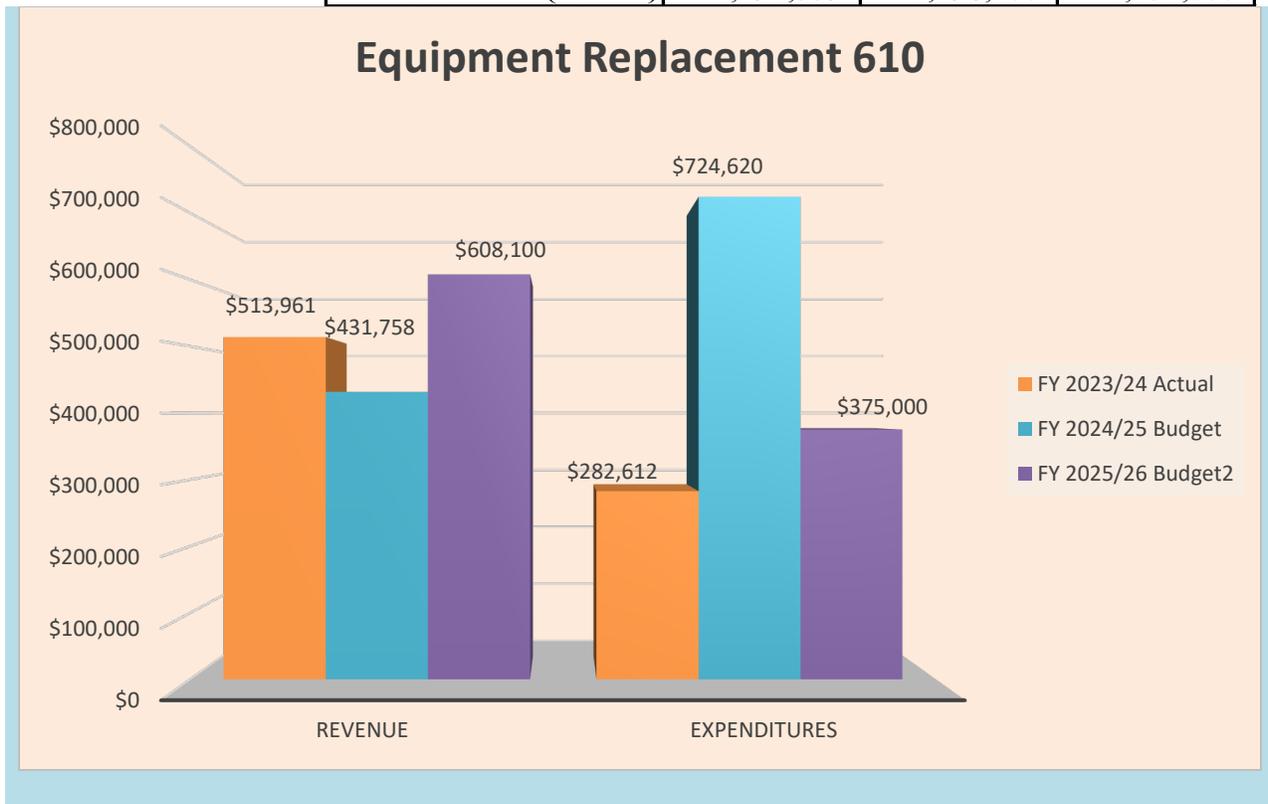
The Equipment Replacement Fund is an internal depreciation fund for the replacement of large assets. The Fund is essentially the Town’s savings account over time to replace large equipment assets over time – such as computer equipment, software assets, vehicles, trailers, emergency equipment, etc. There 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 25/26 there are equipment replacement charges in the police department for three motorcycles and firearm replacements. These motorcycles are grant funded.

**Annual Fiscal Impact** **\$375,000**

**Employee** No employees

**Three-year Summary**

Category Details	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Beg. Fund Balance	1,259,990	1,491,339	1,198,477
Revenue	513,961	431,758	608,100
Expenditures	282,612	724,620	<b>375,000</b>
Net Assets(Deficit)	1,491,339	1,198,477	1,431,577



Town of Atherton Annual Operating Budget FY 2025-2026  
Internal Service Fund  
Equipment Replacement Budget By Account

Fund 610 Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Recomm Budget 2025-2026
610-00-48001-000	Interest on Investments	18,461	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	430,000	363,658	360,000
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 Donation			180,000
	Total Revenues	<u>513,961</u>	<u>431,758</u>	<u>608,100</u>
	Depreciation	151,151		
610-18-57006-018	Computer Software	-	10,500	45,000
610-40-57004-040	Machinery & Equipment	171,798	469,120	150,000
610-40-57005-040	Vehicles & Accessories	(40,337)	190,000	180,000
610-50-57005-050	Vehicles & Accessories	-	55,000	-
	Total Expenditures	<u>282,612</u>	<u>724,620</u>	<u>375,000</u>
	Excess (Deficiency) of Revenues Over Expenditures	231,349	(292,862)	233,100
	Beginning Net Asset (Deficit)	<u>1,259,990</u>	<u>1,491,339</u>	<u>1,198,477</u>
	Ending Net Asset (Deficit)	<u><u>1,491,339</u></u>	<u><u>1,198,477</u></u>	<u><u>1,431,577</u></u>

Town of Atherton Annual Operating Budget FY 2025-2026  
 Internal Service Fund  
 Equipment Replacement Budget Object Details

Fund 610 Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
Vehicle Expense	Public Works Vehicle Replacement	
Vehicle Expense	Police Vehicle Replacement	180,000
Machine & Equip	See Police Department Supplemental Requests	150,000
Computer Software	Upgrade SpringBrook	45,000
	Total	375,000

**Section D**

**Internal Service Fund**

*Worker's Comp 614*

**Budget 2025-2026**

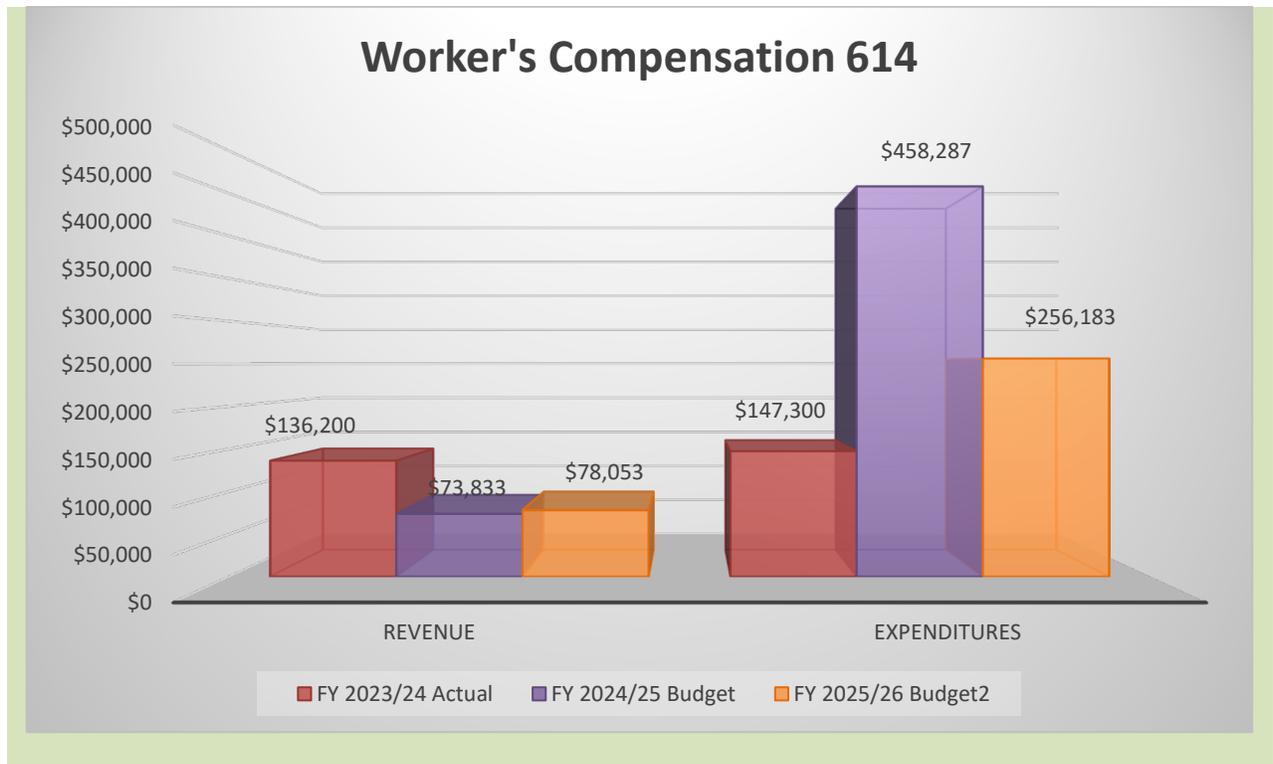
**Workers' Compensation 614**

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 recommend that it is sensible to monitor and increase workers' compensation reserves within the workers' compensation fund when it is appropriate based on claims losses. The revenue charges to the Fund have produced a build-up of net assets in the event of claims losses. In FY 2025/26 the Town is exploring a new Workers' Compensation JPA provider.

<b>Annual Fiscal Impact</b>	<b>\$256,183</b>
<b>Employee</b>	No employees

**Three-year Summary**

<u>Category Details</u>	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Beg. Fund Balance	1,964,738	1,953,638	1,569,184
Revenue	136,200	73,833	78,053
Expenditures	147,300	458,287	<b>256,183</b>
Net Assets(Deficit)	1,953,638	1,569,184	1,391,054



Town of Atherton Annual Operating Budget FY 2025-2026  
Internal Service Fund  
Worker's Compensation Budget By Account

Fund 614 Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Recomm Budget 2025-2026
614-00-47503-012	Charges for Services - Admin Dept	8,585	6,836	6,985
614-00-47503-018	Charges for Services - Finance Dept	5,246	4,882	5,056
614-00-47503-025	Charges for Services - Building Dept	1,790	1,708	1,761
614-00-47503-040	Charges for Services - Police Dept	80,471	49,249	52,730
614-00-47503-050	Charges for Services - DPW Engineering	1,138	2,216	2,425
614-00-47503-053	Charges for Services - DPW Street Maint	2,099	2,312	2,357
614-00-47503-057	Charges for Services - DPW Park Maint	1,566	1,355	866
614-00-47503-058	Charges for Services - DPW Park Prog & Tennis Fd	597	471	713
614-00-47503-059	Charges for Services - DPW Building Maint	783	804	1,160
614-00-48001-000	Interest on Investments	33,924	4,000	4,000
614-00-49001-000	Transfer From General Fund			
	Total Revenues	<u>136,200</u>	<u>73,833</u>	<u>78,053</u>
614-30-51013-000	Worker's Comp Expense	141,568	452,508	250,000
614-30-51017-000	Safety/Compliance Program Assessment	5,732	5,779	6,183
614-00-49001-000	Reserve Equity Contribution			
	Total Expenditures	<u>147,300</u>	<u>458,287</u>	<u>256,183</u>
	Excess (Deficiency) of Revenues Over Expenditures	(11,100)	(384,454)	(178,130)
	Transfer-in			
	Beginning Net Assets (Deficit)	<u>1,964,738</u>	<u>1,953,638</u>	<u>1,569,184</u>
	Ending Net Assets (Deficit)	<u><u>1,953,638</u></u>	<u><u>1,569,184</u></u>	<u><u>1,391,054</u></u>

Town of Atherton Annual Operating Budget FY 2025-2026  
 Internal Service Fund  
 Worker's Compensation Budget Object Details

Fund 614 Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
WC Assessment	Assessment by the Cities Group (JPA)	250,000
WC Assessment	Equity Reserve Replenishment	
Safety Program Assess	Assessment by the Cities Group (JPA)	6,183
		256,183

**Section D**

**Internal Service Fund**

*General Liability 615*

**Budget 2025-2026**

**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 expenses. Total internal service charges from the General Fund for FY 2025/26 are estimated at \$639,331. The total FY 2025/26 expenditures for this fund are \$734,331 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**

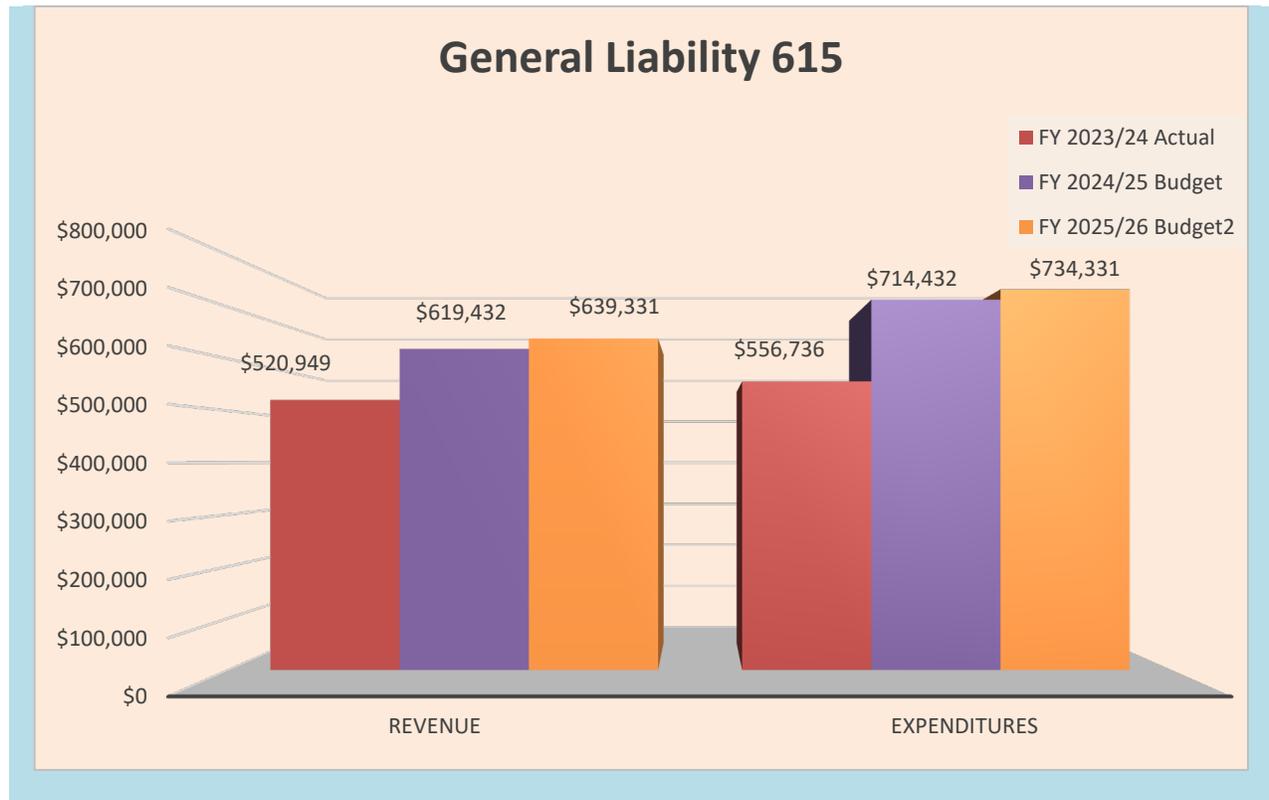
**\$734,331**

**Employee**

No employees

**Three-year Summary**

Category Details	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Beg. Fund Balance	658,250	622,463	527,463
Revenue	520,949	619,432	639,331
Expenditures	556,736	714,432	<b>734,331</b>
Net Assets(Deficit)	622,463	527,463	432,463



Town of Atherton Annual Operating Budget FY 2025-2026  
Internal Service Fund  
General Liability Budget By Account

Fund 615 Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Recomm Budget 2025-2026
615-00-47504-000	Liability Insurance Charge	329,206	567,824	575,773
615-00-47505-000	Employment Practice Liability Charge	180,256	46,608	58,558
615-00-48001-000	Interest on Investments	11,487	5,000	5,000
	Total Revenues	<u>520,949</u>	<u>619,432</u>	<u>639,331</u>
615-30-53019-000	Liability Insurance Expense	465,863	567,824	575,773
615-30-53020-000	Employment Practice Liability	43,559	46,608	58,558
615-30-53022-000	Liability Claim Expense	47,314	100,000	100,000
	Total Expenditures	<u>556,736</u>	<u>714,432</u>	<u>734,331</u>
	Excess (Deficiency) of Revenue Over Expenditures	(35,787)	(95,000)	(95,000)
	Beginning Net Assets (Deficit)	<u>658,250</u>	<u>622,462</u>	<u>527,462</u>
	Ending Net Assets (Deficit)	<u><u>622,462</u></u>	<u><u>527,462</u></u>	<u><u>432,462</u></u>

Town of Atherton Annual Operating Budget FY 2025-2026  
 Internal Service Fund  
 General Liability Budget Object Details

Fund 615 Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
Liability Insurance	Premium to ABAG	575,773
Employment Practice	Premium to Alliant	58,558
Claim Expense	SIR (self insured retention)	100,000
Total		<u>734,331</u>

**Section D**

**Internal Service Fund**

*Employee Benefit 616*

**Budget 2025-2026**

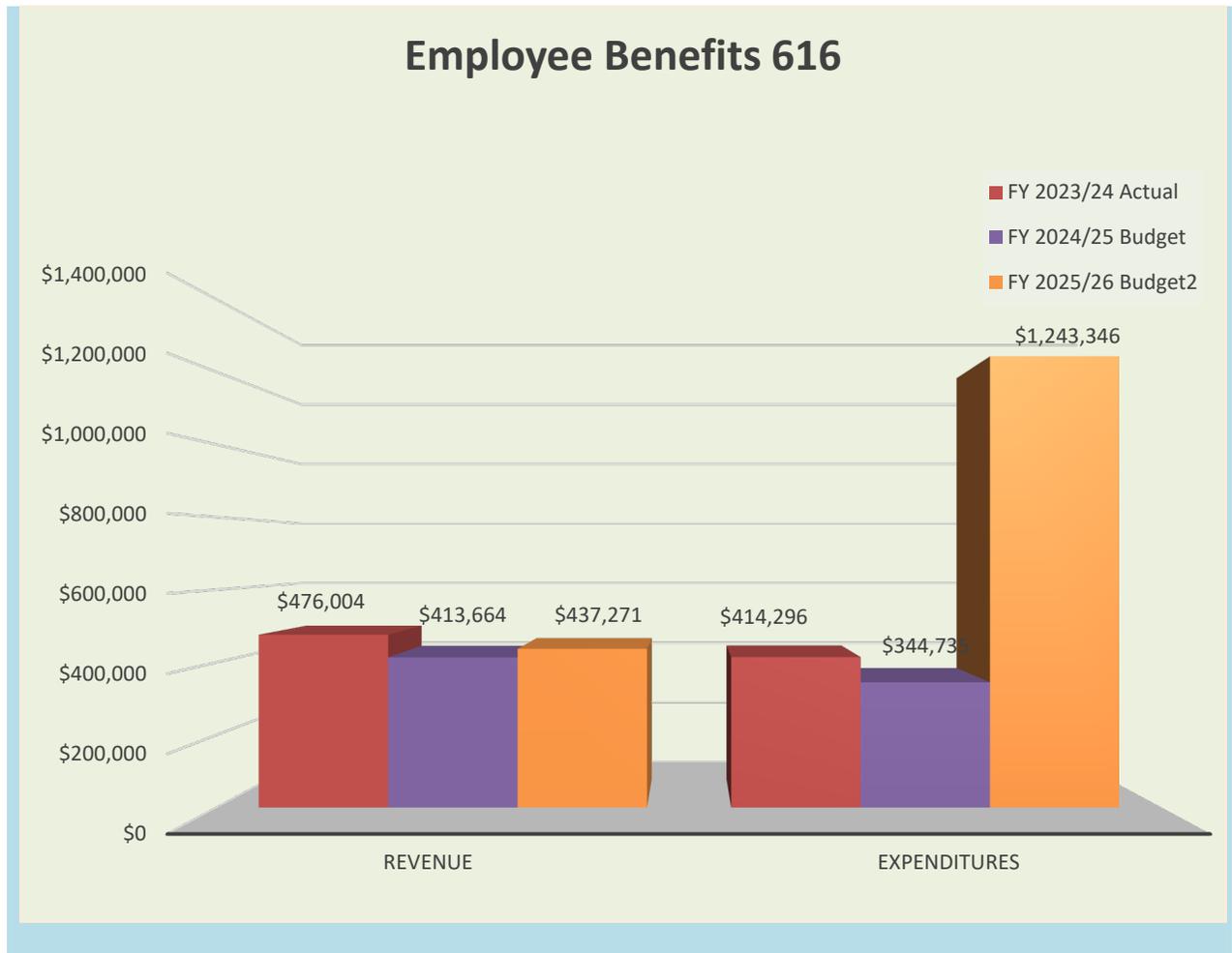
**Employee Benefits 616** Employee Benefits Fund is used for the accounting and accumulation of costs internally among Town various departments for employee benefits including other post-employment benefits other than pension, compensated absences, and potential unemployment charges. There is an allocation of \$800,000 towards an Additional Discretionary Payment (ADP) to CalPERS pension liability.

**Annual Fiscal Impact** **\$1,243,346**

**Employee** No employees

**Three-year Summary**

Category Details	FY 2023/24 Actual	FY 2024/25 Budget	FY 2025/26 Budget
Beg. Fund Balance	695,104	756,812	825,741
Revenue	476,004	413,664	437,271
Expenditures	414,296	344,735	<b>1,243,346</b>
Net Assets(Deficit)	756,812	825,741	19,666



Town of Atherton Annual Operating Budget FY 2025-2026  
Internal Service Fund  
Employee Benefits Budget By Account

Fund 616 Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Recomm Budget 2025-2026
616-00-47506-012	GASB 45 ARC - Admin	19,757	7,851	7,842
616-00-47506-018	GASB 45 ARC - Finance	6,586	3,945	3,942
616-00-47506-025	GASB 45 ARC - Building	6,586	3,992	3,979
616-00-47506-040	GASB 45 ARC - Police	72,443	50,054	53,757
616-00-47506-050	GASB 45 ARC - DPW Engineering	9,879	5,956	5,913
616-00-47506-053	GASB 45 ARC - DPW Street Maint	16,464	5,974	5,951
616-00-47506-057	GASB 45 ARC - DPW Park Maint	3,293	1,963	1,962
616-00-47506-058	GASB 45 ARC - DPW Park Program	3,293	-	-
616-00-47507-012	EE Benefits Earned - Admin	19,720	20,507	20,594
616-00-47507-018	EE Benefits Earned - Finance	13,252	14,647	15,167
616-00-47507-025	EE Benefits Earned - Building	4,583	4,974	5,133
616-00-47507-040	EE Benefits Earned - Police	180,851	196,996	210,918
616-00-47507-050	EE Benefits Earned - DPW Engineering	2,939	6,498	7,124
616-00-47507-053	EE Benefits Earned - DPW Street Maint	4,713	6,935	7,071
616-00-47507-057	EE Benefits Earned - DPW Park Maint	3,823	4,065	2,598
616-00-47507-058	EE Benefits Earned - DPW Park Program	1,380	1,414	2,139
616-00-47507-059	EE Benefits Earned - DPW Bldg Maint	1,700	2,411	3,479
616-00-47508-012	Unemploy Benefits - Admin	7,035	6,836	6,985
616-00-47508-018	Unemploy Benefits - Finance	4,423	4,882	5,056
616-00-47508-025	Unemploy Benefits - Building	1,599	1,658	1,711
616-00-47508-040	Unemploy Benefits - Police	55,342	50,498	53,979
616-00-47508-050	Unemploy Benefits - DPW Engineering	1,062	2,166	2,375
616-00-47508-053	Unemploy Benefits - DPW Street Maint	1,672	2,312	2,357
616-00-47508-057	Unemploy Benefits - DPW Park Maint	1,313	1,355	866
616-00-47508-058	Unemploy Benefits - DPW Park Program	489	471	713
616-00-47508-059	Unemploy Benefits - DPW Building Maint	604	804	1,160
616-00-48001-000	Interest on Investments	31,203	4,500	4,500
Total Revenues		476,004	413,664	437,271
616-xx-51009-xxx	Retiree Health-Care OPEB		-	-
616-12-51009-012	Retiree Health-Care (Admin)	7,464	7,851	7,842
616-18-51009-018	Retiree Health-Care (Finance)	3,751	3,945	3,942
616-25-51009-025	Retiree Health-Care (Building)	3,782	3,992	3,979
616-40-51009-040	Retiree Health-Care (Police)	48,094	50,054	53,757
616-50-51009-050	Retiree Health-Care (Engineering)	5,642	5,956	5,913
616-53-51009-053	Retiree Health-Care (Street Maint)	5,664	5,974	5,951

Town of Atherton Annual Operating Budget FY 2025-2026  
Internal Service Fund  
Employee Benefits Budget By Account

Fund 616 Account	Description	Actual 2023-2024	Adopted Budget 2024-2025	Recomm Budget 2025-2026
616-57-51009-057	Retiree Health-Care (Park Maint)	1,863	1,963	1,962
616-58-51009-058	Retiree Health-Care (Park Program)	-	-	-
616-30-51016-030	Unemployment Insurance	-	15,000	15,000
616-50-51016-050	Unemployment Insurance (Engineering)	459		
616-30-50013-030	Employee Benefits Earned	337,577	250,000	345,000
	Allocation to General Fund ADP			800,000
	Total Expenditures	<u>414,296</u>	<u>344,735</u>	<u>1,243,346</u>
	Excess (Deficiency) of Revenues Over Expenditures	61,708	68,929	(806,075)
	Beginning Net Assets (Deficit)	<u>695,104</u>	<u>756,811</u>	<u>825,741</u>
	Ending Net Assets (Deficit)	<u><u>756,811</u></u>	<u><u>825,741</u></u>	<u><u>19,666</u></u>

Town of Atherton Annual Operating Budget FY 2025-2026  
Internal Service Fund  
Employee Benefits Object Details

Fund 616 Acct Description	Quantity, brief description and justification of items requested	FY 2026 Recommended Appropriations
Retiree Health Care -OPEB	OPEB Contribution	-
Retiree Health-Care (Admin)	Premium to CalPERS (pay-as-you-go)	7,842
Retiree Health-Care (Finance)	Premium to CalPERS (pay-as-you-go)	3,942
Retiree Health-Care (Building)	Premium to CalPERS (pay-as-you-go)	3,979
Retiree Health-Care (Police)	Premium to CalPERS (pay-as-you-go)	53,757
Retiree Health-Care (Engineering)	Premium to CalPERS (pay-as-you-go)	5,913
Retiree Health-Care (Street Maint)	Premium to CalPERS (pay-as-you-go)	5,951
Retiree Health-Care (Park Maint)	Premium to CalPERS (pay-as-you-go)	1,962
Retiree Health-Care (Park Program)	Premium to CalPERS (pay-as-you-go)	
Employee Benefits Earned	Compensated Absences Earned	345,000
	Sub-Total	428,346
Unemp Insurance Insurance	Self insured unemployment insurance (EDD)	15,000
	Total	<u>443,346</u>

**Capital Improvement Fund**

*Budget Summaries FY 2025-2026*

Capital Improvement Programs Follow

## Section F

### Capital Improvement Fund

*Budget Summaries FY 2025-2026*

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 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, Traffic Safety, Green Infrastructure Plan, and Road Improvement Plan. Staff presented to Council items for consideration for the use of unallocated General Fund reserves.

The 5-Year CIP proposes projects to analyze, repair or improve Town infrastructure, and the funding for those projects. The major projects are categorized into three areas of responsibility:

- Streets & Transportation
  - Roadway Maintenance
  - Bicycle and Pedestrian Improvements (Active Transportation)
  - Traffic and Safety
- Drainage
  - Flood Control
  - Regulatory and Green Infrastructure
- Town Buildings, Park and Facilities
  - Town Center
  - Holbrook-Palmer Park

Projects have been developed based on needs identified by the City Council, residents, staff and adopted master plans. The City Council reviewed Town established priority projects and ongoing projects for FY 2025/26. There were several specific projects that were discussed during budget study sessions that were categorized into the areas above. These included support for El Camino Complete Streets, El Camino Real/Selby Lane intersection improvements. Traffic and Safety program improvements included streetlight painting, Middlefield Road/Fair Oaks Lane and Middlefield/Watkins Corridor study. Drainage improvements programs include El Camino Real Drainage Solutions at the North and South Segments, and an update to the Drainage Master Plan. Other capital projects priorities included Station Lane connection, Town Center parking lot modifications, and solar/battery resiliency and the Jennings Pavilion.

During the later part of the fiscal year, priority focus was on traffic safety improvements. 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 FY2025/26. The Bicycle and Pedestrian Master Plan is currently

being updated. 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 the 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.

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 is reviewed by the Town's Planning Commission each year for consistency with the Town's General Plan. The Town Capital Improvement Program was presented to the Planning Commission at its May 28, 2025 meeting. The Planning Commission determined that the Town CIP for Fiscal Years 2025/2026 – 2029/2030 is consistent and in conformance with the Town's General Plan.

The CIP program includes a \$5.55 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 \$7.55 million. The five largest single expenditures in the CIP include Traffic Safety Improvement projects of \$1.84 million, Streets/Road Maintenance of \$1.45 million, Drainage Improvement \$2.68 million, Park improvements at \$.630 million, and \$.425 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 final design phase. This project also includes grant funding. It is anticipated that the construction phase of this project to begin on FY 2025/26. Other Traffic and Safety Improvements include a streetlight painting program, and the evaluation of traffic control devices and other improvements at both Middlefield Road/Fair Oaks Lane and Middlefield/Watkins Avenue. 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 projects are moving forward. The Park playground and restroom improvement projects are in design, as well as initial discussions on Town Center and Library Circulation Plan. 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	Town Center/Library Circulation Project
• 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, Gas Tax Funds, Library Donor funds, 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 2025/26, the CIP anticipates approximately \$7.55 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 2025/26 through FY 2029/30 totals nearly \$25.96 million – the largest expenditures attributable to Traffic Safety improvements, Road Maintenance, Drainage improvements, and Bicycle Pedestrian improvements. 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 the next page for summary schedule)**

<b>Capital Project</b>	<b>FY2025/26</b>	<b>FY2026/27</b>	<b>FY2027/28</b>	<b>FY2028/29</b>	<b>FY2029/30</b>
<b><i>Drainage Projects</i></b>					
Drainage Improvements Program	2,685,000	550,000	1,700,000	200,000	4,200,000
Upper Atherton Channel Phase II Monitoring	10,000	10,000	10,000	10,000	10,000
<b><i>Transportation and Streets Projects</i></b>					
Traffic Control Devices Program	15,000	15,000	15,000	15,000	15,000
Traffic Safety Improvement Program	1,840,000	40,000	1,040,000	40,000	40,000
Bike and Pedestrian Facilities Improvement Program	425,000	275,000	2,525,000	25,000	25,000
Road Maintenance Program	1,455,000	1,455,000	1,455,000	1,455,000	1,455,000
Neighborhood Traffic Management Program	20,000	20,000	20,000	20,000	20,000
<b><i>Facilities Projects</i></b>					
Accessibility Improvements	100,000	25,000	25,000	25,000	25,000
Town Center/Library Improvements	375,000	700,000	100,000	100,000	100,000
<b><i>Parks Projects</i></b>					
Park Master Plan	630,000	100,000	350,000	100,000	100,000
<b><u>Annual Total</u></b>	<b><u>\$7,555,000</u></b>	<b><u>\$3,190,000</u></b>	<b><u>\$7,240,000</u></b>	<b><u>\$1,990,000</u></b>	<b><u>\$5,990,000</u></b>



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

<b>Measure A - Fund 202</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	<b>FY 2027/28</b>	<b>FY 2028/29</b>	<b>FY 2029/30</b>	
<b>Fund Balance</b>	\$ 365,523	\$ 200,523	\$ 235,523	\$ 270,523	\$ 305,523	
Revenue Projections	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
Expenditure Projections	\$ (535,000)	\$ (335,000)	\$ (335,000)	\$ (335,000)	\$ (335,000)	\$ (1,875,000)
<b>Remaining Fund Balance</b>	<b>\$ 200,523</b>	<b>\$ 235,523</b>	<b>\$ 270,523</b>	<b>\$ 305,523</b>	<b>\$ 340,523</b>	
<b>Gas Tax - Fund 203</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	<b>FY 2027/28</b>	<b>FY 2028/29</b>	<b>FY 2029/30</b>	
<b>Fund Balance</b>	\$ 285,457	\$ 345,457	\$ 405,457	\$ 465,457	\$ 525,457	
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)
<b>Remaining Fund Balance</b>	<b>\$ 345,457</b>	<b>\$ 405,457</b>	<b>\$ 465,457</b>	<b>\$ 525,457</b>	<b>\$ 585,457</b>	
<b>County Measure M - Fund 204</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	<b>FY 2027/28</b>	<b>FY 2028/29</b>	<b>FY 2029/30</b>	
<b>Fund Balance</b>	\$ 152,459	\$ 137,459	\$ 122,459	\$ 107,459	\$ 92,459	
Revenue Projections	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Expenditure Projections	\$ (90,000)	\$ (90,000)	\$ (90,000)	\$ (90,000)	\$ (90,000)	\$ (450,000)
<b>Remaining Fund Balance</b>	<b>\$ 137,459</b>	<b>\$ 122,459</b>	<b>\$ 107,459</b>	<b>\$ 92,459</b>	<b>\$ 77,459</b>	
<b>County Measure W- Fund 205</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	<b>FY 2027/28</b>	<b>FY 2028/29</b>	<b>FY 2029/30</b>	
<b>Fund Balance</b>	\$ 694,431	\$ 299,431	\$ 304,431	\$ 309,431	\$ 314,431	
Revenue Projections	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 725,000
Expenditure Projections	\$ (540,000)	\$ (140,000)	\$ (140,000)	\$ (140,000)	\$ (140,000)	\$ (1,100,000)
Transfers In/(Out)					\$ -	\$ -
<b>Remaining Fund Balance</b>	<b>\$ 299,431</b>	<b>\$ 304,431</b>	<b>\$ 309,431</b>	<b>\$ 314,431</b>	<b>\$ 319,431</b>	
<b>Capital Improvement - Fund 401</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	<b>FY 2027/28</b>	<b>FY 2028/29</b>	<b>FY 2029/30</b>	
<b>Fund Balance</b>	\$ 1,223,169	\$ 1,223,169	\$ 1,223,169	\$ 1,223,169	\$ 1,223,169	
Revenue Projections	\$ 5,930,000	\$ 2,665,000	\$ 6,715,000	\$ 1,465,000	\$ 5,465,000	\$ 22,240,000
Expenditure Projections	\$ (5,930,000)	\$ (2,665,000)	\$ (6,715,000)	\$ (1,465,000)	\$ (5,465,000)	\$ (22,240,000)
Transfers In/(Out)					\$ -	\$ -

<b>Remaining Fund Balance</b>	<b>\$ 1,223,169</b>					
<b>Atheton Channel - Fund 403</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	<b>FY 2027/28</b>	<b>FY 2028/29</b>	<b>FY 2029/30</b>	
<b>Fund Balance</b>	\$ 766,908	\$ 331,908	\$ 396,908	\$ 461,908	\$ 526,908	
Revenue Projections	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	<b>\$ 625,000</b>
Expenditure Projections	\$ (560,000)	\$ (60,000)	\$ (60,000)	\$ (60,000)	\$ (60,000)	<b>\$ (800,000)</b>
<b>Remaining Fund Balance</b>	<b>\$ 331,908</b>	<b>\$ 396,908</b>	<b>\$ 461,908</b>	<b>\$ 526,908</b>	<b>\$ 591,908</b>	



TOWN OF ATHERTON - POST PARCEL TAX  
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM  
 FISCAL YEARS ENDING JUNE 30, 2026 TO 2030

Account	Fund Name	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Five Year Total
<b>MEASURE A - FUND 202</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 365,523	\$ 200,523	\$ 235,523	\$ 270,523	\$ 305,523	
Revenue							
202-00-41003-050	Transportation Co Measure A Sales Tax	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
							\$
	<b>TOTAL REVENUE - FUND 202</b>	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
Expenditures							
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	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
202-50-56064-000	Traffic Safety Improvement ADLP	\$ 200,000					\$ 200,000
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	\$ 20,000	\$ 100,000
	<b>TOTAL EXPENDITURES - FUND 202</b>	\$ 535,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 1,875,000
	<b>MEASURE A - FUND 202</b>						
	<b>ENDING FUND BALANCE</b>	\$ 200,523	\$ 235,523	\$ 270,523	\$ 305,523	\$ 340,523	
<b>GAS TAX - FUND 203</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 285,457	\$ 345,457	\$ 405,457	\$ 465,457	\$ 525,457	
Revenue							
203-00-45001-050	Gas Tax - 2105	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 2,160,000
							\$
	<b>TOTAL REVENUE - FUND 203</b>	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 2,160,000
Expenditures							
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
203-50-56064-000	Traffic Safety Improvement Program						\$
	<b>TOTAL EXPENDITURES - FUND 203</b>	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
	<b>GAS TAX - FUND 203</b>						
	<b>ENDING FUND BALANCE</b>	\$ 345,457	\$ 405,457	\$ 465,457	\$ 525,457	\$ 585,457	



TOWN OF ATHERTON - POST PARCEL TAX  
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM  
 FISCAL YEARS ENDING JUNE 30, 2026 TO 2030

Account	Fund Name	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Five Year Total
<b>COUNTY MEASURE M- FUND 204</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 152,459	\$ 137,459	\$ 122,459	\$ 107,459	\$ 92,459	
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						\$
							\$
	<b>TOTAL REVENUE - FUND 204</b>	\$ 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	\$ 15,000	\$ 75,000
	<b>TOTAL EXPENDITURES - FUND 204</b>	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 450,000
<b>COUNTY MEASURE M- FUND 204</b>							
	<b>ENDING FUND BALANCE</b>	\$ 137,459	\$ 122,459	\$ 107,459	\$ 92,459	\$ 77,459	
<b>COUNTY MEASURE W- FUND 205</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 694,431	\$ 299,431	\$ 304,431	\$ 309,431	\$ 314,431	
Revenue							
205-00-45030-000	Measure W County half cent Sale Tax Congestion Relief Tax	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 725,000
							\$
	<b>TOTAL REVENUE - FUND 205</b>	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 725,000
Expenditures							
202-50-56064-000	Traffic Safety Improvement ADLP	\$ 400,000					\$ 400,000
205-50-56003-000	Road Maintenance	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000
	<b>TOTAL EXPENDITURES - FUND 205</b>	\$ 540,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 1,100,000
<b>COUNTY MEASURE W- FUND 205</b>							
	<b>ENDING FUND BALANCE</b>	\$ 299,431	\$ 304,431	\$ 309,431	\$ 314,431	\$ 319,431	



TOWN OF ATHERTON - POST PARCEL TAX  
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM  
 FISCAL YEARS ENDING JUNE 30, 2026 TO 2030

Account	Fund Name	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Five Year Total
<b>CAPITAL IMPROVEMENT PROJECTS - FUND 401</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 1,233,169	\$ 1,233,169	\$ 1,233,169	\$ 1,233,169	\$ 1,233,169	
<b>Revenue</b>							
401-00-49001-000	Transfer In from General Fund	\$ 5,555,000	\$ 2,265,000	\$ 3,715,000	\$ 1,465,000	\$ 5,465,000	\$ 18,465,000
	Other Sources Potential Outside Grants SMCTA/CalTrans/C/CAG	\$ 200,000	\$ 100,000	\$ 3,000,000			\$ 3,300,000
	Library Funds Allocation	\$ 175,000	\$ 300,000				\$ 475,000
	<b>TOTAL REVENUE - FUND 204</b>	\$ 5,930,000	\$ 2,665,000	\$ 6,715,000	\$ 1,465,000	\$ 5,465,000	\$ 22,240,000
<b>Expenditures</b>							
401-50-54015-000	Town Center	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
	Station Lane Connection- Town Portion	\$ 100,000					\$ 100,000
	Town Center Parking Lot Modifications-Library Portion	\$ 75,000	\$ 300,000				\$ 375,000
	Station Lane Connection- Library Portion	\$ 100,000	\$ 300,000				\$ 400,000
401-50-56059-000	Bike & Ped	\$ 400,000	\$ 250,000	\$ 2,500,000	\$	\$	\$ 3,150,000
401-50-56063-000	Park Master Plan	\$ 530,000	\$	\$ 250,000	\$	\$	\$ 780,000
	Park General Assessment & Repairs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
401-50-56091-000	Drainage Improvements	\$ 1,985,000	\$ 350,000	\$ 1,500,000	\$	\$ 4,000,000	\$ 7,835,000
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	\$ 1,200,000	\$	\$ 1,000,000	\$	\$	\$ 2,200,000
401-50-56060-000	Accessibility Improvement Program	\$ 100,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 200,000
401-50-56080-000	Green Infrastructure Plan-	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
401-50-56055-000	Facility Replacement/Improvements	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
	<b>TOTAL EXPENDITURES - FUND 401</b>	\$ 5,930,000	\$ 2,665,000	\$ 6,715,000	\$ 1,465,000	\$ 5,465,000	\$ 22,240,000
<b>CAPITAL IMPROVEMENT PROJECTS - FUND 401</b>							
	<b>ENDING FUND BALANCE</b>	\$ 1,233,169	\$ 1,233,169	\$ 1,233,169	\$ 1,233,169	\$ 1,233,169	



TOWN OF ATHERTON - POST PARCEL TAX  
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM  
 FISCAL YEARS ENDING JUNE 30, 2026 TO 2030

Account	Fund Name	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Five Year Total
<b>ATHERTON CHANNEL- FUND 403</b>							
	<b>BEGINNING FUND BALANCE</b>	\$ 766,908	\$ 331,908	\$ 396,908	\$ 461,908	\$ 526,908	
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
							\$
	<b>TOTAL REVENUE - FUND 403</b>	\$ 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	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
403-50-56091-000	Atherton Channel	\$ 500,000					\$ 500,000
403-50-56080-000	Green Infrastructure Plan						\$
	<b>TOTAL EXPENDITURES - FUND 403</b>	\$ 560,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 800,000
<b>ATHERTON CHANNEL- FUND 403</b>							
	<b>ENDING FUND BALANCE</b>	\$ 331,908	\$ 396,908	\$ 461,908	\$ 526,908	\$ 591,908	

# Town of Atherton

## Capital Improvement Program

*FY 2025/26 - 2029/30*

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

**Streets & Transportation**

**Drainage**

**Town Buildings, Park & Facilities**





# Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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**Capital Improvement Program  
Fiscal Years 2025/26 through 2029/30**

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**Section I:  
Introduction**



# Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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## I. INTRODUCTION

### About the Capital Improvement Program

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

The CIP is a five-year planning tool that identifies anticipated capital improvements and their funding sources from fiscal years 2025/26 through 2029/30. 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

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

- 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
- Local Roadway Safety Plan
- Street Light Inventory

Several of these Master Plans will be updated over the next few years. The purpose of the CIP is to incorporate the results from these Plans, updates to 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. As such, the programs and projects enclosed in this CIP are dedicated to enhancing accessibility, safety, and the built environment



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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throughout the Town by targeting various transportation, drainage, park, and facilities improvements.

The CIP projects were selected based on the following factors:

- Implementation of the Town's General Plan Guidelines
- 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 2025/26 through 2029/30**

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**Section II:  
Funding Sources  
& Revenues**



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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### II. FUNDING DESCRIPTIONS

The Town'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
- Atherton Library Fund
- Measure A
- Measure M
- Measure W

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

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The General Fund provides funding for the Town's general programs and day-to-day operations. This includes Town management, administration, parks and recreation operations, public works operations, law enforcement, trash hauling, special operational programs, planning, and general Town services.

When accounting for General Fund use, the fund description on the individual project pages are listed as Capital Improvement. Each year, the Budget allocates funds from the General Fund to the Capital Improvement Fund. The intent is to budget annually a certain amount from the General Fund to address Town priorities.

#### **Measure A**

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

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

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



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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### Measure M

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

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 receives approximately \$75,000 per year from Measure M.

### Measure W

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

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

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

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



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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transportation, planning and implementing traffic and safety projects including signal coordination, and implementing advanced technologies and communications of the roadway system.

### **Gas Tax**

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The Town receives a formula allocation of funds based upon population and lane miles. In FY 2025-26 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 to 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 2025/26. 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. A portion of these funds are used to cover overhead and management of maintenance activities.

### **Atherton Channel Fund**

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

### **Atherton Library Fund**

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In 1999 the San Mateo County Library Joint Powers Authority (JPA) was formed to assist in governing library funds accumulated through Proposition 13 in 1978, which sets aside a proportion of assessed property values to fund California libraries. Under the JPA, jurisdictions retain a portion of the excess funds generated from the jurisdiction's property taxes once basic library services are met. The Atherton Library Fund is an accumulation of revenue in excess of annual operating costs.



## **Capital Improvement Program Fiscal Years 2025/26 through 2029/30**

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This funding surplus is restricted to include expenditures such as facility maintenance, facility remodeling or expansion, increased service hours, and expanding library collections.

This account is the primary funding source for the planning, design, and construction of Atherton Library related improvements.

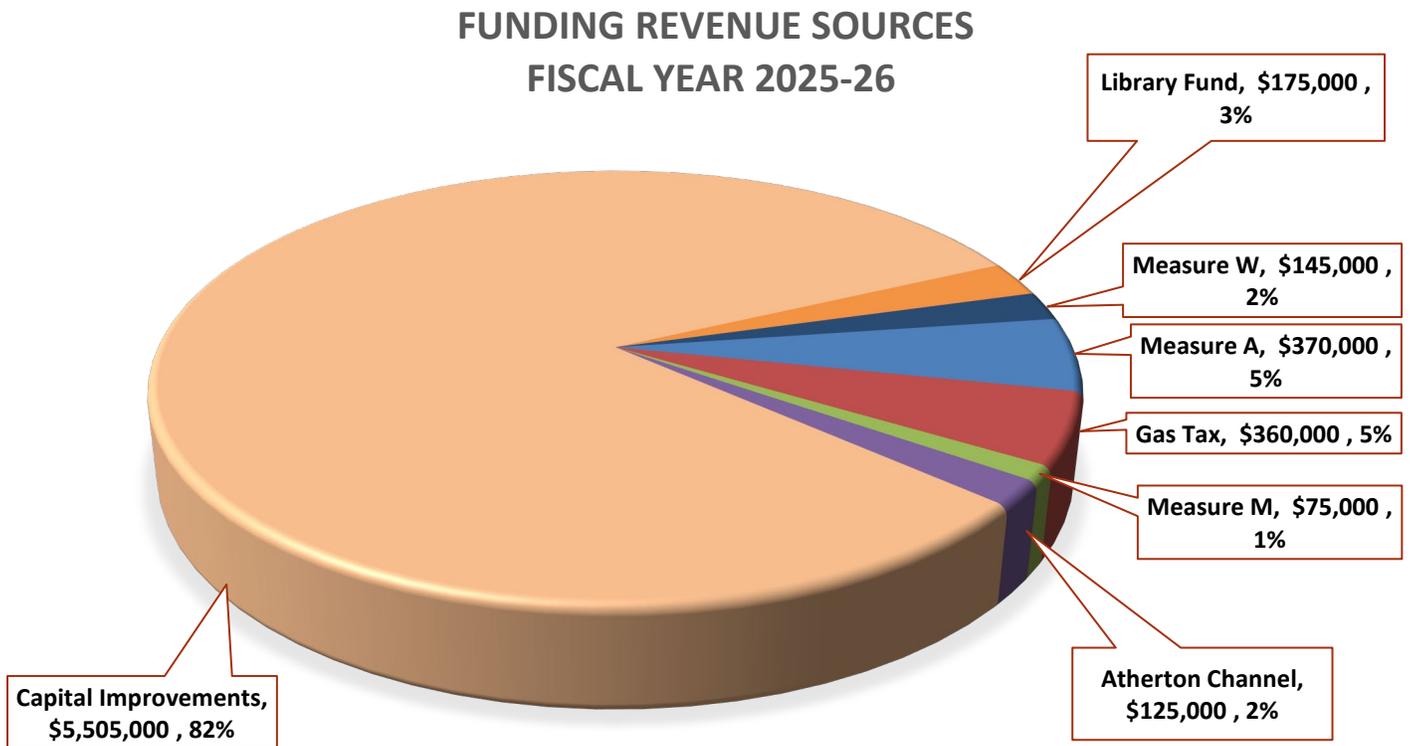


## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

### Fund Sources in FY 2025/26

The sources used to fund the FY 2025/26 capital improvements total approximately \$6.76 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 facility, bicycle, pedestrian, traffic safety improvements, road maintenance and drainage projects, as well as park and facility improvements. 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.





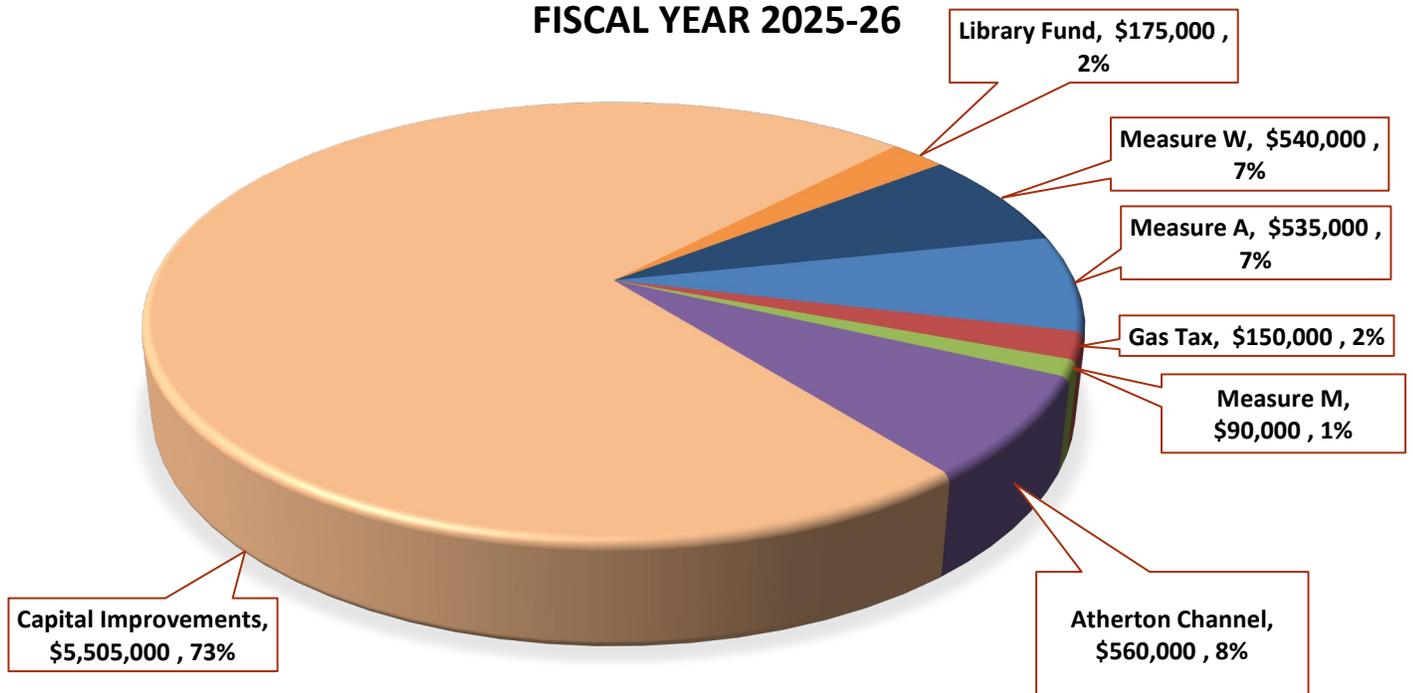
## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

### Capital Program Expenditures for FY 2025/26

The CIP anticipates appropriating approximately \$7.56 million in Fiscal Year 2025/26. The major expenditures planned are for roadway maintenance, drainage, traffic safety, and bicycle and pedestrian improvement projects.

The chart below depicts this fiscal year's project expenditures from each funding source for the Town's capital improvements.

### FUNDING EXPENDITURES SOURCES FISCAL YEAR 2025-26





**Capital Improvement Program  
Fiscal Years 2025/26 through 2029/30**

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**Section III:  
Capital Projects**



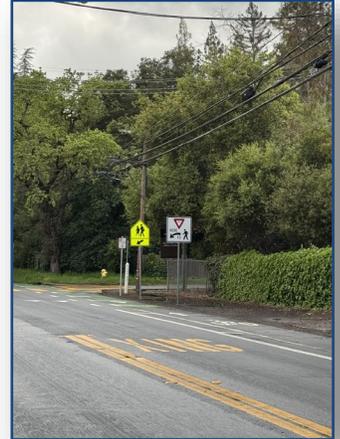
## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

**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.

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



### Funding Plan and Project Costs

Funding Source	25/26	26/27	27/28	28/29	29/30	Totals
Measure A	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
<b>Totals</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$75,000</b>





# Capital Improvement Program Fiscal Years 2025/26 through 2029/30

**Project Type:** Streets & Transportation

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

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



Priority projects include:

Previously Funded Projects (Ongoing)

- Alameda de las Pulgas Traffic and Safety Improvements – This project includes a roundabout at the ADLP/Atherton Avenue intersection. The project is currently in the final design phase pending environmental clearance and grant funding approvals. Construction is anticipated to begin in FY 2025/26. Funding for this project includes a \$2m Federal Grant.
  - \$600,000 (FY 2022/23)
  - \$1,850,000 (FY 2023/24)
  - \$600,000 (FY 2024/25)

Proposed FY 2025/26

- \$1,600,000 - Alameda de las Pulgas Traffic and Safety Improvements (construction) -
- \$100,000 - Streetlight Painting Program
- \$100,000 - Evaluation of traffic control devices and other improvements at both Middlefield Road/Fair Oaks Lane and Middlefield/Watkins Avenue
- \$15,000 (Annual) - Purchase/Replace fixed solar powered radar speed indicators (Measure M)
- \$25,000 (Annual) - Traffic Counts and Speed Surveys (Measure A)

Future Projects

- \$1,000,000 - Traffic Signal at Middlefield Road/Watkins Avenue (construction)

**Funding Plan and Project Costs**

Funding Source	25/26	26/27	27/28	28/29	29/30	Totals
Capital Improvements	\$1,200,000	\$0	\$1,000,000	\$0	\$0	<b>\$2,200,000</b>
Measure A	\$225,000	\$25,000	\$25,000	\$25,000	\$25,000	<b>\$325,000</b>
Measure M	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	<b>\$75,000</b>
Measure W	\$400,000	\$0	\$0	\$0	\$0	<b>\$400,000</b>
<b>Totals</b>	<b>\$1,840,000</b>	<b>\$40,000</b>	<b>\$1,040,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$3,000,000</b>



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

**Project Type:** Streets & Transportation

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

**Project Description:** The Town's Bicycle and Pedestrian Master Plan was adopted 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 and other identified priorities. Work continues to implement various projects funded in the previous fiscal year, including an update to the Bicycle and Pedestrian Master Plan.



Previously Funded (Ongoing)

- FY 2023/24 - Stockbridge Avenue at Alameda de las Pulgas Pedestrian Crossing Improvements (Rectangular Rapid Flashing Beacons – Funded FY 2023/24). Design is complete, with construction anticipated to complete in FY 2025/26.
- FY 2022/23 - Watkins Avenue Pedestrian Improvements, Middlefield Road to McCormick Lane (Funded in FY 2022/23). Conceptual design completed and final design is pending.
- FY 2024/25 - Bicycle and Pedestrian Master Plan Update In Progress – \$250,000

Proposed FY 2025/26

- \$50,000 - Bicycle and Pedestrian Master Plan Update for additional public outreach
- \$100,000 - ECR Complete Streets Gap Closure Project – SamTrans lead (consultant support)
- \$250,000 - ECR/Selby Lane Intersection Improvements to be funded over multiple fiscal years
- \$25,000 - Grant applications for funding and partnerships to design or implement improvement

Future Projects

- \$250,000 - ECR/Selby Lane Intersection Improvements (Design – FY 2026/27)
- \$2,500,000 – ECR/Selby Lane Intersection Improvements (Construction – FY 2027/28)

### Funding Plan and Project Costs

Funding Source	25/26	26/27	27/28	28/29	29/30	Totals
Capital Improvements	\$400,000	\$250,000	\$2,500,000	\$0	\$0	<b>\$3,150,000</b>
Measure A Fund	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	<b>\$125,000</b>



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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Funding Source	25/26	26/27	27/28	28/29	29/30	Totals
<b>Totals</b>	<b>\$425,000</b>	<b>\$275,000</b>	<b>\$2,525,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$3,275,000</b>



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

**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 2025/26. 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 to the Town's roadside drainage systems to ensure that the edges of the pavement do not create situations that could be hazardous to pedestrians or impede drainage.

- Two-inch grind and overlay (on various streets throughout Town)
- Maintenance Dig-outs (on various streets throughout Town)
- Cape Seal/Slurry Seal (on various streets throughout Town)



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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### Funding Plan and Project Costs

Funding Source	25/26	26/27	27/28	28/29	29/30	Totals
Capital Improvement	\$840,000	\$840,000	\$840,000	\$840,000	\$840,000	<b>\$4,200,000</b>
Measure A	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	<b>\$1,250,000</b>
Gas Tax	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	<b>\$750,000</b>
Measure M	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	<b>\$375,000</b>
Measure W	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	<b>\$700,000</b>
<b>Totals</b>	<b>\$1,455,000</b>	<b>\$1,455,000</b>	<b>\$1,455,000</b>	<b>\$1,455,000</b>	<b>\$1,455,000</b>	<b>\$7,275,000</b>



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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### Project Type: Streets & Transportation

**Project Type:** Streets and Transportation

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

**Project Description:** This is a 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.





## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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### Funding Plan and Project Costs

Funding Source	25/26	26/27	27/28	28/29	29/30	Totals
Measure A	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
<b>Totals</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$100,000</b>



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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**Project Type:** Drainage

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

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

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 2025/26 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 (Ongoing)

- Atherton Channel Assessment and Relining Upstream of Alameda de las Pulgas. Project design is underway and initial regulatory consultations are initiated. Completion of project design and start of construction is anticipated in FY 2025/26.
  - \$400,000 (FY 2022/23)
  - \$2,400,000 (FY 2023/24)
- El Camino Real Long-Term Drainage Solutions. Conceptual design is complete. Final design is anticipated to be completed in FY 2025/26.
  - \$250,000 (FY 2023/24)
  - \$400,000 (FY 2024/25)
- The Atherton Channel culvert and detention system improvements at Alameda de las Pulgas and Las Lomitas Elementary School. This project has a \$1.38m Federal grant (pending FEMA approval). Initiation of the project has been deferred pending grant approval.
  - \$225,000 (FY 2023/24)
  - \$2,750,000 (FY 2024/25) (includes anticipated grant)



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

- Replacement and installation of storm drain inlet markers. Installation of markers has been ongoing and is anticipated to be completed in FY 2025/26 in compliance with the Regional Storm Water Permit.
  - \$10,000 (FY 2024/25)

### Proposed FY 2025/26

- \$2,000,000 - Atherton Channel Assessment and Relining Upstream of Alameda de las Pulgas (construction)
- \$475,000 – ECR Long-Term Drainage Solutions – toward pump stations and assorted improvements at both ECR/Selby w/extension to Stockbridge (N) and ECR/Isabella w/extension to Almendral (S). Timing contingent on permitting by Caltrans once design completes.
- \$150,000 - Green Infrastructure Plan Implementation. Funds to be added to ADLP Project for green infrastructure requirements.
- \$10,000 - Replacement and installation of storm drain inlet markers (continuing project)
- \$50,000 – Miscellaneous storm drain related improvements throughout Town

### Future Projects

- \$350,000 - Drainage Master Plan Refresh (FY 2026/27)
- Green Infrastructure Improvements – various locations (TBD)
- \$1,500,000 – Construction of ECR Drainage Solutions (N) (FY 2027/28)
- \$4,000,000 – Construction of ECR Drainage Solutions (S) (FY 2029/30)

### Funding Plan and Project Costs

Funding Source	25/26	26/27	27/28	28/29	29/30	Totals
Atherton Channel	\$550,000	\$50,000	\$50,000	\$50,000	\$50,000	<b>\$750,000</b>
Capital Improvement	\$2,135,000	\$500,000	\$1,650,000	\$150,000	\$4,150,000	<b>\$8,585,000</b>
Totals	<b>\$2,685,000</b>	<b>\$550,000</b>	<b>\$1,700,000</b>	<b>\$200,000</b>	<b>\$4,200,000</b>	<b>\$9,335,000</b>





## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

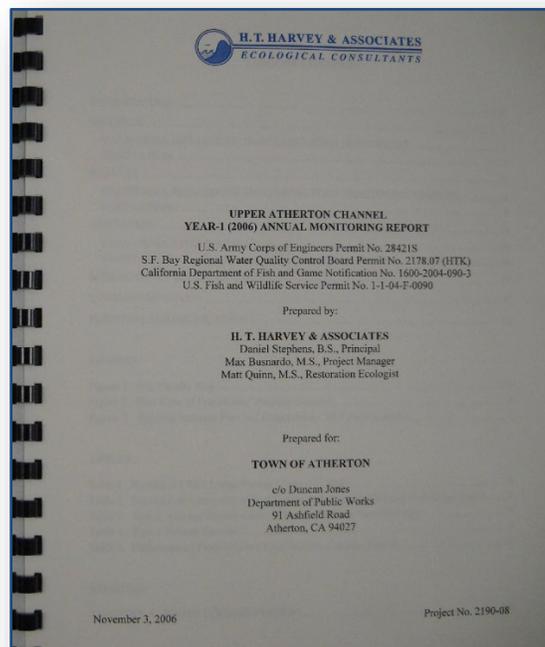
**Project Type:** Drainage

**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	25/26	26/27	27/28	28/29	29/30	Totals
Atherton Channel	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
<b>Totals</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>





## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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

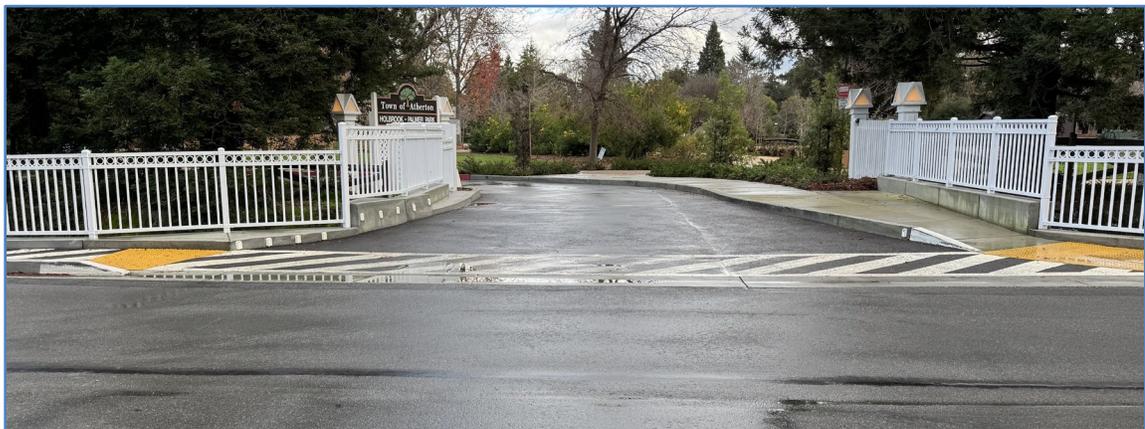
**Project Name:** Accessibility Improvements Program - #56060

**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	25/26	26/27	27/28	28/29	29/30	Totals
Capital Improvement	\$100,000	\$25,000	\$25,000	\$25,000	\$25,000	\$200,000
<b>Totals</b>	<b>\$100,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$200,000</b>





## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

**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.

Proposed FY 2025/26

- \$60,000 - Solar Carports/EV Charging design to add solar carports and EV Charging to Town Center (track side)
- \$15,000 - Parking Lot Modifications towards design to add parking stalls in mulch along tracks, near Corporation Yard
- \$100,000 – Miscellaneous Town Center Infrastructure Improvements (FY 2025/26)
- \$Town Center & Library Circulation Project – Holbrook-Palmer Park Connection - \$200,000 (FY2025/2026) towards review and analysis of pedestrian connectivity options, including analysis of traffic adjustments around the Town Center to facilitate access and mobility through the Town Center and to Holbrook-Palmer Park.

Future Projects

- Town Center & Library Circulation Project – Holbrook-Palmer Park Connection - \$600,000 (FY2026/2027) towards implementation of connectivity improvements between Town Center/Library complex to/from Holbrook-Palmer Park.

### Funding Plan and Project Costs

Funding Source	25/26	26/27	27/28	28/29	29/30	Totals
Capital Improvement	\$200,000	\$400,000	\$100,000	\$100,000	\$100,000	<b>\$900,000</b>
Library Fund	\$175,000	\$300,000	\$0	\$0	\$0	<b>\$475,000</b>
<b>Totals</b>	<b>\$375,000</b>	<b>\$700,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$1,375,000</b>



## Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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

Previously Funded (Ongoing)

- Park Playground Improvements – construction anticipated to start in FY 2025/26
  - \$200,000 (FY 2023/24) Design
  - \$1,000,000 (FY 2024/25) Construction
- 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.
- Park Playground Restroom Replacement
  - \$800,000 (FY 2024/25)

Proposed FY 2025/26

- \$350,000 - Park Playground Restroom Replacement to support additional scope for project split between playground (\$300k) and restroom (\$50k)
- \$180,000 - Jennings Solar and Energy Resiliency Improvements for design and construction
- \$100,000 - Holbrook Palmer Park General Assessment and repairs

Future Projects

- \$250,000 - Holbrook Palmer Park Master-Plan Refresh (FY 2027/28)

### Funding Plan and Project Costs

Funding Source	25/26	26/27	27/28	28/29	29/30	Totals
Capital Improvement	\$630,000	\$100,000	\$350,000	\$100,000	\$100,000	<b>\$1,280,000</b>
<b>Totals</b>	<b>\$630,000</b>	<b>\$100,000</b>	<b>\$350,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$1,280,000</b>



# Capital Improvement Program Fiscal Years 2025/26 through 2029/30

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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	2025-26 Authorized
<b>Administration</b>																			
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy CM/City Clerk																			
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	1.00
Deputy City Clerk/Office Specialist											1.00								
Assistant to City Manager	1.00																		
Executive Assistant/Deputy City Clerk																			
Intern		1.00	1.00	1.00	1.00														
<b>Total Admin</b>	<b>4.00</b>	<b>4.75</b>	<b>4.00</b>	<b>4.00</b>	<b>2.50</b>	<b>3.00</b>													
<b>Finance</b>																			
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistance City Manager/Finance Director																			1.00
Assistant Finance Director	1.00	1.00																	
Financial Services Manager					1.00														
Sr. Accountant																			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	1.00
Jr. Accountant										1.00	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	1.00
<b>Total Finance</b>	<b>3.00</b>	<b>2.60</b>	<b>2.60</b>	<b>2.60</b>	<b>3.00</b>														
<b>Building</b>																			
Town Arborist									0.5	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	0.5
Permit Technician	1.00	1.00	1.00	1.00															
Contract Plan Reviewer	1.00																		
<b>Total Building</b>	<b>8.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>1.00</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>1.00</b>										
<b>Police</b>																			
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	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	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	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	14.00
Administrative Assistant	0.50	0.75	0.75	-															
Executive Assistant/Training Mgr																			
Management Analyst I				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
Communications Supervisor	1.00	1.00	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	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	2.00
Code Enforce/Dispatch															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	4.00
<b>Total Police</b>	<b>28.50</b>	<b>27.75</b>	<b>25.75</b>	<b>23.00</b>	<b>25.00</b>	<b>25.00</b>	<b>27.00</b>	<b>27.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>
<b>Public Works</b>																			
Town Arborist									0.5	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	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/Park Manager																		1.00	1.00
Associate Civil Engineer																		1.00	1.00
Management Analyst II																			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	0.50
PW Maintenance Supervisor	2.00	2.00	2.00	2.00															
PW Maintenance Worker I/II	4.00	4.00	4.00	4.00															
<b>Total Public Works</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>3.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>								
<b>Grand Total</b>	<b>54.50</b>	<b>53.10</b>	<b>50.35</b>	<b>47.60</b>	<b>35.00</b>	<b>34.00</b>	<b>36.00</b>	<b>36.00</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>	<b>40.00</b>	<b>40.00</b>	<b>41.00</b>	<b>41.00</b>	<b>42.00</b>

**RESOLUTION NO. 25-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 includes 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 2025-26, incorporated in "Exhibit A" attached hereto.

**WHEREAS,** the 2025-26 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 18th day of June, 2025 by the following vote:

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

\_\_\_\_\_  
Elizabeth Lewis, MAYOR  
Town of Atherton

ATTEST:

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

APPROVED AS TO FORM:

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

TOWN OF ATHERTON  
Salary Schedule  
FY 2025-2026

Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
	<b>CM Rate effective 7/01/2025</b>								
City Manager	Management/Misc	City Manager	12	1100	D	141.81	11,345.11	24,581.08	294,972.96
	<b>Dept Head Rate Effective 07/01/2025</b>								
Department Heads	Management/Misc	Assistant City Manager/Finance Director		1101	A	105.57	8,445.27	18,298.08	219,576.96
					B	110.84	8,867.53	19,212.99	230,555.88
					C	116.39	9,310.91	20,173.64	242,083.68
					D	122.21	9,776.46	21,182.32	254,187.84
Department Heads	Management/Sworn	Chief of Police	40	1105	A	107.92	8,633.34	18,705.57	224,466.85
					B	113.32	9,065.29	19,641.47	235,697.64
					C	118.98	9,518.27	20,622.92	247,475.07
					D	124.93	9,994.19	21,654.08	259,848.99
		Chief of Police	40	1105	A	96.38	7,710.26	16,705.56	200,466.77
		Housing Reduction Salary			B	101.78	8,142.21	17,641.46	211,697.56
					C	107.44	8,595.19	18,622.92	223,474.99
					D	113.39	9,071.11	19,654.08	235,848.91
Department Heads	Management/Misc	City Clerk/Deputy City Manager	12		A	87.30	6,983.62	15,131.17	181,574.04
					B	91.66	7,332.80	15,887.73	190,652.76
					C	96.24	7,699.44	16,682.12	200,185.44
					D	101.06	8,084.41	17,516.22	210,194.64
Department Heads	Management/Misc	Public Works Director/City Engineer	50		A	100.50	8,039.93	17,419.84	209,038.11
					B	105.52	8,441.92	18,290.82	219,489.86
					C	110.80	8,864.02	19,205.37	230,464.43
					D	116.34	9,307.22	20,165.64	241,987.69
	<b>Mid Mgmt Rate Effective 07/01/2025</b>								
Mid-Management	Management/Misc	Commander	40	2204	A	94.87	7,589.83	16,444.63	197,335.58
					B	99.62	7,969.29	17,266.79	207,201.50
					C	104.59	8,367.22	18,128.99	217,547.84
					D	109.81	8,784.96	19,034.08	228,408.94
Mid-Management	Management/Misc	Senior Engineer	50		A	73.30	5,864.13	12,705.62	152,467.50
					B	76.97	6,157.34	13,340.91	160,090.87
					C	80.82	6,465.21	14,007.95	168,095.42
					D	84.86	6,788.47	14,708.35	176,500.19
Mid-Management	Management/Misc	Public Works Maintenance Manager	50		A	66.78	5,342.57	11,575.58	138,906.91
		Effective 9/21/2022			B	70.12	5,609.70	12,154.36	145,852.26
					C	73.63	5,890.19	12,762.08	153,144.93
					D	77.31	6,184.70	13,400.18	160,802.12
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 2025-2026

Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
	<b>General Gov Rate Effective 07/01/2025</b>								
Confidential	Confidential/Misc	Jr. Accountant	18		A	48.62	3,889.66	8,427.60	101,131.20
					B	50.79	4,063.55	8,804.35	105,652.20
					C	53.33	4,266.72	9,244.57	110,934.81
					D	56.01	4,480.50	9,707.74	116,492.90
Confidential	Confidential/Misc	Accountant	18		A	56.06	4,484.86	9,717.19	116,606.33
					B	58.87	4,709.23	10,203.32	122,439.88
					C	61.81	4,944.81	10,713.76	128,565.12
					D	64.90	5,191.62	11,248.50	134,982.03
Confidential	Confidential/Misc	Sr. Accountant	18		A	60.74	4,858.94	10,527.71	126,332.51
					B	63.77	5,101.89	11,054.09	132,649.14
					C	66.96	5,356.98	11,606.80	139,281.60
					D	70.31	5,624.83	12,187.14	146,245.68
Confidential	Confidential/Misc	Assistant to Chief/Training Manager	40		A	52.49	4,199.43	9,098.77	109,185.21
					B	55.12	4,409.40	9,553.71	114,644.47
					C	57.87	4,629.87	10,031.39	120,376.69
					D	60.77	4,861.37	10,532.96	126,395.54
General Government	General Gov/Misc	Associate Engineer	50/53		A	61.52	4,921.71	10,663.71	127,964.53
		Effective 9/21/22			B	64.60	5,167.80	11,196.90	134,362.76
					C	67.83	5,426.19	11,756.74	141,080.89
					D	71.22	5,697.50	12,344.58	148,134.94
	<b>General Gov Rate Effective 07/01/2025</b>								
Confidential	Confidential/Misc	Management Analyst I	12		A	60.19	4,814.85	10,432.17	125,186.06
		Effective 7/20/22			B	63.35	5,068.26	10,981.23	131,774.81
					C	66.69	5,335.01	11,559.19	138,710.27
					D	70.20	5,615.80	12,167.57	146,010.81
Confidential	Confidential/Misc	Management Analyst II	12		A	66.20	5,295.99	11,474.65	137,695.85
					B	69.68	5,574.73	12,078.58	144,943.02
					C	73.35	5,868.27	12,714.59	152,575.06
					D	77.21	6,177.13	13,383.78	160,605.33
Confidential	Confidential/Misc	Receptionist/Clerk	12		A	31.56	2,524.64	5,470.05	65,640.61
					B	33.22	2,657.51	5,757.95	69,095.38
					C	34.97	2,797.38	6,061.00	72,731.98
					D	36.81	2,944.61	6,380.00	76,559.97

TOWN OF ATHERTON

Salary Schedule

FY 2025-2026

Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>General Gov Rate Effective 07/01/2025</b>									
General Government	General Gov/Misc	Office Specialist	"12/25/50	3304	A	37.78	3,022.73	6,549.25	78,590.98
					B	39.68	3,174.18	6,877.39	82,528.63
					C	41.66	3,333.11	7,221.73	86,660.73
					D	43.74	3,499.51	7,582.27	90,987.29
General Government	General Gov/Misc	Assistant Engineer			A	53.28	4,262.04	9,234.43	110,813.11
					B	55.94	4,475.14	9,696.15	116,353.76
					C	58.74	4,698.90	10,180.95	122,171.45
					D	61.67	4,933.85	10,690.00	128,280.02
General Government	General Gov/Misc	Town Arborist/Public Works Specialist	25	3306	A	58.34	4,667.47	10,112.85	121,354.19
					B	61.26	4,900.56	10,617.88	127,414.61
					C	64.32	5,145.50	11,148.58	133,782.91
					D	67.54	5,402.90	11,706.27	140,475.30
<b>Police/APOA Rate Effective 07/01/2025</b>									
Police-Civilian/APOA	Police/Misc	Support Service Coordinator	40	4401	A	46.54	3,722.83	8,066.14	96,793.63
	80 hours shift				B	48.86	3,908.97	8,469.44	101,633.31
					C	51.31	4,104.42	8,892.91	106,714.98
					D	53.87	4,309.64	9,337.56	112,050.72
					E	56.56	4,525.13	9,804.44	117,653.26
Police-Civilian/APOA	Police/Misc	Support Service Coordinator	40	4402	A	46.54	3,908.97	8,469.44	101,633.31
	84 hours shift				B	48.86	4,104.42	8,892.91	106,714.98
					C	51.31	4,309.64	9,337.56	112,050.72
					D	53.87	4,525.13	9,804.44	117,653.26
					E	56.56	4,751.38	10,294.66	123,535.92
Police-Civilian/APOA	Police/Misc	Code Enforcement	40	4401	A	46.90	3,752.36	8,130.11	97,561.38
	80 hours shift	(new Position 02/17/2015)			B	49.25	3,939.98	8,536.62	102,439.44
					C	51.71	4,136.98	8,963.45	107,561.42
					D	54.30	4,343.83	9,411.62	112,939.49
					E	57.01	4,561.02	9,882.21	118,586.46
Police-Civilian/APOA	Police/Misc	Code Enforcement	40	4402	A	46.90	3,939.98	8,536.62	102,439.44
	84 hours shift	(new Position 02/17/2015)			B	49.25	4,136.98	8,963.45	107,561.42
					C	51.71	4,343.83	9,411.62	112,939.49
					D	54.30	4,561.02	9,882.21	118,586.46
					E	57.01	4,789.07	10,376.32	124,515.79

TOWN OF ATHERTON

Salary Schedule

FY 2025-2026

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	66.04	5,283.06	11,446.62	137,359.46
					B	69.34	5,547.21	12,018.95	144,227.43
					C	72.81	5,824.57	12,619.90	151,438.80
					D	76.45	6,115.80	13,250.89	159,010.74
					E	80.27	6,421.59	13,913.44	166,961.28
Police-Civilian/APOA	Police/Misc 84 hours shift	Communication Supervisor (new Position 07/1/2021)			A	66.04	5,547.21	12,018.95	144,227.43
					B	69.34	5,824.57	12,619.90	151,438.80
					C	72.81	6,115.80	13,250.89	159,010.74
					D	76.45	6,421.59	13,913.44	166,961.28
					E	80.27	6,742.67	14,609.11	175,309.34
Police-Civilian/APOA	Police/Misc 80 hours shift	Dispatcher/Records assistant	40	4405	A	48.86	3,908.97	8,469.44	101,633.31
					B	51.31	4,104.42	8,892.91	106,714.98
					C	53.87	4,309.64	9,337.56	112,050.72
					D	56.56	4,525.13	9,804.44	117,653.26
					E	59.39	4,751.38	10,294.66	123,535.92
Police- Per-Diem	80 hours shift	Per-Diem Dispatcher	40		A	48.86	3,908.97	8,469.44	101,633.31
					B	51.31	4,104.42	8,892.91	106,714.98
					C	53.87	4,309.64	9,337.56	112,050.72
					D	56.56	4,525.13	9,804.44	117,653.26
					E	59.39	4,751.38	10,294.66	123,535.92
Police-Civilian	Police/Misc	Police Trainee	40	4406	D	52.84	4,227.21	9,158.96	109,907.51
Police-Civilian/APOA	Police/Misc 84 hours shift	Dispatcher/Records assistant	40	4405	A	48.86	4,104.42	8,892.91	106,714.98
					B	51.31	4,309.64	9,337.56	112,050.72
					C	53.87	4,525.13	9,804.44	117,653.26
					D	56.56	4,751.38	10,294.66	123,535.92
					E	59.39	4,988.95	10,809.39	129,712.72

TOWN OF ATHERTON

Salary Schedule

FY 2025-2026

Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
	<b>Police/APOA Rate Effective 07/01/2025</b>								
Police-Sworn/APOA	Police/Sworn/84	Police Officer	40	5505	A	60.90	5,115.30	11,083.14	132,997.68
	<b>84 hours shift</b>				B	63.94	5,371.06	11,637.30	139,647.56
					C	67.14	5,639.61	12,219.16	146,629.94
					D	70.50	5,921.59	12,830.12	153,961.44
					E	74.02	6,217.67	13,471.63	161,659.51
Police-Sworn/APOA	Police/Sworn/84	Police Sergeant	40	5520	A	73.70	6,190.76	13,413.31	160,959.69
	<b>84 hours shift</b>				B	77.38	6,500.30	14,083.97	169,007.68
					C	81.25	6,825.31	14,788.17	177,458.06
					D	85.32	7,166.58	15,527.58	186,330.97
					E	89.58	7,524.90	16,303.96	195,647.51
Police-Sworn/APOA	Police/Sworn/80	Police Officer	40	5506	A	60.90	4,871.71	10,555.37	126,664.45
	<b>80 hours shift</b>				B	63.94	5,115.30	11,083.14	132,997.68
					C	67.14	5,371.06	11,637.30	139,647.56
					D	70.50	5,639.61	12,219.16	146,629.94
					E	74.02	5,921.59	12,830.12	153,961.44
Police-Sworn/APOA	Police/Sworn/80	Police Sergeant	40	5528	A	73.70	5,895.96	12,774.58	153,294.95
	<b>80 hours shift</b>				B	77.38	6,190.76	13,413.31	160,959.69
					C	81.25	6,500.30	14,083.97	169,007.68
					D	85.32	6,825.31	14,788.17	177,458.06
					E	89.58	7,166.58	15,527.58	186,330.97
	<b>Rate Effective 07/01/25</b>								
Police-Sworn	Police/Sworn/84	Police Reserve	40		A	60.90	5,115.30	11,083.14	132,997.68
					B	63.94	5,371.06	11,637.30	139,647.56
					C	67.14	5,639.61	12,219.16	146,629.94
					D	70.50	5,921.59	12,830.12	153,961.44
					E	74.02	6,217.67	13,471.63	161,659.51

**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 2025-2026 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 2025-26, 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 2025-26 shall be and is hereby set in the amount of **\$18,303,221** 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 18th day of June, 2025, by the following vote:*

*Appendix C*

*AYES: Council Members:*

*NOES: Council Members:*

*ABSENT: Council Members:*

*ABSTAIN: Council Members:*

---

Elizabeth Lewis, MAYOR

Town of Atherton

ATTEST:

---

Anthony Suber, City Clerk

APPROVED AS TO FORM:

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Mona Ebrahimi, City Attorney

## Appendix-C

## APPROPRIATIONS SPENDING LIMIT (GANN LIMIT)

**Town of Atherton**  
**APPROPRIATIONS SPENDING LIMIT**  
**Prop 4 - Gann Limit FY 2025-2026**

Schedule 1: Calculation of Spending Limit

Last Year's Limit (FY 2024-25)	17,183,782
Prior Year Parcel Tax Adjustment	
Adjusted Last Year's Limit (FY 2024-25)	17,183,782

## Adjustment Factors:

A. Population (County)	1.0007
C. Inflation	1.0644
A times C	1.07

Total Adjustment (Percent)	0.0651
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Total Adjustment (Dollars)	1,119,439
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## Other Adjustments:

Parcel Tax Adjustment (+)	
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New Appropriation Limit for Fiscal Year 2025-26	18,303,221
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Schedule 2: Appropriations Compared to Limit

Proceeds from Taxes	(Fm Schedule 3)	16,212,554
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Appropriations Subject to Limit FY 2025-26	16,212,554
--	------------

Appropriations Limit for FY 2025-26	<b>18,303,221</b>
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Amount under Appropriations Limit	2,090,666
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Schedule 3: Determination of Proceeds of Taxes

## Per Budget

	Proceeds of Taxes	Non- Proceeds	Total
Revenues			
Property Tax	17,384,500		17,384,500
Sales Tax	404,000		404,000
Public Safety Sales Tax		125,000	125,000
Parcel Tax			-
County Measure A	370,000		370,000
Business License	298,000		298,000
Motor Vehicle License Fee			-
Homeowners Exemption	42,000		42,000
Franchise Fees		943,000	943,000
Development Fees/Permits		3,619,700	3,619,700
Fines & Forfeiture		65,500	65,500
Fees for Services		79,700	79,700
Rentals		146,316	146,316
Miscellaneous		1,284,550	1,284,550
	18,498,500	6,263,766	24,762,266
Interest Income	239,054	80,946	320,000
Reduction for CIP	(2,155,000)		
Reduction for CIP	(370,000)		
Total	16,212,554	6,344,712	25,082,266

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON  
ADOPTING THE FISCAL YEAR 2025-2026 OPERATING AND  
CAPITAL IMPROVEMENT PROGRAM BUDGET**

**WHEREAS**, the City Council of the Town of Atherton set June 18, 2025, 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 2025-2026 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 2025-2026 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 2025-2026 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 2025-2026, Operating and Capital Improvement Program Budget projected appropriations /expenditures totaling \$34,157,016, which includes the General Fund Operating Budget of \$22,134,254, Other Funds Operating Budgets of \$4,067,762, and the Capital Projects Budget of \$7,955,000, as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2025-2026.

**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 18th day of June, 2025, by the following vote:*

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

Resolution No.  
Adopted June 18, 2025  
Appendix D Page 1 of 5

SECTION G  
Appendix D

BUDGET RESOLUTION

Town of Atherton

*ABSENT:*  
*ABSTAIN:*

*Council Members:*  
*Council Members:*

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Elizabeth Lewis, MAYOR  
Town of Atherton

ATTEST:

---

Anthony Suber, City Clerk

APPROVED AS TO FORM

---

Mona Ebrahimi, City Attorney

Resolution No.

Adopted June 18, 2025  
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 2025-2026.
- All CIP encumbered expenditures from the Fiscal Year 2024-2025 Adopted/Revised Budget shall be carried forward and re-appropriated in Fiscal Year 2025-2026. Said encumbered expenditures to be re-appropriated in Fiscal Year 2025-2026 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 18, 2025  
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 2025-2026 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

Town of Atherton Budget for FY 2025-2026									
	Projected Fund Balance 06/30/25	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer Out	Budgeted Transfer In	Budgeted Transfer Out	Lease Payment	ERAF	Projected Fund Balance 06/30/26
<b>General Fund</b>									
101 General Fund	\$ 13,111,658	\$ 24,712,266	\$ 22,134,254	\$ (3,000,000)	\$ 800,000	\$ (5,555,000)	\$ (861,871)	\$ 2,500,000	\$ 9,572,799
<b>Special Revenue Funds</b>									
105 Tennis Fund	144,178	71,200	61,000	-					154,378
209 Police (COPS) Grant	333	190,150	190,000						483
213 Library Fund	2,733,592	1,223,902	1,207,902						2,749,592
215 Evan Creative Design	-	-	-						-
Total Special Revenue	2,878,103	1,485,252	1,458,902	-	-	-			2,904,453
<b>Capital Project Funds</b>									
201 Special Tax	-	-	-						-
202 Measure A	365,523	370,000	535,000						200,523
203 Gas Tax	285,457	360,000	300,000						345,457
204 Measure M	152,459	75,000	90,000						137,459
205 Measure W	694,431	145,000	540,000						299,431
401 Capital Improvement	1,233,169	5,930,000	5,930,000						1,233,169
402 Storm Drainage	-	-	-						-
403 Channel Drainage Dt.	766,908	125,000	560,000						331,908
406 Facilities Construction	-	-	-						-
Total Capital Projects	3,497,947	7,005,000	7,955,000	-	-	-			2,547,947
<b>Internal Service Funds</b>									
610 Equipment Repl.	1,198,477	608,100	375,000						1,431,577
614 Worker's Comp.	1,569,184	78,053	256,183						1,391,054
615 General Liability	527,462	639,331	734,331						432,462
616 Employee Benefits	825,741	437,271	443,346	800,000					19,666
Total Internal Service	4,120,864	1,762,755	1,808,860	800,000		-			3,274,759
<b>Total All Funds</b>	<b>\$ 23,608,572</b>	<b>\$ 34,965,273</b>	<b>\$ 33,357,016</b>	<b>\$ (2,200,000)</b>	<b>\$ 800,000</b>	<b>\$ (5,555,000)</b>	<b>\$ (861,871)</b>	<b>\$ 2,500,000</b>	<b>\$ 18,299,958</b>

Resolution No.

Adopted June 18, 2025  
Appendix D Page 5 of 5

**RESOLUTION NO. 25-**

**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 made 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 2025 CPI is 2.7%.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 2.7% to the Town Master Fee Schedule stated in Exhibit A Town of Atherton Master Fee Schedule, effective July 1, 2025; 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 18<sup>th</sup> day of June 2025, by the following vote:*

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

\_\_\_\_\_  
Elizabeth Lewis, Mayor

ATTEST:

Appendix E

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Anthony Suber, City Clerk

APPROVED AS TO FORM:

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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
<b>Building Fees (Valuation Based Fees Calculated From Valuation Table)</b>		
1	<b>Permitted Value of Construction</b>	
2	New Habitable Construction	Valuation base: per SF \$ 535
3	Remodeled Habitable Construction	Valuation base: per SF \$ 455
4	New or Remodeled Non-Habitable Construction	Valuation base: per SF \$ 190
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 \$ 155
<b>Flat Fees</b>		
10	Swimming pools (first 1000 sf )	Plan check and inspection \$ 2,235
11	Swimming pools (Over 1000 sf)	Plan check and inspection \$ 2,675
12	Patio covers & gazebos (up to 1000 Sq Ft)	Plan check and inspection \$ 1,645
13	Drive way gates	Plan check and inspection \$ 1,355
14	Non Habitable new pool house including cabanas (up to and including 1500 sf)	Plan check and inspection \$ 2,655
<b>Other Building (Flat) Fees</b>		
15	Plumbing, Mechanical, Electrical (MP&E) Permit (single inspection) Fee	\$ 320
16	MP&E each additional inspection Fee	\$ 225
17	MP&E plan check Fee	\$ 135
18	Green Identified-Plumbing, Mechanical, Electrical (MP&E) Permit (single inspection)	\$ 0
19	Demolition Permit Fee	\$ 690
20	Landscape Screening Permit Fee	\$ 545
21	Water Well Permit Fee	\$ 955
22	Solar Panels Permit Fee	\$ 0
23	Heritage Tree Removal - Staff Level (First Tree)	\$ 755
24	Heritage Tree Removal - Staff Level (Each Additional Tree)	\$ 260
25	Plan check revision Fee	Hourly \$ 330
26	Address Change	\$ 695
27	Address Change (JADU & ADU)	\$ 0
28	Property Search (plus photocopying and/or printing posts and excludes public records searches)	Hourly \$ 230
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)
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

## Town of Atherton Master Fee Schedule

#	Fee Description		Fee Amount
35	Administrative Fee (TOC)		\$ 420
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		\$ 290
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	3.50%
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)		\$ 785
44	Tree protection administration for flat fee permits (full inspection)		\$ 955
45	Additional Arborists Inspection		\$ 260
46	Tree protection zone exception (staff level)		\$ 755
47	Tree protection verification (deposit) + COP		\$ -
48	Reroofing < 5000SF	Per Application	\$ 780
49	Reroofing > 5000SF	Per Application	\$ 1,090
50	Reroofing requiring additional inspections	Per Inspection	\$ 310
51	Reroofing requiring plan check	Per Plan Check	\$ 265
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	2.65%
55	Generator installation (per valuation schedule)		
56	Minimum New Construction Fee		\$ 175

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

Chief Building Official	Hourly	\$	435
Sr. Building Inspector	Hourly	\$	300
Plan Checker	Hourly	\$	260
Permit Tech	Hourly	\$	225

**Town of Atherton  
Master Fee Schedule**

#	Fee Description	Fee Amount
<b>Planning Fees</b>		
57	Conditional Use Permit	\$ 8,790
58	Variance	\$ 10,970
59	Heritage Tree Removal Permit	\$ 7,130
60	Special Structures	\$ 8,490
61	Lot Line Redesignation	\$ 6,165
62	Lot Line Adjustment	\$ 3,165
63	Tentative Parcel Map	\$ 11,754
64	Final Parcel Map	\$ 5,520
65	Appeal	\$ 6,175
66	School Master Plan	\$ 6,950
67	Initial Review/Negative Declaration	\$ 9,860
68	Zoning Ordinance Amendment	\$ 14,065
69	General Plan Amendment	\$ 33,275
70	Zoning Review for Home Occupation Business	\$ 850
71	Pre-Application Review	\$ 275
72	Street Easement Vacation	\$ 7,005
73	Code Enforcement - Administrative (Penalty) Fee	Flat Fee \$ 1,385
	Note: Initial Review (2 reviews for fee amount; additional reviews billed at staff hourly rate).	
74	a. Fence	\$ 710
75	b. Accessory Structures (includes pools)	\$ 1,260
76	c. Accessory Buildings	\$ 1,315
77	d. Additions	\$ 2,155
78	e. New Construction	\$ 2,855
80	School Master Plan Plus CUP	\$ 9,615
81	Technology Surcharge (upgrade and maintain development technology)	Flat % Fee 3.80%
82	Subdivision Exception	\$ 11,102
83	SB 9 Tentative Map	\$ 11,815
84	SB 9 Final Map	\$ 7,290
85		
86	Wireless WTF (minor modification)	\$ 7,285
87	Wireless WTF (major modification)	\$ 10,570
88	Junior accessory dwelling unit JADU	\$ 0
89	Accessory Dwelling Unit ADU-That comply with Town Setbacks Standards	\$ 0
90	Accessory dwelling Unit ADU	\$ 1,815
91	Environmental Impact Report (deposit for staff time plus consultant actual cost plus 25% admin)	\$ 2,190
92	Recording Fees (County and State)	Per Agency by Applicant
93	Planning Commission Tree Protection Zone Exceptions (PTPZ)	\$ 2,850
94	Town Planner	Hourly \$ 315
95	Sr. Planner	Hourly \$ 275
96	Associate Planner	Hourly \$ 250
97	Assistant Planner	Hourly \$ 195
98	Admin	Hourly \$ 130

**Town of Atherton  
Master Fee Schedule**

#	Fee Description	Fee Amount	
<b>Engineering Fees</b>			
<b>Encroachment Permits and Fees</b>			
Class A - One Inspection Required:			
99	Driveway Connection to Street:	Per Application	\$ 470
100	Additional Plan Check	Per Application	\$ 80
101	Additional Inspection	Per Application	\$ 105
Class B - Two Inspections Required:			
102	Driveway Connection to Street:	Per Application	\$ 625
103	Additional Plan Check	Per Application	\$ 80
104	Additional Inspection	Per Application	\$ 105
Class C - Three or More Inspections Required:			
105	Driveway Connection to Street - Asphalt/Pavers:	Per Application	\$ 770
106	Without Driveway Culvert (up to 3 inspections)	Per Application	\$ 80
107	Additional Plan Check	Per Application	\$ 105
108	With Driveway Culvert (up to 4 inspections)	Per Application	\$ 920
109	Additional Plan Check	Per Application	\$ 100
110	Additional Inspection	Per Application	\$ 105
Driveway Connection to Street - Concrete:			
111	Without Driveway Culvert (up to 4 inspections)	Per Application	\$ 920
112	Additional Plan Check	Per Application	\$ 100
113	Additional Inspection	Per Application	\$ 105
114	With Driveway Culvert (up to 5 inspections)	Per Application	\$ 1,220
115	Additional Plan Check	Per Application	\$ 100
116	Additional Inspection	Per Application	\$ 105
Class D - Public Right of Way			
117	Right-of-Way Landscaping, Fence, Etc. - Minor Construction (up to 2 inspections)	Per Application	\$ 550
118	Additional Plan Check	Per Application	\$ 150
119	Additional Inspection	Per Application	\$ 105
120	Right-of-Way Landscaping, Fence, Etc. - Standard (up to 2 inspections)	Per Application	\$ 625
121	Additional Plan Check	Per Application	\$ 150
122	Additional Inspection	Per Application	\$ 105
Connection to Storm Drain or Atherton Channel:			
123	a. In Pavement	Per Application	\$ 1,070
124	Additional Plan Check	Per Application	\$ 150
125	Additional Inspection	Per Application	\$ 370
126	b. Outside Pavement	Per Application	\$ 925
127	Additional Plan Check	Per Application	\$ 440
128	Additional Inspection	Per Application	\$ 105
129	Utility - Minor (One Inspection Required):	Per Application	\$ 470
130	Additional Plan Check	Per Application	\$ 80
131	Additional Inspection	Per Application	\$ 105
Utility Connect/Disconnect:			
132	a. In Pavement	Per Application	\$ 770
133	Additional Plan Check	Per Application	\$ 80
134	Additional Inspection	Per Application	\$ 105

## Town of Atherton Master Fee Schedule

#	Fee Description		Fee Amount
135	b. Outside Pavement	Per Application	\$ 625
136	Additional Plan Check	Per Application	\$ 80
137	Additional Inspection	Per Application	\$ 105
	Utility Main (up to 100 LF)		
138	a. In Pavement	Per Application	\$ 850
139	Additional Plan Check per 100 LF	Per Application	\$ 150
140	Additional Inspection per 100 LF	Per Application	\$ 300
141	b. Outside Pavement (up to 100 LF)	Per Application	\$ 845
142	Additional Plan Check per 100 LF	Per Application	\$ 150
143	Additional Inspection per 100 LF	Per Application	\$ 300
	Wireless Telecommunication and Utilities Installation Permit (25 LF or less):		
144	i. Without Trenching	Per Application	\$ 2,540
145	ii. With Trenching	Per Application	\$ 2,985
146	iii With Trenching > 25 LF (per 100 LF or fraction thereof)	Per Application	\$ 595
	Property Improvement Permits and Reviews		
	Grading and Drainage:		
147	a. Without Detention or Treatment System	Per Application	\$ 3,115
148	b. With Detention System	Per Application	\$ 4,155
149	c. With Multiple Detention / treatment Systems	Per Application	\$ 5,340
150	d. With Stormwater treatment system	Per Application	\$ 4,155
151	Detention System Annual Report Filing	Per Application	\$ 1,185
152	Detention System Annual Report - Submittals Out of Compliance	Per Application	\$ 890
153	Storm Water Permit Compliance Review/Inspection Deposit		\$ 655
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	\$ 165
159	Oversized load permit (outside of right of way)	Per Application	\$ 595
160	Technology Surcharge (upgrade and maintain development technology) (2.5% of fee)	Flat % Fee Per Application	2.50%
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	\$ 470
163	Traffic Control Inspection	(each additional week)	\$ 150
164	Traffic Control Inspection (for longer term projects)	Inspection (per month)	\$ 445
165	Contract Services	Actual cost plus 25%	
166	NPDES Stormwater Maintenance Agreements		\$ 2,325
167	Underground Electrical Utility Service Exemption Request		\$ 21,130
168	Office Specialist	Hourly	\$ 180
169	Sr. Engineer/Maint Mgr	Hourly	\$ 300
170	Associate/Senior Engineer	Hourly	\$ 300
171	PW Director/City Engineer	Hourly	\$ 360

**Town of Atherton  
Master Fee Schedule**

#	Fee Description	Fee Amount
<b>Police Fees</b>		
	Copy of Police Report:	
172	a. Without Photos or digital media	\$ 0.40
173	b. With Photos or digital media	\$ 260
174	Vehicle Releases Fee	\$ 115
175	Vehicle Repossession Fee	\$ 45
176	Initial Alarm Registration Fee	\$ 100
177	Renewal Alarm Fee	\$ 50
178	Alarm Alert Signs	\$ 40
179	Garage Sale/Estate Sale Permits	\$ 40
180	Solicitor Permit (Valid for six months; business license required)	\$ 50
181	After Hours Emergency Construction Permits	\$ 310
182	Special Service Request	\$ 35
183	On-Site Personnel Fee (4 Hr. min - \$180/hour)	\$ 720
184	Police Department Clearance Letter	\$ 40
185	Subpoena Acceptance fee (police personnel)	Per day \$ 275
186	Code Enforcement - violation fee (varies)	Base Fine
	False Alarms: (first 3, warnings-no fee)	
187	False Alarm - 4th	\$ 400
188	False Alarm - 5th	\$ 500
189	False Alarm - 6th and above	\$ 600
190	Citation Sign Off Fee	\$ -
191	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

<b>Park Fees</b>				
<b>All Park Fees are Based On Resident and Non-Resident Basis</b>				
			<b>ATHERTON RESIDENT</b>	<b>NON-ATHERTON RESIDENT</b>
<b>The Main House</b>				
	Includes outdoor area adjacent porch or lower patio			
191	(Monday - Friday) 4 hour minimum		\$135 per hour	\$210 per hour
192	Saturday, Sunday, or Holidays (2 hour Minimum)		\$370 per hour	\$470 per hour
	Price does not include Refundable Security deposit			
193	Security Deposit		\$630	\$630
<b>Outdoor Area (add on to Main House)-Exclusive Use</b>				
	Price includes the rental of one of the following: Water Tower Lawn, or Event Garden			
194	Every day (4 hour minimum)		\$160 per hour	\$210 per hour
	Price does not include Refundable Security deposit			
195	Security Deposit		\$320	\$320
<b>Carriage House</b>				
196	Every Day (4 hour minimum)		\$135 per hour	\$210 per hour
	Price does not include Refundable Security deposit			
197	Security Deposit		\$630	\$630
<b>Jennings Pavilion</b>				
	Includes Water Tower Lawn, event garden, patio, and side lawn (subject to availability)			
198	Friday Day Use or Monday - Thursday (4 hour minimum)**		\$260 per hour	\$420 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)		\$790 per hour	\$1050 per hour
	Price does not include Refundable Security deposit			
200	Security Deposit		\$1,260	\$1,260
<b>Tennis Courts Fees</b>				
	Key Purchases:			
201	1 Standard Key **	Flat Fee	\$110	\$290
	**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
<b>Day Use Permit Fees Holbrook-Palmer Park</b>				
205	13-25 people *	Flat Fee	\$105	\$160
206	26-50 people *	Flat Fee	\$185	\$320
	* Fee when registering at least one day in advance			
	Same Day Registration Doubles Day Use Permit Fee with a minimum of \$206			

**Town of Atherton  
Master Fee Schedule**

<b>Park Fees</b>				
<b>All Park Fees are Based On Resident and Non-Resident Basis</b>				
			<b>ATHERTON RESIDENT</b>	<b>NON-ATHERTON RESIDENT</b>
207	North Meadow Rented as Day Use Fee	above 50 people requires rental of Carriage House		
<b>OTHER PARK RENTAL FEES</b>				
208	<b>Baseball Field (Per Hour)</b>			\$40 Per hour
209	<b>Other Fields (Per Hour)</b>			\$40 Per hour
<b>Staff Hourly Rates</b>				
210	Facility maintenance staff for services related to facility maintenance and preparation (Before & After Events)			\$140 per hour
211	Facility attendant staff for services related to on-site availability during event			\$75 per hour
<b>Photo-Shoot Permits</b>				
212	One (1) Day	Flat Fee		\$140
213	One (1) Month	Flat Fee		\$670
214	<b>Drone Application Fee/Day</b>	Flat Fee		\$200
215	<b>Hosted Indoor Classes (Requires Separate Use Agreement)</b>	Per hour		\$40 per hour
216	<b>Hosted Outdoor Classes (Requires Separate Use Agreement)</b>	Per hour		\$50 per hour