



Item No. 3 Town of Atherton

CITY COUNCIL & FINANCE COMMITTEE – JOINT STUDY SESSION

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

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: JUNE 7, 2017

SUBJECT: REVIEW OF THE FY 2017/18 TOWN BUDGET

RECOMMENDATION

Review and Discuss Operating Budget for FY 2017/18.

BACKGROUND

This is the 4th meeting of the FY 2017/18 Town budget. The City Council held its 1st Study Session on the FY 2017/18 Proposed Budget on April 5 with an overview of the Town's General Fund Operating Budget. This meeting included an overview of revenues and expenditures to the Town's General Fund. A 2nd Budget Meeting was held on April 19 with a discussion of Special Revenue and Internal Service Funds. On May 3, the Council held its 3rd Budget Meeting with a review of the Town's 5-Year Capital Improvement Program and projects proposed for FY 2017/18.

Tonight's 4th Study Session returns all the previous items, incorporates changes promulgated by the Council from those prior meetings, to include incorporation of any salary and benefit adjustments, and includes any modifications made at the staff level. The final and 5th Budget Meeting will be June 21 with adoption of the Budget in full. This Staff Report highlights major changes from the prior session(s).

The Town's General Fund Operating Budget continues in fiscal prudence but also adjusts resources and opportunities to meet rising demands for Town services and capital improvements. It remains a core value to address long-term liabilities, identify and implement capital project needs, and maintain healthy reserves. The Town continues to maintain a high-level of service to its residents.

Staff will be preparing a brief PowerPoint presentation based on this document. The PowerPoint summary will not include new information and will be distributed to the Council electronically upon completion.

ANALYSIS

Below is an analysis *by fund* of the Town's Operating and Capital Improvement Budgets.

GENERAL FUND

REVENUES

The Town's General Fund revenue for FY 2017/18 is projected to be **\$14,314,027**, prior to ERAF and any transfers in to the General Fund. Although staff continues to proactively seek out grants and other funding resources beyond the Town's General Fund, grants and contributions are only budgeted as known revenues if they have been authorized and approved by the granting agency. The table below reflects major revenue categories. Some of the items in the table are expanded for additional detail and some include only the rolled-up amount.

There have been no significant changes in revenue projections since the last budget meeting.

	Actual	Orig. Budget	Adjusted/Est.	Recommended
Category	FY 2015/16	FY 2016/17	FY 2016/17	FY 2017/18
<i>Secured Property Tax</i>	\$6,923,099	\$7,222,365	\$7,525,720	\$7,856,852
<i>Other</i>	\$1,984,668	\$2,042,261	\$2,133,008	\$2,141,447
Subtotal Property Tax	\$8,907,767	\$9,264,626	\$9,658,728	\$9,998,299
Sales Taxes	\$423,444	\$300,541	\$250,874	\$257,328
Franchise Fees	\$807,614	\$838,343	\$793,245	\$801,177
Intergovernmental	\$41,167	\$41,365	\$41,365	\$42,192
Business License Tax	\$175,999	\$227,253	\$235,916	\$242,993
Planning Fees	\$245,829	\$232,800	\$265,300	\$260,300
Building Fees	\$1,430,429	\$1,639,000	\$1,720,950	\$1,738,160
Policing Fees	\$129,587	\$109,869	\$95,049	\$81,192
Public Works Fees	\$289,293	\$283,918	\$324,994	\$330,780
Park Program Fees				
<i>Social Fees</i>	\$60,948	\$55,500	\$94,635	\$86,032
<i>Meeting Fees</i>	\$37,300	\$48,000	\$48,000	\$41,739
<i>Class Fees</i>	\$28,828	\$33,826	\$33,826	\$32,215
<i>Weddings</i>	\$11,900	\$20,000	\$25,000	\$25,250

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	Actual	Orig. Budget	Adjusted/Est.	Recommended
Category	FY 2015/16	FY 2016/17	FY 2016/17	FY 2017/18
<i>Day Use Fees</i>	\$10,900	\$13,396	\$13,396	\$13,664
<i>Admin Fees</i>	\$28,654	\$26,301	\$41,565	\$40,922
Subtotal	\$178,530	\$197,023	\$256,422	\$239,823
Misc. Revenues				
<i>Admin Citations</i>	\$28,600	\$24,500	\$28,600	\$34,320
<i>Cell Lease(s)</i>	\$50,665	\$52,981	\$52,981	\$55,858
<i>Interest Income</i>	\$105,469	\$96,800	\$96,800	\$80,667
<i>Knox Playschool</i>	\$78,118	\$78,118	\$78,118	\$78,118
<i>C&D Forfeiture</i>	\$4,200		\$11,600	\$16,240
<i>Other</i>	\$62,506	\$22,825	\$66,195	\$27,955
Subtotal	\$329,558	\$300,224	\$334,294	\$321,783
Total	\$12,959,217	\$13,434,961	\$13,977,137	\$14,314,027
<i>Parcel Tax</i>	\$372,000	\$372,000	\$372,000	\$372,000
Total General Fund	\$13,331,217	\$13,806,961	\$14,349,137	\$14,686,027
<i>Excess ERAF</i>	\$1,066,958	\$1,033,00	\$1,103,185	\$1,066,958
Total Revenues	\$14,398,175	\$14,839,961	\$15,452,322	\$15,752,985

The Parcel Tax revenue to the General Fund is a “transfer in” from a separate fund. ERAF is a significant revenue source to the Town’s General Fund and is artificially treated “below the line” in the operations budget reflecting that the Town is not dependent upon it for basic operations. ERAF is a component of Property Tax revenue. The \$372,000 in Parcel Tax revenue assumes the continued 80% to Capital Projects and 20% to Public Safety allocation framework.

General Fund revenues for FY 2017/18 include conservative revenue assumptions. Property Tax revenues, with exception of unsecured property tax revenues (reduction of 2.6%), 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%. Staff continues to monitor building department revenues and recommends a conservative budget increase of 1% for this revenue source. Franchise revenues are projected stable at 1% based on current FY 2016/17 year-end projections. Charges for services were held to 1% to 2% projected increases. One-time revenues were eliminated. 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.

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

Overall General Fund expenditures are projected to be **\$13,026,133**. 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.

Overall Budgetary Change – 5.1%

From the Adjusted Budget for FY 2016/17 and anticipated expenditures, there is a 5.1% increase to the FY 2017/18 Recommended Budget. Expenditure projections increased by \$184,157 from the prior Budget Study Sessions.

This is the result of the following *major* adjustments:

- *Incorporation of the Salary/Benefit Adjustments as Authorized by the City Council (2.5% CPI Adjustment for all positions – except the City Manager) - \$57,476*
- *Public Works Budget – an adjustment of \$30,000 for additional contract maintenance services in the Park; an adjustment of \$60,000 for operational costs related to Park Pathway Improvements to convert a portion of the pathway from paved path to decomposed granite; and an adjustment of \$10,000 to reflect expenditure of a Cal-Recycle Grant for recycling containers at the Park.*
- *Police Budget – an adjustment of \$10,000 within the Department's Training Budget for Executive Command School.*

There are a few other minor adjustments across the various departments to reflect up-to-date notices for dues, software licensing, etc. The above reflects the major adjustments.

CalPERS Pension Obligation

During our budget sessions the Council discussed the CalPERS pension expenses. 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. The Unfunded Accrued Liabilities (UAL) dollar amounts for FY 2017/18 is \$682,064, an increase of \$133,114. These expenses are incorporated into department budgets.

At the beginning of FY 2017/18, sworn employees are responsible for the entirety of the employee share (9%) plus 2% of the employer share of the pension obligation reducing the employer share above - 21.418% to 19.418%. Beginning in FY 2018/19, sworn employees will be responsible for 3% of the employer share and non-sworn employees will be responsible for the entirety of the employee share (8%) and 1% of the employer share reducing the employer share above - 9.096% to 8.096%.

Workers' Compensation

The Workers' Compensation charge to the Police Department was increased to reflect a more accurate recovery of the Town's self-insured negative equity reserve. These costs are allocated out to the respective departments based on claims history and rate allocations. The rate increased from

9% to 10% of salary costs for public safety employees within the budget. The miscellaneous employees' rate remained the same at 4% of salary costs. The budget includes a remittance to Cities Group to maintain the required minimum equity reserve.

SPECIAL PARCEL TAX FUND

REVENUES

The Parcel Tax is a significant revenue source to the General Fund and Capital Improvement Projects Fund (CIP). The continuation of the Parcel Tax provided tax revenues at its current levels from FY 2014/15 through FY 2017/18. *The Parcel Tax will be up for renewal during the November 2017 election. If renewed, the continuation of the Special tax will be for FY 2018/19 through FY 2021/22.* Revenue from the Parcel Tax totals \$1,860,000. Authorized priority uses for the Special Parcel Tax include:

- 1) Police emergency response services and neighborhood patrols;
- 2) Street repair and maintenance; and
- 3) Drainage facility repair and maintenance.

There have been no significant changes in revenue projections or allocations (80%/20%) since the last budget meeting.

EXPENDITURES

There have been no significant changes in expenditure projections since the last budget meeting.

Revenue from the FY 2017/18 Special Parcel Tax will contribute \$1,448,000 for capital projects. At the conclusion of FY 2016/17, the Special Parcel Tax has a projected fund balance of \$1,245,700. Using the existing fund balance and FY 2017/18 contribution, the FY 2017/18 Capital Projects Budget allocates \$2,730,000 in Special Parcel Tax funds directly to capital projects in FY 2017/18.

The following are major capital projects identified in the FY 2017/18 CIP budget. As illustrated in the CIP program, these projects may also have other funding sources to completely fund other project costs:

- \$650,000 – Road Maintenance program (Slurry Seal, Overlay & Dig-outs);
- \$100,000 – Bridge Maintenance Programs (Streets);
- \$575,000 – Bicycle | Pedestrian Improvements (Streets)
- \$225,000 – El Camino Real (streets)
- \$80,000 – Accessibility Improvements (Streets)
- \$1,000,000 – Drainage Improvements
- \$100,000 – Quad Gates analysis and design (Streets)

At the conclusion of FY 2017/18, the Special Parcel Tax Fund balance projects to be \$3,700. During the next 5 years, the 5-Year Capital Improvement Budget allocates the 80% of Special Parcel Tax revenue in each year for a total 5-Year expenditure of \$8,645,000. The Parcel Tax is going to the electorate for renewal in November 2017 for FY 2018/19 through 2021/22. If the Parcel Tax is not renewed this November, then beginning in Fiscal Year 2018/19, \$5,915,000 in road and bridge maintenance, drainage and bike-pedestrian improvement projects will not be fulfilled.

LIBRARY FUND

REVENUES

There were no changes to this fund since the last study session.

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

The anticipated FY 2016/17 ending balance for the Library Fund is \$11,428,635. Funds are held in trust in part by the Town and the County of San Mateo. Of that amount, the Town holds \$5,902,489 and the County holds \$5,526,146. The County holds all future donor funds.

EXPENDITURES

There were no changes to this fund since the last study session.

For FY 2017/18, staff has allocated \$5,904,600 for the Library’s share of the Civic Center Project. Remaining allocations include \$54,600 is for operations, utilities and maintenance costs. Additional funds have been added to the maintenance budget to accommodate some additional maintenance costs, custodial costs, and utilities as the Town prepares for the phasing of the project.

OTHER RESTRICTED FUNDS

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

include the Tennis Fund, Evans Creative Design Fund, Equipment Replacement Fund, Workers' Compensation Fund, General Liability Fund, and Employee Benefits Fund.

There have been no changes to these funds since the last study session.

TENNIS FUND

Projected revenues total \$47,050 with a majority of this revenue attributable to the facility management services contract with Player Capital. The Town entered into a management services contract with Player Capital on September 2014.

For FY 2017/18, the Town anticipates expenditures of \$76,000. This includes \$6,000 for contract maintenance services for MCE and \$2,000 for building security upkeep. The Town is anticipating to resurface and restripe six Tennis courts in FY 2017/18. However, as the Council is aware, there has been a proposal to turn on of the courts into a clay court. Capital expenses would be reduced accordingly if the Council accepts the proposal.

Included in the capital costs is a plan to rehabilitate the tennis seating area at the courts and add shade. The beginning fund balance is estimated at \$117,051. The fund projects total revenues of \$47,050 to expenditures of \$76,000 for an negative revenues over expenses of (\$28,950). The FY 2017/18 ending fund balance is projected at \$88,101.

EVANS CREATIVE DESIGN FUND

The Evans Creative Design Fund is a bequest of Rita-Corbett-Evans to the Town. A Trust was set up to administer the funds. The funds may be used for distinctive art programming, promoting art awareness, enhancing lifelong learning, and recognizing cultural diversity within the community. In previous years, the funds were used by the Atherton Arts Committee. The Atherton Arts Foundation (AAF) is now responsible for arts programming through a budget grant request to the City Council. The AAF usually submits a budget to the Town in July for their yearly programming. Over the years the AAF has done a variety of events, as they continue to work on art acquisitions, programming, and updates to its website to entice new members.

For FY 2017/18 staff expects a budget grant request of \$14,000. The FY 2017/18 ending fund balance is projected at \$4,752. It should be noted that this fund will be depleted in FY 2018/19.

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund is an internal depreciation fund for the replacement of large assets. The Fund is essentially the Town's savings account over time to replace large equipment assets over time – such as computer equipment, software assets, vehicles, trailers, emergency equipment, etc. There are sufficient funds in the account to accommodate emergency needs as well as planned needs. Revenue to the fund comes from the allocation of costs to departmental budgets for specific equipment replacement and ultimate purchase.

The FY 2017/18 revenues total \$299,600 and the expenditures total \$259,450 for two police vehicle replacements (one marked SUV, one unmarked vehicle, and investigative equipment), radio coverage expansion equipment coverage, and the replacement of department tasers.

WORKERS' COMPENSATION FUND

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

GENERAL LIABILITY FUND

The General Liability Fund accounts for the insurance cost of liability claims and property losses. The Town is part of an insurance pool administered through the Association of Bay Area Governments (ABAG). The activities within this Fund provide for expenses related to general liability insurance, employment practice insurance and self-insured retention claims.

EMPLOYEE BENEFITS FUND

The Employee Benefits Fund tracks expenditures across various departments for employment, unemployment, retirement, and healthcare benefits. Revenue to the fund comes through charges allocated back to each departmental budget based on number and type of personnel within each department. Revenues to the Fund for FY 2017/18 total \$716,414. Expenditures for FY 2017/18 total \$597,886. Most of this expenditure is the \$490,698 "pay as you go" retiree health care benefit contributions. This an approximate 10% increase over the current year budgeted expenditures of \$447,253.

CAPITAL IMPROVEMENT FUND

There are currently nine (9) capital improvement fund sources that the Town uses for capital improvement/infrastructure needs:

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

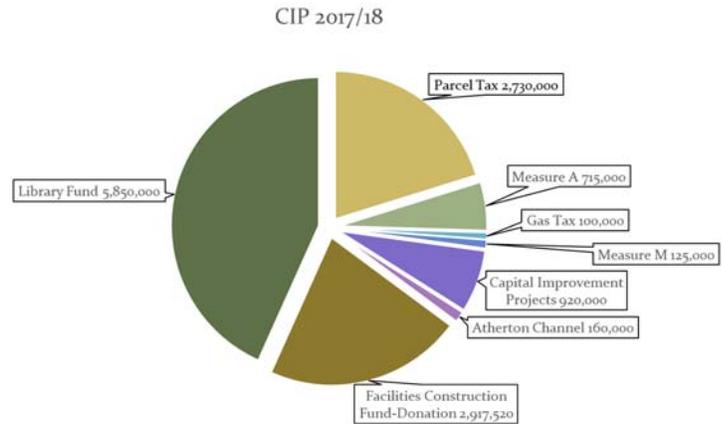
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- Measure S – Special Parcel Tax
- Library Fund
- Donations

The 5-year CIP proposes projects to analyze, repair or improve Town infrastructure, and the funding for those projects. The fifteen (15) projects are categorized into three areas of need: Streets & Transportation, Drainage, and Town buildings, Park and facilities. Projects have been developed based on needs identified by City Council, residents, staff, and adopted master plans.



At the May 3 Council meeting, staff reviewed the 5-Year CIP. This year's CIP recommends new appropriations of approximately \$13.5 million. In the 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;
- \$1.25 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 are attributable to the Civic Center Project.

After the Budget Workshop staff implemented changes directed by the Council. The specific changes in the CIP are:

- 1) **Bicycle & Pedestrian Master Plan Implementation Program** – Page 17 of the CIP. City Council directed staff move out one year the preliminary design for the Class II bike lanes on Atherton Ave between Alameda De Las Pulgas and El Camino Real estimated at \$150,000. This was moved out to FY 2018/19.
- 2) **Streets and Transportation – Road Maintenance Program** – Page 19 of the CIP. City Council asked for detail of streets for maintenance. Staff uses a PCI Index, verified by field inspections to determine maintenance strategies for the Town's streets and roads. This PCI calculations are not completed until November of each year. Staff will analyze and recommend streets for maintenance at that time.
- 3) **Drainage – Drainage Improvement Program** – Page 22 of the CIP. City Council requested that the feasibility analysis for Holbrook Palmer Park Flood detention be moved to FY 2020/21 and that the analysis of El Camino drainage issues be moved into FY 2017/18.

- 4) **Town Buildings, Park & Facilities – Park Improvements** Program – Page 29 of the CIP. City Council discussed that Park and Pedestrian Circulation Improvements not include the Park Entry Statement. Council further directed that the Pavilion Parking Lot turnaround be moved up to FY 2017/18. The estimate of \$580,000 was reduced to \$508,000 and then increased by \$18,500 for the parking lot improvement. The FY 2017/18 project line item was changed to \$526,500.

During the review of the Park Program, there were placeholders in future year CIPs of \$199,250. It was noted that the Park and Recreation Committee had not yet reviewed the CIP Project Plan but would do so at a future meeting prior to Council adoption of the Budget. The Park and Recreation Committee reviewed the CIP at its May 3 meeting and recommended changes to the allocations. These recommendations are included as an Attachment. Specifically, the Committee recommends the following *changes*:

- Site Lighting – Replace ten poles and fixtures *and Picnic Area Design & Construction* (using most existing controls, conduit and wiring). (FY 2018-19) – estimate ~~\$93,750~~ \$130,750.
- *Design and Construct amphitheater, construct park entry (from exit), rain garden, design off leash dog area (FY 2019-20) estimate \$251,000*
- ~~Amphitheater construction (FY 2020-21) – estimate \$75,000.~~
- *Site furnishings & arboretum meadow design and construct (FY 2020-21) estimate \$131,500*
- *Relocation of Corporation Yard design and construction (FY 2021-22) estimate \$1,500,000*
- ~~Create accessible seating along edge of lawn, provide compacted aggregate pad under picnic tables and purchase new site furnishing and signage for the Park (FY 2021-22) – estimate \$30,500.~~

The FY 2018/19 projects and allocation remains unchanged. However, future year costs increase by \$1,814,000, with the largest of that allocation being the relocation of the Corporation Yard at \$1,500,000. **This item requires Council discussion and direction.**

REVENUES

The FY 2017/18 Capital Improvement Fund includes funding sources of \$13.5 million for capital projects.

Funding Source	FY 2017/18 Allocation
Special Parcel Tax	\$2,730,000
Library Fund	\$5,850,000
Facilities Fund Private Donation	\$2,917,520
Gas Tax	\$100,000
Measure M	\$125,000
Atherton Channel Fund	\$160,000
Measure A	\$715,000
CIP Fund	\$920,000
Total	\$13,517,520

EXPENDITURES

Expenditures in FY 2017/18 for the CIP are also \$13,517,520. Town funding is included for drainage projects, streets and transportation projects, facilities projects, parks projects and civic center design. Based off the May 3 CIP study session and Council policy direction of the items of 1 to 4 above, staff is presenting the CIP budget itemd for FY 2018/17 below. These follow of the three main categories of the Town CIP. These projects and costs are explained in detail within the Town 5-year CIP program. The following are project expenditures:

Project	FY 2017/18 Funding
Traffic Safety Improvements	\$50,000
Accessibility Improvements	\$80,000
El Camino Complete Streets Study	\$225,000
Streets/Roads Maintenance	\$1,000,000
Park Improvement Program Projects	\$580,000
Drainage Improvement Projects	\$1,150,000
Bike/Ped Master Plan Program Projects	\$1,250,000
Atherton Library	\$5,850,000
Atherton Civic Center Design-Donation	\$2,917,520
Quad Gates	\$100,000
Bridge Maintenance Program	\$225,000
Town Center repairs & accessiblilty	\$40,000
Neighborhood Traffic Control Devices	\$25,000
Traffic Control Devices & Safety	\$15,000
Upper Channel Phase 2	\$10,000
Total	\$13,517,520

The Parcel Tax is the Town’s primary source for funding capital projects. Without the Parcel Tax, the Town’s capital infrastructure program would face a critical loss.

The 5-Year CIP reflects expenditures of \$59.4 million over the course of 5 years. The bulk of those expenditures are for the Civic Center Project. The remainder are Town-wide capital projects totalling approximately \$13.5 million over 5 years - \$8.7 million of that total is attributable to the Special Parcel Tax.

Additional Council Considerations with the 2017/18 Budget

In addition to directed enforcement efforts to mitigate traffic impacts of development (directly related to speeding and vehicle code compliance), engineering solutions should also be considered. The Council recently approved the Neighborhood Traffic Management Plan (NTMP) to provide a process for local neighborhoods to address traffic issues on neighborhood streets. However, the NTMP is designed to assist residents in moving issues forward if they remain unaddressed by the Town.

The Town can and should proactively address the impact of local or regional development. This can be through directed enforcement by the Police and engineering solutions such as limitations to turning movements (left turns/right turns), stop signs, traffic circles, and speed bumps that are consistent with Fire District wheel base design restrictions. **Staff suggests that the Council consider adding funds for a traffic engineer/consultant to assist the Town with a town-wide discussion on traffic mitigation measures. This would involve a town-wide study, recommendations for consideration, a list of alternatives, a community workshop and the possibility of temporary solutions.**

OVERALL SUMMARY

For FY 2017/18 the Town’s General Fund Revenues are projected at \$14,314,027 (excluding the Special Parcel Tax revenue of \$372,000) against expenditures of \$13,026,133. The produces revenues over expenditures of \$1,287,894. Coupled with the Special Parcel Tax, the budget is balanced with a positive balance of \$1,659,894.

Excess ERAF (estimated for FY 2017/18 at \$1,066,958) as part of ERAF policy is reserved for one-time capital projects and/or the elimination of long-term liabilities.

Reserve Calculations

The FY 2017/18 projected year-end fund balance is \$8,922,453. This includes the Parcel Tax allocated at 20% to the General Fund and ERAF revenues as allocated above and all reserve requirements. The unallocated General Fund balance projected at year-end is \$8,922,453.

FY 2017/18 Beginning Fund Balance	\$11,709,006
FY 2017/18 Projected Revenues (incl ERAF & Parcel Tax)	\$15,752,985
Total Available Funds	\$27,461,991
Transfer out FY 2017/18 to OPEB	(\$92,118)
Transfer out FY 2017/18 Workers Comp. minimum equity	(\$357,140)
FY 2017/18 Expenditures (Budget)	(\$13,026,133)
Projected FY 2017/18 Ending Fund Balance	\$13,986,600

As shown below, the Town will meet its 35% reserve requirements at year-end and also projects an unallocated reserve of \$8,922,453 or 69% of FY 2017/18 expenditures.

FY 2017/18 Expenditures	\$13,026,133
Projected FY 2017/18 Ending Fund Balance	\$13,986,600
15% Emergency Reserve	\$1,953,920
20% Contingency Reserve (Stabilization)	\$2,605,227
Capital Facility Replacement Reserve	\$505,000
TOTAL RESERVE REQUIREMENT	\$5,064,147

<i>Less Above Reserve Requirement = Unallocated Funds</i>	\$8,922,453
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RECOMMENDATIONS

Staff is seeking specific Council direction on the following specific items:

- 1) Direction on what to include within the Park Improvements Program**
- 2) Direction on what to include for any Town-wide traffic study seeking to mitigate local and regional development impacts**

This budget presents a plan for accomplishing the goals and objectives of the City Council within existing resources and core strategy of financial stability in mind. We continue to be fiscally prudent with our resources but are mindful of operational and infrastructure needs. Providing Town services continues to be a challenge as the rising demand for those services increases. We have many long term infrastructure needs and a project milestone of construction a new Town Civic Center. The Town is heavily reliant on property taxes. There is no certainty that the growth will continue and as such the Town is reviewing revenue alternatives to the General Fund.

Town staff will continue to work efficiently and creatively to maximize available revenues by seeking outside grants, forging community and regional partnerships, and drawing upon the imagination and commitment of our community and staff. The Town has already been successful in the partnership forefront as it receiving Caltrans funding to construct a Water Capture Facility at Las Lomas School. The Town has a robust CIP program that is heavily reliant on the Special Parcel Tax. The continuation of this Parcel Tax is crucial as it will allow the Town to continue to fulfill projects derived from the various infrastructure master plans.

POLICY FOCUS

The Town's Operating and Capital Improvement Budget represents one of the most significant Policy Documents approved by the City Council. Staff has crafted the attached Budget based on specific policy objectives of the City Council.

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.

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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

FY 2017/18 Internal Service, Library, Tennis Funds

FY 2017/18 Capital Improvement Program

FY 2017/18 Atherton Park & Recreation Recommendation

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

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
101-00-47017-040	Solicitor's Permit	168	230	230	186
101-00-48004-040	Sale of Property	1,419	500	500	250
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	773,225
	City Attorney Department	163,798	204,000	204,000	204,000
	Finance Department	578,114	664,210	664,210	682,922
	Planning Department	208,655	217,759	267,759	280,338
	Building Department	1,054,429	1,199,745	1,244,359	1,276,781
	Inter Department	343,635	502,942	519,582	540,039
	Police Department	6,027,820	6,781,283	6,781,283	7,184,131
	Public Works Department (adj)	1,480,198	1,787,137	1,825,340	2,018,868
	Total Operating Expenditures ->	10,577,624	12,149,639	12,406,719	13,026,133
	Excess (Deficiency) of Revenues Over Expenditures	2,381,594	1,285,323	1,570,418	1,287,894

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)	2,277,594
	Net Change in Fund Balance	(414,416)	(2,394,763)	(1,490,533)	2,277,594
	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	13,986,600

<u>Fund Balance Schedule</u>				
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	1,953,920
20% Reserve	2,115,525	2,429,928	2,481,344	2,605,227
Reserved for OPEB				
Available Fund Balance	8,992,370	6,047,402	6,861,654	8,922,453
Ending Fund Balance	13,199,539	10,804,775	11,709,006	13,986,600

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	453,710
EE Benefits	188,607	192,576	192,576	197,897
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	773,225

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	445,210
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	4,452
EE Benefits	101-12-51001-012	Medicare Tax	6,354	5,996	5,996	6,456
EE Benefits	101-12-51003-012	PERS Retire Contrib- ER	35,952	37,446	37,446	40,496
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	47,608
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	17,808
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	4,452
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	651,607
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	773,225

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	354,874
EE Benefits	129,163	144,656	144,656	136,203
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	682,922

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	351,360
Salaries & Wages	101-18-50006-018	Overtime	-	-	-	-
Salaries & Wages	101-18-50013-018	EE Benefits Earned	3,169	3,397	3,397	3,514
EE Benefits	101-18-51001-018	Medicare	4,689	4,925	4,925	5,095
EE Benefits	101-18-51003-018	PERS Retire Contrib- ER	26,415	29,189	29,189	28,437
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	28,313
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	14,054
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	1,977
EE Benefits	101-18-51016-018	Unemployment Insurance	3,283	3,397	3,397	3,514
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	491,077
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	682,922

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	130,261
EE Benefits	86,125	96,410	96,410	117,359
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	1,276,781

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	128,971
Salaries & Wages	101-25-50006-025	Overtime	383	-	-	-
Salaries & Wages	101-25-50013-025	EE Benefits Earned	1,163	1,180	1,180	1,290
EE Benefits	101-25-51001-025	Medicare	1,821	1,784	1,784	1,943
EE Benefits	101-25-51003-025	PER Retire Contrb- ER	8,898	11,140	11,140	12,186
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	27,732
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	5,359
EE Benefits	101-25-51014-025	Life & ADD Insurance	172	193	193	193
EE Benefits	101-25-51015-025	LTD Insurance	923	904	904	964
EE Benefits	101-25-51016-025	Unemployment Insurance	1,164	1,180	1,180	1,290
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	247,620
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	1,276,781

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	55,888
Inter-Dept. Total	343,635	502,942	519,582	540,039

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	55,888
Total Inter-Department			343,635	502,942	519,582	540,039

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	141,018
EE Benefits	215,987	232,220	232,220	255,602
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	35,500
Supplies & Materials	32,549	73,750	73,750	111,750
Capital Outlay	79,235	21,665	21,665	128,665
DPW Total	1,480,198	1,787,137	1,825,340	2,018,868

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	299,699
Salaries & Wages	50006	Overtime	383	-	-	-
Salaries & Wages	50013	EE Benefits Earned	2,775	2,843	2,843	2,997
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	4,418
EE Benefits	51003	PERS Retire Contr - ER	23,157	25,746	25,746	26,821
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	88,018
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	12,188
EE Benefits	51014	Life & ADD Insurance	364	445	445	445
EE Benefits	51015	LTD Insurance	1,890	1,854	1,854	1,917
EE Benefits	51016	Unemployment Insurance	2,792	2,843	2,843	2,997
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	396,620
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	15,881	18,700	18,700	60,300
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	116,000
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	1,622,248
Total DPW			1,480,198	1,802,637	1,825,340	2,018,868

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	151,447
Salaries & Wages	101-50-50006-050	Overtime	383	-	-	-
Salaries & Wages	101-50-50013-050	EE Benefits Earned	1,375	1,443	1,443	1,514
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	2,268
EE Benefits	101-50-51003-050	PERS Retire Contr - ER	10,777	13,063	13,063	14,230
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	32,146
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	6,258
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	1,123
EE Benefits	101-50-51016-050	Unemployment Insurance	1,386	1,443	1,443	1,514
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	210,984
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	2,200
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	324,533
Total DPW Engineering			410,772	505,862	505,862	535,517

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	74,126
Salaries & Wages	101-53-50013-053	EE Benefits Earned	700	700	700	741
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	1,075
EE Benefits	101-53-51003-053	PERS Retire Contr - ER	6,190	6,341	6,341	6,742
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	47,660
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	2,965
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	741
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	62,797
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	615,800

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	29,650
Salaries & Wages	101-57-50013-057	EE Benefits Earned	280	280	280	297
EE Benefits	101-57-51001-057	Medicare Insurance	406	406	406	430
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	4,174
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	1,186
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	297
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	51,533
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	32,500
Supplies & Materials	101-57-55008-057	Misc. Computer Software	-	1,500	1,500	1,500
Supplies & Materials	101-57-55011-057	Landscape Supplies	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	116,000
Total Operations			313,727	315,076	315,076	453,056
Total DPW Park Maintenance			359,610	361,670	361,670	504,589

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	29,650
Salaries & Wages	101-58-50013-058	EE Benefits Earned	280	280	280	297
EE Benefits	101-58-51001-058	Medicare Insurance	406	406	406	430
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	4,038
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	1,186
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	297
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	51,438
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	188,484

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	14,825
Salaries & Wages	101-59-50013-059	EE Benefits Earned	140	140	140	148
EE Benefits	101-59-51001-059	Medicare Insurance	203	203	203	215
EE Benefits	101-59-51003-059	PERS Retire Contr - ER	1,238	1,268	1,268	1,348
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	593
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	148
Total Salaries & Benefits			19,015	18,888	18,888	19,868
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	25,000
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	Acutal 2015-2016	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Recomm Budget 2017-2018
		Total Operations	90,245	142,050	142,050	154,610
		Total DPW Bldg Maint	109,259	160,938	160,938	174,478

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	3,835,477
EE Benefits	2,149,304	2,338,844	2,338,844	2,414,845
Professional Svs	67,416	88,008	88,008	96,419
General Operations	29,502	30,000	30,000	40,000
General Operations	20,830	21,000	21,000	25,000
General Operations	-	-	-	-
General Operations	-	-	-	-
General Operations	24,510	24,000	24,000	25,000
General Operations	392	700	700	1,000
General Operations	1,143	1,200	1,200	1,500
General Operations	40,649	38,850	38,850	44,450
General Operations	1,873	5,000	5,000	3,000
General Operations	8,162	8,000	8,000	12,000
General Operations	-	5,000	-	-
General Operations	744	1,000	1,000	1,000
General Operations	9,034	9,600	9,600	10,200
General Operations	-			
General Operations	-			
General Operations	64,043	181,320	181,320	254,500
General Operations	200,884	325,670	320,670	417,650
Other Services/Exp.	5,880	2,000	2,000	3,500
Other Services/Exp.	3,211	7,000	7,000	15,000
Other Services/Exp.	1,390	1,300	1,300	1,300
Other Services/Exp.	43,189	32,000	32,000	40,000
Other Services/Exp.	1,382	4,000	4,000	4,100
Other Services/Exp.	-	300	300	300
Other Services/Exp.	107,851	153,629	173,629	135,347
Other Services/Exp.	-	-		-

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
Other Services/Exp.	43,417	41,312	41,312	42,551
Other Services/Exp.	206,319	241,541	261,541	242,098
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	7,184,131

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	2,927,017
Salaries & Wages	101-40-50003-040	Dispatcher Salaries	383,714	423,287	423,287	468,792
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	69,916
EE Benefits	101-40-51001-040	Medicare Tax	50,013	48,949	48,949	51,721
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	523,708
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	12,678
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	299,506
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	283,803
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	21,837
EE Benefits	101-40-51016-040	Unemployment Insurance	35,422	33,586	33,586	35,705
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	6,250,323
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	15,000
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	933,808
Total Police Dept			6,027,820	6,781,283	6,781,283	7,184,131

Town of Atherton Annual Operating Budget FY 2017-2018
Supplemental Budget Request - Poilce Department

<u>Description</u>	<u>Amount</u>	<u>Note</u>
<u>Request #1</u> Tasers (30)	41,000	Equipment Replacement
<u>Request #2</u> Camera - HP Park Pedestrian Bridge	7,500	Equipment Replacement
<u>Request #3</u> <u>Backup Transmission Antenna</u> Relocate our backup transmitter from APD to MPPD	5,000	Equipment Replacement
<u>Request #4</u> Expanded Reception Areas for Radio System	41,000	Equipment Replacement

Install receiving antenna site at MPFPD fire station 4 (Alameda and Valparaiso) to improve coverage for portable radic

Install a receiving antenna site at MPFPD fire station 2 (University Av, East Palo Alto) to expand coverage for our force

Install a receiving antenna at the Haven cellular site (near 101/Marsh), sharing existing MPPD infrastructure

Remove equipment from FS5 and reuse at other locations

Total Cost to Equipment Replacement Fund 94,500

Town of Atherton Annual Operating Budget FY 2017-2018
Special Revenue Fund
Library Fund

Account	Description	Actual 2015-2016	Proposed Budget 2016-2017	Proposed Budget 2017-18
213-00-40001-000	Secured Property Tax	1,234,287	1,250,786	1,245,000
213-00-48001-000	Interest Income	71,816	50,000	50,000
Total Revenues		1,306,103	1,300,786	1,295,000
213-00-58003-000	Trans to Facilities Const-406	192,748		
213-30-52007-000	Other Legal Services	-	5,000	-
213-30-52011-000	Contract Planner	-		
213-30-52024-000	Architectural Services	-		
213-30-52027-000	Environmental Consulting Svs	-		
213-30-52031-000	Contract Maint Services	17,913	21,000	22,000
213-30-53003-000	Building Security	-	250	500
213-30-53004-000	Facility Repair & Maintenance	-	1,200	1,200
213-30-53008-000	Contract Custodial Services	4,200	7,800	9,000
213-30-53014-000	Utilities - Electricity	10,523	11,000	12,000
213-30-53015-000	Utilities - Gas	578	1,000	1,000
213-30-53016-000	Utilities Water	2,992	5,200	5,200
213-30-53017-000	Utilities - Sewer	-		
213-30-53024-000	Advertising & Noticing	-	4,000	2,500
213-30-53036-000	Contract Pesticid & Fertilizer	95	1,400	1,200
213-30-54010-000	Other Contract Services	500	631,000	5,850,000
213-30-55016-000	Other Supplies & Materials			
Total Operations		229,549	688,850	5,904,600
Total Expenditures		229,549	688,850	5,904,600
Excess (Deficiency) of Rev Over Exp		1,076,555	611,936	(4,609,600)
Beginning Fund Balance		10,816,699	11,893,254	12,505,190
Ending Fund Balance		11,893,254	12,505,190	7,895,590

Town of Atherton Annual Operating Budget FY 2017-2018
Special Revenue Fund
Tennis Fund 105

Account	Description	Actual 2015-16	Adopted Budget 2016-2017	Recomm Budget 2017-2018
105-00-47027-058	Tennis Classes	55,000	40,000	40,000
105-00-47026-058	Tennis Keys	6,530	6,500	6,500
105-00-48001-058	Interest Income	649	200	550
105-00-48501-000	Donation & contributions			
Total Revenues		62,179	46,700	47,050
105-58-52031-000	Contract Maint Services	3,863	6,000	6,000
105-58-53003-000	Building Security	3,697	2,000	2,000
105-58-53004-000	Facility Repair & Maint	25,466	10,000	32,000
105-58-55012-000	Construction Materials	-	1,000	36,000
Total Operations		33,026	19,000	76,000
Total Expenditures		33,026	19,000	76,000
Excess (Deficiency) of Rev Over Exp		29,153	27,700	(28,950)
Contribution from MALL Player Capital contract				
Beginning Fund Balance		77,151	89,351	117,051
Ending Fund Balance		106,304	117,051	88,101

Town of Atherton Annual Operating Budget FY 2017-2018
Special Revenue Fund
COPS Grant

Account	Description	Actual 2015-16	Adopted Budget 2016-2017	Proposed Budget 2017-2018
209-00-45019-040	Grant	124,300	100,000	100,000
209-00-48001-040	Interest Income	146	300	146
Total Revenue		124,446	100,300	100,146
209-40-50001-040	Salaries related expenditures	124,300	100,300	100,000
Total Expenditure		124,300	100,300	100,000
Excess (Deficiency) of Rev Over Exp		146	-	146
Beginning Fund Balance		151	298	298
Ending Fund Balance		298	298	444

Town of Atherton Annual Operating Budget FY 2017-2018
Special Revenue Fund
Evan Creative Design Fund

Account	Description	Acutal 2015-2016	Adopted Budget 2016-2017	Adopted Budget 2016-2017	Proposed Budget 2017-2018
215-00-48001-000	Interest Income	206	225	225	225
215-00-48501-000	Donations/Contributions				
	Total Revenue	206	225	225	225
215-30-53024-000	Advertising/Noticing				
215-30-54007-000	Membership Dues				
215-30-54010-000	Other Contract Services	16,845	14,000	10,745	14,000
215-30-54019-000	Community Educational Prog.				
215-30-54027-000	Sponsorship/Contribution				
215-30-55016-000	Other Supplies & Materials				
215-30-57010-000	Misc. Capital Outlay				
	Total Expenditures	16,845	14,000	10,745	14,000
	Excess (Deficiency) of Rev Over Exp	(16,639)	(13,775)	(10,520)	(13,775)
	Beginning Fund Balance	45,686	29,047	29,047	18,527
	Ending Fund Balance	29,047	15,272	18,527	4,752

Town of Atherton Annual Operating Budget FY 2017-2018
Internal Service Fund
Equipment Replacement Budget By Account

Fund 610 Account	Description	Adopted Budget 2015-2016	Actual 2015-2016	Adopted Budget 2016-2017	Recomm Budget 2017-2018
610-00-48001-000	Interest on Investments	2,800	2,267	2,600	2,600
610-00-47509-012	Equip Replace Charges - Admin		10,000		
610-00-47509-018	Equip Replace Charges - Finance	10,000	-	10,000	10,000
610-00-47509-025	Equip Replace Charges - Building	15,700	15,700		
610-00-47509-040	Equip Replace Charges - Police	64,043	64,043	181,320	254,500
610-00-47509-050	Equip Replace Charges - DPW Engineering	5,000	5,000	8,000	8,000
610-00-47509-053	Equip Replace Charges - DPW Street Maint	9,000	9,000	9,000	9,000
610-00-47509-057	Equip Replace Charges - DPW Park Maint	3,000	3,000	3,000	3,000
610-00-47509-059	Equip Replace Charges - Building Maint	12,500	12,500	12,500	12,500
610-00-48004-000	Sale of Property	-	-		
	Total Revenues	122,043	121,510	226,420	299,600
	Depreciation				
610-18-57006-018	Computer Software	4,950	-	4,950	4,950
610-25-57006-025	Computer Software	15,700	15,646	-	-
610-12-57007-012	Office Equip	-	6,694		
610-40-57004-040	Machinery & Equipment	64,043	44,357	76,320	94,500
610-40-57005-040	Vehicles & Accessories	-	72,202	105,000	160,000
610-50-57004-040	Machinery & Equipment		-	60,000	-
610-50-57005-050	Vehicles & Accessories	-	16,867	38,000	-
	Total Expenditures	84,693	155,766	284,270	259,450
	Excess (Deficiency) of Revenues Over Expenditures	37,350	(34,256)	(57,850)	40,150
	Beginning Net Asset (Deficit)	696,193	696,203	661,947	604,097
	Ending Net Asset (Deficit)	733,543	661,947	604,097	644,247

Town of Atherton Annual Operating Budget FY 2017-2018
Internal Service Fund
Worker's Compensation Budget By Account

Fund 614 Account	Description	Adopted Budget 2015-2016	Actual 2015-2016	Adopted Budget 2016-2017	Recomm Budget 2017-2018
614-00-47503-012	Charges for Services - Admin Dept	16,110	16,950	16,541	17,556
614-00-47503-018	Charges for Services - Finance Dept	13,587	13,099	13,587	13,678
614-00-47503-025	Charges for Services - Building Dept	4,941	5,034	4,921	5,215
614-00-47503-040	Charges for Services - Police Dept	220,710	239,980	245,825	284,065
614-00-47503-050	Charges for Services - DPW Engineering	5,791	5,922	5,791	6,090
614-00-47503-053	Charges for Services - DPW Street Maint	2,801	2,811	2,801	2,886
614-00-47503-057	Charges for Services - DPW Park Maint	1,121	1,125	1,121	1,154
614-00-47503-058	Charges for Services - DPW Park Prog & Tennis Fd	1,121	1,125	1,121	1,154
614-00-47503-059	Charges for Services - DPW Building Maint	560	562	560	577
614-00-48001-000	Interest on Investments	2,200	2,050	1,250	1,250
614-00-49001-000	Transfer From General Fund	631,243	631,243		
	Total Revenues	<u>900,185</u>	<u>919,900</u>	<u>293,518</u>	<u>333,625</u>
614-30-51013-000	Worker's Comp Expense	115,000	740,803	146,079	194,285
614-30-51017-000	Safety/Compliance Program Assessment	5,848	6,051	5,853	5,853
	Reserve Equity Contribution		-	112,998	357,140
	Total Expenditures	<u>120,848</u>	<u>746,854</u>	<u>264,930</u>	<u>557,278</u>
	Excess (Deficiency) of Revenues Over Expenditures	779,337	173,046	28,588	(223,653)
	Transfer-in			112,998	357,140
	Beginning Net Assets (Deficit)	<u>159,560</u>	<u>159,560</u>	<u>332,606</u>	<u>474,192</u>
	Ending Net Assets (Deficit)	<u><u>938,897</u></u>	<u><u>332,606</u></u>	<u><u>474,192</u></u>	<u><u>607,679</u></u>

Town of Atherton Annual Operating Budget FY 2017-2018
Internal Service Fund
General Liability Budget By Account

Fund 615 Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Recomm Budget 2017-2018
615-00-47504-000	Liability Insurance Charge	124,079	236,486	225,616
615-00-47505-000	Employment Practice Liability Charge	-	39,637	35,996
615-00-48001-000	Interest on Investments	3,632	1,500	2,000
Total Revenues		<u>127,711</u>	<u>277,623</u>	<u>263,612</u>
615-30-53019-000	Liability Insurance Expense	130,890	136,486	125,616
615-30-53020-000	Employment Practice Liability	-	39,637	35,996
615-30-53022-000	Liability Claim Expense	(33,887)	100,000	100,000
Total Expenditures		<u>97,003</u>	<u>276,123</u>	<u>261,612</u>
Excess (Deficiency) of Revenue Over Expenditures		30,708	1,500	2,000
Beginning Net Assets (Deficit)		<u>444,823</u>	<u>475,531</u>	<u>477,031</u>
Ending Net Assets (Deficit)		<u>475,531</u>	<u>477,031</u>	<u>479,031</u>

Town of Atherton Annual Operating Budget FY 2017-2018
Internal Service Fund
Employee Benefits Budget By Account

Fund 616 Account	Description	Adopted Budget 2015-2016	Actual 2015-2016	Adopted Budget 2016-2017	Recomm Budget 2017-2018
616-00-47506-000	GASB 45 ARC - Contribution	680,684	-	-	-
616-00-47506-012	GASB 45 ARC - Admin	59,210	59,210	47,754	47,536
616-00-47506-018	GASB 45 ARC - Finance	24,068	24,068	27,437	28,290
616-00-47506-025	GASB 45 ARC - Building	17,778	17,778	17,380	27,696
616-00-47506-040	GASB 45 ARC - Police	274,814	274,814	274,361	299,266
616-00-47506-050	GASB 45 ARC - DPW Engineering	20,148	20,148	21,923	32,110
616-00-47506-053	GASB 45 ARC - DPW Street Maint	49,855	49,855	49,848	47,612
616-00-47506-057	GASB 45 ARC - DPW Park Maint	4,166	4,166	4,164	4,162
616-00-47506-058	GASB 45 ARC - DPW Park Program	4,388	4,388	4,386	4,026
616-00-47507-012	EE Benefits Earned - Admin	4,028	4,065	4,135	4,389
616-00-47507-018	EE Benefits Earned - Finance	3,397	3,169	3,397	3,420
616-00-47507-025	EE Benefits Earned - Building	1,185	1,163	1,180	1,254
616-00-47507-040	EE Benefits Earned - Police	65,129	55,948	65,757	69,789
616-00-47507-050	EE Benefits Earned - DPW Engineering	1,448	1,375	1,448	1,448
616-00-47507-053	EE Benefits Earned - DPW Street Maint	701	700	701	721
616-00-47507-057	EE Benefits Earned - DPW Park Maint	281	280	281	289
616-00-47507-058	EE Benefits Earned - DPW Park Program	281	280	281	289
616-00-47507-059	EE Benefits Earned - DPW Bldg Maint	140	140	140	209
616-00-47508-012	Unemploy Benefits - Admin	4,028	4,245	4,135	4,389
616-00-47508-018	Unemploy Benefits - Finance	3,397	3,283	3,397	3,420
616-00-47508-025	Unemploy Benefits - Building	1,185	1,164	1,180	1,254
616-00-47508-040	Unemploy Benefits - Police	33,305	35,422	33,586	35,641
616-00-47508-050	Unemploy Benefits - DPW Engineering	1,448	1,386	1,448	1,473
616-00-47508-053	Unemploy Benefits - DPW Street Maint	701	703	701	721
616-00-47508-057	Unemploy Benefits - DPW Park Maint	281	281	281	289
616-00-47508-058	Unemploy Benefits - DPW Park Program	281	281	281	289
616-00-47508-059	Unemploy Benefits - DPW Building Maint	140	141	140	144
616-00-48001-000	Interest on Investments	4,500	10,422	4,100	4,100
616-00-49001-000	Transfer from General Fund		680,684		92,188
Total Revenues		1,260,967	1,259,558	573,822	716,414
616-xx-51009-xxx	Retiree Health-Care OPEB	680,684	-		92,188
616-12-51009-012	Retiree Health-Care (Admin)	59,210	38,700	47,754	47,536
616-18-51009-018	Retiree Health-Care (Finance)	24,068	24,974	27,437	28,290
616-25-51009-025	Retiree Health-Care (Building)	17,778	30,761	17,380	27,696
616-40-51009-040	Retiree Health-Care (Police)	274,814	261,310	274,361	299,266
616-50-51009-050	Retiree Health-Care (Engineering)	20,148	20,340	21,923	32,110
616-53-51009-053	Retiree Health-Care (Street Maint)	49,855	50,700	49,848	47,612
616-57-51009-057	Retiree Health-Care (Park Maint)	4,166	4,249	4,164	4,162
616-58-51009-058	Retiree Health-Care (Park Program)	4,388	4,020	4,386	4,026
616-30-51016-030	Unemployment Insurance	50,000	-	35,000	15,000
616-30-50013-030	Employee Benefits Earned		121,687		
616-30-51021-000	Net OPEB Expense		(94,590)		

Town of Atherton Annual Operating Budget FY 2017-2018
Internal Service Fund
Employee Benefits Budget By Account

Fund 616 Account	Description	Adopted Budget 2015-2016	Actual 2015-2016	Adopted Budget 2016-2017	Recomm Budget 2017-2018
	Total Expenditures	1,185,111	462,151	482,253	597,886
	Excess (Deficiency) of Revenues Over Expenditures	75,856	797,407	91,569	118,528
	Beginning Net Assets (Deficit)	3,325,171	3,325,171	4,122,578	4,214,147
	Ending Net Assets (Deficit)	3,401,027	4,122,578	4,214,147	4,332,675

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.



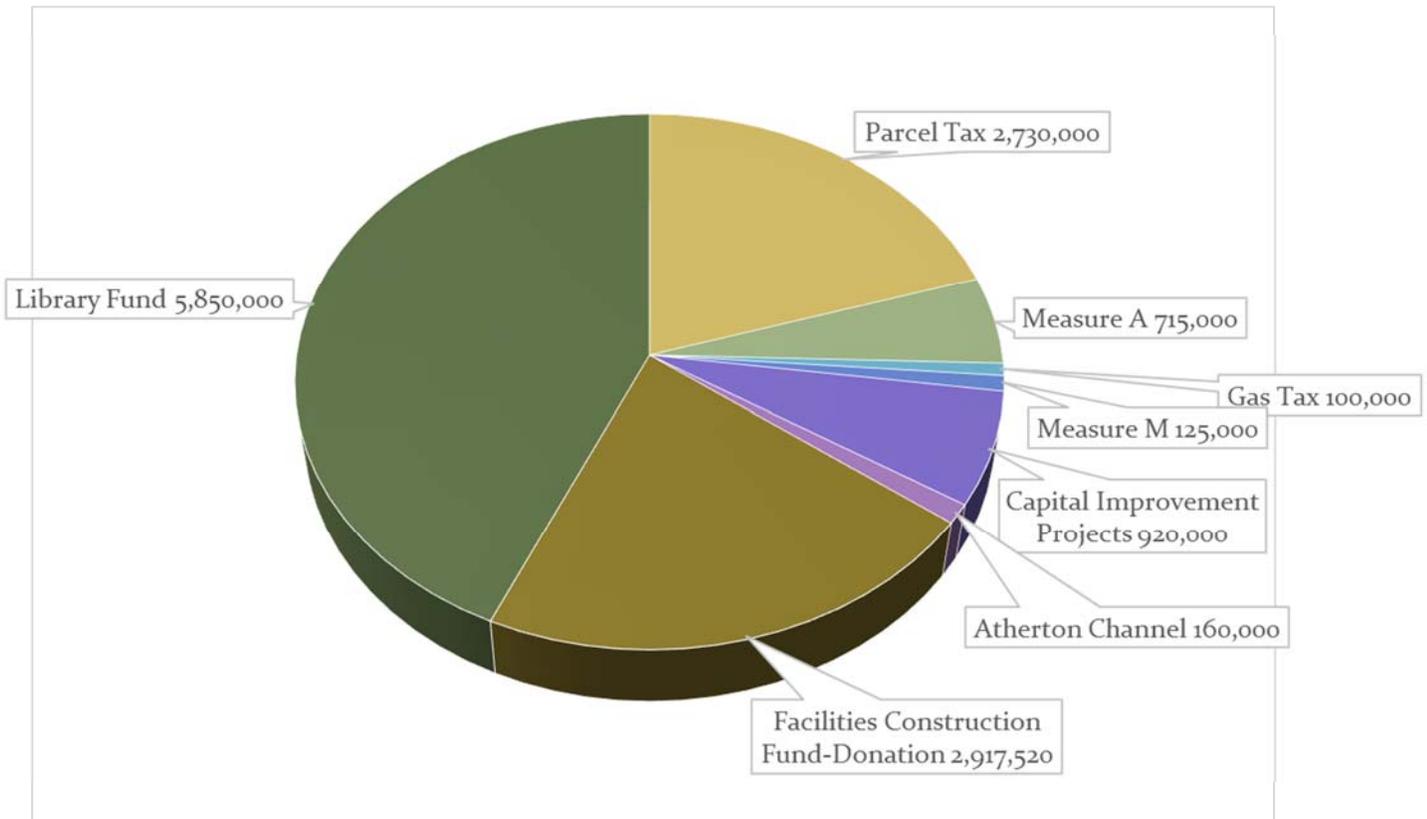
Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

Fund Sources in FY 2017/18

The sources used to fund the FY 2017/18 capital improvements total approximately \$13.5 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**



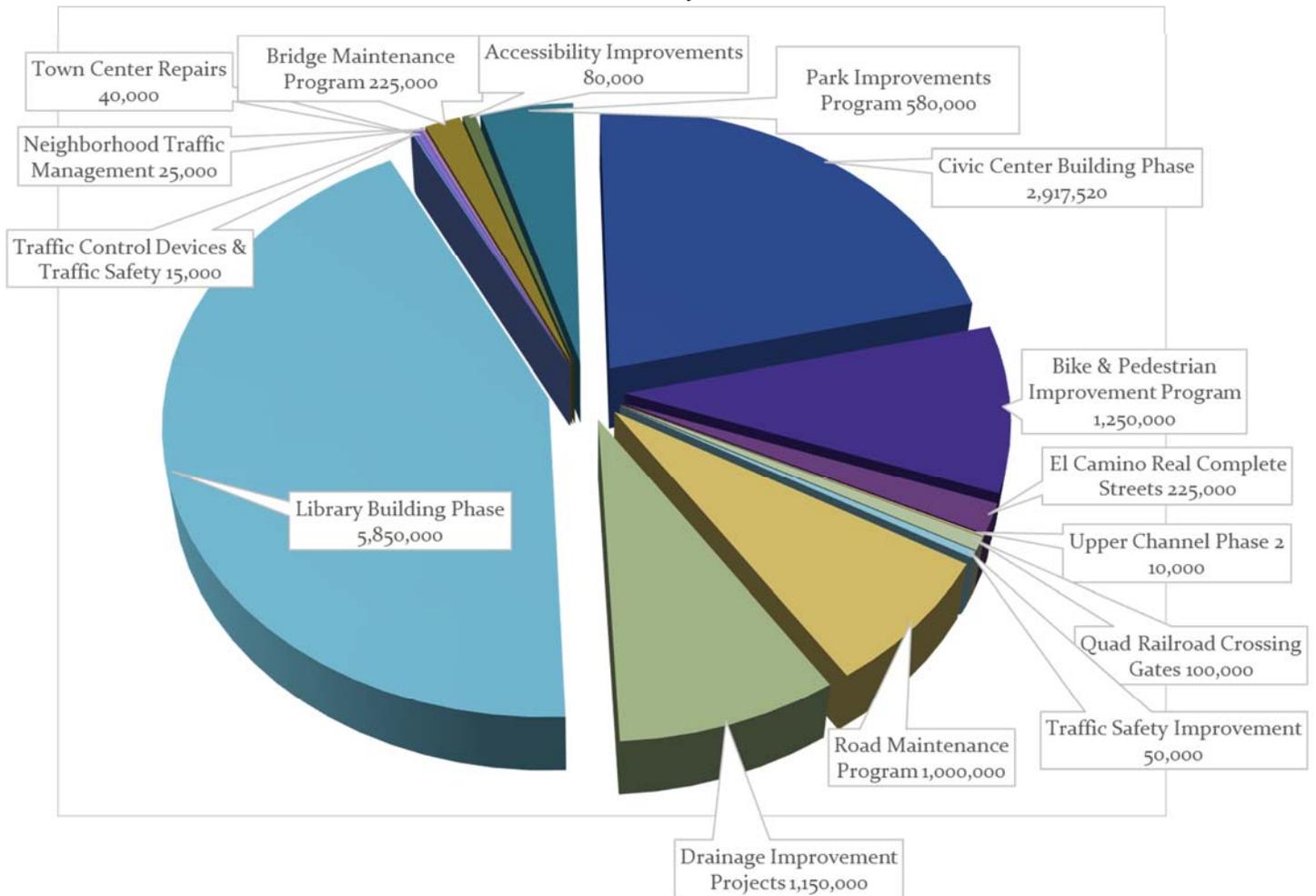


Capital Improvement Program Fiscal Years 2017/18 through 2021/2022

Capital Program Expenditures for FY 2017/18

For FY 2017/18, the CIP anticipates appropriating approximately \$13.5 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.

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.

In May 2016, the Town retained the engineering services of W-Trans Consulting to perform this study in two phases:

Phase 1 - W-Trans led an ECR Stakeholder meeting with Caltrans, County, Menlo Fire, Police, Schools, Pedestrian and Bicycle advocates on April 6, 2017 to understand the issues and concerns. There is a community wide workshop scheduled for May 16th at Encinal Elementary School to solicit their feedback. W-Trans will also be gathering some initial data collection for:



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

projects recently or proposed in the corridor, speeds, mapping, traffic volumes and collision history. This Phase was approved by Council on May 18, 2016 for \$98,600.

Phase 2 – W-Trans will prepare existing and future traffic analysis, alternatives analysis, and additional community outreach on findings and ultimately prepare a Complete Streets and Connectivity Plan to improve conditions along this corridor. Phase 2 is estimated to cost \$176,400 once approved by Council.

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 and Selby Lane (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
- Install marked crosswalks with solar powered LED pedestrian activated signs at Middlefield Rd and Glenwood Ave (FY 2017/18) – estimate \$10,000
- Perform preliminary design for Class II bike lanes on Atherton Ave between Alameda de las Pulgas and El Camino Real (FY 2018/19) – estimate \$150,000
- 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	\$1,250,000	\$350,000	\$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. The HSR Study is due back by June 2017. We expect it to include a high-level design specification standardized for the corridor. The Town will likely have to hire a consultant to take the standard specification and make it applicable to Watkins so that it could be estimated and bid.

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

- Two inch grind and overlay (on various streets throughout Town) - \$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 (2020/21)-estimate \$100,000
- Retain a Consultant to provide a feasibility analysis for El Camino drainage issues into the Caltrans system (FY 17/18)- estimate \$110,000
- Task 1A: Repairs to Stockbridge concrete swales and regrades (FY 2017/18)-estimate \$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. (FY 2017/18) - estimate \$2,179,000.
- Task 2: Relining side slopes and bottom of Atherton Channel upstream of Alameda de las Pulgas. (FY2018/19) – estimate \$2,310,000



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

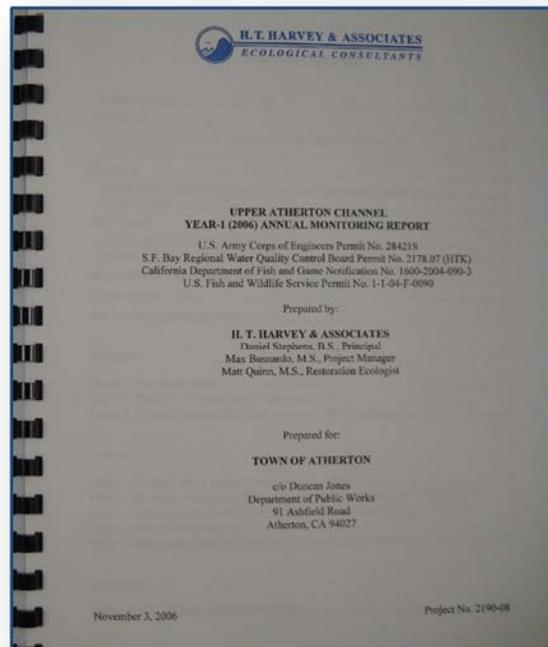
Project Type: Drainage

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. Also to include focal points, plaza spaces crosswalks, exit road pathway and road repairs (widening) (FY 2017-18) – estimate \$508,000
- Create turnaround at end of Pavilion Parking lot (hammerhead). (FY 2017-18) - estimate \$18,500
- Site lighting – Replace ten poles and fixtures (using most existing controls, conduit and wiring). (FY 2018-19) – estimate \$93,750
- Amphitheater construction (FY 2020-21) – estimate \$75,000
- Create accessible seating along edge of lawn, provide compacted aggregate pad under picnic tables and purchase new site furnishing and signage for the park. (FY 2021-22) – estimate \$30,500

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Capital Improvements	\$526,500	\$93,750	\$0	\$75,000	\$30,500	\$725,750
Totals	\$526,500	\$93,750	\$0	\$75,000	\$30,500	\$725,750



**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	\$ 170,130	\$ 20,130	\$ 20,130	\$ 20,130	
Revenue Projections	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Expenditure Projections	\$ (125,000)	\$ (225,000)	\$ (75,000)	\$ (75,000)	\$ (75,000)	\$ (575,000)
Remaining Fund Balance	\$ 170,130	\$ 20,130	\$ 20,130	\$ 20,130	\$ 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	\$ 4,847,274	\$ 4,753,524	\$ 4,753,524	\$ 4,678,524	
Revenue Projections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Projections	\$ (866,500)	\$ (93,750)		\$ (75,000)	\$ (30,500)	\$ (1,065,750)

Transfers In/(Out)					\$ -	\$ -
Remaining Fund Balance	\$ 4,847,274	\$ 4,753,524	\$ 4,753,524	\$ 4,678,524	\$ 4,648,024	
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



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
202-50-56078-000	Neighborhood Traffic Management Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
	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					
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
	GAS TAX - FUND 203						
	ENDING FUND BALANCE	\$ 55,166	\$ 195,166	\$ 335,166	\$ 475,166	\$ 615,166	
COUNTY MEASURE M- FUND 204							
	BEGINNING FUND BALANCE	\$ 220,130	\$ 170,130	\$ 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	\$ 125,000	\$ 225,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 575,000



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
COUNTY MEASURE M- FUND 204							
	ENDING FUND BALANCE	\$ 170,130	\$ 20,130	\$ 20,130	\$ 20,130	\$ 20,130	
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
	BEGINNING FUND BALANCE	\$ 5,713,774	\$ 4,847,274	\$ 4,753,524	\$ 4,753,524	\$ 4,678,524	
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	\$ 526,500	\$ 93,750		\$ 75,000	\$ 30,500	\$ 725,750
401-50-56059-000	Bike and Pedestrian Improvement Program	\$ 300,000					\$ 300,000
	TOTAL EXPENDITURES - FUND 401	\$ 866,500	\$ 93,750	\$	\$ 75,000	\$ 30,500	\$ 1,065,750
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
	ENDING FUND BALANCE	\$ 4,847,274	\$ 4,753,524	\$ 4,753,524	\$ 4,678,524	\$ 4,648,024	
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	\$ 486,500				
Expenditures							
403-50-52001-000	State Controller Drainage District Report Prep. F						\$



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
403-50-54029-000	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						\$
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	\$	\$	

5-YEAR CIP SUMMARY SCHEDULE

Capital Project	FY2017/18	FY2018/19	FY2019/20	FY2020/21	FY 2021/22
<i>Drainage Projects</i>					
Drainage Improvements Program	1,150,000	675,000	600,000	600,000	600,000
Upper Atherton Channel Phase II Monitoring	10,000	10,000	10,000	10,000	10,000
<i>Transportation and Streets Projects</i>					
Traffic Control Devices Program	15,000	15,000	15,000	15,000	15,000
Traffic Safety Improvement Program	50,000	50,000	50,000	50,000	50,000
Quad Railroad Crossing Gates at Watkins Road	100,000				
Bike and Pedestrian Facilities Improvement Program	1,250,000	350,000	170,000	200,000	200,000
Road Maintenance Program	1,000,000	975,000	975,000	975,000	975,000
Neighborhood Traffic Management Program	25,000	25,000	25,000	25,000	25,000
Bridge Inspection & Repair	225,000		75,000		
EL Camino Real Complete streets	225,000			-	
<i>Facilities Projects</i>					
Accessibility Improvements	80,000	20,000	20,000	20,000	20,000
Atherton Library	5,850,000	7,500,000	3,550,000		
Civic Center	2,917,520	11,670,082	11,670,082	2,917,520	
Town Center Facilities Repairs	40,000				
<i>Parks Projects</i>					
Park Master Plan	526,500	93,750	0	75,000	30,500
<u>Annual Total</u>	<u>\$13,464,020</u>	<u>\$21,383,832</u>	<u>\$17,160,082</u>	<u>\$4,887,520</u>	<u>\$1,925,500</u>



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. Also to include focal points, plaza spaces crosswalks, exit road pathway and road repairs (widening) (FY 2017-18) – estimate \$508,000
- Create turnaround at end of Pavilion Parking lot (hammerhead). (FY 2017-18) - estimate \$18,500
- Site lighting – Replace ten poles and fixtures (using most existing controls, conduit and wiring). Picnic area design and construction (FY 2018-19) – estimate \$130,750
- Design and construct amphitheater, construct park entry (from exit) design and construct rain garden, design off leash dog area. (FY 2019-20) – estimate \$251,000
- Site furnishings and Arboretum meadow design and construct (FY 2020-21) – estimate \$131,500
- Relocate Corporation Yard design and construction (2021-22) – estimate \$1,500,000

Funding Plan and Project Costs

Funding Source	17/18	18/19	19/20	20/21	21/22	Totals
Capital Improvements	\$526,500	\$130,750	\$251,000	\$131,500	\$1,500,000	\$2,539,750
Totals	\$526,500	\$130,750	\$251,000	\$131,500	\$1,500,000	\$2,539,750