

The image shows the Atherton Town Hall, a light-colored building with a prominent arched entrance. A large, dark tree trunk is visible on the left side of the frame. The text 'ATHERTON TOWN HALL' is visible above the archway. The overall scene is outdoors with green foliage and a brick path leading to the entrance.

ATHERTON
TOWN HALL

Town of Atherton
Fiscal Year 2018/19
Operating & Capital
Improvement Budget

TOWN OF ATHERTON - CALIFORNIA

Proposed [✓]

FISCAL YEAR 2018-2019 BUDGET

Table of Content

Section A

INTRODUCTION

	Page
City Manager's message	1
Organizational Chart	22
Policy Makers & Advisors	23
Statistical Data	26
Budget Structures	27
Polices & Assumptions	30
Revenue Expenditures Fund Balance Sum1	32
Revenue Expenditures Fund Balance Sum2	33

Section B

GENERAL FUND

	Page
General Fund Revenue & Expenditures Summary (Fund 101)	34
General Fund Revenue Summary Chart	37
General Fund Expenditures Summary Chart	38
General Fund – General Administration	39
City Council Department	40
City Administration Department	45
General Fund – City Attorney	53
General Fund – Finance Department	57
General Fund – Planning and Building	66
Planning	67
Building	71
General Fund – Interdepartmental	78
General Fund – Police Department	84
General Fund- Public Work	97
DPW-Summary	99
DPW-Engineering (101-50)	103
DPW-Street (101-53)	108
DPW-Park Maintenance (101-57)	113
DPW-Park Program (101-58)	117
DPW-Building Maintenance (101-59)	120

Section C

SPECIAL REVENUE FUND

	Page
Special Revenue Fund Summary	124
Tennis Fund (Fund 105)	125
COPS Grant (Fund 209)	128
Library Fund (Fund 213)	131
Evan Creative Trust (Fund 215)	134

Section D

INTERNAL SERVICE FUND

Table of Content

	Page
Internal Service Fund Summary	137
Equipment Replacement (Fund 610)	138
Workers' Compensation (Fund 614)	141
General Liability (Fund 615)	144
Employee Benefits (Fund 616)	147

Section E

CAPITAL IMPROVEMENT FUND

	Page
Capital Improvement Fund Summaries	151
Special Parcel Tax (Fund 201)	157
Measure A (Fund 202)	157
Gas Tax (Fund 203)	158
County Measure M (Fund 204)	158
Capital Improvement Project (Fund 401)	159
Atherton Channel (Fund 403)	160
Facilities Construction (Fund 406)	160

Section F

CAPITAL IMPROVEMENT PROJECT

	Page
Capital Improvement Programs in Details	162

Section G

Appendix

	Page
Full Time Employee Count	Appendix A
Salary Schedule	Appendix B
GANN Limit	Appendix C
Budget Resolution FY 2018-2019	Appendix D

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 San Francisco Peninsula in southern San Mateo County. Atherton is a small, rural, and residential community, with no industrial land-use base. Native live oaks, white oaks, bays, redwoods, cedars, pines, and other ornamental trees cover the five square miles of town. Atherton's population is 7,135, according to California Department of Finance. There are approximately 5,052 registered voters and 2,500 households. The median age is 48.2 years. A California general law city incorporated

in 1923, Atherton operates under the council-manager form of government. A five-member City Council is elected at large to four-year terms. The Council annually selects a Mayor and Vice Mayor from its members. A City Manager is appointed by the Council and serves as the chief executive officer. A City Attorney is appointed by the Council to serve as chief legal advisor for the governing body and the administration. Municipal services include: police public safety, public works, community development, park recreation, and library services (JPA-San Mateo County). Fire Protection is provided by Menlo Park Fire protection district. General government activities include city administration, finance, legal services, community development (planning & building services), public works, and public safety.



Town of Atherton
Office of the City Manager
91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0500

TO: Honorable Mayor and Members of the City Council

FROM: George J. Rodericks, City Manager

DATE: June 20, 2018

SUBJECT: Recommended Operating Budget for FY 2018-2019

Staff is pleased to present the City Council with a balanced Annual Operating Budget for FY 2018/19. The Council held three (3) study sessions in review of the Town Operational and Capital Budgets.

This budget presents a plan for accomplishing the goals and objectives of the City Council within existing resources and core strategy of financial stability in mind. The Town's General Fund Operating Budget relies on continued fiscal prudence, taking into account the need to adjust resources in order to meet any rising demands for Town services, capital improvements and priorities. Staff seeks to ensure that the Town's fiscal position remains positive while still continuing current programs, policies, and services.

During the current fiscal year there was CIP focus on –

- Implementation of drainage facility repairs designed by drainage consultant WRECO;
- Completion of culvert repair drainage improvement project at Stockbridge Avenue, Polhemus Avenue, and Camino Al Lago;
- Awarded a contract for Stockbridge Avenue Valley Gutter Replacement project;
- Design phase of the Euclid/Parker Ditch; and
- Completion of the Series Circuit Street Light Project.

With the sunset of the Parcel Tax, there have been some CIP projects that have been delayed as staff seeks additional funding options and grants. The Town will continue to use every source of revenue to carry out its Capital Improvement Program. As projects are continuing to be identified and designed, the Town will save funds for future capital project priorities. The Town anticipates to begin construction of the Middlefield Class II Bike Lane project in late summer and remains committed to the Civic Center Project. Funding for this project is through Atherton Now donations, Capital Improvement Fund, Library Fund, and the General Fund reserves, and future revenue over expenditures.

Recommended Operating Budget

FY 2018/19

Page 2 of 21

We continue to work on fostering partnerships with other agencies in fulfilling infrastructure needs. The Town entered into a cooperative implementation agreement for up to \$13.6 Million with Caltrans to construct a Water Capture Facility in the Town to satisfy requirements under the Regional Water Quality Control Permit and Green Infrastructure Mandate. The Town continues to evaluate options for siting this potential facility. This project helps mitigate drainage issues, storm water capacity for the Town, and reduction of pollutants in the Bayfront. 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 five (5) years.

This draft budget includes salary and benefit adjustments that have been directed for FY 2018/19 and also includes the APOA MOU and Unrepresented employees' salary adjustments.

ANALYSIS

We continue to be fiscally prudent with our resources but are mindful of operational and infrastructure needs. The FY 2018/19 Budget projects a healthy outlook on agency finances and continues to implement current Council priorities of long term liabilities, capital project needs, and enhanced operation needs. Below is an analysis *by fund and operational area* of the Town's Operating and Capital Improvement Budgets.

GENERAL FUND

REVENUES

The Town's total General Fund revenue for FY 2018/19 is projected to be **\$15,760,043**. Grants and contributions are only budgeted if they have been authorized and approved by the granting agency. An ABAG public safety equipment grant of \$3,200, a Cal-Recycle grant of \$5,000 and a Community Oriented Policing Grant of \$100,000 are included as known revenues. One additional notable grant the Town anticipates to receive is from Atherton Now for \$4,576,976 for the construction phase of the Civic Center.

The table below reflects major 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.

Recommended Operating Budget

FY 2018/19

Page 3 of 21

	Actual	Orig. Budget	Adjusted/Est.	Recommended
Category	FY 2016/17	FY 2017/18	FY 2017/18	FY 2018/19
<i>Secured Property Tax</i>	\$7,515,741	\$7,856,852	\$8,365,190	\$8,783,449
<i>Other</i>	\$2,079,952	\$2,141,447	\$2,217,445	\$2,271,463
Subtotal Property Tax	\$9,595,693	\$9,998,299	\$10,582,635	\$11,054,912
Sales Taxes	\$340,074	\$257,328	\$268,627	\$273,999
Franchise Fees	\$832,926	\$801,177	\$813,550	\$833,384
Intergovernmental	\$39,057	\$42,192	\$40,414	\$41,222
Business License Tax	\$240,000	\$242,993	\$242,993	\$250,283
Planning Fees	\$248,197	\$260,300	\$265,800	\$268,455
Building Fees	\$1,748,474	\$1,738,160	\$1,917,082	\$1,955,424
Policing Fees	\$71,312	\$81,192	\$90,311	\$81,728
Public Works Fees	\$403,056	\$330,780	\$355,700	\$362,100
Park Program Fees				
<i>Social Fees</i>	\$102,005	\$86,032	\$102,620	\$103,646
<i>Meeting Fees</i>	\$23,550	\$41,739	\$23,000	\$24,000
<i>Class Fees</i>	\$18,740	\$32,215	\$32,215	\$32,537
<i>Weddings</i>	\$30,200	\$25,250	\$31,000	\$30,000
<i>Day Use Fees</i>	\$12,575	\$13,664	\$13,664	\$13,000
<i>Admin Fees</i>	\$37,695	\$40,922	\$47,260	\$47,800
Subtotal	\$224,765	\$239,823	\$249,759	\$250,984
Misc. Revenues				
<i>Admin Citations</i>	\$31,700	\$34,320	\$44,900	\$45,349
<i>Cell Lease(s)</i>	\$53,198	\$55,858	\$55,858	\$58,888
<i>Interest Income</i>	\$48,009	\$80,667	\$80,667	\$95,000
<i>Knox Playschool</i>	\$79,810	\$78,118	\$78,118	\$78,118
<i>C&D Forfeiture</i>	\$104,600	\$16,240	\$52,600	\$55,000
<i>Other</i>	\$89,638	\$56,580	\$58,650	\$55,198
Subtotal	\$406,955	\$321,783	\$370,793	\$387,553
Total	\$14,151,209	\$14,314,027	\$15,197,664	\$15,760,043
<i>Parcel Tax</i>	\$372,000	\$372,000	\$372,000	\$0
Total General Fund	\$14,523,209	\$14,686,027	\$15,569,664	\$15,760,043
<i>Excess ERAF</i>	\$1,103,185	\$1,066,958	\$1,280,172	\$1,025,000
Total Revenues	\$15,626,394	\$15,752,985	\$16,849,836	\$16,785,043

- Note – table includes ERAF and shows Parcel Tax as zero (\$0) as the tax has sunset.

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

Recommended Operating Budget

FY 2018/19

Page 4 of 21

Excess ERAF still remains a vital component of the General Fund as it supports the reduction of long-term liabilities and the funding of one-time capital project needs; however, staff has removed it as a “dependent” revenue source for operations. Staff has included a conservative estimate of Excess ERAF funds for FY 2018/19 - \$1,025,000; but, the amount may vary upward. *Staff recommendation for the use of the \$1,280,172 of ERAF Funds for FY 2017/18, is apply the funds toward the Civic center project.* Subject to City Council annual budget approval, there is anticipation that Excess ERAF funds in FY 2018/19 through FY 2020/21 would be used to fill portions of the funding gap for the Civic Center project.

Revenue Assumptions

In FY 2018/19, property taxes represent 70% of the Town General Fund Revenues. The total projected revenue from property taxes is \$11,054,912. Total property tax revenues are projected to increase approximately 4.5% or \$472,277 over the FY 2017/18 estimate. From FY 2011/12 to FY 2017/18, Atherton has seen a growth in *assessed value* of approximately 60%. Staff projects base property tax revenue to increase about 5% in FY 2018/19. Staff continues to monitor property tax assessments every year. HDL Companies (consultant) suggests that the Town use a projection of 4.16 to 6 percent (%) increase in property tax revenues next year. There is anticipation that there could be leveling out of tax revenue in future years. Staff used a projection of 5 percent (%) for the majority of FY 2018/19 property tax revenues.

General Fund other revenues for FY 2018/19 include conservative revenue assumptions. Most Property Tax revenues with exception of unsecured property tax revenues (reduction of 2.4%), are assumed to increase by 5%. Most other General Fund revenues have seen steady increases over the years.

- Building Department revenues are projected to increase by approximately 2%;
- Franchise revenues are projected at 2% to 3%;
- Charges for services were held to 1% to 2% projected increases; and
- Park Program revenues are projected at approximately \$250,000.

E X P E N D I T U R E S

Overall General Fund expenditures are estimated at **\$14,088,033**. Expenditures continue to be evaluated based on operational needs to provide consistent services to the community. Some expenditures in the budget are attributed to a re-budget of items from FY 2017/18 and others attributed to CPI adjustments authorized by the Council. Staff reviewed operational expenditures and known expenditure adjustments were incorporated wherever possible based on upcoming contract costs, projected dues/fees for member agencies, as well as corresponding changes in rate adjustments for CalPERS, health costs, and Workers’ Compensation rates.

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

OVERVIEW

In FY 2018/19 the Town will receive General Fund revenues of \$15,760,043 balanced against operating expenditures of \$14,088,033. There is a single-year operational revenue surplus of \$1,672,010. This leaves a projected year-end positive balance of \$18.51 Million (with the inclusion of excess ERAF and transfers to and from other funds). During the FY 2018/19 budget discussions, the Council took action to pay down Workers' Compensation minimum negative equity reserve of \$235,397 and include an additional contribution \$198,151 towards Town OPEB trust.

CalPERS Pension Obligation

Town recently ratified a CalPERS contract change resolution for Public Safety and Miscellaneous employees of the APOA. This includes the sworn personnel picking up 3% and non-sworn picking up 1% of the Town's employer contribution. The above benefit adjustment to sworn personnel reduced the Town's **employer** portion of the CalPERS contribution. With this final transfer of the additional contribution to the **employer** portion of CalPERS, the Town total cost is reduced by approximately \$80,400. The Town unrepresented staff, will also be picking up 1% of the Town's employer contribution.

For CalPERS, the employer rates have changed as CalPERS implemented its new rate smoothing policies. The Public Safety Officer Employer Contribution rate for FY 2018/19 is 22.346% (*an increase of 0.928%*). The Local Miscellaneous Employer Contribution rate for FY 2018/19 is 9.635% (*an increase of 0.539%*). This results in a corresponding expenditure increase in the Normal Cost of Employer Rate Contribution through payroll - \$29,723 (Public Safety - \$22,859; Local Miscellaneous - \$6,864). Over the past three years the Town has been paying the required unfunded accrued liability dollar amount portion to CalPERS. The anticipated FY 2018/19 UAL payment is \$868,573 and is an increase of \$186,509. These expenses are allocated across the respective department budgets.

Worker's Compensation

As discussed above, the budget includes a replenishment of its current WC minimum equity reserve (\$235,397). Staff's recommendation is to maintain the minimum equity reserve and if warranted, that the amount is replenished each year. The Workers' Compensation charge to the Police Department was increased to recover the Town's self-insured negative equity reserve and recent increase in claims. Workers' Compensations costs are allocated out to the respective departments based on claims history and rate allocations. The rates increased from 10% to 11% of salary costs for public safety employees. This equates to an increase of \$21,817 in cost for the department. The miscellaneous employees' rate remained the same at 4% of salary costs. Total Workers' Compensation charges expense increased \$24,710 to a total of \$360,650 to recapture losses in self-insured claims. The Town should maintain a reserve equity of at least \$80,678 with the Cities Group JPA.

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

Recommended Operating Budget

FY 2018/19

Page 6 of 21

Staff continues to recommend it is sensible to monitor and increase workers' compensation reserves within the workers' compensation fund to allow the Town to build up and maintain a reserve to weather any future workers' compensation claims.

Staff also recommended that within the budget, the Town fulfill its ARC for OPEB. In previous fiscal years the Town made great strides to contribute to its OPEB Trust. The target limit was set at \$5 Million and this target was reached. There is now approximately \$6.28 Million maintained in the Trust. With the recent OPEB actuarial valuation report, the Town's (ARC) is \$668,846. The estimated FY 2018/19 "pay as you go" retiree health care costs are \$470,695. The Town budget allocates an additional contribution of \$198,151 towards the Town OPEB trust to satisfy the minimum required ARC (difference between \$470,695 and \$668,846). This contribution is allocated amongst respective departments. Eventually, as the OPEB Trust grows in value, the Town will be able to eliminate the "pay as you go" costs from its operational budget and pay these costs from the Trust. At this time, however, the value of the fund needs to increase in order to sustain annual deductions.

MAJOR FISCAL CHANGES

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

**CITY COUNCIL OPERATIONS
INCREASE OF \$13,051**

The City Council budget includes expenditures related to City Council meetings, conference attendance such League of California Cities, Council/Town memberships (LAFCO, C/CAG, HEART, HIP Housing, League of Cities, etc.), HSR Public Relations, Elections, utilities for the Council Chambers and incidentals. There are no salaries or benefits in the City Council budget.

As discussed in prior budget sessions, there was an overall increase of \$13,051 as compared to the FY 2017/18 budget. The bulk of this increase is an increase in election cost and membership and dues.

**ADMINISTRATION DEPARTMENT
INCREASE OF \$19,527**

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

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

Recommended Operating Budget

FY 2018/19

Page 7 of 21

As discuss in prior budget sessions, the major increase due to opening in the department for an Office Specialist. This was also due to projected salary and benefit adjustments, retire health active expense, retiree health plan changes. There is an increase in contractual deferred compensation expense. There was an increase CalPERS UAL payment and CalPERS employer contribution increased to 9.635%. There were offset decreases in department operating expense of advertising and notice, training & workshops. Minor increases in Special Events and Awards and office supplies expense.

**CITY ATTORNEY'S OFFICE
NO CHANGES**

The City Attorney's Office budget consists of the legal retainer for the City Attorney and other associated legal services. The City Attorney's Budget is \$204,000 and does not reflect an increase

**FINANCE DEPARTMENT
INCREASE OF \$38,433**

The Finance Department budget includes the salaries and benefits of three full-time employees (Finance Director, Jr. Accountant and Accounting Technician). 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.

There was an increase to Salaries and benefits increased due to cost of living adjustments within the department. There was an increase in the CalPERS employer retiree contribution of \$1,728. There was an increase to the FY 2018/19 CalPERS UAL payment unfunded liability expense of \$5,635. Health insurance for retiree pay as you go increased \$1,776 due to the allocation of OPEB ARC and \$1,900 increase in health insurance for active employees. The total operation expenses for the department increased by \$7,461. A majority of the increase is for \$3,156 in Audit and Financial expense to \$54,452. The Other Contract Services expenditure budget increased by \$3,000 to \$48,100 a result of upcoming GASB 75 OPEB requirements implementation on Town financial statements and pension/OPEB software licenses. There is an increase in Technical Services expense of \$500 for increase in financial software annual maintenance fee of \$19,500. Conferences and Memberships and Dues expense increased by a combined \$500 for Finance staff.

**PLANNING DEPARTMENT
DECREASE OF \$340**

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

**BUILDING DEPARTMENT
INCREASE OF \$168,793**

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

As discussed in prior budget sessions, the department Salary and Benefits had a net increase of attributed to cost of living salary adjustments and other benefits. This is attributed to salary and benefits for the allocation portion of new salary classifications of Senior Engineer/Maintenance Manager and Town Arborist at the beginning of the calendar year, as well as the standard adjustment for Office Specialist. The CalPERS employer contribution increased \$2,087 and health insurance for retiree pay as you go increased \$10,808 due to the allocation of OPEB ARC and \$2,225 increase in health insurance for active employees. The Building department portion of CalPERS unfunded liability increased \$12,825. Total operations expense budget increased \$118,995. This increase was due to the Contract Building & Life Safety expense increase of \$119,495 to \$1,105,483. This expense is correlated to building permit revenue. There was a reduction in Contract Inspection services expense by \$500.

**INTERDEPARTMENTAL
INCREASE OF \$99,559**

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

The Interdepartmental Budget had an overall increase of \$99,559. As discussed in prior budget sessions, the department had an increase of \$46,592 in IT support expense for Interwest IT services. Currently the Town has one day a week on-site services. With increased IT needs with also the relocation of administration, the service is increasing to two days per week on-site services. This projects a total expense of \$116,192. The initial contract was \$69,600 for one day a week services. There is a projected increase of \$8,717 in Town Liability insurance to \$275,665. This amount also includes a \$100,000 self-insured retention claim expense. The Town's claim expense Self-Insured Retention is \$25,000 per claim. General Insurance, Excess Liability, Property and Premium employment practice liability insurance total budget increase was \$8,717. There was an increase in the IT infrastructure plan of \$42,410 to \$98,298 for important updates to the Town IT infrastructure needs. This includes new/updates to the following: Upgrade to new firewall as the current one is at end of life (increase \$3,800), spam protection and antivirus renewal (increase \$910), replacement of Hyper V Host Server to expand virtual platform (\$15,000), OpenGov transparency portal (increase \$4,000), SSL Certificates and Windows License for new virtual host (increase \$2,500), Office 365 Full Licenses (Increase \$10,200),

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

Recommended Operating Budget

FY 2018/19

Page 9 of 21

Office 365 Mailbox only licenses (increase \$3,000), upgrade Window License town-wide (increase \$3,000)

PUBLIC WORKS DEPARTMENT INCREASE OF \$180,920

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

As discussed in prior budget sessions, the Public Works budget reflects an increase of \$180,920. Total Salaries and Benefits increased \$161,956 in the department. This is mainly due to the reclassification of management positions and the hire of a Public Works Director in the current FY. Also attributed to the increase is cost of living salary adjustments in the department. Another \$60,000 is attributed to a re-budget of expenditures in the Park Maintenance Department. These funds are earmarked for the maintenance and rehabilitation of the park path from the pedestrian bridge to par course site along Watkins. This project was on hold while reviewing the Water Capture Facility project in the Park. The Building Maintenance Department had an increase in Other Contract Services of \$5,000 for expenditures of grant funds received from CalRecycle in recent fiscal years for recycle containers. There was an increase in active health insurance and the CalPERS employer contribution increased \$4,574 to \$31,395. Health insurance for retiree pay as you go increased \$65,900. A majority of the increase is due to the allocation of OPEB ARC of \$47,179 and the remaining \$18,721 is due to new retiree health beneficiary. The department's portion of the CalPERS UAL payment increased in the amount of \$19,211 for FY 2017/18 to \$83,083. There was the elimination of the Contract Public Works Director of \$187,000. There is an increase in Contract Engineering expense of \$50,000 for additional contract engineering services such as traffic studies, and consultant engineering. Technical Service expense increased \$15,000 to an expense of \$40,000 for GIS upgrades, maintenance and surveys. There is an increase of \$2,142 for Contract Park Event Services for Catering by Dana. This will correspond to Park Program revenue projected for FY 2018/19. Facility Repair and Maintenance expense increased \$27,500 to \$49,000 for minor repairs around park grounds, elevator, roof, HVAC, etc. - also includes Gilmore house repairs. The budget reflects an increase in Contract Custodial services of \$1,716 to \$47,916 in anticipation of a services refresh. Contract Tree Maintenance saw an increase of \$2,500 due to implementation of new tree pruning program on Town rights of ways. Total Utility expense increased \$22,550, with a majority of the increase

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

Recommended Operating Budget

FY 2018/19

Page 10 of 21

of \$17,000 for electricity and \$5,000 for water for increased activity at the park and including the Gilmore house. There was an increase in Conferences, Training Workshops, and Dues for a total of \$4,300 for attendance of public works staff. The Building improvements expense also includes a budget of \$76,000 to paint entry and exits of the park, and the pavilion restrooms remodel in the Holbrook Palmer Park.

POLICE DEPARTMENT INCREASE OF \$514,729

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. The deployment of the department 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.

Staff currently in discussions with local school districts for a collaborative funding partnership of the School Resource Officer. Discussion of potential options are still preliminary and are not represented as an offsetting revenue.

The Police Department total budget reflects an increase of \$462,231 over the FY 2017/18 budget. The Department budget is \$7,673,591 and still comprises 55% of the total General Fund operational budget.

As previously discussed at our prior budget session, within the salaries and wages budget there is an increase of regular salaries for officers and dispatchers, also of which is attributed to the cost of living salary adjustments in the department for unrepresented employees of \$106,410. In October 2016, the Town entered into a new MOU with the Atherton Police Officers Association. The final increase of the MOU occurs July 1, 2018. The sworn personnel and dispatchers receive an additional 2.75% wage increase and an additional 1% adjustment for Employer PERS contribution.

There is a decrease in CalPERS employer contribution expense of \$8,794 to a budget of \$520,488. This is a result of the 3% benefit adjustment for sworn personnel starting July 2018. This adjustment offsets the total employer contribution expense by \$80,407 to \$520,487. The Workers' Compensation expense as discussed earlier in the report increased \$21,817 as the department charge went from 10% to 11% to build up a reserve for claims. Health insurance-active expense increased \$48,469 and retiree health expense increased \$113,436 to \$397,942. Of this amount \$103,793 is attributable to the Town OPEB ARC payment. The Police Department budget reflects a payment of the CalPERS UAL of \$664,983, an increase of \$139,433. The CalPERS employer contribution rate increased to 22.346%. This increase is netted out by the decrease of \$80,407 in the CalPERS employer contribution adjustment for sworn and non-sworn personnel. These adjustments total \$323,155 of the total increase of \$462,231.

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

Recommended Operating Budget

FY 2018/19

Page 11 of 21

Overall, the basic Operations expenditure budget for the Police Department increased by \$45,240 from \$937,808 to \$983,048. There was an increase of \$2,091 in technical services due to radio antennas installed throughout Town and a need for increased maintenance from TEA Maintenance. This increase in maintenance of \$8,496 was offset by a reduction in MKMS server expense for alarm notifications. The Town now is only paying for license fee for the server notification. There was also an additional \$2,600 for Utility Network internet support costs. There was an increase in rent facilities in the amount of \$1,800 for storage containers as the relocation of certain administrative areas begins. There is an increase in Other Contract Services in the amount \$3,000 for increase in range fee at Coyote Point fire arms range to \$7,000. Computer/Equipment Software expense increased by \$25,338 for body cameras and storage space due to new policy and compliance with San Mateo County District Attorney's office and for Coplogic Lexis Nexis report writing software. Equipment replacement fund expense increased by \$15,600 to \$270,100 due to the recommended purchase of 3 new outfitted SUV's, and necessary outfitted equipment for the PD fleet for a total of \$240,000 as the Department continues phasing out high mileage vehicles. There are no more Crown Victoria vehicles available in the market and the new replacement Taurus are too small. The SUV explorer is more interchangeable, roomier, and is now the new industry standard. The Department also requests supplemental equipment to include ballistic gear, weaponry, radios and ballistic armor plates for a total of \$71,100.

GENERAL FUND SUMMARY

For FY 2018/19, staff projects the Town's Total General Fund revenues at \$15,760,043 against \$14,088,033 in expenditures. This results in a single year surplus of \$1,672,010 *before* the addition of conservative ERAF of \$1,025,000. With ERAF, there will be a General Fund revenue surplus of \$2,697,010. There is a projected year-end positive fund balance in the General Fund of \$18.51 million.

LIBRARY FUND

REVENUES

The Town is a member of the San Mateo County Library JPA system. The Library is funded through property taxes that are collected and allocated to library services. Under the JPA, jurisdictions are permitted to retain excess funds generated from the local property taxes as long as the basic library services are met. During the past several years, the Town has experienced an accumulation of excess revenue in the Library Fund. The excess revenue or "Donor Funds" may be used to augment library services and/or fund future library capital infrastructure needs. . These excess donor funds are committed as the primary funding source for the design and construction of the new Atherton Library as well as extended library hours of operation, utilities and maintenance costs.

The anticipated FY 2017/18 ending balance for the Library Fund is \$12,632,449. Funds are held

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

Recommended Operating Budget

FY 2018/19

Page 12 of 21

in trust in part by the Town and the County of San Mateo. Of that amount, the Town holds \$5,141,024 and the County holds \$6,504,207. The County holds all future donor funds. The projected Library Fund Revenue (donor funds) for FY 2018/19 is \$1,300,000. The estimated available funding for FY 2018/19 is \$13,982,449.

EXPENDITURES

For FY 2018/19, staff has allocated \$4,759,230 for the Library's share of the Civic Center Project. Remaining allocations include \$53,400 for operations, utilities and maintenance costs. These are estimated budget amounts at this time. Staff is still working on construction timing of the projected phasing of the project. This could change once the bids come and the Town selects a contractor.

The estimated construction costs for the Library is \$17,209,832. These costs are reflected the April 2018 Cost Model Manager. There are additional "other costs" within the cost model (IT, Inspections, Testing, Utilities, FF&E, Moving/Staging, project management, etc.) that are attributable to the Library making the total estimated cost \$18.8 million.

It is anticipated that the Civic Center "project years" will include FY 2018/19 through FY 2021/22. *Staff anticipates that there is possible need to borrow forward in donor funds in FY 2022/2023 to fulfill the Library Project construction needs.*

OTHER RESTRICTED FUNDS

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

TENNIS FUND

The Tennis Fund projected revenues total \$47,100. A majority of this revenue attributable to the facility management services contract with Player Capital. Since entering into the contract with Player Capital in the fall of 2014, staff believes that this management services agreement continues to meet the needs of the community and provides additional revenue to the Park. Player Capital Tennis is the exclusive provider of tennis lessons and clinics and serves as facility manager through the online court reservation system.

Within the past year Player Capital approached the Town about installing a clay court at the Tennis facilities. Through outreach Player Capital secured funding through a generous donation for the installation of a clay court here in Atherton. Installation of the court took place this past winter and the Town is now home to one of the very first public clay court in the Bay Area.

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

Recommended Operating Budget

FY 2018/19

Page 13 of 21

Benefits of the court include better pace of play, easier on player bodies, and the ability to experience this type of competitive play.

The FY 2018/19 budget projects that the purchase of tennis keys by residents and non-residents provide annual revenue of approximately \$6,500. This includes the anticipated recent changes in the proposed fees at the Tennis Court. The new charges are \$50 for Atherton Residents per standard tennis key and \$50 for clay court access. The standard key fee for non-residents is \$200 and clay court access of \$30/ hour. Each January, new tennis keys go on sale for the new court locks that go in place in February.

For FY 2018/19, the Town anticipates expenditures of \$45,730. As discussed at our prior budget session, the Fund expenses includes \$10,130 for contract maintenance services for MCE and \$2,000 for building security court gates upkeep. The Town is anticipating to resurface and restripe Tennis courts and rehabilitate the courts in FY 2018/19. The first annual maintenance cost of the clay court is \$5,000. Anticipated maintenance costs each year are estimated at \$2,500. Staff will be reaching out to Player Capital to discuss the possibility of reconstruction of the tennis courts instead of resurfacing to address the long-term viability of the courts. Staff will be inviting Player Capital to participate in a capital campaign to raise funds for the project.

The beginning fund balance is estimated at \$115,418. The fund projects total revenues of \$47,100 to expenditures of \$45,730 for positive revenues over expenses of \$1,370. The FY 2018/19 ending fund balance is projected at \$116,788.

COPS - CITIZEN'S OPTION FOR PUBLIC SAFETY

The COPS Office was created as a result of the Violent Crime Control and Law Enforcement Act of 1994. As a component of the Department of Justice, the mission of the COPS Office is to advance community policing in jurisdictions of all sizes across the nation. Community policing focuses on crime and social disorder through the delivery of police services that includes aspects of traditional law enforcement, as well as prevention, problem-solving, community engagement, and partnerships. In FY 1996/97, the California State Legislature created the Citizen's Option for Public Safety (COPS) Program. Funds have been available through the State of California to local entities in the form of Citizen's Option for Public Safety (COPS) Grant. The Town receives \$100,000 per year from the grant. The Town uses the COPS grant for funding of sworn personnel. The Town anticipates to receive this funding on an annual basis and is used as transfer to the General Fund for funding of police sworn personnel salary related expenditures.

EVANS CREATIVE DESIGN FUND

The Evans Creative Design Fund is a bequest of Rita-Corbett-Evans to the Town. A Trust was set up to administer the funds. The funds may be used for distinctive art programming, promoting art awareness, enhancing lifelong learning, and recognizing cultural diversity within the community. In previous years, the funds were used by the Atherton Arts Committee. The

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

Recommended Operating Budget

FY 2018/19

Page 14 of 21

Atherton Arts Foundation (AAF) is responsible for arts programming through a budget grant request to the City Council. The AAF usually submits a budget to the Town in July for their yearly programming. Over the years the AAF has done a variety of events, as they continue to work on art acquisitions, programming, and updates to its website to entice new members.

AAF strives to raise artist membership, adding new artists to programming, keeping the website current, and utilize the new billing function of the membership portal. For FY 2017/18, the AAF requested \$11,120 from the Evan's Creative Design Fund. Included in the request The AAF carried a residual of \$15,330 in its special fund from the prior fiscal years (residual amount within their own budget) for the purchase of art, as the foundation continues to look for acquisition of art for Town public spaces. The AAF is focusing on art for the Atherton Library and the Town Center. The AAF will obtain approval by the City Council prior to the purchase of art for the Town. Other expenses include advertising events, office supplies, community programs, and liability insurance. The beginning fund balance is estimated at \$7,506. Currently, the only revenue to the fund is interest earned. For FY 2018/19 staff expects *the fund to be depleted* and therefore an estimated budget grant request of \$7,506.

Once the fund is completed, the AAF can return to the City Council each year and request a stand-alone grant for its activities for the year. The Council can grant funds from its General Fund in support of AAF projects.

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund is an internal depreciation fund for the replacement of large assets. The Fund is essentially the Town's savings account 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. Revenue to the fund comes from the allocation of costs to departmental budgets for specific potential equipment replacement and ultimate purchase.

The FY 2018/19 revenues total \$315,200 and the expenditures total \$316,050 for 3 police vehicle replacements (3 marked SUV's) for the phasing out of high mileage vehicles) as discussed in our General Fund Operations budget study session. One of the vehicles is anticipated to be outfitted as a K-9 unit. The total amount for the purchasing and the outfitting of the vehicles and investigative equipment is \$240,000. This includes a charge in the Police department for the purchase of future vehicles. Presented in the General Fund Operations budget study session was supplemental equipment request for \$30,100. *The department recently submitted another supplemental request for Ballistic Armor Plates for \$41,000.* There is a federal funds grant for these armored plates the department recently applied for that will defray half of the total costs.

Request	Amount	Description
1. Ballistic Shield	\$8,400	Purchase of ballistic shield for tactical emergencies. Shield use to stop, deflect and

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

Recommended Operating Budget

FY 2018/19

Page 15 of 21

		protect against projectile threats from guns and other weaponry.
2. Ballistic Helmets (25)	\$8,200	Outfit law enforcement and tactical personnel, providing protective equipment for emergency tactical situations.
3. Guns (Glocks) (30)	\$11,000	Police department to transition to one standard issued weapon. Purchase includes holsters, ammo and light.
4. Kenwood Radios (3)	\$2,500	Department is in need of 3 hand-held radios
5. Ballistic Armor Plates	\$41,000	Hard armor plates fit inside front and back pockets in armor carriers. They offer protection against rifle rounds, armor-piercing rounds. Such equipment is used for active shooter incidents.
Total Amount	\$71,100	

Assets purchased from the Equipment Replacement Fund have been saved for over several budget cycles in anticipation of replacement need. Other expenditures include Springbrook Financial Software upgrade expense and continued charges for future vehicle and equipment charges for Police and Public Works Departments. The beginning fund balance is estimated at \$769,665. The FY 2018/19 ending fund balance is projected at \$768,815.

WORKERS' COMPENSATION FUND

The Workers' Compensation Fund accounts for the cost and expense of managing the workers' compensation program through the Town's risk pool insurer Cities Group. Also within this fund are costs related to risk management and prevention – safety training, educational materials and accident prevention programs. The Workers' Compensation Policy is to fully fund all recognized liability. Each member of the JPA contributes a workers' compensation assessment to the JPA. These assessments or contribution rates are calculated annually based on agency claims history and any increases in loss recovery due to excessive claims losses.

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

As of April 2018 the Town's Workers' Compensation Claim Reserve is negative \$154,719. Cities Group requires that the Town maintain an equity reserve of at least \$80,678 (per recent actuarial reports). For the replenishment of the equity reserve, the Town would need an allocation of \$235,397 to the JPA. If the equity is not refreshed as a one-time contribution,

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

Recommended Operating Budget

FY 2018/19

Page 16 of 21

annual operational rates will increase and the JPA will create a “special assessment” each year beyond Agency normal contributions.

Staff believes it is prudent that each year the Town review and reestablish the minimum equity reserve. This allows the reserve to be used as needed and eliminates the possibility that an assessment expense is incurred over multiple years impacting operational costs.

GENERAL LIABILITY FUND

The General Liability Fund accounts for the insurance cost of liability claims and property losses. The Town is part of an insurance pool administered through the Association of Bay Area Governments (ABAG). 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 2018/19 are estimated at \$269,413. The total FY 2018/19 projected expenditures for this fund are \$267,213 of which includes self-insurance retention expense of \$100,000 that allows the payout of 4 claims at \$25,000 per claim. The Town does not anticipate expending retention expenses for 4 claims in the fiscal year, however, the amount is required to be established by the JPA.

For the past several years, the Town’s liability insurance expense with the ABAG JPA has experienced decreases. For FY 2018/19 there is a slight increase in liability insurance for the Town. Total liability and employment practice coverage is estimated to be \$167,213, an increase of \$5,601. The estimated liability insurance expense is \$129,417. The Town *liability and employment insurance expense* for the current FY was \$130,884 to a budget of \$161,612. Total current claim retention expense for the FY is \$12,530. The FY 2018/19 ending fund balance is projected at \$424,253.

EMPLOYEE BENEFITS FUND

The Employee Benefits Fund tracks expenditures across various departments for employment, unemployment, retirement, and healthcare benefits. Revenue to the fund comes through charges allocated back to each departmental budget based on number and type of personnel within each department.

Revenues to the Fund for FY 2018/19 total \$805,950. Expenditures for FY 2018/19 total \$683,793. Most of this expenditure is the \$470,641 “pay as you go” retiree health care benefit contributions.

Within this fund is also employee benefits charge of \$84,601. This is a charge of 1% to 2% of the General Fund operational departments salary expense that is allocated for accruals of compensated absences through personal leave contributions of sick, vacation, and holiday pay. The Town has a total compensated absences balance of \$646,461. Compensated absences

Recommended Operating Budget

FY 2018/19

Page 17 of 21

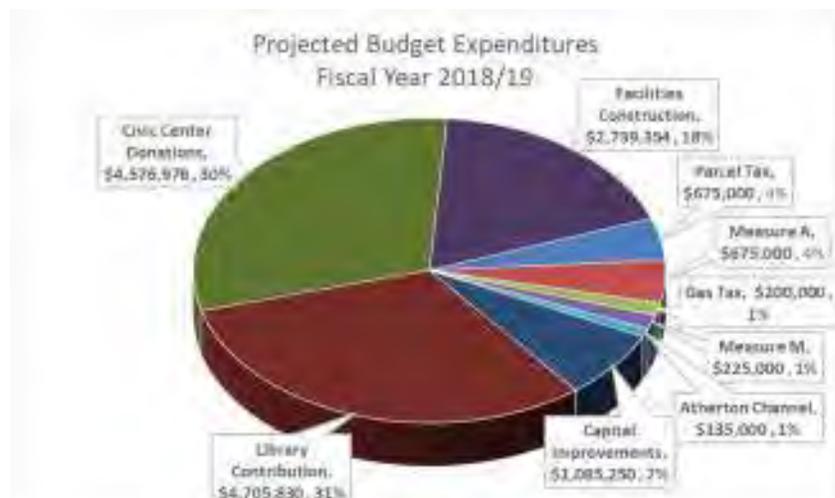
comprise of accrued time-off, vacation and holiday pay for all employees and is recorded as a liability. These are amounts that would be liquidated or mature due to termination of Town staff.

Included within this fund is also unemployment insurance charges *if there are any future claims* charges to the Town. Any claims would be paid out of this fund. The total budgeted charge is \$50,037. *During our General Fund Operations budget study session, staff recommended the Town make an additional contribution of \$198,151 towards the Town OPEB trust to satisfy the minimum required ARC.* This contribution is distributed amongst respective departments and based on retiree health cost allocation. With the recent OPEB actuarial valuation report, the Town's (ARC) is \$668,846. As previously mentioned the FY 2018/19 "pay as you go" retiree health care costs are \$470,695. These costs are included and charged to respective departments and allocated to the Employee Benefits Fund. The Town maintains a net OPEB asset of approximately \$3.06 million within the Employee Benefits Fund. This is in direct correlation to the Town's allocations over the past several years towards the OPEB Trust. There is now approximately \$6.28 Million maintained in the Trust. The projected ending fund balance for FY 2018/19 for the fund is \$4,144,601.

CAPITAL IMPROVEMENT FUND

The Town Capital Improvement Program (CIP) is a five year program that proposes projects to analyze, repair or improve Town infrastructure, and the funding for those projects. The CIP program consists of now (8) capital improvement fund sources that the Town uses for capital improvement/infrastructure needs and include:

- Atherton General Fund
- Measure M – County Congestion Management Fee on vehicle registration
- Measure A – County ½-cent Transportation Sales Tax
- Gas Tax
- Facilities Building Fund
- Atherton Channel Fund
- Measure S – Special Parcel Tax (Sunset in June 2018)
- Library Fund
- Donations



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

Recommended Operating Budget

FY 2018/19

Page 18 of 21

The five year CIP proposes projects to analyze, repair or improve Town infrastructure, and the funding for those projects. The twelve (12) projects are categorized into three areas:

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

Projects have been developed based on needs identified by City Council, residents, staff, and adopted master plans. Due to the sunset of the Parcel Tax, there was a reduction of \$5.9 Million in CIP projects over the course of the 5-year CIP. Staff incorporated this reduction in the FY 2018/19 five year CIP program.

The 1st year (FY 2018/19) 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 revised annually to reflect changes in Council direction, priority needs and availability of funding. The Town's General Fund fulfills any funding needs for capital projects that do not have a specific identified funding source. 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 23 meeting. *The Commission found the CIP Program for FY 18/19 Consistent with the Town's General Plan.*

During our study session there was general discussion about broader objectives to be considered for future proposed projects and priorities for allocating funds. Of the five largest CIP expenditures, this year's CIP recommends:

- \$7.3 million for the new Civic Center;
- \$4.7 million for the new Library;
- \$1.43 million for Bicycle & Pedestrian Master Plan Implementation Program;
- \$.8 million for the Road Maintenance Program.
- \$0.4 million for Drainage Improvements Program; and

The total allocation for the 5-year period from FY 2018/19 through FY 2022/23 totals nearly \$54.53 million – the largest expenditures attributable to the Civic Center and Library projects. It is important to note that for FY 2018/19, the expenditures related to the Civic Center and Library Project continue exclusive reliance on available funds from Atherton Now, the Library Fund, Building Facilities Fund and General Fund.

Staff re-budgeted a couple of projects due to timing (a total of \$568,500 from FY 2017/18).

- 1) Bicycle & Pedestrian Master Plan (Page 16 of CIP) - Due to Middlefield Class II Bike Lane project anticipated not to begin construction until this summer 2018, there was a

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

Recommended Operating Budget

FY 2018/19

Page 19 of 21

necessary re-budget of FY 2017/18 funding for the project. This included the re-budget of \$375,000 from Measure A funding and \$125,000 from Parcel Tax.

- 2) Park Master Plan Implementation Program (page 26 of CIP) – In FY 2017/18 within the park program there was a project to create turnaround at end of Pavilion Parking lot (hammered). This project is now anticipated to take place in FY 2018/19. This includes a re-budget of \$18,500 from Capital Improvement Fund.

The FY 2018/19 Capital Improvement Fund includes funding sources of \$15.01 million for capital projects.

Funding Source	FY 2018/19 Allocation
Special Parcel Tax	\$675,000
Library Fund	\$4,705,830
Facilities Fund Private Donation	\$4,576,976
Gas Tax	\$200,000
CIP Fund Civic Center	\$2,739,354
Measure M	\$225,000
Atherton Channel Fund	\$135,000
Measure A	\$675,000
CIP Fund Other	\$352,250
CIP Fund Grant	\$733,000
Total	\$15,017,410

Expenditures in FY 2018/19 for the CIP are \$15,017,410. The following are project expenditures:

Project	FY 2018/19 Funding
Traffic Safety Improvements	\$25,000
Accessibility Improvements	\$0
Streets/Roads Maintenance	\$775,000
Park Improvement Program Projects	\$149,250
Drainage Improvement Projects	\$428,000
Bike/Ped Master Plan Program Projects	\$1,433,000
Atherton Library	\$4,705,830
Atherton Civic Center Construction-Donation	\$4,576,976
Atherton Civic Center – Capital Improvement Fund	\$2,739,354
Engineering/Staff project support	\$150,000
Neighborhood Traffic Control Devices	\$10,000
Traffic Control Devices & Safety	\$15,000
Upper Channel Phase 2	\$10,000
Total	\$15,017,410

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

Recommended Operating Budget

FY 2018/19

Page 20 of 21

RERSERVE CALCULATIONS

The FY 2018/19 projected year-end fund balance is \$18,513,943. This includes ERAF revenues as allocated above and all reserve requirements. The estimated unallocated fund balance is \$13,078,131.

FY 2018/19 Beginning Fund Balance	\$16,052,330
FY 2018/19 Projected Revenues (inclusive of ERAF)	\$16,785,043
Total Available Funds	\$32,837,373
Transfer out FY 2018/19 Workers Compensation Equity Reserve	(\$235,397)
FY 2018/19 Expenditures (Projected Budget)	(\$14,088,033)
Projected FY 2018/19 Ending Fund Balance	\$18,513,943

As shown below, the Town will meet its 35% reserve requirements at FY 2018/19 and projects an unallocated reserve that is 93% of projected expenditures.

FY 2018/19 Expenditures	\$14,080,533
Projected FY 2018/19 Ending Fund Balance	\$18,513,943
15% Emergency Reserve	\$2,113,205
20% Budget Stabilization Reserve	\$2,817,607
Building Fund/Town Center Contribution	\$505,000
TOTAL RESERVE REQUIREMENT	\$5,435,812
<i>Less Above Reserve Requirement = Unallocated Reserves</i>	<i>\$13,078,131</i>

GANN Limit Calculation

The Finance Director calculated the FY 2018/19 GANN limit using the percentage change in population and the cost of living provided by the State Department of Finance. The GANN limit for 2018/19 is \$13,257,397. The Town is in compliance with the GANN limit requirement for FY 2018/19.

Civic Center Project

One important component as the Town concludes FY 2017/18 and begins FY 2018/19 is the Construction Phase of the Civic Center Project. However, with the recent bid returns, this project will likely be re-evaluated for reduction in scope to right-size it to potential funding sources and will enter a phase of redesign and rebid.

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

Recommended Operating Budget

FY 2018/19

Page 21 of 21

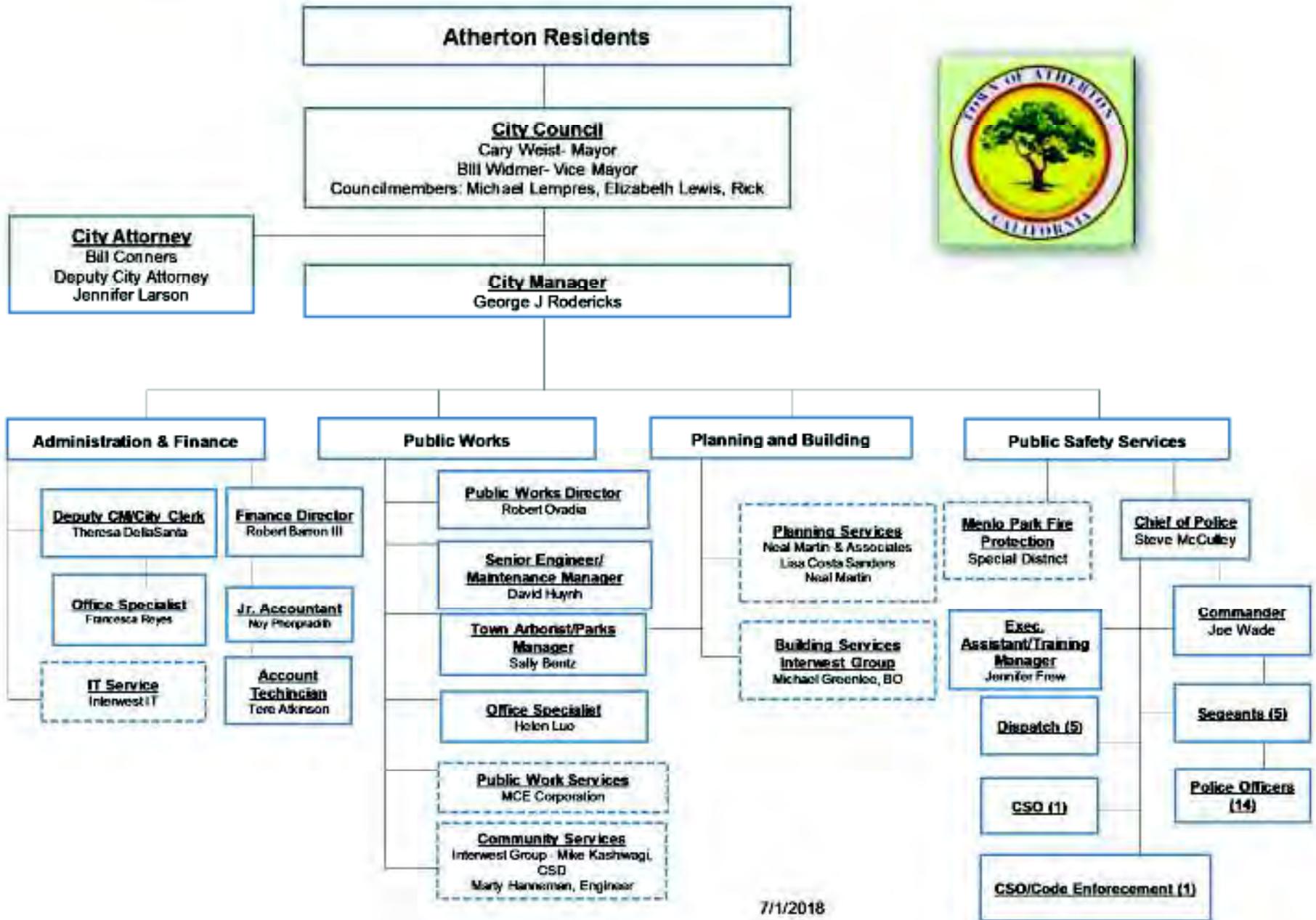
During the design development and construction document phase of the Civic Center, the Council began to discuss funding and design reduction options should the donations funding target of \$25 million for the project not materialize. These can be addressed in several ways: 1) reduction in facility requirements (deductive alternatives); 2) additional donations; 3) higher annual budget revenues over expenditures; and 3) short-term Certificates of Participation or Direct Private Placement Loan. These are options without the addition of a tax burden. This project remains a priority for the Town.

Conclusion

In conclusion, this budget presents a plan for accomplishing the goals and objectives of the City Council within existing resources and core strategy of financial stability in mind. We continue to be fiscally prudent with our resources but are mindful of operational and infrastructure needs. With anticipated commitment of the General Fund unallocated reserves to the Civic Center project, certain CIP projects will be on hold until additional funding is identified and/or when the Civic Center project is completed. The Town is heavily reliant on property taxes. There is no certainty that the growth will continue and as such the Town continues to explore revenue alternatives to the General Fund. Town staff will continue to work efficiently and creatively to maximize available revenues by seeking outside grants, forging community and regional partnerships, and drawing upon the imagination and commitment of our community and staff.

The Town's Operating and Capital Improvement Budget represents one of the most significant Policy Documents approved by the City Council. Staff has crafted the attached Budget based on specific policy objectives of the City Council. The attached document contains the funding recommendations for FY 2018/19 for all programs and services, to include the capital improvements. The Town's Annual Budget serves as the Town's annual policy document.

Section A/Introduction/Organizational Chart FY 2018-19



7/1/2018

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.

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.

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 two years.

Parks and Recreation Committee

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

Bike and Pedestrian Advisory Committee

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

Environmental Programs Committee

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

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

Transportation Committee

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

Rail Committee

The Rail Committee serves in an advisory capacity to the City Council on all matters pertaining to High Speed Rail (HSR), the Rail Corridor, and Caltrain. With the assistance of appropriate town staff, research and address specific impacts HSR and other rail infrastructure and services may have on the Rail Corridor and the town. The committee performs active outreach and cooperative efforts with groups and organizations opposing HSR. Rail Committee members are authorized to act as spokespersons to articulate and advocate the town's Rail Related Policy Positions as they pertain to rail committee matters to legislatures, HSR and Caltrain board of directors, regional organizations, press, and other interested parties. Up to ten members are appointed by and serve at the pleasure of the City Council. Members must be residents of the Town and serve without specific terms.

Civic Center Advisory Committee

The CCAC serves an advisory committee for the development of the new Atherton Civic Center. The committee works with staff in finalizing the master planning process by identifying key issues that need to be addressed. The CCAC works with staff to solicit feedback through tools such as surveys, community gatherings, and workshops to disseminate information regarding the key issues and questions involved in the new Civic Center. The committee helps to engage in public outreach to solicit substantive feedback and opinions on the Civic Center project. It supports staff with updates for the town website and periodic updates for residents. The committee also assists staff and the City Council with the identification and development of donor recognition opportunities throughout the project. The committee also assists in discussion about the short-term improvements needed for the library and Civic Center facilities. Up to seven members are appointed by and serve at the pleasure of the City Council. Members must be residents of the Town and there are no set terms. When the specific purpose for the Committee is accomplished, the Committee will be disbanded.

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)			

Section A

**INTRODUCTION
STATISTICAL DATA**

Size:

Population	7,135
Area	5.049 Sq. Miles
Residential Units	2,488
Mileage of the City Streets	53 centerline miles
Full time Employees	39

Character:

Assessed Evaluation FY17/18	\$10,220,091,841
Form of Government	General Law, City Council/ Manager
Incorporation Date	September 12, 1923

Education:

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

Recreation:

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

Public Safety:

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

Section A

INTRODUCTION BUDGET STRUCTURES

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

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

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

- General Fund
- Special Revenue Funds
- Capital Project Funds

General Fund Is the Primary Operating Fund of the Town

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

Special Revenues

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

Capital Project Funds

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

Revenue Funds and General Fund. In the next couple of years, the remainder of the Parcel Tax fund will be depleted within the Town CIP program.

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 agency is able to deliver services over time and respond to changing needs of the community. The budget process provides an opportunity to review if policies are being met or the need for revisions, or the creation of new policies.

2018-2019 Budget Calendar

Meeting 1 - Budget Kick-off and Overview- April 4, 2018 Study Session- Joint meeting with Finance Committee

- An overview of the FY 2017/18 Year-End Projected Fiscal Condition
- An overview of the Town's Major Revenue Sources
- An overview of the Town's Major Expenditure Categories
- General Fund Budget Discussion all Departments

Meeting 2- Special Funds, Internal Service Funds, Capital Improvement Budget - May 2, 2018 Study Session

1. Review of Special Revenue and Other Funds
2. Presentation of the Capital Projects Budget

Meeting 3- Budget Study Session - June 6, 2018 Study Session

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

Meeting 4- Adoption of the Budget - June 20, 2018 Regular Meeting

Reserve Balances

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

Section A

INTRODUCTION

POLICIES & ASSUMPTIONS

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

➤ General Fund Committed Fund Balance for Emergency Disaster

The Town Council has committed to set aside 15 percent of the actual annual General Fund operating expenditures specifically for emergency contingencies defined as a state of Federal and/or State of Emergency or declaration of a local emergency as defined in Atherton's Municipal Code Section 2.44.010. The FY 2018/19 Budget meets the Emergency set aside fund balance.

➤ General Fund Unassigned Fund Balance Policy

The Town established the General Fund unassigned fund policy such that in no circumstances shall the total General Fund unassigned fund balance drop below 20 percent of the actual operating expenditures. The FY 2018/19 Budget meets the unassigned fund balance.

➤ Budget Reserve Policy

The City Council maintains a Budget Reserve Policy for *Available Unallocated Reserve Fund Balance* that is used to address long-term liabilities, capital projects, and a minimum mandatory reserve. As part of a budget policy, every year the City Council will consider an allocation of the unallocated General Fund Reserve to the Town's Capital Improvement Fund to assist in accumulating funds for future capital projects or other operational uses. As the Town enters the bid/construction phase of the Town Civic Center project, the funding plan of the project possibly includes the use of a portion of the Town's Unallocated Reserve Fund Balance. There is anticipation that the Town may seek addition funding to meet any funding gaps for the new Town Civic Center. As part of the Town's ongoing financial stability core value and operations process, staff will continue to work with the council on use of *unallocated reserve fund balance* options.

➤ Capital Facilities Replacement Reserve

The Council allocated \$505,000 as a Capital Facility replacement reserve. This reserve is listed with the Town's other reserves; and, once annual allocation is determined, that it become a part of the Town's reserve policy. Currently the \$505,000 building reserve is expected to be used as part of the funding plan towards the new Town Civic Center. *Staff recommends that as a policy, each year we consider whether to allocate funding to this reserve as depreciation allocation or a set amount if reserve funding is available.* The transfer amount to the Capital Replacement Reserve on an annual basis is expected to be determined once the Town knows the full infrastructure cost of the new buildings upon which to base a value of depreciation.

Section A

INTRODUCTION

REVENUE EXPENDITURES PROJECTED FUND BALANCE SUMMARY 1

Town of Atherton Budget for FY 2018-2019							
	Projected Fund Balance 06/30/18	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer In	Budgeted Transfer Out	ERAF	Projected Fund Balance 06/30/19
General Fund							
101 General Fund	\$ 16,052,330	\$ 15,760,043	\$ 14,088,033		\$ (235,397)	\$ 1,025,000	\$ 18,513,943
Special Revenue Funds							
105 Tennis Fund	115,418	47,100	45,730	-			116,788
209 Police (COPS) Grant	445	100,146	100,000				591
213 Library Fund	12,632,449	1,350,000	4,759,230				9,223,219
215 Evan Creative Design	7,506	90	7,596				-
Total Special Revenue	12,755,818	1,497,336	4,912,556	-	-		9,340,598
Capital Project Funds							
201 Special Tax	1,657,324		675,000				982,324
202 Measure A	400,756	370,000	675,000				95,756
203 Gas Tax	1,047	290,000	200,000				91,047
204 Measure M	191,813	75,000	225,000				41,813
210 Road Impact	-	-	-				-
401 Capital Improvement	5,250,542	733,000	1,085,250		(2,739,354)		2,158,938
402 Storm Drainage	30,536	-	-				30,536
403 Channel Drainage Dt.	98,836	97,300	135,000				61,136
406 Facilities Construction	390,234	9,282,806	12,022,160	2,739,354			390,234
Total Capital Projects	8,021,088	10,848,106	15,017,410	2,739,354	(2,739,354)		3,851,784
Internal Service Funds							
610 Equipment Repl.	769,665	315,200	316,050				768,815
614 Worker's Comp.	626,999	361,900	392,772	235,397			831,524
615 General Liability	422,053	269,413	267,213				424,253
616 Employee Benefits	4,022,444	805,950	683,793				4,144,601
Total Internal Service	5,841,161	1,752,463	1,659,828	235,397	-		6,169,193
Total All Funds	\$ 42,670,397	\$ 29,857,948	\$ 35,677,827	\$ 2,974,751	\$ -	\$ (2,974,751)	\$ 37,875,518

Note: Special Revenue and capital project funds are safe spend accounts. All are positive balances. There are sufficient capital project fund balances to cover the FY 18/19 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. 07/01/18	115,418	445	7,506	123,369	Est. Fund Bal. 07/01/18	769,665	626,999	422,053	4,022,444	5,841,161
Est. Revenue 18/19	47,100	100,140	90	147,330	Est. Revenue 18/19	315,200	301,900	209,413	805,950	1,752,403
Total Available Revenue	162,518	100,591	7,596	270,705	Total Available Revenue	1,084,865	988,899	691,466	4,828,394	7,593,624
Est. Expenditure 18/19	45,730	100,000	7,596	153,326	Est. Expenditure 18/19	316,050	392,772	267,213	683,793	1,659,828
Rev. Over Exp.	116,788	591	-	117,379	Rev. Over Exp.	768,815	596,127	424,253	4,144,601	5,933,796
Transfers In(out)					Transfers In(out)		235,397		-	235,397
Est. Fund Bal. 06/30/19	116,788	591	-	117,379	Est. Fund Bal. 06/30/19	768,815	831,524	424,253	4,144,601	6,169,193

Capital Projects	Parcel Tax	Measure A	Gas Tax	Measure M	Road Impact	Capital Impact	Storm Drainage	Channel Drainage District	Facilities Const	Capital Projects Total W/O Parcel Tax	All Capital Projects Total
Fund Number	201	202	203	204	210	401	402	403	406		
Est. Fund Bal. 07/01/18	1,657,324	400,756	1,047	191,813	-	5,250,542	30,536	98,836	390,234	6,363,764	8,021,088
Est. Revenue 18/19	-	370,000	290,000	75,000	-	733,000	-	97,300	9,282,806	10,848,106	10,848,106
Total Available Revenue	1,657,324	770,756	291,047	266,813	-	5,983,542	30,536	196,136	9,673,040	17,211,870	18,869,194
Est. Expenditure 18/19	675,000	675,000	200,000	225,000	-	1,085,250	-	135,000	12,022,160	14,342,410	15,017,410
Rev. Over Exp.	982,324	95,756	91,047	41,813	-	4,898,292	30,536	61,136	(2,349,120)	2,869,460	3,851,784
Transfers In(out)	-										
Est. Fund Bal. 06/30/19	982,324	95,756	91,047	41,813	-	4,898,292	30,536	61,136	(2,349,120)	2,869,460	3,851,784

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2018-2019

Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Revenues					
101-00-40001-000	Secured Property Tax	7,515,741	7,856,852	8,365,190	8,783,449
101-00-40002-000	Unsecured	380,418	387,000	425,276	414,903
101-00-40004-000	SB813 Redemption (Suppl)	260,285	267,640	274,347	288,065
101-00-40006-000	Prop Tax in Lieu of VLF (Motor Veh)	1,020,888	1,065,807	1,096,822	1,151,663
101-00-40008-000	Excess ERAF	-	-	-	-
101-00-40010-000	Unsecured SB813 Redemp/Suppl	9,135	-	-	-
101-00-42005-000	Property Transfer Tax	409,226	421,000	421,000	416,832
Total Property Taxes ->		9,595,693	9,998,299	10,582,635	11,054,912
101-00-41001-000	Sales & Use Tax General	254,793	175,828	185,276	188,981
101-00-41002-040	Prop 172 Sales Tax for Police	85,258	81,500	83,351	85,018
101-00-41004-000	In Lieu Sales Tax/Trip Flip	23	-	-	-
Total Sales Taxes ->		340,074	257,328	268,627	273,999
101-00-42001-000	Franchise Taxes-Utilities	237,035	223,609	228,101	234,944
101-00-42002-000	Franchise Tax-Cal Water	121,898	128,186	128,186	132,032
101-00-42003-000	Franchise Tax-Garbage	332,498	308,669	314,200	320,484
101-00-42004-000	Franchise Taxes-Cable	141,495	140,713	143,063	145,924
Total Franchise Fees ->		832,926	801,177	813,550	833,384
101-00-40005-000	Homeowners Exemption	35,854	37,006	35,227	35,932
101-00-40007-000	Motor Veh. Lic Fees (MVLf)	3,203	5,187	5,187	5,290
Total Intergovernmental ->		39,057	42,192	40,414	41,222
101-00-43001-000	Business Licenses	240,700	242,993	242,993	250,283
Total Business License Tax ->		240,700	242,993	242,993	250,283
101-00-47001-000	Home Occupation Permit	300	300	300	300
101-00-47019-020	Zoning & Planning Fees	247,897	260,000	265,500	268,155
Total Planning Revenue ->		248,197	260,300	265,800	268,455
101-00-47002-025	Building Permit Fee	1,111,832	1,052,016	1,052,016	1,073,056
101-00-47004-025	Grading & Drainage	65,720	86,961	86,961	88,700
101-00-47021-025	Plan Check Fee	477,931	471,923	688,105	701,867
101-00-47030-025	Tree Removal Plan Check	92,625	127,260	90,000	91,800
101-00-48502-025	Miscellaneous Income	366	-	-	-
Total Building Revenue ->		1,748,474	1,738,160	1,917,082	1,955,424
101-00-44001-040	Municipal & Vehicle Code Fines	9,802	12,537	12,537	12,663
101-00-44002-040	Other Fines & Forfeiture (County)	37,036	38,258	38,258	38,500
101-00-45007-040	POST Reimb	3,376	7,709	13,875	12,500
101-00-45012-040	DUI Grant	1,910	3,103	3,103	-
101-00-45017-040	ABAG Grant	8,296	6,914	6,914	3,200
101-00-47005-040	Other Licenses & Permit	3,151	2,635	4,466	4,030
101-00-47009-040	Photocopy Fee	38	185	300	150
101-00-47011-040	Alarm Sign Fees	842	1,243	1,243	1,000
101-00-47012-040	Vehicle Release	1,052	1,034	1,034	1,300
101-00-47013-040	Police Report	-	-	-	-
101-00-47014-040	Fingerprinting Fee	128	171	171	150
101-00-47016-040	Special Service Fee	4,481	5,580	6,900	7,200

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2018-2019

Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
101-00-47017-040	Solicitor's Permit	124	186	186	155
101-00-48004-040	Sale of Property	-	250	1,309	850
101-00-48502-040	Miscellaneous Income	1,076	1,387	15	30
101-00-48503-040	Property Damage Reimbursement				
	Total Police Revenue ->	71,312	81,192	90,311	81,728
101-00-45005-050	C/CAG AB 1546-Veh registration				
101-00-45021-053	Highway Maint Reimbursement	71,400	35,700	35,700	35,700
101-00-47003-050	Encroachment	331,656	295,080	320,000	326,400
	Total DPW Revenue ->	403,056	330,780	355,700	362,100
101-00-47022-058	Social Fees	102,005	86,032	102,620	103,646
101-00-47023-058	Meeting Fees	23,550	41,739	23,000	24,000
101-00-47025-058	Class Fees	18,740	32,215	32,215	32,537
101-00-47028-058	Weddings	30,200	25,250	31,000	30,000
101-00-47029-058	Park Day Use Fee	12,575	13,664	13,664	13,000
101-00-47039-058	Park Rev-Admin 30% Non-Resident	33,225	35,029	40,000	41,000
101-00-47040-058	Park Rev-Admin 15% Resident	4,470	5,893	7,260	6,800
	Total Park Program Revenue ->	224,765	239,823	249,759	250,984
acct					
101-00-44003-000	Heritage Tree Damage Fee	16,800	7,480	4,000	4,000
101-00-44004-000	C & D Deposit Forfeited	104,600	16,240	52,600	55,000
101-00-45008-000	SB 90 Reimbursement	-	-	-	-
101-00-45016-058	DOC Grant	10,000	5,000	5,000	5,000
101-00-45017-000	ABAG Grant	-	-	-	-
101-00-45020-000	Other Reimbursements	4,683			
101-00-47005-000	Other Licenses & Permit	-			
101-00-47005-012	Other Licenses & Permit Admin	1,875	1,500	1,500	1,800
101-00-47009-000	Photocopy Fee	455			
101-00-47031-030	Tree Inspection Fee	30,457	28,625	28,625	29,198
101-00-47036-030	Admin Citation (code enforcement)	31,700	34,320	44,900	45,349
101-00-47038-000	Banner Permit Fee	1,800	1,775	1,775	2,250
101-00-47045-000	Drone Application Fee	-	-	5,550	2,250
101-00-48001-000	Interest Income	48,009	80,667	80,667	95,000
101-00-48002-000	Cell Antenna Lease	53,198	55,858	55,858	58,888
101-00-48003-000	Property Rental - Playschool	79,810	78,118	78,118	78,118
101-00-48005-000	Post Office	7,550	9,000	9,000	8,000
101-00-48501-000	Donations/Contributions	-			
101-00-48502-000	Miscellaneous Income	8,691	3,200	3,200	2,700
101-00-48507-000	Settlement/Claims	7,328	-	-	
	Total Misc. Revenues ->	406,955	321,783	370,793	387,553
	Total Operating Revenues ->	14,151,209	14,314,027	15,197,664	15,760,043
	Expenditures				
	City Council Department	39,105	65,829	118,067	78,880
	Administration Department	794,667	773,225	773,225	792,752
	City Attorney Department	157,334	204,000	204,000	204,000
	Finance Department	654,304	682,922	682,922	721,355
	Planning Department	228,549	280,338	280,338	279,998
	Building Department	1,200,876	1,276,781	1,375,188	1,445,574
	Inter Department	341,674	540,039	540,039	639,598
	Police Department	6,521,887	7,211,360	7,211,360	7,726,089
	Public Works Department (adj)	1,488,839	2,018,868	2,025,667	2,199,788
	Total Operating Expenditures ->	11,427,235	13,053,362	13,210,806	14,088,033
	Excess (Deficiency) of Revenues Over Expenditures	2,723,974	1,260,665	1,986,858	1,672,010

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2018-2019

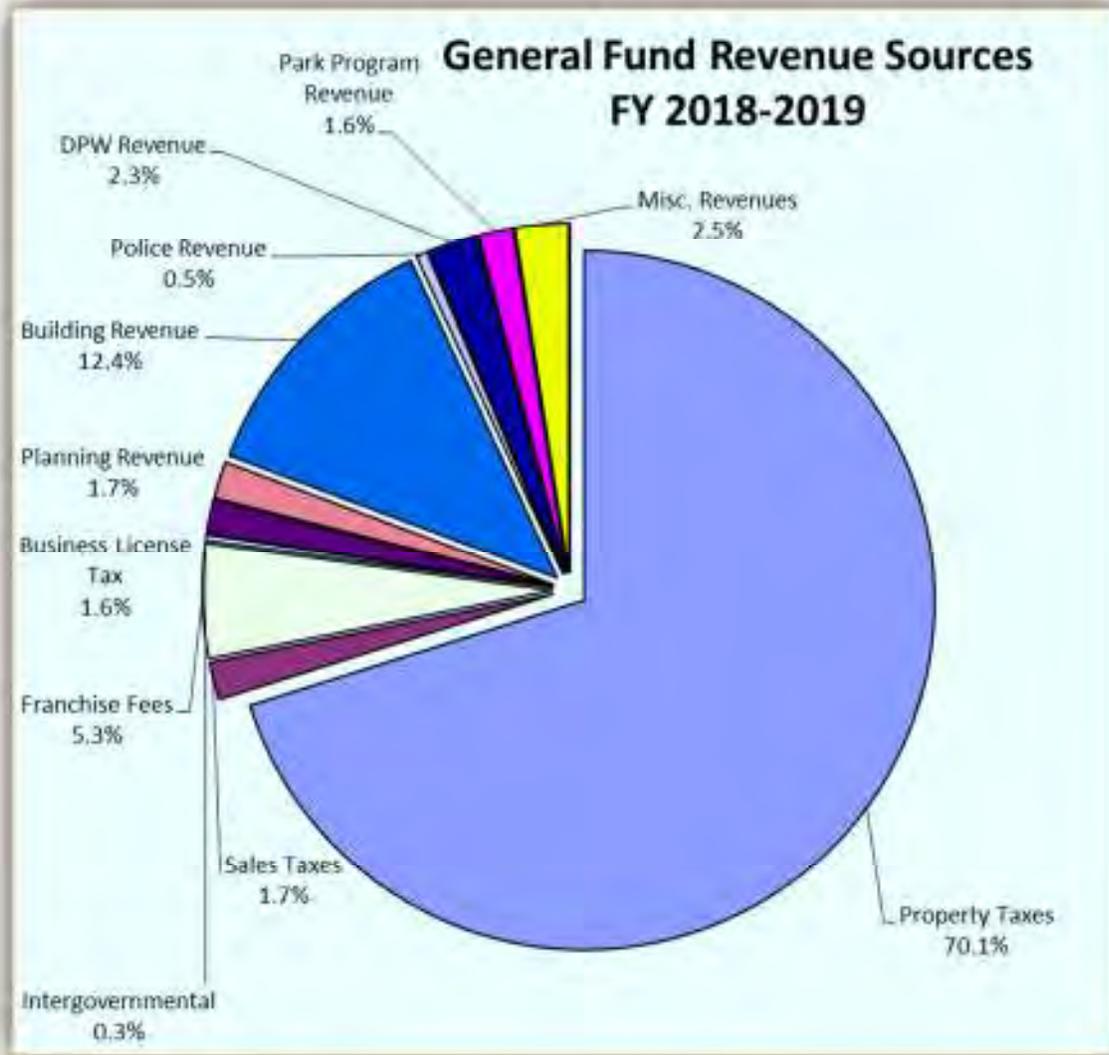
Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
<u>Other Financing Sources/(Uses)</u>					
101-00-49002-000	Special Parcel Tax Fund-Safety	372,000	372,000	372,000	
101-00-58005-000	Transfer (out) to OPEB/Pension	-	(92,118)	(92,118)	
101-00-58004-000	Trsfr in/(out) Workers Compensation	(112,998)	(357,140)	(357,140)	(235,397)
101-00-58002-000	Trsfr in/(out) Capital Replacement reserve	-			
101-00-58002-030	Trsfr in/(out) CIP Future Projects	(4,423,138)			
	Excess ERAF	1,103,185	1,066,958	1,280,172	1,025,000
	Total Transfers In/(Out) ->	(3,060,951)	989,700	1,202,914	789,603
	Incr/(Decr) of General Fund Resv	(336,977)	2,250,365	3,189,772	2,461,613
	Net Change in Fund Balance	(336,977)	2,250,365	3,189,772	2,461,613
	Beginning Fund Balance	13,199,539	12,862,558	12,862,558	16,052,330
	Ending Fund Balance	12,862,558	15,112,923	16,052,330	18,513,943

Fund Balance Schedule				
Building Component Town Center Funding	505,000	505,000	505,000	505,000
15% Emergency Reserve	1,714,085	1,958,004	1,981,621	2,113,205
20% Reserve	2,285,447	2,610,672	2,642,161	2,817,607
Reserved for OPEB				
Available Fund Balance	8,358,025	10,039,246	10,923,548	13,078,131
Ending Fund Balance	12,862,558	15,112,923	16,052,330	18,513,943

Section B

General Fund

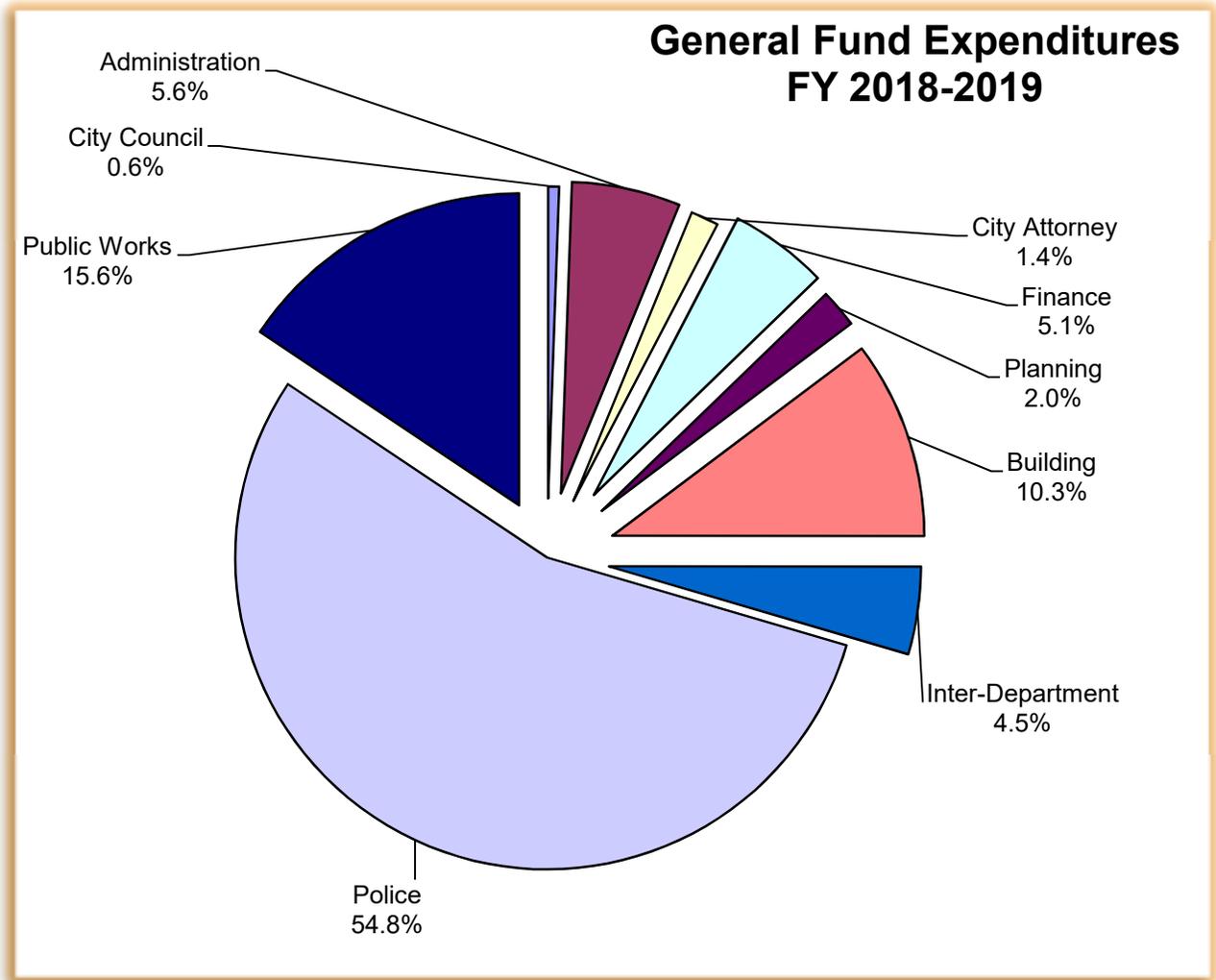
General Fund 101 Revenue Summary Chart



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 2018-2019

- Continue to Develop the Human Resources Policies and Procedures Manual
- Continue to stimulate Community engagement through Town Events and activities
- Continue to develop an indexing system for stored and retained records
- Continue to foster partnerships with schools and other agencies
- Continue to connect with surrounding jurisdictions on regional issues and concerns

Section B

General Fund

General Fund 101 City Council Dept. (D11)

Department 11

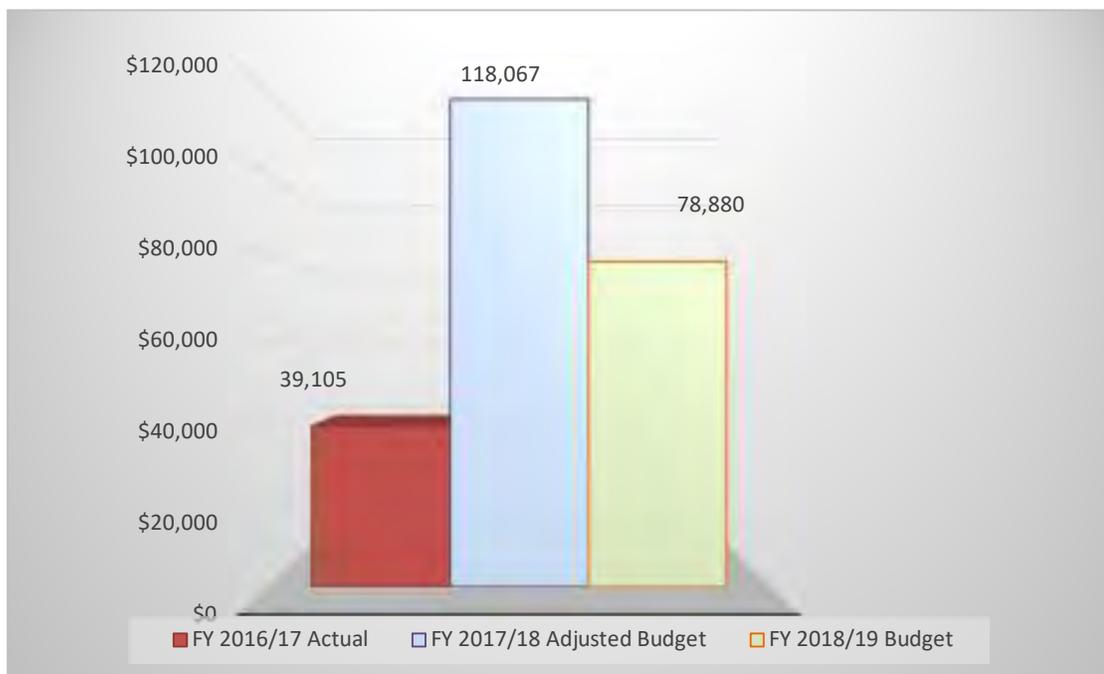
The City Council is the legislative and policy-making body for the Town of Atherton. It provides political leadership, enacts laws, adopts resolutions, adopts an annual budget and establishes policies for the Town government. It sets strategic goals for the community and participates regionally with 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 in additional special meetings. City Council agendas, reports, packets and video archives of the meetings are posted on the Town’s website.

Annual Fiscal Impact **\$78,880**

Employee 5 elected city council members

Three-year Summary

Year	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Amount	39,105	118,067	78,880





Town of Atherton
 Annual Operating Budget FY 2018-2019
 City Council Budget - Summary

Category	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
General Operation	2,729	4,380	2,880	4,380
Other Services/Exp	35,649	55,949	109,687	73,000
Supplies & Materials	194	500	500	500
Capital Outlay	533	5,000	5,000	1,000
City Council	39,105	65,829	118,067	78,880

Town of Atherton Annual Operating Budget FY 2018-2019
City Council Budget By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
General Operation	101-11-53016-011	Utilities - Water	1,578	1,880	1,880	1,880
General Operation	101-11-53024-011	Advertising/Publishing	1,151	2,500	1,000	2,500
Other Services/Exp	101-11-54002-011	Bus Meeting & Meals	1,634	1,200	2,700	1,500
Other Services/Exp	101-11-54003-011	Conferences	1,910	7,500	7,500	7,500
Other Services/Exp	101-11-54004-011	Training & Workshops	6,850	2,000	1,750	2,000
Other Services/Exp	101-11-54007-011	Membership/Dues	11,209	11,499	11,499	13,000
Other Services/Exp	101-11-54008-011	Mileage Reimbursement	331	500	500	500
Other Services/Exp	101-11-54010-011	Other Contract Services	4,131	10,000	10,000	10,000
Other Services/Exp	101-11-54011-011	Environmental Program	2,883	5,000	5,000	5,000
Other Services/Exp	101-11-54013-011	Contribution-SSV	1,750	750	1,000	1,000
Other Services/Exp	101-11-54014-011	Contribution-HIP	2,500	2,500	2,500	2,500
Other Services/Exp	101-11-54015-011	Contribution-SSM County	500	-	-	-
Other Services/Exp	101-11-54020-011	Election Cost	1,951	15,000	67,238	30,000
Supplies & Materials	101-11-55002-011	Office Supplies	194	500	500	500
Capital Outlay	101-11-57007-011	Office Equip & Furniture	533	5,000	5,000	1,000
Total City Council			39,105	65,829	118,067	78,880

Town of Atherton Annual Operating Budget FY 2018-19
City Council Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-11-53016-011	Utilities - Water	Calwater	1,880
101-11-53024-011	Advertising/Noticing	Advertising 2014 Election, Co mmittee vacancies, special info, council meeting post card notifications, calwater notifications	2,500
101-11-54002-011	Bus Meetings & Meals	Meeting meals and supplies - City Council Meetings	1,500
101-11-54003-011	Conferences	League of CA Cities, New Mayor & Council Academy, hotels and registration	7,500
101-11-54004-011	Training & Workshops	Council, Committee and Commis sion Training related expenses – Brown Act, Political Reform, etc	2,000
101-11-54007-011	Membership/Dues	Local Agency Formation Commission (LAFCO)	1,433
101-11-54007-011	Membership/Dues	City/County Association of Government - San Mateo (C/CAG) (From Intergovernmental)	2,578
101-11-54007-011	Membership/Dues	(HEART) Housing Endowment and Regional Trust of San Mateo to support housing for modest-income families	2,275
101-11-54007-011	Membership/Dues	Joint Venture Silicon Valley	1,000
101-11-54007-011	Membership/Dues	Sustainable San Mateo County	1,000
101-11-54007-011	Membership/Dues	San Mateo Jobs for Youth	100
101-11-54007-011	Membership/Dues	League of California Cities	4,614
		A/C Subtotal->	13,000
101-11-54008-011	Mileage Reimbursement	Reimburse for use of private vehicles for meeting	500
101-11-54010-011	Other Contract Services	High Speed Rail Public Relation (HSR) (from Intergovernmental Dept)	10,000

Town of Atherton Annual Operating Budget FY 2018-19
City Council Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
A/C Subtotal->			10,000
101-11-54011-011	Environ Program Committee	Support for committee work (previouly in non-dept)	5,000
101-11-54013-011	Contribution-SSV	Sustainable Silicon to produce e nvironmental and resources conservation Silicon Valley (from Intergovernmental)	1,000
101-11-54014-011	Contribution-HIP	Human Investment Project (HIP) grant to find a place to call home for people throughout San Mateo County (from Intergovernmental)	2,500
101-11-54020-011	Election Expenses	General Election	30,000
101-11-55002-011	Office Supplies	Business Cards	
101-11-55002-011	Office Supplies	Paper, ruled pads, binders, tapes, ink, toners	500
101-11-57007-011	Office Equip & Furniture	Furniture-Chairs, Desks	1,000
A/C Subtotal->			1,000
Total City Council Dept			<u>78,880</u>

Section B

General Fund

General Fund 101 Administration Dept. (D12)

Department 12

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

Annual Fiscal Impact

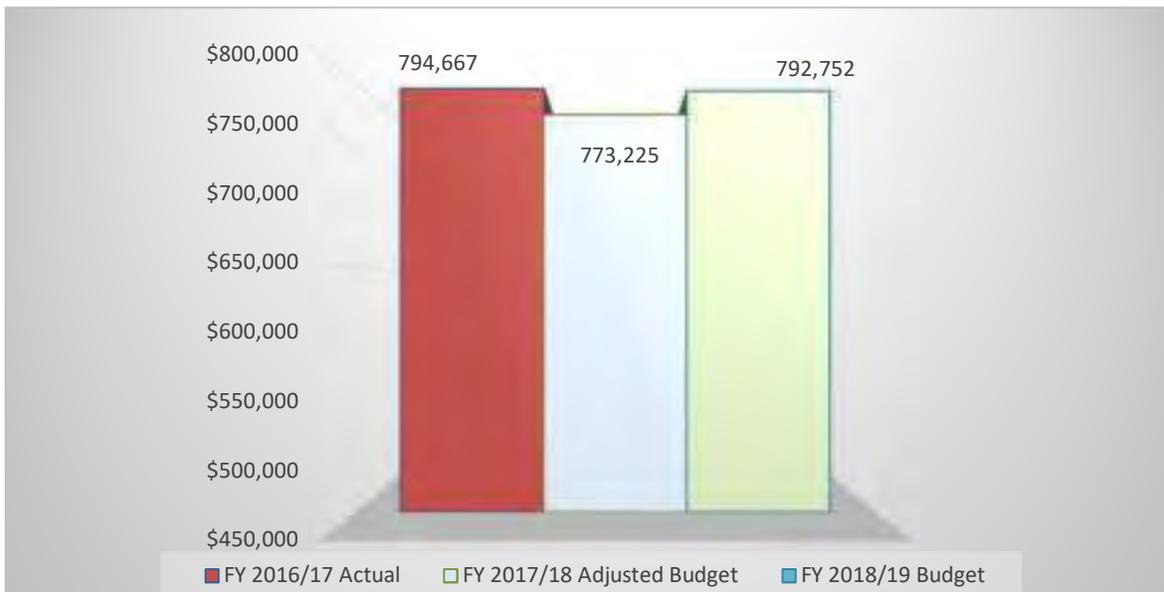
\$792,752

Employee

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

Three-year Summary

Year	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Amount	794,667	773,225	792,752





Town of Atherton
 Annual Operating Budget FY 2018-19
 Administration Budget - Summary

Category	Actual 2016-17	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Salaries & Wages	445,089	454,710	454,710	448,771
EE Benefits	184,612	194,846	194,846	223,513
Professional Svs	82,457	20,000	20,000	20,000
General Operations	23,791	29,954	29,954	28,454
Other Services/Exp.	50,623	57,032	57,032	55,382
Supplies & Materials	5,700	9,500	9,500	11,500
Capital Outlay	2,393	5,132	5,132	5,132
Administration Total	794,667	771,175	771,175	792,752

Town of Atherton Annual Operating Budget FY 2018-19
Administration - Budget by Account

Category	Account	Description	Actual 2016-17	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Salaries & Wages	101-12-50001-012	Regular Salaries	445,089	445,210	445,210	440,271
Salaries & Wages	101-12-50005-012	Temporary Help	-	-	-	-
Salaries & Wages	101-12-50001-012	Office Intern	-	7,500	7,500	7,500
Salaries & Wages	101-12-50006-012	Overtime	-	1,000	1,000	1,000
EE Benefits	101-12-50013-012	EE Benefits Earned	4,313	4,452	4,452	4,403
EE Benefits	101-12-51001-012	Medicare Tax	6,730	6,456	6,456	6,384
EE Benefits	101-12-51003-012	PERS Retire Contrib- ER	39,055	40,496	40,496	40,854
EE Benefits	101-12-51004-012	PERS Retire Contrib- EE	-	-	-	-
EE Benefits	101-12-51005-012	Deferred Compensation	-	-	-	5,772
EE Benefits	101-12-51007-012	STD Insurance	576	576	576	576
EE Benefits	101-12-51008-012	Health Insurance-Active	28,576	27,012	27,012	36,140
EE Benefits	101-12-51009-012	Health Insurance-Retirees	47,754	47,608	47,608	48,357
EE Benefits	101-12-51010-012	Dental Insurance	1,379	1,342	1,342	1,838
EE Benefits	101-12-51011-012	Vision Insurance	394	412	412	488
EE Benefits	101-12-51013-012	Workers' Compensation	18,120	17,808	17,808	17,611
EE Benefits	101-12-51014-012	Life & ADD Insurance	529	529	529	529
EE Benefits	101-12-51015-012	LTD Insurance	2,204	2,083	2,083	2,083
EE Benefits	101-12-51016-012	Unemployment Insurance	4,531	4,452	4,452	4,403
EE Benefits	101-12-51019-012	Allowance	4,800	5,400	5,400	5,400
EE Benefits	101-12-51020-012	Educational Reimb	1,660	8,000	8,000	8,000
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	23,991	31,270	31,270	40,676
Total Salaries & Benefits			629,702	651,607	651,607	672,284
Professional Svs	101-12-52008-012	Labor Relation Services	-	-	-	-
Professional Svs	101-12-52023-012	Contract Human Resources	82,457	20,000	20,000	20,000
General Operations	101-12-53002-012	Other Equip Repair & Maint	8,396	8,304	8,304	8,304
General Operations	101-12-53014-012	Utilities - Electricity	4,735	6,500	6,500	6,500
General Operations	101-12-53015-012	Utilities - Gas	320	500	500	500
General Operations	101-12-53016-012	Utilities - Water	668	650	650	650
General Operations	101-12-53024-012	Advertising - Noticing	4,154	4,000	4,000	2,500
General Operations	101-12-53025-012	External Printing Services	5,517	9,000	9,000	9,000
General Operations	101-12-53026-012	Recruitment Costs	-	1,000	1,000	1,000
Other Services/Exp.	101-12-54002-012	Business Meetings & Meals	363	300	300	300

Town of Atherton Annual Operating Budget FY 2018-19
Administration - Budget by Account

Category	Account	Description	Actual 2016-17	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Other Services/Exp.	101-12-54003-012	Conferences	4,915	7,800	7,800	7,800
Other Services/Exp.	101-12-54004-012	Training and Workshops	253	4,400	3,500	2,000
Other Services/Exp.	101-12-54005-012	Subscriptions	934	680	680	680
Other Services/Exp.	101-12-54007-012	Memberships & Dues	12,931	12,852	12,852	12,852
Other Services/Exp.	101-12-54008-012	Mileage Reimbursement	131	500	500	250
Other Services/Exp.	101-12-54010-012	Other Contract Services	25,818	25,000	25,000	25,000
Other Services/Exp.	101-12-54019-012	Special Events & Awards	2,279	2,500	3,400	3,500
Other Services/Exp.	101-12-54025-012	Technology Reimbursement	3,000	3,000	3,000	3,000
Supplies & Materials	101-12-55002-012	Office Supplies	3,768	4,500	4,500	6,500
Supplies & Materials	101-12-55017-012	Postage	1,932	5,000	5,000	5,000
Capital Outlay	101-12-57006-012	Computer Equipment/Software	835	632	632	632
Capital Outlay	101-12-57007-012	Office Equip & Furn	1,558	4,500	4,500	4,500
Total Operations			164,965	121,618	121,618	120,468
Total Admin Dept			794,667	773,225	773,225	792,752

Town of Atherton Annual Operating Budget FY 2018-2019
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-12-50001-012	Regular Salaries	Salaries -three full-time (FTE) staff	440,271
101-12-50001-012	Office Intern (Part time) \$15/hour	Office Intern (Part time) \$15/hour	7,500
101-12-50006-012	Overtime	Office specialist (committee meetings, records retention)	1,000
101-12-50013-012	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	4,403
101-12-51001-012	Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings	6,384
101-12-51002-012	Social Security Tax	6.2% of Earnings	
101-12-51003-012	PERS Retire Contrib- ER	Employer contribution for employee pension	40,854
101-12-51004-012	PERS Retire Contrib- EE	Employee contribution paid for by the employer	
101-12-51005-012	Deferred Compensation	Deferred compensation ER Paid	5,772
101-12-51007-012	STD Insurance	Short-term disability premium to The Cities Group	576
101-12-51008-012	Health Insurance-Active	Health plan coverage - Cafeteria Plan	36,140
101-12-51009-012	Health Insurance-Retirees	Retiree Health Pay-as-you-go	20,050
101-12-51009-012	Health Insurance-GASB45	GASB 45 annual required contribution	28,307
101-12-51010-012	Dental Insurance	Delta Dental Plan premium	1,838
101-12-51011-012	Vision Insurance	Vision Service Plan premium	488
101-12-51013-012	Workers' Compensation	Workers Comp charged to Department	17,611
101-12-51014-012	Life & ADD Insurance	Premium to The Cities Group	529
101-12-51015-012	LTD Insurance	Long-term disability premium to The Cities Group	2,083
101-12-51016-012	Unemployment Insurance	Projected unemployment benefits 1% of Salary	4,403
101-12-51019-012	Auto Allowance	Car allowance City Manager; dept phone allowance	5,400
101-12-51020-012	Educational Reimb	Education Reimbursement	8,000
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities-Misc	40,676
Total Salaries & Benefits			672,284
101-12-52023-012	Contract Human Resources	Human Resources Support	20,000
101-12-53002-012	Other Equip Repair & Maint	Maint. equipment contract & usage copier	8,304
101-12-53014-012	Utilities - Electricity	Admin Office PG&E	6,500
101-12-53015-012	Utilities - Gas	Admin Office ABAG gas	500
101-12-53016-012	Utilities - Water	Admin Office Cal Water	650
101-12-53024-012	Advertising - Noticing	City Clerk/legal notices, etc.	1,500
101-12-53024-012	Advertising - Noticing	Town wide mailers	1,000
A/C Subtotal->			2,500

Town of Atherton Annual Operating Budget FY 2018-2019
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-12-53025-012	External Printing Services	Athertonian Newsletter	9,000
101-12-53026-012	Recruitment Costs	Fingerprints, job posting, oral panel working lunch	1,000
101-12-54002-012	Business Meetings & Meals	City Manager various meetings	300
101-12-54003-012	Conferences	City Manager -Annual Conference	600
101-12-54003-012	Conferences	Northern California City Clerks Business Meetings bimonthly - 6 per year, \$40 each	240
101-12-54003-012	Conferences	League of California Cities-City Mgr meeting	2,500
101-12-54003-012	Conferences	Monthly HR meeting SM County	160
101-12-54003-012	Conferences	Human Resources training and meetings	1,300
101-12-54003-012	Conferences	City Clerk - Annual conference	1,000
101-12-54003-012	Conferences	Annual ICMA Conference	2,000
		A/C Subtotal->	7,800
101-12-54004-012	Training and Workshops	Deputy City Clerk - Technical Track for Clerks -to receive Certified Municipal Clerk status (CMC)	-
101-12-54004-012	Training and Workshops	Human Resources training and meetings	
101-12-54004-012	Training and Workshops	Staff team building	2,000
		A/C Subtotal->	2,000
101-12-54005-012	Subscriptions	Employment law posters & subscriptions	680
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	SCERS/Foster City (Bay Area Employee Relations Svs) negotiations related	3,262
101-12-54007-012	Memberships & Dues	City Clerk - CCAC	190
101-12-54007-012	Memberships & Dues	San Mateo County City Manager's Association	250
101-12-54007-012	Memberships & Dues	International City/County Management Association (ICMA) - City Manager	1,400
101-12-54007-012	Memberships & Dues	CA City Management Foundation - CM membership	400
101-12-54007-012	Memberships & Dues	Code Publishing Inc. Web site hosting	350
		A/C Subtotal->	12,852

Town of Atherton Annual Operating Budget FY 2018-2019
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-12-54008-012	Mileage Reimbursement	Meetings & conferences	250
101-12-54010-012	Other Contract Services	National Night Out	4,000
101-12-54010-012	Other Contract Services	Disaster Preparedness	6,000
101-12-54010-012	Other Contract Services	Concerts in the Park	4,000
101-12-54010-012	Other Contract Services	State of the City	1,000
101-12-54010-012	Other Contract Services	Others	10,000
		A/C Subtotal->	25,000
101-12-54019-012	Special Events & Awards	Staff Recognition Program	3,500
101-12-54025-012	Technology Reimbursement	City Manager Technology Reimbursement	3,000
101-12-55002-012	Office Supplies	Pens, paper, envelopes, binders, paper clips, etc., file materials for records retention and destruction	2,000
101-12-55002-012	Office Supplies	Record destruction plastic storage containers for permanent docs, file materials Relocation to Modular Building	2,500 2,000
		A/C Subtotal->	6,500
101-12-55017-012	Postage	Postage Refills, mailings	5,000
101-12-57006-012	Computer Equipment/Software	Computer leasing program 3rd Batch	632
101-12-57007-012	Office Equip & Furn	Ergonomic chair, tables, etc.	4,500
		Total Operations	<u>120,468</u>
		Total Admin Dept	<u><u>792,752</u></u>

Town of Atherton Annual Operating Budget FY 2018-2019 Administration - Salaries & Benefits

Job Class	Step	FY 17/18 Salary	COLA	FY 18/19 Salary	PERS Salary	ER PERS	Defer Comp	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Car, Ph)	Total	
City Manager	N/A	209,726	103.75%	217,590	217,590	20,965	5,772	3,155	12,954	-	142	192	794	210	8,704	4,800	275,278	
Asst to CM/City Clerk	D	150,893	103.75%	156,552	156,552	15,084	-	2,270	4,982	671	142	192	794	210	6,262	600	187,759	
Office Specialist	A/B	86,649	63,739	103.75%	66,129	66,129	4,805	-	959	18,203	1,167	205	192	495	108	2,645	-	94,909
Office Intern	\$15/hour	7,500		7,500														7,500
Total Admin Dept		454,768		447,771	440,271	40,854	5,772	6,384	36,140	1,838	488	576	2,083	529	17,611	5,400	565,445	

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.

Annual Fiscal Impact

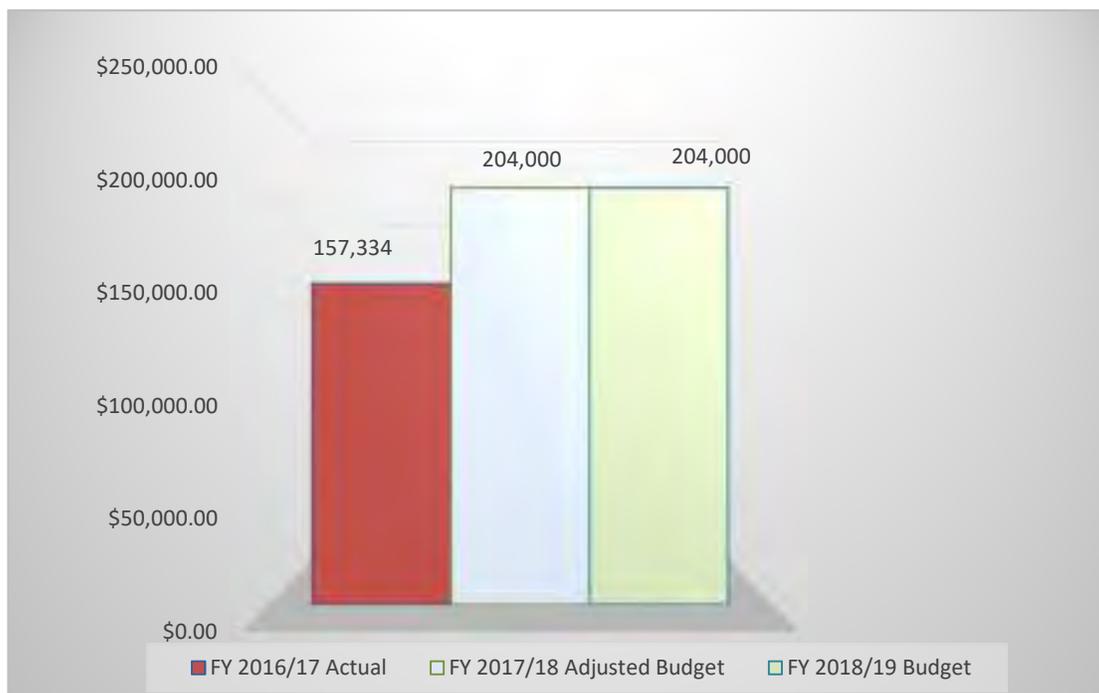
\$204,000

Employee

Contract (2): City Attorney, Deputy City Attorney

Three-year Summary

Year	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Amount	157,334	204,000	204,000





Town of Atherton
Annual Operating Budget FY 2018-2019
City Attorney Budget - Summary

Category	Actual 2016-2017	Adopted Budget 2017-18	Adjusted Budget 2017-18	Recomm Budget 2018-2019
Professional Svs	157,334	204,000	204,000	204,000
City Attorney Total	157,334	204,000	204,000	204,000

Town of Atherton Annual Operating Budget FY 2018-2019
City Attorney - Budget By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-18	Adjusted Budget 2017-18	Recomm Budget 2018-2019
Professional Svs	101-16-52002-016	City Attorney - Retainer	153,600	154,000	154,000	154,000
Professional Svs	101-16-52006-016	City Attorney - Other Services	3,734	50,000	50,000	50,000
Professional Svs	101-16-52007-016	Attorney - Other Legal		-		-
Total City Attorney Dept			<u>157,334</u>	<u>204,000</u>	<u>204,000</u>	<u>204,000</u>

Town of Atherton Annual Operating Budget FY 2018-2019
 City Attorney Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-16-52002-016	City Attorney - Retainer	Monthly retainer \$12,800 x 12	154,000
101-16-52006-016	City Attorney - Other Services	Additional services	50,000
Total City Attorney Dept			<u>204,000</u>

Section B

General Fund

General Fund 101 Finance Dept. (D18)

Goals | Mission Budget 2018-2019

- Implement GASB 75 for OPEB Pension Liability
- Update GASB 68 for CalPERS Pension accrued liability
- Update 5 year planning forecast with known assumptions, such as CalPERS changes in discount rate
- Civic Center construction funding gap bridge financing
- Utilize OPENGOV transparency platform and other tools
- Continue to look for ways to maximize revenue to the General Fund

Section B

General Fund

General Fund 101 Finance Dept. (D18)

Department 18

The Finance Department monitors and reports on the financial position of the Town. The Department is responsible for oversight of the annual budget and financial statement audit and reports. Works with departments on the Five-Year Capital Improvement Program, as well as accounting for all revenues and expenditures, grants programs, and fiscal support to various Town 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.

Annual Fiscal Impact

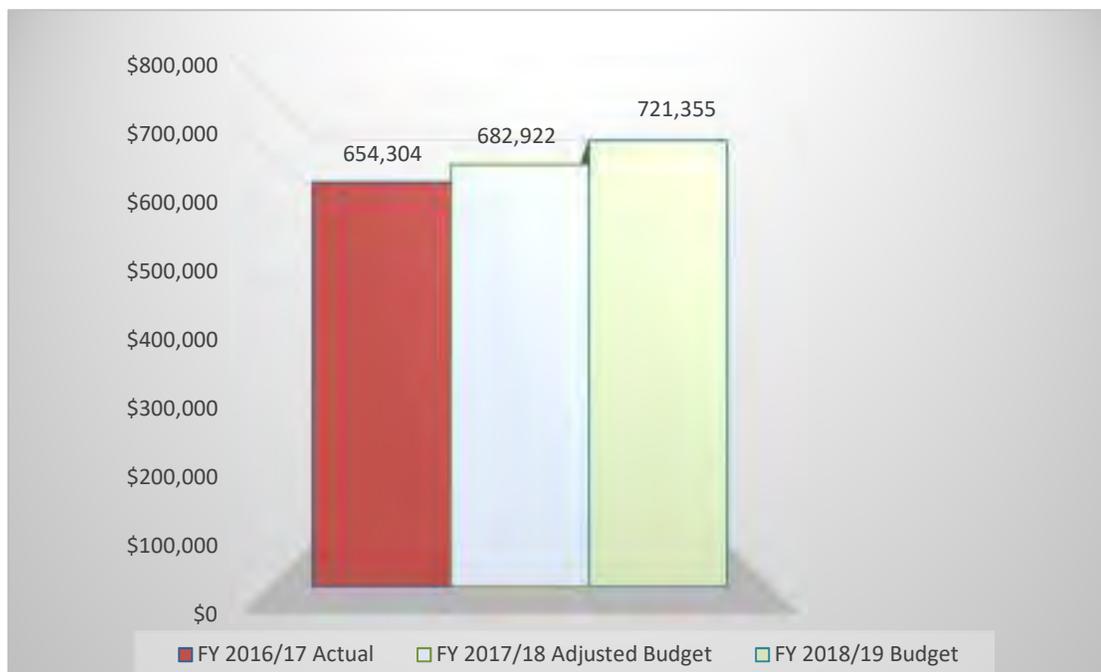
\$721,355

Employee

3 Full Time: Finance Director, Jr Accountant, Accounting Technician

Three-year Summary

Year	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Amount	654,304	682,922	721,355





Town of Atherton
Operating Budget FY 2018-2019
Finance Budget - Summary

Category	Actual 2016-2017	Adopted Budget 2017-18	Adjusted Budget 2017-18	Recomm Budget 2018-19
Salaries & Wages	316,755	354,874	354,874	372,307
EE Benefits	123,138	136,203	136,203	149,742
Professional Svs	106,165	70,291	70,291	73,952
General Operations	20,038	27,500	27,500	27,500
Other Services/Exp.	86,517	90,880	90,880	94,180
Supplies & Materials	717	1,000	1,000	1,000
Capital Outlay	975	2,174	2,174	2,674
Finance Total	654,304	682,922	682,922	721,355

Town of Atherton Annual Operating Budget FY 2018-2019
Finance - Budget by Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-18	Adjusted Budget 2017-18	Recomm Budget 2018-19
Salaries & Wages	101-18-50001-018	Regular Salaries	313,656	351,360	351,360	368,621
Salaries & Wages	101-18-50006-018	Overtime	-	-	-	-
Salaries & Wages	101-18-50013-018	EE Benefits Earned	3,099	3,514	3,514	3,686
EE Benefits	101-18-51001-018	Medicare	4,631	5,095	5,095	5,345
EE Benefits	101-18-51003-018	PERS Retire Contrib- ER	25,514	28,437	28,437	31,462
EE Benefits	101-18-51004-018	PERS Retire Contrib- EE	-	-	-	-
EE Benefits	101-18-51007-018	STD Insurance	496	576	576	576
EE Benefits	101-18-51008-018	Health Insurance-Active	29,974	32,095	32,095	33,995
EE Benefits	101-18-51009-018	Health Insurance-Retirees	27,437	28,313	28,313	30,089
EE Benefits	101-18-51010-018	Dental Insurance	2,242	2,509	2,509	2,509
EE Benefits	101-18-51011-018	Vision Insurance	363	474	474	488
EE Benefits	101-18-51013-018	Workers' Compensation	12,778	14,054	14,054	14,745
EE Benefits	101-18-51014-018	Life & ADD Insurance	346	427	427	427
EE Benefits	101-18-51015-018	LTD Insurance	1,786	1,977	1,977	2,052
EE Benefits	101-18-51016-018	Unemployment Insurance	3,200	3,514	3,514	3,686
EE Benefits	101-xx-51xxx-misc	Unfunded liabilities	14,372	18,732	18,732	24,367
Total Salaries & Benefits			439,893	491,077	491,077	522,049
Professional Svs	101-18-52001-018	Audit & Financial	69,208	51,296	51,296	54,452
Professional Svs	101-18-52017-018	Technical Services	36,957	18,995	18,995	19,500
General Operations	101-18-53002-018	Repair Machinery & Equip	-	500	500	500
General Operations	101-18-53025-018	External Printing Service	106	500	500	500
General Operations	101-18-53031-018	Banking Services	9,932	16,500	16,500	16,500
General Operations	101-18-53503-018	Trsfr to Equip Replace Fund	10,000	10,000	10,000	10,000
Other Services/Exp.	101-18-54003-018	Conferences	-	1,700	1,700	2,000
Other Services/Exp.	101-18-54004-018	Training and Workshops	100	8,400	8,400	8,200
Other Services/Exp.	101-18-54005-018	Subscriptions	-	-	-	-

Town of Atherton Annual Operating Budget FY 2018-2019
Finance - Budget by Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-18	Adjusted Budget 2017-18	Recomm Budget 2018-19
Other Services/Exp.	101-18-54007-018	Memberships & Dues	725	1,000	1,000	1,200
Other Services/Exp.	101-18-54008-018	Mileage Reimbursement	41	300	300	300
Other Services/Exp.	101-18-54010-018	Other Contract Services	50,931	45,100	45,100	48,100
Other Services/Exp.	101-18-54016-018	Business License Processing Fee	34,720	34,380	34,380	34,380
Supplies & Materials	101-18-55002-018	Office Supplies	242	500	500	500
Supplies & Materials	101-18-55009-018	Misc. Computer Parts	475	500	500	500
Capital Outlay	101-18-57006-018	Computer Equip/Software	975	974	974	1,174
Capital Outlay	101-18-57007-018	Office Machines & Furniture	-	1,200	1,200	1,500
			214,410	191,845	191,845	199,306
	101-18-53022-018	Liability Claim Expense				
		Total Operations	214,410	191,845	191,845	199,306
		Total Finance Dept	654,304	682,922	682,922	721,355

Town of Atherton Annual Operating Budget FY 2018-2019
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-18-50001-018	Regular Salaries	Salaries - three full-time (FTE) staff	368,621
101-18-50013-018	EE Benefits Earned	1% of Salary/Earnings contribution for vac, sick, comp, & holiday pay	3,686
101-18-51001-018	Medicare	Employees hired after April 1986 pay 1.45% of earnings	5,345
101-18-51003-018	PERS Retire Contrib- ER	Employer contribution for employee pension	31,462
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	33,995
101-18-51009-018	Health Insurance-Retirees	Retiree health Pay-as-you-go	20,653
101-18-51009-018	Health Insurance-GASB45	GASB 45 annual required contribution	9,436
101-18-51010-018	Dental Insurance	Delta Dental Plan premium	2,509
101-18-51011-018	Vision Insurance	Vision Service Plan premium	488
101-18-51013-018	Workers' Compensation	Workers Comp charged to Department	14,745
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	2,052
101-18-51016-018	Unemployment Insurance	Projected unemployment benefits 1% of Salary/Earnings	3,686
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities	24,367
Total Salaries & Benefits			522,049
101-18-52001-018	Audit & Financial	FY 2018 Audit (40% Audit Fee)	18,862
101-18-52001-018	Audit & Financial	FY 2017 Audit (60% total for interim)	29,293
101-18-52001-018	Audit & Financial	FY 2017 CA Controller Report-Town	5,325
101-18-52001-018	Audit & Financial	FY 2017 Appropriations Limit	972
A/C Subtotal->			54,452
101-18-52017-018	Technical Services	Springbrook annual maintenance fee	19,500
			-

Town of Atherton Annual Operating Budget FY 2018-2019
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-18-52017-018	Technical Services	Harris (Wintegrate) one license maintenance fee	-
		A/C Subtotal->	19,500
101-18-53002-018	Repair Machinery & Equip	misc repair for office equip and laser printers	500
101-18-53025-018	External Printing Service	FY 2018 financial report, form 1099, W-2s	500
101-18-53031-018	Banking Services	Account analysis fees	14,000
101-18-53031-018	Banking Services	A/P and payroll check stock, deposit slips and bags	500
101-18-53031-018	Banking Services	Armored car service	2,000
		A/C Subtotal->	16,500
101-18-53503-018	Trsfr to Equip Replace Fund	Fund future financial system upgrades	10,000
101-18-54003-018	Conferences	CSMFO Annual Conference - Finance Director	1,500
101-18-54003-018	Conferences	CSMFO/CMTA joint lunch meetings - Finance Director	500
		A/C Subtotal->	2,000
101-18-54004-018	Training and Workshops	Springbrook Client Conference - Finance Director	2,400
101-18-54004-018	Training and Workshops	Governmental Accounting - Updates and Implementation	800
101-18-54004-018	Training and Workshops	GFOA, CSMFO, Springbrook, Payroll tax training for finance staff	5,000
101-18-54004-018	Training and Workshops	A/C Subtotal->	8,200
101-18-54005-018	Subscriptions	Wall Street Journal, GASB, GFOA books	
101-18-54007-018	Memberships & Dues	GFOA, CSMFO,CMTA, PERS PAC, CMRTA	1,000

Town of Atherton Annual Operating Budget FY 2018-2019
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-18-54007-018	Memberships & Dues	Springbrook National User Group	200
		A/C Subtotal->	1,200
101-18-54008-018	Mileage Reimbursement	Use of private vehicles for training & meeting	300
101-18-54010-018	Other Contract Services	GASB 45 Report; GASB 75; GovInvest OPEB license; GovInvest Pension calculator license	20,000
101-18-54010-018	Other Contract Services	Investment advisory service	20,600
101-18-54010-018	Other Contract Services	Revenue audits-property tax and sales tax (HDL)	4,500
101-18-54010-018	Other Contract Services	State mandated cost (SB90) claiming service	3,000
		A/C Subtotal->	48,100
101-18-54016-018	Business License Processing Fee	Payment to MuniServices at \$20 per license issued	34,380
101-18-55002-018	Office Supplies	Binders, folders, storage boxes, copy paper, ink cartridges, budget book supplies, envelopes, fixed asset tags	500
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	1,174
101-18-57007-018	Office Machines & Furniture	Purchase new furniture for office relocation	1,500
		Total Operations	199,306
		Total Finance Dept	<u><u>721,355</u></u>

Town of Atherton Annual Operating Budget FY 2018-19
Finance- Salaries & Benefits

FTE	Job Class	Step	FY 17/18 Salary	COLA	FY 18/19 Salary	ER PERS	EE PERS	Defer Comp	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. Etc)	<u>Total</u>
1	Finance Director	D	190,344	103.75%	197,482	19,027	-	-	2,863	18,203	1,167	205	192	794	210	7,899	600	248,044
1	Jr.Accountant	D	91,311	103.75%	94,735	6,883	-	-	1,374	9,900	671	142	192	696	108	3,789	-	118,491
1	Account Technician	C	73,643	103.75%	76,405	5,552	-	-	1,108	5,892	671	142	192	562	108	3,056	-	93,687
Total Finance Dept					368,621	31,462	-	-	5,345	33,995	2,509	488	576	2,052	427	14,745	600	460,221

Section B

General Fund

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

Goals | Mission Budget 2018-2019

- Continue to provide training for the new Energy Code
- Continue the monthly Development Roundtable meetings
- Closely work with Planning, Menlo Fire, and Plan Reviewers regarding requirements for Accessory Dwelling Units (ADU's)
- Provide sustainability programs management
- Closely work with construction of New Town Civic Center
- Adopt a Climate Action Plan
- Adopt the General Plan Update

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).

Annual Fiscal Impact

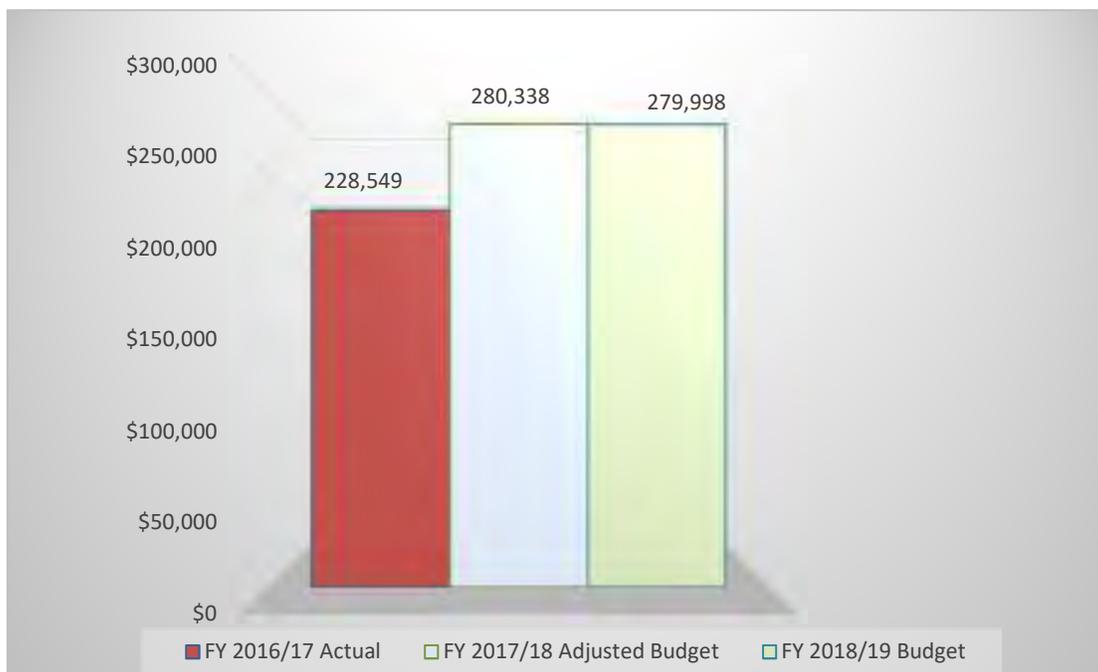
\$279,998

Employee

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

Three-year Summary

Year	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Amount	228,549	280,338	279,998





Town of Atherton
Annual Operating Budget FY 2018-2019
Planning Budget - Summary

Category	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Professional Svs	221,515	274,150	274,150	274,150
General Operations	4,104	3,400	3,400	3,260
Supplies & Materials	2,633	2,200	2,200	2,000
Capital Outlay	298	588	588	588
Planning Total	228,549	280,338	280,338	279,998

Town of Atherton Annual Operating Budget FY 2018-2019
Planning Budget By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Professional Svs	101-20-52011-020	Contract Planner	221,515	264,150	264,150	264,150
Professional Svs	101-20-52014-020	General Plan Update	-	-	-	-
Professional Svs	101-20-52015-020	Housing Element	-	-	-	-
Professional Svs	101-20-52029-020	Contract Arborist Service	-	10,000	10,000	10,000
General Operations	101-20-53002-020	Other Equip Repair & Maint	-	360	360	360
General Operations	101-20-53014-020	Utilities - Electricity	194	220	220	250
General Operations	101-20-53015-020	Utilities - Gas	127	160	160	180
General Operations	101-20-53016-020	Utilities - Water	60	40	40	70
General Operations	101-20-53024-020	Advertising/Noticing	2,764	2,000	2,000	1,500
General Operations	101-20-53033-020	Rent - Mach & Equip	959	620	620	900
Other Services/Exp.	101-20-54010-020	Other Contract Services	-	-	-	-
Supplies & Materials	101-20-55002-020	Office Supplies	2,633	2,200	2,200	2,000
Supplies & Materials	101-20-55009-020	Misc. Computer Parts	-	-	-	-
Capital Outlay	101-20-57006-020	Computer Equipment/Software	298	588	588	588
Total Planning Dept			228,549	280,338	280,338	279,998

Town of Atherton Annual Operating Budget FY 2017-2018
 Planning Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-20-52011-020	Contract Planner	Neal Martin & Associates services. Town Planner: +/- 32 hours per month; Senior Planner: +/- 68 hours per month; Assistant Planner: +/- 108 hours per month	214,150
	Contract Planner	sustainability programs management	50,000
		General Plan Update surcharge accumulation	(15,000)
101-20-52014-020	General Plan Update	Update to the Town General Plan	15,000
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	360
101-20-53014-020	Utilities - Electricity	PG&E	250
101-20-53015-020	Utilities - Gas	ABAG gas	180
101-20-53016-020	Utilities - Water	Cal water	70
101-20-53024-020	Advertising/Noticing	Newspaper publication of legal notices, Housing Element, General Plan	1,500
101-20-53033-020	Rent - Mach & Equip	Planning share of MX-M453 Sharp copier annual lease	900
101-20-55002-020	Office Supplies	paper, pens, etc.	2,000
101-20-57006-020	Computer Equipment/Software		588
Total Planning Dept			<u>279,998</u>

Section B

General Fund

General Fund 101 Building Dept. (D25)

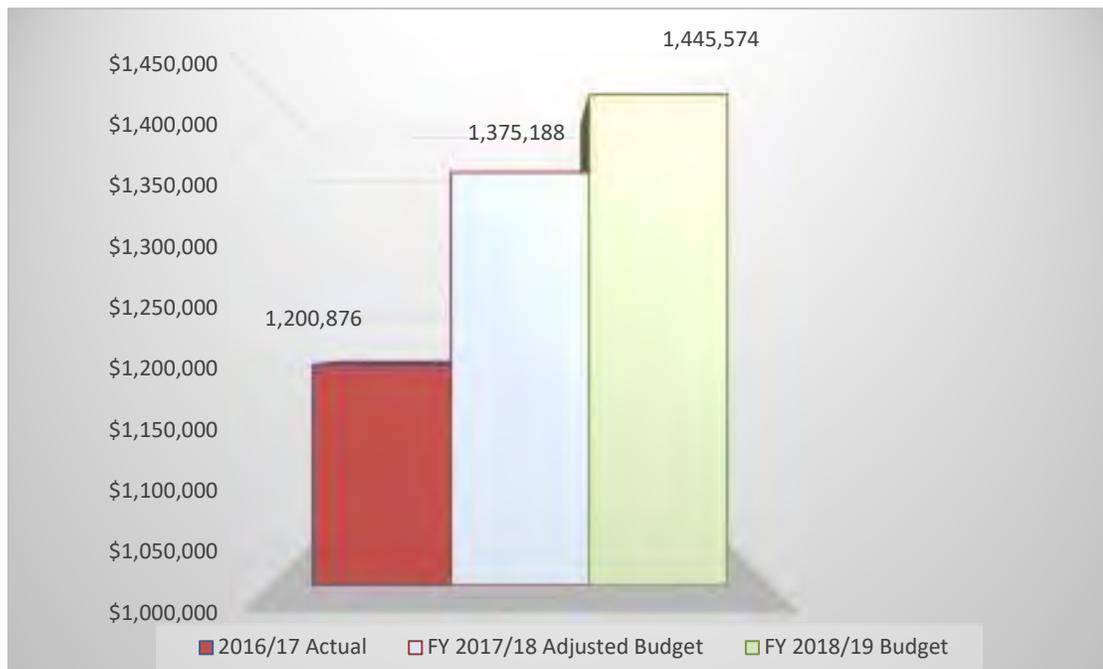
Department 25 Building Department enforces the provisions of Title 24 of the California Code of Regulations generally referred to as the California Building Code and the Atherton Municipal Code. The Building Division is in charge of plan checking, permit issuance, and field inspections of all buildings 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 **\$1,445,574**

Employee 0.5 Full Time Office Specialist, (.4) Senior Engineer, Contract (1) Building Official, (.5)Arborist allocated within DPW/Building/Planning

Three-year Summary

Year	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Amount	1,200,876	1,375,188	1,445,574





Town of Atherton
Annual Operating Budget FY 2018-2019
Building Budget - Summary

Category	Actual 2016-2017	Adopted Budget 2017-18	Revised Budget 2017-18	Recomm Budget 2018-19
Salaries & Wages	128,481	130,261	130,261	150,182
EE Benefits	93,296	117,359	117,359	147,235
Professional Svs	969,192	1,018,488	1,116,895	1,137,483
General Operations	2,917	4,130	4,130	4,130
Other Services/Exp.	1,424	400	400	400
Supplies & Materials	3,766	4,200	4,200	4,200
Capital Outlay	1,799	1,943	1,943	1,943
Building Total	1,200,876	1,276,781	1,375,188	1,445,574

Town of Atherton Annual Operating Budget FY 2018-2019
Building Budget By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-18	Revised Budget 2017-18	Recomm Budget 2018-19
Salaries & Wages	101-25-50001-025	Regular Salaries	127,174	128,971	128,971	148,695
Salaries & Wages	101-25-50006-025	Overtime	46	-	-	-
Salaries & Wages	101-25-50013-025	EE Benefits Earned	1,261	1,290	1,290	1,487
EE Benefits	101-25-51001-025	Medicare	1,951	1,943	1,943	2,229
EE Benefits	101-25-51003-025	PER Retire Contrb- ER	9,665	12,186	12,186	14,809
EE Benefits	101-25-51007-025	STD Insurance	277	269	269	269
EE Benefits	101-25-51008-025	Health Insurance-Active	21,686	22,628	22,628	24,853
EE Benefits	101-25-51009-025	Health Insurance-Retirees	17,380	27,732	27,732	38,540
EE Benefits	101-25-51010-025	Dental Insurance	1,618	1,658	1,658	1,905
EE Benefits	101-25-51011-025	Vision Insurance	309	500	500	352
EE Benefits	101-25-51013-025	Workers' Compensation	5,398	5,359	5,359	6,148
EE Benefits	101-25-51014-025	Life & ADD Insurance	172	193	193	193
EE Benefits	101-25-51015-025	LTD Insurance	980	964	964	987
EE Benefits	101-25-51016-025	Unemployment Insurance	1,146	1,290	1,290	1,487
EE Benefits	101-xx-51xxx-misc	Unfunded liabilities-Misc	32,714	42,639	42,639	55,464
Total Salaries & Benefits			221,777	247,620	247,620	297,418
Professional Svs	101-25-52017-025	Technical Service	7,140	32,000	32,000	32,000
Professional Svs	101-25-52021-025	Contract Inspection Service	-	500	500	-
Professional Svs	101-25-52033-025	Contract Bldg & Life Safety Svs	962,052	985,988	1,084,395	1,105,483
General Operations	101-25-53014-025	Utilities - Electricity	1,165	1,200	1,200	1,200
General Operations	101-25-53015-025	Utilities - Gas	437	500	500	500
General Operations	101-25-53016-025	Utilities - Water	348	600	600	600
General Operations	101-25-53024-025	Advertising/Publishing	-	300	300	300
General Operations	101-25-53033-025	Rent - Mach & Equip	967	1,530	1,530	1,530
Other Services/Exp.	101-25-54005-025	Subscriptions	1,424	250	250	250

Town of Atherton Annual Operating Budget FY 2018-2019
Building Budget By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-18	Revised Budget 2017-18	Recomm Budget 2018-19
Other Services/Exp.	101-25-54007-025	Memberships & Dues	-	150	150	150
Supplies & Materials	101-25-55002-025	Office Supplies	2,681	3,200	3,200	3,200
Supplies & Materials	101-25-55003-025	Microfilms-Digital Archiving	-	-	-	-
Supplies & Materials	101-25-55006-025	Safety Supplies & Matls	1,085	1,000	1,000	1,000
Capital Outlay	101-25-57006-025	Computer Equipment/Software	1,799	1,943	1,943	1,943
Transfer	101-25-58003-025	Trsfr to Facil Construct Fd	-	-	-	-
Total Operations			979,098	1,029,161	1,127,568	1,148,156
Total Building Dept			1,200,876	1,276,781	1,375,188	1,445,574

Town of Atherton Annual Operating Budget FY 2018-2019
Building Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019	
				Recommended Appropriations
101-25-50001-025	Regular Salaries	Salaries - Two staff 0.9 full-time (FTE)	153,695	148,695
101-25-50001-025	Regular Salaries	Salarris - Arbroist Service for Planning	(5,000)	
101-25-50013-025	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		1,487
101-25-51001-025	Medicare	Medicare is paid on all salaries at a rate of 1.45%		2,229
101-25-51003-025	PER Retire Contrb- ER	Employer contribution for employee pension		14,809
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		24,853
101-25-51009-025	Health Insurance-Retirees	Retiree health pay-as-you-go	29,104	
101-25-51009-025	Health Insurance- GASB45	GASB 45 annual required	9,436	38,540
101-25-51010-025	Dental Insurance	Delta Dental Plan premium		1,905
101-25-51011-025	Vision Insurance	Vision Service Plan premium		352
101-25-51013-025	Workers' Compensation	Workers Comp charged to Department		6,148
101-25-51014-025	Life & ADD Insurance	Premium to The Cities Group		193
101-25-51015-025	LTD Insurance	Long-term disability premium to The Cities Group		987
101-25-51016-025	Unemployment Insurance	Projected unemployment cost 1%		1,487
101-25-51019-025	Auto Allowance			
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities		55,464
Total Salaries & Benefits				297,418
101-25-52017-025	Technical Service	CRW maintenance fee		32,000

Town of Atherton Annual Operating Budget FY 2018-2019
Building Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-25-52021-025	Contract Inspection Service	Contract inspection service provided by Interwest after 8/23/2011 for Town issued permits	-
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.	1,105,483
101-25-53014-025	Utilities - Electricity	PG&E	1,200
101-25-53015-025	Utilities - Gas	ABAG gas	500
101-25-53016-025	Utilities - Water	Cal water	600
101-25-53024-025	Advertising/Publishing	Building code	300
101-25-53033-025	Rent - Mach & Equip	Bldg share of Sharp copier annual lease	1,530
101-25-53503-025	Trsfr to Equip Replace Fd	1) Misc. CRW/TRAKiT reports, maintenance and enhancements updates. \$5,000	9,000
101-25-53503-025	Trsfr to Equip Replace Fd	2) Funded through technology surcharge fee	(9,000)
101-25-54005-025	Subscriptions	Misc. Reference Code Books	250
101-25-54007-025	Memberships & Dues	Town membership to code council	150
101-25-55002-025	Office Supplies	Office supplies, permit cards, project envelope, etc.	3,200
101-25-55003-025	Microfilms-Digital Archiving	Digital Archiving	10,000
		Digital Archiving Funding through Technology surcharge fee	(10,000)
101-25-55006-025	Safety Supplies & Mats	Construction Signs	1,000
101-25-57006-025	Computer Equipment/Software	Computer Repl Program 2 (Lease)	1,943
Total Operations			<u>1,148,156</u>
Total Building Dept			<u>1,445,574</u>

Town of Atherton Annual Operating Budget FY 2018-2019
Building - Salaries & Benefits

FTE	Job Class	Step	2017/18 Salary	COLA	2018/19 Salary	PERS Salary	ER PERS	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. etc)	Total
0.4	Sr. Engineer/Maint Mgr	B/C	44,953		53,868	53,868	5,190	781	9,274	739	147	77	318	84	2,155	240	72,872
0.5	Office Specialist (0.5)	D	33,964		36,997	36,997	3,565	536	6,477	583	103	96	272	54	1,480	-	50,163
0.5	Town Arborist/Park Mgr (0.5)	B/C	<u>55,054.40</u>		<u>62,831</u>	<u>62,831</u>	<u>6,054</u>	<u>911</u>	<u>9,102</u>	<u>583</u>	<u>103</u>	<u>96</u>	<u>397</u>	<u>54</u>	<u>2,513</u>	<u>300</u>	<u>82,944</u>
1.4	FTE	1.4	<u>133,971</u>	-	<u>153,695</u>	<u>153,695</u>	<u>14,809</u>	<u>2,229</u>	<u>24,853</u>	<u>1,905</u>	<u>352</u>	<u>269</u>	<u>987</u>	<u>193</u>	<u>6,148</u>	<u>540</u>	<u>205,979</u>
<u>Summary</u>																	
1	DPW Director	C/D	189,454	103.75%	196,558	196,558	18,938	2,850	12,954	1,847	368	192	794	210	7,862	900	243,474
1	Sr. Engineer/Maint Mgr	B/C	129,802	103.75%	134,669	134,669	12,975	1,953	23,186	1,847	368	192	794	210	5,387	600	182,181
1	Office Specialist	C/D	71,319	103.75%	73,993	73,993	7,129	1,073	12,954	1,167	205	192	544	108	2,960		100,325
1	Town Arborist/Park Mgr (0.5)	B/C	<u>121,120</u>	<u>103.75%</u>	<u>125,662</u>	<u>125,662</u>	<u>12,108</u>	<u>1,822</u>	<u>18,203</u>	<u>1,167</u>	<u>205</u>	<u>192</u>	<u>794</u>	<u>108</u>	<u>5,026</u>	<u>600</u>	<u>165,888</u>
			<u>511,693</u>		<u>530,883</u>	<u>530,883</u>	<u>51,151</u>	<u>7,698</u>	<u>67,297</u>	<u>6,027</u>	<u>1,147</u>	<u>768</u>	<u>2,926</u>	<u>638</u>	<u>21,235</u>	<u>2,100</u>	<u>691,869</u>

Section B

General Fund

General Fund 101 Interdepartmental Dept. (D30)

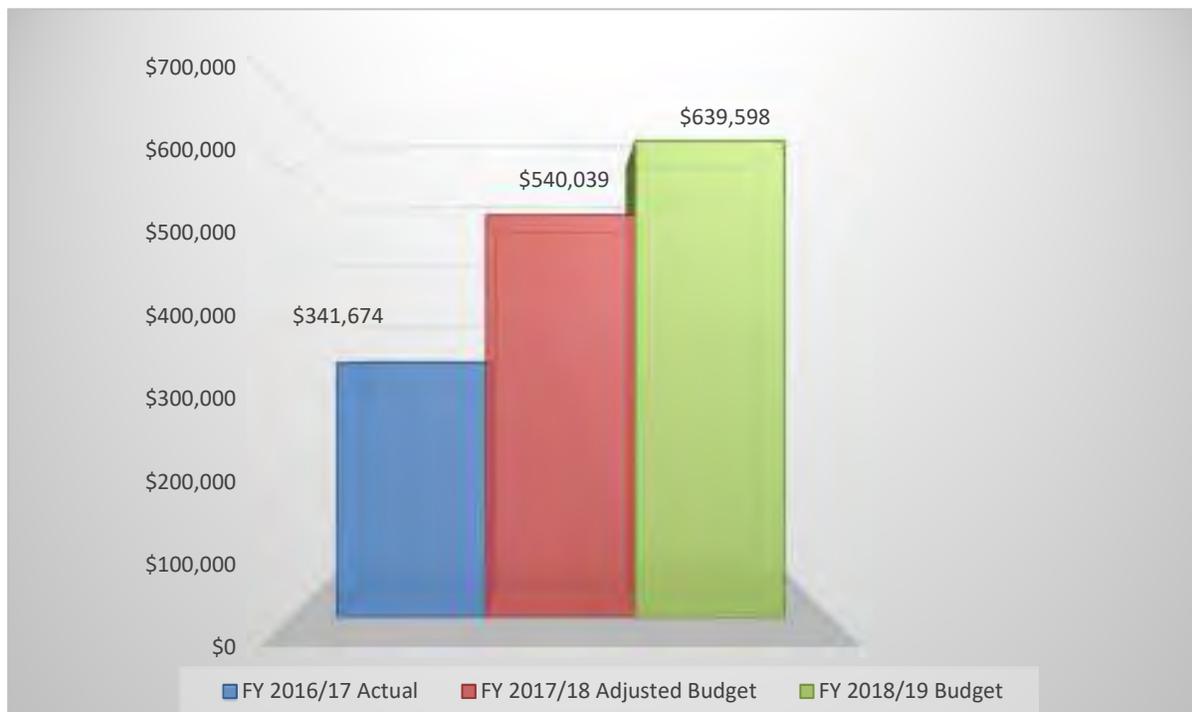
Department 30 Intergovernmental department provides for the accounting of costs that are incurred and support all city departments. Costs include liability insurance, IT support, County Tax administration costs, IT infrastructure costs and other charges that are Town wide in nature.

Annual Fiscal Impact **\$639,598**

Employee No employees

Three-year Summary

Year	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Amount	341,674	540,039	639,598





Town of Atherton
 Annual Operating Budget FY 2018-2019
 Inter Department Budget - Summary

Category	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
EE Benefits	2,474	1,610	1,610	1,610
Professional Svs	74,005	69,600	69,600	116,192
General Operations	127,098	279,247	279,183	287,965
Other Services/Exp.	88,709	90,620	90,684	92,460
Supplies & Materials	16,583	43,073	43,073	43,073
Capital Outlay	32,805	55,888	55,888	98,298
Inter-Dept. Total	341,674	540,039	540,039	639,598

Town of Atherton Annual Operating Budget FY 2018-2019
Inter-Department Budget By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
EE Benefits	101-30-51009-030	Retiree Health	-	-	-	-
EE Benefits	101-30-51012-030	Employee Assistance Program	2,474	1,610	1,610	1,610
Professional Svs	101-30-52019-030	IT Support	74,005	69,600	69,600	116,192
General Operations	101-30-53018-030	Utilities - Telephone	17,866	9,300	9,300	9,300
General Operations	101-30-53019-030	Liability Insurance	109,232	225,616	225,552	229,417
General Operations	101-30-53020-030	Employment Practice Liability Ins	-	35,996	35,996	37,796
General Operations	101-30-53021-030	Property Insurance	-	8,336	8,336	11,452
Other Services/Exp.	101-30-54007-030	Memberships & Dues	4,085	4,119	4,183	5,700
Other Services/Exp.	101-30-54010-030	Other Contract Services	-	-	-	-
Other Services/Exp.	101-30-54017-030	Post Office Expense	8,215	10,092	10,092	10,092
Other Services/Exp.	101-30-54029-030	County Tax Administration Cost	76,409	76,409	76,409	76,668
Supplies & Materials	101-30-55008-030	Misc Computer Software	-	-	-	-
Supplies & Materials	101-30-55009-030	Misc Computer Parts & Supplies	6,306	26,500	26,500	26,500
Supplies & Materials	101-30-55016-030	Other Supplies & Materials	519	3,000	3,000	3,000
Supplies & Materials	101-30-55017-030	Postage	9,758	13,573	13,573	13,573
Capital Outlay	101-30-57006-030	IT Infrastructure Plan	32,805	55,888	55,888	98,298
Total Inter-Department			341,674	540,039	540,039	639,598

Town of Atherton Annual Operating Budget FY 2018-2019
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-30-51009-030	Retiree Health	Additional payment to PARS Trust OPEB Funding	
101-30-51012-030	Employee Assistance	Premium for employee assistance program	1,610
101-30-52001-030	Audit & Financial		
101-30-52019-030	IT Support	Contract IT support; increased to (2) two days permanently on site	116,192
101-30-53018-030	Utilities - Telephone	Main line, PBX charge, phone usage, high speed internet,	9,300
101-30-53019-030	Liability Insurance	Annual premiums for general insurance pool (Fd615)	77,761
101-30-53019-030	Liability Insurance	Annual premiums for excess liability insurance pool(Fd615)	17,817
101-30-53019-030	Liability Insurance	Public Official bond(Fd615)	1,145
101-30-53019-030	Liability Insurance	Administrative Premium to ABAG(Fd615)	32,694
101-30-53019-030	Liability Insurance	Self-insured retention (SIR) reserve(Fd615)	100,000
		A/C Subtotal ->	229,417
101-30-53020-030	Employment Practice Liab Ins	Premium to employment practice liability	37,796
101-30-53021-030	Property Insurance	Annual premiums for property insurance pool	11,452
101-30-54007-030	Memberships & Dues	ABAG	2,100
101-30-54007-030	Memberships & Dues	CalOpps Annual Membership (Foster City)	3,600
		A/C Subtotal ->	5,700
101-30-54010-030	Other Contract Services	Contribution towards Workers' Compensation-Negative equity	
101-30-54017-030	Post Office Expense	Weighing platform(S#3776), base(S#1659), feeder rental(S#4197)	6,932
101-30-54017-030	Post Office Expense	Supplies - ink cartridge, strips, paper, pre-inked stamps	2,500
101-30-54017-030	Post Office Expense	Header (security device) rental(S#3185)	660
		A/C Subtotal ->	10,092

Town of Atherton Annual Operating Budget FY 2018-2019
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-30-54020-030	Election Cost (*)	Move to City Council Dept	
101-30-54024-030	Contribution to P/Y Solid Waste		
101-30-54029-030	County Tax Administration Cost	San Mateo County property tax admin charges	76,668
101-30-55008-030	Misc Computer Software		
101-30-55009-030	Misc Computer Parts & Supplies	6 Off-site security of backup tapes	
101-30-55009-030	Misc Computer Parts & Supplies	Symantec Anti-virus	1,500
101-30-55009-030	Misc Computer Parts & Supplies	Parts for servers, spare hard drive, UPS battery Replace UPS Units, Redundancy of Town Servers	25,000
A/C Subtotal ->			26,500
101-30-55016-030	Other Supplies & Materials	Other unexpected small items Relocation of Administration offices	3,000
101-30-55017-030	Postage	Header rental & maint(town S#7038)	3,573
101-30-55017-030	Postage	Stamps for mailing	10,000
A/C Subtotal ->			13,573
101-30-57006-030	IT Infrastructure Plan	Firewall security replacement-inlcudes first year support	5,000
101-30-57006-030	IT Infrastructure Plan	Wireless projects for improved security, connect council chambers to network, controller plus access points	10,000
101-30-57006-030	IT Infrastructure Plan	Spam Protection and Antivirus renewal	910
101-30-57006-030	IT Infrastructure Plan	PRTG Network issues troubleshooting	3,900
101-30-57006-030	IT Infrastructure Plan	Virtual Storage Backup-Baracuda	8,000
101-30-57006-030	IT Infrastructure Plan	Replacement Hyper V Host Server-expand virtual platform	15,000
101-30-57006-030	IT Infrastructure Plan	Civic Plus Website Annual Renewal, host, storage	7,202

Town of Atherton Annual Operating Budget FY 2018-2019
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-30-57006-030	IT Infrastructure Plan	SSL Certificates and Windows License for new Virtual host	2,500
101-30-57006-030	Computer Equipment/Software	Office 365 Full Licenses-Exchange-55	13,200
101-30-57006-030	Computer Equipment/Software	Office 365 Mailbox only Licenses-Exchange-25	3,000
101-30-57006-030	Computer Equipment/Software	Upgrade Window License Town Wide	3,000
101-30-57006-030	Computer Equipment/Software	Peak Democracy	8,000
101-30-57006-030	Computer Equipment/Software	OPENGOv Transparency Platform	18,000
101-30-57006-030	Computer Equipment/Software	Computer lease program	586
		A/C Subtotal ->	98,298
		Total Inter-Department	<u><u>639,598</u></u>

Section B

General Fund

General Fund 101 Police Dept. (D40)

Goals | Mission Budget 2018-2019

“To Serve With Honor, Integrity and Professionalism”

- **The mission of the Atherton Police Department is: “To protect life and property while providing the best possible customer service to our community, one call at a time”**
- **Seek to maintain a minimum patrol staffing level of 2 Officers and 1 Sergeant per shift.**
- **Maintain authorized sworn staffing levels thru recruitment and retention.**
- **Eliminate excess overtime through continuous evaluation of staff deployment models.**
- **Promote department thru community outreach and to new residents**
- **Utilize programs such as NTMP, STEP, Complete Streets, the Department Traffic Complaint Procedure, and targeted scheduling of the motor units to underscore the importance of traffic safety through education and enforcement.**
- **Work collaboratively with Town Staff to ensure efficient and effective code enforcement operations, paying particular attention to construction ordinance compliance, barriers in the encroachment areas, and other quality of life issues such as noise complaints and off leash dogs.**
- **Hold and participate in community events to engage the public including but not limited to National Night Out, Annual Easter Egg Hunt, Earth Day, and specific neighborhood events such as the Lindenwood Homeowners Association Annual BBQ.**
- **Enhance collaboration and partnerships with regional agencies**

Section B

General Fund

General Fund 101 Police Dept. (D40)

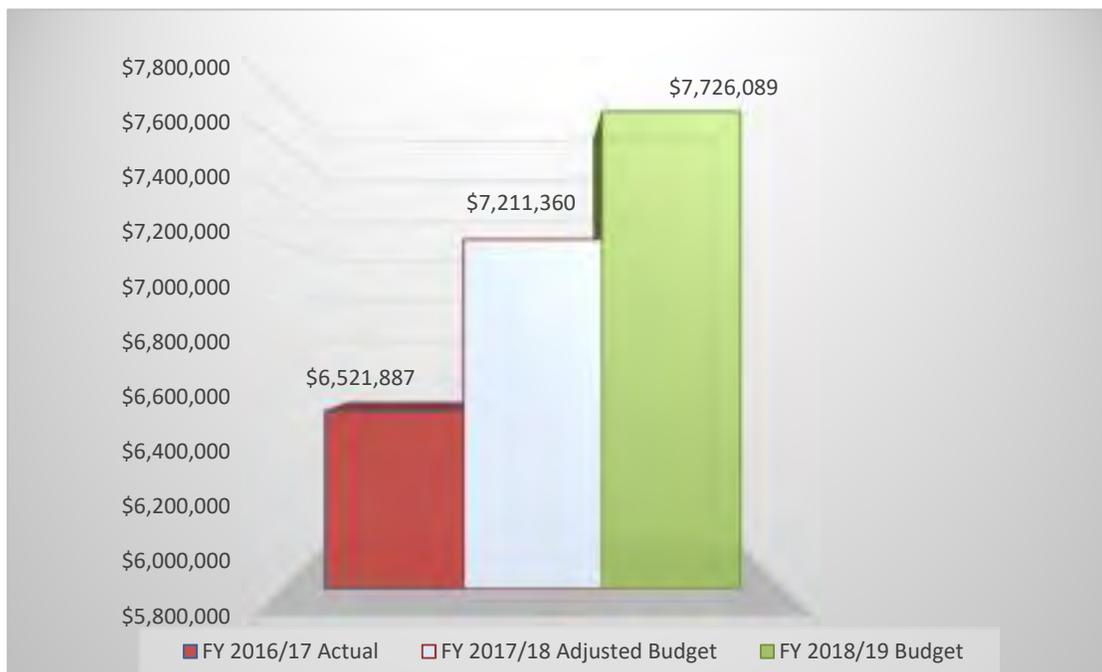
Department 40 Police Department serves with honor, integrity and professionalism. The Department provides a full-range of police services to the residents of Atherton. The Police Department consists of four distinct divisions: Admin/Training, Patrol/Traffic, Investigations, and Communications/Records. Within these areas are specific areas of focus including: detectives, community service officers (and code enforcement), school resource officer, K-9s, dispatch, and administration. Provides 24-hour police patrol, traffic enforcement, crime investigation, crime prevention and other law enforcement services to protect and preserve the health, safety of our residents. The Department works with the City Council, the City Manager’s Office, other City departments and the community to address problems of crime and property damage.

Annual Fiscal Impact **\$7,726,089**

Employee Police Chief (1), Commander (1), Sergeant (5), Police Officer (14), Asst. to Chief/Training Mgr (1), CSO (1), CSO/Code Enforcement (1), Dispatcher (5), part-time reserve officers (3), per diem dispatchers (6)

Three-year Summary

Year	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Amount	6,521,887	7,211,360	7,726,089





Town of Atherton
 Annual Operating Budget FY 2018-2019
 Police Budget - Summary

Category	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Salaries & Wages	3,496,836	3,863,881	3,848,881	3,970,055
EE Benefits	2,197,629	2,409,671	2,409,671	2,724,486
Professional Svs	72,483	96,419	96,419	98,510
General Operations	359,713	417,650	432,650	477,050
Other Services/Exp.	222,970	244,098	244,098	251,709
Supplies & Materials	134,035	142,400	142,400	143,500
Capital Outlay	38,221	37,241	37,241	60,779
Police Total	6,521,887	7,211,360	7,211,360	7,726,089

Town of Atherton Annual Operating Budget FY 2018-2019
Police Budget By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Salaries & Wages	101-40-50001-040	Regular Salaries	2,525,347	2,960,421	2,842,421	3,002,040
Salaries & Wages	101-40-50003-040	Dispatcher Salaries	445,400	468,792	468,792	483,098
Salaries & Wages	101-40-50004-040	Reserve Salaries	67,150	46,872	46,872	96,356
Salaries & Wages	101-40-50005-040	Temporary Help	45,429	27,797	27,797	28,561
Salaries & Wages	101-40-50006-040	Overtime	410,010	350,000	453,000	350,000
Salaries & Wages	101-40-50007-040	Special Event Salaries Reimb	3,501	10,000	10,000	10,000
Salaries & Wages	101-40-50008-040	Vacation/Comp Time Payout	-	-	-	-
EE Benefits	101-40-50013-040	EE Benefits Earned	59,373	70,584	70,584	71,703
EE Benefits	101-40-51001-040	Medicare Tax	53,777	52,205	52,205	53,683
EE Benefits	101-40-51002-040	Social Security	792	2,906	2,906	5,974
EE Benefits	101-40-51003-040	PERS Retire Contr - ER	509,618	529,282	529,282	520,348
EE Benefits	101-40-51004-040	PERS Retire Contr - EE	-	-	-	-
EE Benefits	101-40-51005-040	Deferred Compensation	8,364	12,678	12,678	7,312
EE Benefits	101-40-51006-040	Benefits Admin Fees	1,003	-	-	-
EE Benefits	101-40-51007-040	STD Insurance	480	576	576	576
EE Benefits	101-40-51008-040	Health Insurance - Active	461,069	480,420	480,420	528,888
EE Benefits	101-40-51009-040	Health Insurance - Retirees	275,854	284,506	284,506	397,942
EE Benefits	101-40-51010-040	Dental Insurance	39,746	45,270	45,270	44,177
EE Benefits	101-40-51011-040	Vision Insurance	6,491	7,737	7,737	7,637
EE Benefits	101-40-51013-040	Workers' Compensation	261,170	286,531	286,531	308,499
EE Benefits	101-40-51014-040	Life & ADD Insurance	3,111	3,513	3,513	3,513
EE Benefits	101-40-51015-040	LTD Insurance	21,385	21,874	21,874	22,152
EE Benefits	101-40-51016-040	Unemployment Insurance	37,956	36,039	36,039	37,101
EE Benefits	101-40-51018-040	Uniforms	27,978	30,000	30,000	30,000
EE Benefits	101-40-51020-040	Educational Reimbursement	20,006	20,000	20,000	20,000
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Misc	20,817	27,134	27,134	35,295
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Safety	388,638	498,416	498,416	629,688
Total Salaries & Benefits			5,694,465	6,273,552	6,258,552	6,694,541
Professional Svs	101-40-52017-040	Technical Services	72,483	96,419	96,419	98,510
General Operations	101-40-53001-040	Equip Maint - Vehicles	49,783	40,000	55,000	40,000
General Operations	101-40-53002-040	Equip Maint - Other	15,566	25,000	25,000	25,000
General Operations	101-40-53014-040	Utilities - Electricity	25,413	25,000	25,000	25,000
General Operations	101-40-53015-040	Utilities - Gas	524	1,000	1,000	1,000
General Operations	101-40-53016-040	Utilities - Water	1,094	1,500	1,500	1,500

Town of Atherton Annual Operating Budget FY 2018-2019
Police Budget By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
General Operations	101-40-53018-040	Utilities - Telephone	59,631	44,450	44,450	45,450
General Operations	101-40-53025-040	Printing - External Service	5,880	3,000	3,000	3,000
General Operations	101-40-53026-040	Recruitment Cost	10,322	12,000	12,000	12,000
General Operations	101-40-53027-040	SMC Booking Fees	-	-	-	-
General Operations	101-40-53028-040	Citation Processing	594	1,000	1,000	1,000
General Operations	101-40-53032-040	Rent - Facilities	9,587	10,200	10,200	12,000
General Operations	101-40-53503-040	Trsfr to Equip Replace Fd	181,320	254,500	254,500	311,100
Other Services/Exp.	101-40-54003-040	Conferences	3,546	5,500	5,500	5,000
Other Services/Exp.	101-40-54004-040	Training & Workshops	6,218	15,000	15,000	15,000
Other Services/Exp.	101-40-54005-040	Subscriptions	947	1,300	1,300	1,500
Other Services/Exp.	101-40-54006-040	POST Training	34,622	40,000	40,000	40,000
Other Services/Exp.	101-40-54007-040	Memberships & Dues	2,604	4,100	4,100	4,500
Other Services/Exp.	101-40-54008-040	Mileage Reimbursement	-	300	300	300
Other Services/Exp.	101-40-54010-040	Other Contract Services	135,488	135,347	135,347	138,562
Other Services/Exp.	101-40-54021-040	Animal Control Services	39,546	42,551	42,551	46,847
Supplies & Materials	101-40-55002-040	Office Supplies	7,548	6,500	6,500	6,500
Supplies & Materials	101-40-55006-040	Safety Supplies & Materials	21,674	11,000	11,000	11,000
Supplies & Materials	101-40-55007-040	K-9 Expenses	12,274	22,000	22,000	18,000
Supplies & Materials	101-40-55009-040	Misc. Computer Parts/supplies	-	-	-	-
Supplies & Materials	101-40-55015-040	Oil and Gasoline	56,305	65,000	65,000	65,000
Supplies & Materials	101-40-55016-040	Other Supplies & Matls	27,987	30,900	30,900	36,000
Supplies & Materials	101-40-55018-040	Disaster/Emergency	8,247	7,000	7,000	7,000
Capital Outlay	101-40-57004-040	Mach & Equip	5,271	10,300	10,300	8,500
Capital Outlay	101-40-57005-040	Vehicles & Accessories	-	-	-	-
Capital Outlay	101-40-57006-040	Computer Equip/Software*	32,950	26,941	26,941	52,279
Capital Outlay	101-40-57007-040	Office Equip & Furniture	-	-	-	-
Capital Outlay	101-40-57010-040	Misc. Capital Outlay	-	-	-	-
			-	-	-	-
			827,422	937,808	952,808	1,031,548
	101-40-53022-040	Liability Claim Expense				
		Total Operations	827,422	937,808	952,808	1,031,548
		Total Police Dept	6,521,887	7,211,360	7,211,360	7,726,089

Town of Atherton Annual Operating Budget FY 2018-2019
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations	
101-40-50001-040	Regular Salaries	21 Sworn, 1 Executive Assistant, 1 Community Service Officer 1 Code Enforcement	3,102,040	
101-40-50001-040	Regular Salaries	COPS Grant funding	(100,000)	3,002,040
101-40-50003-040	Dispatcher Salaries	5 full-time dispatchers		483,098
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.	319,580	-
101-40-50006-040	Overtime	Overtime built in for Dispatchers 5PPL/4 Hrs/26Pay Period	30,420	350,000
101-40-50007-040	Special Event Salaries Reimb	Overtime Subcategory: POTUS/Special Events		10,000
101-40-50013-040	EE Benefits Earned	2% contribution for vac, sick, comp, & holiday pay		71,703
101-40-51001-040	Medicare Tax	1.45% of salary		53,683
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		520,348
101-40-51004-040	PERS Retire Contr - EE	Employee contribution paid for by the employer		-
101-40-51005-040	Deferred Compensation	2% Deferred compensation matching program Dispatchers PER MOU		7,312
101-40-51007-040	STD Insurance	Short-term disability premium to the Cities Group		576
101-40-51008-040	Health Insurance - Active	Health plan coverage - Kaiser, Blue Shield, Blue Cross		528,888
101-40-51009-040	Health Insurance-Retirees	Retiree health Pay-as-you-go	294,149	
101-40-51009-040	Health Insurance-GASB45	GASB 45 annual required contribution	103,793	397,942
101-40-51010-040	Dental Insurance	Delta dental plan premium		44,177
101-40-51011-040	Vision Insurance	Vision Service Plan premium		7,637
101-40-51013-040	Workers' Compensation	Workers Comp charged to Department		308,499
101-40-51014-040	Life & ADD Insurance	Premium to the Cities Group		3,513
101-40-51015-040	LTD Insurance	Long-term disability premium to The Cities Group		22,152
101-40-51016-040	Unemployment Insurance	Self-funded unemployment based on 1% of salary		37,101
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		35,295
101-40-51xxx-040	Unfunded liabilities-Safety	CA PERS Unfunded liability-Safety		629,688
Total Salaries & Benefits				<u>6,694,541</u>

Town of Atherton Annual Operating Budget FY 2018-2019
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-40-52017-040	Technical Services	Sunridge RIMS Annual Maintenance (Dispatch-Patrol CAD)	14,328
101-40-52017-040	Technical Services	TEA Maint. (Telecommunications Dispatch/Radio Support)	23,208
101-40-52017-040	Technical Services	Alarm Software Maint. Fee (Residential Burglar Alarms)	1,400
101-40-52017-040	Technical Services	S.M. Co. Medical Legal Exam (Sex Assault Exam)	2,100
101-40-52017-040	Technical Services	S. M. Regional Network Access Fee (Telecom Support) - Now "Utility Telephone"	9,600
101-40-52017-040	Technical Services	Rapid Notify Maint. Fee (Emergency Resident Notification)	1,650
101-40-52017-040	Technical Services	Voice Print Maint. Fee (Comm Center Telephone/Radio Recording)	1,200
101-40-52017-040	Technical Services	Message Switch - County of San Mateo/Microwave Maint	18,000
101-40-52017-040	Technical Services	Critical Reach (TRAK System, Missing Persons Support System)	285
101-40-52017-040	Technical Services	Towing (Crime Scene Evidence & Patrol Cars)	500
101-40-52017-040	Technical Services	RIMS on-line citizen access	4,155
101-40-52017-040	Technical Services	RIMS Database Split-Back-Up	
101-40-52017-040	Technical Services	Crossroads-Annual Maintenance	1,500
101-40-52017-040	Technical Services	Milestone Maintenance Agreement	3,000
101-40-52017-040	Technical Services	MKMS Server - Alarm, license for second dispatch station	1,584
101-40-52017-040	Technical Services	Crime Lab - Annual Flat Fee	6,000
101-40-52017-040	Technical Services	S.M. Co. Sheriff's Ofc. FISC Forensic Lab	10,000
101-40-52017-040	Technical Services	A/C Subtotal ->	98,510
101-40-53001-040	Equip Maint - Vehicles	Vehicle maintenance	40,000
101-40-53002-040	Equip Maint - Other	Maintenance of radar, office equip, radio equip., warranty Data 911, Vie Vue repairs, Ojo Cameras	25,000
101-40-53014-040	Utilities - Electricity	PG&E	25,000
101-40-53015-040	Utilities - Gas	ABAG gas	1,000
101-40-53016-040	Utilities - Water	Cal water	1,500
101-40-53018-040	Utilities - Telephone	Telephone (Lobby-Front Door)	400
101-40-53018-040	Utilities - Telephone	Telephones (Office, Comm Center, Admin, Patrol, Invest.)	24,000
101-40-53018-040	Utilities - Telephone	Cell Phones (Admin, Investigations, Patrol Cars)	1,800
101-40-53018-040	Utilities - Telephone	T1 Line-Shared with City of Menlo Park	5,300
101-40-53018-040	Utilities - Telephone	T1 Line-Fires Station 4- Shared with MPPD	1,350
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from FS4 to MPPD	1,200
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from FS2 to MPPD	1,200
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from Haven to MPPD	1,200

Town of Atherton Annual Operating Budget FY 2018-2019
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-40-53018-040	Utilities - Telephone	Sprint Mobile Data (Patrol Car Mobile CAD/RIMS Support Service).	9,000
101-40-53018-040	Utilities - Telephone	A/C Subtotal ->	45,450
101-40-53025-040	Printing - External Service	Forms, secure identification cards, no parking signs, citations, resident handbooks	3,000
101-40-53026-040	Recruitment Cost	Associated costs to include; polygraph,	12,000
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	1,000
101-40-53032-040	Rent - Facilities	Rent for temporary police facility @ \$729.97 per month	12,000
101-40-53503-040	Trsfr to Equip Replace Fd	Future replacement of vehicle(s), additional Equipment Supplemental equipment	240,000 71,100
101-40-54003-040	Conferences	S.M. Gang Task Force Conference, RIMS, CCUG, CAPE, SMCPCA, TMA, Public Safety Chiefs Conference	5,000
101-40-54004-040	Training & Workshops	Supplies for POST annual dept training and other trainings Executive Command School	5,000 10,000
		A/C Subtotal ->	15,000
101-40-54005-040	Subscriptions	Library books, criminal codes	1,500
101-40-54006-040	POST Training	Post Reimbursement (Mandated, Essential, Desirable Categories)	40,000
101-40-54007-040	Memberships & Dues	California Chiefs of Police	500
101-40-54007-040	Memberships & Dues	CPOA, CPCA, APCO, CAPE	2,500
101-40-54007-040	Memberships & Dues	S.M. Co. Police Chiefs Association, Training Managers, Comm., CCUG	1,500
101-40-54007-040	Memberships & Dues	A/C Subtotal ->	4,500

Town of Atherton Annual Operating Budget FY 2018-2019
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-40-54008-040	Mileage Reimbursement	Reimb for use of personal vehicles on Town business	300
101-40-54010-040	Other Contract Services	S.M. Co. Chaplin Service - Call-outs only	1,000
101-40-54010-040	Other Contract Services	Dry Cleaning-Uniforms	10,000
101-40-54010-040	Other Contract Services	San Mateo PD Range Rental (\$65 per hour)	13,725
101-40-54010-040	Other Contract Services	SMART Car Services	1,000
101-40-54010-040	Other Contract Services	S.M. Co. Coyote Pt. Firearms Range -2nd Wed. use only	7,000
101-40-54010-040	Other Contract Services	S.M. Co. OES Hazardous Materials Program	38,000
101-40-54010-040	Other Contract Services	First Chance (DUI Booking Alternative)	6,500
101-40-54010-040	Other Contract Services	Pd copier lease	3,000
101-40-54010-040	Other Contract Services	Keller Center (Child Abuse/Sexual Assault Victims Program)	1,200
101-40-54010-040	Other Contract Services	Youth Family Service (Youth Counseling Diversion)	4,972
101-40-54010-040	Other Contract Services	S.M. Co. Community Overcoming Relationship (Domestic Abuse)	3,367
101-40-54010-040	Other Contract Services	Lexipol (Police General Orders, Case Law Update Training)	6,248
101-40-54010-040	Other Contract Services	Recall Secure Destruction Services (Sensitive Files)	1,500
101-40-54010-040	Other Contract Services	TB Screening & Test Medical Record (For exposed employees)	500
101-40-54010-040	Other Contract Services	San Mateo County Narcotics Task Force	31,000
101-40-54010-040	Other Contract Services	Conflict Resolution - Mills Peninsula	500
101-40-54010-040	Other Contract Services	Service Master Clean	2,000
101-40-54010-040	Other Contract Services	OES Fire Battalion Chief - shared cost in County	-
101-40-54010-040	Other Contract Services	Zetron Maintenance Warranty	-
101-40-54010-040	Other Contract Services	Fast Response On Site Testing - Gas Masks	4,000
101-40-54010-040	Other Contract Services	Aflac administration fee	1,050
101-40-54010-040	Other Contract Services	Forensic Art Services (Suspect Sketches)	2,000
101-40-54010-040	Other Contract Services	A/C Subtotal ->	138,562
101-40-54021-040	Animal Control Services	San Mateo animal control services cost	46,847
101-40-55002-040	Office Supplies	Paper, pens, software, film and photo processing	6,500
101-40-55006-040	Safety Supplies & Materials	Replacement of individual protective vests (MOU 5- year)	11,000
101-40-55006-040	Safety Supplies & Materials	A/C Subtotal ->	11,000
101-40-55007-040	K-9 Expenses	K-9 Maint., Training, Veterinarian, Boarding, Food for 2 dogs	18,000
101-40-55015-040	Oil and Gasoline	Fuel for vehicles	65,000

Town of Atherton Annual Operating Budget FY 2018-2019
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-40-55016-040	Other Supplies & Mats	Rain Gear, Helmets (Riot and Motor)	
101-40-55016-040	Other Supplies & Mats	Firearms supplies, cleaning supplies, hardware, badges, etc.	6,000
101-40-55016-040	Other Supplies & Mats	California Vehicle Codes	400
101-40-55016-040	Other Supplies & Mats	Awards and Engraving	4,100
101-40-55016-040	Other Supplies & Mats	Business Cards	500
101-40-55016-040	Other Supplies & Mats	DARE Supplies (Balls, T-shirts, Awards)	-
101-40-55016-040	Other Supplies & Mats	Ammunition (Perishable Skills Training, Qualification (3x) & SWAT)	25,000
101-40-55016-040	Other Supplies & Mats	A/C Subtotal ->	36,000
101-40-55018-040	Disaster/Emergency	Supplies, water	7,000
101-40-57004-040	Mach & Equip	Taser Cartridges/Training Rounds (qualify ABAG reimb)	2,500
101-40-57004-040	Mach & Equip	Dispatch headsets + Wireless console	1,000
101-40-57004-040	Mach & Equip	Chairs - Report Writing Room	-
101-40-57004-040	Mach & Equip	Infrared camera	5,000
101-40-57004-040	Mach & Equip	A/C Subtotal ->	8,500
101-40-57006-040	Computer Equip/Software	Replacement of old computers (leasing Program)	8,000
101-40-57006-040	Computer Equip/Software	Drobo storage devices video system- replace storage appliances	
101-40-57006-040	Computer Equip/Software	Additional Storage Server- NAS	6,000
101-40-57006-040	Computer Equip/Software	Patrol Scheduling Software	1,555
101-40-57006-040	Computer Equip/Software	Surveillance System - HP Park	-
101-40-57006-040	Computer Equip/Software	Replace RIMS with GIS mapping	-
101-40-57006-040	Computer Equip/Software	Convert PD microfiche reports to PDF	-
101-40-57006-040	Computer Equip/Software	CopLogic Lexis Nexis Report Writing Software	7,500
101-40-57006-040	Computer Equip/Software	Goserco, Inc-Warranty for 911/non-emergency	1,519
101-40-57006-040	Computer Equip/Software	LEFTA- FTO manual online	1,500
101-40-57006-040	Computer Equip/Software	Leads On Line	1,500
101-40-57006-040	Computer Equip/Software	Pager software	390
101-40-57006-040	Computer Equip/Software	Copware	615
101-40-57006-040	Computer Equip/Software	Body Cameras (21) and Increased Storage capacity	23,700
		A/C Subtotal ->	52,279
		Total Operations	1,031,548
		Total Police Dept	7,726,089

Town of Atherton Annual Operating Budget FY 2018-2019
Police - Salaries & Benefits

FTE	Job Class	Step	FY 17/18 Salary	Increase	FY 18/19 Salary	Post Incent	School Incent	DT Incent	K9/SA	MC Incent	IT Incent	BL Incent	Total Salary	PERS Salary	ER PERS	EE PERS	Def. comp	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (House, ph)	Total	
Police																												
1	Chief of Police	D	175,248	105.75%	185,324								185,324	185,324	41,413	-	-	2,687	23,186	2,179	205	192	794	292	7,413	900	264,585	
1	Commander	D+2.5%	169,082	105.75%	178,804	4,470							183,274	183,274	40,954	-	-	2,657	23,186	1,847	368	192	794	292	7,331	900	261,795	
1	Sergeant (84hrs)	D+7.5%+DT	138,100	103.75%	143,279	10,746		7,164					161,189	161,189	36,019	-	-	2,337	23,186	1,847	368		794	108	17,731		243,579	
1	Sergeant (84hrs)	D+7.5%+IT+BL	138,100	103.75%	143,279	10,746					7,164	2,400	163,589	163,589	36,556	-	-	2,372	23,186	1,847	368		794	108	17,995		246,814	
1	Sergeant (84hrs)	D+7.5%	138,100	103.75%	143,279	10,746							154,025	154,025	34,418	-	-	2,233	23,186	839	368		794	108	16,943		232,915	
1	Sergeant (84hrs)*	C+7.5%	131,524	103.75%	136,456	10,234							146,690	146,690	19,018	-	-	2,127	23,186	1,847	368		794	108	16,136		210,275	
1	Sergeant (84hrs)	B/C+7.5%	125,261	131,524	103.75%	133,207	9,991						143,198	143,198	31,999	-	-	2,076	23,186	1,847	368		794	108	15,752		219,328	
1	Officer (84hrs)	D +7.5%+DT	115,231	103.75%	119,552	8,966		5,978					134,496	134,496	30,055	-	-	1,950	23,186	1,847	368		794	108	14,795		207,599	
1	Officer (84hrs)	D+7.5%	115,231	103.75%	119,552	8,966							128,519	128,519	28,719	-	-	1,864	23,186	1,847	368		794	108	14,137		199,541	
1	Officer (84hrs) *	D+5%+SA	115,231	103.75%	119,552	5,978			5,978				131,508	131,508	17,050	-	-	1,907	18,203	1,167	205		794	108	14,466		185,408	
1	Officer (84hrs)	D+5%+SR	115,231	103.75%	119,552	5,978	5,978						131,508	131,508	23,387	-	-	1,907	23,186	1,847	368		794	108	14,466		203,570	
1	Officer (84hrs)	D+7.5%+K9	115,231	103.75%	119,552	8,966			5,978				134,496	134,496	30,055	-	-	1,950	18,203	1,167	142		794	108	14,795		201,710	
1	Officer (84hrs)	D+7.5%+MC	115,231	103.75%	119,552	8,966				5,978			134,496	134,496	30,055	-	-	1,950	18,203	1,847	142		794	108	14,795		202,390	
1	Officer (84hrs)*	C/D	109,744	115,231	103.75%	116,487							116,487	116,487	15,103	-	-	1,689	23,186	1,847	142		794	108	12,814		172,169	
1	Officer (84hrs)*	C/D	109,744	115,231	103.75%	116,925							116,925	116,925	15,159	-	-	1,695	12,954	1,847	368		794	108	12,862		162,712	
1	Officer (84hrs)	C/D	109,744	115,231	103.75%	115,392							115,392	115,392	14,961	-	-	1,673	9,900	671	142		794	108	12,693		156,334	
1	Officer (84hrs)*	B/C	104,518	109,744	103.75%	112,191							112,191	112,191	14,546	-	-	1,627	23,186	1,847	-		794	108	12,341		166,639	
1	Officer (84hrs)	B/C	104,518	109,744	103.75%	110,940							110,940	110,940	24,791	-	-	1,609	18,203	1,404	368		794	108	12,203		170,420	
1	Officer (84hrs)*	D/A	49,716	99,541	103.75%	103,274							103,274	103,274	13,389	-	-	1,497	9,900	839	368		759	108	4,131		134,266	
1	Officer (84hrs)*	D/Vacant	115,231	103.75%	119,552								119,552	119,552	15,500	-	-	1,734	23,186	1,847	368		794	108	13,151		176,240	
1	Officer (84hrs)*	A/Vacant	99,541	103.75%	103,274								103,274	103,274	13,389	-	-	1,497	23,186	1,847	368		759	108	11,360		155,789	
21	TOT Sworn	FTE 21	2,509,559		2,678,978	104,754	5,978	13,142	11,955	5,978	7,164	2,400	2,830,347	2,830,347	532,534	-	-	41,040	430,167	34,121	6,130	384	16,604	2,645	278,307	1,800	4,174,080	
Dispatch																												
1	Dispatcher	D+3.25%	90,152	103.75%	93,533	3,040							96,573	96,573	9,305	-	-	1,400	9,900	839	142		710	108	3,863		122,839	
1	Dispatcher	D+5%	90,152	103.75%	93,533	4,677							98,210	98,210	9,462	-	-	1,424	9,964	1,167	142		722	108	3,928		126,998	
1	Dispatcher	D+5%	90,152	103.75%	93,533	4,677							98,210	98,210	9,462	-	-	1,424	23,186	1,847	368		722	108	3,928		139,256	
1	Dispatcher *	D	90,152	103.75%	93,533								93,533	93,533	6,796	-	-	1,871	1,356	9,900	671	142		687	108	3,741		118,806
1	Dispatcher	D+3.25%	90,152	103.75%	93,533	3,040							96,573	96,573	7,017	-	-	1,400	9,900	671	142		710	108	3,863		122,254	
5	TOT Dispatch	FTE 5	388,889		467,665	15,433	-	-	-	-	-	-	483,098	483,098	42,043	-	5,612	7,005	62,849	5,195	934	-	3,551	542	19,324	-	630,153	
Admin - Civilian																												
1	Exec Assistant	D	91,590		99,312								99,312	99,312	9,569	-	-	1,440	12,954	1,847	-	192	730	108	3,972		130,124	
1	CSO/Dispatcher	D	81,918	103.75%	84,990	-							84,990	84,990	8,189	-	-	1,232	12,954	1,847	368		625	108	3,400		113,713	
1	CSO/CodeEnforce	D+BL	81,918	103.75%	84,990							2,400	87,390	87,390	8,420	-	-	1,700	1,267	9,964	1,167	205		642	108	3,496		114,360
3	TOT Admin	FTE 3	224,639		269,293	-	-	-	-	-	-	2,400	271,693	271,693	26,178	-	1,700	3,940	35,872	4,860	573	192	1,997	325	10,868	-	358,197	
Less: Salaries Charged to COPS Grant																												
													(100,000)	(100,000)														(100,000)
27	Total Police Dept	FTE 29	3,060,191		3,415,935	120,187	5,978	13,142	11,955	5,978	7,164	4,800	3,485,138	3,485,138	600,755	-	7,312	51,984	528,888	44,177	7,637	576	22,152	3,513	308,499	1,800	5,062,431	

Town of Atherton Annual Operating Budget FY 2018-2019
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	330	-		50		137	3,940
Part-Time Temp Dispatcher	100	43.34	4,334	418	-	-	63		173	4,988
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>747</u>	<u>-</u>	<u>-</u>	<u>301</u>	<u>-</u>	<u>830</u>	<u>30,440</u>
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	237	45.58	10,802			670	157	-	432	12,061
Reserve Officer	237	45.58	10,802			670	157	-	432	12,061
Reserve Officer	<u>1,064</u>	<u>45.58</u>	<u>48,497</u>			<u>3,007</u>	<u>703</u>		<u>1,940</u>	<u>54,147</u>
	<u>2,114</u>		<u>96,356</u>	<u>-</u>	<u>-</u>	<u>5,974</u>	<u>1,397</u>	<u>-</u>	<u>3,854</u>	<u>107,582</u>
Total Temp Help Salaries			<u>124,917</u>	<u>747</u>	<u>-</u>	<u>5,974</u>	<u>1,698</u>	<u>-</u>	<u>4,685</u>	<u>138,022</u>

Town of Atherton Annual Operating Budget FY 2018-2019
 Supplemental Budget Request - Poilce Department

<u>Description</u>	<u>Amount</u>	<u>Note</u>
<u>Request #1</u> Ballistic Shield	8,400	Equipment Replacement
<u>Request #2</u> Ballistic Helmets	8,200	Equipment Replacement
<u>Request #3</u> <u>Guns(Glocks) 30</u>	11,000	Equipment Replacement
<u>Request #4</u> Kenwood Radios (3)	2,500	Equipment Replacement
<u>Request #5</u> Ballistic Helmet	41,000	Equipment Replacement
Total Cost to Equipment Replacement Fund	71,100	

Section B

General Fund

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

Goals | Mission Budget 2018-2019

- 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 minimum PCI of all streets to 50
- Continue to implement drainage improvement projects as identified in the Town Master Drainage study. Prioritizing projects that will improve intersection drainage and will minimize localized flooding issues
- Implement projects that will improve safety, connectivity and awareness on major bike corridors accessing schools and parks
- Protect and maintain Town's heritage trees and urban forest character
- Continue implementation of Park Master plan by accomplishing items from the 5-year council priority list

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 a majority of the Town's annual Capital Improvement Program. It reviews and processes encroachment permits for work done in the City right-of-way by private contractors and utility companies. The divisions of the department include engineering, streets maintenance, park maintenance, park programs, and building. Also includes the Town Arborist which under general direction plans, organizes, oversees, coordinates, reviews and enforces Town ordinances regarding heritage trees and landscape screening.

Annual Fiscal Impact **\$2,199,788**

Employee Public Works Director(1), Senior Engineer/Maintenance Manager (0.5), Office Specialist (.5) Arborist/Parks Manager allocated within DPW/Building/Planning Contract: Engineer (2)

Three-year Summary

Year	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Amount	1,488,839	2,025,667	2,199,788





Town of Atherton
Annual Operating Budget FY 2018-19
DPW 50-59 Budget - Summary

Category	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Salaries & Wages	135,777	141,018	141,018	214,465
EE Benefits	228,546	255,602	255,602	344,110
Professional Svs	774,509	916,583	918,382	851,988
General Operations	285,771	429,750	435,829	484,516
Other Services/Exp.	29,667	35,500	35,000	38,400
Supplies & Materials	21,017	111,750	108,750	117,540
Capital Outlay	13,552	128,665	131,086	148,769
DPW Total	1,488,838	2,018,868	2,025,667	2,199,788

Town of Atherton Annual Operating Budget FY 2018-2019
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Salaries & Wages	50001	Regular Salaries	294,490	299,699	299,699	372,419
Salaries & Wages	50006	Overtime	46	-	-	-
Salaries & Wages	50013	EE Benefits Earned	2,918	2,997	2,997	3,724
Salaries & Wages	50015	Salary Allocated to CIP	(161,678)	(161,678)	(161,678)	(161,678)
EE Benefits	51001	Medicare Insurance	4,446	4,418	4,418	5,473
EE Benefits	51003	PERS Retire Contr - ER	24,678	26,821	26,821	32,572
EE Benefits	51007	STD Life	507	499	499	499
EE Benefits	51008	Health Insurance-Active	47,920	49,624	49,624	42,444
EE Benefits	51009	Health Insurance-Retirees	80,321	88,018	88,018	153,918
EE Benefits	51010	Dental Insurance	3,729	3,874	3,874	4,122
EE Benefits	51011	Vision Insurance	713	929	929	794
EE Benefits	51013	Workers Compensation	12,093	12,188	12,188	15,097
EE Benefits	51014	Life & ADD Insurance	364	445	445	445
EE Benefits	51015	LTD Insurance	1,951	1,917	1,917	1,939
EE Benefits	51016	Unemployment Insurance	2,820	2,997	2,997	3,724
EE Benefits	51018	Uniforms	-	-	-	-
EE Benefits	51xxx	Unfunded Liabilities-Misc	49,004	63,872	63,872	83,083
Total Salaries & Benefits			364,322	396,620	396,620	558,575
Professional Svs	52010 (50)	Contract Engineering	350	50,000	50,000	100,000
Professional Svs	52017	Technical Services	12,565	25,000	25,000	40,000
Professional Svs	52025	Contract Public Works Director	187,200	187,000	187,000	-
Professional Svs	52030 (58)	Contract Park Event Svs	83,670	99,450	101,249	101,592
Professional Svs	52031	Contract DPW Maint Serv	490,725	555,133	555,133	610,396
General Operations	53001	Vehicle Repair & Maint	44	3,000	3,000	3,000
General Operations	53002	Equipment Repair & Maint	4,720	8,900	8,900	8,900
General Operations	53003	Building Security	207	6,250	2,750	6,250
General Operations	53004	Facility Repair & Maint	5,425	21,500	26,779	49,000
General Operations	53006	Electrical Repair & Maint	-	11,000	8,720	11,000
General Operations	53008	Contract Custodial Services	27,700	46,200	46,200	47,916

Town of Atherton Annual Operating Budget FY 2018-2019
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
General Operations	53009	Contract Tree Maintenance	55,442	82,500	82,500	85,000
General Operations	53010	Street Sweeping	15,101	18,000	18,000	18,000
General Operations	53012	Traffic Signal Repair & Maint	35,259	15,000	15,000	15,000
General Operations	53013	Street Light Repair & Maint	9,834	60,000	60,000	60,000
General Operations	53014	Utilities -Electricity	80,580	74,800	76,700	91,800
General Operations	53015	Utilities - Gas	3,469	4,700	4,700	4,750
General Operations	53016	Utilities - Water	14,963	20,900	24,700	22,900
General Operations	53017	Utilities - Sewer	7,159	14,300	14,680	17,300
General Operations	53018	Utilities - Telephone	2,517	2,000	2,000	2,500
General Operations	53024	Advertising/Publishing	142	2,500	2,500	2,500
General Operations	53029	Contract Inspection & Testing	360	8,950	8,950	8,950
General Operations	53030(58)	Credit Card Merchant Fees	4,886	5,000	5,000	5,500
General Operations	53033	Rent - Mach & Equipment	-	2,500	3,000	2,500
General Operations	53034	Rent - Facilities	964	4,750	4,750	4,750
General Operations	53502	Computer Services Charg	-	-	-	-
General Operations	53503	Equip Replace Charges	32,500	32,500	32,000	32,500
Other Services/Exp.	54003	Conferences	-	3,000	3,000	5,000
Other Services/Exp.	54004	Training & Workshops	4,207	3,800	3,800	4,600
Other Services/Exp.	54007	Membership/Dues	9,960	10,400	10,400	11,900
Other Services/Exp.	54010	Other Contract Services	2,004	60,300	60,300	63,900
Supplies & Materials	55002	Office Supplies	1,513	2,000	2,000	2,000
Supplies & Materials	55006	Safety Supplies & Matls	165	1,500	1,500	1,750
Supplies & Materials	55008	Misc. Computer Software	4,472	11,500	8,500	11,500
Supplies & Materials	55009	Misc. Computer Supplies	24	750	750	750
Supplies & Materials	55010	Custodial Supplies	903	800	800	840
Supplies & Materials	55011	Landscape Supplies	6,003	23,000	23,000	23,000
Supplies & Materials	55012	Construction Matls	2,633	5,750	5,750	5,750
Supplies & Materials	55014	Minor Tools & Equip	253	750	750	750
Supplies & Materials	55015	Gas & Oil	2,995	3,500	3,500	4,000
Supplies & Materials	55016	Other Supplies & Matls	-	300	300	300
Supplies & Materials	55017	Postage	-	400	400	400

Town of Atherton Annual Operating Budget FY 2018-2019
 DPW - Summary By Account 50-59

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Supplies & Materials	55018	Disaster Preparedness	51	4,000	4,000	4,000
Capital Outlay	57002	Building Improvements	10,037	116,000	116,000	136,000
Capital Outlay	57004	Machinery & Equipment	833	7,000	6,421	7,000
Capital Outlay	57006	Computer Equip/Software	2,166	2,165	4,665	2,269
Capital Outlay	57007	Office Machines & Furn	516	3,500	4,000	3,500
Total Operations			1,124,516	1,622,248	1,629,047	1,641,213
Total DPW			1,488,838	2,018,868	2,025,667	2,199,788

Town of Atherton Annual Operating Budget FY 2018-2019
DPW - Engineering By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Salaries & Wages	101-50-50001-050	Regular Salaries	149,231	151,447	151,447	175,629
Salaries & Wages	101-50-50006-050	Overtime	46	-	-	-
Salaries & Wages	101-50-50013-050	EE Benefits Earned	1,479	1,514	1,514	1,756
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	2,279	2,268	2,268	2,619
EE Benefits	101-50-51003-050	PERS Retire Contr - ER	11,643	14,230	14,230	17,404
EE Benefits	101-50-51007-050	STD Insurance	315	307	307	307
EE Benefits	101-50-51008-050	Health Insurance-Active	25,494	27,127	27,127	29,490
EE Benefits	101-50-51009-050	Health Insurance-Retirees	21,923	32,146	32,146	38,632
EE Benefits	101-50-51010-050	Dental Insurance	1,970	2,027	2,027	2,275
EE Benefits	101-50-51011-050	Vision Insurance	372	572	572	426
EE Benefits	101-50-51013-050	Workers Compensation	6,310	6,258	6,258	7,225
EE Benefits	101-50-51014-050	Life & ADD Insurance	205	235	235	235
EE Benefits	101-50-51015-050	LTD Insurance	1,141	1,123	1,123	1,145
EE Benefits	101-50-51016-050	Unemployment Insurance	1,374	1,514	1,514	1,756
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	15,829	20,632	20,632	26,838
Total Salaries & Benefits			189,194	210,984	210,984	255,319
Professional Svs	101-50-52010-050	Contract Engineering	350	50,000	50,000	100,000
Professional Svs	101-50-52017-050	Technical Services	12,565	25,000	25,000	40,000
Professional Svs	101-50-52025-050	Contract Public Works Director	187,200	187,000	187,000	-
General Operations	101-50-53001-050	Vehicle Repair & Maint	-	2,500	2,500	2,500
General Operations	101-50-53002-050	Equipment Repair & Maint	-	1,400	1,400	1,400
General Operations	101-50-53014-050	Utilities - Electricity	582	800	800	800
General Operations	101-50-53015-050	Utilities - Gas	251	500	500	500
General Operations	101-50-53016-050	Utilities - Water	169	400	400	400
General Operations	101-50-53018-050	Utilities - Telephone	4	200	200	200
General Operations	101-50-53024-050	Advertising/Publishing	142	2,500	2,500	2,500
General Operations	101-50-53029-050	Contract Inspection & Testing	360	5,000	5,000	5,000
General Operations	101-50-53033-050	Rent - Mach & Equipment	964	4,500	4,500	4,500

Town of Atherton Annual Operating Budget FY 2018-2019
DPW - Engineering By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
General Operations	101-50-53503-050	Equip Replace Charges	8,000	8,000	8,000	8,000
Other Services/Exp.	101-50-54003-050	Conferences	-	3,000	3,000	5,000
Other Services/Exp.	101-50-54004-050	Training & Workshops	2,372	2,700	2,700	3,500
Other Services/Exp.	101-50-54007-050	Membership/Dues	9,360	10,000	10,000	11,500
Other Services/Exp.	101-50-54010-050	Other Contract Services	-	2,200	2,200	800
Supplies & Materials	101-50-55002-050	Office Supplies	1,349	1,750	1,750	1,750
Supplies & Materials	101-50-55006-050	Safety Supplies & Matls	143	750	750	1,000
Supplies & Materials	101-50-55008-050	Misc. Computer Software	4,472	10,000	7,000	10,000
Supplies & Materials	101-50-55009-050	Misc. Computer Supplies	-	500	500	500
Supplies & Materials	101-50-55012-050	Construction Matls	177	750	750	750
Supplies & Materials	101-50-55014-050	Minor Tools & Equip	253	500	500	500
Supplies & Materials	101-50-55015-050	Gas & Oil	1,395	500	500	1,000
Supplies & Materials	101-50-55017-050	Postage	-	400	400	400
Capital Outlay	101-50-57006-050	Computer Equip/Software	975	683	3,183	683
Capital Outlay	101-50-57007-050	Office Machines & Furn	516	3,000	3,500	3,000
Total Operations			231,598	324,533	324,533	206,183
Total DPW Engineering			420,792	535,517	535,517	461,502

Town of Atherton Annual Operating Budget FY 2018-2019
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-50-50001-050	Regular Salaries	Salaries - two full-time staff 50-60% each or 1.1 FTE	180,629
101-50-50001-050	Regular Salaries	Salaries - Arborist Service Planning	(5,000)
101-50-50013-050	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,756
101-50-50015-050	Salary Allocated to CIP	Salaries charged to CIP projects or Gas Tax	(50,418)
101-50-51001-050	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	2,619
101-50-51003-050	PERS Retire Contr - ER	Employer contribution for employee pension	17,404
101-50-51007-050	STD Life	Short-term disability premium to The Cities Group	307
101-50-51008-050	Health Insurance-Active	Health plan coverage - Cafeteria Plan	29,490
101-50-51009-050	Retiree health pay-as-you go	Retiree health Pay-as-you-go	24,478
101-50-51009-050	Retiree health GASB45	GASB 45 annual required contribution	14,154
101-50-51010-050	Dental Insurance	Delta Dental Plan premium	2,275
101-50-51011-050	Vision Insurance	Vision service plan premium	426
101-50-51013-050	Workers Compensation	Worker's Compensation charged to Department	7,225
101-50-51014-050	Life & ADD Insurance	Premium to The Cities Group	235
101-50-51015-050	LTD Insurance	Long-term disability premium to The Cities Group	1,145
101-50-51016-050	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,756
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	26,838
Total Salaries & Benefits			255,319
101-50-52010-050	Contract Engineering	Contract Professional Services (Traffic Study, GIS and etc)	100,000
101-50-52017-050	Technical Services	GIS - upgrades, surveys	40,000
101-50-52025-050	Contract Public Works Director	Professional Engineering and Management Services	-

Town of Atherton Annual Operating Budget FY 2018-2019
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-50-53001-050	Vehicle Repair & Maint	Inspector's Vehicle	2,500
101-50-53002-050	Equipment Repair & Maint	Copier maintenance, drafting and survey equipment	1,400
101-50-53014-050	Utilities - Electricity	PG&E	800
101-50-53015-050	Utilities - Gas	ABAG gas	500
101-50-53016-050	Utilities - Water	Calwater	400
101-50-53018-050	Utilities - Telephone	Public Works cell phone	200
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	8,000
101-50-54003-050	Conferences	ISA annual conference - Arborist, APWA, ASE, FMA Conference, CA Cities conference	5,000
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 \$265 2) APWA \$165 3) State PE \$125 4) NPDES (CA water quality control) \$7035 5) Hazardous materials annual permit 2@\$636 (93 Stationline and 89 Ashfield) 6) Annual Inspection 99 Station Line \$662 7) Arborist \$800 8) PWD membership/Dues \$1,175	11,500
101-50-54010-050	Other Contract Services	(NPDES)-to be performed by contract planner	800
101-50-55002-050	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	1,750
101-50-55006-050	Safety Supplies & Matls	Vests, hats, glasses, boots, arborist supplies, etc.	1,000

Town of Atherton Annual Operating Budget FY 2018-2019
 DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
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
101-50-55012-050	Construction Mats	Construction materials	750
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	1,000
101-50-55017-050	Postage	postage	400
101-50-57006-050	Computer Equip/Software	Computer lease Program	683
101-50-57007-050	Office Machines & Furn	Furniture- desks, chairs, drafting tables, during relocation	3,000
Total Operations			<u>206,183</u>
Total DPW - Engineering			<u><u>461,502</u></u>

Town of Atherton Annual Operating Budget FY 2018-2019
DPW - Street By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Salaries & Wages	101-53-50001-053	Regular Salaries	72,631	74,126	74,126	98,395
Salaries & Wages	101-53-50013-053	EE Benefits Earned	720	741	741	984
Salaries & Wages	101-53-50015-053	Salary Allocated to CIP/Gas Tax	(111,260)	(111,260)	(111,260)	(111,260)
EE Benefits	101-53-51001-053	Medicare Insurance	1,084	1,075	1,075	1,427
EE Benefits	101-53-51003-053	PERS Retire Contr - ER	6,518	6,742	6,742	9,480
EE Benefits	101-53-51007-053	STD Insurance	96	96	96	96
EE Benefits	101-53-51008-053	Health Insurance - Active	11,213	11,248	11,248	6,477
EE Benefits	101-53-51009-053	Health Insurance - Retirees	49,848	47,660	47,660	97,508
EE Benefits	101-53-51010-053	Dental Insurance	879	923	923	923
EE Benefits	101-53-51011-053	Vision Insurance	171	179	179	184
EE Benefits	101-53-51013-053	Workers Compensation	2,891	2,965	2,965	3,936
EE Benefits	101-53-51014-053	Life & ADD Insurance	80	105	105	105
EE Benefits	101-53-51015-053	LTD Insurance	405	397	397	397
EE Benefits	101-53-51016-053	Unemployment Insurance	723	741	741	984
EE Benefits	101-53-51018-053	Uniforms	-	-	-	-
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	20,760	27,058	27,058	35,197
Total Salaries & Benefits			56,757	62,797	62,797	144,833
Professional Svs	101-53-52031-053	Contract DPW Maint Serv	225,539	276,407	276,407	304,047
General Operations	101-53-53001-053	Vehicle Repair & Maint	44	500	500	500
General Operations	101-53-53002-053	Equipment Repair & Maint	232	2,000	2,000	2,000
General Operations	101-53-53003-053	Building Security	130	500	500	500
General Operations	101-53-53004-053	Facility Repair & Maint	-	5,000	5,000	5,000
General Operations	101-53-53006-053	Electrical Repair & Maint	-	1,000	1,000	1,000
General Operations	101-53-53008-053	Contract Custodial Services	-	3,960	3,960	4,158
General Operations	101-53-53009-053	Tree Maintenance	47,596	70,000	70,000	70,000
General Operations	101-53-53010-053	Street Sweeping	15,101	18,000	18,000	18,000
General Operations	101-53-53012-053	Traffic Signal Repair & Maint	35,259	15,000	15,000	15,000
General Operations	101-53-53013-053	Street Light Repair & Maint	9,834	60,000	60,000	60,000
General Operations	101-53-53014-053	Utilities - Electricity	65,784	60,000	60,000	75,000

Town of Atherton Annual Operating Budget FY 2018-2019
DPW - Street By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
General Operations	101-53-53015-053	Utilities - Gas	710	800	800	850
General Operations	101-53-53016-053	Utilities - Water	7,958	12,500	12,500	12,500
General Operations	101-53-53017-053	Utilities - Sewer	-	-	-	-
General Operations	101-53-53018-053	Utilities - Telephone	530	300	300	800
General Operations	101-53-53029-053	Contract Inspection & Testing	-	750	750	750
General Operations	101-53-53033-053	Rent - Mach & Equipment	-	1,000	1,000	1,000
General Operations	101-53-53034-053	Rent - Facilities	-	250	250	250
General Operations	101-53-53503-053	Equip Replace Charges	9,000	9,000	9,000	9,000
Other Services/Exp.	101-53-54004-053	Training & Workshops	1,835	1,100	1,100	1,100
Other Services/Exp.	101-53-54007-053	Membership/Dues	600	400	400	400
Other Services/Exp.	101-53-54010-053	Other Contract Services	-	600	600	600
Supplies & Materials	101-53-55002-053	Office Supplies	-	250	250	250
Supplies & Materials	101-53-55006-053	Safety Supplies & Matls	-	500	500	500
Supplies & Materials	101-53-55008-053	Misc. Computer Software	-	-	-	-
Supplies & Materials	101-53-55009-053	Misc. Computer Supplies	24	250	250	250
Supplies & Materials	101-53-55011-053	Landscape Supplies	-	2,500	2,500	2,500
Supplies & Materials	101-53-55012-053	Construction Matls	45	2,000	2,000	2,000
Supplies & Materials	101-53-55014-053	Minor Tools & Equip	-	250	250	250
Supplies & Materials	101-53-55015-053	Gas & Oil	1,599	1,500	1,500	1,500
Supplies & Materials	101-53-55016-053	Other Supplies & Matls	-	300	300	300
Supplies & Materials	101-53-55018-053	Emergency/Disaster Preparedness	51	4,000	4,000	4,000
Capital Outlay	101-53-57004-053	Machinery & Equipment	393	1,000	1,000	1,000
Capital Outlay	101-53-57006-053	Computer Equip/Software	596	886	886	886
Capital Outlay	101-53-57007-053	Office Machines & Furn	-	500	500	500
Total Operations			422,859	553,003	553,003	596,391
Total DPW Street Maint			479,616	615,800	615,800	741,224

Town of Atherton Annual Operating Budget FY 2018-2019
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-53-50001-053	Regular Salaries	Salaries - one full-time staff 50% or 0.5 FTE	98,395
101-53-50013-053	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	984
101-53-50015-053	Salary Allocated to CIP/Gas Tax	Salaries charged to CIP projects or Gas Tax	(111,260)
101-53-51001-053	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,427
101-53-51003-053	PERS Retire Contr - ER	Employer contribution for employee pension	9,480
101-53-51007-053	STD Insurance	Short-term disability premium to The Cities Group	96
101-53-51008-053	Health Insurance - Active	Health plan coverage - Cafeteria Plan	6,477
101-53-51009-053	Health Insurance - Retirees	Retiree health Pay-as-you-go	73,919
101-53-51009-053	Health Insurance - GASB45	Retiree health GASB45	23,589
101-53-51010-053	Dental Insurance	Delta Dental Plan premium	923
101-53-51011-053	Vision Insurance	Vision service plan premium	184
101-53-51013-053	Workers Compensation	Worker's Compensation charged to Department	3,936
101-53-51014-053	Life & ADD Insurance	Premium to The Cities Group	105
101-53-51015-053	LTD Insurance	Long-term disability premium to The Cities Group	397
101-53-51016-053	Unemployment Insurance	Self-funded unemployment	984
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	35,197
Total Salaries & Benefits			144,833
101-53-52031-053	Contract DPW Maint Serv	Portion of MCE contract	304,047
101-53-53001-053	Vehicle Repair & Maint	Fleet trucks, dump truck	500
101-53-53002-053	Equipment Repair & Maint	Backhoe and small equip repair	2,000
101-53-53003-053	Building Security	Doors, locks etc	500
101-53-53004-053	Facility Repair & Maint	Fencing, guardrail, storm drain slip lining	5,000
101-53-53006-053	Electrical Repair & Maint	Outdoor electrical issues	1,000
101-53-53007-053	Roof Repair & Maint		
101-53-53008-053	Contract Custodial Services	Custodial Services	4,158

Town of Atherton Annual Operating Budget FY 2018-2019
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-53-53009-053	Tree Maintenance	R/W - tree contract for summer/fall trim, winter storm damage repair, spring trim	70,000
101-53-53010-053	Street Sweeping	Monthly/storm sweeping	18,000
101-53-53012-053	Traffic Signal Repair & Maint	Signals (3) and in-roadway lighted crosswalks (2) monthly maintenance and needed repairs	15,000
101-53-53013-053	Street Light Repair & Maint	R/W street lights, paintings, poles and renumbering	60,000
101-53-53014-053	Utilities - Electricity	PG&E	75,000
101-53-53015-053	Utilities - Gas	ABAG gas	850
101-53-53016-053	Utilities - Water	Cal water	12,500
101-53-53018-053	Utilities - Telephone	Cellular Phones	800
101-53-53029-053	Contract Inspection & Testing	Storm drain videos & inspections	750
101-53-53033-053	Rent - Mach & Equipment	Specialized equipment	1,000
101-53-53034-053	Rent - Facilities	Temporary rental equipment	250
101-53-53503-053	Equip Replace Charges	Transfer for future replacement of vehicles & equipment backhoe	9,000
101-53-54004-053	Training & Workshops	Training seminars and arborist continue education	1,100
101-53-54007-053	Membership/Dues	Professional memberships: MSA, APWA, and etc	400
101-53-54010-053	Other Contract Services	Backflow preventer testing	600
101-53-55002-053	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	250
101-53-55006-053	Safety Supplies & Matls	Vests, hats, glasses, rubber boots, chaps, jackets, etc.	500
101-53-55009-053	Misc. Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)	250
101-53-55011-053	Landscape Supplies	Replacement plant material for R/W and trees; fertilizers, mulch, tree stakes, etc.	2,500

Town of Atherton Annual Operating Budget FY 2018-2019
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-53-55012-053	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	2,000
101-53-55014-053	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	250
101-53-55015-053	Gas & Oil	For department fleet vehicles and equipment	1,500
101-53-55016-053	Other Supplies & Matls	Misc. supplies	300
101-53-55018-053	Emergency/Disaster Preparednes	Emergency equipment supplies updates	4,000
101-53-57004-053	Machinery & Equipment	Purchase & replace chainsaw, blower, power shear	1,000
101-53-57006-053	Computer Equip/Software	Computer lease program	886
101-53-57007-053	Office Machines & Furn	Replace damaged machines or furniture; upgrade based on ergonomic review & relocation, i.e., chairs	500
Total Operations			<u>596,391</u>
Total DPW - Street Maintenance			<u><u>741,224</u></u>

Town of Atherton Annual Operating Budget FY 2018-2019
DPW - Park Maint. By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Salaries & Wages	101-57-50001-057	Regular Salaries	29,052	29,650	29,650	39,358
Salaries & Wages	101-57-50013-057	EE Benefits Earned	288	297	297	394
EE Benefits	101-57-51001-057	Medicare Insurance	433	430	430	571
EE Benefits	101-57-51003-057	PERS Retire Contr - ER	2,607	4,499	4,499	3,792
EE Benefits	101-57-51007-057	STD Insurance	38	38	38	38
EE Benefits	101-57-51008-057	Health Insurance - Active	4,485	4,499	4,499	2,591
EE Benefits	101-57-51009-057	Health Insurance - Retirees	4,164	4,174	4,174	8,889
EE Benefits	101-57-51010-057	Dental Insurance	352	369	369	369
EE Benefits	101-57-51011-057	Vision Insurance	68	71	71	74
EE Benefits	101-57-51013-057	Workers Compensation	1,157	1,186	1,186	1,574
EE Benefits	101-57-51014-057	Life & ADD Insurance	32	42	42	42
EE Benefits	101-57-51015-057	LTD Insurance	162	159	159	159
EE Benefits	101-57-51016-057	Unemployment Insurance	289	297	297	394
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	4,466	5,821	5,821	7,572
Total Salaries & Benefits			47,594	51,533	51,533	65,817
Professional Svs	101-57-52017-057	Technical Services				-
Professional Svs	101-57-52031-057	Contract DPW Maint Serv	208,122	218,726	218,726	240,599
General Operations	101-57-53002-057	Equipment Repair & Maint	2,829	3,000	3,000	3,000
General Operations	101-57-53003-057	Building Security	52	750	750	750
General Operations	101-57-53004-057	Facility Repair & Maint	-	7,500	7,500	35,000
General Operations	101-57-53006-057	Electrical Repair & Maint	-	10,000	7,720	10,000
General Operations	101-57-53008-057	Contract Custodial Services	7,769	11,880	11,880	11,880
General Operations	101-57-53009-057	Tree Maintenance	7,846	12,500	12,500	15,000
General Operations	101-57-53014-057	Utilities - Electricity	4,366	5,000	6,900	7,000
General Operations	101-57-53015-057	Utilities - Gas	871	1,500	1,500	1,500
General Operations	101-57-53017-057	Utilities - Sewer	2,800	5,000	5,380	8,000
General Operations	101-57-53029-057	Contract Inspection & Testing	-	1,700	1,700	1,700
General Operations	101-57-53033-057	Rent - Mach & Equipment	-	1,500	2,000	1,500

Town of Atherton Annual Operating Budget FY 2018-2019
DPW - Park Maint. By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Other Services/Exp.	101-57-53503-057	Equip Replace Charges	3,000	3,000	2,500	3,000
Supplies & Materials	101-57-54010-057	Other Contract Services	2,004	32,500	32,500	32,500
Supplies & Materials	101-57-55008-057	Misc. Computer Software	-	1,500	1,500	1,500
Supplies & Materials	101-57-55011-057	Landscape Supplies	6,003	20,000	20,000	20,000
Supplies & Materials	101-57-55012-057	Construction Matls	1,233	1,000	1,000	1,000
Capital Outlay	101-57-57002-057	Building Improvements	10,037	116,000	116,000	136,000
Total Operations			256,933	453,056	453,056	529,929
Total DPW Park Maintenance			304,527	504,589	504,589	595,745

Town of Atherton Annual Operating Budget FY 2018-2019
DPW Park Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-57-50001-057	Regular Salaries	Salaries - one full-time staff 20% or 0.2 FTE	39,358
101-57-50013-057	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	394
101-57-51001-057	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	571
101-57-51003-057	PERS Retire Contr - ER	Employer contribution for employee pension	3,792
101-57-51007-057	STD Insurance	Short-term disability premium to The Cities Group	38
101-57-51008-057	Health Insurance - Active	Health plan coverage - Cafeteria Plan	2,591
101-57-51009-057	Health Insurance - Retirees	Retiree health Pay-as-you-go	4,171
101-57-51009-057	Health Insurance - GASB45	Retiree health GASB45	4,718
101-57-51010-057	Dental Insurance	Teamster Dental Plan premium	369
101-57-51011-057	Vision Insurance	Vision service plan premium	74
101-57-51013-057	Workers Compensation	Worker's Compensation charged to Department	1,574
101-57-51014-057	Life & ADD Insurance	Premium to The Cities Group	42
101-57-51015-057	LTD Insurance	Long-term disability premium to The Cities Group	159
101-57-51016-057	Unemployment Insurance	Self-funded unemployment	394
101-57-51018-057	Uniforms	Per MOU	
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	7,572
Total Salaries & Benefits			65,817
101-57-52031-057	Contract DPW Maint Serv	Portion of MCE contract, head gardener, 7 days coverage	240,599
101-57-53002-057	Equipment Repair & Maint	Tractor, small equipment repairs (blowers, weed eaters, chainsaws, etc.)	3,000
101-57-53003-057	Building Security	Lock repair and replacement	750
101-57-53004-057	Facility Repair & Maint	Minor repairs around park grounds, Elevator, roof, HVAC, etc- includes Gilmore house minor repairs	35,000
101-57-53006-057	Electrical Repair & Maint	Defer maint. electrical repairs park	10,000

Town of Atherton Annual Operating Budget FY 2018-2019
DPW Park Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-57-53008-057	Contract Custodial Services	Cleaning of restrooms at park	11,880
101-57-53009-057	Tree Maintenance	Contract tree maintenance; pruning cycle for trees	15,000
101-57-53014-057	Utilities - Electricity	PG&E	7,000
101-57-53015-057	Utilities - Gas	ABAG gas	1,500
101-57-53017-057	Utilities - Sewer	County of San Mateo	8,000
101-57-53029-057	Contract Inspection & Testing	Playground, fire extinguishers, sprinklers, pumps, well water, soil tests, etc.	1,700
101-57-53033-057	Rent - Mach & Equipment	Temporary restroom	1,500
101-57-53503-057	Equip Replace Charges	For future replacement of vehicles & equipment tractor, gator	3,000
101-57-54010-057	Other Contract Services	Bee removal, plumbing, carpet repair, park landscape services	32,500
101-57-55008-057	Misc. Computer Software	Cost of Upgrades License and Programs; Rainmaster Irrigation controllers	1,500
101-57-55011-057	Landscape Supplies	Replacement plant material for the park; fertilizers, mulch, tree stakes, etc.	20,000
101-57-55012-057	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,000
101-57-57002-057	Building Improvements	Paint entry and exits, finish paths, pavilion bath room remodel	76,000
		Maintenance & Rehab of park path from pedestrian bridge to par course	60,000
		Total Operations	529,929
		Total DPW - Park Maintenance	595,745

Town of Atherton Annual Operating Budget FY 2018-2019
DPW - Park Program By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Salaries & Wages	101-58-50001-058	Regular Salaries	29,052	29,650	29,650	39,358
Salaries & Wages	101-58-50013-058	EE Benefits Earned	288	297	297	394
EE Benefits	101-58-51001-058	Medicare Insurance	434	430	430	571
EE Benefits	101-58-51003-058	PERS Retire Contr - ER	2,607	-	-	-
EE Benefits	101-58-51007-058	STD Insurance	38	38	38	38
EE Benefits	101-58-51008-058	Health Insurance - Active	4,485	4,499	4,499	2,591
EE Benefits	101-58-51009-058	Health Insurance - Retiree	4,386	4,038	4,038	8,889
EE Benefits	101-58-51010-058	Dental Insurance	352	369	369	369
EE Benefits	101-58-51011-058	Vision Insurance	68	71	71	74
EE Benefits	101-58-51013-058	Workers Compensation	1,156	1,186	1,186	1,574
EE Benefits	101-58-51014-058	Life & ADD Insurance	32	42	42	42
EE Benefits	101-58-51015-058	LTD Insurance	162	159	159	159
EE Benefits	101-58-51016-058	Unemployment Insurance	289	297	297	394
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	7,949	10,361	10,361	13,477
Total Salaries & Benefits			51,298	51,438	51,438	67,929
Professional Svs	101-58-52030-058	Contract Park Event Svs	83,670	99,450	101,249	101,592
Professional Svs	101-58-52031-058	Contract DPW Maint Serv	2,260	5,000	5,000	5,250
General Operations	101-58-53004-058	Facility Repair & Maint	3,302	3,000	4,200	3,000
General Operations	101-58-53014-058	Utilities - Electricity	9,848	8,500	8,500	8,500
General Operations	101-58-53015-058	Utilities - Gas	1,636	1,200	1,200	1,200
General Operations	101-58-53016-058	Utilities - Water	6,837	8,000	11,800	10,000
General Operations	101-58-53018-058	Utilities - Telephone	1,982	1,500	1,500	1,500
General Operations	101-58-53030-058	Credit Card Merchant Fees	4,886	5,000	5,000	5,500
Supplies & Materials	101-58-55002-058	Office Supplies	164			
Supplies & Materials	101-58-55010-058	Custodial Supplies	903	800	800	840
Supplies & Materials	101-58-55011-058	Landscape Supplies	-	500	500	500
Supplies & Materials	101-58-55012-058	Construction Matls	206	500	500	500
Capital Outlay	101-58-57004-058	Machinery & Equipment	-	3,000	3,000	3,000
Capital Outlay	101-58-57006-058	Computer Equip/Software	596	596	596	700
Total Operations			116,291	137,046	143,845	142,082
Total DPW Park Programs			167,589	188,484	195,283	210,011

Town of Atherton Annual Operating Budget FY 2018-2019
DPW Park Program - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-58-50001-058	Regular Salaries	Salaries - one full-time staff 20% or 0.2 FTE	39,358
101-58-50013-058	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	394
101-58-51001-058	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	571
101-58-51003-058	PERS Retire Contr - ER	Employer contribution for employee pension	
101-58-51007-058	STD Insurance	Short-term disability premium to The Cities Group	38
101-58-51008-058	Health Insurance - Active	Health plan coverage - Cafeteria Plan	2,591
101-58-51009-058	Health Insurance - Retiree	Retiree health Pay-as-you-go	4,171
101-58-51009-058	Health Insurance - GASB45	Retiree health GASB45	4,718
101-58-51010-058	Dental Insurance	Delta Dental Plan premium	369
101-58-51011-058	Vision Insurance	Vision service plan premium	74
101-58-51013-058	Workers Compensation	Worker's Compensation charged to Department	1,574
101-58-51014-058	Life & ADD Insurance	Premium to The Cities Group	42
101-58-51015-058	LTD Insurance	Long-term disability premium to The Cities Group	159
101-58-51016-058	Unemployment Insurance	Self-funded unemployment	394
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	13,477
Total Salaries & Benefits			67,929
101-58-52030-058	Contract Park Event Svs	Park events services and additional services	101,592
101-58-52031-058	Contract DPW Maint Serv	MCE services for park program	5,250
101-58-53004-058	Facility Repair & Maint	Carpet cleaning, Sound system repairs	3,000
101-58-53014-058	Utilities - Electricity	PG&E	8,500
101-58-53015-058	Utilities - Gas	ABAG gas	1,200
101-58-53016-058	Utilities - Water	Calwater	10,000
101-58-53018-058	Utilities - Telephone	Phone & Internet	1,500
101-58-53030-058	Credit Card Merchant Fees	For processing of credit card transactions	5,500

Town of Atherton Annual Operating Budget FY 2018-2019
 DPW Park Program - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-58-55010-058	Custodial Supplies	Supplies used in the operation or routine maintenance of the park event buildings including: restroom and kitchen	840
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.	500
101-58-57004-058	Machinery & Equipment	Audio, visual and new PA upgrades	3,000
101-58-57006-058	Computer Equip/Software	Computer lease program	700
Total Operations			<u>142,082</u>
Total DPW - Park Programs			<u>210,011</u>

Town of Atherton Annual Operating Budget FY 2018-2019
DPW - Building Maint. By Account

Category	Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Recomm Budget 2018-2019
Salaries & Wages	101-59-50001-059	Regular Salaries	14,525	14,825	14,825	19,679
Salaries & Wages	101-59-50013-059	EE Benefits Earned	144	148	148	197
EE Benefits	101-59-51001-059	Medicare Insurance	217	215	215	285
EE Benefits	101-59-51003-059	PERS Retire Contr - ER	1,303	1,348	1,348	1,896
EE Benefits	101-59-51007-059	STD Insurance	19	19	19	19
EE Benefits	101-59-51008-059	Health Insurance - Active	2,242	2,250	2,250	1,295
EE Benefits	101-59-51010-059	Dental Insurance	176	185	185	185
EE Benefits	101-59-51011-059	Vision Insurance	34	36	36	37
EE Benefits	101-59-51013-059	Workers Compensation	578	593	593	787
EE Benefits	101-59-51014-059	Life & ADD Insurance	16	21	21	21
EE Benefits	101-59-51015-059	LTD Insurance	81	79	79	79
EE Benefits	101-59-51016-059	Unemployment Insurance	145	148	148	197
Total Salaries & Benefits			19,480	19,868	19,868	24,678
Professional Svs	101-59-52031-059	Contract DPW Maint Serv	54,804	55,000	55,000	60,500
General Operations	101-59-53002-059	Equipment Repair & Maint	1,659	2,500	2,500	2,500
General Operations	101-59-53003-059	Building Security	26	5,000	1,500	5,000
General Operations	101-59-53004-059	Facility Repair & Maint	2,123	6,000	10,079	6,000
General Operations	101-59-53008-059	Contract Custodial Services	19,930	30,360	30,360	31,878
General Operations	101-59-53014-059	Utilities - Electricity	-	500	500	500
General Operations	101-59-53015-059	Utilities - Gas	-	700	700	700
General Operations	101-59-53017-059	Utilities - Sewer	4,359	9,300	9,300	9,300
General Operations	101-59-53029-059	Contract Inspection & Testing	-	1,500	1,500	1,500
Other Services/Exp.	101-59-53503-059	Equip Replace Charges	12,500	12,500	12,500	12,500
Supplies & Materials	101-59-54010-059	Other Contract Services	-	25,000	25,000	30,000
Supplies & Materials	101-59-55006-059	Safety Supplies & Matls	22	250	250	250
Supplies & Materials	101-59-55012-059	Construction Matls	972	1,500	1,500	1,500
Supplies & Materials	101-59-55015-059	Gas & Oil	-	1,500	1,500	1,500
Capital Outlay	101-59-57004-059	Machinery & Equipment	440	3,000	2,421	3,000
Total Operations			96,834	154,610	154,610	166,628
Total DPW Bldg Maint			116,314	174,478	174,478	191,306

Town of Atherton Annual Operating Budget FY 2018-2019
DPW Building Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-59-50001-059	Regular Salaries	Salaries - one full-time staff scheduled 10% or 0.1 FTE	19,679
101-59-50013-059	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	197
101-59-51001-059	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	285
101-59-51003-059	PERS Retire Contr - ER	Employer contribution for employee pension	1,896
101-59-51007-059	STD Insurance	Short-term disability premium to The Cities Group	19
101-59-51008-059	Health Insurance - Active	Health plan coverage -Cafeteria Plan	1,295
101-59-51010-059	Dental Insurance	Delta Dental Plan premium	185
101-59-51011-059	Vision Insurance	Vision service plan premium	37
101-59-51013-059	Workers Compensation	Worker's Compensation charged to Department	787
101-59-51014-059	Life & ADD Insurance	Premium to The Cities Group	21
101-59-51015-059	LTD Insurance	Long-term disability premium to The Cities Group	79
101-59-51016-059	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	197
Total Salaries and Benefits			24,678
101-59-52031-059	Contract DPW Maint Serv	Portion of MCE contract	60,500
101-59-53002-059	Equipment Repair & Maint	Routine building repairs	2,500
101-59-53003-059	Building Security	Gates, fences, doors, locks, for all bldgs	5,000
101-59-53004-059	Facility Repair & Maint	Elevator, carpet cleaning, carpentry, electrical, plumbing	6,000
101-59-53008-059	Contract Custodial Services	All DPW custodial now covered in building maintenance	31,878
101-59-53014-059	Utilities - Electricity	Electricity	500
101-59-53015-059	Utilities - Gas	ABAG gas	700
101-59-53017-059	Utilities - Sewer	County of San Mateo	9,300

Town of Atherton Annual Operating Budget FY 2018-2019
 DPW Building Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
101-59-53029-059	Contract Inspection & Testing	Comprehensive inspections (3); fire extinguishers, elevator	1,500
101-59-53503-059	Equip Replace Charges	Generators	12,500
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	250
101-59-55012-059	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,500
101-59-55015-059	Gas & Oil	Generators	1,500
101-59-57004-059	Machinery & Equipment	Replacement of broken machinery/equipment	3,000
Total Operations			<u>166,628</u>
Total DPW - Building Maintenance			<u><u>191,306</u></u>

Town of Atherton Annual Operating Budget FY 2018-2019
Public Work - Salaries & Benefits

FTE	Job Class	Step	FY 17/18 Salary	COLA	FY 18/19 Salary	Post Incent	School Incent	DT Incent	K-9	MC Incent	IT Incent	BL Incent	Total Salary	PERS Salary	ER PERS	EE PERS	Def. comp	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. Etc)	Total
<u>DPW - Engineering 90</u>																											
0.6	Sr. Engineer/Maint Mgr (0.6)	B/C	67,429		80,801								80,801	7,785	-	-		1,172	13,911	1,108	221	115	476	126	3,232	360	109,309
0.5	Office Specialist (0.5)	C/D	33,964		36,997								36,997	3,565	-	-		536	6,477	583	103	96	272	54	1,480		50,162
0.5	Town Arborist/Park Mgr (0.5)	B/C	55,054		62,831								62,831	6,054	-	-		911	9,102	583	103	96	397	54	2,513	300	82,944
		FTE	1.6		156,447	-	-	-	-	-	-	-	180,629	17,404	-	-		2,619	29,490	2,275	426	307	1,145	235	7,225	660	242,415
<u>DPW - Street Maint 53</u>																											
0.5	DPW Director (0.5)	C/D	74,126		98,395								98,395	9,480	-	-		1,427	6,477	923	184	96	397	105	3,936	450	121,871
		FTE	0.5		74,126	-	-	-	-	-	-	-	98,395	9,480	-	-		1,427	6,477	923	184	96	397	105	3,936	450	121,871
<u>DPW - Parks Maint 57</u>																											
0.2	DPW Director (0.2)	C/D	29,650		39,358								39,358	3,792	-	-		571	2,591	369	74	38	159	42	1,574	180	48,748
		FTE	0.2		29,650	-	-	-	-	-	-	-	39,358	3,792	-	-		571	2,591	369	74	38	159	42	1,574	180	48,748
<u>DPW - Park Program 58</u>																											
0.2	DPW Director (0.2)	C/D	29,650		39,358								39,358	3,792	-	-		571	2,591	369	74	38	159	42	1,574	180	48,748
		FTE	0.2		29,650	-	-	-	-	-	-	-	39,358	3,792	-	-		571	2,591	369	74	38	159	42	1,574	180	48,748
<u>DPW - Building Maint 59</u>																											
0.1	DPW Director (0.1)	C/D	14,825		19,679								19,679	1,896	-	-		285	1,295	185	37	19	79	21	787	90	24,374
		FTE	0.1		14,825	-	-	-	-	-	-	-	19,679	1,896	-	-		285	1,295	185	37	19	79	21	787	90	24,374
2.60	Total DPW FTE	2.6			304,699								377,419	36,364	-	-		5,473	42,444	4,122	794	499	1,939	445	15,097	1,560	486,156
Summary																											
1.00	DPW Director	C/D	189,677	103.75%	196,790	100.0%	196,790						196,790	18,961	-	-		2,853	12,954	1,847	368	192	794	210	7,872	900	243,741
1.00	Sr. Engineer/Maint Mgr	B/C	129,802	103.75%	134,669	100.0%	134,669						134,669	12,975	-	-		1,953	23,186	1,847	368	192	794	210	5,387	600	182,181
1.00	Office Specialist	C/D	71,319	103.75%	73,993	100.0%	73,993						73,993	7,129	-	-		1,073	12,954	1,167	205	192	544	108	2,960		100,325
1.00	Town Arborist/Park Mgr (0.5)	B/C	121,120	103.75%	125,662	100.0%	125,662						125,662	12,107	-	-		1,822	18,203	1,167	205	192	794	108	5,026	600	165,887
			511,917		531,114								531,114	51,173	-	-		7,701	67,297	6,027	1,147	768	2,926	638	21,245	2,100	692,135

Section C

Special Revenue Fund

Tennis Fund, COPS Grant, Library Fund and Evan Creative Design

Budget 2018-2019

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, Library, and Evan Creative Design.

Section C

Special Revenue Fund

Tennis Fund 105

Budget 2018-2019

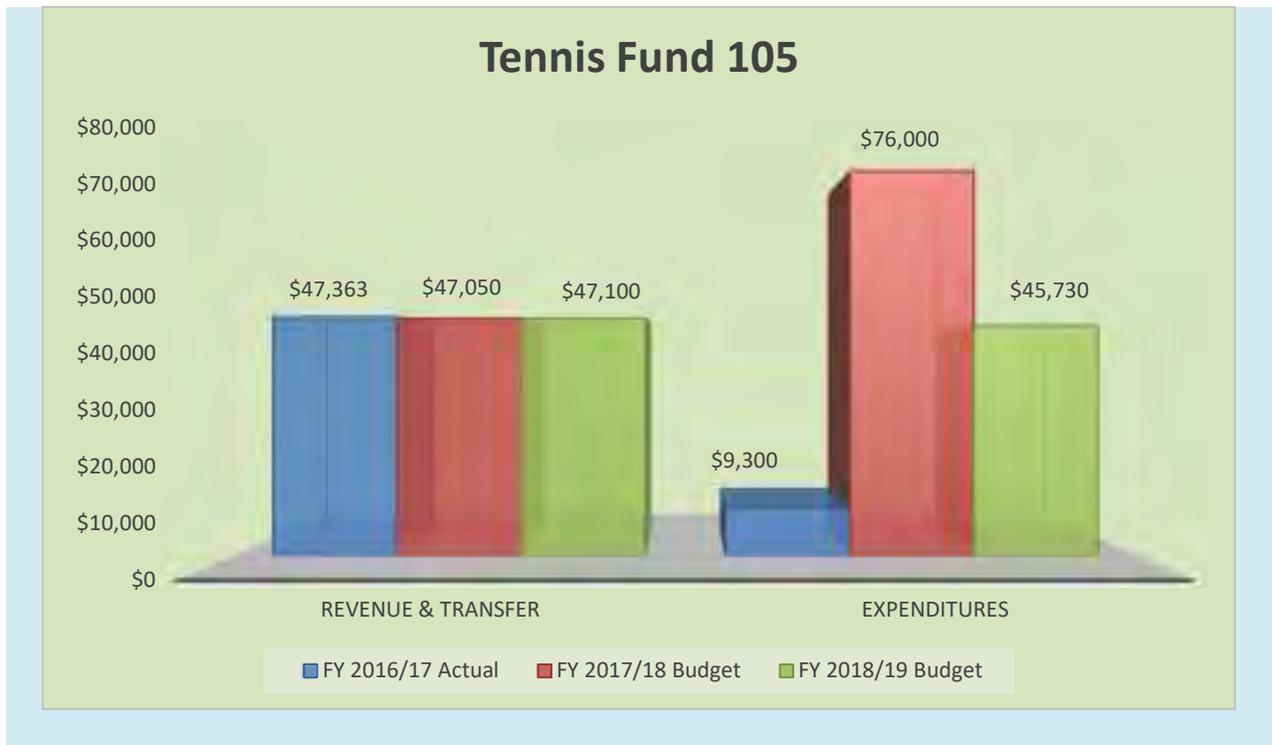
Tennis Fund 105

This fund is strictly for the maintenance and operations of the Town Tennis Program. There are six (6) tennis courts available that could benefit private and commercial uses. The Town has an agreement with Player Capital for Tennis Facility Management Services to manage the Town’s current tennis programs. The agreement calls for an annual contribution to the Town of \$40,000. This agreement continues to suit 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. In FY 2017-18 there was the construction of a clay tennis court. There will be work done to rejuvenate the seating area and discussion on Tennis Court maintenance and rehabilitation.

Annual Fiscal Impact	\$45,730
Employee	No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2016/17 Actual</u>	<u>FY 2017/18 Budget</u>	<u>FY 2018/19 Budget</u>
Beg. Fund Balance	106,304	144,367	115,417
Revenue & Transfer	47,363	47,050	47,100
Expenditures	9,300	76,000	45,730
Net Assets(Deficit)	144,367	115,417	116,787



Town of Atherton Annual Operating Budget FY 2018-2019
Special Revenue Fund
Tennis Fund 105

Account	Description	Actual 2016-17	Adopted Budget 2017-2018	Recomm Budget 2018-2019
105-00-47027-058	Tennis Classes	40,000	40,000	40,000
105-00-47026-058	Tennis Keys	6,581	6,500	6,500
105-00-48001-058	Interest Income	783	550	600
105-00-48501-000	Donation & contributions			
Total Revenues		47,363	47,050	47,100
105-58-52031-000	Contract Maint Services	7,413	6,000	10,130
105-58-53003-000	Building Security	1,233	2,000	2,000
105-58-53004-000	Facility Repair & Maint	654	32,000	32,000
105-58-55012-000	Construction Materials	-	36,000	1,600
Total Operations		9,300	76,000	45,730
Total Expenditures		9,300	76,000	45,730
Excess (Deficiency) of Rev Over Exp		38,064	(28,950)	1,370
Contribution from MALL Player Capital contract				
Beginning Fund Balance		106,304	144,368	115,418
Ending Fund Balance		144,368	115,418	116,788

Town of Atherton Annual Operating Budget FY 2018-2019
Internal Service Fund
Tennis Budget Object Details

Fund 105 Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
Contract Maint Service	Portion of MCE contract for cleaning courts	10,130
Building Security	Re-key tennis court gates	2,000
Facility Repair & Maint	Urgent court needs/Resurface/Restripe	32,000
Construction Materials	Court patching and painting Rejuvenate Tennis seating area	1,600
	Total Operations	<u>45,730</u>
	Total Tennis Fund	<u><u>45,730</u></u>

Section C

Special Revenue Fund

COPS Grant 209

Budget 2018-2019

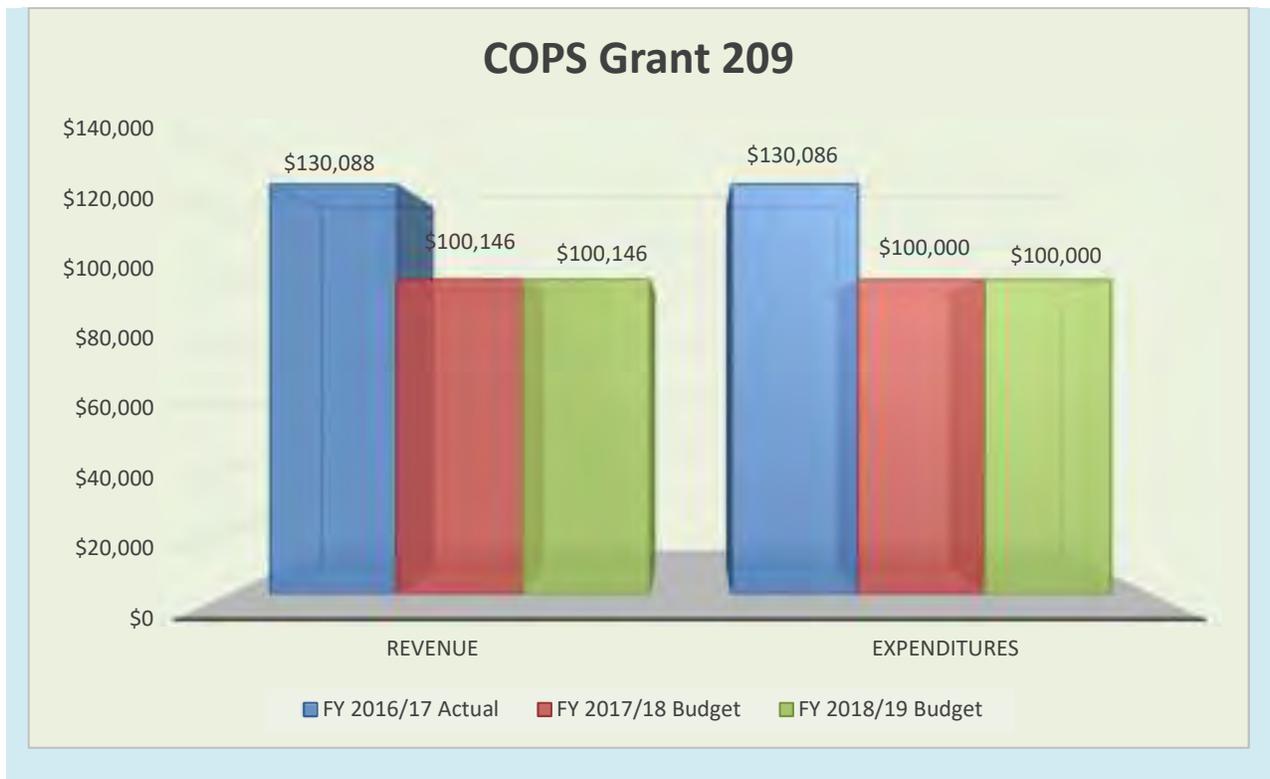
COPS Grant 209

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 receives \$100,000 per year from the grant. The Town uses the COPS grant for funding of sworn personnel.

Annual Fiscal Impact	\$100,000
Employee	No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2016/17 Actual</u>	<u>FY 2016/17 Budget</u>	<u>FY 2018/19 Budget</u>
Beg. Fund Balance	298	300	446
Revenue	130,088	100,146	100,146
Expenditures	130,086	100,000	100,000
Net Assets(Deficit)	300	446	592



Town of Atherton Annual Operating Budget FY 2018-2019
Special Revenue Fund
COPS Grant

Account	Description	Actual 2016-17	Adopted Budget 2017-2018	Proposed Budget 2018-2019
209-00-45019-040	Grant	130,086	100,000	100,000
209-00-48001-040	Interest Income	2	146	146
Total Revenue		130,088	100,146	100,146
209-40-50001-040	Salaries related expenditures	130,086	100,000	100,000
Total Expenditure		130,086	100,000	100,000
Excess (Deficiency) of Rev Over Exp		2	146	146
Beginning Fund Balance		298	299	445
Ending Fund Balance		299	445	591

Town of Atherton Annual Operating Budget FY 2018-2019
Special Revenue Fund
COPS Grant Budget Object Details

Fund 209 Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
Regular Salaries	Portion of Police Officer salary related expenditure funded by COPS Grant	100,000
	Total	<u>100,000</u>

Section C

Special Revenue Fund

Library Fund 213

Budget 2018-2019

Library Fund 213

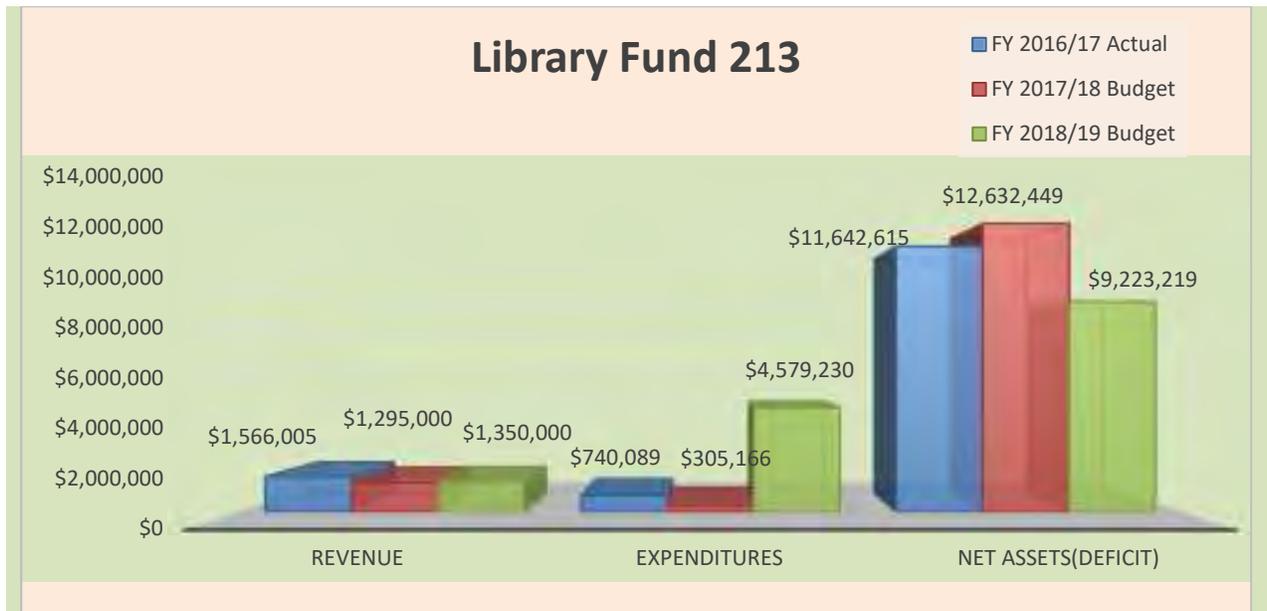
LIBRARY FUND- In 1999 the San Mateo County Library Joint Powers Authority was formed to assist in governing library funds accumulated through Proposition 13 in 1978, which set aside a portion of assessed property values to fund California Libraries. The Town of Atherton Library is part of a JPA. Under 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 Atherton Library fund is an accumulation of excess revenue generated over the years. Funds for the Library operation are provided through property taxes that are appropriated from the JPA to the Atherton Library for operation. The San Mateo County operates the daily operation of the Library. Excess (Donor) Funds that result after Atherton’s Library Operation expenses are remitted for dedication to Town Library purposes and capital infrastructure. This Fund is the primary funding source for the planning, design, and construction of the new Atherton Library. The current balance in the Library Fund also includes funds held in the JPA trust. The County JPA requires Town held donor funds be depleted first before funds from JPA Trust are used.

Annual Fiscal Impact **\$4,759,230**

Employee No Town employees

Three-year Summary

Category Details	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Beg. Fund Balance	10,816,699	11,642,616	12,632,450
Revenue	1,566,005	1,295,000	1,350,000
Expenditures	740,089	305,166	4,759,230
Net Assets(Deficit)	11,642,616	12,632,450	9,223,220



Town of Atherton Annual Operating Budget FY 2018-2019
Special Revenue Fund
Library Fund

Account	Description	Actual 2016-2017	Adopted Budget 2017-18	Proposed Budget 2018-19
213-00-40001-000	Secured Property Tax	1,490,958	1,245,000	1,300,000
213-00-48001-000	Interest Income	75,047	50,000	50,000
Total Revenues		1,566,005	1,295,000	1,350,000
213-00-58003-000	Trans to Facilities Const-406	703,024		
213-30-52007-000	Other Legal Services	-	-	
213-30-52011-000	Contract Planner	-		
213-30-52024-000	Architectural Services	-		
213-30-52027-000	Environmental Consulting Svcs	-		
213-30-52031-000	Contract Maint Services	16,161	22,000	22,000
213-30-53003-000	Building Security	-	500	500
213-30-53004-000	Facility Repair & Maintenance	80	1,200	1,200
213-30-53008-000	Contract Custodial Services	6,080	9,000	9,000
213-30-53014-000	Utilities - Electricity	10,038	12,000	12,000
213-30-53015-000	Utilities - Gas	740	1,000	1,000
213-30-53016-000	Utilities Water	3,967	5,200	6,500
213-30-53017-000	Utilities - Sewer	-		
213-30-53024-000	Advertising & Noticing	-	2,500	
213-30-53036-000	Contract Pesticid & Fertilizer	-	1,200	1,200
213-30-54010-000	Other Contract Services	-	250,566	4,705,830
213-30-55016-000	Other Supplies & Materials	-		
Total Operations		740,089	305,166	4,759,230
Total Expenditures		740,089	305,166	4,759,230
Excess (Deficiency) of Rev Over Exp		825,916	989,834	(3,409,230)
Beginning Fund Balance		10,816,699	11,642,615	12,632,449
Ending Fund Balance		11,642,615	12,632,449	9,223,219

Town of Atherton Annual Operating Budget FY 2018-2019
Special Revenue Fund
Library Budget Object Details

Fund 213 Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
Legal Services	Planning & other contract services	
Planning Services	Library allocation portion new Town Center (other contract svcs)	
Environmental Consulting	Services related to library EIR	
Contract Maint Services	MCE contract maint for HVAC, electrical, roof and landscape services, etc.	22,000
Building Security	Misc locks, etc	500
Facility Maint and Repair	Scheduled maint and misc repairs as needed	1,200
Contract Custodial Services	Portion of Town janitorial contract	9,000
Utilities - Electricity	Operating electricity	12,000
Utilities - Gas	Operating gas	1,000
Utilities Water	Operating water	6,500
Utilities - Sewer	Operating sewer	
Advertising & Noticing	Public Notices, mass mailings, bid noticing for new library building	
Contract Pesticid & Fertilizer	Vector control	1,200
Other Contract Services	Library allocation portion new Town Center planning+design	4,705,830
Other Supplies & Materials		-
	Total Library	<u><u>4,759,230</u></u>

Section C

Special Revenue Fund

Evan Creative Design 215

Budget 2018-19

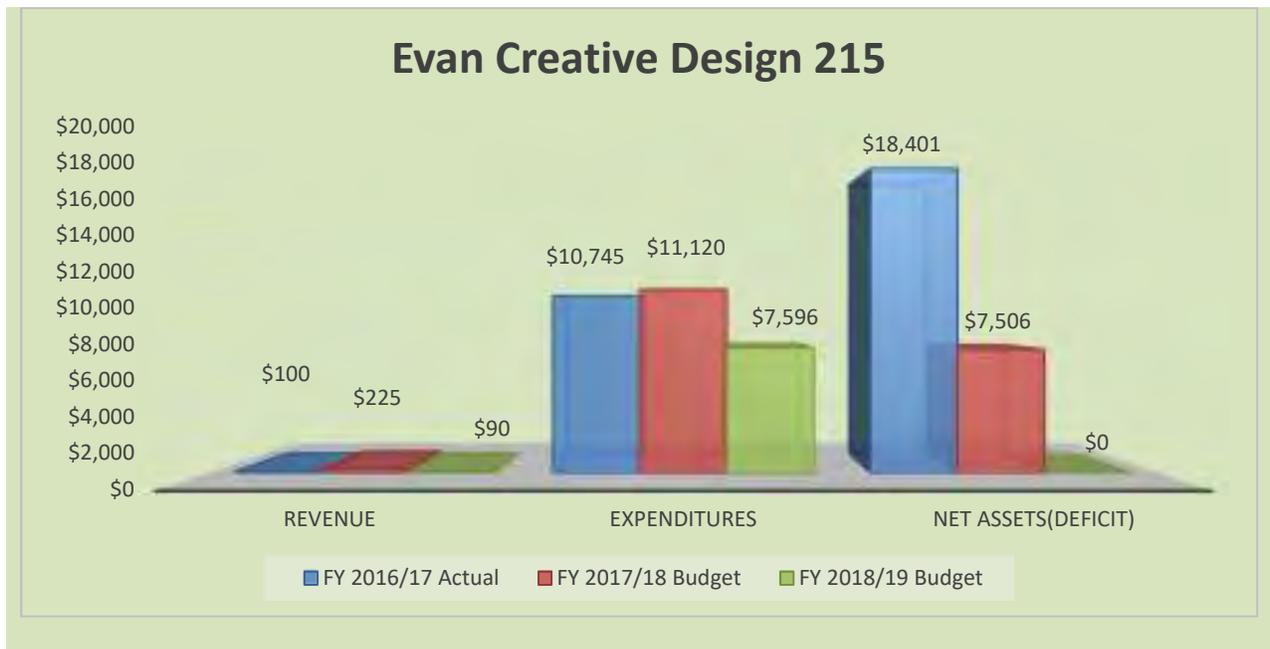
Evan Creative Design 215

The Evan Creative Design Fund is a bequest of Rita-Corbett-Evans to the Town. A Trust was set up to administer the funds. The funds may be used for distinctive art programming, promoting art awareness, enhancing lifelong learning, and recognizing cultural diversity within the community. In previous years, the funds were used by the Atherton Arts Committee. The Atherton Arts Foundation (AAF) is now responsible for arts programming through a budget request to the City Council. At this time the AAF has not submitted a budget request to the Town. Staff put a placeholder of \$7,506 for FY 2018/19 based on this will be the depletion of the fund.

Annual Fiscal Impact	\$7,506
Employee	No employees

Three-year Summary

Category Details	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Beg. Fund Balance	29,047	18,402	7,506
Revenue	100	225	90
Expenditures	10,745	11,120	7,596
Net Assets(Deficit)	18,402	7,506	-



Town of Atherton Annual Operating Budget FY 2018-2019
Special Revenue Fund
Evan Creative Design Fund

Account	Description	Actual 2016-2017	Proposed Budget 2017-2018	Proposed Budget 2018-2019
215-00-48001-000	Interest Income	100	225	90
215-00-48501-000	Donations/Contributions			
	Total Revenue	100	225	90
215-30-53024-000	Advertising/Noticing			
215-30-54007-000	Membership Dues			
215-30-54010-000	Other Contract Services	10,745	11,120	7,596
215-30-54019-000	Community Educational Prog.			
215-30-54027-000	Sponsorship/Contribution			
215-30-55016-000	Other Supplies & Materials			
215-30-57010-000	Misc. Capital Outlay			
	Total Expenditures	10,745	11,120	7,596
	Excess (Deficiency) of Rev Over Exp	(10,645)	(10,895)	(7,506)
	Beginning Fund Balance	29,047	18,401	7,506
	Ending Fund Balance	18,401	7,506	0

Town of Atherton Annual Operating Budget FY 2018-2019
 Special Revenue Fund
 Evan Creative Design Budget Object Details

Fund 215 Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
Other Contract Services	Events and activities planned for FY 2018-19	7,596

Section D

Internal Service Fund

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

Budget 2018-2019

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

Section D

Internal Service Fund
Equipment Replacement 610
Budget 2018-2019

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. 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. The allocation of costs based on the estimated life of the equipment and estimated purchase costs. Any sale of surplus equipment is credited to this fund

Annual Fiscal Impact	\$316,050
Employee	No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2016/17 Actual</u>	<u>FY 2017/18 Budget</u>	<u>FY 2018/19 Budget</u>
Beg. Fund Balance	661,947	729,516	769,666
Revenue	226,960	299,600	315,200
Expenditures	159,391	259,450	316,050
Net Assets(Deficit)	729,516	769,666	768,816



Town of Atherton Annual Operating Budget FY 2018-2019
Internal Service Fund
Equipment Replacement Budget By Account

Fund 610 Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Recomm Budget 2018-2019
610-00-48001-000	Interest on Investments	2,192	2,600	2,600
610-00-47509-012	Equip Replace Charges - Admin			
610-00-47509-018	Equip Replace Charges - Finance	10,000	10,000	10,000
610-00-47509-025	Equip Replace Charges - Building	-		
610-00-47509-040	Equip Replace Charges - Police	181,320	254,500	270,100
610-00-47509-050	Equip Replace Charges - DPW Engineering	8,000	8,000	8,000
610-00-47509-053	Equip Replace Charges - DPW Street Maint	9,000	9,000	9,000
610-00-47509-057	Equip Replace Charges - DPW Park Maint	3,000	3,000	3,000
610-00-47509-059	Equip Replace Charges - Building Maint	12,500	12,500	12,500
610-00-48004-000	Sale of Property	948		
	Total Revenues	<u>226,960</u>	<u>299,600</u>	<u>315,200</u>
	Depreciation			
610-18-57006-018	Computer Software	4,950	4,950	4,950
610-25-57006-025	Computer Software	7,823	-	-
610-12-57007-012	Office Equip	6,694		
610-40-57004-040	Machinery & Equipment	53,660	94,500	71,100
610-40-57005-040	Vehicles & Accessories	69,397	160,000	240,000
610-50-57004-040	Machinery & Equipment	-	-	-
610-50-57005-050	Vehicles & Accessories	16,867	-	-
	Total Expenditures	<u>159,391</u>	<u>259,450</u>	<u>316,050</u>
	Excess (Deficiency) of Revenues Over Expenditures	67,569	40,150	(850)
	Beginning Net Asset (Deficit)	<u>661,947</u>	<u>729,515</u>	<u>769,665</u>
	Ending Net Asset (Deficit)	<u><u>729,515</u></u>	<u><u>769,665</u></u>	<u><u>768,815</u></u>

Town of Atherton Annual Operating Budget FY 2018-2019
Internal Service Fund
Equipment Replacement Budget Object Details

Fund 610 Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
Vehicle Expense	Public Works Vehicle Replacement	
Vehicle Expense	Police Vehicle Replacement	240,000
Machine & Equip	See Police Department Supplemental Requests	71,100
Machine & Equip	Purchase/lease a new generator	
Computer Software	Upgrade Trakit Building Dept	
Computer Software	Upgrade SpringBrook	4,950
	Total	316,050

Section D

Internal Service Fund

Worker's Comp 614

Budget 2018-2019

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. Also within this Fund is the Risk management for safety training, educational materials and other accident prevention activities. The Town has an unfunded Worker's Compensation reserve based on its experience modifier. Cities Group requires the Town to increase its annual contribution. Staff recommends that it is sensible to monitor and increase workers' compensation reserves within the workers' compensation fund to allow the Town to build up reserves and weather the typical cycle of workers' compensation claims. To replenish the Town required equity reserve for FY 2017-18, the Town needs to make an allocation of \$235,397 in the fiscal year.

Annual Fiscal Impact

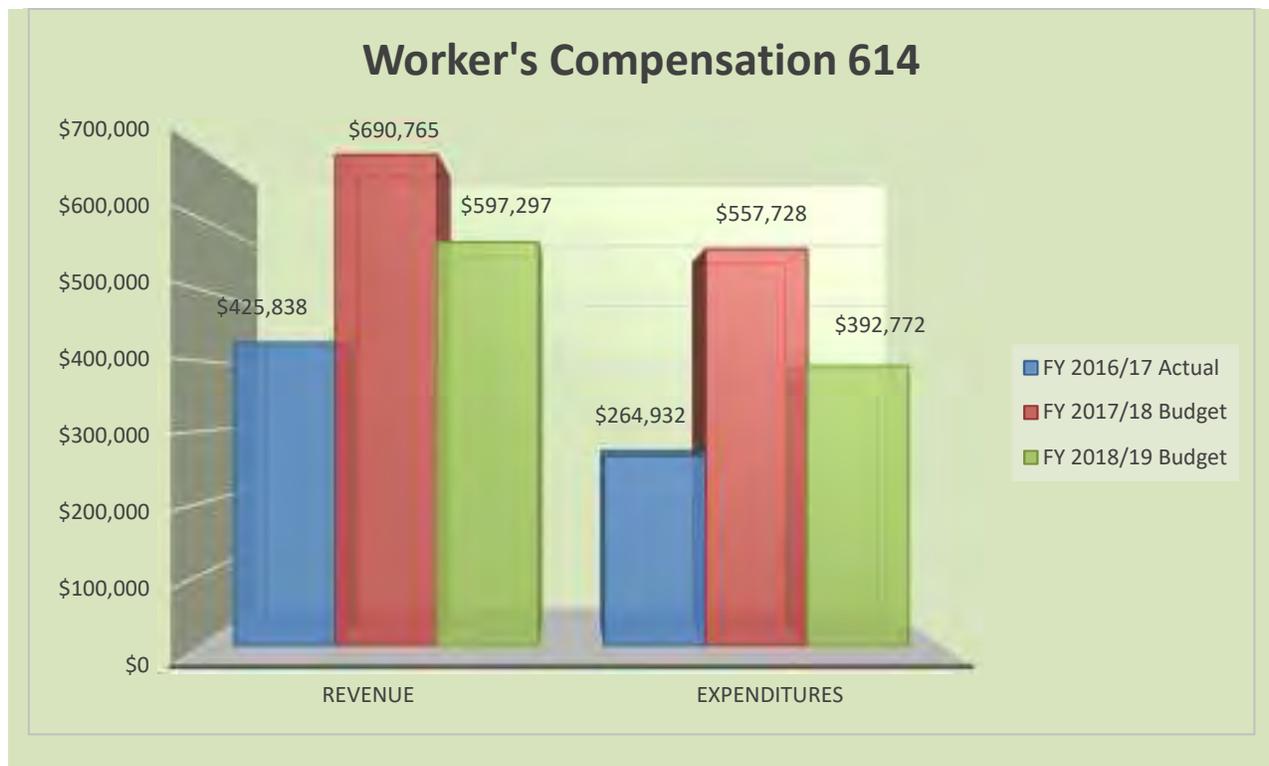
\$392,772

Employee

No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2016/17 Actual</u>	<u>FY 2017/18 Budget</u>	<u>FY 2018/19 Budget</u>
Beg. Fund Balance	332,606	493,512	626,999
Revenue	425,838	690,765	597,297
Expenditures	264,932	557,278	392,772
Net Assets(Deficit)	493,512	626,999	831,524



Town of Atherton Annual Operating Budget FY 2018-2019
Internal Service Fund
Worker's Compensation Budget By Account

Fund 614 Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Recomm Budget 2018-2019
614-00-47503-012	Charges for Services - Admin Dept	18,120	17,556	17,701
614-00-47503-018	Charges for Services - Finance Dept	12,778	13,678	14,124
614-00-47503-025	Charges for Services - Building Dept	5,398	5,215	5,926
614-00-47503-040	Charges for Services - Police Dept	261,170	284,065	308,348
614-00-47503-050	Charges for Services - DPW Engineering	6,310	6,090	6,964
614-00-47503-053	Charges for Services - DPW Street Maint	2,891	2,886	3,794
614-00-47503-057	Charges for Services - DPW Park Maint	1,157	1,154	1,517
614-00-47503-058	Charges for Services - DPW Park Prog & Tennis Fd	1,156	1,154	1,517
614-00-47503-059	Charges for Services - DPW Building Maint	578	577	759
614-00-48001-000	Interest on Investments	3,281	1,250	1,250
614-00-49001-000	Transfer From General Fund	112,998		
	Total Revenues	<u>425,838</u>	<u>333,625</u>	<u>361,900</u>
614-30-51013-000	Worker's Comp Expense	262,005	194,285	151,727
614-30-51017-000	Safety/Compliance Program Assessment	2,927	5,853	5,647
	Reserve Equity Contribution	-	357,140	235,397
	Total Expenditures	<u>264,932</u>	<u>557,278</u>	<u>392,772</u>
	Excess (Deficiency) of Revenues Over Expenditures	160,906	(223,653)	(30,872)
	Transfer-in		357,140	235,397
	Beginning Net Assets (Deficit)	<u>332,606</u>	<u>493,512</u>	<u>626,999</u>
	Ending Net Assets (Deficit)	<u>493,512</u>	<u>626,999</u>	<u>831,524</u>

Town of Atherton Annual Operating Budget FY 2018-2019
Internal Service Fund
Worker's Compensation Budget Object Details

Fund 614 Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
WC Assessment	Assessment by the Cities Group (JPA)	151,727
Safety Program Assess	Assessment by the Cities Group (JPA)	5,647
		157,374

Section D

Internal Service Fund

General Liability 615

Budget 2018-2019

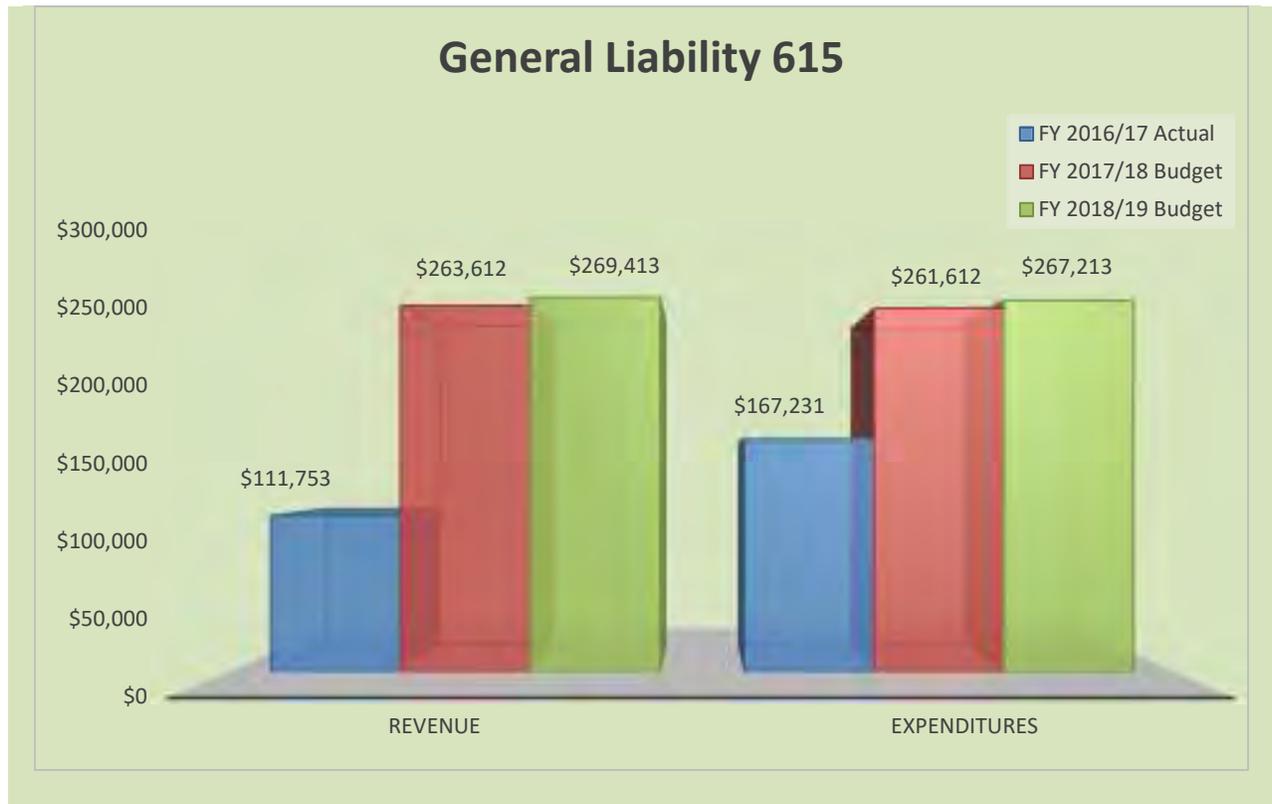
General Liability 615

General Liability fund hosts the insurance costs for liability claims and property losses. The Town is part of the insurance pool of ABAG (Association of Bay Area Governments) The activities for this fund provides for costs to general liability insurance, employment practice insurance, and self-insured retention claim expense. Total internal service charges from the General Fund for FY 2018/19 are estimated at \$269,413. The total FY 2018/19 expenditures for this fund are \$267,213 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.

Annual Fiscal Impact	\$267,213
Employee	No employees

Three-year Summary

Category Details	FY 2016/17 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Beg. Fund Balance	475,531	420,053	422,053
Revenue	111,753	263,612	269,413
Expenditures	167,231	261,612	267,213
Net Assets(Deficit)	420,053	422,053	424,253



Town of Atherton Annual Operating Budget FY 2018-2019
Internal Service Fund
General Liability Budget By Account

Fund 615 Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Recomm Budget 2018-2019
615-00-47504-000	Liability Insurance Charge	109,232	225,616	229,417
615-00-47505-000	Employment Practice Liability Charge	-	35,996	37,796
615-00-48001-000	Interest on Investments	2,521	2,000	2,200
Total Revenues		<u>111,753</u>	<u>263,612</u>	<u>269,413</u>
615-30-53019-000	Liability Insurance Expense	116,389	125,616	129,417
615-30-53020-000	Employment Practice Liability	28,456	35,996	37,796
615-30-53022-000	Liability Claim Expense	22,386	100,000	100,000
Total Expenditures		<u>167,231</u>	<u>261,612</u>	<u>267,213</u>
Excess (Deficiency) of Revenue Over Expenditures		(55,478)	2,000	2,200
Beginning Net Assets (Deficit)		<u>475,531</u>	<u>420,053</u>	<u>422,053</u>
Ending Net Assets (Deficit)		<u><u>420,053</u></u>	<u><u>422,053</u></u>	<u><u>424,253</u></u>

Town of Atherton Annual Operating Budget FY 2018-2019
 Internal Service Fund
 General Liability Budget Object Details

Fund 615 Acct Description	Quantity, brief description and justification of items requested	FY 2019 Recommended Appropriations
Liability Insurance	Premium to ABAG	129,417
Employment Practice	Premium to Alliant	37,796
Claim Expense	SIR (self insured retention)	100,000
	Total	<u>267,213</u>

Section D

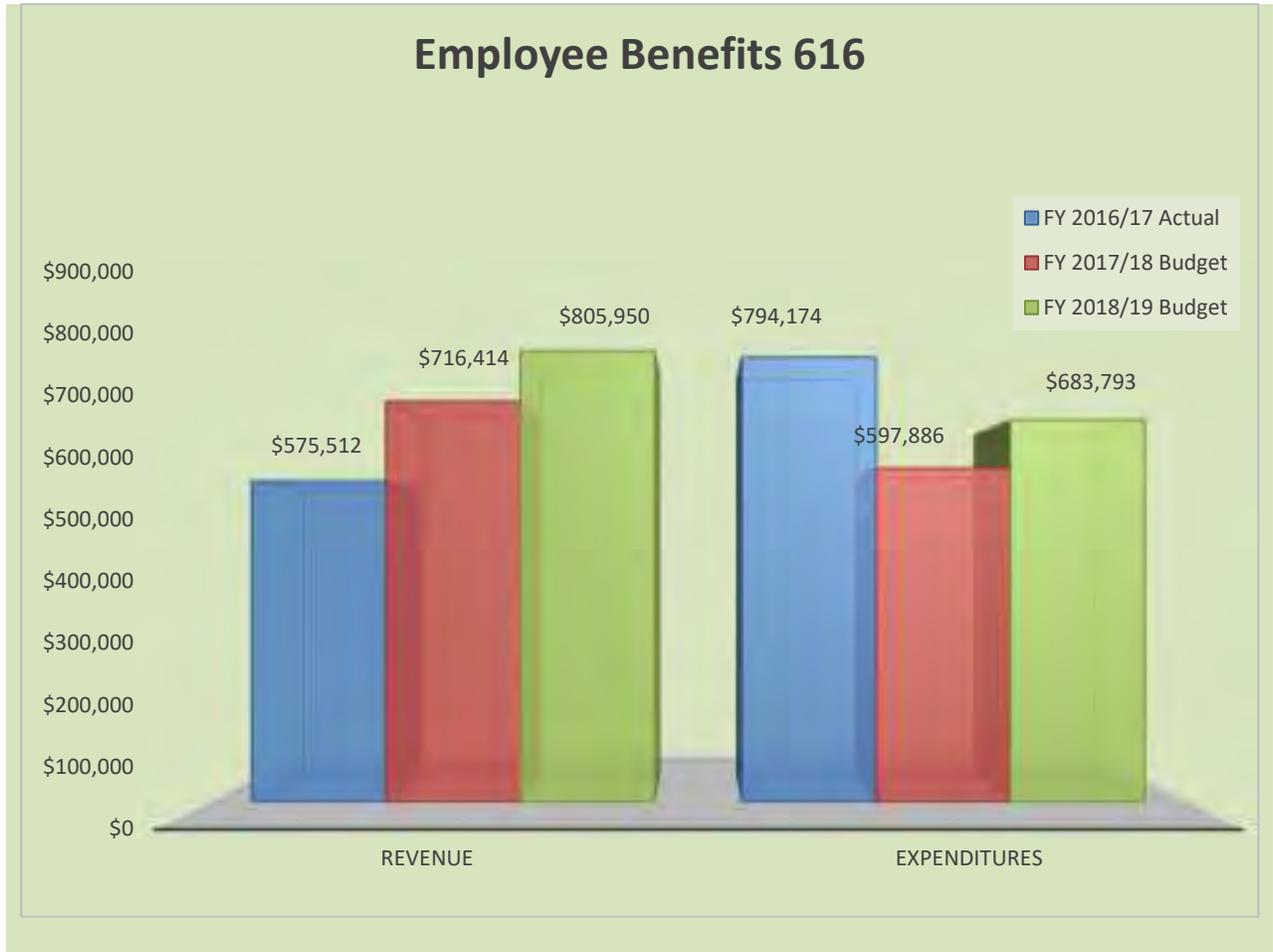
Internal Service Fund
Employee Benefit 616
Budget 2018-2019

Employee Benefits 616 Employee Benefits Fund is used for the accounting and accumulation of costs internally among Town various departments for employee benefits including other post-employment benefits other than pension, compensated absences, and potential unemployment charges. The Town is making a contribution of \$198,151 toward the OPEB Trust to satisfy the minimum required ARC for FY 2018-19.

Annual Fiscal Impact **\$597,886**
Employee No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2016/17 Actual</u>	<u>FY 2017/18 Budget</u>	<u>FY 2018/19 Budget</u>
Beg. Fund Balance	4,122,578	3,903,916	4,022,444
Revenue	575,512	716,414	805,950
Expenditures	794,174	597,886	683,793
Net Assets(Deficit)	3,903,916	4,022,444	4,144,601



Town of Atherton Annual Operating Budget FY 2018-2019
Internal Service Fund
Employee Benefits Budget By Account

Fund 616 Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Recomm Budget 2018-2019
616-00-47506-000	GASB 45 ARC - Contribution	-	-	198,151
616-00-47506-012	GASB 45 ARC - Admin	47,754	47,536	20,050
616-00-47506-018	GASB 45 ARC - Finance	27,437	28,290	20,653
616-00-47506-025	GASB 45 ARC - Building	17,380	27,696	29,104
616-00-47506-040	GASB 45 ARC - Police	274,361	299,266	294,149
616-00-47506-050	GASB 45 ARC - DPW Engineering	21,923	32,110	24,478
616-00-47506-053	GASB 45 ARC - DPW Street Maint	49,848	47,612	73,919
616-00-47506-057	GASB 45 ARC - DPW Park Maint	4,164	4,162	4,171
616-00-47506-058	GASB 45 ARC - DPW Park Program	4,386	4,026	4,117
616-00-47507-012	EE Benefits Earned - Admin	4,313	4,389	4,425
616-00-47507-018	EE Benefits Earned - Finance	3,099	3,420	3,531
616-00-47507-025	EE Benefits Earned - Building	1,261	1,254	1,431
616-00-47507-040	EE Benefits Earned - Police	59,373	69,789	71,627
616-00-47507-050	EE Benefits Earned - DPW Engineering	1,479	1,448	1,691
616-00-47507-053	EE Benefits Earned - DPW Street Maint	720	721	948
616-00-47507-057	EE Benefits Earned - DPW Park Maint	288	289	379
616-00-47507-058	EE Benefits Earned - DPW Park Program	288	289	379
616-00-47507-059	EE Benefits Earned - DPW Bldg Maint	144	209	190
616-00-47508-012	Unemploy Benefits - Admin	4,531	4,389	4,425
616-00-47508-018	Unemploy Benefits - Finance	3,200	3,420	3,531
616-00-47508-025	Unemploy Benefits - Building	1,146	1,254	1,431
616-00-47508-040	Unemploy Benefits - Police	37,545	35,641	37,063
616-00-47508-050	Unemploy Benefits - DPW Engineering	1,374	1,473	1,691
616-00-47508-053	Unemploy Benefits - DPW Street Maint	723	721	948
616-00-47508-057	Unemploy Benefits - DPW Park Maint	289	289	379
616-00-47508-058	Unemploy Benefits - DPW Park Program	289	289	379
616-00-47508-059	Unemploy Benefits - DPW Building Maint	145	144	190
616-00-48001-000	Interest on Investments	8,053	4,100	2,520
616-00-49001-000	Transfer from General Fund	-	92,188	
Total Revenues		<u>575,512</u>	<u>716,414</u>	<u>805,950</u>
616-xx-51009-xxx	Retiree Health-Care OPEB		92,188	198,151
616-12-51009-012	Retiree Health-Care (Admin)	28,174	47,536	20,050
616-18-51009-018	Retiree Health-Care (Finance)	26,792	28,290	20,653
616-25-51009-025	Retiree Health-Care (Building)	36,326	27,696	29,104
616-40-51009-040	Retiree Health-Care (Police)	279,781	299,266	294,149
616-50-51009-050	Retiree Health-Care (Engineering)	17,745	32,110	24,478
616-53-51009-053	Retiree Health-Care (Street Maint)	51,927	47,612	73,919

Town of Atherton Annual Operating Budget FY 2018-2019
Internal Service Fund
Employee Benefits Budget By Account

Fund 616 Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Recomm Budget 2018-2019
616-57-51009-057	Retiree Health-Care (Park Maint)	4,271	4,162	4,171
616-58-51009-058	Retiree Health-Care (Park Program)	3,929	4,026	4,118
616-30-51016-030	Unemployment Insurance	-	15,000	15,000
616-30-50013-030	Employee Benefits Earned	125,130		
616-30-51021-000	Net OPEB Expense	220,100		
	Total Expenditures	<u>794,174</u>	<u>597,886</u>	<u>683,793</u>
	Excess (Deficiency) of Revenues Over Expenditures	(218,662)	118,528	122,157
	Beginning Net Assets (Deficit)	<u>4,122,578</u>	<u>3,903,916</u>	<u>4,022,444</u>
	Ending Net Assets (Deficit)	<u><u>3,903,916</u></u>	<u><u>4,022,444</u></u>	<u><u>4,144,601</u></u>

Town of Atherton Annual Operating Budget FY 2018-2019
Internal Service Fund
Employee Benefits Object Details

Fund 616 Acct Description	Quantity, brief description and justification of items requested	FY 2018 Recommended Appropriations
Retiree Health Care -OPEB	OPEB Contribution	198,151
Retiree Health-Care (Admin)	Premium to CalPERS (pay-as-you-go)	20,050
Retiree Health-Care (Finance)	Premium to CalPERS (pay-as-you-go)	20,653
Retiree Health-Care (Building)	Premium to CalPERS (pay-as-you-go)	29,104
Retiree Health-Care (Police)	Premium to CalPERS (pay-as-you-go)	294,149
Retiree Health-Care (Engineering)	Premium to CalPERS (pay-as-you-go)	24,478
Retiree Health-Care (Street Maint)	Premium to CalPERS (pay-as-you-go)	73,919
Retiree Health-Care (Park Maint)	Premium to CalPERS (pay-as-you-go)	4,171
Retiree Health-Care (Park Program)	Premium to CalPERS (pay-as-you-go)	4,118
	Sub-Total	668,793
Unemp Insurance Insurance	Self insured unemployment insurance (EDD)	15,000
	Total	<u><u>683,793</u></u>

Section F

Capital Improvement Fund

Budget Summaries FY 2018-2019

The 5-Year Capital Improvement Plan's purpose is to identify anticipated capital improvements and funding sources. The CIP does not appropriate funds, rather functions as a budgeting and planning tool. The CIP program serves as a road map in prioritizing community needs through the identification of funding and projects that will be a major focus in the next 5 years. With the loss of the Parcel Tax, there have been some CIP projects that have been delayed as staff seeks additional funding options and grants. The Town will continue to use every source of revenue to carry out its Capital Improvement Program. As projects are continuing to be identified and designed, the Town will save funds for future capital project priorities. 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. This is due to most major capital projects having significant costs and the Town's ability to allocate revenue falls short in any specific year.

The 5-Year CIP proposes projects to analyze, repair or improve Town infrastructure, and the funding for those projects. The twelve (12) projects are categorized into three areas of responsibility: streets & transportation, drainage & Town buildings, park & facilities. The Town anticipates to begin construction of the Middlefield Class II Bike Lane project in late summer. Also current focus is on the Civic Center Project. Funding for this project is through Atherton Now donations, Capital Improvement Fund, Library Fund, and the General Fund reserves, and future revenue over expenditures. During the current fiscal year there was CIP focus on implementation of drainage facility repairs designed by drainage consultant WRECO. This also the completion of culvert repair drainage improvement project at Stockbridge Avenue, Polhemus Avenue, and Camino Al Lago. The Town awarded a contract for Stockbridge Avenue Valley Gutter replacement and in FY 2018-19 will begin design of the Euclid/Parker Ditch repair project. The Town saw completion of the Series Circuit Street Light Project, as the CIP continues to address infrastructure priority needs. The Town anticipates to begin construction of the Middlefield Class II Bike Lane project in late summer 2018. There is also the current focus on the Civic Center Project. Funding for this project is through Atherton Now donations, Capital Improvement Fund, Library Fund, and the General Fund reserves, and future revenue over expenditures.

The Town has a number of Master Plans that identify a variety of projects to be completed. Based on critical need, recommendations from Town committees, and goals set by the City Council, staff has compiled the proposed CIP. Clear priorities include identified projects within the Bike/Ped Master Plan and Drainage Master Plan, the Annual Road Maintenance Program, and the Civic Center Master Plan and Library Project. A recent application submitted for the San Mateo County CCAG Active Transportation Program (ATP) Cycle 4 for grant writing assistance program (GW-TAP) was selected for the Atherton Avenue Class II Bike lane project. Upon CCAG approval in June, staff will work with the grant writing consultant to assist in applying for grant funds for this project.

We continue to work on fostering partnerships with other agencies in fulfilling infrastructure needs. The Town entered into a cooperative implementation agreement for up to \$13.6 Million with

Caltrans to construct a Water Capture Facility in the Town to satisfy requirements under the Regional Water Quality Control Permit and Green Infrastructure Mandate. The Town continues to evaluate options for siting this potential facility. This project helps mitigate drainage issues, storm water capacity for the Town, and reduction of pollutants in the Bayfront.

Funding for the CIP consists of a variety of sources, some of which are restricted, such as Measures A & Measure M funds and Library Donor funds, as well as funds from the remaining Special Parcel Tax, from Gas Taxes, and the General Fund. The Town’s General Fund fulfills any funding needs for capital projects that do not have a specific identified funding source. The City Council allocated funding of \$4.4 million to the CIP in previous years and it is allocated toward the Civic Center as the project enters the construction phase. The CIP also includes a number of 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.* This year’s CIP recommends new appropriations of approximately \$15.01 million. The five largest single expenditures in the CIP include the Civic Center Project at \$7.3 Million, Library project \$4.7 Million, Bike|Pedestrian improvements \$1.43 Million, and \$.8 Million Road Maintenance Program, and \$.4 Million for Drainage Improvement Program.

Funding Sources for Capital Improvement plan are as follows:

- General Fund
- Remaining Parcel Tax
- Measure A
- Measure M
- Gas Tax Funds
- Facilities Building Fund
- Atherton Channel Fund
- Library Fund
- Donations

Capital Improvement Plan Annual Projects include:

Traffic Safety Projects	Neighborhood Traffic Management plan	Atherton Civic Center
ADA Improvements	Bridge Inspection Program	Atherton Library
Channel Monitoring	Facility Repairs	Traffic Control Devices
Pavement Management Projects;	Bicycle/Pedestrian Plan Program Projects	Engineering Project support
• Street Sealing	Park Improvement Projects	
• Street Patching	Drainage Improvement Projects	
• Pavement Marking	Middlefield Class II Bike Lane	

For the FY 2018/19, the CIP anticipates approximately \$15.01 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 2018/19 through FY 2022/23 totals nearly \$54.53 million – the largest expenditures attributable to the Civic Center and Library projects. It is important to note that for FY 2018/19, the expenditures related to the Civic Center and Library Project continue exclusive reliance on available funds from Atherton Now, the Library Fund, Building Facilities Fund and General Fund.

(Please refer to next page for summary schedule)

Capital Project	FY2018/19	FY2019/20	FY2020/21	FY2021/22	FY 2022/23
<i>Drainage Projects</i>					
Drainage Improvements Program	428,000	675,000	50,000	50,000	50,000
Upper Atherton Channel Phase II Monitoring	10,000	10,000	10,000	10,000	10,000
<i>Transportation and Streets Projects</i>					
Traffic Control Devices Program	15,000	15,000	15,000	15,000	15,000
Traffic Safety Improvement Program	25,000	25,000	25,000	25,000	25,000
Bike and Pedestrian Facilities Improvement Program	1,433,000	0	0	0	0
Road Maintenance Program	775,000	675,000	325,000	325,000	325,000
Neighborhood Traffic Management Program	10,000	10,000	10,000	10,000	10,000
Engineering Project Support	\$150,000	\$150,000	150,000	150,000	150,000
<i>Facilities Projects</i>					
Accessibility Improvements	0	0	10,000	10,000	10,000
Atherton Library	4,705,830	6,588,162	6,588,162	941,166	
Civic Center	7,316,330	10,242,862	10,242,862	1,463,266	
<i>Parks Projects</i>					
Park Master Plan	149,250		75,000	30,500	
<u>Annual Total</u>	<u>\$15,017,410</u>	<u>\$18,391,024</u>	<u>\$17,501,024</u>	<u>\$3,029,932</u>	<u>\$595,000</u>



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

Special Parcel Tax - Fund 201	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	
Fund Balance	\$ 1,657,324	\$ 982,324	\$ 7,324	\$ 7,324	\$ 7,324	
Revenue Projections	\$ -					\$ -
Expenditure Projections	\$ (675,000)	\$ (975,000)				\$ (1,650,000)
Transfers In/(Out)	\$ -					\$ -
Remaining Fund Balance	\$ 982,324	\$ 7,324	\$ 7,324	\$ 7,324	\$ 7,324	
Measure A - Fund 202	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	
Fund Balance	\$ 400,756	\$ 95,756	\$ 165,756	\$ 235,756	\$ 305,756	
Revenue Projections	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
Expenditure Projections	\$ (675,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (1,875,000)
Remaining Fund Balance	\$ 95,756	\$ 165,756	\$ 235,756	\$ 305,756	\$ 375,756	
Gas Tax - Fund 203	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	
Fund Balance	\$ 1,047	\$ 91,047	\$ 53,047	\$ 65,047	\$ 77,047	
Revenue Projections	\$ 290,000	\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000	\$ 938,000
Expenditure Projections	\$ (200,000)	\$ (200,000)	\$ (150,000)	\$ (150,000)	\$ (150,000)	\$ (850,000)
Remaining Fund Balance	\$ 91,047	\$ 53,047	\$ 65,047	\$ 77,047	\$ 89,047	
County Measure M - Fund 204	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	
Fund Balance	\$ 191,813	\$ 41,813	\$ 41,813	\$ 41,813	\$ 41,813	
Revenue Projections	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Expenditure Projections	\$ (225,000)	\$ (75,000)	\$ (75,000)	\$ (75,000)	\$ (75,000)	\$ (525,000)
Remaining Fund Balance	\$ 41,813					
Capital Improvement - Fund 401	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	
Fund Balance	\$ 5,250,542	\$ 2,158,938	\$ 681,844	\$ 390,154	\$ 349,654	
Revenue Projections	\$ 733,000	\$ -	\$ -	\$ -	\$ -	\$ 733,000
Expenditure Projections	\$ (3,824,604)	\$ (1,477,094)	\$ (291,690)	\$ (40,500)	\$ (10,000)	\$ (5,643,888)

Transfers In/(Out)					\$ -	\$ -
Remaining Fund Balance	\$ 2,158,938	\$ 681,844	\$ 390,154	\$ 349,654	\$ 339,654	
Atheton Channel - Fund 403						
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	
Fund Balance	\$ 98,836	\$ 61,136	\$ 148,436	\$ 185,736	\$ 223,036	
Revenue Projections	\$ 97,300	\$ 97,300	\$ 97,300	\$ 97,300	\$ 97,300	\$ 486,500
Expenditure Projections	\$ (135,000)	\$ (10,000)	\$ (60,000)	\$ (60,000)	\$ (60,000)	\$ (325,000)
Remaining Fund Balance	\$ 61,136	\$ 148,436	\$ 185,736	\$ 223,036	\$ 260,336	
Facilities Construction - Fund 406						
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	
Fund Balance	\$ 390,234	\$ 390,234	\$ -	\$ -	\$ -	
Revenue Projections	\$ 4,576,976	\$ -	\$ -	\$ -	\$ -	\$ 4,576,976
Expenditure Projections	\$ (12,022,160)	\$ (16,831,024)	\$ (16,831,024)	\$ (2,404,432)	\$ -	\$ (48,088,640)
Transfers In/(Out)	\$ 7,445,184	\$ 16,440,790	\$ 16,831,024	\$ 2,404,432	\$ -	\$ 43,121,430
Remaining Fund Balance	\$ 390,234	\$ -	\$ -	\$ -	\$ -	



**TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2019 TO 2023**

Account	Fund Name	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Five Year Total
SPECIAL PARCEL TAX - FUND 201							
	BEGINNING FUND BALANCE	\$ 1,657,324	\$ 982,324	\$ 7,324	\$ 7,324	\$ 7,324	
Revenue							
201-00-40003-000	Special Tax						\$
201-00-48001-000	Interest Income						\$
201-00-45020-000	Other Reimbursements- MTC Middlefield OakGrove Grant						\$
201-50-58001-000	Transfer to General Fund						\$
							\$
	TOTAL REVENUE - FUND 201	\$	\$	\$	\$		\$
Expenditures							
201-50-56003-000	Road Maintenance Program	\$ 400,000	\$ 300,000				\$ 700,000
201-50-56034-000	Drainage Improvements	\$ 100,000	\$ 675,000				\$ 775,000
201-50-56057-000	Series Street Light						\$
201-50-56059-000	Bike & Pedestrian Improvement Program; MiddleField Class II	\$ 175,000	\$	\$	\$		\$ 175,000
201-50-56060-000	Accessibility Improvements						\$
201-50-56073-000	El Camino Real Complete Streets Study; Wtrans El Camino Complete Streets \$31,448; Interwest Complete streets \$42,463						\$
201-50-56061-000	Bridge Maintenance Program						\$
201-50-56075-000	Quad Gates	\$	\$	\$	\$		\$
							\$
	TOTAL EXPENDITURES - FUND 201	\$ 675,000	\$ 975,000	\$	\$	\$	\$ 1,650,000
SPECIAL PARCEL TAX - FUND 201							
	ENDING FUND BALANCE	\$ 982,324	\$ 7,324	\$ 7,324	\$ 7,324	\$ 7,324	
MEASURE A - FUND 202							
	BEGINNING FUND BALANCE	\$ 400,756	\$ 95,756	\$ 165,756	\$ 235,756	\$ 305,756	
Revenue							
202-00-41003-050	Transportation Co Measure A Sales Tax	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
202-00-48001-050	Interest Income						\$
							\$
	TOTAL REVENUE - FUND 202	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
Expenditures							
202-50-52001-000	Annual Financial Audit (Measure A)						\$
202-50-54025-000	Congestion Relief (C/CAG) Fee						\$
202-50-56003-000	Road Maintenance Program- Street Overlay	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
202-50-56057-000							\$
202-50-56058-000	Series Street Light						\$
202-50-56059-000	Bike & Pedestrian Improvement Program; MiddleField Class II	\$ 375,000					\$ 375,000
202-50-56064-000	Traffic Safety Improvement Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000



TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2019 TO 2023

Account	Fund Name	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Five Year Total
202-50-56070-000	Traffic Control Devices Program	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
202-50-56076-000	Belbrook Way Culvert Repair						\$
202-50-56078-000	Neighborhood Traffic Management Program	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	TOTAL EXPENDITURES - FUND 202	\$ 675,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,875,000
	MEASURE A - FUND 202						
	ENDING FUND BALANCE	\$ 95,756	\$ 165,756	\$ 235,756	\$ 305,756	\$ 375,756	
GAS TAX - FUND 203							
	BEGINNING FUND BALANCE	\$ 1,047	\$ 91,047	\$ 53,047	\$ 65,047	\$ 77,047	
Revenue							
203-00-45001-050	Gas Tax - 2105	\$ 290,000	\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000	\$ 938,000
	TOTAL REVENUE - FUND 203	\$ 290,000	\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000	\$ 981,000
Expenditures							
203-50-52001-000	State Controller Street Report Preparation Fee						\$
203-50-54026-000	C/CAG Gas Tax Fee						\$
203-50-56003-000	Road Maintenance Program	\$ 50,000	\$ 50,000				\$ 100,000
203-50-56058-000	Drainage Program						\$
203-50-56999-000	Engineering/Staff Costs (estimate)	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
203-50-56061-000	Bridge Maintenance Program						\$
202-50-56064-000	Traffic Safety Improvement Program						\$
201-50-56059-000	Bike & Pedestrian Improvement Program						\$
	TOTAL EXPENDITURES - FUND 203	\$ 200,000	\$ 200,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 850,000
	GAS TAX - FUND 203						
	ENDING FUND BALANCE	\$ 91,047	\$ 53,047	\$ 65,047	\$ 77,047	\$ 89,047	
COUNTY MEASURE M- FUND 204							
	BEGINNING FUND BALANCE	\$ 191,813	\$ 41,813	\$ 41,813	\$ 41,813	\$ 41,813	
Revenue							
204-00-45025-050	SMC Vehicle Registration Fee	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
204-00-48001-050	Interest Income						
	TOTAL REVENUE - FUND 204	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Expenditures							
204-50-56003-000	Road Maintenance Program	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
204-50-56061-000	Bridge Maintenance Program						\$
	Bike & Pedestrian Improvement Program	\$ 150,000					\$ 150,000
	TOTAL EXPENDITURES - FUND 204	\$ 225,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 525,000
	COUNTY MEASURE M- FUND 204						



**TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2019 TO 2023**

Account	Fund Name	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Five Year Total
	ENDING FUND BALANCE	\$ 41,813	\$ 41,813	\$ 41,813	\$ 41,813	\$ 41,813	
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
	BEGINNING FUND BALANCE	\$ 5,250,542	\$ 2,158,938	\$ 681,844	\$ 390,154	\$ 349,654	
Revenue							
401-00-49001-000	Transfer In from General Fund						\$
401-00-49001-000	Transfer In from General Fund (Bayfront Canal)						\$
	CalTrans Reimbursement Water Capture Facility						\$
	SMCTA Grant	\$ 733,000					\$ 733,000
	TOTAL REVENUE - FUND 204	\$ 733,000	\$	\$	\$	\$	\$ 733,000
Expenditures							
401-50-52001-000	Annual Financial Audit						\$
401-50-54015-000	Civic Center	\$ 2,739,354	\$ 1,477,094	\$ 206,690			\$ 4,423,138
401-50-56055-000	Town Center Facilities Plan and Repairs						\$
401-50-56063-000	Park Master Plan	\$ 149,250		\$ 75,000	\$ 30,500		\$ 254,750
401-50-56059-000	Bike and Pedestrian Improvement Program	\$ 733,000					\$ 733,000
401-50-56090-000	BayFront Canal Study	\$ 153,000					\$ 153,000
401-50-56095-000	Water Capture Project						
	Accessibility Improvement Program			\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
401-50-XXXX-000	Green Infrastructure Plan	\$ 50,000		\$	\$	\$	\$ 50,000
	TOTAL EXPENDITURES - FUND 401	\$ 3,824,604	\$ 1,477,094	\$ 291,690	\$ 40,500	\$ 10,000	\$ 5,643,888
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
	ENDING FUND BALANCE	\$ 2,158,938	\$ 681,844	\$ 390,154	\$ 349,654	\$ 339,654	
ATHERTON CHANNEL- FUND 403							



**TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2019 TO 2023**

Account	Fund Name	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Five Year Total
	BEGINNING FUND BALANCE	\$ 98,836	\$ 61,136	\$ 148,436	\$ 185,736	\$ 223,036	
Revenue							
403-00-40001-050	Secured Property Tax	\$ 83,000	\$ 83,000	\$ 83,000	\$ 83,000	\$ 83,000	\$ 415,000
403-00-40002-050	Unsecured Property Tax	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 20,000
403-00-40004-050	SB 813 Redemption-supplemental	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500
403-00-40005-050	Home Owners Exemption	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 1,000
403-00-40008-050	ERAF Subvention	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 37,000
403-00-48001-050	Interest Income	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 6,000
							\$
	TOTAL REVENUE - FUND 403	\$ 97,300	\$ 97,300	\$ 97,300	\$ 97,300	\$ 97,300	\$ 486,500
Expenditures							
403-50-52001-000	State Controller Drainage District Report Prep. F						\$
403-50-54029-000	County Tax Admin Cost						\$
403-50-56037-000	Upper Channel Repair Monitoring Phase 1	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
403-50-56037-000	Upper Channel Phase 2						\$
403-50-56034-000	Drainage Improvements	\$ 75,000					\$ 75,000
403-50-XXXX-000	Green Infrastructure Plan	\$ 50,000		\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
	TOTAL EXPENDITURES - FUND 403	\$ 135,000	\$ 10,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 325,000
	ATHERTON CHANNEL- FUND 403						
	ENDING FUND BALANCE	\$ 61,136	\$ 148,436	\$ 185,736	\$ 223,036	\$ 260,336	
FACILITIES CONSTRUCTION - FUND 406							
	BEGINNING FUND BALANCE	\$ 390,234	\$ 390,233	\$ 0	\$ (0)	\$ (0)	
Revenue							
	Transfer From Capital Improvement Fund	\$ 2,739,354	\$ 1,477,094	\$ 206,690			\$ 4,423,138
	Transfer From General Fund		\$ 8,375,535	\$ 10,036,172	\$ 1,463,266		\$ 19,874,973
406-00-48001-000	Interest Income						\$
406-00-48501-000	Civic Center Contributions/Donations	\$ 4,576,976					\$ 4,576,976
406-00-49011-000	Capital Improvement - Library Contributions	\$ 4,705,830	\$ 6,588,162	\$ 6,588,162	\$ 941,166		\$ 18,823,320
406-00-49012-000	Capital Improvement - General Fund Contribution						\$
	TOTAL REVENUE - FUND 406	\$ 12,022,160	\$ 16,440,791	\$ 16,831,024	\$ 2,404,432	\$	\$ 47,698,407
Expenditures							
406-25-54015-025	Civic Center	\$ 7,316,330	\$ 10,242,862	\$ 10,242,862	\$ 1,463,266		\$ 29,265,321
406-30-57001-406	Building Construction - Facility Fund						\$
406-30-57001-213	Building Construction - Library Fund	\$ 4,705,830	\$ 6,588,162	\$ 6,588,162	\$ 941,166		\$ 18,823,319
							\$
	TOTAL EXPENDITURES - FUND 406	\$ 12,022,160	\$ 16,831,024	\$ 16,831,024	\$ 2,404,432	\$	\$ 48,088,641
	FACILITIES CONSTRUCTION - FUND 406						
	ENDING FUND BALANCE	\$ 390,233	\$ 0	\$ (0)	\$ (0)	\$ (0)	

Capital Improvement Fund
Budget Summaries FY 2018-2019

Capital Improvement Programs Follow

Town of Atherton

Capital Improvement Program

FY 2018/19 -2022/23

Town of Atherton
Public Works Department
91 Ashfield Road
Atherton, CA 94027
www.ci.atherton.ca.us

Streets & Transportation

Drainage

Town Buildings, Park & Facilities





Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

TABLE OF CONTENTS

I. Introduction	2
About the Capital Improvement Program	3
CIP Document Organization.....	4
II. Fund Sources and Revenues	5
Funding Descriptions	6
Funding Revenue Sources FY 2018/19.....	11
Capital Program Expenditures FY 2018/19.....	12
III. Capital Projects Five-Year Budget Summaries.....	13
STREETS & TRANSPORTATION	
Traffic Control Devices Program	14
Traffic Safety Improvement Program	15
Bicycle & Pedestrian Master Plan Implementation Program	16
Road Maintenance Program	17
Neighborhood Traffic Management Plan.....	19
DRAINAGE	
Drainage Improvements Program	20
Upper Atherton Channel Monitoring	22
TOWN BUILDINGS, PARK & FACILITIES	
Accessibility Improvements	23
Atherton Library.....	24
Civic Center Master Plan Implementation Program.....	25
Park Master Plan Implementation Program	26



**Capital Improvement Program
Fiscal Years 2018/19 through 2022/2023**

**Section I:
Introduction**



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

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 2018/19 through 2022/23. The CIP does not appropriate funds, but rather, it functions as a budgeting and planning tool which supports appropriations that are made through adoption of the annual budget. The CIP is updated annually to reflect the latest community priorities, infrastructure master plans, completed projects, updated project cost estimates and available revenue sources.

Master Plans

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

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

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

The CIP projects were selected based on the following factors:



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

- Implementation of the Town's General Plan Guidelines
- Town Council and Community direction
- Implementation of accepted and approved Master Plans
- Implementation of Facilities' planning and priorities
- Ability to improve transportation deficiencies
- Maintenance needs and safety of roadways
- Drainage facilities enhancement 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 2018/19 through 2022/2023**

**Section II:
Funding Sources
& Revenues**



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

II. FUNDING DESCRIPTIONS

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

- General Fund
- Measure S - Special Parcel Tax
- Measure A
- Measure M
- Gas Tax
- Atherton Library
- Atherton Channel Fund
- Building Department Capital
- Donations

General Fund (Capital Improvement)

The General Fund provides funding for the Town's general programs and day-to-day operations. This include 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 shows as Capital Improvement.

The General Fund includes the money raised by the local property tax for a given year. It also includes an annual payment to mitigate accessibility risks from ABAG Plan, the Joint Powers Authority that provides liability insurance. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund to address Town priorities.



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Measure S (Special Parcel Tax)

Approved by a 2/3rds vote of Atherton residents in November 2013, Measure S (Special Parcel Tax) is an ordinance that continues the existing Town of Atherton Special Parcel Tax for four years. The current parcel tax expired in FY 2017/18, with available capital improvement funds programmed through FY 2019/20. The Special Parcel Tax was not renewed in 2018.

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

Measure A

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

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

Measure A dollars are distributed on a formula allocation based on population and the number of road-miles. Atherton receives approximately \$340,000 annually through Measure A.

Measure M

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



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

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

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

Gas Tax

Atherton receives a formula allocation of funds based upon population and lane miles. In FY 2018-19, the Town will receive approximately \$165,000 in regular Gas Tax revenues. This amount is augmented with additional revenues from the Road Repair and Accountability Act of 2017 (SB 1). Effective November 1, 2017, the gasoline excise tax was increased 12 cents per gallon and the excise tax on diesel will be 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 Gas Tax allocations to the Town is expected to increase to \$290,000 in FY 2018/19. It is unlikely that the Town will be able to achieve the Maintenance of Effort requirements of SB 1 to continue to receive SB1 funds beyond FY 2018/19.

Building Capital

The Building Department charges fees for plan review and inspections services. Fees are established by City Council policy to fully recover direct costs such as personnel as well as indirect costs such as administration, technology upgrades and facilities replacement. The Building Department occupies temporary modular units which are planned to be replaced by constructing space within a new Town Administration building. The Town has accumulated approximately \$1.99 million that is budgeted towards the Building Department's proportional share of the new facility.

Atherton Library Fund

In 1999 the San Mateo County Library Joint Powers Authority (JPA) was formed to



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

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 excess funds generated from the jurisdiction's property taxes as long as the basic library services were met. The Atherton Library fund is an accumulation of revenue in excess of annual operating cost generated over these years.

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

Currently, since the revenue generated in the Town of Atherton exceeds the cost of library services provided by San Mateo County, the excess revenue is therefore returned annually to Atherton. There are two trust funds that hold the Library Donor Funds – one held by the County and the other held by the Town. All funds are dedicated for library purposes. This account is the primary funding source for the planning, design, and construction of the new Atherton Library to be built through the implementation of the Atherton Civic Center Master Plan.

As of the June 30, 2017 Audit, the combined total fund balance is approximately \$11.6 million. The beginning fund balance in the Town's Library Fund is estimated to be approximately \$5.1 million.

Atherton Channel Fund

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

Donations

Because design and construction of the Civic Center is restricted from using General Fund and Parcel Tax money, the project's budget consists of three major sources: Building Capital and Library Fund (described in prior sections) and donations collected by a fund raising group, Atherton Now, and donated to the Town to pay for the remaining costs of design and construction. Donations are



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

also accepted to install memorial trees and outdoor furniture in Holbrook-Palmer Park.

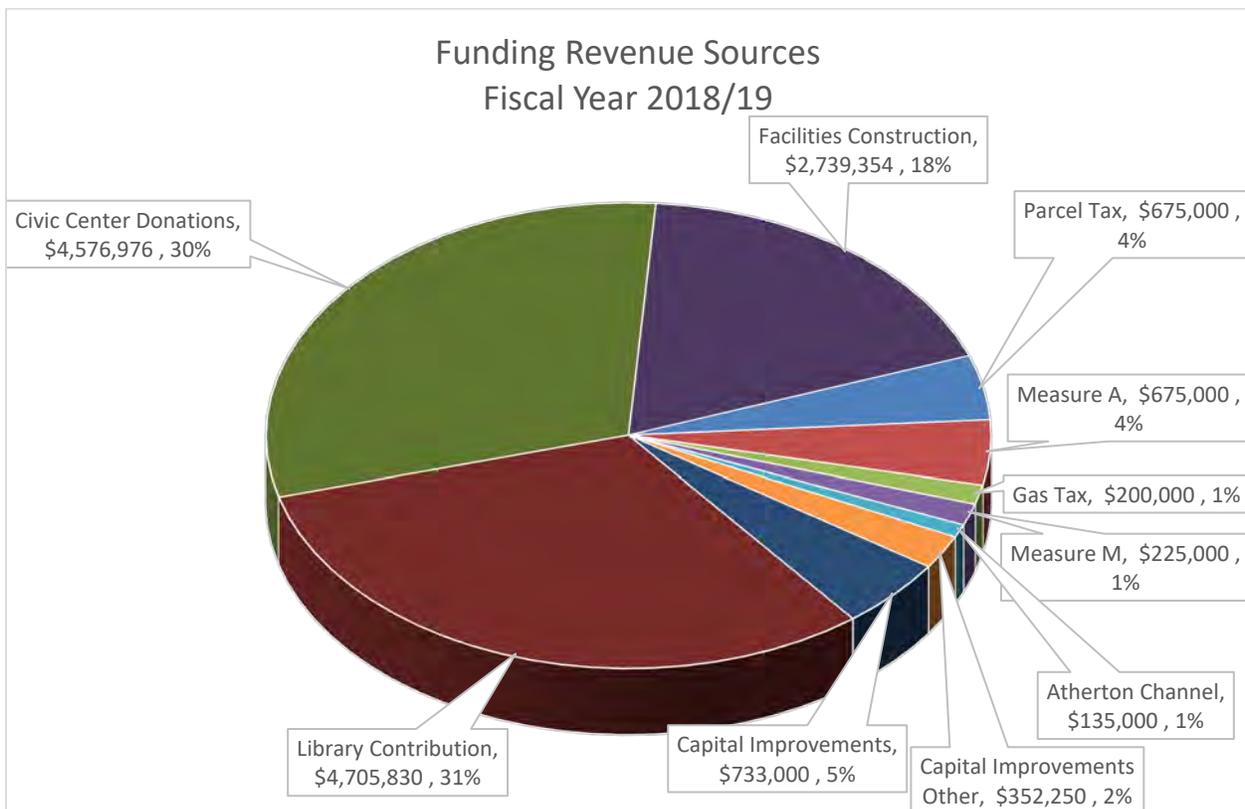


Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Fund Sources in FY 2018/19

The sources used to fund the FY 2018/19 capital improvements total approximately \$15.01 million and consist of existing fund balances plus new income. The three major sources of these funds are the Gas Tax, Measure A and donations. These funds are used to fund road maintenance, Middlefield Class II Bike Lanes and the Civic Center and Library construction projects. These and other capital projects are described in detail in the next section of this CIP.

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

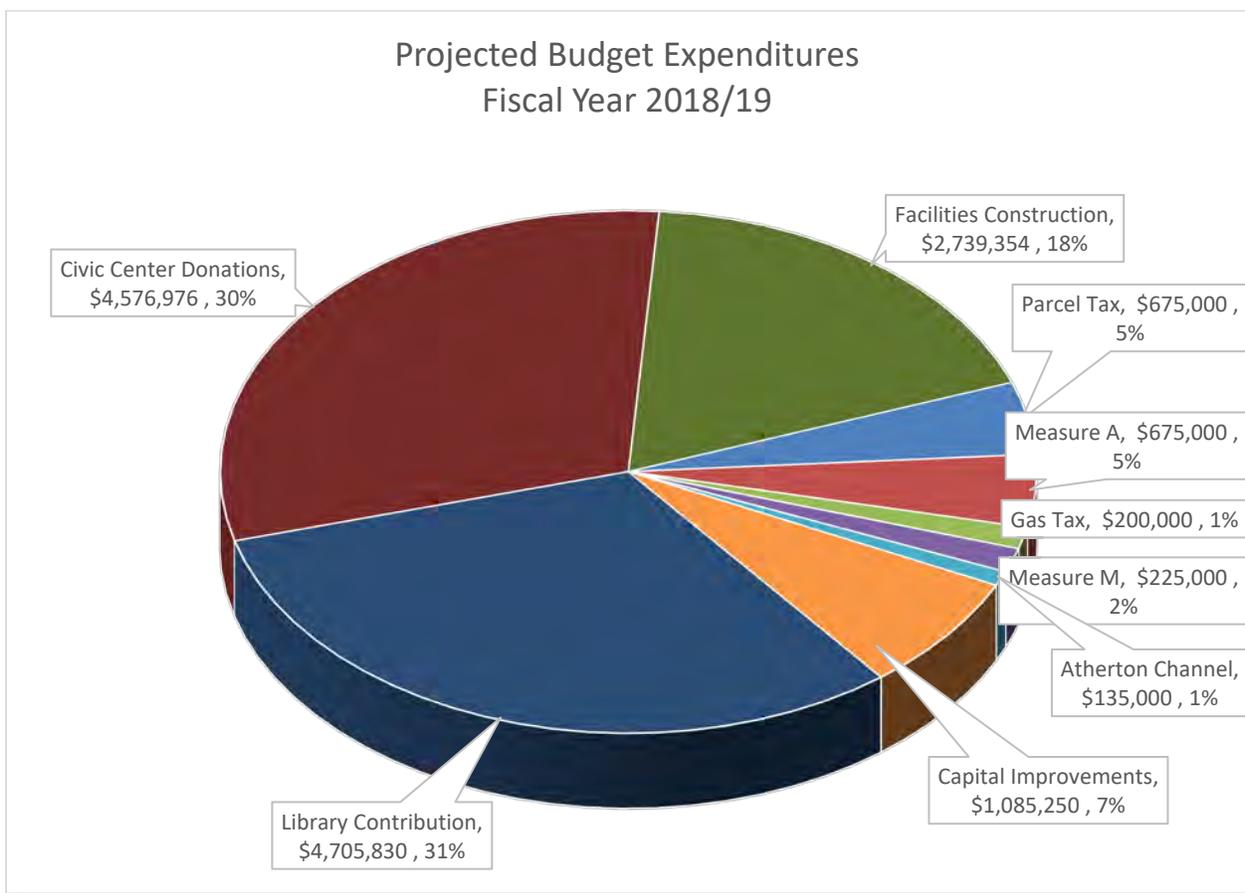




Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Capital Program Expenditures for FY 2018/19

For FY 2018/19, the CIP anticipates appropriating approximately \$15.01 million, in addition to prior year fund allocations. The major expenditures planned are for the construction of the Civic Center and Library. These project expenditures, in addition to other capital projects are identified in the chart below.





**Capital Improvement Program
Fiscal Years 2018/19 through 2022/2023**

**Section III:
Capital Projects**



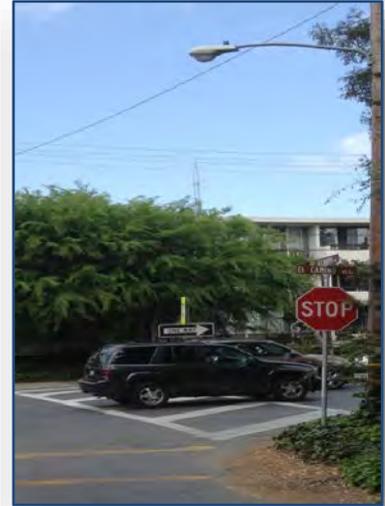
Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Project Type: Streets & Transportation

Project Name: Traffic Control Devices Program - #56070

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

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



Funding Plan and Project Costs

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
Measure A	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
Totals	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

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 minor 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:

- Purchase three fixed solar powered radar speed indicators (FY 2018/19) – estimate \$15,000
- Traffic consultant to assist the Town with a town-wide discussion on traffic mitigation

Funding Plan and Project Costs

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
Measure A	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Totals	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000





Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Project Type: Streets & Transportation

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

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



Priority projects include:

- Middlefield Class II bike lanes (FY 2018/19) – estimate \$1,400,000
 - Re-budget of FY 2017/18 Funding from Parcel Tax \$175,000 and Measure A \$375,000
- Identify opportunities to improve safety and awareness on heavily used routes servicing schools and parks

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
County Measure M Fund	\$150,000					\$150,000
Measure A Fund	\$375,000					\$375,000
Special Parcel Tax	\$175,000					\$175,000
Capital Improvement Fund	\$733,000					\$733,000
Totals	\$1,433,000	\$0	\$0	\$0	\$0	\$1,433,000



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Project Type: Streets & Transportation

Project Name: Road Maintenance Program - #56003

Project Description: This is an annual program combining patching, sealing and overlays to maintain roads in a cost-effective manner. Every two years, an engineering survey of pavement condition is performed by independent assessors, who determine a pavement condition index (PCI) and also recommends specific maintenance strategies for each road. Staff analyzes the data, conducts physical inspections and recommends an annual program to cost-effectively maintain roads. The



funds proposed for this program have been increased from an average of \$350,000 per year in prior years to \$775,000 for FY 2018/19. Funds for this program are reduced going forward due to the sunset of the Special Parcel Tax. Funds associated with the Roadway Maintenance and Rehabilitation Account (RMRA) approved through SB-1 in 2017 are subject to maintenance of effort requirements which are not achieved though the proposed budget.

Staff is recommending an increase in the annual allocation to allow more streets to be paved with asphaltic concrete which improves ride quality. Asphaltic concrete has a longer life than the slurry/chip seals that have been used in the past several years. Special attention will be paid the Town's roadside drainage systems to ensure that the edges of pavement do not create situations that could be hazardous to pedestrians or impede drainage. The streets are to be determined based on the PCI index listing when it comes out in November.

- Two inch grind and overlay (on various streets throughout Town) - \$400,000
- Maintenance Dig-outs (on various streets throughout Town) - \$200,000
- Cape Seal/Slurry Seal (on various streets throughout Town) - \$175,000



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Funding Plan and Project Costs

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
Special Parcel Tax	\$400,000	\$300,000				\$700,000
Measure A	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Gas Tax	\$50,000	\$50,000				\$100,000
Measure M	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Totals	\$775,000	\$675,000	\$325,000	\$325,000	\$325,000	\$2,425,000



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Project Type: Streets & Transportation

Project Type: Streets and Transportation

Project Name: Neighborhood Traffic Management Program - #56078

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

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

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

Funding Plan and Project Costs

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
Measure A	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Totals	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Project Type: Drainage

Project Name: Drainage Improvements Program - #56034

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



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

This program also includes the development and future implementation of a Green Infrastructure Plan as required by the Municipal Regional Stormwater Permit issued by the Regional Water Quality Control Board.

Funding for design of the following improvements is estimated at:

- Task 1B: Replacement of failed culverts; Euclid, Polhemus, Camino al Lago, Euclid Parker ditch reline, Stockbridge and Carolina, Serrano, and Shearer intersection regrades, install new swales and berms. - estimate \$2,179,000.
- Task 2: Relining side slopes and bottom of Atherton Channel upstream of Alameda de las Pulgas. – estimate \$2,310,000
- Bayfront Canal Study – estimate \$165,000
- Green Infrastructure Plan Development. – estimate \$100,000



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Funding Plan and Project Costs

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
Special Parcel Tax	\$100,000	\$675,000				\$775,000
Capital Improvement Fund	\$203,000					\$203,000
Atherton Channel	\$125,000		\$50,000	\$50,000	\$50,000	\$275,000
Totals	\$428,000	\$675,000	\$50,000	\$50,000	\$50,000	\$1,253,000



Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

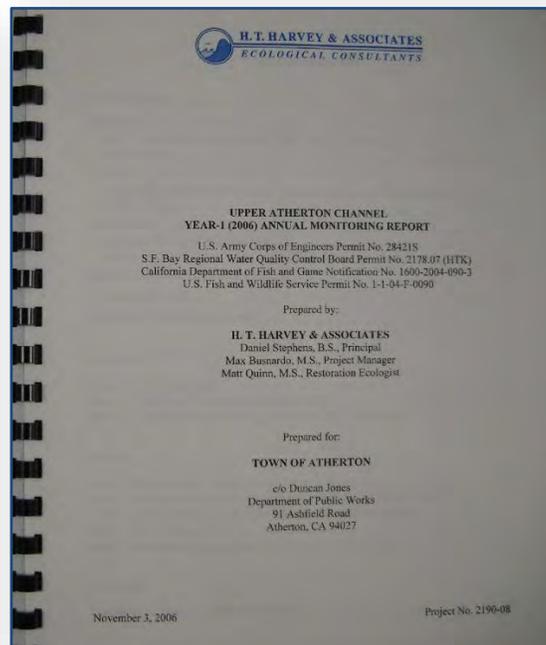
Project Type: Drainage

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	18/19	19/20	20/21	21/22	22/23	Totals
Atherton Channel	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Totals	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000





Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Project Type: Town Buildings, Park and Facilities

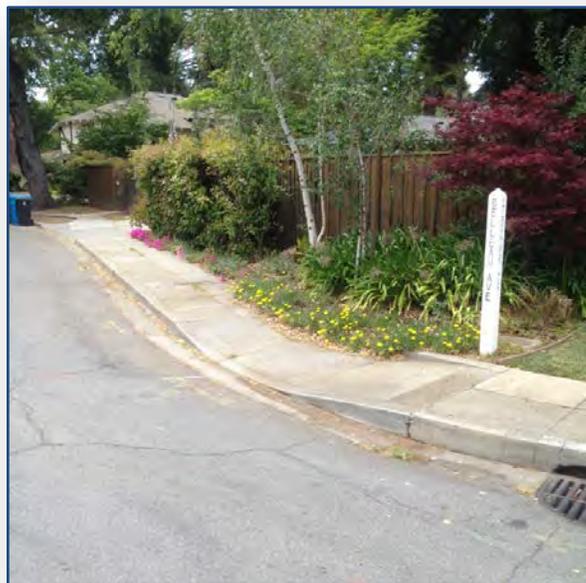
Project Name: Accessibility Improvements Program - #56060

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 FY 2017/18 Program includes the completion of a town-wide ADA Inventory Plan as required.

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 ramps, washroom facilities or doors to Town owned and operated facilities.

Funding Plan and Project Costs

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
Capital Improvement Fund	\$0	\$0	\$10,000	\$10,000	\$10,000	\$30,000
Totals	\$0	\$0	\$10,000	\$10,000	\$10,000	\$30,000





Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Project Type: Town Buildings, Park and Facilities
Project Name: Atherton Library - #57001

Project Description: The Civic Center Master Plan includes the planning, design, and construction of an approximately 10,200 square foot new library on the Civic Center site. The project is currently out to bid and construction is scheduled to begin in early in Fiscal Year 2018/19.

Funding Plan and Project Costs

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
Atherton Library	\$4,705,830	\$6,588,162	\$6,588,162	\$941,166		\$18,823,319
Totals	\$4,705,830	\$6,588,162	\$6,588,162	\$941,166		\$18,823,319





Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Project Type: Town Buildings, Park and Facilities

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

Project Description: City Council selected WRNS Studio LLP to design a new Civic Center consisting of Administration, Police, and Community Services, a Library, Town Green, site improvements and improved circulation. The primary Civic Center Project is funded by the Donations and Building Capital Funds. Funding from the Capital Improvements Fund is for identified projects not a part of the primary Project to include the SFPUC water line and improvements to the corporation yard. The project is currently out to bid and construction is scheduled to begin in early in Fiscal Year 2018/19.

Funding Plan and Project Costs

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
Donations	\$4,576,976					\$4,576,976
Building Capital		\$8,375,535	\$10,036,172	\$1,463,266		\$19,874,973
Capital Improvements	\$2,739,354	\$1,867,327	\$206,690			\$4,813,371
Totals	\$7,316,330	\$10,242,862	\$10,242,862	\$1,463,266		\$29,265,320





Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Project Type: Town Buildings, Park and Facilities

Project Name: Park Master Plan Implementation Program - #56063

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

- Create turnaround at end of Pavilion Parking lot (hammerhead). Re-budget FY 2017-18 estimate \$18,500 (FY 2018-19)
- Site lighting – Replace ten poles and fixtures (using most existing controls, conduit and wiring). Picnic area design and construction(FY 2018-19) – estimate \$130,750
- Amphitheater construction (FY 2020-21) – estimate \$75,000
- Create accessible seating along edge of lawn, provide compacted aggregate pad under picnic tables and purchase new site furnishing and signage for the park. (FY 2021-22) – estimate \$30,500
- Park Circulation and Pedestrian Circulation improvements – Construct the Park entrance including the driveway, pedestrian entry, Main House loop, Main Lawn, DG pathway, road standardization. Also to include focal points, plaza spaces crosswalks, exit road pathway and road repairs (widening). – estimate \$508,000

Funding Plan and Project Costs

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
Capital Improvements	\$149,250	\$0	\$75,000	\$30,500	\$0	\$254,750
Totals	\$149,250	\$0	\$75,000	\$30,500	\$0	\$254,750

AUTHORIZED POSITIONS BY DEPARTMENT

Appendix A
 AUTHORIZED POSITIONS BY DEPARTMENT

	2006-07 Authorized	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
Administration												
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy CM/City Clerk												1.00
City Clerk/Assistant to CM	1.00	1.00					1.00	1.00	1.00	1.00	1.00	
Assistant City Manager			1.00	1.00	1.00							
Office Assistant			0.75									
Office Specialist	1.00	1.00	1.00	1.00	1.00	0.50	1.00	1.00	1.00	1.00	1.00	
Deputy City Clerk/Office Specialist Assistant to City Manager	1.00	1.00										1.00
Executive Assistant/Deputy City Clerk Intern												
Total Admin	4.00	4.00	4.75	4.00	4.00	2.50	3.00	3.00	3.00	3.00	3.00	3.00
Finance												
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00									
Financial Services Manager						1.00						
Accountant Jr. Accountant				1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	0.60	0.60	0.60		1.00	1.00	1.00	1.00	1.00	1.00
Total Finance	3.00	3.00	2.60	2.60	2.60	3.00						
Building												
Town Arborist/Park Manager										0.5	0.5	0.5
Building Official	1.00	1.00	1.00	1.00	1.00							
Sr. Bldg Inspector/Plan Reviewer	1.00	1.00	1.00	1.00	1.00							
Bldg Inspector/Plan Reviewer	2.00	2.00	2.00	2.00	2.00							
Town Arborist/PW Technician	1.00	1.00	1.00	1.00	1.00							
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.5	0.5
Permit Technician		1.00	1.00	1.00	1.00							
Contract Plan Reviewer		1.00										
Total Building	6.00	8.00	7.00	7.00	7.00	1.00	0.50	0.50	0.50	1.00	1.00	1.00
Police												
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Commander											1.00	1.00
Captain												
Lieutenant	1.00	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
Police Officer	15.00	15.00	14.00	13.00	10.00	12.00	12.00	14.00	14.00	14.00	14.00	14.00
Administrative Assistant	0.50	0.50	0.75	0.75	-							
Executive Assistant/Training Mgr					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						
Community Service/Code Enforce										1.00	1.00	1.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher/Records Assistant	4.00	4.00	4.00	3.00	3.00	3.00	4.00	4.00	4.00	5.00	5.00	5.00
Total Police	28.50	28.50	27.75	25.75	23.00	25.00	25.00	27.00	27.00	29.00	29.00	29.00
Public Works												
Town Arborist/Park Manager										0.5	0.5	0.5
Public Works Director	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	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
Park Program Manager	1.00	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	0.50	0.50	0.50
PW Maintenance Supervisor	2.00	2.00	2.00	2.00	2.00							
PW Maintenance Worker I/II	4.00	4.00	4.00	4.00	4.00							
Total Public Works	11.00	11.00	11.00	11.00	11.00	3.50	2.50	2.50	2.50	3.00	3.00	3.00
Grand Total	52.50	54.50	53.10	50.35	47.60	35.00	34.00	36.00	36.00	39.00	39.00	39.00

RESOLUTION NO. 18-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE
TOWN OF ATHERTON APPROVING FISCAL YEAR
2018-2019 SALARY SCHEDULES AND
CLASSIFICATIONS**

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

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

WHEREAS, the formal approval of the pay schedules requires that they are duly approved and adopted by the City Council, such as CCR 570.5 regulation requires the adoption of the Salary Schedules for Fiscal Years 2018-19, incorporated in "Exhibit A" attached hereto.

WHEREAS, the 2018-19 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 20th day of June, 2018 by the following vote:

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

Cary Wiest, MAYOR
Town of Atherton

ATTEST:

Theresa DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

Appendix B

William B. Conners, City Attorney

TOWN OF ATHERTON									
Salary Schedule									
FY 2018-2019									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
	CM Rate effective 7/01/2018								
City Manager	Management/Misc	City Manager	12	1100	D	104.61	8,368.86	18,132.53	217,590.40
	Dept Head Rate Effective 07/01/2018								
Department Heads	Management/Misc	Finance Director	18	1104	A	82.02	6,561.50	14,216.59	170,599.09
					B	86.12	6,889.43	14,927.09	179,125.09
					C	90.42	7,233.57	15,672.73	188,072.78
					D	94.94	7,595.45	16,456.81	197,481.69
Department Heads	Management/Sworn	Chief of Police	40	1105	A	87.51	7,000.54	15,167.83	182,013.97
					B	91.88	7,350.80	15,926.73	191,120.71
					C	96.48	7,718.10	16,722.56	200,670.71
					D	101.30	8,104.01	17,558.70	210,704.37
		Chief of Police	40	1105	A	76.97	6,157.31	13,340.85	160,090.17
		Housing Reduction Salary			B	80.81	6,465.18	14,007.89	168,094.68
					C	84.86	6,788.44	14,708.28	176,499.41
					D	89.10	7,127.86	15,443.70	185,324.38
Department Heads	Management/Misc	City Clerk/Deputy City Manager	12		A	65.02	5,201.66	11,270.27	135,243.20
					B	68.27	5,461.67	11,833.62	142,003.38
					C	71.69	5,734.85	12,425.52	149,106.19
					D	75.27	6,021.22	13,045.97	156,551.61
Department Heads	Management/Misc	Public Works Director/City Engineer	50		A	81.73	6,538.26	14,166.23	169,994.79
					B	85.81	6,865.17	14,874.53	178,494.41
					C	90.11	7,208.43	15,618.27	187,419.19
					D	94.61	7,568.85	16,399.18	196,790.18
	Mid Mgmt Rate Effective 07/01/2018								
Mid-Management	Management/Misc	Commander	40	2204	A	74.27	5,941.49	12,873.24	154,478.83
					B	77.98	6,238.54	13,516.84	162,202.10
					C	81.88	6,550.06	14,191.79	170,301.46
					D	85.96	6,877.07	14,900.31	178,803.78
Mid-Management	Management/Misc	Senior Engineer/Maintenance Manager	50		A	58.73	4,698.04	10,179.08	122,148.94
					B	61.66	4,932.94	10,688.03	128,256.41
					C	64.74	5,179.58	11,222.43	134,669.16
					D	67.98	5,438.56	11,783.55	141,402.62
Mid-Management	Management/Misc	Associate Civil Engineer	50		A	48.42	3,873.75	8,393.13	100,717.51
					B	50.85	4,067.87	8,813.72	105,764.58
					C	53.39	4,271.11	9,254.07	111,048.86
					D	56.06	4,484.49	9,716.39	116,596.69

TOWN OF ATHERTON									
Salary Schedule									
FY 2018-2019									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
Mid-Management	Management/Misc	Public Work Superintendent	50	2210	A	63.88	5,110.43	11,072.60	132,871.21
					B	67.07	5,365.88	11,626.07	139,512.79
					C	70.42	5,633.99	12,206.98	146,483.82
					D	73.95	5,915.79	12,817.55	153,810.64
Mid-Management	Management/Misc	Town Arborist/Parks Manager	25/50		A	54.80	4,383.80	9,498.23	113,978.75
					B	57.54	4,602.99	9,973.13	119,677.62
					C	60.41	4,833.14	10,471.80	125,661.59
					D	63.43	5,074.79	10,995.38	131,944.60
General Gov Rate Effective 07/01/2018									
Confidential	Confidential/Misc	Jr. Accountant	18		A	39.54	3,163.17	6,853.53	82,242.31
					B	41.31	3,304.57	7,159.91	85,918.90
					C	43.37	3,469.80	7,517.90	90,214.84
					D	45.55	3,643.65	7,894.57	94,734.81
Confidential	Confidential/Misc	Accountant	18		A	45.59	3,647.19	7,902.25	94,827.06
					B	47.87	3,829.66	8,297.59	99,571.04
					C	50.27	4,021.24	8,712.69	104,552.23
					D	52.77	4,221.95	9,147.55	109,770.62
Confidential	Confidential/Misc	Assistant to Chief/Training Manager	40		A	41.24	3,299.59	7,149.12	85,789.40
					B	43.31	3,464.57	7,506.57	90,078.87
					C	45.47	3,637.80	7,881.90	94,582.81
					D	47.75	3,819.69	8,276.00	99,311.96
General Gov Rate Effective 07/01/2018									
General Government	General Gov/Misc	Deputy City Clerk/Office Specialist	12	3304	A	37.35	2,987.80	6,473.57	77,682.81
					B	39.21	3,136.81	6,796.42	81,557.07
					C	41.17	3,293.42	7,135.75	85,628.99
					D	43.22	3,457.64	7,491.55	89,898.58
General Government	General Gov/Misc	Office Specialist	"12/25/50	3304	A	30.73	2,458.16	5,326.01	63,912.06
					B	32.27	2,581.32	5,592.85	67,114.26
					C	33.88	2,710.56	5,872.88	70,474.58
					D	35.57	2,845.89	6,166.09	73,993.04
General Government	General Gov/Misc	Town Arborist/Public Works Specialist	25	3306	A	47.45	3,795.70	8,224.01	98,688.13
					B	49.82	3,985.25	8,634.72	103,616.61
					C	52.31	4,184.44	9,066.29	108,795.47
					D	54.92	4,393.76	9,519.82	114,237.87
General Government	General Gov/Misc	Account Technician	18	3308	A	33.32	2,665.45	5,775.15	69,301.76
					B	34.98	2,798.24	6,062.86	72,754.33
					C	36.73	2,938.64	6,367.05	76,404.57
					D	38.57	3,085.62	6,685.51	80,226.11

TOWN OF ATHERTON									
Salary Schedule									
FY 2018-2019									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
Police/APOA Rate Effective 07/01/2018									
Police-Civilian/APOA	Police/Misc	Community Service officer	40	4401	A	35.30	2,823.76	6,118.15	73,417.75
	80 hours shift				B	37.06	2,964.95	6,424.05	77,088.62
					C	38.91	3,113.19	6,745.25	80,943.04
					D	40.86	3,268.85	7,082.52	84,990.23
Police-Civilian/APOA	Police/Misc	Community Service officer/Code Enforcemen	40	4401	A	35.30	2,823.76	6,118.15	73,417.75
	80 hours shift	(new Position 02/17/2015)			B	37.06	2,964.95	6,424.05	77,088.62
					C	38.91	3,113.19	6,745.25	80,943.04
					D	40.86	3,268.85	7,082.52	84,990.23
Police-Civilian/APOA	Police/Misc	Dispatcher/Records assistant	40	4405	A	38.84	3,107.59	6,733.11	80,797.36
	80 hours shift				B	40.79	3,262.97	7,069.77	84,837.22
					C	42.83	3,426.12	7,423.26	89,079.08
					D	44.97	3,597.42	7,794.42	93,533.01
Police- Per-Diem	80 hours shift	Per-Diem Dispatcher	40		A	38.84	3,107.59	6,733.11	80,797.36
					B	40.79	3,262.97	7,069.77	84,837.22
					C	42.83	3,426.12	7,423.26	89,079.08
					D	44.97	3,597.42	7,794.42	93,533.01
Police-Civilian	Police/Misc	Police Trainee	40	4406	D	24.80	1,983.86	4,298.36	51,580.35
Police-Civilian/APOA	Police/Misc	Dispatcher/Records assistant	40	4405	A	38.84	3,262.97	7,069.77	84,837.22
	84 hours shift				B	40.79	3,426.12	7,423.26	89,079.09
					C	42.83	3,597.42	7,794.42	93,533.03
					D	44.97	3,777.29	8,184.14	98,209.66
Police/APOA Rate Effective 07/01/2018									
Police-Sworn/APOA	Police/Sworn/84	Police Officer	40	5505	A	47.29	3,972.07	8,606.15	103,273.77
	84 hours shift				B	49.65	4,170.67	9,036.46	108,437.50
					C	52.13	4,379.20	9,488.27	113,859.28
					D	54.74	4,598.17	9,962.70	119,552.42
Police-Sworn/APOA	Police/Sworn/84	Police Sergeant	40	5520	A	56.67	4,760.38	10,314.16	123,769.88
	84 hours shift				B	59.50	4,998.40	10,829.86	129,958.31
					C	62.48	5,248.32	11,371.35	136,456.25
					D	65.60	5,510.73	11,939.92	143,279.02

TOWN OF ATHERTON									
Salary Schedule									
FY 2018-2019									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
Police-Sworn/APOA	Police/Sworn/80 80 hours shift	Police Officer	40	5506	A	47.29	3,782.89	8,196.26	98,355.08
					B	49.65	3,971.85	8,605.68	103,268.18
					C	52.13	4,170.67	9,036.45	108,437.41
					D	54.74	4,379.34	9,488.56	113,862.77
Police-Sworn/APOA	Police/Sworn/80 80 hours shift	Police Sergeant	40	5528	A	56.67	4,533.38	9,822.31	117,867.76
					B	59.50	4,759.95	10,313.23	123,758.82
					C	62.48	4,998.18	10,829.38	129,952.58
					D	65.60	5,248.04	11,370.75	136,449.05
Rate Effective 07/01/18									
Police-Sworn	Police/Sworn/84	Police Reserve	40		A	47.29	3,972.07	8,606.15	103,273.77
					B	49.65	4,170.67	9,036.46	108,437.50
					C	52.13	4,379.20	9,488.27	113,859.28
					D	54.74	4,598.17	9,962.70	119,552.42

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 2018-2019 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 2018-19, 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 2018-19 shall be and is hereby set in the amount of **\$13,257,397** 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 20th day of June, 2018, by the following vote:

Appendix C

Appendix C

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

Cary Wiest, MAYOR

Town of Atherton

ATTEST:

Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

William Conners, City Attorney

Appendix-C

APPROPRIATIONS SPENDING LIMIT (GANN LIMIT)

Town of Atherton
APPROPRIATIONS SPENDING LIMIT
Prop 4 - Gann Limit FY 2018-2019

Schedule 1: Calculation of Spending Limit

Last Year's Limit (FY 2017-18)	12,724,452
Prior Year Parcel Tax Adjustment	
Adjusted Last Year's Limit (FY 2017-18)	12,724,452

Adjustment Factors:

A. Population (County)	1.0050
C. Inflation	1.0367
A times C	1.04

Total Adjustment (Percent)	0.0419
----------------------------	--------

Total Adjustment (Dollars)	532,945
----------------------------	---------

Other Adjustments:

Parcel Tax Adjustment (+)	
---------------------------	--

New Appropriation Limit for Fiscal Year 2018-19	13,257,397
---	------------

Schedule 2: Appropriations Compared to Limit

Proceeds from Taxes	(Fm Schedule 3)	11,600,610
---------------------	-----------------	------------

Appropriations Subject to Limit FY 2018-19	11,600,610
--	------------

Appropriations Limit for FY 2018-19	13,257,397
-------------------------------------	-------------------

Amount under Appropriations Limit	1,656,786
-----------------------------------	-----------

Schedule 3: Determination of Proceeds of Taxes

Per Budget for FY 2018-19

	Proceeds of Taxes	Non- Proceeds	Total
Revenues			
Property Tax	11,054,912		11,054,912
Sales Tax	188,981		188,981
Public Safety Sales Tax		85,018	85,018
Parcel Tax			-
County Measure A	370,000		370,000
Business License	250,283		250,283
Motor Vehicle License Fee			-
Homeowners Exemption	35,932		35,932
Franchise Fees		833,384	833,384
Development Fees/Permits		2,550,279	2,550,279
Fines & Forfeiture		51,163	51,163
Fees for Services		250,984	250,984
Rentals		145,006	145,006
Miscellaneous		219,102	219,102
	11,900,108	4,134,936	16,035,044
Interest Income	70,502	24,498	95,000
Reduction for CIP	(370,000)		
Total	11,600,610	4,159,434	16,130,044

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADOPTING THE FISCAL YEAR 2018-2019 OPERATING AND
CAPITAL IMPROVEMENT PROGRAM BUDGET**

WHEREAS, the City Council of the Town of Atherton set June 20, 2018, at the Town of Atherton City Council Chambers, 94 Ashfield Road, Atherton, California, as the time and place for the public hearing on the introduction of the Fiscal Year 2018-2019 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 2018-2019 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 2018-2019 are incorporated in as a resolution within the proposed budget

WHEREAS, the budget was made available for public view at the Town Hall, 91 Ashfield Road, Atherton, California, and the Town Library, 2 Dinkelspiel Station Lane, Atherton, California.

NOW THEREFORE, BE IT RESOLVED, that the Fiscal Year 2018-2019, Operating and Capital Improvement Program Budget projected appropriations /expenditures totaling \$35,677,827, which includes the General Fund Operating Budget of \$14,088,033, Other Funds Operating Budgets of \$6,572,384, and the Capital Projects Budget of \$15,017,410, as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2018-2019.

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 20th day of June, 2018, by the following vote:

AYES: Council Members:
NOES: Council Members:

Resolution No.
Adopted June 20, 2018
Appendix D Page 1 of 5

SECTION G
Appendix D

BUDGET RESOLUTION

Town of Atherton

ABSENT:
ABSTAIN:

Council Members:
Council Members:

Cary Wiest, MAYOR
Town of Atherton

ATTEST:

Theresa DellaSanta, City Clerk

APPROVED AS TO FORM

William B. Conners, City Attorney

Resolution No.

Adopted June 20, 2018
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 2018-2019.
- All CIP encumbered expenditures from the Fiscal Year 2017-2018 Adopted/Revised Budget shall be carried forward and re-appropriated in Fiscal Year 2018-2019. Said encumbered expenditures to be re-appropriated in Fiscal Year 2018-2019 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.

Resolution No.

Adopted June 20, 2018
Appendix D Page 3 of 5

- This budget system assumes existing service levels; Council approval will be required for any significant changes involving increased or decreased service levels.
- 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 2018-2019 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

	Town of Atherton Budget for FY 2018-2019						Projected Fund Balance 06/30/19
	Projected Fund Balance 06/30/18	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer In	Budgeted Transfer Out	ERAF	
General Fund							
101 General Fund	\$ 16,052,330	\$ 15,760,043	\$ 14,088,033		\$ (235,397)	\$ 1,025,000	\$ 18,513,943
Special Revenue Funds							
105 Tennis Fund	115,418	47,100	45,730	-			116,788
209 Police (COPS) Grant	445	100,146	100,000				591
213 Library Fund	12,632,449	1,350,000	4,759,230				9,223,219
215 Evan Creative Design	7,506	90	7,596				-
Total Special Revenue	12,755,818	1,497,336	4,912,556	-	-		9,340,598
Capital Project Funds							
201 Special Tax	1,657,324		675,000				982,324
202 Measure A	400,756	370,000	675,000				95,756
203 Gas Tax	1,047	290,000	200,000				91,047
204 Measure M	191,813	75,000	225,000				41,813
210 Road Impact	-	-	-				-
401 Capital Improvement	5,250,542	733,000	1,085,250		(2,739,354)		2,158,938
402 Storm Drainage	30,536	-	-				30,536
403 Channel Drainage Dt.	98,836	97,300	135,000				61,136
406 Facilities Construction	390,234	9,282,806	12,022,160	2,739,354			390,234
Total Capital Projects	8,021,088	10,848,106	15,017,410	2,739,354	(2,739,354)		3,851,784
Internal Service Funds							
610 Equipment Repl.	769,665	315,200	316,050				768,815
614 Worker's Comp.	626,999	361,900	392,772	235,397			831,524
615 General Liability	422,053	269,413	267,213				424,253
616 Employee Benefits	4,022,444	805,950	683,793				4,144,601
Total Internal Service	5,841,161	1,752,463	1,659,828	235,397	-		6,169,193
Total All Funds	\$ 42,670,397	\$ 29,857,948	\$ 35,677,827	\$ 2,974,751	\$ -	\$ (2,974,751)	\$ 37,875,518

Resolution No.

Adopted June 20, 2018
Appendix D Page 1 of 5