



Item No. 4 Town of Atherton

FINANCE COMMITTEE STAFF REPORT

TO: FINANCE COMMITTEE

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: MAY 5, 2017

SUBJECT: REPORT ON THE FY 2017/18 GENERAL FUND OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM PRESENTED TO THE CITY COUNCIL

RECOMMENDATION

Receive and File the report

BACKGROUND

Staff is providing the FY 2017/18 General Fund Operating and Capital Improvement Budgets that were presented and discussed by the City Council. The General Fund Operating budget was reviewed by the City Council during a study session held on April 5, 2017. Attached is the General Fund Operations Budget Staff report, revenue and expenditure details, and powerpoint presented to the Council. Finance Committee Chair Polito was in attendance for General Fund Operating budget presentation.

The City Council reviewed and discussed a presentation of the FY 17/18 Capital Improvement Program at its May 3, 2017 study session. Attached is the Capital Improvement Staff report, CIP program, and powerpoint presentation. Finance Committee Vice-Chair Massey was in attendance for the Capital Improvement Program study session.

The City Council will review the FY 2017/18 Town wide operation budget at its June 7, 2017 study session. Staff anticipates to make this a joint meeting study session of the City Council and Finance Committee.

ATTACHMENT

CC April 5, 2017 FY 2017/18 General Fund Operations Budget Staff Report
FY 2017/18 General Fund Revenue and Expenditure details by department
Operations Budget Study Session PowerPoint
CC May 3, 2017 FY 2017/18 Capital Improvement Program Staff Report
FY 2017/18 Capital Improvement Program
Capital Improvement Program Study Session PowerPoint



**Item No.
Town of Atherton**

CITY COUNCIL STAFF REPORT – STUDY SESSION

TO: HONORABLE MAYOR AND CITY COUNCIL

**FROM: GEORGE RODERICKS, CITY MANAGER
ROBERT BARRON III, FINANCE DIRECTOR**

DATE: APRIL 5, 2017

SUBJECT: FY 2017/18 GENERAL FUND/OPERATIONS BUDGET

RECOMMENDATION

Review and Discuss.

BACKGROUND

Budget Meeting #1 is a review of the Town’s General Fund Operational Budget. Expenditures include the administration, finance, planning, building, public works, and public safety departments. 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. The Operations Budget Report focuses on the Town’s fiscal outlook of revenues and expenditures over time. The FY 2017/18 Budget projects a healthy outlook as the Town continues to implement current Council priorities to reduce long-term liabilities, address capital project needs, and ensure operational needs are met.

At the conclusion of FY 2015/16, the Town’s General Fund balance reflected an overall net decrease (\$414,416). This was *after* a transfer out of \$4,423,968 to address long-term liabilities, Workers’ Compensation Equity, and CIP project savings. Without the transfer out, the General Fund would have had a *positive* change of \$3.9M.

For the FY 2016/17 budget, the Town’s General Fund would is projected to have a net *positive* change of \$1,285,323 without the parcel tax and Excess ERAF – at year-end. During the FY 2016/17 budget, based on the policy direction of the Council, there were transfers out of \$5,085,086.

<i>Transfers Out from General Fund</i>	FY 2016/17 Budget Amount
<i>CalPERS UAL Payment within GF (Use of FY 15/16 ERAF)</i>	\$548,950
<i>Workers’ Compensation Negative Equity (Use of FY 15/16 ERAF)</i>	\$112,998
<i>CIP Future Unidentified Capital Projects</i>	\$4,423,138
	\$5,085,086

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With the inclusion of the parcel tax of \$372,000 and excess ERAF of \$1,033,000, the resultant projected net change of fund balance for the FY 2016/17 was (\$3,680,086) – largely due to the \$4.4M transfer to the CIP Fund for future projects.

During Mid-Year, staff projected an increase in revenues of \$542,175 for a new total revenue projection of \$13,977,137 and expenditures increased by \$257,080 to \$12,406,719. With the revenue and expenditure adjustments and the inclusion of transfers out, the Town projected a net change in fund balance for FY 2016/17 of (\$1,490,533). It is important to note that the General Fund is not operating at a deficit. The net change in fund balance at Mid-Year was \$3,045,603; operational revenues exceeded operational expenditures by \$1,570,418 plus the \$372,000 Parcel Tax and \$1,103,185 ERAF.

The projected year-end fund balance for FY 2016/17 is \$11,709,006. The Town will meet its reserve requirements for FY 2016/17 and will have additional unallocated funds beyond the required reserves of \$6,861,653 (in total, it represents 94% of the Town’s operational budget).

The Town’s financial stability rests with the Town’s guiding value of fiscal stewardship. It is a core value that is used to address priorities such as long-term liabilities, capital project needs, and maintaining healthy reserves. Staff seeks to ensure that the Town’s fiscal position remains positive while still continuing current programs, policies, and services.

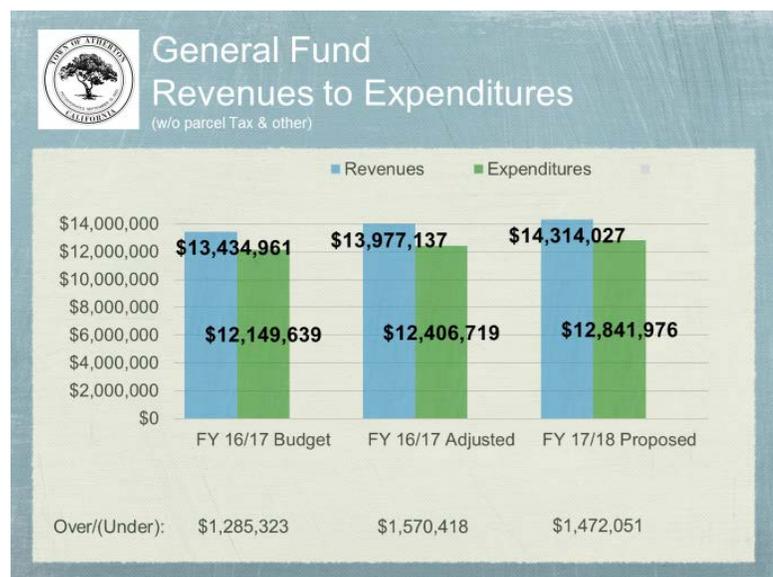
This Report provides an overview of the General Fund budget and a discussion of its operational departments.

ANALYSIS

R E V E N U E S

For FY 2017/18, staff projects the Town’s Total General Fund revenues at \$14,314,027 against \$12,841,639 in expenditures. This projects a single year surplus of \$1,472,051 before the addition below the line of the Parcel Tax as a General Fund Revenue source and ERAF to General Fund expenditure priorities. There is a projected year-end positive fund balance in the General Fund of \$14.1 million.

Over the past several years the Parcel Tax and ERAF are brought in below the line in the operations budget. The Parcel Tax and ERAF are considered



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major revenue sources for the Town. As in previous budget discussions, we have a Parcel Tax and ERAF Policy that calls for review of use of these revenue resources to allocate them to specified projects or priorities.

The Town developed a policy that ERAF is treated as “one time” revenue for specific projects or priorities such as capital projects and contributions toward long-term liabilities. The policy for use of ERAF is post-receipt. The policy for use of ERAF, requests that once we understand the amount of funds we receive in the current FY, we then make a recommendation to Council to consider an allocation of ERAF revenue in the upcoming fiscal year budget. In the FY 2016/17 budget we allocated the \$1,066,958 FY 2015/16 ERAF toward the CalPERS UAL Payment within the General Fund (\$548,950), Workers’ Compensation Equity Reserve (\$112,998) and allocation to CIP for future unidentified capital projects (\$405,010). The Town received \$1,103,185 in the current fiscal year. *Staff recommendation to City Council for the use of the \$1,103,185, is to apply the funds as follows:*

ERAF Revenue	Actual Amount	Use of Funds
FY 2016/17	\$1,103,185	Determine in FY 2017/18 budget
Allocate FY 2017/18	(\$92,188)	OPEB Trust Contribution
Allocate FY 2017/18	(\$357,140)	WC minimum Equity Reserve replenishment
Allocate FY 2017/18	(\$653,857)	<i>Remaining portion to Civic Center funding gap</i>

The Council has had discussions regarding the use of excess ERAF funds, as a funding gap for the Civic Center Project. The Council heard a presentation tonight from Urban Futures regarding Certificates of Participation as a funding option. There is anticipation that Excess ERAF funds from FY 2016/17, FY 2017/18 and FY 2018/19 would be used to fill portions of the funding gap for the Civic Center project. With this being the case, staff still recommends that we make an allocation towards OPEB and Workers’ Compensation negative equity from the General Fund. If funds are not allocated to these identified priorities from ERAF, funds would be allocated from the unallocated General Fund Balance.

The Audit and Finance Committee reviewed and discussed the Town’s recent OPEB actuarial valuation and recommends the Town make a contribution of \$92,188 towards the Town OPEB Trust.

Another policy for Council review is the Parcel Tax Policy. The Parcel Tax is another significant revenue source to the General Fund and Capital Improvement Projects Fund (CIP). The Parcel Tax is a vital revenue source for maintaining current staffing levels in public safety and commitments to capital projects. It is a flat tax that is levied on each parcel and provides funding for police and emergency services, and for repair and maintenance of streets and storm drains. The total amount of parcel tax revenue the Town receives a year is \$1,860,000 and the allocation may vary as Council determines the amount of funding to police services and CIP. The current Special Parcel Tax allocation is 20% toward public safety and 80% toward streets and drainage. This funding

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allocation began in FY 2014/15 and continues through FY 2016/17. The General Fund receives \$372,000 in support of public safety services and the remaining \$1,488,000 is allocated to qualifying projects in the Town's CIP. At the end of every fiscal year the City Council adopts a Resolution to assess the Special Tax for municipal services.

The Special Parcel Tax is up for renewal in November 2017. The Special Parcel Tax remains a vital component of the Town's CIP and, if approved in November 2017, provides nearly \$6 million in funding potential for the Town's 5-Year CIP program ending in FY 2020/21.

The Council approves the Parcel Tax levy by category. During the budget process the Council will determine the amount of parcel tax revenue and the percentage allocation to municipal services (June 7 Study Session). The allocation in the current fiscal year is \$372,000 (20%) towards police services and \$1,488,000 (80%) towards capital projects. *Staff recommends continuing this same allocation for the FY 2017/18 budget. However, the Council could determine a different allocation amount.*

In FY 2017/18, property taxes represent 69% of the Town General Fund Revenues. The total projected revenue from property taxes is \$9,998,299. Total property tax revenues are projected to increase approximately 3.4% or \$339,571 over the FY 2016/17. From FY 2011/12 to FY 2016/17, Atherton has seen a growth in assessed value of approximately 49%. Staff projects base property tax revenue to increase about 4.2% in FY 2017/18. Staff continues to monitor property tax assessments every year. Recent discussions with HDL Companies (consultant) anticipates revenue to increase approximately 4.2% to 5%, with anticipation of some leveling out of tax revenue in future years. Below is projection of property tax revenues at 3.4%.

	FY 2013/14 Actual	FY 2014/15 Actual	FY 2015/16 Actual	FY 2016/17 Budget	FY 2016/17 Estimate	FY 2017/18 Budget
Property Taxes	\$7,692,445	\$8,211,148	\$8,907,767	\$9,264,626	\$9,658,728	\$9,998,299
Excess ERAF	\$1,020,085	\$1,125,257	\$1,066,958	\$1,033,000	\$1,103,185	\$1,066,958
Total Property Taxes	\$8,712,530	\$9,336,405	\$9,974,725	\$10,297,626	\$10,761,913	\$11,065,257

In prior years, the Property Tax category for the Town also included Excess ERAF as it was considered a reliable revenue source under property taxes. 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. The projected Excess ERAF funds for FY 2017/18 is \$1,066,958.

General Fund other revenues for FY 2017/18 include conservative revenue assumptions. Most Property Tax revenues with exception of unsecured property tax revenues (reduction of 2.6%), as seen above are assumed to increase by 4.2%. The projection is based on financial data analysis provided by the County Assessor's Office and HDL Companies as part of the Town's Property Tax Revenue Report. Most other General Fund revenues have seen steady increases over the years.

Building Department revenues are projected to increase by approximately 1% in the fiscal year. The Town continues to see growth in assessed value attributed to residential improvements and the razing of existing homes and construction of new homes. Staff continues to monitor building department revenues in the next fiscal year but recommends a conservative budget increase of 1% for this revenue source. Franchise revenues are projected stable at 1% as well based on current FY 2016/17 year-end projections. All other charges for services were held to 1% to 2% projected increases, while other revenues were evaluated on current trends and also eliminated one-time revenues. The Park Program revenues are projected at \$239,000 – there have been increases over the years as the Town continues to partner with Catering By Dana as the event services contractor.

Projected General Fund FY 2017/18 revenues are as follows:

Source	Revenue
Property Taxes	\$9,998,299
ERAF	\$1,066,958
Sales Tax	\$257,328
Franchise Fees	\$881,177
Charges for Services (Building, Planning, DPW)	\$2,329,239
Licenses and Intergovernmental	\$277,281
Use of Money/Property	\$321,783
Fines & Forfeitures	\$81,192
Park Program Revenue	\$239,823
Parcel Tax	\$372,000
Total General Fund Revenues	\$15,752,985

- Note – table includes ERAF

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

Overall General Fund expenditures are estimated at \$12.8 million. Expenditures continue to be evaluated based on operational needs to provide consistent services to the community. Staff reviewed operational expenditures and known expenditure adjustments were incorporated wherever possible based on upcoming contract costs, projected dues/fees for member agencies, as well as changes in rate adjustments for CalPERS, health costs, and Workers’ Compensation rates.

The Town continues to make strides in reducing operational costs where feasible. Over the past several years the Town eliminated the employer payment for the employee retirement costs by transferring that responsibility back to the employee. These costs were 7% for Miscellaneous Employees and 9% for Public Safety employees. In October 2016, the Town entered into a new MOU with the Atherton Police Officers Association. Key changes include

- October 1, 2016 – 3% + 1% Benefit Adjustment for Employer PERS (Sworn Only)

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- July 1, 2017 – 2.75% + 1% Benefit Adjustment for Employer PERS (Sworn Only)
- July 1, 2018 – 2.75% + 1% Benefit Adjustment for Employer PERS (Sworn and Non-Sworn)

The 1% benefit adjustment to sworn personnel reduced the Town’s **employer** portion of CalPERS contribution by approximately \$17,250 in the current year. In FY 2017/18 there is another adjustment expected to reduce the **employer** portion by approximately \$48,162

For CalPERS, the employer rates have changed as CalPERS implemented its new rate smoothing policies. The Public Safety Officer Employer Contribution rate for FY 2017/18 is 21.418% (an increase of 0.188%). The Local Miscellaneous Employer Contribution rate for FY 2017/18 is 9.096% (an increase of 0.041%). This results in a corresponding expenditure increase in the Normal Cost of Employer Rate Contribution through payroll. Over the past two years the Town has been paying the required unfunded accrued liability dollar amount portion to CalPERS. Listed below are the Unfunded Accrued Liabilities (UAL) dollar amounts the Town has paid for FY 2015/16 and 2016/17. The anticipated FY 2017/18 UAL payment is \$682,064 and is an increase of \$133,114. These expenses are incorporated into department budgets.

CalPERS Employer Payment of Unfunded Liability	Unfunded Liability Payment FY 2015/16	Unfunded Liability Payment FY 2016/17	Unfunded Liability Payment FY 2017/18
Miscellaneous Employees	\$116,323	\$146,085	\$183,648
Public Safety Employees	\$325,906	\$402,865	\$498,416
Total Contribution	\$442,229	\$548,950	\$682,064

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. These costs are allocated out to the respective departments based on claims history and rate allocations. The rates increased from 9% to 10% of salary costs for public safety employees. The miscellaneous employees’ rate remained the same at 4% of salary costs. Total Workers’ Compensation charges expense increased \$39,835 to a total of \$332,082 to recapture losses in self-insured claims. *As mentioned earlier, staff is recommending the Town use ERAF funds or General Fund allocation of \$357,140 to pay off the minimum negative equity reserve for the current fiscal year.*

The Town currently has a negative Workers’ Comp reserve equity of (\$259,410). The Town should maintain a reserve equity of at least \$97,730 with the Cities Group JPA (per recent claims actuarials). For the replenishment of the equity reserve, the Town would need an allocation of \$357,140 to the JPA. If the equity is not refreshed as a one-time contribution, annual operational rates will increase and the JPA will create a “special assessment” each year as part of the base rates.

As the Council is aware, as a public agency, the Town is “self-insured” as part of a risk pool. The Town also maintains an active risk management program; nevertheless, recent workers’ compensation claims will have a direct impact on the Town’s costs. There are approximately 10

opens claims from past several years that incurred a reserve claims cost of approximately \$337,804 in the current year. Some are major and some are minor. Since the Town is “self-insured,” claims are an existing liability as the Town’s equity reserve is used. *Staff’s past recommendation was to establish a minimum equity reserve and that that amount is replenished each year. Staff continues to echo this sentiment and requests that the Town make the \$357,140 to 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.

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 and maintain a reserve to weather workers’ compensation claims. Based on claims history, staff has increased the amount charged against the Police Department to 10% to establish a healthy reserve in the Workers’ Compensation Fund, which currently has approximately \$332,000 in fund balance.

During the review of department operations, each department looked at service and maintenance levels required for the next fiscal year. **Overall, the Town’s total combined operational expenditures increased by \$289,831 compared to the FY 2016/17 adjusted budget – an increase of 2.4%.** The departments with singular significant major fiscal changes are the Planning, Building, Public Works, Inter-Departmental, and the Police Department. These are offset by Administration and City Council departmental reductions.

Included below is a department by department summary breakdown. Staff will provide a PowerPoint presentation to present departmental expenditures trends over the past couple of years along with the projection for FY 2017/18. As in the past, when creating the operations budgets by department for general operations, focus was on anticipated needs and cost assumptions on meeting operational demands. Attached are summaries by department and roll-ups of operational expenditures. Operational expenditures within departments are for items such as professional services (MCE, Interwest, Planning, Legal, etc.), advertising, utilities, equipment repair, copier leases, phone service, training, technology, computers, postage, etc. – *everything net of salaries and benefits.*

**CITY COUNCIL OPERATIONS
DECREASE OF \$14,563**

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.

The City Council budget had an overall 25.4% decrease (\$14,563) as compared to the FY 2016/17 adjusted budget. There was a reduction in advertising and publishing expense in the amount of \$1,000. There is a decrease of \$13,159 in Election Cost expense for the Town’s 2017 November election with a budget of \$15,000. Office supplies decreased by \$300 while mileage reimbursement increased for meeting attendance to conferences.

**ADMINISTRATION DEPARTMENT
DECREASE OF \$53,983**

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 Deputy City Clerk), contract support for human resources (legal), legal noticing and posting, conference attendance and support, memberships, municipal code publishing, office supplies, and the administrative share of general utilities and costs.

The total Administration Department budget decreased by (\$53,983) compared to the adjusted FY 2016/17 budget. One major decrease is due to the contract human resources decrease for employment law support in the amount of \$70,000. The decrease is due to some retiree health plan changes to lower cost health plans. The CalPERS UAL payment increased \$6,273 from the FY 2016/17 expense \$24,997. The total UAL for Miscellaneous Employees is \$183,648 and it is allocated across the various departments. The CalPERS employer contribution increased to 9.096% and increased employer expense by \$2,477 to \$39,923. There is a projected salary and benefits adjustment increase of \$19,117 due to the salary and benefit increase of 3% during FY 2016/17. There is a decrease of \$1,800 in external printing services for the printing of the Athertonian newsletter. There was a decrease of \$2,000 in training and workshops as well as a decrease in Special Events & Awards by \$300 for employee recognition awards as the Town is current on employee milestone awards.

There is a no-cost title change to the City Clerk/ATCM to City Clerk/Deputy City Manager to better reflect job duties and responsibilities.

CITY ATTORNEY'S OFFICE

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 does not reflect an increase. The department budget is \$204,000 and includes the City Attorney retainer of \$154,000 and also includes an expenditure budget of \$50,000 in the event that any additional outside attorney services are needed.

**FINANCE DEPARTMENT
INCREASE OF \$7,791**

The Finance Department budget includes the salaries and benefits of three full-time employees (Finance Director, 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.

The Finance Budget increased by \$7,791 as compared to the adjusted FY 2016/17 budget. Salaries and benefits decreased by \$7,577, of which \$12,512 is due to a reduction in active health insurance

expense and a \$1,513 reduction in CalPERS employer retiree contribution. There was an increase to the FY 2017/18 CalPERS UAL payment unfunded liability expense of \$3,758. Health insurance for retiree pay as you go increased \$853. There is a projected salary and benefits adjustment increase of \$2,276 due to the salary and benefit increase of 3% during FY 2016/17. The total operation expenses for the department increased by \$15,368. A majority of the increase is in Other Contract Services expenditure budget that increased by \$13,100 to \$45,100. This increase is a result of upcoming GASB 75 OPEB requirements which will require an OPEB analysis. While this amount is budgeted, the Town may be able to use GovInvest to complete the required analysis at a lesser cost. There is also an adjustment to the GovInvest license and onboarding of OPEB module to the Town's calculation portal. The audit and finance expenditure budget increased \$1,363 to \$51,296 for audit service contract for FY 2016/17 audit and FY 2017/18 interim audit. There was an increase of \$905 in technical services expense for Springbrook Financial Software annual maintenance fee.

**PLANNING
INCREASE OF \$12,579**

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 overall increase is due to the Contract Planner expense increase of \$12,579. This includes the \$50,000 additional authorization from current year for Sustainability programs management and an increase of approximately 6% in contractor planner expense to \$214,150. Most of this cost is due to the anticipated work on the General Plan Update and work with the Tree Committee to update the Tree Preservation Ordinance. There is the continued allocation for a portion of Town Arborist to the Planning Department (\$10,000).

**BUILDING DEPARTMENT
INCREASE OF \$17,587**

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

The Building Department had an overall increase of \$17,587. Salary and benefits had a net increase of \$17,166. This is mainly due to the Building department portion of CalPERS unfunded liability increase of \$8,554 for FY 2017/18. There is a projected salary and benefits adjustment increase of \$8,612 due to the salary and benefit increase of 3% during FY 2016/17. There was increase of \$1,000 in Technical Services expense for the increase cost for the CRW maintenance fee. Due to the projected building permit revenues relative increase for FY 2017/18, the Contract Life Building Safety expense increased \$9,521 to \$985,988. Subscription expense decreased by \$2,100 as new reference code books were ordered in the current fiscal year. There was a reduction in Microfilms-

Digital Archiving expense of \$7,500, as the digital archiving of plans continues to be undertaken and funded through the building technology surcharge fee.

**INTERDEPARTMENTAL
INCREASE OF \$13,457**

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 \$17,587. There was a reduction of \$4,040 in IT support expense for Interwest IT services. The initial contract had a one-time transitional cost fee and the contract expense for FY 2017/18 will have a 12-month expense. There is a projected decrease of \$10,870 in Town Liability insurance to \$225,616. 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. Premium employment practice liability insurance budget had a slight increase of \$4,694 to \$35,996. There is a projected increase for County Tax administration cost by \$3,409 to \$76,409. This is for the San Mateo County property tax administrative costs for collection and processing of Town taxes. There was an increase of \$11,500 for miscellaneous computers parts and supplies expense. This is due to need for redundancy of Town-wide servers in the coming year. There is an increase in Computer Equipment Software expense of \$8,764 for network software, storage back up, wireless projects, and annual website hosts renewal (refresh of the website in 2017).

**PUBLIC WORKS DEPARTMENT
INCREASE OF \$74,860**

The Public Works Department budget consists of 5 distinct areas of focus: Engineering, Streets, Park Maintenance, Park Programs, and Building Maintenance. The salaries and benefits of all or portions of four full-time employees (Superintendent, Associate Engineer, Office Specialist, and Arborist) 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.

The Public Works budget reflects an increase of \$74,860. Total Salaries and Benefits increased \$26,839 in the department mainly due to the increase of the department's portion of the CalPERS UAL payment in the amount of \$12,814 for FY 2017/18. There is a projected salary and benefits adjustment increase of \$12,215. The operations budget reflects an increase of \$48,022. There is a decrease of \$7,978 for Contract Park Event Services for Catering by Dana. This is correspondent to the Park Program revenue projected for FY 2017/18. There is a reduction in equipment repair and maintenance of \$2,500 to a budget of \$8,900 for routine building repairs. The budget reflects an increase in Contract Custodial services to \$7,700 in anticipation of a services bid refresh. The

street sweeping budget expense increased \$3,000 to \$18,000. Utility expense for electricity and gas increased by a combined \$3,000. There was an increase in rent facilities expense by \$1,500 for Pod storage container for the department. There was a \$1,000 increase in conferences to \$3,000 for attendance to the APWA and ASE conferences. Miscellaneous Computer software expense had a reduction of \$1,700 due to decrease in GIS license update expense and reduced plotter expense. Building improvements expense increased by \$46,000 to a budget of \$56,000 (the bulk of the departmental increase). This is for the remodel of the men's and women's restrooms at the pavilion in the Holbrook Palmer Park.

The Contract DPW maintenance service continues to be monitored and enhanced maintenance service and priorities are currently in review with MCE. The total current contract budget is \$555,133

This budget does not include the recently discussed park pathway conversions from paved path to decomposed granite. The section of path along Watkins could be added at \$80,000 and then each year thereafter add \$40,000 to do discrete sections until the entirety of the Park is complete. This can be added at this time if the Council so chooses to direct.

**POLICE DEPARTMENT
INCREASE OF \$377,528**

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.

K-9 Program

The primary function of K-9s is locating and apprehending felony suspects and evidence. The K-9 program has served Atherton community for more than 30 years. The Town currently has one K-9 unit (recent retirement of Karli). K-9 units offer an added dimension to apprehending violators and suppressing crime, as they are used during building searches, locating children and elderly or tracking of suspects such as perimeter (yard-to-yard) searches. A major benefit of the K-9 unit is its ability to locate suspects allowing for officer protection and safety, limiting exposure to danger. At current staffing levels, adding the additional K-9 is difficult; however, once staffing levels are up to an appropriate level, we will explore the possibility of adding back the additional K-9.

For the last 15 years, the K-9 dogs have been purchased by generous residents who wanted to assist the Town and Department to acquire highly trained and skilled police service canines. The Atherton Police Department continues to be grateful for the support and strives to ensure that our K-9 program serves the entire community. There is a donor in the wings waiting to make that contribution.

At times, our K-9 teams are requested to respond and assist our neighboring police agencies with K-9 related matters. K-9 units from neighboring jurisdictions (Palo Alto, Menlo Park, Redwood City, San Mateo County, etc.) frequently assist one another and cross train with each other. This provides the continuity of performance that is essential to effective service. In addition to their field duties, K-9 Teams are routinely requested for demonstrations at school events and various types of community gatherings effectively building police/community relationships.

Investigations/Detective

The primary purpose of the detective is to work closely with the patrol teams on crime scene investigations, forensic evidence collection and investigative follow-up needed to successfully prosecute a case.

The staffing within the department consists of one detective sergeant and one detective officer that investigate crimes that require follow up, witnesses, victims, arrest of suspects, search warrants, property recovery, photo line-ups. Frequently suspect(s) of a criminal case live in another jurisdiction, meaning that much of the follow-up involves suspect interviews or surveillance that must be conducted in another jurisdiction. With only two patrol officers and a patrol supervisor working each shift, the detective is a much needed investigative resource that makes it possible to conduct timely follow-up, often in other jurisdictions, without impacting patrol services.

School Resource Officer (SRO)

The School Resource Officer (SRO) handles a wide variety of police calls for service from each of Atherton's nine (9) schools. The Town has had 1,180 incidents to date regarding school related issues such as: truancy, thefts, gang fights, alcohol and drug education/enforcement, youth counseling, child protective service referrals, active shooter training, mental health cases and school traffic and pedestrian safety.

Aside from residential burglary alarms, Atherton schools generate the highest number of calls for service. Having the SRO available to handle calls for service at our schools, the dayshift patrol officers can then work traffic details and back street burglary prevention, thus allowing the patrol unit to be more efficient and effective. The SRO position also allows for coverage of traffic and patrol detail when needed within the department.

The SRO regularly assists with active shooter preparedness presentations, consultation for lockdown drills, and stranger awareness classes for students and provides a needed benefit if such emergencies do ever arise. We continue to explore the possibility of joint funding of this position and will make the request anew during this budget season.

Traffic Motorcycles

The Police Traffic Unit consists of three motor officers that primarily ride BMW police motorcycles. The Department has a fourth motorcycle used for training or reserve when one of the BMW's is out of service due to mechanical issues. The Town currently has two full time motor officers and one reserve motor officer.

The Motor Unit focuses the majority of its time and energy on traffic enforcement citations and warnings. They spend time on collision reports and investigations and also handle a significant number of traffic complaints from citizens. They patrol areas that generate daily traffic congestion issues, such as the increased traffic congestion during school drop off/pickup times and commute times on major thoroughfares like El Camino. Some traffic complaints require more attention than others, and from time to time, a complaint may expose a legitimate area of traffic safety concern that require regular police visibility and traffic enforcement. The traffic division participates with allied agencies-STEP/AVOID and the Tri-City investigation team and also perform reporting duties to CHP.

The officers assigned to motorcycles also work patrol and comprise a portion of our regular patrol teams. They enhance and supplement patrol operations by working traffic and handling calls for service thus greatly enhancing police response and service to the Town.

Communications/Records Personnel

Dispatch currently consists of five full-time dispatchers and several hourly per diem dispatchers. They process emergency and non-emergency calls and collaborate with other agencies for fire and medical emergencies. Dispatchers also assess and respond to emergency and non-emergency situations on radio channel and monitor residential alarms. Another important duty of dispatch and communications personnel is the front counter service that includes the handling of ticket sign off requests, vehicle tow releases, garage sale permits, premise updates. They also review and process police reports, prepare paperwork for the District Attorney and Court, arrest packets and monthly statistics.

In FY 2015/16 the Town added a 5th dispatcher. Adding the 5th dispatcher significantly increased dependable dispatcher shift coverage for planned and unplanned shift vacancies, and greatly reduce the reliance on our per diem dispatchers, and anticipates to decrease the amount of backfill overtime. Currently the 5th dispatcher works as a floater covering shift vacancies from planned and unplanned absences and serves as back-up during weekday dayshifts, which has the highest volume of calls for service. The dispatcher on this shift not only dispatches patrol officers, but also handles business at the front counter, answer emergency and non-emergency phone lines, and performs a variety of record keeping functions. The 5th dispatcher is responsible to provide lunch breaks to the weekday dayshift dispatcher, shift scheduling, and serve as the CLETS and RIMS coordinator. These specific extra duties and responsibilities qualify the 5th dispatcher for an additional 5% special assignment pay per Article IV, Section 29 of the current Memorandum of Understanding (MOU) between the Town and the Atherton Police Officers Association.

The Police Department budget includes an operations budget for computers and equipment, training and workshops, software licensing and support, general office support, memberships, office supplies, and shares of general utilities and costs.

The Police Department total budget reflects an increase of \$377,528 over the FY 2016/17 adjusted budget. The Department budget is \$7,158,811 and comprises 55% of the total General Fund operational budget. The department staffing includes 21 sworn officers and includes a Police Chief

and Commander. *Currently the department is not fully staffed.* Staffing is down three (3) full-time positions. Specifically, there are two vacant police sergeant positions (1 vacant and 1 medical leave) and one police officer. The Police Department is actively recruiting and has recently added 3 new police officers within the fiscal year. Recruitment is typically a continuous effort. The process for recruitment and hiring of a police officer is a grueling process that takes anywhere from approximately 4 to 6 months. As the department actively recruits to fill vacant positions, in the interim it has incurred overtime for staffing level coverages that were discussed above. The salaries and benefits account for an additional \$199,028.

Within the salaries and wages budget there is an increase of regular salaries for officers and dispatchers of \$216,592. *In October 2016, the Town entered into a new MOU with the Atherton Police Officers Association.* Key changes include a 3% wage adjustment and 1% benefit adjustment for Employer PERS contribution for sworn personnel only. As of July 1, 2017 the sworn personnel receive an additional 2.75% wage increase and an additional 1% adjustment for Employer PERS contribution. Dispatchers received a 5% equity adjustment in addition to the COLA only of 3% and 2.75%.

For FY 2017/18 the department overtime budget is projected at \$350,000 due to the projected staffing levels into the new fiscal year. As staffing levels adjust, overtime will be monitored.

There is a decrease in CalPERS employer contribution expense of \$39,931 to a budget of \$540,224. This is a result of the 2% benefit adjustment for sworn personnel starting July 2017. The Workers' Compensation expense as discussed earlier in the report increased \$38,241 as the department charge went from 9% to 10% to build up a reserve for claims. The Police Department budget reflects a payment of the CalPERS UAL of \$525,550, an increase of \$100,911. The CalPERS employer contribution expense increased \$8,700 due to the CalPERS rate increase from 21.23% to 21.418%. This increase is netted out by the decrease of \$39,931 in the *CalPERS employer contribution* adjustment for sworn personnel only. *The employee now pays their entire portion of the employee contribution* an additional savings of approximately \$28,000 during this year.

Overall, the basic Operations expenditure budget for the Police Department increased by \$85,011 from \$838,797 to \$923,808. There was an increase of \$8,410 in technical services for additional license for second dispatch station for MKMS server for alarm notifications. There was an increase in equipment maintenance vehicles expense for \$10,000 as the Town is relocating its vehicle maintenance service from Towne Ford to Redwood City Maintenance Yard. There was an increase for equipment maintenance expense in the amount of \$4,000 for increase maintenance for data 911 software. There was slight increase in utilities - gas, water and telephone - for a combined \$6,000. The recruitment cost expense item increased \$4,000 to \$12,000 for associated costs related to recruitment to include exams and background investigations. Equipment replacement fund expense increased by \$73,180 due to the recommended purchase of 1 outfitted unmarked patrol car, and purchase of 1 new outfitted SUV, and investigative equipment for the PD fleet for a total of \$160,000 as the Department begins phasing out high mileage vehicles. The Department just put into service with the fleet, the brand new SUV purchased in the current fiscal year. The Equipment replacement fund has a fund balance of \$661,946. Other Contract Services expense had a reduction of \$38,282, a majority due to reduced dry cleaning uniform budget by \$10,000, elimination of Zetron maintenance of \$14,000 due to the Department new dispatch center console equipment

received through a State grant. The maintenance of the dispatch console equipment is through a State grant program.

As noted above, staff recommends the purchase (from the equipment replacement fund) of the following equipment – in addition to the two new vehicles.

Request	Amount	Description
1. Tasers -30	\$41,000	Replace Tasers (replacing all departmental Tasers out of warranty – 4 years old or more)
2. Camera-HP Park	\$7,500	Installation of a camera at HP park at the pedestrian bridge.
3. Backup transmission antennae	\$5,000	Relocate our backup transmitter from APD to MPPD
4. Expanded reception areas for radio system	\$41,000	Improvement of PD radio signal reception throughout the Town
Total Amount	\$94,500	

Radio expansion coverage

The Town maintains a radio system used for law enforcement communications. This system has a transmitter located at 83 Ashfield Rd. The system uses repeater technology which allows users to hear transmissions over great distances. For the repeater system to work properly, receiving antenna stations are located throughout the coverage area. These antennas allow the lower power portable radio transmissions to be received clearly. The transmissions are sent over hardwired telecommunications links to the radio transmission site where they are rebroadcast, allowing others to receive the transmission clearly. A voter is a piece of radio equipment which evaluates the relative signal level of transmissions received simultaneously by multiple receiving antennas. The voter elects the strongest signal and sends that transmission through. This existing infrastructure provides reasonable coverage, but does have gaps which can be addressed through the expansion of the receiving antenna network. This supplemental budget request would relocate/add receiving antennas to the following:

- Atherton PD
- MP Fire Station 1
- Cal Water Bear Gulch Reservoir
- Haven Av, Menlo Park (relocated from FS 5)
- Menlo Park Fire Station 4 (new)
- Menlo Park Fire Station 2 (new)

If needed, additional detail can be provided at the Study Session. Improvements would be forward compatible to the new radio systems contemplated with the Civic Center.

OVERALL SUMMARY

Staff recommends the transfer out of \$92,188 toward the Town OPEB Trust and allocation of \$357,140 towards Workers’ Compensation equity reserve. In previous fiscal years the Council established an Unallocated Fund Balance target of \$5,000,000 beyond required reserves. The FY 2017/18 budget maintains that target. As the Town moves closer to a funding decision for the Town Center, there is confidence in the Town’s fiscal health.

For FY 2017/18 the Town’s General Fund Revenues are projected at \$14,314,027 against \$12,841,976 in expenditures. This will result in a single year-end positive balance of \$1,472,051 and a total positive ending Fund Balance of \$14,170,756. This is before any transfers in from the Parcel Tax and ERAF.

When we include the below the line items of \$1,066,958 for ERAF and \$372,000 for Parcel, the single-year projected surplus is \$2,911,009.

Reserve Calculations

Any remaining fund balance not reserved or committed is designated as Unallocated Fund Balance. The projected unallocated available fund balance for FY 2017/18 is \$9,171,065. This Unallocated Fund Balance represents funds that have not yet been assigned. With Council direction, the unallocated reserve balance can be appropriated towards operational use, capital projects or to pay down liabilities. As mentioned previously, prior Council direction during budget discussions was to maintain an Unallocated Fund balance of \$5,000,000. With this being said, the operations budget unallocated fund balance is above the \$5 million threshold.

The beginning FY 2016/17 General Fund Balance was \$13,199,539. *The FY 2016/17 projected year-end fund balance is \$11,709,006.* This includes the Parcel Tax and ERAF revenues as allocated. With the inclusion of the transfers out above, there is a total General Fund projected year end fund balance of \$14,170,756.

FY 2017/18 Beginning Fund Balance	\$11,709,006
FY 2017/18 Projected Revenues (inclusive of ERAF & Parcel Tax)	\$15,752,985
Total Available Funds	\$27,461,991
Transfer out FY 2017/18 Pension Liability	(\$92,118)
Transfer out FY 2017/18 Workers Compensation Equity Reserve	(\$357,140)
FY 2017/18 Expenditures (Original Budget)	(\$12,841,976)
Projected FY 2017/18 Ending Fund Balance	\$14,170,757

As shown below, the Town will meet its reserve requirements at FY 2016/17 and projects an unallocated reserve that is 71% of adjusted expenditures.

FY 2017/18 Expenditures	\$12,841,976
Projected FY 2017/18 Ending Fund Balance	\$14,170,757
15% Emergency Reserve	\$1,926,296
20% Budget Stabilization Reserve	\$2,568,395
Building Component Town Center (formerly Facilities Reserve)	\$505,000
TOTAL RESERVE REQUIREMENT	\$4,999,692
<i>Less Above Reserve Requirement = Unallocated Reserves</i>	<i>\$9,171,065</i>

In addition to maintaining an operations budget that provides the appropriate level of service to the community, the Town is embarking on a project milestone for replacement of currently aged administration, police and community department facilities. As Council is aware, the 100% design development costs were received in February and illustrate the costs of the new Town Center. The Council held Study Sessions regarding the funding of this project should the required donations not materialize to build the new civic center.

The City Council during its January 18 Study Session reviewed the Project and asked staff for options should Atherton Now not reach its funding target of \$25 million. Discussions included the constraints of Measure L and the funding needs of the Project. Staff was directed to investigate, in more detail, the requirements for Certificates of Participation and create a funding plan for the Civic Center using all available General Funds.

Earlier in our Study Session, a representative from Urban Futures discussed COPs and how they work as a possible funding source for any remaining funding gap for the project. The Council reviewed and approved the below Funding Plan for the Project. The remaining funding requirement shown below will be met by a combination (in order of priority) other funds: 1) additional donation receipts; 2) annual budget revenues over expenditures; and 3) short-term Certificates of Participation.

When the projected unallocated General Fund Balance of \$9,171,065 is factored into the Funding Plan and assuming all other funding sources remain consistent, required funding is met. However, the Council may discuss whether it would be prudent to allocate the entirety of unallocated General Funds to the project.

Civic Center Project Funding Plan	
Item/Fund	Amount
Design Cost Estimate (100% Design Development)	\$3,305,255
Construction Cost Estimate (100% Design Development)	\$22,253,000
Total Design & Construction Cost	\$25,558,255
Atherton Now Donation	(\$7,000,000)
Remaining Requirement	\$18,558,255

Civic Center Project Funding Plan	
Item/Fund	Amount
Application of Revenue from Building Fees	(\$2,935,000)
Remaining Requirement	\$15,623,255
Allocation of FY 2018/19 ERAF (Estimated)	(\$1,000,000)
Remaining Requirement	\$14,623,255
Existing Unallocated General Fund Available	(\$9,171,065)
Remaining Requirement	\$5,452,190
Existing CIP Unallocated Funds	(\$4,423,138)
Remaining Requirement	\$1,029,052
Remaining Requirement to be met by a combination of Additional Donation Receipts, Annual Budget Revenues over Expenditures, and Short-term Certificates of Participation – without the addition of new tax burdens	

POLICY FOCUS

This item discusses revenue and expenditure projections, the use of excess ERAF, reserve policies, and recommendations for adjustment to the use of the Parcel Tax. These are policy areas for Council discussion and direction as we prepare the FY 2017/18 budget.

FISCAL IMPACT

None.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town’s electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town’s electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

The Town maintains a Fiscal Transparency web portal and includes all budget information on its website. Links to these various areas are below:

Fiscal Transparency Web Page:
<http://www.ci.atherton.ca.us/index.aspx?NID=269>

Archive of Town Budgets:
<http://www.ci.atherton.ca.us/index.aspx?nid=273>

Financial Data Portal (OpenGov):

<http://www.ci.atherton.ca.us/index.aspx?nid=361>

Financial Audit

Archive: <http://www.ci.atherton.ca.us/Archive.aspx?AMID=39&Type=&ADID=>

Actuarial Valuations Archive:

<http://www.ci.atherton.ca.us/Archive.aspx?AMID=61&Type=&ADID=>

Labor Contracts, Agreements, and Salary/Benefit Information:

<http://www.ci.atherton.ca.us/index.aspx?nid=192>

ATTACHMENTS

FY 2017/18 General Fund Revenue and Expenditure details by department

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2017-2018

Account	Description	Actual 2015-2016	Recomm Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Revenues					
101-00-40001-000	Secured Property Tax	6,923,099	7,222,365	7,525,720	7,856,852
101-00-40002-000	Unsecured	366,872	397,055	397,055	387,000
101-00-40004-000	SB813 Redemption (Suppl)	257,917	200,572	256,360	267,640
101-00-40006-000	Prop Tax in Lieu of VLF (Motor Veh)	943,472	985,928	1,020,888	1,065,807
101-00-40008-000	Excess ERAF				
101-00-40010-000	Unsecured SB813 Redemp/Suppl	3,166			
101-00-42005-000	Property Transfer Tax	413,241	458,705	458,705	421,000
Total Property Taxes ->		8,907,767	9,264,626	9,658,728	9,998,299
101-00-41001-000	Sales & Use Tax General	174,612	169,658	172,380	175,828
101-00-41002-040	Prop 172 Sales Tax for Police	83,312	75,152	78,494	81,500
101-00-41004-000	In Lieu Sales Tax/Trip Flip	165,520	55,730		
Total Sales Taxes ->		423,444	300,541	250,874	257,328
101-00-42001-000	Franchise Taxes-Utilities	218,407	221,395	221,395	223,609
101-00-42002-000	Franchise Tax-Cal Water	119,054	126,917	126,917	128,186
101-00-42003-000	Franchise Tax-Garbage	333,132	353,692	305,613	308,669
101-00-42004-000	Franchise Taxes-Cable	137,021	136,339	139,320	140,713
Total Franchise Fees ->		807,614	838,343	793,245	801,177
101-00-40005-000	Homeowners Exemption	36,323	36,280	36,280	37,006
101-00-40007-000	Motor Veh. Lic Fees (MVLFF)	4,844	5,085	5,085	5,187
Total Intergovernmental ->		41,167	41,365	41,365	42,192
101-00-43001-000	Business Licenses	175,999	227,253	235,916	242,993
Total Business License Tax ->		175,999	227,253	235,916	242,993
101-00-47001-000	Home Occupation Permit	300	300	300	300
101-00-47019-020	Zoning & Planning Fees	245,529	232,500	265,000	260,000
Total Planning Revenue ->		245,829	232,800	265,300	260,300
101-00-47002-025	Building Permit Fee	880,779	992,000	1,041,600	1,052,016
101-00-47004-025	Grading & Drainage	70,699	82,000	86,100	86,961
101-00-47021-025	Plan Check Fee	390,266	445,000	467,250	471,923
101-00-47030-025	Tree Removal Plan Check	88,212	120,000	126,000	127,260
101-00-48502-025	Miscellaneous Income	472			
Total Building Revenue ->		1,430,429	1,639,000	1,720,950	1,738,160
101-00-44001-040	Municipal & Vehicle Code Fines	10,987	13,791	13,791	12,537
101-00-44002-040	Other Fines & Forfeiture (County)	67,068	64,848	45,910	38,258
101-00-45007-040	POST Reimb	12,625	9,251	9,251	7,709
101-00-45012-040	DUI Grant	3,973	3,723	3,723	3,103
101-00-45017-040	ABAG Grant	4,117	4,179	8,297	6,914
101-00-47005-040	Other Licenses & Permit	2,527	2,395	2,395	2,635
101-00-47009-040	Photocopy Fee	241	323	323	185
101-00-47011-040	Alarm Sign Fees	1,227	1,616	1,616	1,243
101-00-47012-040	Vehicle Release	925	985	985	1,034
101-00-47013-040	Police Report	166	166	166	-
101-00-47014-040	Fingerprinting Fee	96	256	256	171
101-00-47016-040	Special Service Fee	20,735	5,525	5,525	5,580
101-00-47017-040	Solicitor's Permit	168	230	230	186
101-00-48004-040	Sale of Property	1,419	500	500	250

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2017-2018

Account	Description	Actual 2015-2016	Recomm Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
101-00-48502-040	Miscellaneous Income	2,189	2,081	2,081	1,387
101-00-48503-040	Property Damage Reimbursement	-			
	Total Police Revenue ->	129,587	109,869	95,049	81,192
101-00-45005-050	C/CAG AB 1546-Veh registration	-	-		
101-00-45021-053	Highway Maint Reimbursement	-	35,700	35,700	35,700
101-00-47003-050	Encroachment	289,293	248,218	289,294	295,080
	Total DPW Revenue ->	289,293	283,918	324,994	330,780
101-00-47022-058	Social Fees	60,948	55,500	94,635	86,032
101-00-47023-058	Meeting Fees	37,300	48,000	48,000	41,739
101-00-47025-058	Class Fees	28,828	33,826	33,826	32,215
101-00-47028-058	Weddings	11,900	20,000	25,000	25,250
101-00-47029-058	Park Day Use Fee	10,900	13,396	13,396	13,664
101-00-47039-058	Park Rev-Admin 30% Non-Resident	25,455	24,251	35,730	35,029
101-00-47040-058	Park Rev-Admin 15% Resident	3,199	2,050	5,835	5,893
	Total Park Program Revenue ->	178,529	197,023	256,422	239,823
acct					
101-00-44003-000	Heritage Tree Damage Fee			6,800	7,480
101-00-44004-000	C & D Deposit Forfeited	4,200		11,600	16,240
101-00-45008-000	SB 90 Reimbursement	20,215	6,000	6,000	-
101-00-45016-058	DOC Grant	-		5,000	5,000
101-00-45017-000	ABAG Grant	-			
101-00-45020-000	Other Reimbursements	2,452			
101-00-47005-000	Other Licenses & Permit	3,600	3,000	-	
101-00-47005-012	Other Licenses & Permit Admin			1,000	1,500
101-00-47009-000	Photocopy Fee	29			
101-00-47031-030	Tree Inspection Fee	25,419	25,000	31,488	28,625
101-00-47036-030	Admin Citation (code enforcement)	28,600	24,500	28,600	34,320
101-00-47038-000	Banner Permit Fee	1,350	1,325	1,325	1,775
101-00-48001-000	Interest Income	105,469	96,800	96,800	80,667
101-00-48002-000	Cell Antenna Lease	50,665	52,981	52,981	55,858
101-00-48003-000	Property Rental - Playschool	78,118	78,118	78,118	78,118
101-00-48005-000	Post Office	7,869	9,000	9,000	9,000
101-00-48501-000	Donations/Contributions	-			
101-00-48502-000	Miscellaneous Income	1,572	3,500	5,582	3,200
	Total Misc. Revenues ->	329,559	300,224	334,294	321,783
	Total Operating Revenues ->	12,959,218	13,434,961	13,977,137	14,314,027
	Expenditures				
	City Council Department	37,660	67,233	80,392	65,829
	Administration Department	683,315	725,330	819,794	765,811
	City Attorney Department	163,798	204,000	204,000	204,000
	Finance Department	578,114	664,210	664,210	672,001
	Planning Department	208,655	217,759	267,759	280,338
	Building Department	1,054,429	1,199,745	1,244,359	1,261,946
	Inter Department	343,635	502,942	519,582	533,039
	Police Department	6,027,820	6,781,283	6,781,283	7,158,811
	Public Works Department (adj)	1,480,198	1,787,137	1,825,340	1,900,200
	Total Operating Expenditures ->	10,577,624	12,149,639	12,406,719	12,841,976
	Excess (Deficiency) of Revenues Over Expenditures	2,381,594	1,285,323	1,570,418	1,472,051

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2017-2018

Account	Description	Actual 2015-2016	Recomm Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
<u>Other Financing Sources/(Uses)</u>					
101-00-49002-000	Special Parcel Tax Fund-Safety	372,000	372,000	372,000	372,000
101-00-58005-000	Transfer (out) to OPEB/Pension	(680,684)	(548,950)		(92,118)
101-00-58004-000	Trsfr in/(out) Workers Compensation	(631,243)	(112,998)	(112,998)	(357,140)
101-00-58002-000	Trsfr in/(out) Capital Replacement reserve	(614,000)			
101-00-58002-030	Trsfr in/(out) CIP Future Projects	(2,309,041)	(4,423,138)	(4,423,138)	
	Excess ERAF	1,066,958	1,033,000	1,103,185	1,066,958
	Total Transfers In/(Out) ->	(2,796,010)	(3,680,086)	(3,060,951)	989,700
	Incr/(Decr) of General Fund Resv	(414,416)	(2,394,763)	(1,490,533)	2,461,751
	Net Change in Fund Balance	(414,416)	(2,394,763)	(1,490,533)	2,461,751
	Beginning Fund Balance	13,613,954	13,199,539	13,199,539	11,709,006
	Ending Fund Balance	13,199,539	10,804,775	11,709,006	14,170,756

Fund Balance Schedule				
Building Component Town Center Funding	505,000	505,000	505,000	505,000
15% Emergency Reserve	1,586,644	1,822,446	1,861,008	1,926,296
20% Reserve	2,115,525	2,429,928	2,481,344	2,568,395
Reserved for OPEB				
Available Fund Balance	8,992,370	6,047,402	6,861,654	9,171,065
Ending Fund Balance	13,199,539	10,804,775	11,709,006	14,170,756

Town of Atherton
 Annual Operating Budget FY 2017-2018
 City Council Budget - Summary

Category	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
General Operation	1,362	5,380	5,380	4,380
Other Services/Exp	29,602	56,053	69,212	55,949
Supplies & Materials	994	800	800	500
Capital Outlay	5,702	5,000	5,000	5,000
City Council	37,660	67,233	80,392	65,829

Town of Atherton Annual Operating Budget FY 2017-2018
City Council Budget By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
General Operation	101-11-53016-011	Utilities - Water	1,362	1,880	1,880	1,880
General Operation	101-11-53024-011	Advertising/Publishing	-	3,500	3,500	2,500
Other Services/Exp	101-11-54002-011	Bus Meeting & Meals	1,915	1,200	1,200	1,200
Other Services/Exp	101-11-54003-011	Conferences	4,802	7,500	7,500	7,500
Other Services/Exp	101-11-54004-011	Training & Workshops	2,223	2,000	2,000	2,000
Other Services/Exp	101-11-54007-011	Membership/Dues	11,477	11,853	11,853	11,499
Other Services/Exp	101-11-54008-011	Mileage Reimbursement	-	-	-	500
Other Services/Exp	101-11-54010-011	Other Contract Services	735	10,000	10,000	10,000
Other Services/Exp	101-11-54011-011	Environmental Program	4,449	5,000	5,000	5,000
Other Services/Exp	101-11-54013-011	Contribution-SSV	1,500	1,000	1,000	750
Other Services/Exp	101-11-54014-011	Contribution-HIP	2,500	2,500	2,500	2,500
Other Services/Exp	101-11-54020-011	Election Cost	-	15,000	28,159	15,000
Supplies & Materials	101-11-55002-011	Office Supplies	994	800	800	500
Capital Outlay	101-11-57006-011	Computer Equipment/Software	-	-	-	-
Capital Outlay	101-11-57007-011	Office Equip & Furniture	5,702	5,000	5,000	5,000
Total City Council			37,660	67,233	80,392	65,829

Town of Atherton
 Annual Operating Budget FY 2017-18
 Administration Budget - Summary

Category	Actual 2015-16	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Salaries & Wages	410,255	422,036	422,036	447,408
EE Benefits	188,607	192,576	192,576	196,785
Professional Svs	9,051	6,000	90,000	20,000
General Operations	24,324	31,689	31,689	29,954
Other Services/Exp.	43,690	58,397	58,397	57,032
Supplies & Materials	6,653	9,500	9,500	9,500
Capital Outlay	735	5,132	5,132	5,132
Administration Total	683,315	725,330	809,330	765,811

Town of Atherton Annual Operating Budget FY 2017-18
Administration - Budget by Account

Category	Account	Description	Acutal 2015-16	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Adjusted Budget 2017-2018
Salaries & Wages	101-12-50001-012	Regular Salaries	410,000	413,536	424,000	438,908
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	255	1,000	1,000	1,000
EE Benefits	101-12-50013-012	EE Benefits Earned	4,065	4,135	4,135	4,389
EE Benefits	101-12-51001-012	Medicare Tax	6,354	5,996	5,996	6,364
EE Benefits	101-12-51003-012	PERS Retire Contrib- ER	35,952	37,446	37,446	39,923
EE Benefits	101-12-51004-012	PERS Retire Contrib- EE	-	-	-	-
EE Benefits	101-12-51007-012	STD Insurance	688	576	576	576
EE Benefits	101-12-51008-012	Health Insurance-Active	29,525	33,181	33,181	27,012
EE Benefits	101-12-51009-012	Health Insurance-Retirees	59,210	47,754	47,754	47,539
EE Benefits	101-12-51010-012	Dental Insurance	1,918	2,014	2,014	1,342
EE Benefits	101-12-51011-012	Vision Insurance	397	389	389	412
EE Benefits	101-12-51013-012	Workers' Compensation	16,950	16,541	16,541	17,556
EE Benefits	101-12-51014-012	Life & ADD Insurance	529	529	529	529
EE Benefits	101-12-51015-012	LTD Insurance	2,186	2,083	2,083	2,083
EE Benefits	101-12-51016-012	Unemployment Insurance	4,245	4,135	4,135	4,389
EE Benefits	101-12-51019-012	Allowance	4,800	4,800	4,800	5,400
EE Benefits	101-12-51020-012	Educational Reimb	1,980	8,000	8,000	8,000
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	19,807	24,997	24,997	31,270
Total Salaries & Benefits			598,861	614,612	625,076	644,193
Professional Svs	101-12-52008-012	Labor Relation Services		-	-	-
Professional Svs	101-12-52023-012	Contract Human Resources	9,051	6,000	90,000	20,000
General Operations	101-12-53002-012	Other Equip Repair & Maint	8,293	8,304	8,304	8,304
General Operations	101-12-53014-012	Utilities - Electricity	4,264	6,500	6,500	6,500
General Operations	101-12-53015-012	Utilities - Gas	230	500	500	500
General Operations	101-12-53016-012	Utilities - Water	519	585	585	650
General Operations	101-12-53024-012	Advertising - Noticing	5,247	4,000	4,000	4,000
General Operations	101-12-53025-012	External Printing Services	5,772	10,800	10,800	9,000
General Operations	101-12-53026-012	Recruitment Costs	-	1,000	1,000	1,000

Town of Atherton Annual Operating Budget FY 2017-18
Administration - Budget by Account

Category	Account	Description	Acutal 2015-16	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Adjusted Budget 2017-2018
Other Services/Exp.	101-12-54002-012	Business Meetings & Meals	150	300	300	300
Other Services/Exp.	101-12-54003-012	Conferences	4,577	7,000	7,000	7,800
Other Services/Exp.	101-12-54004-012	Training and Workshops	1,656	6,400	6,400	4,400
Other Services/Exp.	101-12-54005-012	Subscriptions	612	680	680	680
Other Services/Exp.	101-12-54007-012	Memberships & Dues	10,912	12,717	12,717	12,852
Other Services/Exp.	101-12-54008-012	Mileage Reimbursement	54	500	500	500
Other Services/Exp.	101-12-54010-012	Other Contract Services	12,989	25,000	25,000	25,000
Other Services/Exp.	101-12-54019-012	Special Events & Awards	9,741	2,800	2,800	2,500
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	5,042	4,500	4,500	4,500
Supplies & Materials	101-12-55017-012	Postage	1,585	5,000	5,000	5,000
Capital Outlay	101-12-57006-012	Computer Equipment/Software	709	632	632	632
Capital Outlay	101-12-57007-012	Office Equip & Furn	26	4,500	4,500	4,500
Total Operations			84,454	110,718	194,718	121,618
Total Admin Dept			683,315	725,330	819,794	765,811

Town of Atherton
Annual Operating Budget FY 2017-2018
City Attorney Budget - Summary

Category	Actual 2015-2016	Adopted Budget 2016-17	Adjusted Budget 2016-17	Recomm Budget 2017-2018
Professional Svs	153,600	154,000	154,000	154,000
Professional Svs	-	-		-
Professional Svs	-	-		-
Professional Svs	-	-		-
Professional Svs	10,198	50,000	50,000	50,000
Professional Svs		-		-
Professional Svs	163,798	204,000	204,000	204,000
City Attorney Total	163,798	204,000	204,000	204,000

Town of Atherton Annual Operating Budget FY 2017-2018
City Attorney - Budget By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-17	Adjusted Budget 2016-17	Recomm Budget 2017-2018
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	10,198	50,000	50,000	50,000
Professional Svs	101-16-52007-016	Attorney - Other Legal	-	-	-	-
Total City Attorney Dept			163,798	204,000	204,000	204,000

Town of Atherton
 Operating Budget FY 2017-2018
 Finance Budget - Summary

Category	Actual 2015-2016	Adopted Budget 2016-17	Adjusted Budget 2016-17	Recomm Budget 2017-18
Salaries & Wages	320,939	343,077	343,077	345,376
EE Benefits	129,163	144,656	144,656	134,781
Professional Svs	44,927	68,023	68,023	70,291
General Operations	26,039	27,500	27,500	27,500
Other Services/Exp.	55,216	77,780	77,780	90,880
Supplies & Materials	592	1,000	1,000	1,000
Capital Outlay	1,238	974	974	974
Capital Outlay	-	1,200	1,200	1,200
Capital Outlay	1,238	2,174	2,174	2,174
Finance Total	578,114	664,210	664,210	672,001

Town of Atherton Annual Operating Budget FY 2017-2018
Finance - Budget by Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-17	Adjusted Budget 2016-17	Recomm Budget 2017-18
Salaries & Wages	101-18-50001-018	Regular Salaries	317,771	339,680	339,680	341,956
Salaries & Wages	101-18-50006-018	Overtime	-	-	-	-
Salaries & Wages	101-18-50013-018	EE Benefits Earned	3,169	3,397	3,397	3,420
EE Benefits	101-18-51001-018	Medicare	4,689	4,925	4,925	4,958
EE Benefits	101-18-51003-018	PERS Retire Contrib- ER	26,415	29,189	29,189	27,676
EE Benefits	101-18-51004-018	PERS Retire Contrib- EE	-	-	-	-
EE Benefits	101-18-51007-018	STD Insurance	464	576	576	576
EE Benefits	101-18-51008-018	Health Insurance-Active	40,008	44,607	44,607	32,095
EE Benefits	101-18-51009-018	Health Insurance-Retirees	24,068	27,437	27,437	28,290
EE Benefits	101-18-51010-018	Dental Insurance	2,584	3,005	3,005	2,509
EE Benefits	101-18-51011-018	Vision Insurance	409	563	563	474
EE Benefits	101-18-51013-018	Workers' Compensation	13,099	13,587	13,587	13,678
EE Benefits	101-18-51014-018	Life & ADD Insurance	364	427	427	427
EE Benefits	101-18-51015-018	LTD Insurance	1,915	1,969	1,969	1,946
EE Benefits	101-18-51016-018	Unemployment Insurance	3,283	3,397	3,397	3,420
EE Benefits	101-xx-51xxx-misc	Unfunded liabilities	11,865	14,974	14,974	18,732
Total Salaries & Benefits			450,102	487,733	487,733	480,156
Professional Svs	101-18-52001-018	Audit & Financial	29,324	49,933	49,933	51,296
Professional Svs	101-18-52017-018	Technical Services	15,603	18,090	18,090	18,995
General Operations	101-18-53002-018	Repair Machinery & Equip	-	500	500	500
General Operations	101-18-53025-018	External Printing Service	146	500	500	500
General Operations	101-18-53031-018	Banking Services	15,893	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	1,700
Other Services/Exp.	101-18-54004-018	Training and Workshops	-	8,400	8,400	8,400
Other Services/Exp.	101-18-54005-018	Subscriptions	50	-	-	-

Town of Atherton Annual Operating Budget FY 2017-2018
Finance - Budget by Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-17	Adjusted Budget 2016-17	Recomm Budget 2017-18
Other Services/Exp.	101-18-54007-018	Memberships & Dues	825	1,000	1,000	1,000
Other Services/Exp.	101-18-54008-018	Mileage Reimbursement	-	300	300	300
Other Services/Exp.	101-18-54010-018	Other Contract Services	31,661	32,000	32,000	45,100
Other Services/Exp.	101-18-54016-018	Business License Processing Fee	22,680	34,380	34,380	34,380
Supplies & Materials	101-18-55002-018	Office Supplies	268	500	500	500
Supplies & Materials	101-18-55009-018	Misc. Computer Parts	324	500	500	500
Capital Outlay	101-18-57006-018	Computer Equip/Software	1,238	974	974	974
Capital Outlay	101-18-57007-018	Office Machines & Furniture	-	1,200	1,200	1,200
			128,012	176,477	176,477	191,845
	101-18-53022-018	Liability Claim Expense				
		Total Operations	128,012	176,477	176,477	191,845
		Total Finance Dept	578,114	664,210	664,210	672,001

Town of Atherton
 Annual Operating Budget FY 2017-2018
 Planning Budget - Summary

Category	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Professional Svs	204,431	211,571	251,571	274,150
General Operations	2,724	3,400	3,400	3,400
Supplies & Materials	1,202	2,200	2,200	2,200
Capital Outlay	298	588	588	588
Planning Total	208,655	217,759	257,759	280,338

Town of Atherton Annual Operating Budget FY 2017-2018
Planning Budget By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Professional Svs	101-20-52011-020	Contract Planner	204,431	201,571	251,571	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	106	360	360	360
General Operations	101-20-53014-020	Utilities - Electricity	208	220	220	220
General Operations	101-20-53015-020	Utilities - Gas	53	160	160	160
General Operations	101-20-53016-020	Utilities - Water	108	40	40	40
General Operations	101-20-53024-020	Advertising/Noticing	1,541	2,000	2,000	2,000
General Operations	101-20-53033-020	Rent - Mach & Equip	708	620	620	620
Other Services/Exp.	101-20-54010-020	Other Contract Services			-	-
Supplies & Materials	101-20-55002-020	Office Supplies	1,190	2,200	2,200	2,200
Supplies & Materials	101-20-55009-020	Misc. Computer Parts	12	-	-	-
Capital Outlay	101-20-57006-020	Computer Equipment/Software	298	588	588	588
Total Planning Dept			208,655	217,759	267,759	280,338

Town of Atherton
Annual Operating Budget FY 2017-2018
Building Budget - Summary

Category	Actual 2015-2016	Adopted Budget 2016-17	Revised Budget 2016-17	Recomm Budget 2017-18
Salaries & Wages	119,500	119,209	119,209	126,639
EE Benefits	86,125	96,410	96,410	106,146
Professional Svs	805,649	963,353	1,007,967	1,018,488
General Operations	19,193	4,180	4,180	4,130
Other Services/Exp.	135	2,350	2,350	400
Supplies & Materials	22,543	11,700	11,700	4,200
Capital Outlay	1,284	2,543	2,543	1,943
Transfer	-	-	-	-
Building Total	1,054,429	1,199,745	1,244,359	1,261,946

Town of Atherton Annual Operating Budget FY 2017-2018
Building Budget By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-17	Revised Budget 2016-17	Recomm Budget 2017-18
Salaries & Wages	101-25-50001-025	Regular Salaries	117,954	118,029	118,029	125,385
Salaries & Wages	101-25-50006-025	Overtime	383	-	-	-
Salaries & Wages	101-25-50013-025	EE Benefits Earned	1,163	1,180	1,180	1,254
EE Benefits	101-25-51001-025	Medicare	1,821	1,784	1,784	1,891
EE Benefits	101-25-51003-025	PER Retire Contrb- ER	8,898	11,140	11,140	11,860
EE Benefits	101-25-51004-025	PERS Retire Contrb- EE	-	-	-	-
EE Benefits	101-25-51007-025	STD Insurance	381	269	269	269
EE Benefits	101-25-51008-025	Health Insurance-Active	21,011	22,424	22,424	22,628
EE Benefits	101-25-51009-025	Health Insurance-Retirees	17,778	17,380	17,380	17,380
EE Benefits	101-25-51010-025	Dental Insurance	1,656	1,658	1,658	1,658
EE Benefits	101-25-51011-025	Vision Insurance	280	472	472	500
EE Benefits	101-25-51013-025	Workers' Compensation	5,034	4,921	4,921	4,921
EE Benefits	101-25-51014-025	Life & ADD Insurance	172	193	193	193
EE Benefits	101-25-51015-025	LTD Insurance	923	904	904	954
EE Benefits	101-25-51016-025	Unemployment Insurance	1,164	1,180	1,180	1,254
EE Benefits	101-xx-51xxx-misc	Unfunded liabilities-Misc	27,008	34,085	34,085	42,639
Total Salaries & Benefits			205,625	215,619	215,619	232,785
Professional Svs	101-25-52017-025	Technical Service	11,840	31,000	31,000	32,000
Professional Svs	101-25-52018-025	Code Enforcement	-	-	-	-
Professional Svs	101-25-52021-025	Contract Inspection Service	-	500	500	500
Professional Svs	101-25-52029-025	Contract Arborist Service	-	-	-	-
Professional Svs	101-25-52033-025	Contract Bldg & Life Safety Svs	793,809	931,853	976,467	985,988
General Operations	101-25-53002-025	Other Equip Repair & Maint	106	-	-	-
General Operations	101-25-53014-025	Utilities - Electricity	1,247	1,200	1,200	1,200
General Operations	101-25-53015-025	Utilities - Gas	317	300	300	500

Town of Atherton Annual Operating Budget FY 2017-2018
Building Budget By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-17	Revised Budget 2016-17	Recomm Budget 2017-18
General Operations	101-25-53016-025	Utilities - Water	650	650	650	600
General Operations	101-25-53024-025	Advertising/Publishing	465	500	500	300
General Operations	101-25-53033-025	Rent - Mach & Equip	708	1,530	1,530	1,530
General Operations	101-25-53035-025	Other Rents & Leases	-	-	-	-
General Operations	101-25-53503-025	Trsfr to Equip Replace Fd	15,700	-	-	-
Other Services/Exp.	101-25-54004-025	Training & Workshop	-	-	-	-
Other Services/Exp.	101-25-54005-025	Subscriptions	135	2,350	2,350	250
Other Services/Exp.	101-25-54007-025	Memberships & Dues	-	-	-	150
Supplies & Materials	101-25-54010-025	Other Contract Services	-	-	-	-
Supplies & Materials	101-25-55002-025	Office Supplies	2,175	3,200	3,200	3,200
Supplies & Materials	101-25-55003-025	Microfilms-Digital Archiving	18,934	7,500	7,500	-
Supplies & Materials	101-25-55006-025	Safety Supplies & Matls	973	1,000	1,000	1,000
Supplies & Materials	101-25-55009-025	Misc. Computer Parts	461	-	-	-
Capital Outlay	101-25-57006-025	Computer Software	-	-	-	-
Capital Outlay	101-25-57006-025	Computer Equipment/Software	1,284	2,543	2,543	1,943
Transfer	101-25-58003-025	Trsfr to Facil Construct Fd	-	-	-	-
Total Operations			848,804	984,126	1,028,740	1,029,161
Total Building Dept			1,054,429	1,199,745	1,244,359	1,261,946

Town of Atherton
 Annual Operating Budget FY 2017-2018
 Inter Department Budget - Summary

Category	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
EE Benefits	735	1,610	1,610	1,610
Professional Svs	42,968	57,000	73,640	69,600
General Operations	160,809	285,423	285,423	279,247
Other Services/Exp.	85,132	87,211	87,211	90,620
Supplies & Materials	13,855	31,573	31,573	43,073
Capital Outlay	40,135	40,124	40,124	48,888
Inter-Dept. Total	343,635	502,942	519,582	533,039

Town of Atherton Annual Operating Budget FY 2017-2018
Inter-Department Budget By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
EE Benefits	101-30-51009-030	Retiree Health	-	-	-	-
EE Benefits	101-30-51012-030	Employee Assistance Program	735	1,610	1,610	1,610
Professional Svs	101-30-52019-030	IT Support	42,968	57,000	73,640	69,600
General Operations	101-30-53018-030	Utilities - Telephone	8,274	9,300	9,300	9,300
General Operations	101-30-53019-030	Liability Insurance	124,079	236,486	236,486	225,616
General Operations	101-30-53020-030	Employment Practice Liability Ins	28,456	31,302	31,302	35,996
General Operations	101-30-53021-030	Property Insurance	-	8,336	8,336	8,336
Other Services/Exp.	101-30-54007-030	Memberships & Dues	4,030	4,119	4,119	4,119
Other Services/Exp.	101-30-54010-030	Other Contract Services	-	-	-	-
Other Services/Exp.	101-30-54017-030	Post Office Expense	8,558	10,092	10,092	10,092
Other Services/Exp.	101-30-54029-030	County Tax Administration Cost	72,543	73,000	73,000	76,409
Supplies & Materials	101-30-55008-030	Misc Computer Software	-	-	-	-
Supplies & Materials	101-30-55009-030	Misc Computer Parts & Supplies	3,826	15,000	15,000	26,500
Supplies & Materials	101-30-55016-030	Other Supplies & Materials	530	3,000	3,000	3,000
Supplies & Materials	101-30-55017-030	Postage	9,499	13,573	13,573	13,573
Capital Outlay	101-30-57006-030	IT Infrastructure Plan	40,135	40,124	40,124	48,888
Total Inter-Department			343,635	502,942	519,582	533,039

Town of Atherton
 Annual Operating Budget FY 2017-2018
 Police Budget - Summary

Category	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Salaries & Wages	3,244,526	3,623,643	3,603,643	3,829,105
EE Benefits	2,149,304	2,338,844	2,338,844	2,405,898
Professional Svs	67,416	88,008	88,008	96,419
General Operations	200,884	325,670	320,670	417,650
Other Services/Exp.	206,319	241,541	261,541	232,098
Supplies & Materials	93,150	141,150	131,150	140,400
Capital Outlay	66,221	22,428	37,428	37,241
Police Total	6,027,820	6,781,283	6,781,283	7,158,811

Town of Atherton Annual Operating Budget FY 2017-2018
Police Budget By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Salaries & Wages	101-40-50001-040	Regular Salaries	2,520,907	2,764,557	2,749,557	2,933,192
Salaries & Wages	101-40-50003-040	Dispatcher Salaries	383,714	423,287	423,287	456,245
Salaries & Wages	101-40-50004-040	Reserve Salaries	16,782	47,114	42,114	46,872
Salaries & Wages	101-40-50005-040	Temporary Help	39,303	23,684	23,684	27,797
Salaries & Wages	101-40-50006-040	Overtime	269,186	350,000	350,000	350,000
Salaries & Wages	101-40-50007-040	Special Event Salaries Reimb	14,633	15,000	15,000	15,000
Salaries & Wages	101-40-50008-040	Vacation/Comp Time Payout	-	-	-	-
EE Benefits	101-40-50013-040	EE Benefits Earned	55,948	65,757	65,757	69,789
EE Benefits	101-40-51001-040	Medicare Tax	50,013	48,949	48,949	51,628
EE Benefits	101-40-51002-040	Social Security	398	2,921	2,921	2,906
EE Benefits	101-40-51003-040	PERS Retire Contr - ER	522,749	580,156	580,156	540,224
EE Benefits	101-40-51004-040	PERS Retire Contr - EE	27,591	-	-	-
EE Benefits	101-40-51005-040	Deferred Compensation	7,110	11,388	11,388	12,427
EE Benefits	101-40-51006-040	Benefits Admin Fees	913	-	-	-
EE Benefits	101-40-51007-040	STD Insurance	576	576	576	576
EE Benefits	101-40-51008-040	Health Insurance - Active	463,847	520,194	520,194	480,420
EE Benefits	101-40-51009-040	Health Insurance - Retirees	274,814	274,361	274,361	274,361
EE Benefits	101-40-51010-040	Dental Insurance	40,495	46,914	46,914	45,270
EE Benefits	101-40-51011-040	Vision Insurance	6,619	8,666	8,666	7,737
EE Benefits	101-40-51013-040	Workers' Compensation	239,980	245,825	245,825	284,065
EE Benefits	101-40-51014-040	Life & ADD Insurance	3,168	3,513	3,513	3,513
EE Benefits	101-40-51015-040	LTD Insurance	20,083	21,400	21,400	21,790
EE Benefits	101-40-51016-040	Unemployment Insurance	35,422	33,586	33,586	35,641
EE Benefits	101-40-51018-040	Uniforms	30,803	30,000	30,000	30,000
EE Benefits	101-40-51020-040	Educational Reimbursement	25,683	20,000	20,000	20,000
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Misc	17,187	21,690	21,690	27,134
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Safety	325,906	402,949	402,949	498,416
Total Salaries & Benefits			5,393,830	5,962,486	5,942,486	6,235,003
Professional Svs	101-40-52017-040	Technical Services	67,416	88,008	88,008	96,419
General Operations	101-40-53001-040	Equip Maint - Vehicles	29,502	30,000	30,000	40,000
General Operations	101-40-53002-040	Equip Maint - Other	20,830	21,000	21,000	25,000
General Operations	101-40-53014-040	Utilities - Electricity	24,510	24,000	24,000	25,000
General Operations	101-40-53015-040	Utilities - Gas	392	700	700	1,000
General Operations	101-40-53016-040	Utilities - Water	1,143	1,200	1,200	1,500

Town of Atherton Annual Operating Budget FY 2017-2018
Police Budget By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
General Operations	101-40-53018-040	Utilities - Telephone	40,649	38,850	38,850	44,450
General Operations	101-40-53025-040	Printing - External Service	1,873	5,000	5,000	3,000
General Operations	101-40-53026-040	Recruitment Cost	8,162	8,000	8,000	12,000
General Operations	101-40-53027-040	SMC Booking Fees	-	5,000	-	-
General Operations	101-40-53028-040	Citation Processing	744	1,000	1,000	1,000
General Operations	101-40-53032-040	Rent - Facilities	9,034	9,600	9,600	10,200
General Operations	101-40-53503-040	Trsfr to Equip Replace Fd	64,043	181,320	181,320	254,500
Other Services/Exp.	101-40-54003-040	Conferences	5,880	2,000	2,000	3,500
Other Services/Exp.	101-40-54004-040	Training & Workshops	3,211	7,000	7,000	5,000
Other Services/Exp.	101-40-54005-040	Subscriptions	1,390	1,300	1,300	1,300
Other Services/Exp.	101-40-54006-040	POST Training	43,189	32,000	32,000	40,000
Other Services/Exp.	101-40-54007-040	Memberships & Dues	1,382	4,000	4,000	4,100
Other Services/Exp.	101-40-54008-040	Mileage Reimbursement	-	300	300	300
Other Services/Exp.	101-40-54010-040	Other Contract Services	107,851	153,629	173,629	135,347
Other Services/Exp.	101-40-54021-040	Animal Control Services	43,417	41,312	41,312	42,551
Supplies & Materials	101-40-55002-040	Office Supplies	5,490	6,500	6,500	6,500
Supplies & Materials	101-40-55006-040	Safety Supplies & Materials	3,155	9,000	19,000	11,000
Supplies & Materials	101-40-55007-040	K-9 Expenses	14,710	22,000	12,000	22,000
Supplies & Materials	101-40-55009-040	Misc. Computer Parts/supplies	-			
Supplies & Materials	101-40-55015-040	Oil and Gasoline	49,073	65,000	65,000	65,000
Supplies & Materials	101-40-55016-040	Other Supplies & Matls	20,796	28,650	18,650	30,900
Supplies & Materials	101-40-55018-040	Disaster/Emergency	(74)	10,000	10,000	5,000
Capital Outlay	101-40-57004-040	Mach & Equip	25,801	6,000	6,000	10,300
Capital Outlay	101-40-57005-040	Vehicles & Accessories	-			
Capital Outlay	101-40-57006-040	Computer Equip/Software*	40,420	16,428	31,428	26,941
Total Operations			633,990	818,797	838,797	923,808
Total Police Dept			6,027,820	6,781,283	6,781,283	7,158,811

Town of Atherton
Annual Operating Budget FY 2017-18
DPW 50-59 Budget - Summary

Category	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Salaries & Wages	122,690	120,494	120,494	132,781
EE Benefits	215,987	232,220	232,220	246,771
Professional Svs	721,072	886,358	924,561	916,583
General Operations	285,276	419,550	419,550	429,750
Other Services/Exp.	23,389	33,100	33,100	33,900
Supplies & Materials	32,549	73,750	73,750	71,750
Capital Outlay	79,235	21,665	21,665	68,665
DPW Total	1,480,198	1,787,137	1,825,340	1,900,200

Town of Atherton Annual Operating Budget FY 2017-2018
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Salaries & Wages	50001	Regular Salaries	281,210	279,329	279,329	291,544
Salaries & Wages	50006	Overtime	383	-	-	-
Salaries & Wages	50013	EE Benefits Earned	2,775	2,843	2,843	2,915
Salaries & Wages	50015	Salary Allocated to CIP	(161,678)	(161,678)	(161,678)	(161,678)
EE Benefits	51001	Medicare Insurance	4,172	4,123	4,123	4,300
EE Benefits	51003	PERS Retire Contr - ER	23,157	25,746	25,746	26,223
EE Benefits	51007	STD Life	611	499	499	499
EE Benefits	51008	Health Insurance-Active	48,045	49,207	49,207	49,624
EE Benefits	51009	Health Insurance-Retirees	78,557	80,320	80,320	80,320
EE Benefits	51010	Dental Insurance	3,680	3,874	3,874	3,874
EE Benefits	51011	Vision Insurance	718	876	876	929
EE Benefits	51013	Workers Compensation	11,545	11,373	11,373	11,862
EE Benefits	51014	Life & ADD Insurance	364	445	445	445
EE Benefits	51015	LTD Insurance	1,890	1,854	1,854	1,907
EE Benefits	51016	Unemployment Insurance	2,792	2,843	2,843	2,915
EE Benefits	51018	Uniforms	-	-	-	-
EE Benefits	51xxx	Unfunded Liabilities-Misc	40,457	51,058	51,058	63,872
Total Salaries & Benefits			338,677	352,714	352,714	379,552
Professional Svs	52010 (50)	Contract Engineering	16,624	50,000	50,000	50,000
Professional Svs	52017	Technical Services	10,950	25,000	25,000	25,000
Professional Svs	52025	Contract Public Works Director	174,115	187,000	187,000	187,000
Professional Svs	52030 (58)	Contract Park Event Svs	67,126	69,225	107,428	99,450
Professional Svs	52031	Contract DPW Maint Serv	452,257	555,133	555,133	555,133
General Operations	53001	Vehicle Repair & Maint	3,927	3,200	3,200	3,000
General Operations	53002	Equipment Repair & Maint	5,854	11,400	11,400	8,900
General Operations	53003	Building Security	1,073	6,250	6,250	6,250
General Operations	53004	Facility Repair & Maint	16,500	20,600	20,600	21,500
General Operations	53006	Electrical Repair & Maint	17,344	12,000	12,000	11,000
General Operations	53008	Contract Custodial Services	29,580	38,500	38,500	46,200
General Operations	53009	Contract Tree Maintenance	40,677	82,500	82,500	82,500
General Operations	53010	Street Sweeping	13,595	15,000	15,000	18,000
General Operations	53012	Traffic Signal Repair & Maint	12,854	15,000	15,000	15,000
General Operations	53013	Street Light Repair & Maint	13,310	60,000	60,000	60,000
General Operations	53014	Utilities -Electricity	75,373	72,800	72,800	74,800
General Operations	53015	Utilities - Gas	2,287	3,700	3,700	4,700
General Operations	53016	Utilities - Water	17,817	20,900	20,900	20,900
General Operations	53017	Utilities - Sewer	7,219	14,300	14,300	14,300

Town of Atherton Annual Operating Budget FY 2017-2018
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
General Operations	53018	Utilities - Telephone	2,156	2,700	2,700	2,000
General Operations	53024	Advertising/Publishing	4,229	4,000	4,000	2,500
General Operations	53029	Contract Inspection & Testing	2,400	8,950	8,950	8,950
General Operations	53030(58)	Credit Card Merchant Fees	3,541	5,000	5,000	5,000
General Operations	53033	Rent - Mach & Equipment	-	2,500	2,500	2,500
General Operations	53034	Rent - Facilities	1,540	3,250	3,250	4,750
General Operations	53502	Computer Services Charg	-	-	-	-
General Operations	53503	Equip Replace Charges	14,000	32,500	32,500	32,500
Other Services/Exp.	54003	Conferences	15,500	17,500	2,000	3,000
Other Services/Exp.	54004	Training & Workshops	275	3,800	3,800	3,800
Other Services/Exp.	54007	Membership/Dues	6,597	10,600	10,600	10,400
Other Services/Exp.	54010	Other Contract Services	1,017	1,200	1,200	1,200
Supplies & Materials	55001	Pesticides & Fertilizer	14,864	17,500	17,500	17,500
Supplies & Materials	55002	Office Supplies	1,928	2,000	2,000	2,000
Supplies & Materials	55006	Safety Supplies & Matls	439	1,500	1,500	1,500
Supplies & Materials	55008	Misc. Computer Software	8,241	13,200	13,200	11,500
Supplies & Materials	55009	Misc. Computer Supplies	411	1,050	1,050	750
Supplies & Materials	55010	Custodial Supplies	93	800	800	800
Supplies & Materials	55011	Landscape Supplies	2,459	23,000	23,000	23,000
Supplies & Materials	55012	Construction Matls	1,994	5,750	5,750	5,750
Supplies & Materials	55014	Minor Tools & Equip	431	750	750	750
Supplies & Materials	55015	Gas & Oil	1,019	3,500	3,500	3,500
Supplies & Materials	55016	Other Supplies & Matls	-	300	300	300
Supplies & Materials	55017	Postage	-	400	400	400
Supplies & Materials	55018	Disaster Preparedness	669	4,000	4,000	4,000
Capital Outlay	57002	Building Improvements	73,356	10,000	10,000	56,000
Capital Outlay	57004	Machinery & Equipment	2,429	6,000	6,000	7,000
Capital Outlay	57006	Computer Equip/Software	2,429	2,165	2,165	2,165
Capital Outlay	57007	Office Machines & Furn	1,022	3,500	3,500	3,500
Total Operations			1,141,521	1,449,923	1,472,626	1,520,648
Total DPW			1,480,198	1,802,637	1,825,340	1,900,200

Town of Atherton Annual Operating Budget FY 2017-2018
DPW - Engineering By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Salaries & Wages	101-50-50001-050	Regular Salaries	139,490	139,265	139,265	147,260
Salaries & Wages	101-50-50006-050	Overtime	383	-	-	-
Salaries & Wages	101-50-50013-050	EE Benefits Earned	1,375	1,443	1,443	1,473
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	2,140	2,092	2,092	2,208
EE Benefits	101-50-51003-050	PERS Retire Contr - ER	10,777	13,063	13,063	13,850
EE Benefits	101-50-51007-050	STD Insurance	419	307	307	307
EE Benefits	101-50-51008-050	Health Insurance-Active	25,713	26,888	26,888	27,127
EE Benefits	101-50-51009-050	Health Insurance-Retirees	20,148	21,923	21,923	21,923
EE Benefits	101-50-51010-050	Dental Insurance	1,921	2,027	2,027	2,027
EE Benefits	101-50-51011-050	Vision Insurance	376	539	539	572
EE Benefits	101-50-51013-050	Workers Compensation	5,922	5,771	5,771	6,090
EE Benefits	101-50-51014-050	Life & ADD Insurance	205	235	235	235
EE Benefits	101-50-51015-050	LTD Insurance	1,083	1,060	1,060	1,113
EE Benefits	101-50-51016-050	Unemployment Insurance	1,386	1,443	1,443	1,473
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	13,068	16,493	16,493	20,632
Total Salaries & Benefits			173,989	182,129	182,129	195,871
Professional Svs	101-50-52010-050	Contract Engineering	16,624	50,000	50,000	50,000
Professional Svs	101-50-52017-050	Technical Services	10,950	25,000	25,000	25,000
Professional Svs	101-50-52025-050	Contract Public Works Director	174,000	187,000	187,000	187,000
General Operations	101-50-53001-050	Vehicle Repair & Maint	1,036	2,700	2,700	2,500
General Operations	101-50-53002-050	Equipment Repair & Maint	182	1,400	1,400	1,400
General Operations	101-50-53014-050	Utilities - Electricity	624	800	800	800
General Operations	101-50-53015-050	Utilities - Gas	158	500	500	500
General Operations	101-50-53016-050	Utilities - Water	325	400	400	400
General Operations	101-50-53018-050	Utilities - Telephone	4	200	200	200
General Operations	101-50-53024-050	Advertising/Publishing	4,229	4,000	4,000	2,500
General Operations	101-50-53029-050	Contract Inspection & Testing	2,400	5,000	5,000	5,000
General Operations	101-50-53033-050	Rent - Mach & Equipment	1,540	3,000	3,000	4,500

Town of Atherton Annual Operating Budget FY 2017-2018
DPW - Engineering By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
General Operations	101-50-53503-050	Equip Replace Charges	5,000	8,000	8,000	8,000
Other Services/Exp.	101-50-54003-050	Conferences	-	2,000	2,000	3,000
Other Services/Exp.	101-50-54004-050	Training & Workshops	90	2,700	2,700	2,700
Other Services/Exp.	101-50-54007-050	Membership/Dues	6,072	10,000	10,000	10,000
Other Services/Exp.	101-50-54010-050	Other Contract Services	529	600	600	600
Supplies & Materials	101-50-55002-050	Office Supplies	1,753	1,750	1,750	1,750
Supplies & Materials	101-50-55006-050	Safety Supplies & Matls	162	750	750	750
Supplies & Materials	101-50-55008-050	Misc. Computer Software	8,241	11,300	11,300	10,000
Supplies & Materials	101-50-55009-050	Misc. Computer Supplies	296	800	800	500
Supplies & Materials	101-50-55012-050	Construction Matls	-	750	750	750
Supplies & Materials	101-50-55014-050	Minor Tools & Equip	383	500	500	500
Supplies & Materials	101-50-55015-050	Gas & Oil	-	500	500	500
Supplies & Materials	101-50-55017-050	Postage	-	400	400	400
Capital Outlay	101-50-57006-050	Computer Equip/Software	1,238	683	683	683
Capital Outlay	101-50-57007-050	Office Machines & Furn	945	3,000	3,000	3,000
Total Operations			236,783	323,733	323,733	322,933
Total DPW Engineering			410,772	505,862	505,862	518,804

Town of Atherton Annual Operating Budget FY 2017-2018
DPW - Street By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Salaries & Wages	101-53-50001-053	Regular Salaries	70,860	70,032	70,032	72,142
Salaries & Wages	101-53-50013-053	EE Benefits Earned	700	700	700	721
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	1,016	1,015	1,015	1,046
EE Benefits	101-53-51003-053	PERS Retire Contr - ER	6,190	6,341	6,341	6,562
EE Benefits	101-53-51007-053	STD Insurance	96	96	96	96
EE Benefits	101-53-51008-053	Health Insurance - Active	11,166	11,160	11,160	11,248
EE Benefits	101-53-51009-053	Health Insurance - Retirees	49,855	49,848	49,848	49,848
EE Benefits	101-53-51010-053	Dental Insurance	879	923	923	923
EE Benefits	101-53-51011-053	Vision Insurance	171	168	168	179
EE Benefits	101-53-51013-053	Workers Compensation	2,811	2,801	2,801	2,886
EE Benefits	101-53-51014-053	Life & ADD Insurance	80	105	105	105
EE Benefits	101-53-51015-053	LTD Insurance	403	397	397	397
EE Benefits	101-53-51016-053	Unemployment Insurance	703	700	700	721
EE Benefits	101-53-51018-053	Uniforms	-	-	-	-
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	17,139	21,630	21,630	27,058
Total Salaries & Benefits			50,809	54,658	54,658	62,673
Professional Svs	101-53-52031-053	Contract DPW Maint Serv	238,966	276,407	276,407	276,407
General Operations	101-53-53001-053	Vehicle Repair & Maint	2,891	500	500	500
General Operations	101-53-53002-053	Equipment Repair & Maint	-	2,000	2,000	2,000
General Operations	101-53-53003-053	Building Security	-	500	500	500
General Operations	101-53-53004-053	Facility Repair & Maint	(3,062)	5,000	5,000	5,000
General Operations	101-53-53006-053	Electrical Repair & Maint	-	2,000	2,000	1,000
General Operations	101-53-53008-053	Contract Custodial Services	-	3,300	3,300	3,960
General Operations	101-53-53009-053	Tree Maintenance	33,649	70,000	70,000	70,000
General Operations	101-53-53010-053	Street Sweeping	13,595	15,000	15,000	18,000
General Operations	101-53-53012-053	Traffic Signal Repair & Maint	12,854	15,000	15,000	15,000
General Operations	101-53-53013-053	Street Light Repair & Maint	13,310	60,000	60,000	60,000
General Operations	101-53-53014-053	Utilities - Electricity	62,038	58,000	58,000	60,000

Town of Atherton Annual Operating Budget FY 2017-2018
DPW - Street By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
General Operations	101-53-53015-053	Utilities - Gas	648	800	800	800
General Operations	101-53-53016-053	Utilities - Water	7,926	12,500	12,500	12,500
General Operations	101-53-53017-053	Utilities - Sewer	324	-	-	-
General Operations	101-53-53018-053	Utilities - Telephone	-	300	300	300
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	185	1,100	1,100	1,100
Other Services/Exp.	101-53-54007-053	Membership/Dues	525	600	600	400
Other Services/Exp.	101-53-54010-053	Other Contract Services	488	600	600	600
Supplies & Materials	101-53-55002-053	Office Supplies	175	250	250	250
Supplies & Materials	101-53-55006-053	Safety Supplies & Matls	230	500	500	500
Supplies & Materials	101-53-55008-053	Misc. Computer Software	-	400	400	-
Supplies & Materials	101-53-55009-053	Misc. Computer Supplies	114	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	1,223	2,000	2,000	2,000
Supplies & Materials	101-53-55014-053	Minor Tools & Equip	48	250	250	250
Supplies & Materials	101-53-55015-053	Gas & Oil	1,019	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	669	4,000	4,000	4,000
Capital Outlay	101-53-57004-053	Machinery & Equipment	1,000	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	76	500	500	500
Total Operations			398,486	548,943	548,943	553,003
Total DPW Street Maint			449,296	603,601	603,601	615,676

Town of Atherton Annual Operating Budget FY 2017-2018
DPW - Park Maint. By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Salaries & Wages	101-57-50001-057	Regular Salaries	28,344	28,013	28,013	28,857
Salaries & Wages	101-57-50013-057	EE Benefits Earned	280	280	280	289
EE Benefits	101-57-51001-057	Medicare Insurance	406	406	406	418
EE Benefits	101-57-51003-057	PERS Retire Contr - ER	2,476	2,537	2,537	4,499
EE Benefits	101-57-51007-057	STD Insurance	38	38	38	38
EE Benefits	101-57-51008-057	Health Insurance - Active	4,466	4,464	4,464	4,499
EE Benefits	101-57-51009-057	Health Insurance - Retirees	4,166	4,164	4,164	4,164
EE Benefits	101-57-51010-057	Dental Insurance	352	369	369	369
EE Benefits	101-57-51011-057	Vision Insurance	68	67	67	71
EE Benefits	101-57-51013-057	Workers Compensation	1,125	1,121	1,121	1,154
EE Benefits	101-57-51014-057	Life & ADD Insurance	32	42	42	42
EE Benefits	101-57-51015-057	LTD Insurance	161	159	159	159
EE Benefits	101-57-51016-057	Unemployment Insurance	281	280	280	289
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	3,687	4,653	4,653	5,821
Total Salaries & Benefits			45,884	46,594	46,594	50,670
Professional Svs	101-57-52017-057	Technical Services	115	-	-	-
Professional Svs	101-57-52031-057	Contract DPW Maint Serv	170,248	218,726	218,726	218,726
General Operations	101-57-53002-057	Equipment Repair & Maint	3,999	3,000	3,000	3,000
General Operations	101-57-53003-057	Building Security	589	750	750	750
General Operations	101-57-53004-057	Facility Repair & Maint	12,871	7,500	7,500	7,500
General Operations	101-57-53006-057	Electrical Repair & Maint	17,344	10,000	10,000	10,000
General Operations	101-57-53008-057	Contract Custodial Services	12,000	9,900	9,900	11,880
General Operations	101-57-53009-057	Tree Maintenance	7,028	12,500	12,500	12,500
General Operations	101-57-53014-057	Utilities - Electricity	4,537	6,000	6,000	5,000
General Operations	101-57-53015-057	Utilities - Gas	539	500	500	1,500
General Operations	101-57-53017-057	Utilities - Sewer	2,535	5,000	5,000	5,000
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	1,500	1,500

Town of Atherton Annual Operating Budget FY 2017-2018
DPW - Park Maint. By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Other Services/Exp.	101-57-53503-057	Equip Replace Charges	3,000	3,000	3,000	3,000
Supplies & Materials	101-57-54010-057	Other Contract Services	2,383	2,500	2,500	2,500
Supplies & Materials	101-57-55008-057	Misc. Computer Software	-	1,500	1,500	1,500
Supplies & Materials	101-57-55011-057	Landscape Supplies	2,411	20,000	20,000	20,000
Supplies & Materials	101-57-55012-057	Construction Mats	772	1,000	1,000	1,000
Capital Outlay	101-57-57002-057	Building Improvements	73,356	10,000	10,000	56,000
Total Operations			313,727	315,076	315,076	363,056
Total DPW Park Maintenance			359,610	361,670	361,670	413,726

Town of Atherton Annual Operating Budget FY 2017-2018
DPW - Park Program By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Salaries & Wages	101-58-50001-058	Regular Salaries	28,344	28,013	28,013	28,857
Salaries & Wages	101-58-50013-058	EE Benefits Earned	280	280	280	289
EE Benefits	101-58-51001-058	Medicare Insurance	406	406	406	418
EE Benefits	101-58-51003-058	PERS Retire Contr - ER	2,476	2,537	2,537	-
EE Benefits	101-58-51007-058	STD Insurance	38	38	38	38
EE Benefits	101-58-51008-058	Health Insurance - Active	4,466	4,464	4,464	4,499
EE Benefits	101-58-51009-058	Health Insurance - Retiree	4,388	4,386	4,386	4,386
EE Benefits	101-58-51010-058	Dental Insurance	352	369	369	369
EE Benefits	101-58-51011-058	Vision Insurance	68	67	67	71
EE Benefits	101-58-51013-058	Workers Compensation	1,125	1,121	1,121	1,154
EE Benefits	101-58-51014-058	Life & ADD Insurance	32	42	42	42
EE Benefits	101-58-51015-058	LTD Insurance	161	159	159	159
EE Benefits	101-58-51016-058	Unemployment Insurance	281	280	280	289
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	6,562	8,282	8,282	10,361
Total Salaries & Benefits			48,980	50,444	50,444	50,933
Professional Svs	101-58-52030-058	Contract Park Event Svs	67,126	69,225	107,428	99,450
Professional Svs	101-58-52031-058	Contract DPW Maint Serv	6,914	5,000	5,000	5,000
General Operations	101-58-53004-058	Facility Repair & Maint	1,795	2,100	2,100	3,000
General Operations	101-58-53014-058	Utilities - Electricity	8,174	7,500	7,500	8,500
General Operations	101-58-53015-058	Utilities - Gas	941	1,200	1,200	1,200
General Operations	101-58-53016-058	Utilities - Water	9,566	8,000	8,000	8,000
General Operations	101-58-53018-058	Utilities - Telephone	2,152	2,200	2,200	1,500
General Operations	101-58-53030-058	Credit Card Merchant Fees	3,541	5,000	5,000	5,000
Supplies & Materials	101-58-55010-058	Custodial Supplies	93	800	800	800
Supplies & Materials	101-58-55011-058	Landscape Supplies	48	500	500	500
Supplies & Materials	101-58-55012-058	Construction Matls	-	500	500	500
Capital Outlay	101-58-57004-058	Machinery & Equipment	1,335	2,000	2,000	3,000
Capital Outlay	101-58-57006-058	Computer Equip/Software	596	596	596	596

Town of Atherton Annual Operating Budget FY 2017-2018

DPW - Park Program By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
		Total Operations	102,281	104,621	142,824	137,046
		Total DPW Park Programs	151,261	155,065	193,268	187,979

Town of Atherton Annual Operating Budget FY 2017-2018
DPW - Building Maint. By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
Salaries & Wages	101-59-50001-059	Regular Salaries	14,172	14,006	14,006	14,428
Salaries & Wages	101-59-50013-059	EE Benefits Earned	140	140	140	144
EE Benefits	101-59-51001-059	Medicare Insurance	203	203	203	209
EE Benefits	101-59-51003-059	PERS Retire Contr - ER	1,238	1,268	1,268	1,312
EE Benefits	101-59-51007-059	STD Insurance	19	19	19	19
EE Benefits	101-59-51008-059	Health Insurance - Active	2,233	2,232	2,232	2,250
EE Benefits	101-59-51010-059	Dental Insurance	176	185	185	185
EE Benefits	101-59-51011-059	Vision Insurance	34	34	34	36
EE Benefits	101-59-51013-059	Workers Compensation	562	560	560	577
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	141	140	140	144
Total Salaries & Benefits			19,015	18,888	18,888	19,405
Professional Svcs	101-59-52031-059	Contract DPW Maint Serv	36,130	55,000	55,000	55,000
General Operations	101-59-53002-059	Equipment Repair & Maint	1,673	5,000	5,000	2,500
General Operations	101-59-53003-059	Building Security	483	5,000	5,000	5,000
General Operations	101-59-53004-059	Facility Repair & Maint	4,896	6,000	6,000	6,000
General Operations	101-59-53008-059	Contract Custodial Services	17,580	25,300	25,300	30,360
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	4,360	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	12,481	15,000	15,000	15,000
Supplies & Materials	101-59-55006-059	Safety Supplies & Matls	47	250	250	250
Supplies & Materials	101-59-55012-059	Construction Matls	-	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	94	3,000	3,000	3,000

Town of Atherton Annual Operating Budget FY 2017-2018

DPW - Building Maint. By Account

Category	Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
		Total Operations	90,245	142,050	142,050	144,610
		Total DPW Bldg Maint	109,259	160,938	160,938	164,015



Town of Atherton

2017/2018

General Fund Operational Budget Review

General Fund

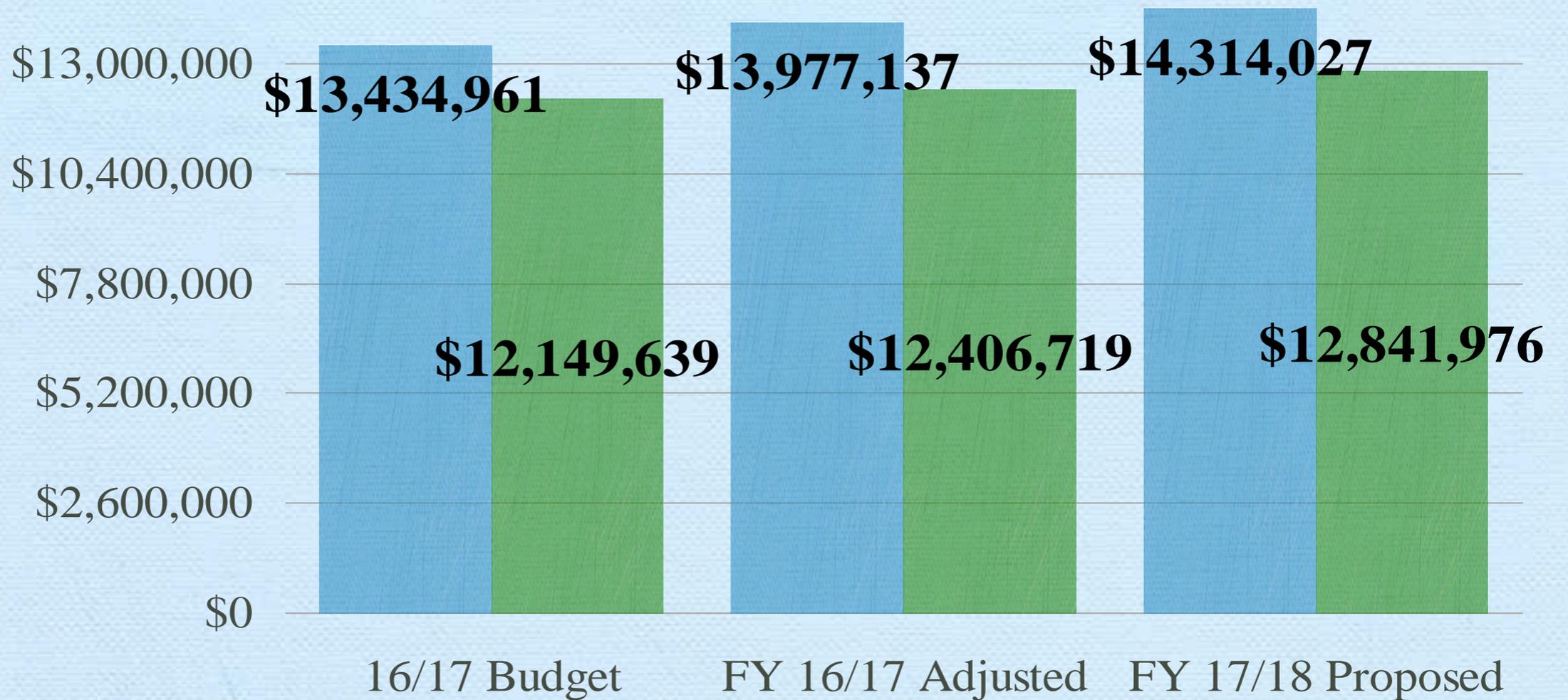
- ❖ Primary Operating Fund of the Town
- ❖ All general tax revenues and other receipts that are not allocated by law or contract to other funds are accounted for here
- ❖ Expenditures from the General Fund are most commonly general operating expenditures and capital improvement costs that are not paid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



General Fund Revenues to Expenditures

(w/o Parcel Tax, ERAF, Transfers)

■ Revenues ■ Expenditures



Over/(Under):

\$1,285,323

\$1,570,418

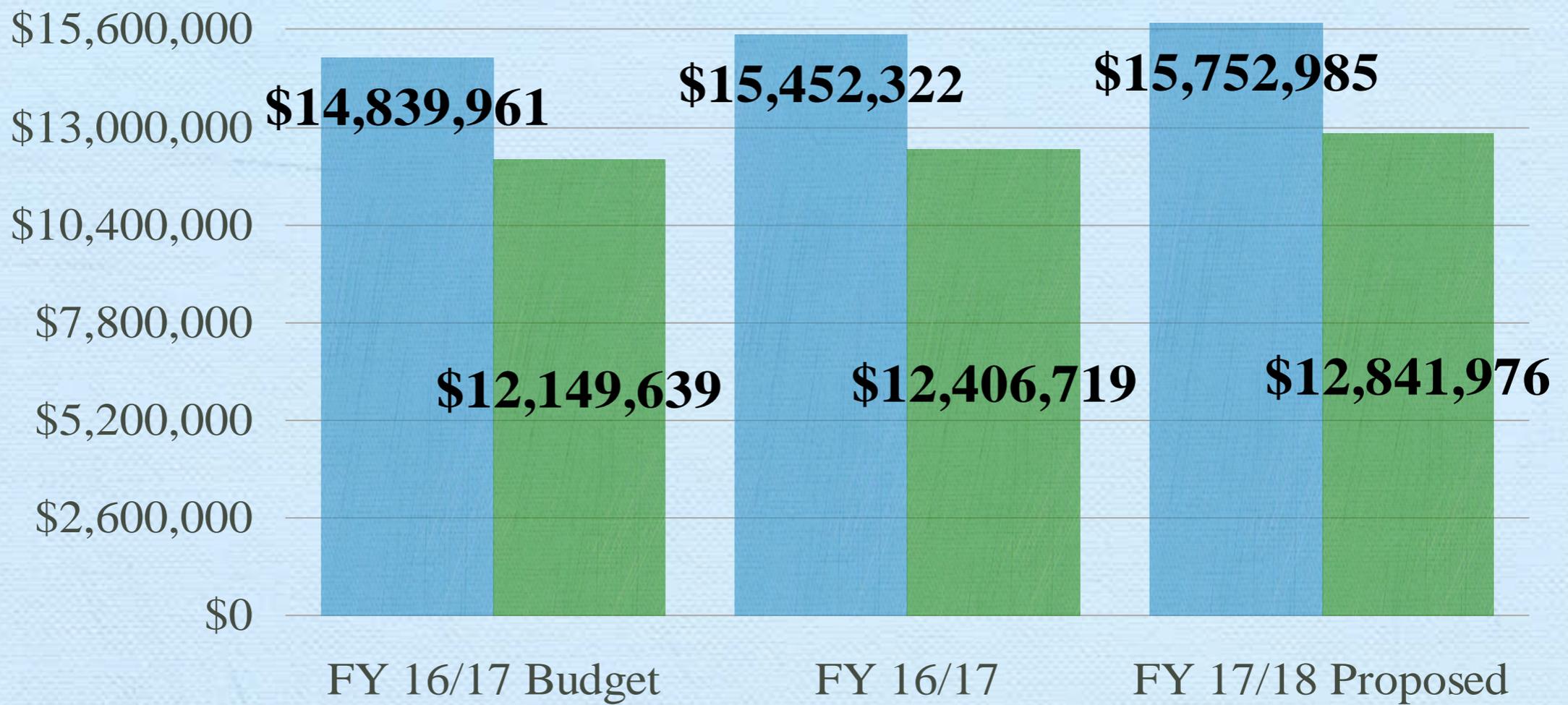
\$1,472,051



General Fund Revenues to Expenditures

(Including General Fund Parcel Tax & ERAF)

■ Revenues ■ Expenditures



Over/(Under):

\$2,690,322

\$3,045,603

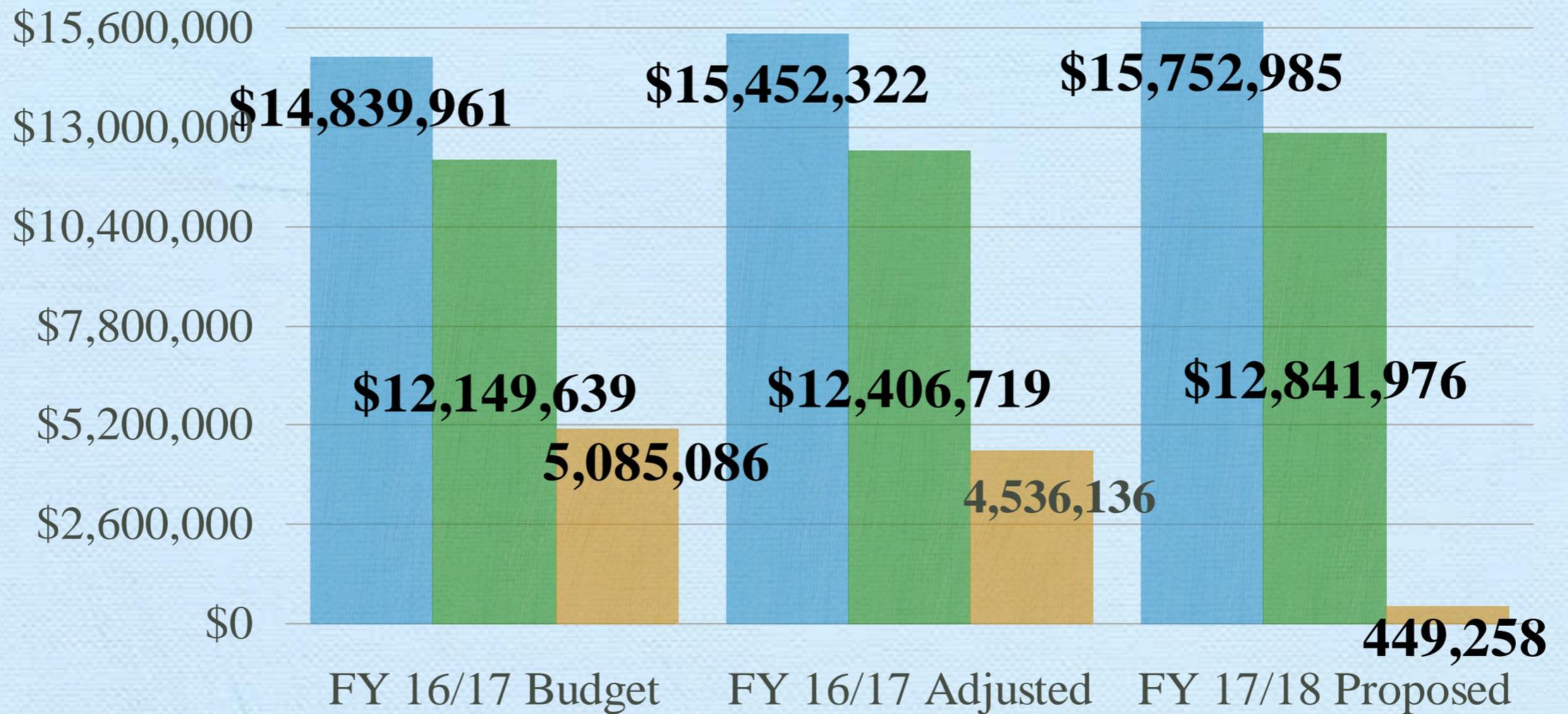
\$2,911,009



General Fund Revenues to Expenditures

(Parcel Tax, ERAF and InterFund Transfers)

■ Revenues ■ Expenditures ■ Transfers



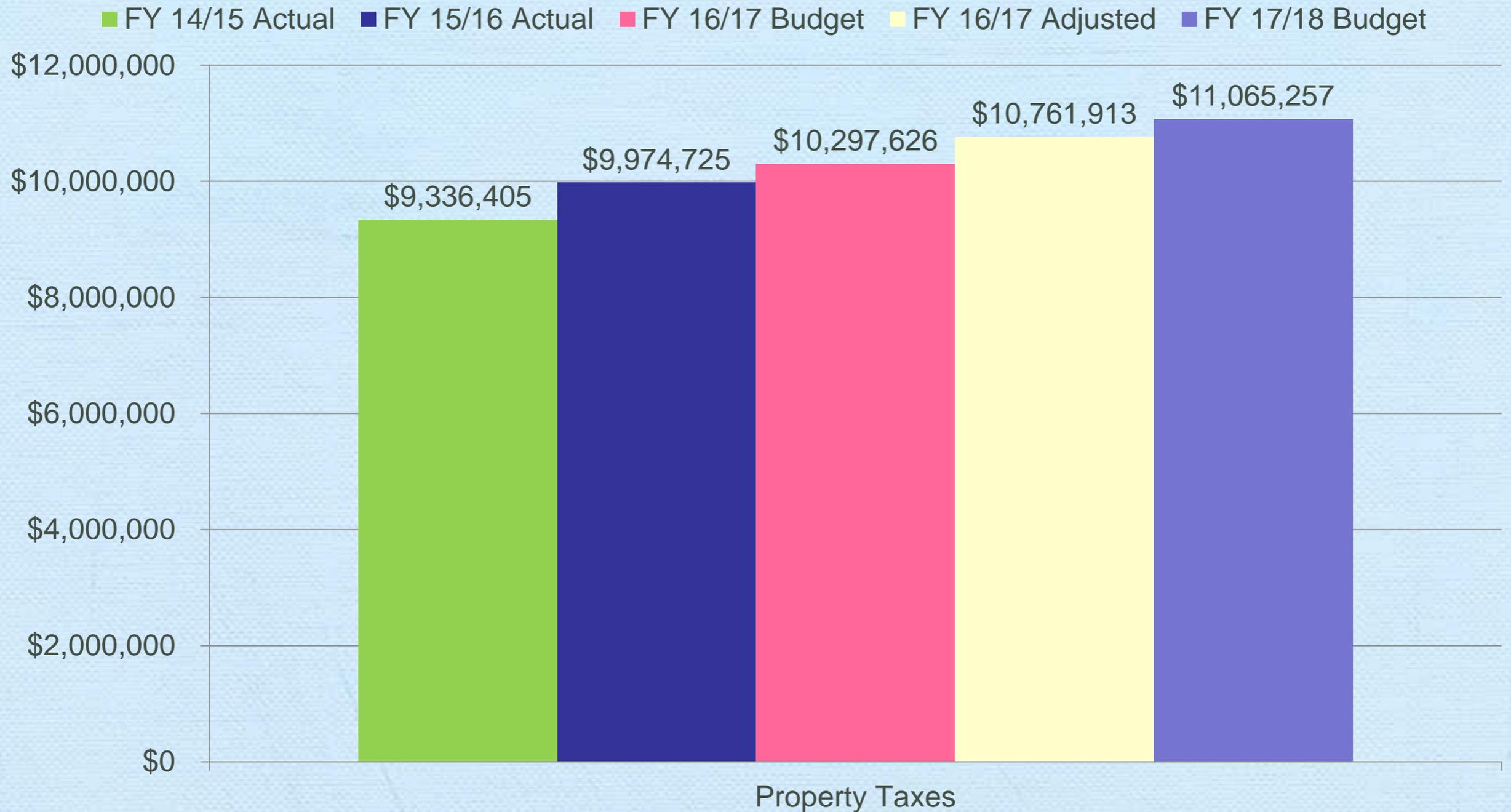
Over/(Under): (\$2,394,763) (\$1,490,533) \$2,461,751



General Fund Major Revenues

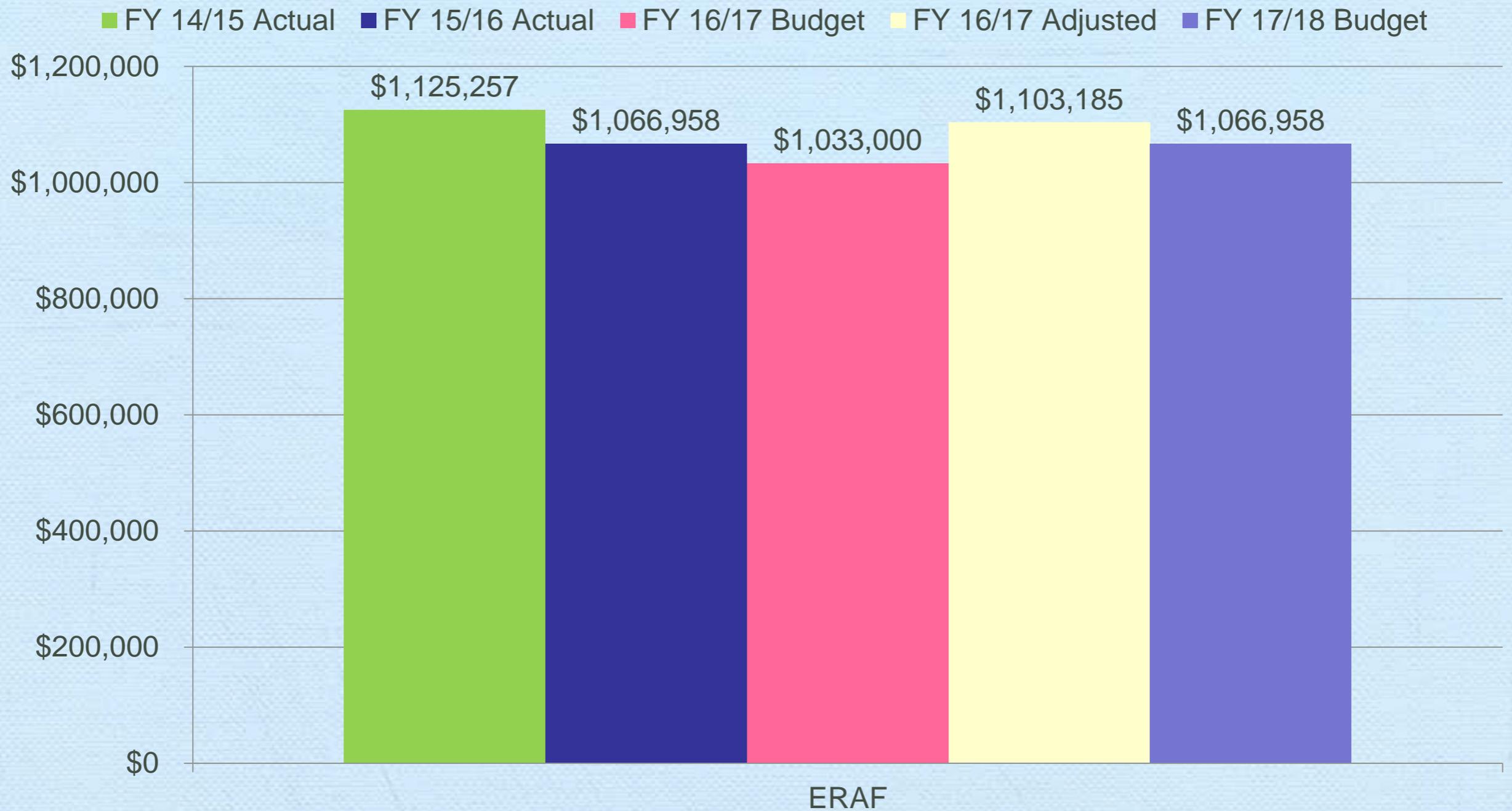
Property Taxes

Includes ERAF



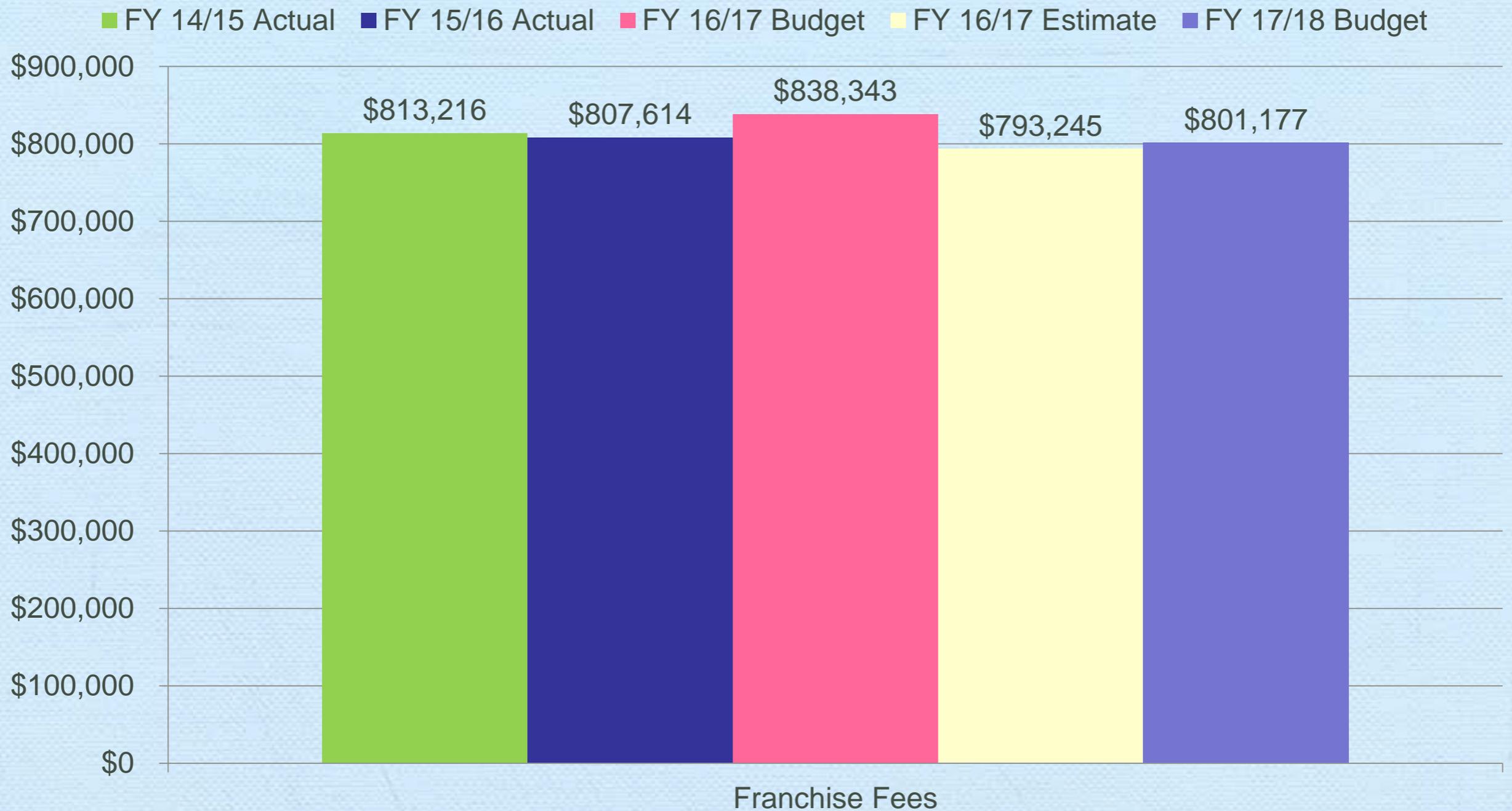


General Fund Major Revenues ERAF Year over Year



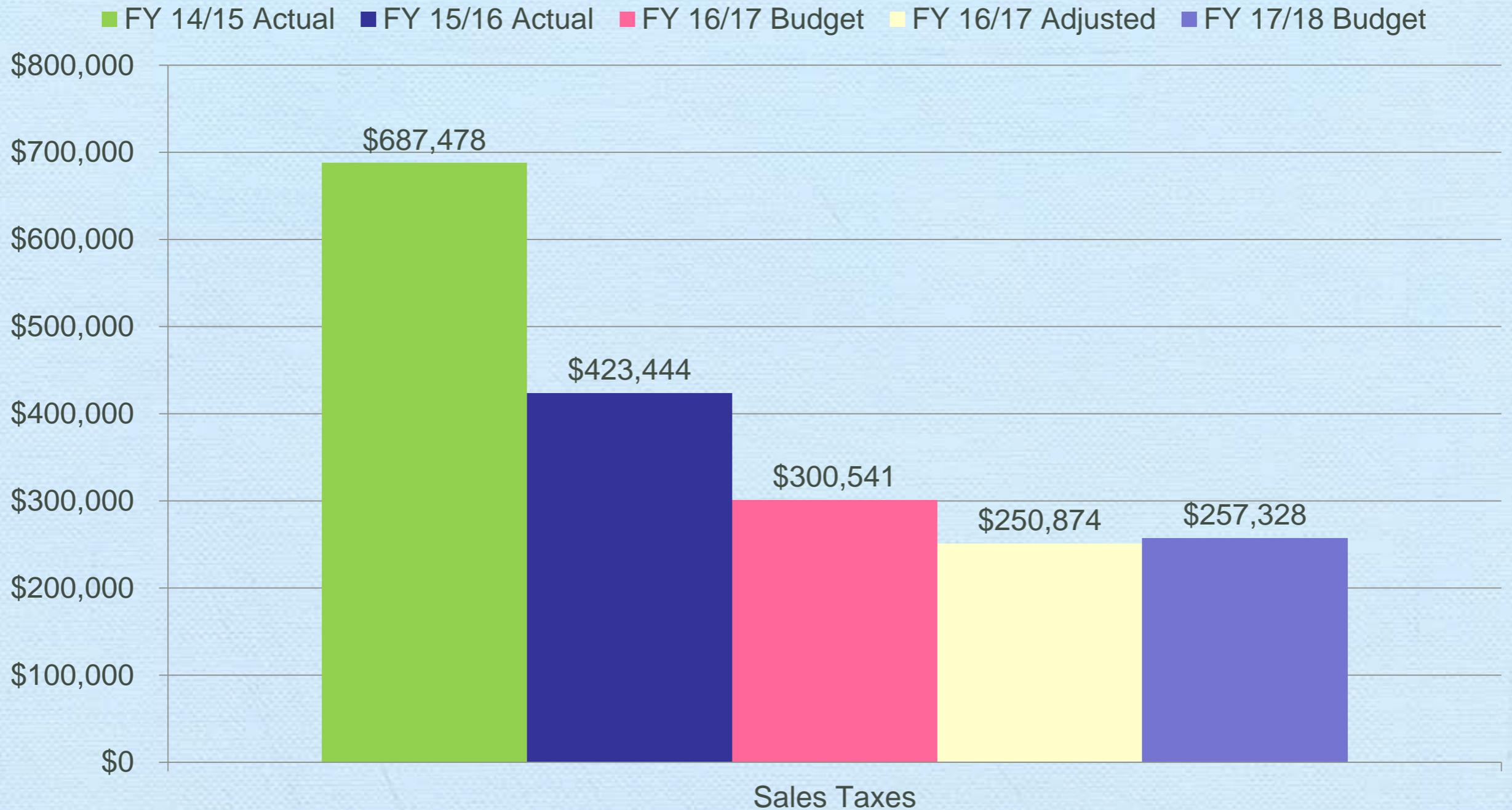


General Fund Major Revenues Franchise Fees





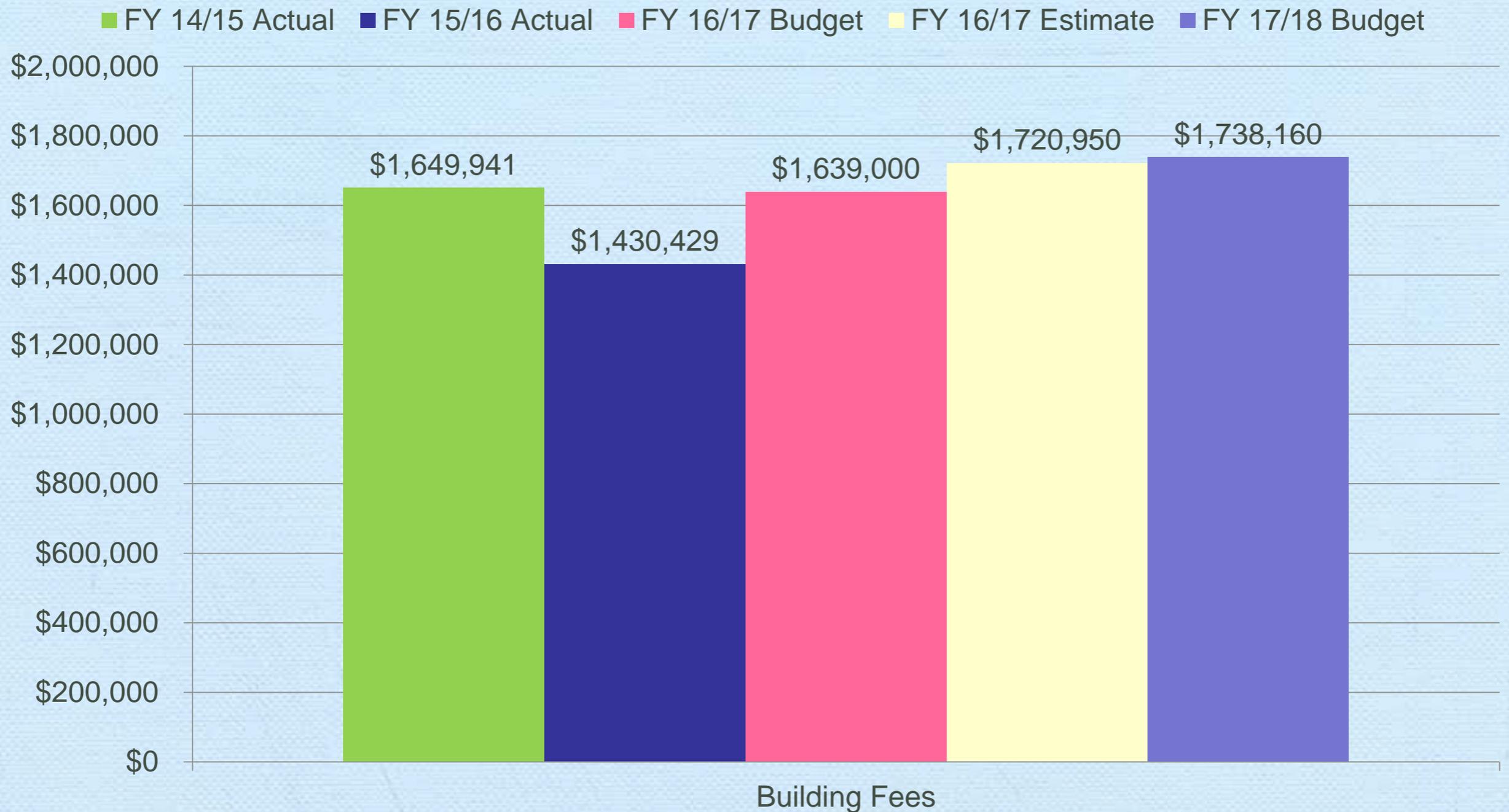
General Fund Major Revenues Sales Taxes





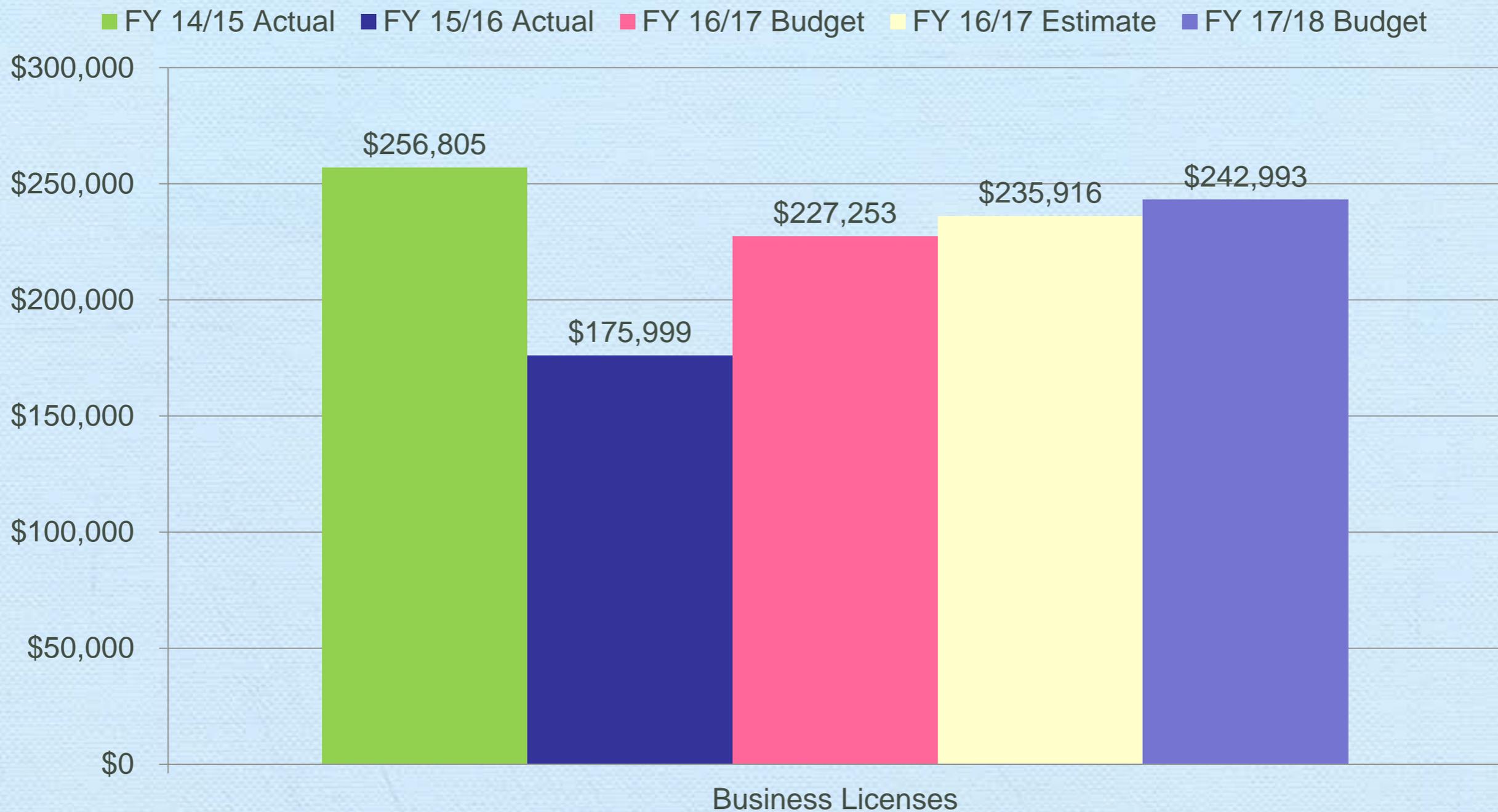
General Fund Major Revenues

Building Fees



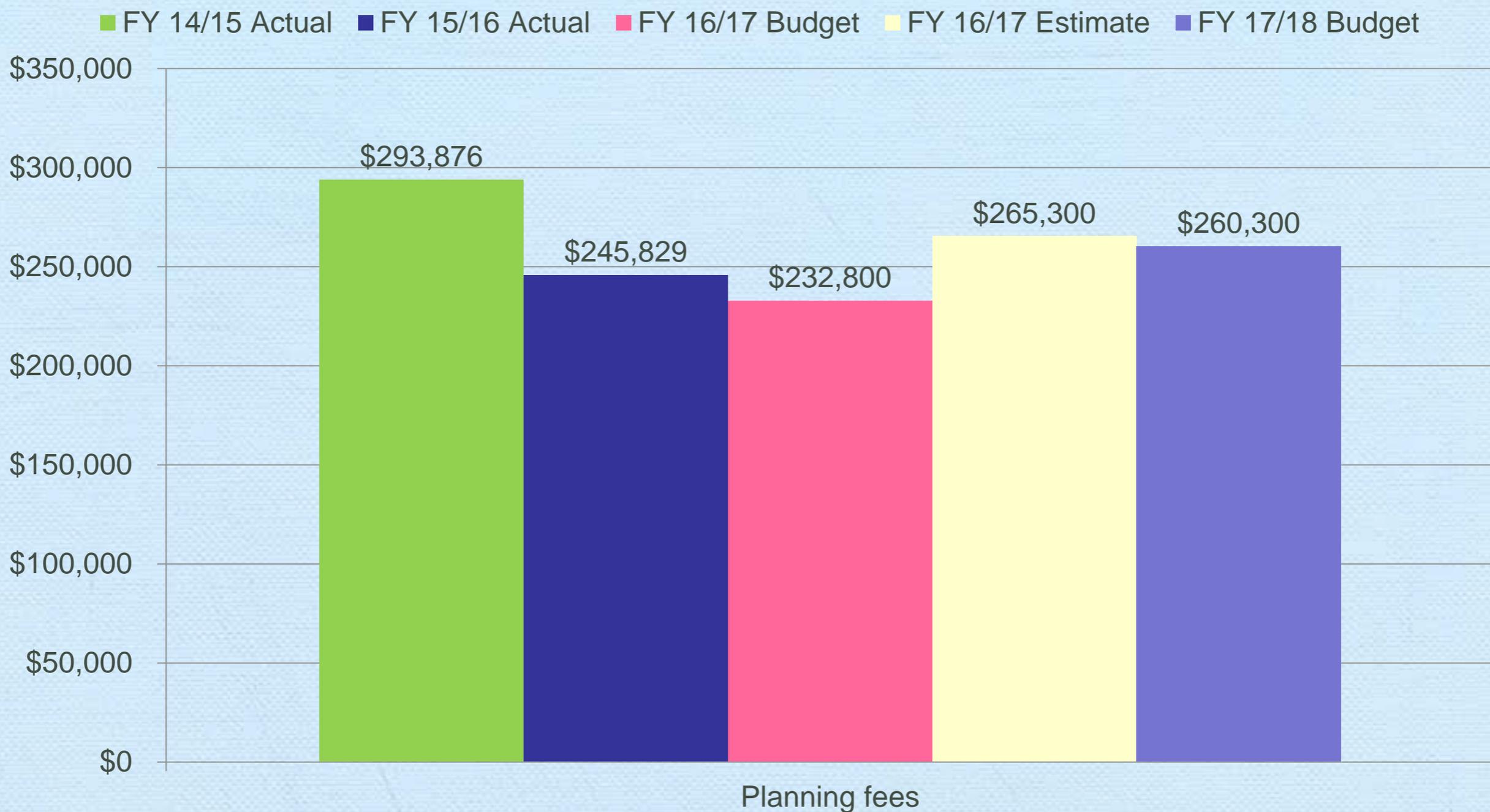


General Fund Major Revenues Business Licenses





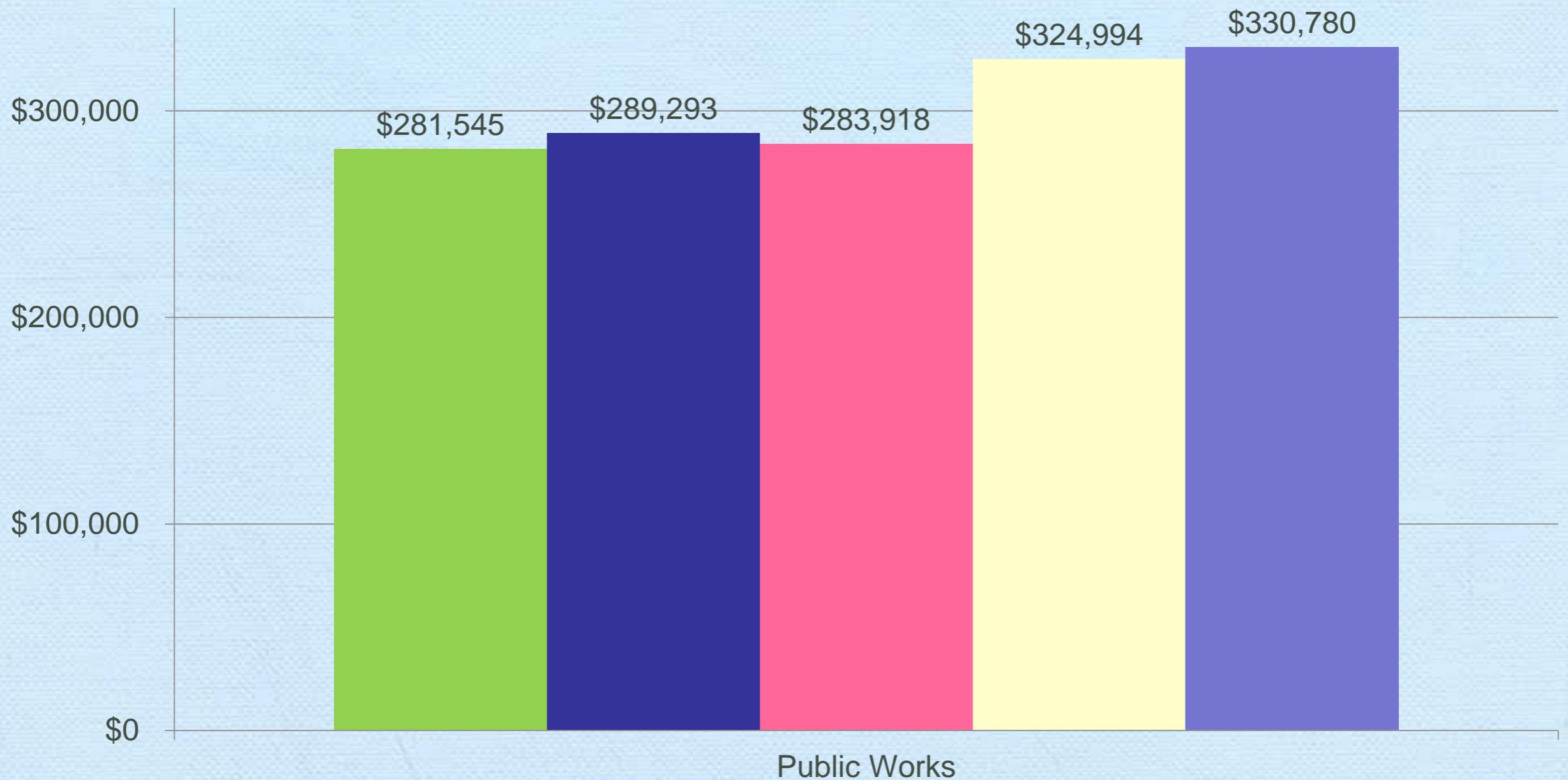
General Fund Major Revenues Planning Fees





General Fund Major Revenues Public Works

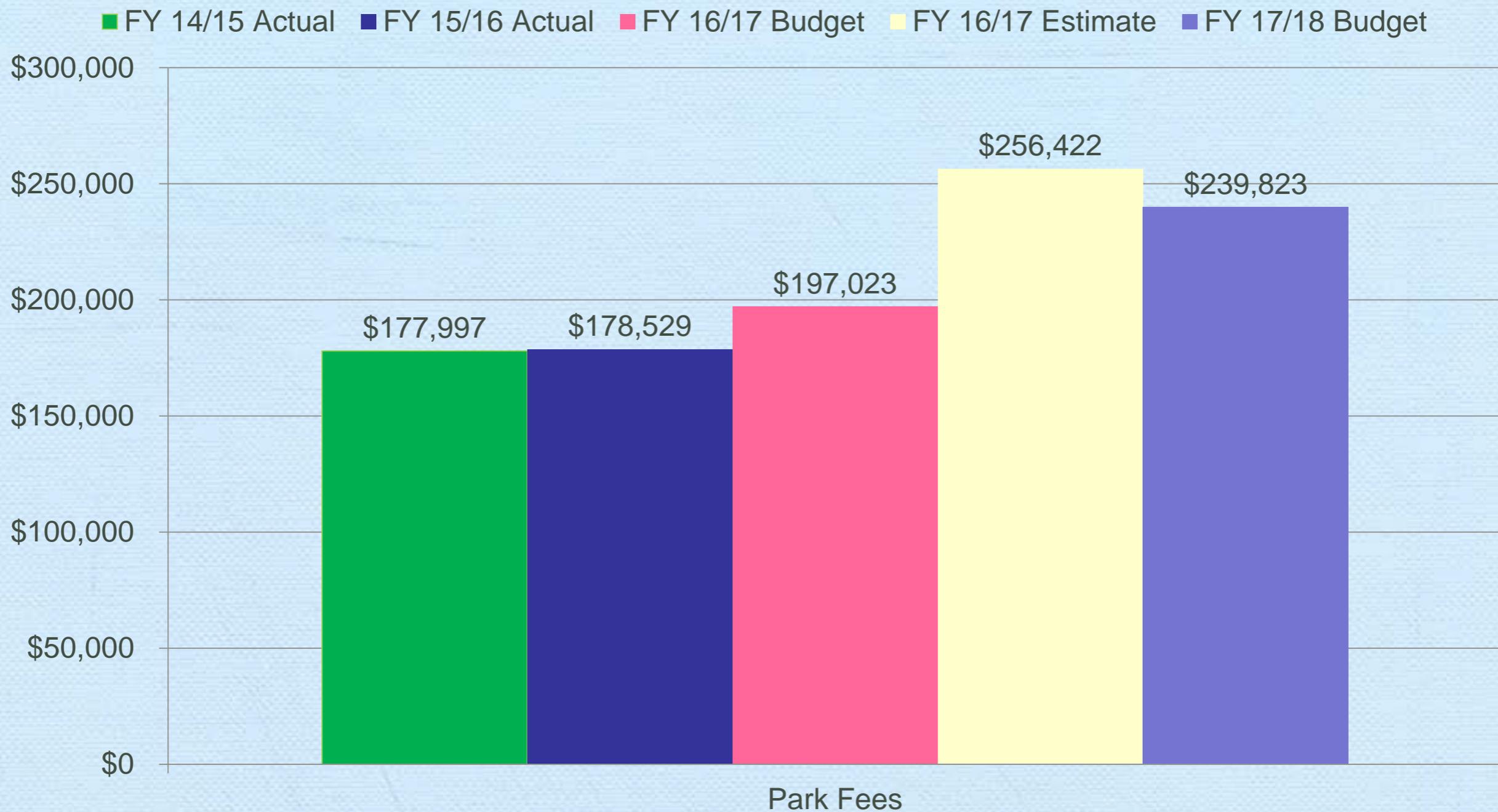
■ FY 14/15 Actual ■ FY 15/16 Actual ■ FY 16/17 Budget ■ FY 16/17 Estimate ■ FY 17/18 Budget





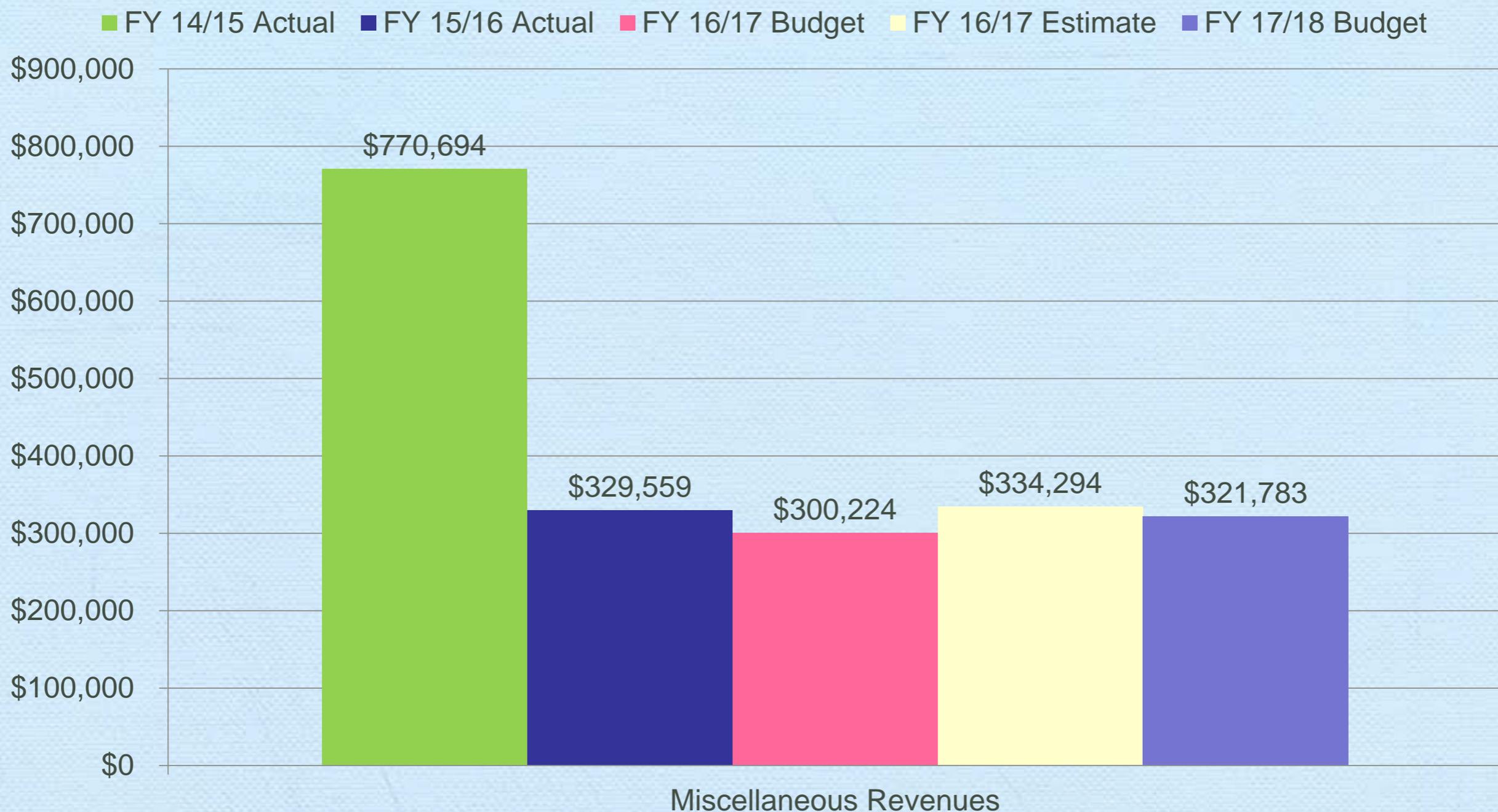
General Fund Major Revenues

Park Fees



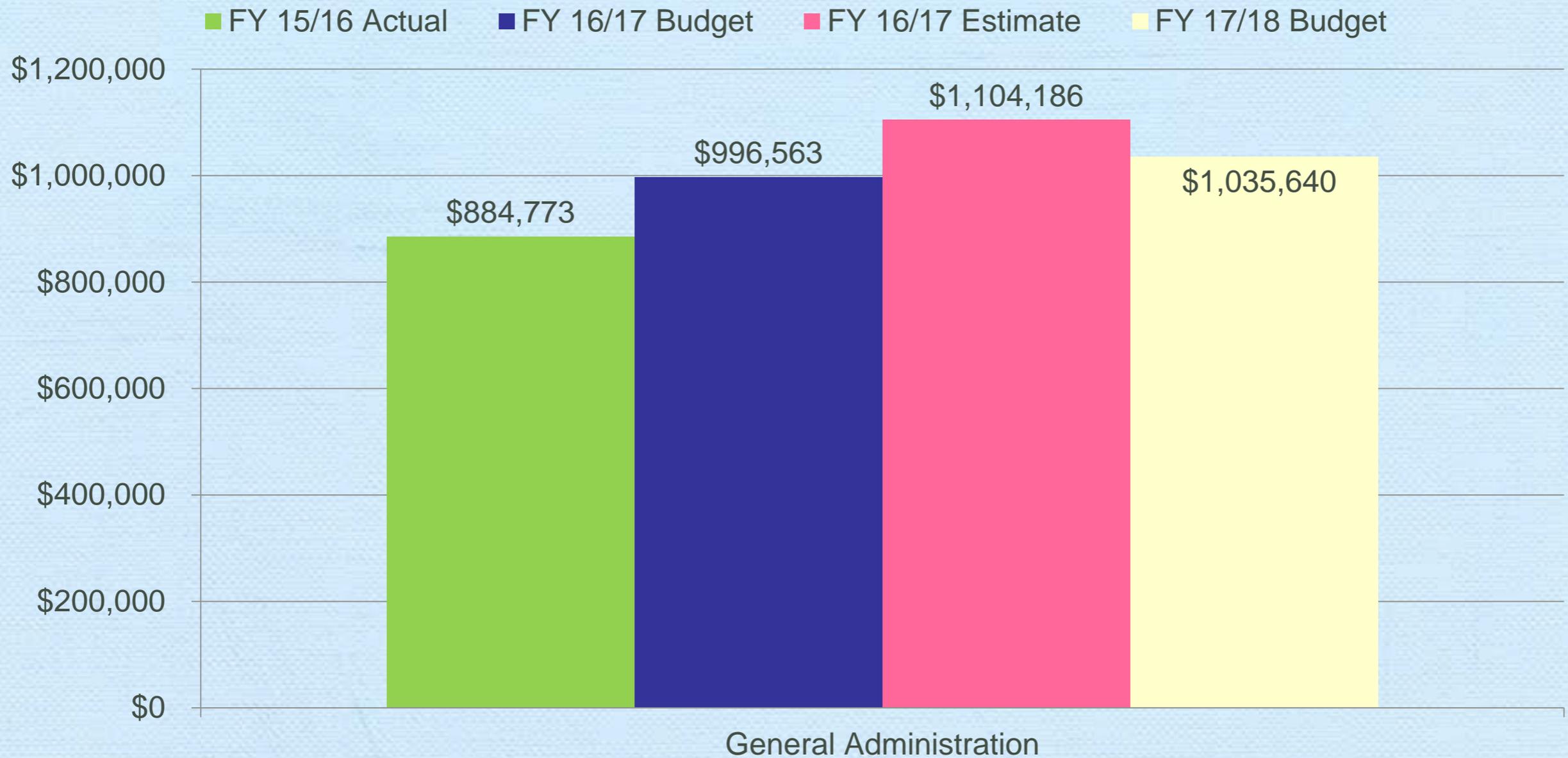


General Fund Major Revenues Miscellaneous





General Fund Expenditures General Administration



General Administration consists of:
City Council | City Attorney | Admin



General Administration – Major Fiscal Changes

City Council decrease of \$14,563

- Reduction in advertising and publishing, office supplies, mileage; election cost expense decrease of \$13,159

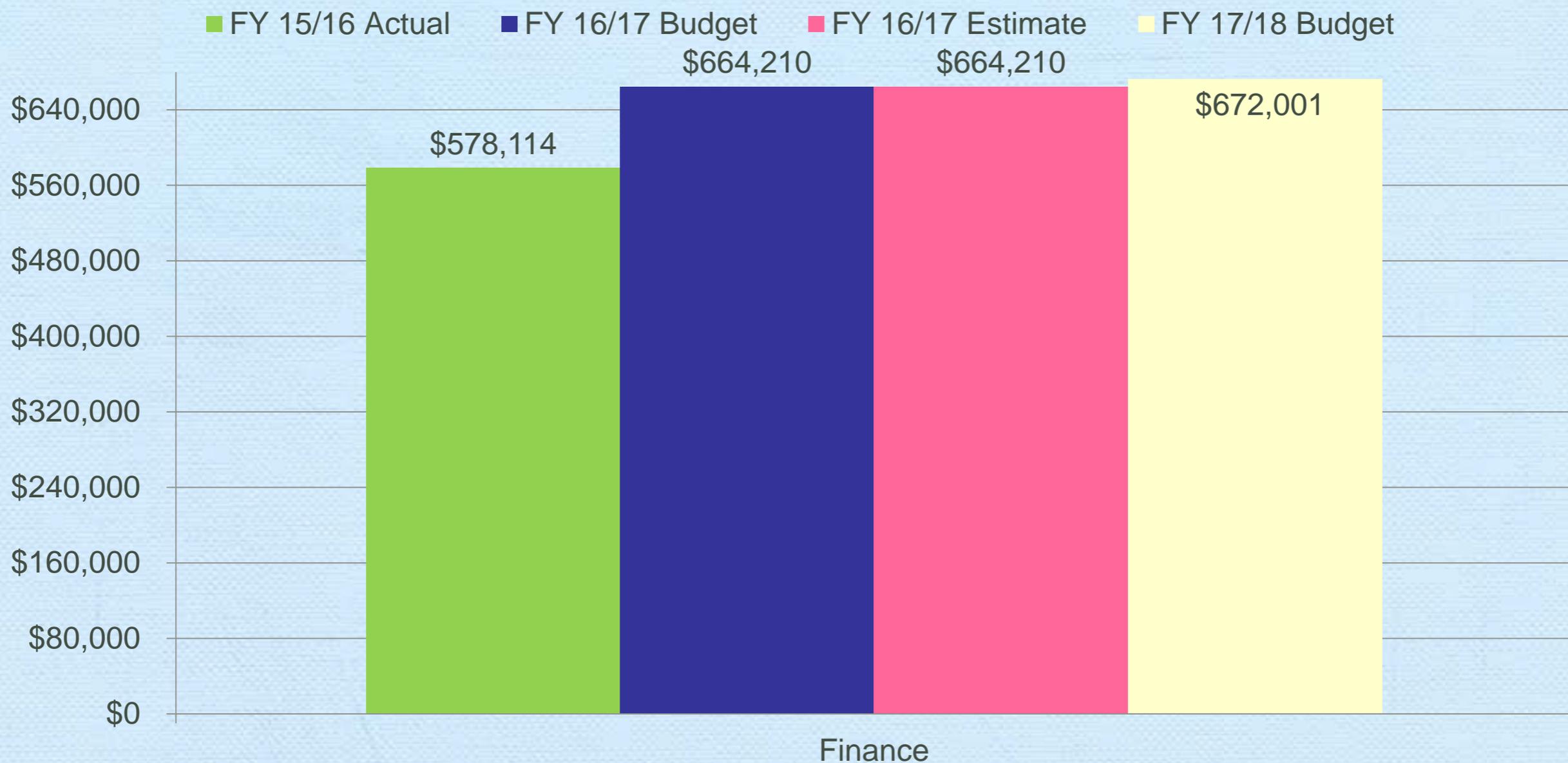
Administration increase of \$53,983

- CalPERS UAL Payment FY 17/18 slight increase
- Decrease in human resources employment law support
- Projected salary & benefits adjustment; increase in CalPERS Miscellaneous contribution rate 9.055% to 9.096%
- Decrease in external printing & employee recognition awards



General Fund Expenditures

Finance Department



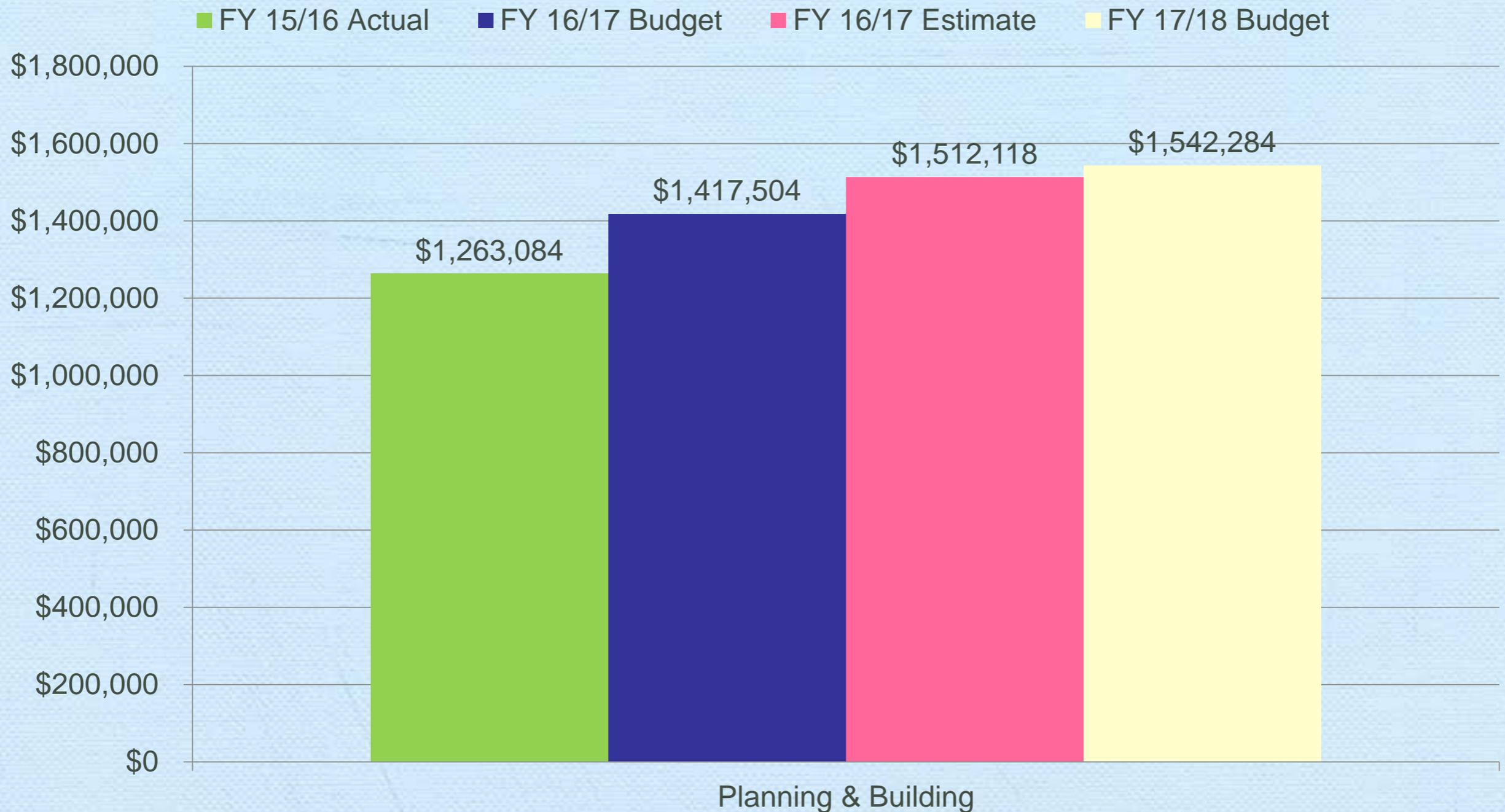


Finance Department – Major Fiscal Changes

- ❖ **Finance Department increase of \$7,791**
- ❖ CalPERS UAL Payment slight increase; projected salary and benefits adjustment decrease; CalPERS employer rate contribution increase to 9.096%
- ❖ Reduction in active Health insurance
- ❖ Contract Services Expenditure increase –OPEB analysis, calculation tool onboarding
- ❖ Audit & Financial expenditure increase



General Fund Expenditures Planning & Building





Planning & Building – Major Fiscal Changes

Planning increase of \$12,579

- ❖ Contract Planner expense increase and includes sustainability coordinator

Building dept. decrease of \$17,587

- ❖ Salaries & Benefits increase
- ❖ CalPERS UAL Payment slight increase
- ❖ Increase in Technical Services, Contract Building expense
- ❖ Reduction in Digital archiving building plans & permit documents (undertaken by technology services fee)



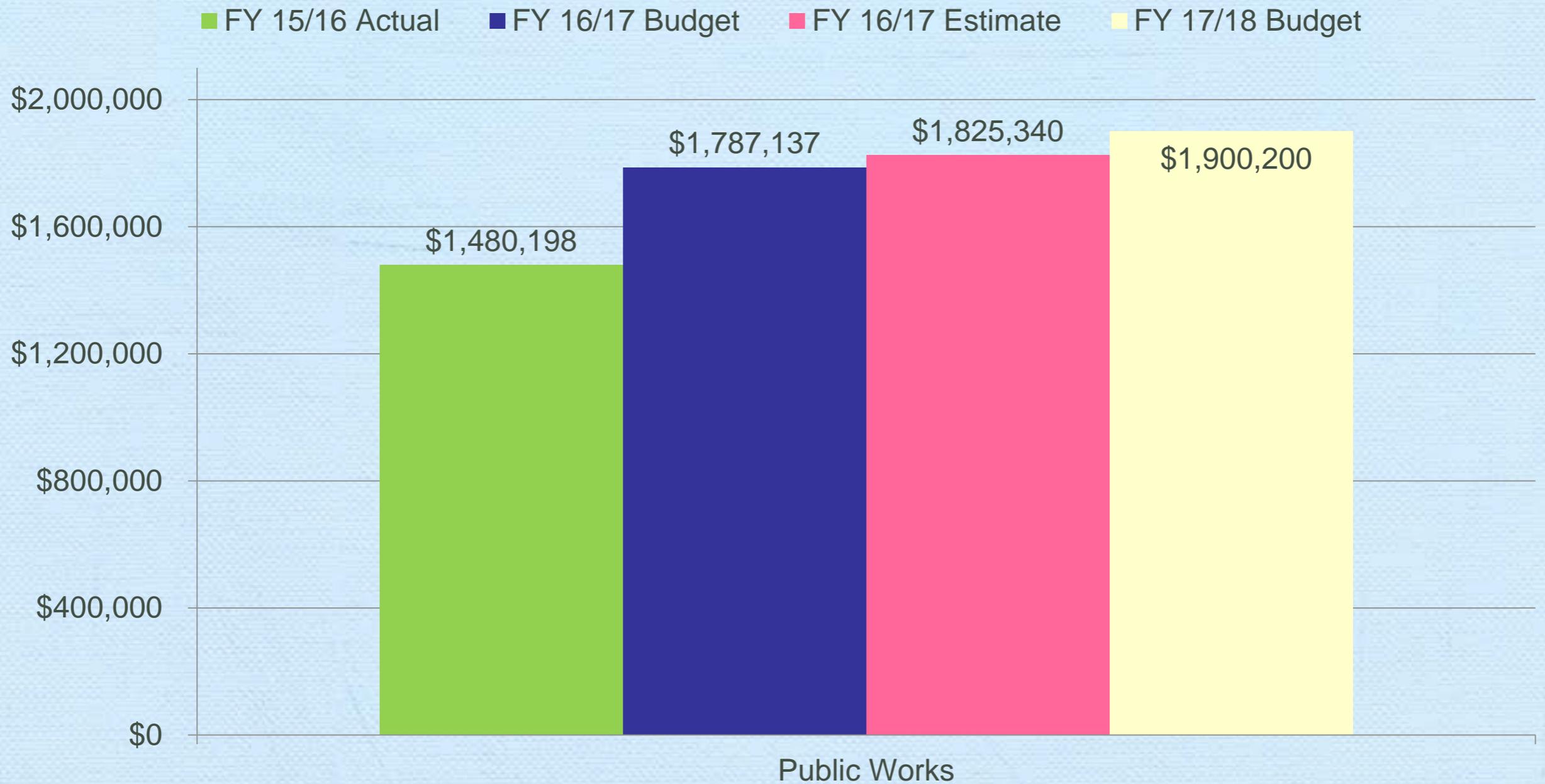
General Fund Expenditures Interdepartmental

■ FY 15/16 Actual ■ FY 16/17 Budget ■ FY 16/17 Estimate ■ FY 17/18 Budget





General Fund Expenditures Public Works Department



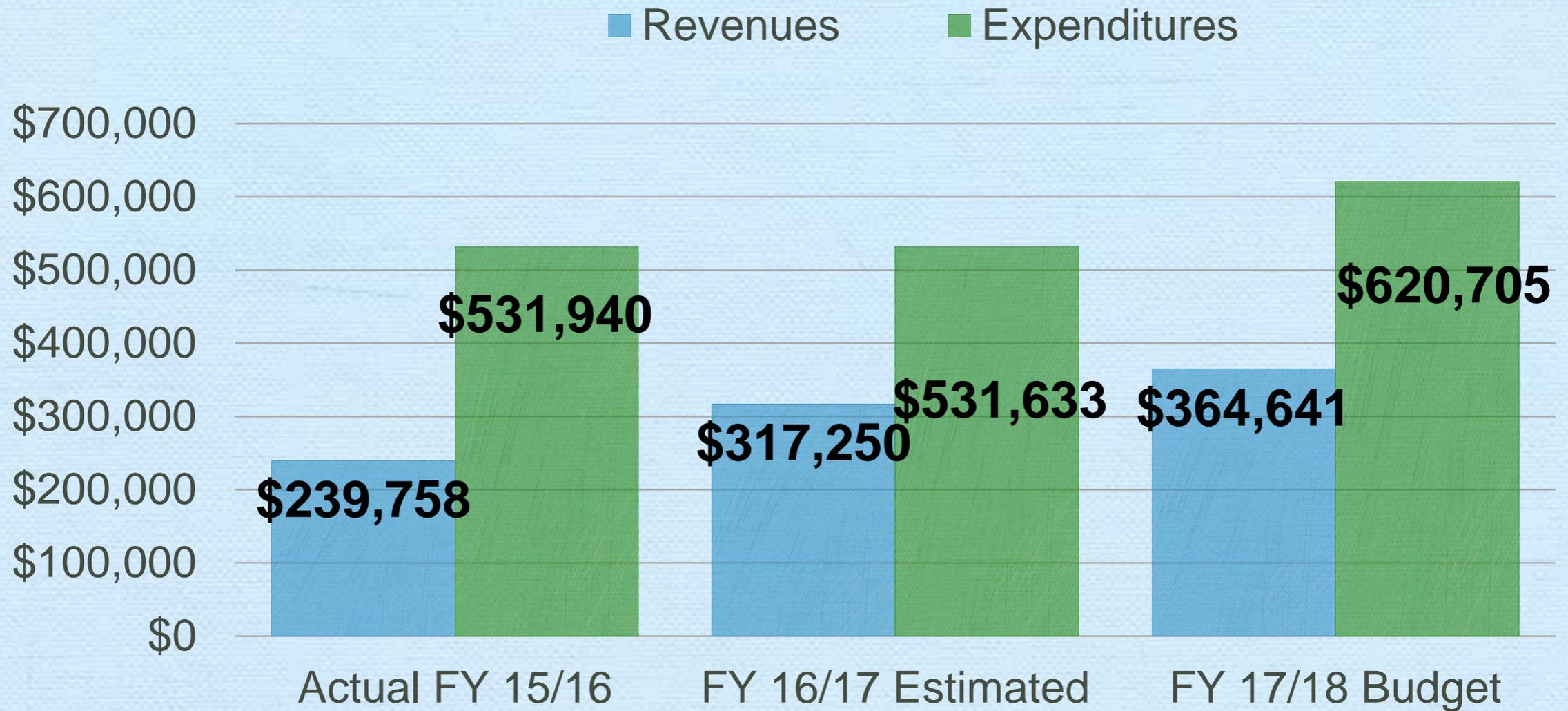


Public Works Department- Major Fiscal Changes

- ❖ **Public Works Department increase of \$74,860**
- ❖ Salaries and Benefits increase; CalPERS UAL Payment slight increase
- ❖ Decrease in Contract Park Services, equipment repairs expense
- ❖ Street sweeping expense increase; Custodial Contract expenditure services refresh increase
- ❖ Increase in Utility and storage facilities expense
- ❖ Increase in Building Improvement expenditures (remodel of men's/womens' bathroom at pavilion)



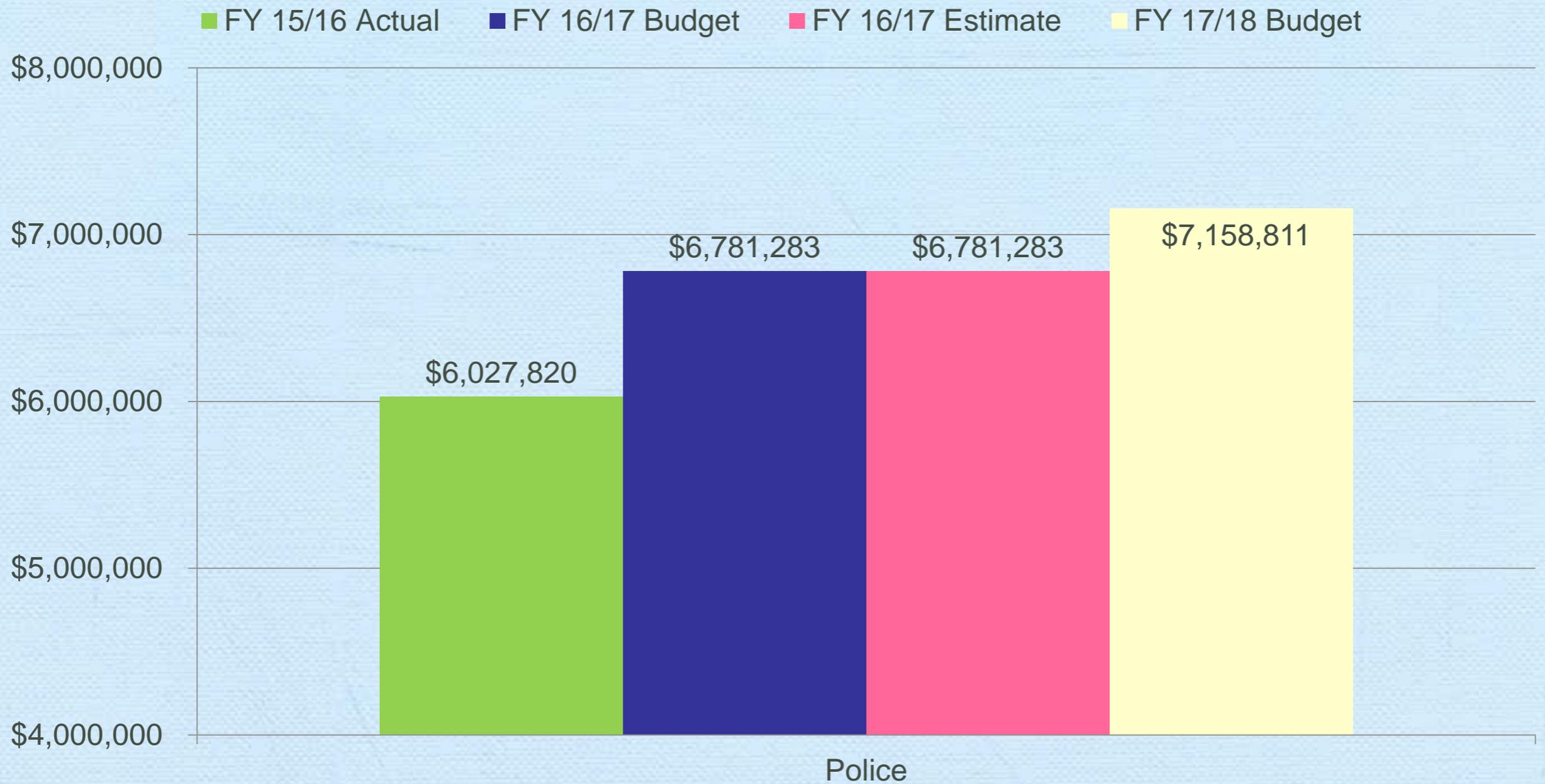
Park Programs – Income Statement Revenues to Expenditures



Over/(Under): (\$292,182) (\$214,383) (\$256,064)



General Fund Expenditures Police Department





Police Department – Major Fiscal Changes

- ❖ **Police Department increase of \$377,528**
- ❖ Salaries/Benefit adjustment increase
- ❖ CalPERS UAL Payment - \$100,911 increase
- ❖ Workers' Compensation Expense increase charge - \$38K
- ❖ Operational Expenditure budget increase - \$85,011
- ❖ Increase in Technical Services expenditure; MKMS server; Increase in Equipment maintenance vehicles and equipment maintenance-Data 911
- ❖ Increase in Equipment replacement; 2 vehicles, defibrillators, body cameras, repeaters, mobile broadband routers



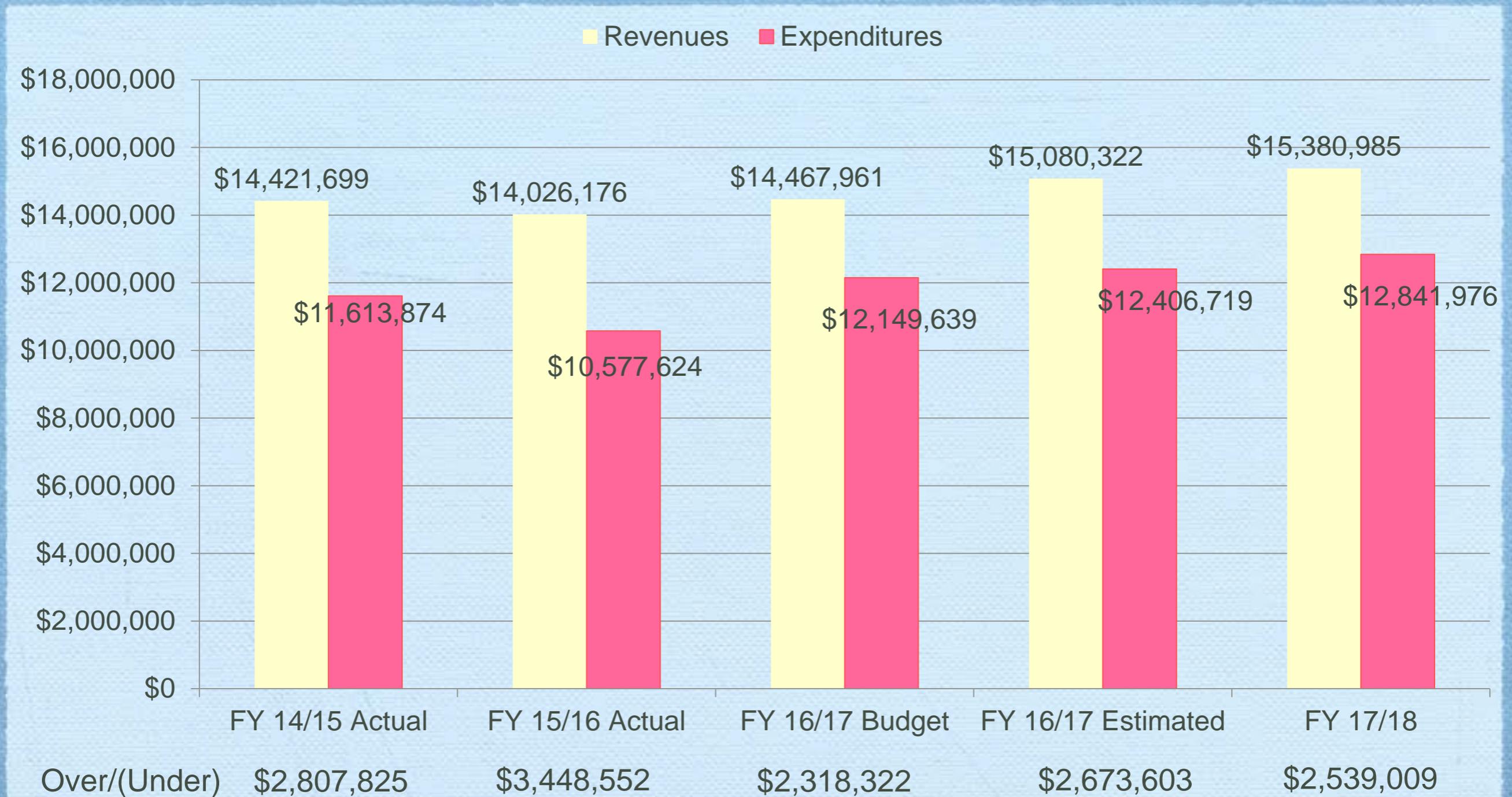
Police Department – Major Fiscal Changes

- ❖ Increase in Equipment maintenance vehicles, and equipment maintenance-Data 911
- ❖ Increase in Equipment replacement; 2 vehicles, tasers, camera at HP park, back up transmission antennae, expanded reception areas for radio system



General Fund Revenues to Expenditures

(without the Parcel Tax)

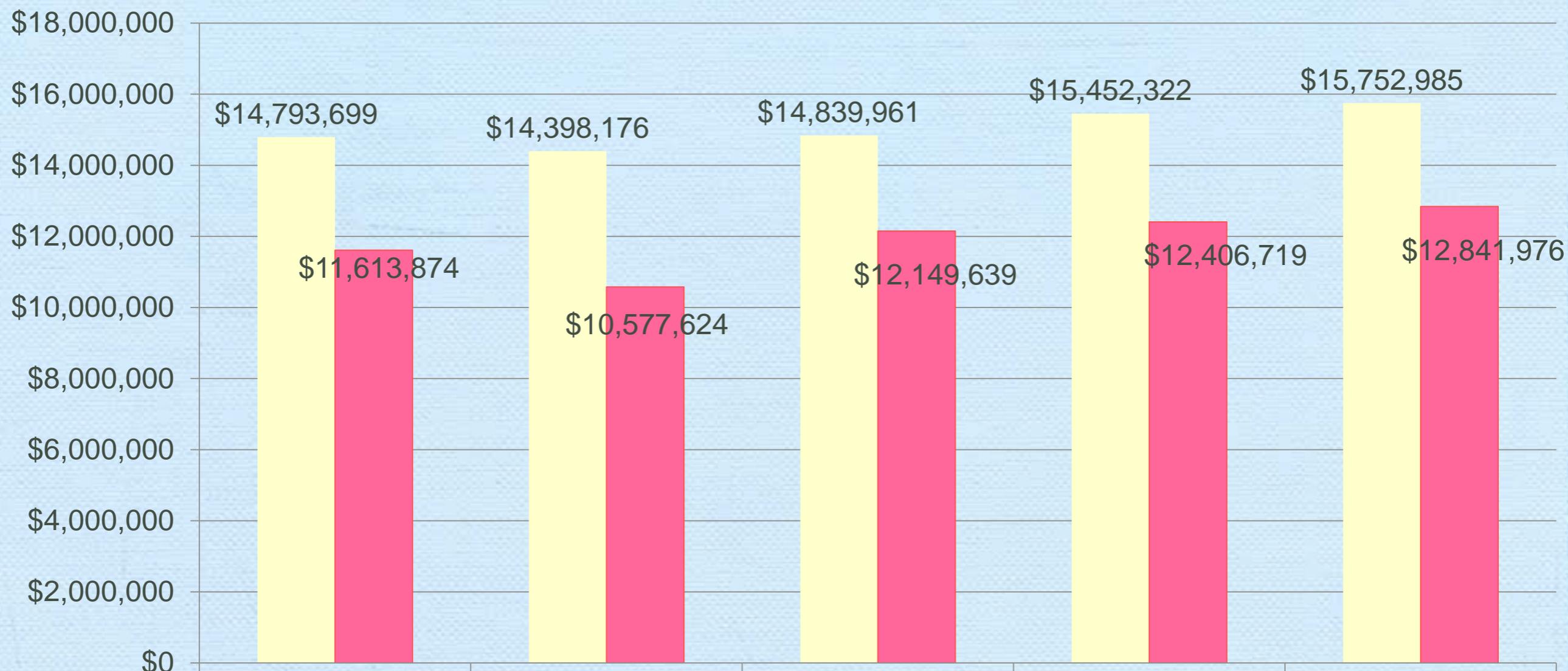




General Fund Revenues to Expenditures

(with the Parcel Tax)

■ Revenues ■ Expenditures



Over/(Under) \$3,179,825 \$3,820,552 \$2,690,322 \$3,045,603 \$2,911,009



General Fund Reserves Policy

FY 2017/18 Expenditures	\$12,841,976
Projected FY 2017/18 Ending Fund Balance	\$14,170,756
15% Emergency Reserve	\$1,926,296
20% Contingency Reserve (Stabilization)	\$2,568,395
Building Component Town Center Funding	\$505,000
TOTAL RESERVE REQUIREMENT	\$4,999,691
Unallocated Funds	\$9,171,065



General Fund Reserve Policy

- ❖ The projected ending fund balance of \$14,170,757 is net of the following transfers out –
 - ❖ \$92,118- OPEB Trust contribution
 - ❖ \$357,140 Workers' Comp minimum equity reserve



CalPERS Employer Payment of Unfunded Liability

CalPERS Employer payment of Unfunded Liability	UAL Payment FY 2015/16	UAL Payment FY 2016/17	UAL Payment FY 2017/18
Miscellaneous Employees	\$116,323	\$146,085	\$183,648
Public Safety Employees	\$325,906	\$402,865	\$498,416
Total Contribution	\$442,229	\$548,950	\$682,064

- ❖ Miscellaneous Employees employer rate contribution is 9.096% (Increase of .041%)
- ❖ Public Safety Employee employer rate contribution is 21.418% (increase of .188%)
- ❖ With current discussion following discount rate reduction; normal cost employer rate projected increase is between .25% to 1.25% FY 18/19



Use of Excess ERAF Funds

ERAF Policy- “one time” revenue towards long-term liabilities, capital infrastructure, or one-time operational expenditure needs

FY 2012/13 Actual	FY 2013/14 Actual	FY 2014/15 Actual	FY 2015/16 Actual	FY 16/17 Actual	FY17/18 Estimated
\$892,094	\$1,020,085	\$1,125,257	\$1,066,958	\$1,103,185	\$1,066,958

- ❖ FY 13/14 - ERAF used toward OPEB Liabilities
- ❖ FY 14/15 - ERAF used toward OPEB (\$680,684) and Workers' Compensation Negative Equity (\$444,316)
- ❖ FY 15/16 - ERAF used toward PERS UAL Payment (\$548,950); Workers' Compensation Negative Equity (\$112,998) and CIP Future Projects (\$405,010)



Use of Excess ERAF Funds

❖ Staff recommendation for use of FY 2016/17 ERAF:

ERAF Revenue	Actual Amount	Use of Funds
FY 2016/17	\$1,103,185	TBD in FY 2017/18 budget
Allocate in FY 2017/18	(\$92,188)	OPEB Trust Contribution
Allocate in FY 2017/18	(\$357,140)	WC minimum Equity Reserve replenishment
Allocate in FY 2017/18	(\$653,857)	Remaining portion to Civic Center Funding

- ❖ Excess ERAF is technically a General Fund Property Tax Revenue. Even though the amounts are allocated as “from ERAF” above, these funds flow through the Town’s General Fund. Specific use for the Civic Center Funding is dependent on the outcome of Measure A.



Parcel Tax

- ❖ The Parcel Tax total revenue is \$1.8M
- ❖ In FY 2014/15, the General Fund allocation of the Parcel Tax was reduced to 20% or \$372,000. This was maintained in FY 2015/16 and FY 2016/17.
- ❖ Staff suggests continuing the 80/20 allocation \$372,000 to General Fund Police Services and \$1,488,000 for Capital Projects.
- ❖ Future discussion of the Parcel Tax and its allocation will occur in an upcoming budget session.



Civic Center Project Funding Plan

Item/Fund	Amount
Design Cost Estimate (As of 1/2017)	\$3,305,255
Construction Cost Estimate (As of 1/2017)	\$22,253,000
Total Design & Construction Costs	\$25,558,255
Atherton Now Donation	(\$7,000,000)
Remaining Requirement	\$18,558,255
Application of Revenue from Building Fees	(\$2,935,000)
Remaining Requirement	\$15,623,255
Available Funding	
Projected FY 2017/18 Unallocated General Funds	(\$8,104,107)
Unallocated CIP Funds	(\$4,423,138)
Allocation of FY 2017/18 ERAF	(\$1,066,958)
Remaining Requirement	\$2,029,052
Allocation of FY 2018/19 ERAF	(\$1,000,000)
Remaining Requirement	\$1,029,052

Requirements to be met by a combination of additional donation receipts, annual revenues over expenditures, and short term financing without the addition of new tax burdens



Town of Atherton

2017/2018

Questions



**Item No.
Town of Atherton**

CITY COUNCIL STAFF REPORT – STUDY SESSION

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

**THROUGH: MICHAEL KASHIWAGI
COMMUNITY SERVICES DIRECTOR**

FROM: MARTY HANNEMAN, CITY ENGINEER

DATE: MAY 3, 2017

SUBJECT: REVIEW OF FY 2017/18 CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION

Review, discuss, and provide feedback regarding proposed projects, programs and funding for the FY 2017/18 Capital Improvement Program (CIP).

BACKGROUND

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

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

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

The 1st year (FY 2017/18) of the CIP is incorporated into the Town's Budget and is the **only year** for which the City Council applies available funding. The remaining four (4) years of the CIP reflect proposed projects and funding. These "out years" are revised annually to reflect changes in City Council priorities, direction, needs and funding availability. The CIP is reviewed by the Town's Planning Commission each year for consistency with the Town's General Plan. This year's CIP will be reviewed by the Planning Commission at their May 24 meeting. The Commission will send their comments in writing to the City Council prior to Council's June 21 meeting at which the Council is scheduled to adopt the budget, inclusive of the CIP.

Review of FY 2017/18 CIP

May 3, 2017

Page 2 of 3

ANALYSIS

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

- \$5.85 million for the new Library;
- \$2.9 million for the Civic Center Master Plan;
- \$1.4 million for Bicycle & Pedestrian Master Plan Implementation Program;
- \$1.15 million for Drainage Improvements Program; and
- \$1.0 million for the Road Maintenance Program.

The total allocation for the 5-year period from FY 2017/18 through FY 2021/22 totals nearly \$59.4 million – the largest expenditures attributable to the Civic Center Project. It is important to note that for FY 2017/18, the expenditures related to the Civic Center Project continue exclusive reliance on available funds from Atherton Now, the Library Fund, and the Building Facilities Fund.

Following the workshop, staff will implement changes directed by Council and present the CIP to City Council for consideration at the June Council meeting.

POLICY FOCUS

There are a number of issues inherent in the selection of proposed projects, project schedules and project funding. The Town has a number of Master Plans that identify a variety of projects to be completed. Based on critical need, recommendations from Town committees, and goals set by the City Council, staff has compiled the proposed CIP.

Clear priorities include: the El Camino Real Complete Streets Project, 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. 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 allocated from the voter-approved Special Parcel Tax, from Gas Taxes, and the General Fund.

As was previously discussed, the City Council allocated funding to the CIP in FY 2016/17 of \$4.4 million for future unidentified capital projects. These are undesignated funds within the basic Capital Improvement Fund. Donations dedicated to the design and construction of the Civic Center are accounted for separately.

The CIP includes a number of basic maintenance improvement projects that are routine in nature and occur year over year. However, the CIP also includes significant projects that require policy direction from the City Council. Specific projects for which staff anticipates Council policy feedback are:

Review of FY 2017/18 CIP

May 3, 2017

Page 3 of 3

- Identified Bicycle and Pedestrian Master Plan Projects for FY 2017/18
- Next steps in the Quad Gates Feasibility Study – Implementation in FY 2017/18
- Identified Drainage Master Plan Projects for FY 2017/18
- Next steps in the Civic Center Master Plan and Library Projects for FY 2017/18

FISCAL IMPACT

There is no fiscal impact of the review and discussion of the CIP. Upon Council approval of the projects and funding for FY 2017/18, those approved projects will be incorporated into the Town's Budget and their approved amounts will be reflected in the Budget and in remaining fund balances.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENTS

FY 2017/18 Capital Improvement Program

Town of Atherton

Capital Improvement Program

FY 2017/18 -2021/22

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 2017/18 through 2021/2022

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**Capital Improvement Program
Fiscal Years 2017/18 through 2021/2022**

**Section I:
Introduction**



Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

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 2017/18 through 2021/22. 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 2017/18 through 2021/2022

- 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 2017/18 through 2021/2022**

**Section II:
Funding Sources
& Revenues**



Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

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 2017/18 through 2021/2022

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 expires in FY 2017/18. The five-year Plan assumes that the Special Parcel Tax is renewed in November 2018.

The Special Parcel Tax provides funding to maintain police emergency response services, street repair and maintenance, drainage facility repair and maintenance, and other capital improvements. The Special Parcel Tax generates approximately \$1.86 million annually and is divided 20% to Police Services and 80% to capital 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).

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.



Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

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 2016-17, the Town will receive approximately \$165,000. This amount is anticipated to increase due to additional revenues from the Road Repair and Accountability Act of 2017 (SB 1). Effective November 1, 2017, the gasoline excise tax will be increased 12 cents per gallon and the excise tax on diesel will be increased 20 cents per gallon. SB 1 will also increase 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 \$205,200 in FY2017-18 and \$289,600 in FY2018-19.

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 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



Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

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, 2016 Audit, the combined total fund balance is approximately \$10.8 million. The beginning fund balance in the Town's Library Fund is estimated to be approximately \$6.0 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 also accepted to install memorial trees and outdoor furniture in Holbrook-Palmer Park.



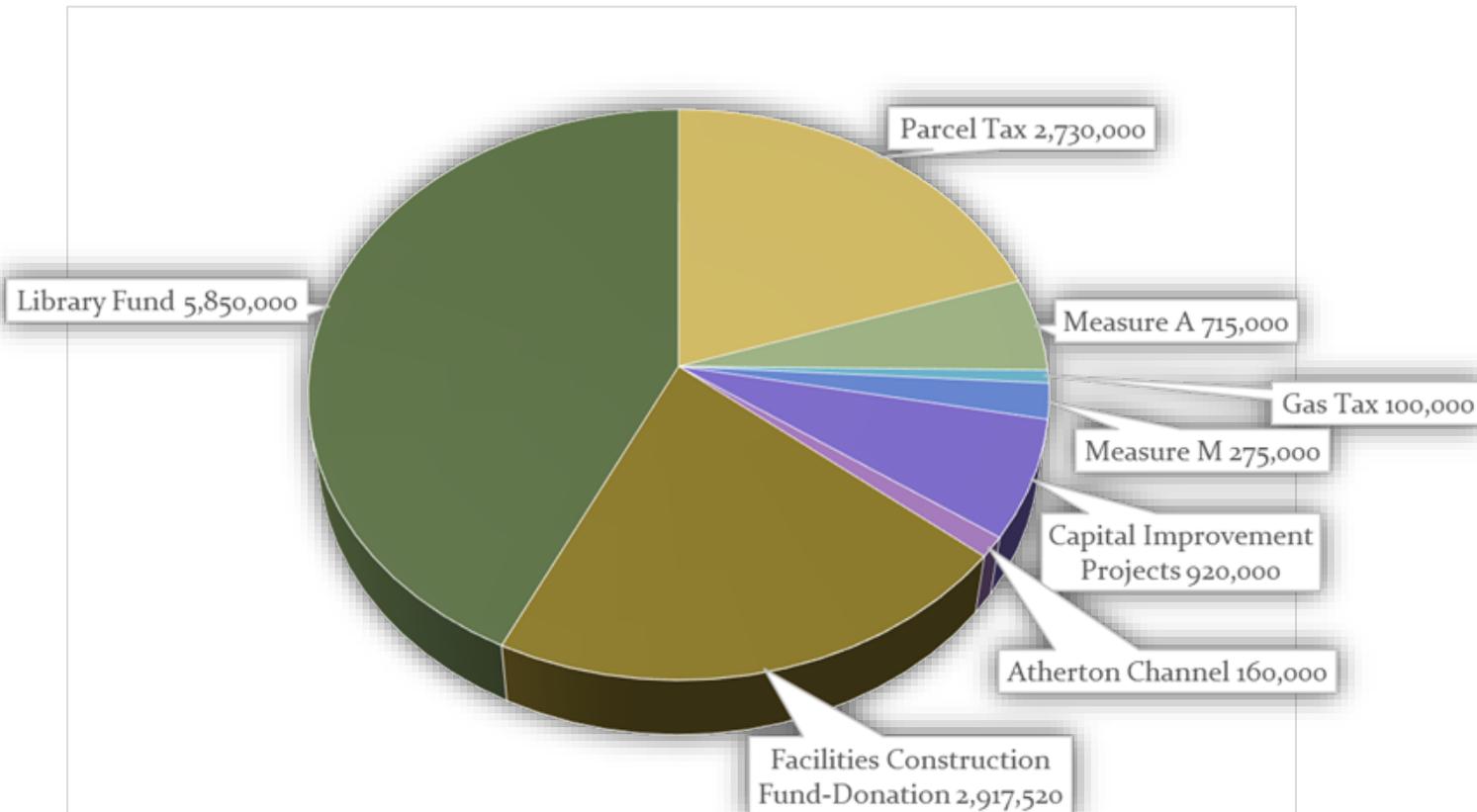
Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

Fund Sources in FY 2017/18

The sources used to fund the FY 2017/18 capital improvements total approximately \$13.6 million and consist of existing fund balances plus new income. The three major sources of these funds are the Special Parcel Tax, Measure A and donations. These funds are used to fund the three primary projects: the Marsh Road Retaining Wall Repair, road maintenance and the design of the Civic Center, respectively. 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.

**Funding Revenue Sources
Fiscal Year 2017/18**



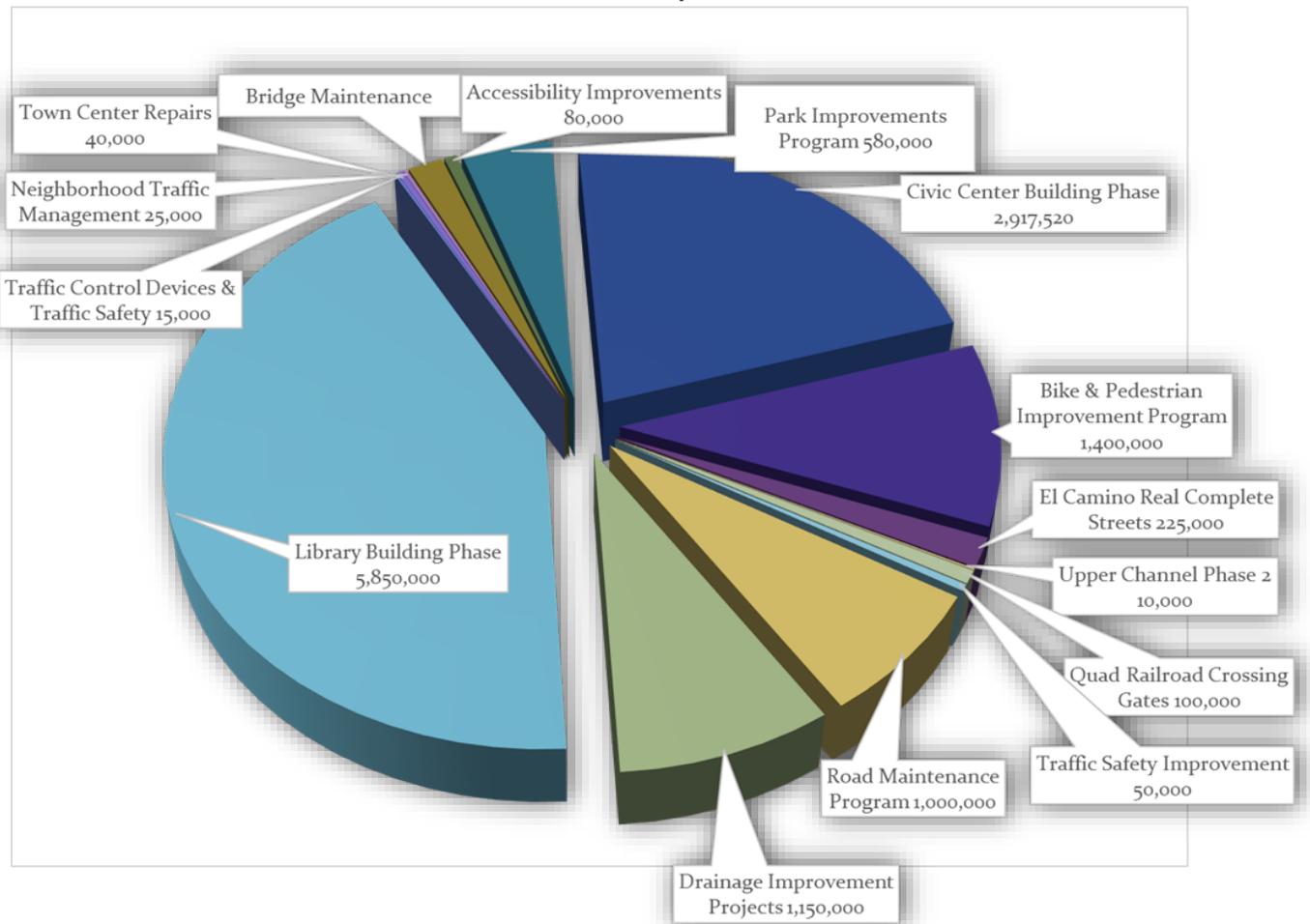


Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

Capital Program Expenditures for FY 2017/18

For FY 2017/18, the CIP anticipates appropriating approximately \$13.6 million, in addition to prior year fund allocations. The major expenditures are construction of the Marsh Road Retaining Wall Repair for the Atherton Channel and design for the Civic Center. These project expenditures, in addition to other capital projects are identified in the chart below.

**Projected Budget Expenditures
Fiscal Year 2017/18**





**Capital Improvement Program
Fiscal Years 2017/18 through 2021/2022**

**Section III:
Capital Projects**



Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

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	17/18	18/19	19/20	20/21	21/22	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 2017/18 through 2021/2022

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 a radar speed trailer with changeable message sign (FY2017/18) – estimate \$22,000
- Purchase two fixed solar powered radar speed indicators (FY 2017/18) – estimate \$10,000
- Purchase three fixed solar powered radar speed indicators (FY 2018/19) – estimate \$15,000

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Measure A	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Totals	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000



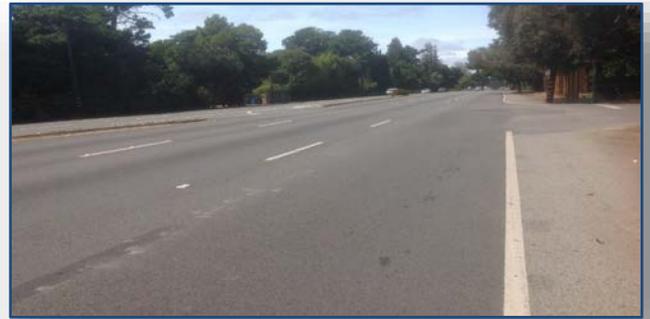


Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

Project Type: Streets & Transportation

Project Name: El Camino Real Complete Streets Study - #56073

Project Description: This ongoing project is a comprehensive study focused on improving bicycle, pedestrian, and vehicular safety along the El Camino Real Corridor within the Town of Atherton. Key stakeholders include Caltrans, Fire District, adjacent cities, residents, schools, public safety providers, and bicycle/pedestrian advocacy groups. The study is engaging stakeholders in technical studies to identify and evaluate viable options and strategies to enhance safety, efficient mobility, and accessibility. This project was previously the subject of various grant applications. To date, the Town has been unsuccessful at attaining a grant for the effort.



El Camino Real is a major north-south transportation corridor serving the San Francisco Bay Area Peninsula with average traffic volumes exceeding 38,000 vehicles per day. The existing roadway presents significant mobility and safety challenges to pedestrians and bicyclists. Deficiencies include lack of pedestrian and bikeway paths, lack of facilities to provide safe crossings at intersections, and poor connectivity to transit, schools, and parks.

Total Project Costs	\$325,000
Prior Year Expenditures	(\$100,000)
Remaining Project Cost	\$225,000

The study will develop community-supported conceptual plans as well as a process that will serve as the basis for developing engineering designs, construction implementation.

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Special Parcel Tax	\$225,000					\$225,000
Totals	\$225,000					\$225,000



Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

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:

- Provide safer crossings of El Camino Real (FY 2017/18)- estimate \$139,000
- Improvements to routes near Encinal Elementary School- Middlefield/Encinal/Oak Grove/Glenwood (FY 2017/18)- estimate \$295,000
- Middlefield Class II bike lanes (FY 2017/18) – estimate \$850,000
- Perform preliminary design for Class II bike lanes on Atherton Ave between Alameda de las Pulgas and El Camino Real (FY 2017/18) – estimate \$150,000
- Install marked crosswalks with solar powered LED pedestrian activated signs at Middlefield Rd and Glenwood Ave (FY 2017/18) – estimate \$10,000
- Identify opportunities to improve safety and awareness on heavily used routes servicing schools and parks

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Special Parcel Tax	\$575,000	\$200,000	\$170,000	\$200,000	\$200,000	\$1,345,000
Measure A Fund	\$375,000					\$375,000
County Measure M Fund	\$150,000					\$150,000
Capital Improvement Fund	\$300,000					\$300,000
Totals	\$1,400,000	\$200,000	\$170,000	\$200,000	\$200,000	\$2,170,000



Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

Project Type: Streets & Transportation
Project Name: Quad Railroad Crossing Gates at Watkins Road - #56075

Project Description: This project funds the analysis and preliminary design of additional safety gates at the railroad crossing on Watkins Avenue. This funding does not include any capital costs of installation. The Town continues to seek funding contributions from other agencies, to include Caltrain, in support of this effort. This project is budgeted for FY 2017/18.

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Special Parcel Tax	\$100,000					\$100,000
Totals	\$100,000					\$100,000





Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

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 the currently proposed \$1,000,000 for FY 2017/18.



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. This longer lasting base should eventually allow a resumption of the less costly sealing projects. Special attention will be paid the Town's roadside drainage systems to ensure that the edges of pavement do not create situations that could be hazardous to pedestrians or impede drainage.

- Two inch grind and overlay (on various streets throughout Town) - \$500,000
- Maintenance Dig-outs (on various streets throughout Town) - \$250,000
- Cape Seal/Slurry Seal (on various streets throughout Town) - \$250,000

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Special Parcel Tax	\$650,000	\$650,000	\$650,000	\$650,000	\$650,000	\$3,250,000
Measure A	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Gas Tax	\$25,000					\$25,000
Measure M	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Totals	\$1,000,000	\$975,000	\$975,000	\$975,000	\$975,000	\$4,900,000



Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

Project Type: Streets & Transportation

Project Name: Bridge Maintenance Program - #56061

Project Description: This program provides funding to complete the inspections of the smaller diameter Town-owned culverts under roads. Inspection of the larger culverts was completed in FY 2014-15. Following inspections, funds will be proposed to construct recommended improvements.

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Special Parcel Tax	\$100,000		\$75,000			\$175,000
Gas Tax	\$75,000					\$75,000
Measure M	\$50,000					\$50,000
Totals	\$225,000		\$75,000			\$300,000





Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

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	17/18	18/19	19/20	20/21	21/22	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 2017/18 through 2021/2022

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.

Funding for design of the following improvements is estimated at:

- Feasibility analysis for Holbrook Palmer Park Flood detention- grant dependent (2017/18)-estimate \$100,000
- El Camino drainage issues studies (FY 17/18)- estimate \$110,000

The total estimated project costs from the 2015 Drainage Update report (design, Environmental, permitting and construction) for each of the following projects are:

- Task 1A: Repairs to Stockbridge concrete swales and regrades total cost is \$697,000.
- 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 for a total cost is \$2,179,000.
- Task 2: Relining side slopes and bottom of Atherton Channel upstream of Alameda de las Pulgas for a total cost is \$2,310,000
- Las Lomas Elementary School Detention Basin – Estimated total cost is \$13,500,000
Town is applying for Caltrans grants for this project.



Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Special Parcel Tax	\$1,000,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,400,000
Atherton Channel	\$150,000	\$75,000				\$225,000
Totals	\$1,150,000	\$675,000	\$600,000	\$600,000	\$600,000	\$3,625,000



Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

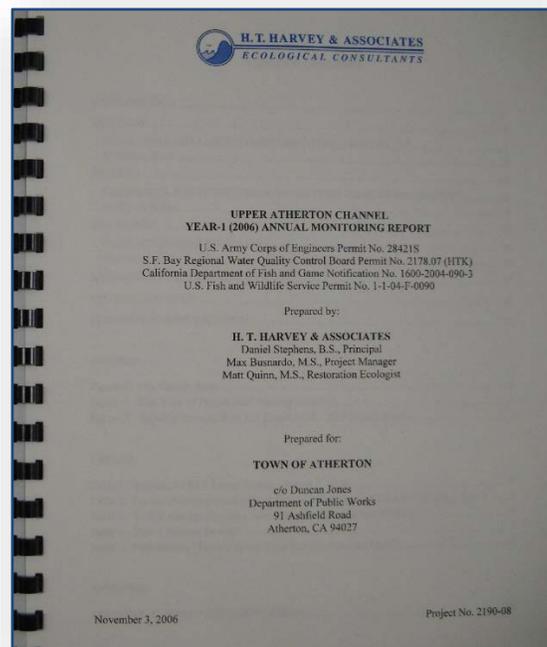
Project Type: Drainage

Project Name: Upper Atherton Channel Phase 2 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.

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Atherton Channel	\$10,000	\$10,000	\$10,000	\$10,000		\$40,000
Totals	\$10,000	\$10,000	\$10,000	\$10,000		\$40,000





Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

Project Type: Town Buildings, Park and Facilities

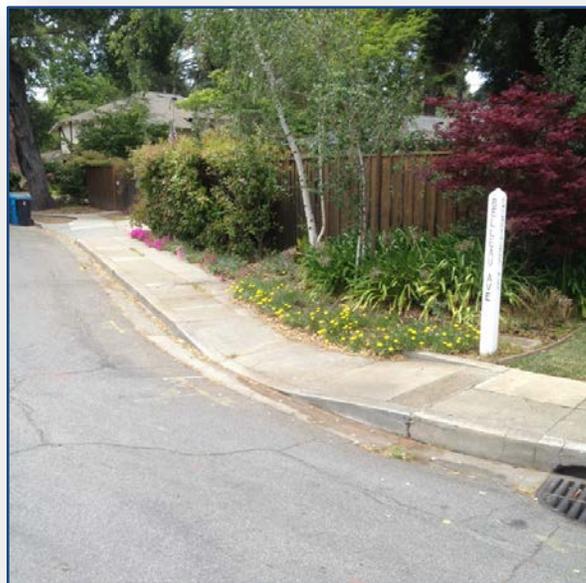
Project Name: Accessibility Improvements Program - #56060

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	17/18	18/19	19/20	20/21	21/22	Totals
Special Parcel Tax	\$80,000	\$20,000	\$10,000	\$20,000	\$20,000	\$150,000
Totals	\$80,000	\$20,000	\$10,000	\$20,000	\$20,000	\$150,000





Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

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 in the Construction Documents Phase and staff anticipates moving into the bidding phase in FY 2017/18. Construction is scheduled to begin in early 2018.

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Atherton Library	\$5,850,000	\$7,500,000	\$3,550,000			\$16,900,000
Totals	\$5,850,000	\$7,500,000	\$3,550,000			\$16,900,000





Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

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 in the Construction Documents Phase and staff anticipates moving into the bidding phase in FY 2017/18. Construction is scheduled to begin in early 2018.

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Donations	\$2,000,000	\$11,670,082	\$11,670,082	\$2,000,000		\$27,340,164
Building Capital	\$917,520			\$917,520		\$1,835,040
Capital Improvements						
Totals	\$2,917,520	\$11,670,082	\$11,670,082	\$2,917,520		\$29,175,204





Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

Project Type: Town Buildings, Park and Facilities

Project Name: Town Center Facilities Plan and Repairs - #56055

Project Description: This project provides necessary funding to maintain the Playschool in Holbrook-Palmer Park for a minimum of 3 years. Repairs may include, Roof Repairs, Waterproofing, Paint and Carpet Replacement and ongoing minor repairs to keep the building in service.

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Capital Improvements	\$40,000					\$40,000
Totals	\$40,000					\$40,000





Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

Project Type: Town Buildings, Park and Facilities

Project Name: Park Improvements Program - #56063

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

- Park Circulation and Pedestrian Circulation improvements – Construct the Park entrance including the driveway, pedestrian entry, Main House loop, Main Lawn, DG pathway, road standardization and park entry statement. Also to include focal points, plaza spaces crosswalks, exit road pathway and road repairs (widening) FY 17-18 – estimate \$580,000
- Site lighting – Replace ten poles and fixtures (using most existing controls, conduit and wiring). FY 18-19 – estimate \$93,750
- Create turnaround at end of Pavilion Parking lot (hammerhead). FY 19-20 - estimate \$18,500
- Amphitheater construction FY 20-21 – 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 21-22 – estimate \$30,500

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Capital Improvements	\$580,000	\$93,750	\$18,500	\$75,000	\$30,500	\$797,750
Totals	\$580,000	\$93,750	\$18,500	\$75,000	\$30,500	\$797,750



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

Special Parcel Tax - Fund 201	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	
Fund Balance	\$ 1,245,700	\$ 3,700	\$ 21,700	\$ 4,700	\$ 22,700	
Revenue Projections	\$ 1,860,000	\$ 1,860,000	\$ 1,860,000	\$ 1,860,000	\$ 1,860,000	\$ 9,300,000
Expenditure Projections	\$ (2,730,000)	\$ (1,470,000)	\$ (1,505,000)	\$ (1,470,000)	\$ (1,470,000)	\$ (8,645,000)
Transfers In/(Out)	\$ (372,000)	\$ (372,000)	\$ (372,000)	\$ (372,000)	\$ (372,000)	\$ (1,860,000)
Remaining Fund Balance	\$ 3,700	\$ 21,700	\$ 4,700	\$ 22,700	\$ 40,700	
Measure A - Fund 202	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	
Fund Balance	\$ 392,965	\$ 17,965	\$ 17,965	\$ 17,965	\$ 17,965	
Revenue Projections	\$ 340,000	\$ 340,000	\$ 340,000	\$ 340,000	\$ 340,000	\$ 1,700,000
Expenditure Projections	\$ (715,000)	\$ (340,000)	\$ (340,000)	\$ (340,000)	\$ (340,000)	\$ (2,075,000)
Remaining Fund Balance	\$ 17,965					
Gas Tax - Fund 203	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	
Fund Balance	\$ 100,166	\$ 55,166	\$ 195,166	\$ 335,166	\$ 475,166	
Revenue Projections	\$ 205,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 1,365,000
Expenditure Projections	\$ (250,000)	\$ (150,000)	\$ (150,000)	\$ (150,000)	\$ (150,000)	\$ (850,000)
Remaining Fund Balance	\$ 55,166	\$ 195,166	\$ 335,166	\$ 475,166	\$ 615,166	
County Measure M - Fund 204	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	
Fund Balance	\$ 220,130	\$ 20,130	\$ 20,130	\$ 20,130	\$ 20,130	
Revenue Projections	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Expenditure Projections	\$ (275,000)	\$ (75,000)	\$ (75,000)	\$ (75,000)	\$ (75,000)	\$ (575,000)
Remaining Fund Balance	\$ 20,130					
Capital Improvement - Fund 401	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	
Fund Balance	\$ 5,713,774	\$ 4,793,774	\$ 4,700,024	\$ 4,681,524	\$ 4,606,524	
Revenue Projections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Projections	\$ (920,000)	\$ (93,750)	\$ (18,500)	\$ (75,000)	\$ (30,500)	\$ (1,137,750)

Transfers In/(Out)					\$ -	\$ -
Remaining Fund Balance	\$ 4,793,774	\$ 4,700,024	\$ 4,681,524	\$ 4,606,524	\$ 4,576,024	
Atheton Channel - Fund 403	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	
Fund Balance	\$ 141,094	\$ 78,394	\$ 90,694	\$ 177,994	\$ 265,294	
Revenue Projections	\$ 97,300	\$ 97,300	\$ 97,300	\$ 97,300	\$ 97,300	\$ 486,500
Expenditure Projections	\$ (160,000)	\$ (85,000)	\$ (10,000)	\$ (10,000)	\$ -	\$ (265,000)
Remaining Fund Balance	\$ 78,394	\$ 90,694	\$ 177,994	\$ 265,294	\$ 362,594	
Facilities Construction - Fund 406	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	
Fund Balance	\$ 1,265,713	\$ 1,265,713	\$ 1,265,713	\$ 1,265,713	\$ -	
Revenue Projections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Projections	\$ (8,767,520)	\$ (19,170,082)	\$ (15,220,082)	\$ (2,917,520)	\$ -	\$ (46,075,204)
Transfers In/(Out)	\$ 8,767,520	\$ 19,170,082	\$ 15,220,082	\$ 1,651,807	\$ -	\$ 44,809,491
Remaining Fund Balance	\$ 1,265,713	\$ 1,265,713	\$ 1,265,713	\$ -	\$ -	



TOWN OF ATHERTON
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEARS ENDING JUNE 30, 2018 TO 2022

Account	Fund Name	Forecast 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Five Year Total
SPECIAL PARCEL TAX - FUND 201							
	BEGINNING FUND BALANCE	\$ 1,245,700	\$ 3,700	\$ 21,700	\$ 4,700	\$ 22,700	
Revenue							
201-00-40003-000	Special Tax	\$ 1,860,000	\$ 1,860,000	\$ 1,860,000	\$ 1,860,000	\$ 1,860,000	\$ 9,300,000
201-00-48001-000	Interest Income						
201-00-45020-000	Other Reimbursements						
201-50-58001-000	Transfer to General Fund	\$ (372,000)	\$ (372,000)	\$ (372,000)	\$ (372,000)	\$ (372,000)	\$ (1,860,000)
	TOTAL REVENUE - FUND 201	\$ 1,488,000	\$ 1,488,000	\$ 1,488,000	\$ 1,488,000	\$ 1,488,000	\$ 7,440,000
Expenditures							
201-50-56003-000	Road Maintenance Program	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 3,250,000
201-50-56034-000	Drainage Improvements	\$ 1,000,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,400,000
201-50-56058-000							\$
201-50-56059-000	Bike & Pedestrian Improvement Program	\$ 575,000	\$ 200,000	\$ 170,000	\$ 200,000	\$ 200,000	\$ 1,345,000
201-50-56060-000	Accessibility Improvements	\$ 80,000	\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ 150,000
201-50-56073-000	El Camino Real Complete Streets Study	\$ 225,000					\$ 225,000
201-50-56061-000	Bridge Maintenance Program	\$ 100,000		\$ 75,000			\$ 175,000
201-50-56075-000	Quad Gates	\$ 100,000					\$ 100,000
	TOTAL EXPENDITURES - FUND 201	\$ 2,730,000	\$ 1,470,000	\$ 1,505,000	\$ 1,470,000	\$ 1,470,000	\$ 8,645,000
SPECIAL PARCEL TAX - FUND 201							
	ENDING FUND BALANCE	\$ 3,700	\$ 21,700	\$ 4,700	\$ 22,700	\$ 40,700	
MEASURE A - FUND 202							
	BEGINNING FUND BALANCE	\$ 392,965	\$ 17,965	\$ 17,965	\$ 17,965	\$ 17,965	
Revenue							
202-00-41003-050	Transportation Co Measure A Sales Tax	\$ 340,000	\$ 340,000	\$ 340,000	\$ 340,000	\$ 340,000	\$ 1,700,000
202-00-48001-050	Interest Income						\$
	TOTAL REVENUE - FUND 202	\$ 340,000	\$ 340,000	\$ 340,000	\$ 340,000	\$ 340,000	\$ 1,700,000
Expenditures							
202-50-52001-000	Annual Financial Audit (Measure A)						\$
202-50-54025-000	Congestion Relief (C/CAG) Fee						\$
202-50-56003-000	Road Maintenance Program	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
202-50-56059-000	Bike & Pedestrian Improvement Program	\$ 375,000					\$ 375,000
202-50-56064-000	Traffic Safety Improvement Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
202-50-56070-000	Traffic Control Devices Program	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
202-50-56078-000	Neighborhood Traffic Management Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000



TOWN OF ATHERTON
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEARS ENDING JUNE 30, 2018 TO 2022

Account	Fund Name	Forecast 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Five Year Total
	TOTAL EXPENDITURES - FUND 202	\$ 715,000	\$ 340,000	\$ 340,000	\$ 340,000	\$ 340,000	\$ 2,075,000
	MEASURE A - FUND 202						
	ENDING FUND BALANCE	\$ 17,965	\$ 17,965	\$ 17,965	\$ 17,965	\$ 17,965	
GAS TAX - FUND 203							
	BEGINNING FUND BALANCE	\$ 100,166	\$ 55,166	\$ 195,166	\$ 335,166	\$ 475,166	
Revenue							
203-00-45001-050	Gas Tax - 2105	\$ 205,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 1,365,000
	TOTAL REVENUE - FUND 203	\$ 205,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 1,365,000
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	\$ 25,000					\$ 25,000
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	\$ 75,000					\$ 75,000
201-50-56059-000	Bike & Pedestrian Improvement Program						
	TOTAL EXPENDITURES - FUND 203	\$ 250,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 850,000
	ENDING FUND BALANCE	\$ 55,166	\$ 195,166	\$ 335,166	\$ 475,166	\$ 615,166	
COUNTY MEASURE M- FUND 204							
	BEGINNING FUND BALANCE	\$ 220,130	\$ 20,130	\$ 20,130	\$ 20,130	\$ 20,130	
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	\$ 50,000					\$ 50,000
204-50-56062-000	Bike & Pedestrian Improvement Program	\$ 150,000					\$ 150,000
	TOTAL EXPENDITURES - FUND 204	\$ 275,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 575,000
COUNTY MEASURE M- FUND 204							



TOWN OF ATHERTON
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEARS ENDING JUNE 30, 2018 TO 2022

Account	Fund Name	Forecast 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Five Year Total
		\$ 20,130	\$ 20,130	\$ 20,130	\$ 20,130	\$ 20,130	
ENDING FUND BALANCE		\$ 20,130	\$ 20,130	\$ 20,130	\$ 20,130	\$ 20,130	
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
BEGINNING FUND BALANCE		\$ 5,713,774	\$ 4,793,774	\$ 4,700,024	\$ 4,681,524	\$ 4,606,524	
Revenue							
401-00-49001-000	Transfer In from General Fund						\$
401-00-49001-000	Transfer In from General Fund						\$
TOTAL REVENUE - FUND 204		\$	\$	\$	\$	\$	\$
Expenditures							
401-50-52001-000	Annual Financial Audit						\$
401-50-54015-000	Civic Center						\$
401-50-56055-000	Town Center Facilities Plan and Repairs	\$ 40,000					\$ 40,000
401-50-56063-000	Park Master Plan	\$ 580,000	\$ 93,750	\$ 18,500	\$ 75,000	\$ 30,500	\$ 797,750
401-50-56059-000	Bike and Pedestrian Improvement Program	\$ 300,000					\$ 300,000
TOTAL EXPENDITURES - FUND 401		\$ 920,000	\$ 93,750	\$ 18,500	\$ 75,000	\$ 30,500	\$ 1,137,750
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
ENDING FUND BALANCE		\$ 4,793,774	\$ 4,700,024	\$ 4,681,524	\$ 4,606,524	\$ 4,576,024	
ATHERTON CHANNEL- FUND 403							
BEGINNING FUND BALANCE		\$ 141,094	\$ 78,394	\$ 90,694	\$ 177,994	\$ 265,294	
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 (Year 5)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 40,000
403-50-56037-000	Upper Channel Phase 2						\$



TOWN OF ATHERTON
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEARS ENDING JUNE 30, 2018 TO 2022

Account	Fund Name	Forecast 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Five Year Total
403-50-56034-000	Drainage Improvements	\$ 150,000	\$ 75,000				\$ 225,000
	TOTAL EXPENDITURES - FUND 403	\$ 160,000	\$ 85,000	\$ 10,000	\$ 10,000	\$	\$ 265,000
	ATHERTON CHANNEL- FUND 403						
	ENDING FUND BALANCE	\$ 78,394	\$ 90,694	\$ 177,994	\$ 265,294	\$ 362,594	
FACILITIES CONSTRUCTION - FUND 406							
	BEGINNING FUND BALANCE	\$ 1,265,713	\$ 1,265,713	\$ 1,265,713	\$ 1,265,713	\$	
Revenue							
	Transfer From General Fund						\$
406-00-48001-000	Interest Income						\$
406-00-48501-000	Civic Center Contributions/Donations	\$ 2,917,520	\$ 11,670,082	\$ 11,670,082	\$ 1,651,807		\$ 27,909,491
406-00-49011-000	Capital Improvement - Library Contributions	\$ 5,850,000	\$ 7,500,000	\$ 3,550,000			\$ 16,900,000
406-00-49012-000	Capital Improvement - General Fund Contribution						\$
	TOTAL REVENUE - FUND 406	\$ 8,767,520	\$ 19,170,082	\$ 15,220,082	\$ 1,651,807	\$	\$ 44,809,491
Expenditures							
406-25-54015-025	Civic Center	\$ 2,000,000	\$ 11,670,082	\$ 11,670,082	\$ 2,000,000		\$ 27,340,164
406-30-57001-406	Building Construction - Facility Fund	\$ 917,520			\$ 917,520		\$ 1,835,040
406-30-57001-213	Building Construction - Library Fund	\$ 5,850,000	\$ 7,500,000	\$ 3,550,000			\$ 16,900,000
							\$
	TOTAL EXPENDITURES - FUND 406	\$ 8,767,520	\$ 19,170,082	\$ 15,220,082	\$ 2,917,520	\$	\$ 46,075,204
	FACILITIES CONSTRUCTION - FUND 406						
	ENDING FUND BALANCE	\$ 1,265,713	\$ 1,265,713	\$ 1,265,713	\$	\$	

Town of Atherton

Capital Improvement Program

FY 2017/18 -2021/22



Overview

- **The Town's 5-Year CIP identifies: Project Construction, Improvement & Maintenance Needs**
- **The CIP is a Budget Planning Tool that identifies funding needs over the next 5 years**
- **Needs are based on existing Master Plans and Council Priorities – Master Plans include:**
 - **Drainage Master Plan**
 - **Civic Center Master Plan**
 - **Pavement Management Plan**
 - **Bicycle & Pedestrian Master Plan**
 - **Park Master Plan**
- **The CIP does not appropriate funding**
- **Funding is only appropriated for current fiscal year as part of Annual Budget Adoption Process**

Proposed FY 2017/18 CIP

- **15 Project/Programs Categorized in 3 Primary Areas**
 - Streets & Transportation
 - Drainage
 - Town Buildings, Parks & Facilities
- **The CIP recommends new appropriations of approximately \$13.6 million**
- **Funding and Revenue sources include:**
 - Special Parcel Tax
 - Gas Tax
 - Measure A
 - Measure M
 - Atherton Library
 - Atherton Channel
 - General Fund
- **Most significant expenditures are:**
 - Library - \$5.85 Million
 - Civic Center - \$2.9 Million
 - Bike|Ped programs - \$1.4 Million
 - Drainage projects- \$1.15 Million & Road Maintenance-\$1 Million

Storm Drainage Improvements

The FY 17/18 CIP proposes work on some of the projects identified in the 2015 Town-wide Drainage Study Update.



Projects selected were informed by -

- Prioritization in the Master Plan
- Field Observations
- Concerns raised by residents

The projects recommended for this fiscal year include:

- 1) Repairs to the Stockbridge Concrete Swale & Regrade. This project is recommended in conjunction with the street rehabilitation of Stockbridge
- 2) Replacement of failed culverts. This project addresses culvert crossings not identified in the Master Plan but identified by Public Works.
- 3) Engineering and Permitting for re-lining of slopes and bottom of Atherton channel
- 4) Design for the Las Lomas School Water Capture Facility if Caltrans Grant Funds are awarded.
- 5) El Camino Drainage issues studies

Roadway Improvements



Projects recommended for FY 17/18 were informed by:

- Pavement Condition Index (PCI) Assessment
- Field Observations
- Concerns raised by residents
- Coordination with proposed Drainage Improvement Projects

The projects recommended for this fiscal year include:

- 1) Two inch grind and overlay on various streets throughout Town.
- 2) Dig-outs through out the Town to improve ride-ability and prevent sub-base failure.
- 3) Slurry Seal – these roads will be identified based on critical point need to perpetuate the life of the pavement (PCI and Field Observations).

Bike/Ped Improvements

The Bicycle & Pedestrian Advisory Committee (BPAC) met on April 25, 2017 and made recommendations on priorities for FY 17/18 Capital Improvement projects.

Priority projects include:

- Install marked crosswalks with solar powered LED pedestrian activated signs at Middlefield Rd and Glenwood Ave; and
- Purchase a radar speed trailer with changeable message sign; and
- Purchase two fixed solar powered radar speed indicators
- Perform preliminary design for Class II bike lanes on Atherton Ave between Alameda de las Pulgas and El Camino Real



Bike/Ped Improvements

- Priority projects for FY 17/18 will focus on Safe Routes to School & crossing improvements on El Camino Real.
- Complete construction of Complete Streets improvements at Middlefield & Oak Grove
- The City Council will be asked at the May 17th meeting to award design contract for enhancing Middlefield Class II bike lanes.
- Continue the El Camino Real Complete Streets Project.
- Identify opportunities to improve safety and awareness on heavily used routes servicing schools and parks



Q&A and Policy Focus

- **Staff requests feedback on the following Policy Areas:**
 - ❖ Confirmation on Library and Civic Center Projects
 - ❖ Confirmation of identified Bicycle & Pedestrian Master Plan projects
 - ❖ BPAC Priority Project Recommendations
 - ❖ Confirmation of identified Drainage Master Plan projects
 - ❖ Confirmation of the El Camino Real Complete Streets Project
 - ❖ Confirmation of fiscal year timing for the quad gates at Watkins Avenue Feasibility Study