



Item No. 5 Town of Atherton

FINANCE COMMITTEE STAFF REPORT

TO: FINANCE COMMITTEE

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: MAY 8, 2018

SUBJECT: REPORT ON THE FY 2018/19 SPECIAL REVENUE, INTERNAL SERVICE FUNDS, AND CAPITAL IMPROVEMENT PROGRAM PRESENTED TO THE CITY COUNCIL

RECOMMENDATION

Receive and File the report

BACKGROUND

Staff is providing the FY 2018/19 Special Revenue, Internal Service Funds, and Capital Improvement Budgets that were presented and discussed by the City Council. These funds and the Capital Improvement Program were reviewed by the City Council during a study session held on May 2, 2018. Attached is the Special Revenue, Internal Service Funds and Capital Improvement Program Staff report, revenue and expenditure details, Capital Improvement Program, and powerpoint presented to the Council.

The City Council will review the FY 2018/19 Town wide operation budget at its June 6, 2018 study session.

ATTACHMENT

CC May 2, 2018 FY 2018/19 Special Revenue, Internal Service Funds, CIP Staff Report
FY 2018/19 Internal Service, Library, Tennis Funds & Other Special Revenue
FY 2018/19 Capital Improvement Program
Study Session PowerPoint



Item No. 2 Town of Atherton

CITY COUNCIL STAFF REPORT – STUDY SESSION

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

**FROM: ROBERT BARRON III, FINANCE DIRECTOR
ROBERT OVADIA, DIRECTOR OF PUBLIC WORKS**

DATE: MAY 2, 2018

SUBJECT: REVIEW OF THE FY 2018/19 SPECIAL REVENUE, INTERNAL SERVICE FUNDS AND CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION

Review and Discuss Special Revenue, Internal Service Funds and Capital Improvement Program (CIP) for FY 2018/19.

BACKGROUND

This is the 2nd Budget Meeting for the FY 2018/19 Budget Calendar – Special Revenue Funds, Internal Service Funds and the Town Five Year CIP.

The Town maintains a variety of special revenue and internal service funds that are “restricted funds” for specific purposes that assist in maintaining the Town General Operations beyond basic capital improvements. Special Revenue Funds are used to account for revenues derived from specific sources. Revenues to these funds are usually required by law or administrative regulation to be accounted for in a separate fund. Revenue to internal service funds are in the form of department charges based on allocations by department and uses. Examples include the Library Fund, Tennis Fund, COPS Grant fund, the Special Tax (Parcel Tax Fund), Equipment Replacement Fund, Worker’s Compensation Fund, General Liability, and Employee Benefit Fund.

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

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

- Facilities Building Fund
- Atherton Channel Fund
- Measure S – Special Parcel Tax (Measure Failed in November 2017 Election)
- Library Fund
- Donations

Due to the elimination of the Parcel Tax, there was a reduction of \$5.9 Million in CIP projects over the course of the 5-year CIP. Staff has incorporated this reduction in the FY 2018/19 five year CIP program. *Later in the staff report and study session will be a discussion of the Town Capital Improvement Program.*

ANALYSIS

The introduction of this staff report discusses all other special revenue funds not dedicated to Capital Projects and the Town Internal Service Funds. It is important to note that the Special Parcel Tax is maintained as a special revenue fund. It is a significant revenue source of to the General Fund and Capital Improvement Projects Fund 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. With failure of the Parcel Tax, FY 2018/19 is the first year the Town will no longer collect the tax for provided funding to the General Fund and the CIP.

LIBRARY FUND

REVENUES

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

The anticipated FY 2017/18 ending balance for the Library Fund is \$12,632,449. Funds are held in trust in part by the Town and the County of San Mateo. Of that amount, the Town holds \$5,141,024 and the County holds \$6,504,207. The County holds all future donor funds. The projected Library Fund Revenue (donor funds) for FY 2018/19 is \$1,300,000. The estimated available funding for FY 2018/19 is \$13,982,449.

EXPENDITURES

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

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

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

OTHER RESTRICTED FUNDS

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

TENNIS FUND

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

Within the past year Player Capital approached the Town about installing a clay court at the Tennis facilities. Through outreach Player Capital secured funding through a generous donation for the installation of a clay court here in Atherton. Installation of the court took place this past winter and the Town is now home to one of the very first public clay court in the Bay Area. Benefits of the court include better pace of play, easier on player bodies, and the ability to experience this type of competitive play.

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

For FY 2018/19, the Town anticipates expenditures of \$42,200. This includes \$6,600 for contract maintenance services for MCE and \$2,000 for building security court gates upkeep. The Town is anticipating to resurface and restripe Tennis courts and rehabilitate the courts in FY 2018/19. The first annual maintenance cost of the clay court is \$5,000. Anticipated maintenance costs each year are estimated at \$2,500.

The beginning fund balance is estimated at \$115,418. The fund projects total revenues of \$47,100 to expenditures of \$42,200 for positive revenues over expenses of \$4,900. The FY 2018/19 ending fund balance is projected at \$120,318.

COPS - CITIZEN'S OPTION FOR PUBLIC SAFETY

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

EVANS CREATIVE DESIGN FUND

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

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

revenue to the fund is interest earned. For FY 2018/19 staff expects *the fund to be depleted* and a therefore an estimated budget grant request of \$7,506.

EQUIPMENT REPLACEMENT FUND

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

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

Request	Amount	Description
1. Ballistic Shield	\$8,400	Purchase of ballistic shield for tactical emergencies. Shield use to stop, deflect and protect against projectile threats from guns and other weaponry.
2. Ballistic Helmets (25)	\$8,200	Outfit law enforcement and tactical personnel, providing protective equipment for emergency tactical situations.
3. Guns (Glocks) (30)	\$11,000	Police department to transition to one standard issued weapon. Purchase includes holsters, ammo and light.
4. Kenwood Radios (3)	\$2,500	Department is in need of 3 hand-held radios
5. Ballistic Armor Plates	\$41,000	Hard armor plates fit inside front and back pockets in armor carriers. They offer protection against rifle rounds, armor-piercing rounds. Such equipment is used for active shooter incidents.
Total Amount	\$71,100	

Assets purchased from the Equipment Replacement Fund have been saved for over several budget cycles in anticipation of replacement need. Other expenditures include Springbrook Financial Software upgrade expense and continued charges for future vehicle and equipment charges for

Police and Public Works Departments. The beginning fund balance is estimated at \$769,665. The FY 2018/19 ending fund balance is projected at \$768,815.

WORKERS' COMPENSATION FUND

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

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

As of April 2018 the Town's Workers' Compensation Claim Reserve is negative \$154,719. Cities Group requires that the Town maintain an equity reserve of at least \$80,678 (per recent actuarials). For the replenishment of the equity reserve, the Town would need an allocation of \$235,397 to the JPA. If the equity is not refreshed as a one-time contribution, annual operational rates will increase and the JPA will create a "special assessment" each year beyond Agency normal contributions. As a public agency, the Town is "self-insured" as part of a risk pool. The Town also maintains an active risk management program; nevertheless, recent workers' compensation claims will have a direct impact on the Town's costs. There are approximately 13 opens claims from past several years that incurred a reserve claims cost of approximately \$235,406 in the current year. Some are major and some are minor claims. Since the Town is "self-insured," claims are an existing liability as the Town's equity reserve is used. The five year average claim loss/expense is approximately \$253,101.

Staff believes it is prudent that each year the Town review and reestablish the minimum equity reserve. *Staff continues to convey this opinion and requests that the Town make the \$235,397 to reestablish its minimum equity reserve.* This allows the reserve to be used as needed and eliminates the possibility that an assessment expense is incurred over multiple years impacting operational costs.

The Workers' Compensation charge to the Police Department was increased to recover the Town's self-insured negative equity reserve and recent increase in claims. Costs are allocated out to the respective departments based on claims history and rate allocations. The rates increased from 10% to 11% of salary costs for public safety employees. This equates to an increase of \$21,817 in cost for the department. The miscellaneous employees' rate remained the same at 4% of salary costs. Total Workers' Compensation charges expense increased \$24,710 to a total of \$360,650 to recapture losses in self-insured claims.

Projected revenues to the fund are \$361,900 and expenditures for FY 2018/19 total \$157,374. This includes the FY 2018/19 JPA assessment of \$151,727 and safety compliance expense of \$5,647. This produces revenue over expenditures of \$204,526. As the Town has experienced underfunded reserves over the years within the JPA, the revenue to the Fund will ensure a build-up of net assets in the event claims losses change over time. Within the budget is the transfer in of \$235,397 from the General Fund for the replenishment of the Town's reserve equity.

GENERAL LIABILITY FUND

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

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

EMPLOYEE BENEFITS FUND

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

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

Within this fund is also employee benefits charge of \$84,601. This is a charge of 1% to 2% of the General Fund operational departments salary expense that is allocated for personal leave contributions of sick, vacation, and holiday pay. This is for accruals of compensated absences for the Town as they reside in this Fund. The Town has a total compensated absences balance of \$646,461. Compensated absences comprise of accrued time-off, vacation and holiday pay for all employees and is recorded as a liability. These are amounts that would be liquidated or mature due to termination of Town staff.

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

OVERALL SUMMARY

The above represents the Special Revenue and Internal Service Funds of the Town. These Funds play a vital role in the continued operation of the Town. The Tennis Fund is becoming a self-reliant fund with the onboarding of Player Capital and the addition of amenities such as the newly installed clay court. The COPS grant provides \$100,000 in grant funding that the Town uses every year towards funding of sworn police personnel. The Evans Creative Trust will be depleted at the end of FY 2018/19, as funds over the years were used by the Atherton Arts Foundation programming. The Town's Internal Service Funds provide the financing and accounting of special activities and services performed by the General Fund, the main operating fund of the Town. These funds do so on a cost reimbursement basis to account for replacement of equipment, financing of outstanding workers' compensation, and other outstanding liabilities. These funds serve as an efficient way of internally financing Town operational needs and alleviates the day-to-day burden on the General Fund.

POLICY FOCUS

This item discusses revenue and expenditure projections for special revenue and internal service funds of the Town. This is for Council review and discussion as we prepare the FY 2018/19 budget.

CAPITAL IMPROVEMENT FUND

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

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

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

The 1st year (FY 2018/19) of the CIP is incorporated into the Town's Budget and is the **only year** for which the City Council applies available funding. The remaining four (4) years of the CIP reflect proposed projects and funding. These "out years" are revised annually to reflect changes in City Council priorities, direction, needs and funding availability. The CIP is reviewed by the Town's Planning Commission each year for consistency with the Town's General Plan. This year's CIP will be reviewed by the Planning Commission at their May 23 meeting. The Commission will send their comments in writing to the City Council prior to Council's June 20 meeting at which the Council is scheduled to adopt the budget, inclusive of the CIP.

ANALYSIS

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

- \$7.3 million for the new Civic Center;
- \$4.7 million for the new Library;
- \$0.9 million for Bicycle & Pedestrian Master Plan Implementation Program;
- \$.8 million for the Road Maintenance Program.
- \$0.4 million for Drainage Improvements Program; and

The total allocation for the 5-year period from FY 2018/19 through FY 2022/23 totals nearly \$53.96 million – the largest expenditures attributable to the Civic Center and Library projects. It is important to note that for FY 2018/19, the expenditures related to the Civic Center and Library Project continue exclusive reliance on available funds from Atherton Now, the Library Fund, Building Facilities Fund and General Fund.

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

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

CIP POLICY FOCUS

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

Clear priorities include: Middlefield Class II Bike Lanes Project, identified projects within the Bike/Ped Master Plan and Drainage Master Plan, the Annual Road Maintenance Program, and the Civic Center Master Plan and Library Project. Funding for the CIP consists of a variety of sources, some of which are restricted, such as Measures A & Measure M funds and Library Donor funds, as well as funds allocated from the voter-approved Special Parcel Tax, from Gas Taxes, and the General Fund.

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

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

- Holbrook Palmer Park Improvement Plan Projects for FY 2018/19
- Next steps in the Civic Center Master Plan and Library Projects for FY 2018/19
- Development of a Green Infrastructure Plan
- Bayfront Canal Project

FISCAL IMPACT

There is no fiscal impact of the review and discussion of the CIP. Upon Council approval of the projects and funding for FY 2018/19, those approved projects will be incorporated into the Town's Budget and their approved amounts will be reflected in the Budget and in remaining fund balances.

PUBLIC NOTICE

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

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 2018/19 Internal Service, Library, Tennis Funds & Other Special Revenue
FY 2018/19 Capital Improvement Program

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

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

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

Account	Description	Actual 2016-17	Adopted Budget 2017-2018	Recomm Budget 2018-2019
105-00-47027-058	Tennis Classes	40,000	40,000	40,000
105-00-47026-058	Tennis Keys	6,581	6,500	6,500
105-00-48001-058	Interest Income	783	550	600
105-00-48501-000	Donation & contributions			
Total Revenues		47,363	47,050	47,100
105-58-52031-000	Contract Maint Services	7,413	6,000	6,600
105-58-53003-000	Building Security	1,233	2,000	2,000
105-58-53004-000	Facility Repair & Maint	654	32,000	32,000
105-58-55012-000	Construction Materials	-	36,000	1,600
Total Operations		9,300	76,000	42,200
Total Expenditures		9,300	76,000	42,200
Excess (Deficiency) of Rev Over Exp		38,064	(28,950)	4,900
Contribution from MALL Player Capital contract				
Beginning Fund Balance		106,304	144,368	115,418
Ending Fund Balance		144,368	115,418	120,318

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

Account	Description	Actual 2016-17	Adopted Budget 2017-2018	Proposed Budget 2018-2019
209-00-45019-040	Grant	130,086	100,000	100,000
209-00-48001-040	Interest Income	2	146	146
Total Revenue		130,088	100,146	100,146
209-40-50001-040	Salaries related expenditures	130,086	100,000	100,000
Total Expenditure		130,086	100,000	100,000
Excess (Deficiency) of Rev Over Exp		2	146	146
Beginning Fund Balance		298	299	298
Ending Fund Balance		299	445	444

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

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

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

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

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

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

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

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

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

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

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

Fund 616 Account	Description	Actual 2016-2017	Adopted Budget 2017-2018	Recomm Budget 2018-2019
616-50-51009-050	Retiree Health-Care (Engineering)	17,745	32,110	24,478
616-53-51009-053	Retiree Health-Care (Street Maint)	51,927	47,612	73,919
616-57-51009-057	Retiree Health-Care (Park Maint)	4,271	4,162	4,171
616-58-51009-058	Retiree Health-Care (Park Program)	3,929	4,026	4,118
616-30-51016-030	Unemployment Insurance	-	15,000	15,000
616-30-50013-030	Employee Benefits Earned	125,130		
616-30-51021-000	Net OPEB Expense	220,100		
	Total Expenditures	<u>794,174</u>	<u>597,886</u>	<u>683,793</u>
	Excess (Deficiency) of Revenues Over Expenditures	(218,662)	118,528	122,157
	Beginning Net Assets (Deficit)	<u>4,122,578</u>	<u>3,903,916</u>	<u>4,022,444</u>
	Ending Net Assets (Deficit)	<u><u>3,903,916</u></u>	<u><u>4,022,444</u></u>	<u><u>4,144,601</u></u>

Town of Atherton

Capital Improvement Program

FY 2018/19 -2022/23

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

Streets & Transportation

Drainage

Town Buildings, Park & Facilities





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

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

**Section I:
Introduction**



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

I. INTRODUCTION

About the Capital Improvement Program

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

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

Master Plans

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

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

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

The CIP projects were selected based on the following factors:



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

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

The five-year CIP identifies the highest priority capital needs that can be addressed within the available and forecasted revenue. These capital needs are matched to their eligible funding consisting of the previous year's fund balances and five-year revenue projections identified by the Finance department.

CIP Document Organization

The CIP is organized to serve two primary purposes. First, it describes funding sources and discusses their sources and uses. Next, it provides a description of the planned transportation, drainage, park and facility capital improvements developed through an examination of the Town's capital needs.

As such this CIP is organized into three parts.

- I. **Introduction:** This provides an overview of the purposes of the Capital Improvement Program.
- II. **Detail of Funding Sources and Revenues:** This section describes the anticipated funding and revenue sources supporting the projects and programs contained in this CIP.
- III. **CIP Project List and Budgeting Schedule:** This section provides a detailed overview of the projects and budgeting of project expenditures in relation to available forecasted funding over the next five years.



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

**Section II:
Funding Sources
& Revenues**



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

II. FUNDING DESCRIPTIONS

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

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

General Fund (Capital Improvement)

The General Fund provides funding for the Town's general programs and day-to-day operations. This include Town management, administration, parks and recreation operations, public works operations, law enforcement, trash hauling, special operational programs, planning, and general Town services. When accounting for General Fund use, the fund description on the individual project pages shows as Capital Improvement.

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



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

Measure S (Special Parcel Tax)

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

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

Measure A

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

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

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

Measure M

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



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

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

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

Gas Tax

Atherton receives a formula allocation of funds based upon population and lane miles. In FY 2018-19, the Town will receive approximately \$165,000 in regular Gas Tax revenues. This amount is augmented with additional revenues from the Road Repair and Accountability Act of 2017 (SB 1). Effective November 1, 2017, the gasoline excise tax was increased 12 cents per gallon and the excise tax on diesel will be increased 20 cents per gallon. SB 1 also increased the vehicle registration tax effective January 1, 2018 and an additional vehicle registration tax will be applied to zero emission vehicles effective July 1, 2020. As a result, the Gas Tax allocations to the Town is expected to increase to \$290,000 in FY 2018/19. It is unlikely that the Town will be able to achieve the Maintenance of Effort requirements of SB 1 to continue to receive SB1 funds beyond FY 2018/19.

Building Capital

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

Atherton Library Fund

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



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

assist in governing library funds accumulated through Proposition 13 in 1978, which sets aside a proportion of assessed property values to fund California libraries. Under the JPA, jurisdictions retain excess funds generated from the jurisdiction's property taxes as long as the basic library services were met. The Atherton Library fund is an accumulation of revenue in excess of annual operating cost generated over these years.

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

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

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

Atherton Channel Fund

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

Donations

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



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

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

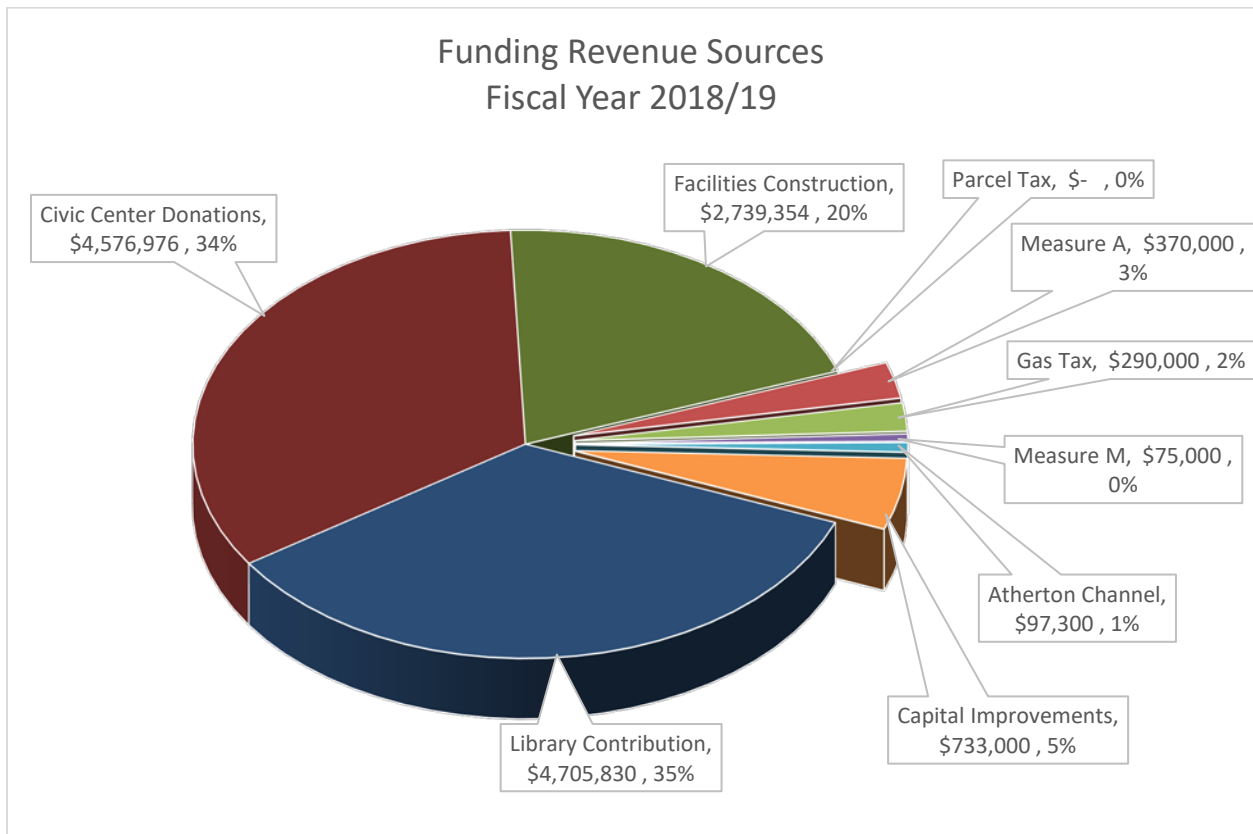


Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Fund Sources in FY 2018/19

The sources used to fund the FY 2018/19 capital improvements total approximately \$13.59 million and consist of existing fund balances plus new income. The three major sources of these funds are the Gas Tax, Measure A and donations. These funds are used to fund road maintenance, Middlefield Class II Bike Lanes and the Civic Center and Library construction projects. These and other capital projects are described in detail in the next section of this CIP.

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

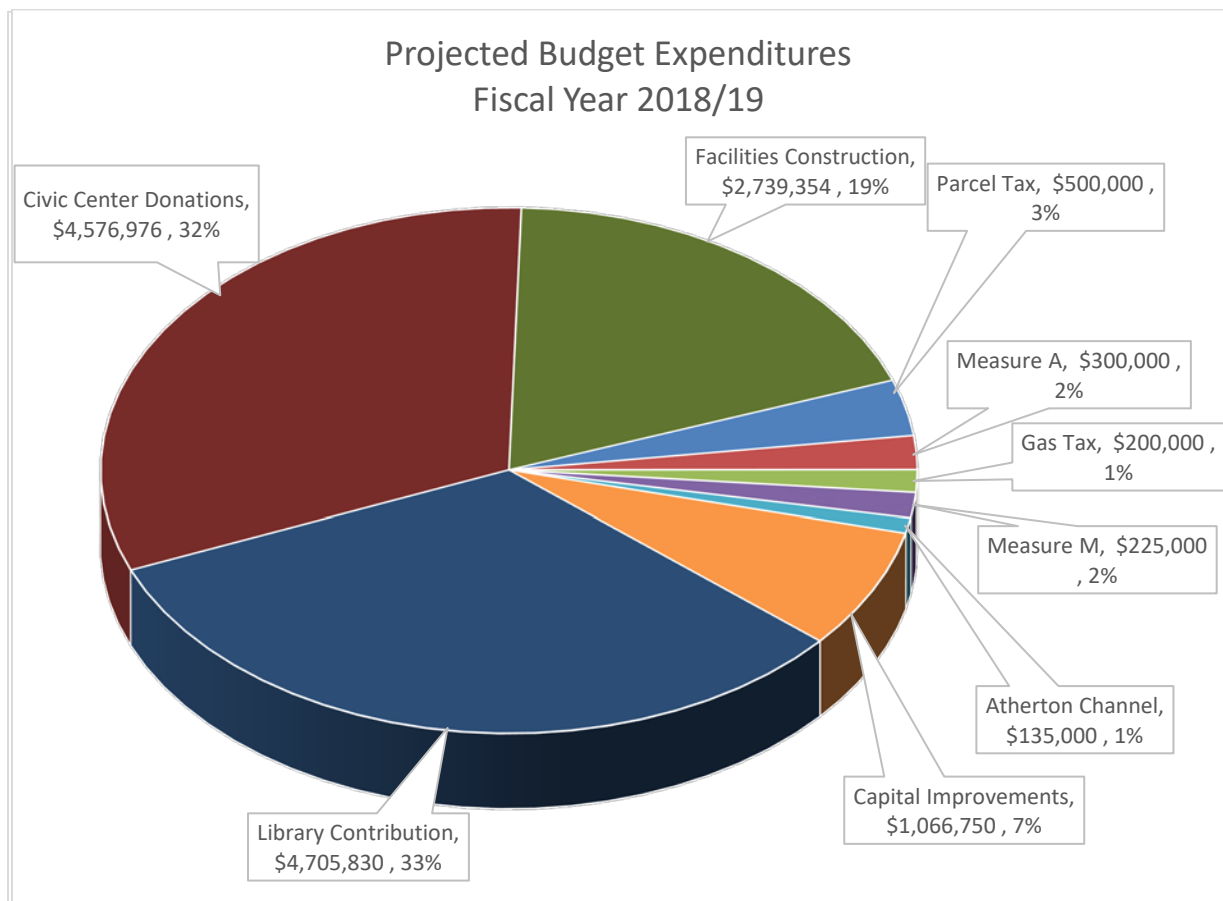




Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Capital Program Expenditures for FY 2018/19

For FY 2018/19, the CIP anticipates appropriating approximately \$14.45 million, in addition to prior year fund allocations. The major expenditures planned are for the construction of the Civic Center and Library. These project expenditures, in addition to other capital projects are identified in the chart below.





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

**Section III:
Capital Projects**



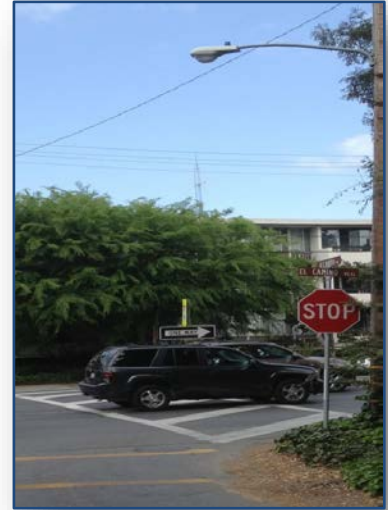
Capital Improvement Program Fiscal Years 2018/19 through 2022/2023

Project Type: Streets & Transportation

Project Name: Traffic Control Devices Program - #56070

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

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



Funding Plan and Project Costs

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



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

Project Type: Streets & Transportation

Project Name: Traffic Safety Improvement Program - #56064

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

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

Funding Plan and Project Costs

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





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

Project Type: Streets & Transportation

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

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



Priority projects include:

- Middlefield Class II bike lanes (FY 2018/19) – estimate \$850,000
- Identify opportunities to improve safety and awareness on heavily used routes servicing schools and parks

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
County Measure M Fund	\$150,000					\$150,000
Capital Improvement Fund	\$733,000					\$733,000
Totals	\$883,000	\$0	\$0	\$0	\$0	\$883,000



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

Project Type: Streets & Transportation

Project Name: Road Maintenance Program - #56003

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



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

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

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



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

Funding Plan and Project Costs

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



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

Project Type: Streets & Transportation

Project Type: Streets and Transportation

Project Name: Neighborhood Traffic Management Program - #56078

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

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

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

Funding Plan and Project Costs

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



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

Project Type: Drainage

Project Name: Drainage Improvements Program - #56034

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



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

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

Funding for design of the following improvements is estimated at:

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



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

Funding Plan and Project Costs

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



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

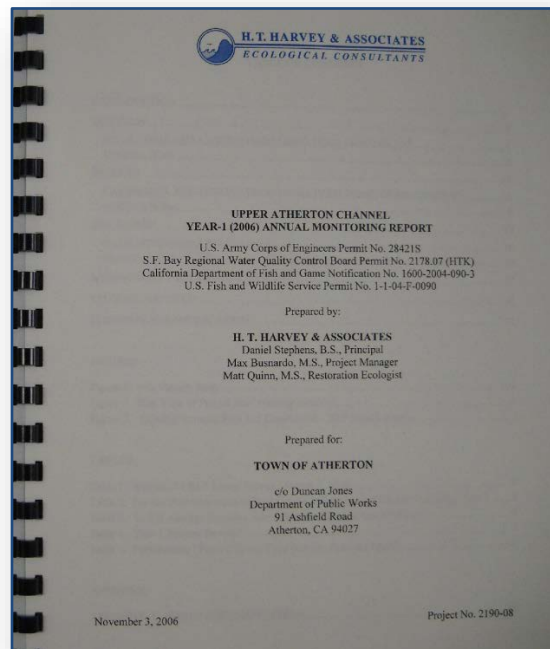
Project Type: Drainage

Project Name: Upper Atherton Channel Monitoring - #56037

Project Description: The Upper Atherton Channel Phase 2 project was completed in December 2011. As part of the permit requirements, a 10-year monitoring period was required to assess the health and habitat for the red-legged frog population and plants installed to provide an adequate frog habitat. The completion of the Belbrook Culvert Repair and Slope Stabilization project required a 5-year monitoring period for plant establishment. It is anticipated that additional monitoring will be required as the Atherton Channel and associated drainage is improved.

Funding Plan and Project Costs

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





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

Project Type: Town Buildings, Park and Facilities

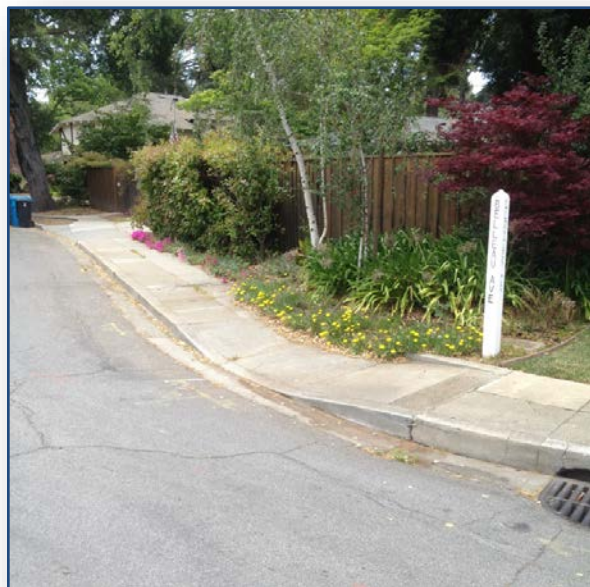
Project Name: Accessibility Improvements Program - #56060

Project Description: Title 28 of the Code of Federal Regulations (CFR) Part 35.150 requires public entities to make each of its existing facilities accessible to and usable by individuals with disabilities. The Town performs a required annual evaluation of facilities to identify areas that need to be improved. The FY 2017/18 Program includes the completion of a town-wide ADA Inventory Plan as required.

The Accessibility Improvements Program provides funding to design and implement improvements necessary to correct deficiencies identified as part of the evaluation process. Sample improvements may include projects such as installation of new ADA compliant ramps, washroom facilities or doors to Town owned and operated facilities.

Funding Plan and Project Costs

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





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

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

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

Funding Plan and Project Costs

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





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

Project Type: Town Buildings, Park and Facilities

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

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

Funding Plan and Project Costs

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





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

Project Type: Town Buildings, Park and Facilities

Project Name: Park Master Plan Implementation Program - #56063

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

- Create turnaround at end of Pavilion Parking lot (hammerhead). - 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
- Amphitheater construction (FY 2020-21) – estimate \$75,000
- Create accessible seating along edge of lawn, provide compacted aggregate pad under picnic tables and purchase new site furnishing and signage for the park. (FY 2021-22) – estimate \$30,500
- Park Circulation and Pedestrian Circulation improvements – Construct the Park entrance including the driveway, pedestrian entry, Main House loop, Main Lawn, DG pathway, road standardization. Also to include focal points, plaza spaces crosswalks, exit road pathway and road repairs (widening). – estimate \$508,000

Funding Plan and Project Costs

Funding Source	18/19	19/20	20/21	21/22	22/23	Totals
Capital Improvements	\$130,750	\$0	\$75,000	\$30,500	\$0	\$236,250
Totals	\$130,750	\$0	\$75,000	\$30,500	\$0	\$236,250



**TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2019 TO 2022**

Account	Fund Name	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Five Year Total
SPECIAL PARCEL TAX - FUND 201							
	BEGINNING FUND BALANCE	\$ 1,482,324	\$ 982,324	\$ 7,324	\$ 7,324	\$ 7,324	
Revenue							
201-00-40003-000	Special Tax						\$
201-00-48001-000	Interest Income						\$
201-00-45020-000	Other Reimbursements- MTC Middlefield OakGrove Grant						\$
201-50-58001-000	Transfer to General Fund						\$
							\$
	TOTAL REVENUE - FUND 201	\$	\$	\$	\$		\$
Expenditures							
201-50-56003-000	Road Maintenance Program	\$ 400,000	\$ 300,000				\$ 700,000
201-50-56034-000	Drainage Improvements	\$ 100,000	\$ 675,000				\$ 775,000
201-50-56057-000	Series Street Light						\$
201-50-56059-000	Bike & Pedestrian Improvement Program	\$	\$	\$	\$		\$
201-50-56060-000	Accessibility Improvements						\$
201-50-56073-000	El Camino Real Complete Streets Study; Wtrans El Camino Complete Streets \$31,448; Interwest Complete streets \$42,463						\$
201-50-56061-000	Bridge Maintenance Program						\$
201-50-56075-000	Quad Gates	\$	\$	\$	\$		\$
							\$
	TOTAL EXPENDITURES - FUND 201	\$ 500,000	\$ 975,000	\$	\$	\$	\$ 1,475,000
SPECIAL PARCEL TAX - FUND 201							
	ENDING FUND BALANCE	\$ 982,324	\$ 7,324	\$ 7,324	\$ 7,324	\$ 7,324	
MEASURE A - FUND 202							
	BEGINNING FUND BALANCE	\$ 25,756	\$ 95,756	\$ 165,756	\$ 235,756	\$ 305,756	
Revenue							
202-00-41003-050	Transportation Co Measure A Sales Tax	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
202-00-48001-050	Interest Income						\$
							\$
	TOTAL REVENUE - FUND 202	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,850,000
Expenditures							
202-50-52001-000	Annual Financial Audit (Measure A)						\$
202-50-54025-000	Congestion Relief (C/CAG) Fee						\$
202-50-56003-000	Road Maintenance Program- Street Overlay	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
202-50-56057-000							\$
202-50-56058-000	Series Street Light						\$
202-50-56059-000	Bike & Pedestrian Improvement Program						\$
202-50-56064-000	Traffic Safety Improvement Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000



**TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2019 TO 2022**

Account	Fund Name	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Five Year Total
202-50-56070-000	Traffic Control Devices Program	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
202-50-56076-000	Belbrook Way Culvert Repair						\$
202-50-56078-000	Neighborhood Traffic Management Program	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	TOTAL EXPENDITURES - FUND 202	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
	MEASURE A - FUND 202						
	ENDING FUND BALANCE	\$ 95,756	\$ 165,756	\$ 235,756	\$ 305,756	\$ 375,756	
GAS TAX - FUND 203							
	BEGINNING FUND BALANCE	\$ 1,047	\$ 91,047	\$ 53,047	\$ 65,047	\$ 77,047	
Revenue							
203-00-45001-050	Gas Tax - 2105	\$ 290,000	\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000	\$ 938,000
	TOTAL REVENUE - FUND 203	\$ 290,000	\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000	\$ 981,000
Expenditures							
203-50-52001-000	State Controller Street Report Preparation Fee						\$
203-50-54026-000	C/CAG Gas Tax Fee						\$
203-50-56003-000	Road Maintenance Program	\$ 50,000	\$ 50,000				\$ 100,000
203-50-56058-000	Drainage Program						\$
203-50-56999-000	Engineering/Staff Costs (estimate)	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
203-50-56061-000	Bridge Maintenance Program						\$
202-50-56064-000	Traffic Safety Improvement Program						\$
201-50-56059-000	Bike & Pedestrian Improvement Program						\$
	TOTAL EXPENDITURES - FUND 203	\$ 200,000	\$ 200,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 850,000
	GAS TAX - FUND 203						
	ENDING FUND BALANCE	\$ 91,047	\$ 53,047	\$ 65,047	\$ 77,047	\$ 89,047	
COUNTY MEASURE M- FUND 204							
	BEGINNING FUND BALANCE	\$ 191,813	\$ 41,813	\$ 41,813	\$ 41,813	\$ 41,813	
Revenue							
204-00-45025-050	SMC Vehicle Registration Fee	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
204-00-48001-050	Interest Income						
	TOTAL REVENUE - FUND 204	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Expenditures							
204-50-56003-000	Road Maintenance Program	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
204-50-56061-000	Bridge Maintenance Program						\$
	Bike & Pedestrian Improvement Program	\$ 150,000					\$ 150,000
	TOTAL EXPENDITURES - FUND 204	\$ 225,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 525,000
COUNTY MEASURE M- FUND 204							



**TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2019 TO 2022**

Account	Fund Name	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Five Year Total
	ENDING FUND BALANCE	\$ 41,813	\$ 41,813	\$ 41,813	\$ 41,813	\$ 41,813	
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
	BEGINNING FUND BALANCE	\$ 5,250,542	\$ 2,177,438	\$ 700,344	\$ 408,654	\$ 368,154	
Revenue							
401-00-49001-000	Transfer In from General Fund						\$
401-00-49001-000	Transfer In from General Fund (Bayfront Canal)						\$
	CalTrans Reimbursement Water Capture Facility						\$
	SMCTA Grant	\$ 733,000					\$ 733,000
	TOTAL REVENUE - FUND 204	\$ 733,000	\$	\$	\$	\$	\$ 733,000
Expenditures							
401-50-52001-000	Annual Financial Audit						\$
401-50-54015-000	Civic Center	\$ 2,739,354	\$ 1,477,094	\$ 206,690			\$ 4,423,138
401-50-56055-000	Town Center Facilities Plan and Repairs						\$
401-50-56063-000	Park Master Plan	\$ 130,750		\$ 75,000	\$ 30,500		\$ 236,250
401-50-56059-000	Bike and Pedestrian Improvement Program	\$ 733,000					\$ 733,000
401-50-56090-000	BayFront Canal Study	\$ 153,000					\$ 153,000
401-50-56095-000	Water Capture Project						
	Accessibility Improvement Program			\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
403-50-XXXX-000	Green Infrastructure Plan	\$ 50,000		\$	\$	\$	\$ 50,000
	TOTAL EXPENDITURES - FUND 401	\$ 3,806,104	\$ 1,477,094	\$ 291,690	\$ 40,500	\$ 10,000	\$ 5,625,388
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
	ENDING FUND BALANCE	\$ 2,177,438	\$ 700,344	\$ 408,654	\$ 368,154	\$ 358,154	
ATHERTON CHANNEL- FUND 403							



**TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2019 TO 2022**

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



Town of Atherton

2018/2019

Special Revenue, Internal Service Funds Presentation

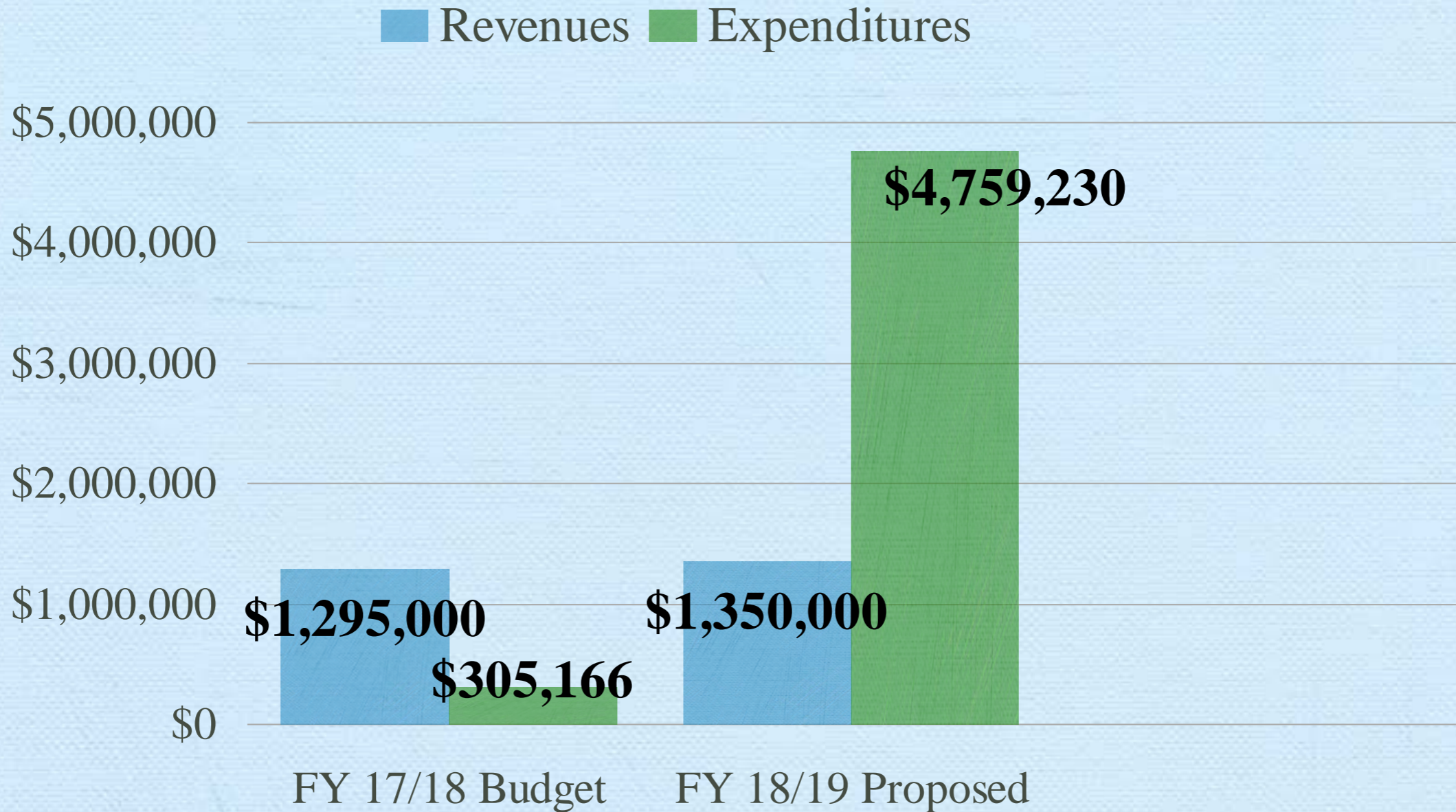


Special Revenue- Internal Service Fund- CIP

- ❖ Special Revenue Funds are used to account for revenues derived from specific sources
- ❖ Revenues to these funds are usually required by law or administrative regulation to be accounted for in a separate fund
- ❖ Examples include the Library Fund, the Special Tax (Parcel Tax Fund), Equipment Replacement Fund, Workers' Compensation Fund, etc.
- ❖ Town Capital Improvement Program (CIP) is a five year program that proposes projects to analyze, repair, or improve Town infrastructure.
- ❖ Elimination of the Parcel Tax; reduction of \$5.9 Million in CIP projects over the course of the 5-year CIP



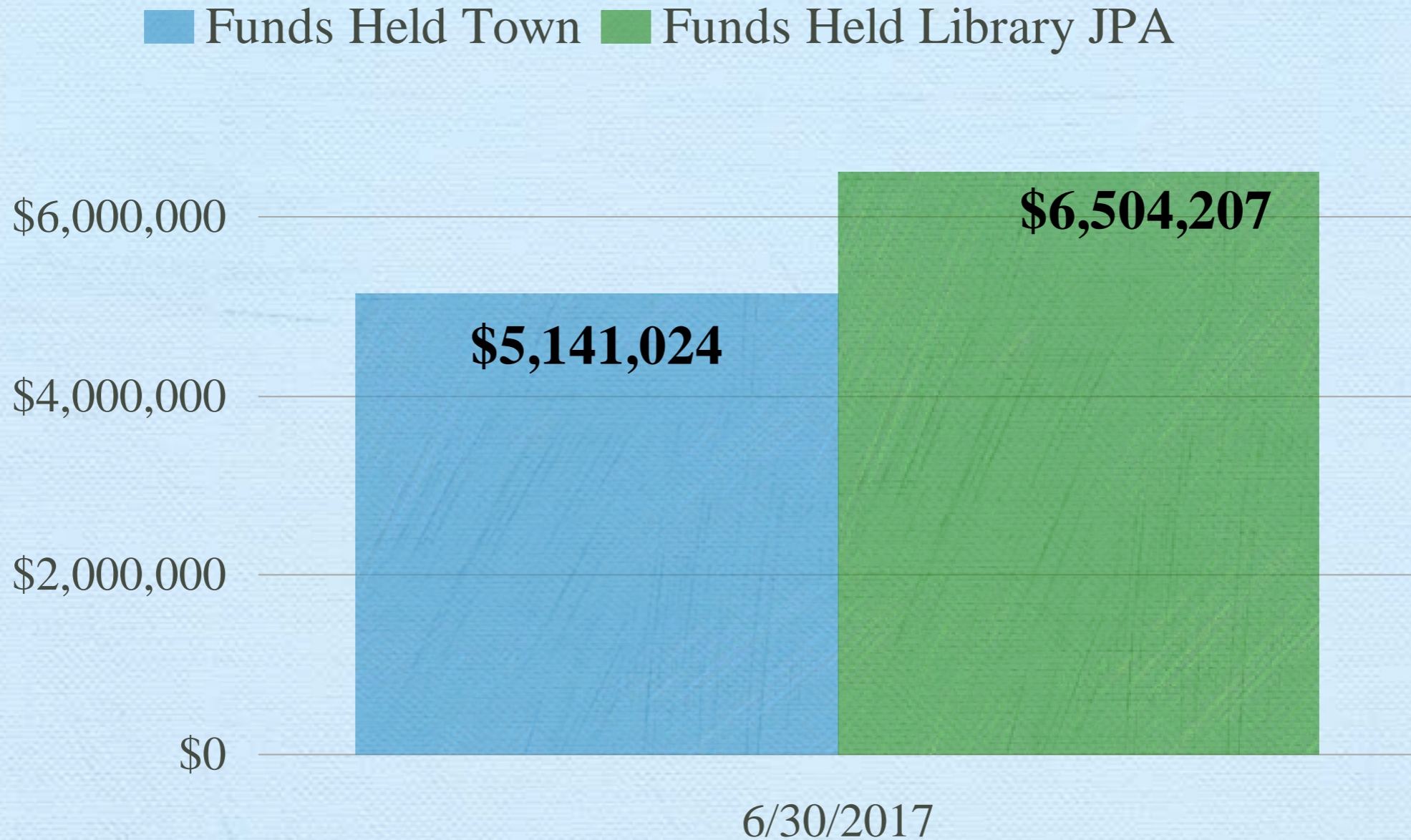
Major Special Funds Library - Revenues to Expenditures



2018/19 Expenditures: Library Schedule Portion of Construction Civic Center \$4.5M;
Basic levels of operation; and Utilities & Maintenance



Major Special Funds Library – Funds Held



2018/19 estimated available funding \$13,982,449; inclusive of Fund Balance and estimated Excess Donor Funds of \$1,300,000



Other Restricted Funds

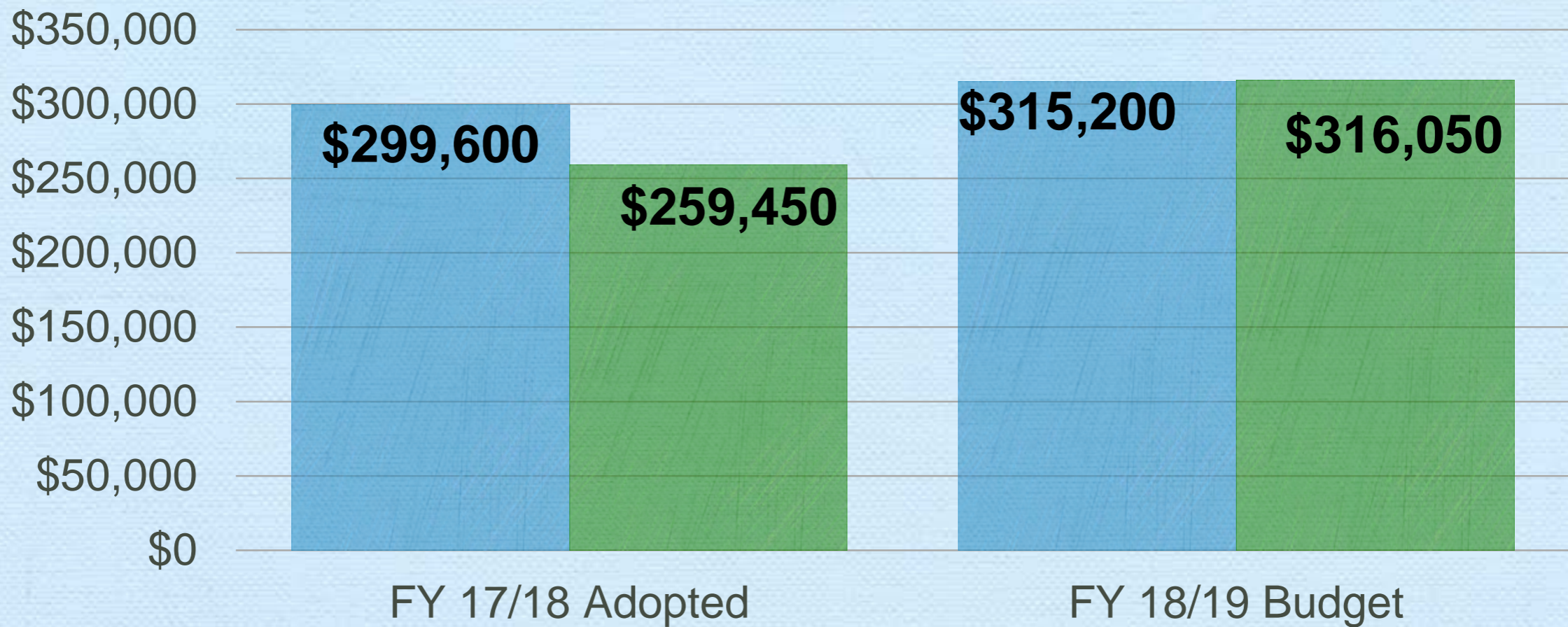
- ❖ Tennis Fund- projected revenue of \$47,100 to expenditures of \$42,200 (Contract Maintenance, building security, resurface and restriping)
- ❖ COPS grant- Town receives \$100,000 and is used for funding of sworn personnel
- ❖ Evans Creative Design Fund- These funds are primarily used by Atherton Arts Committee. Estimated remaining balance is \$7,506. Fund will be depleted in FY 2018/19



Major Special Funds

Equipment Replacement Fund

■ Revenues ■ Expenditures



Over/(Under):

\$40,150

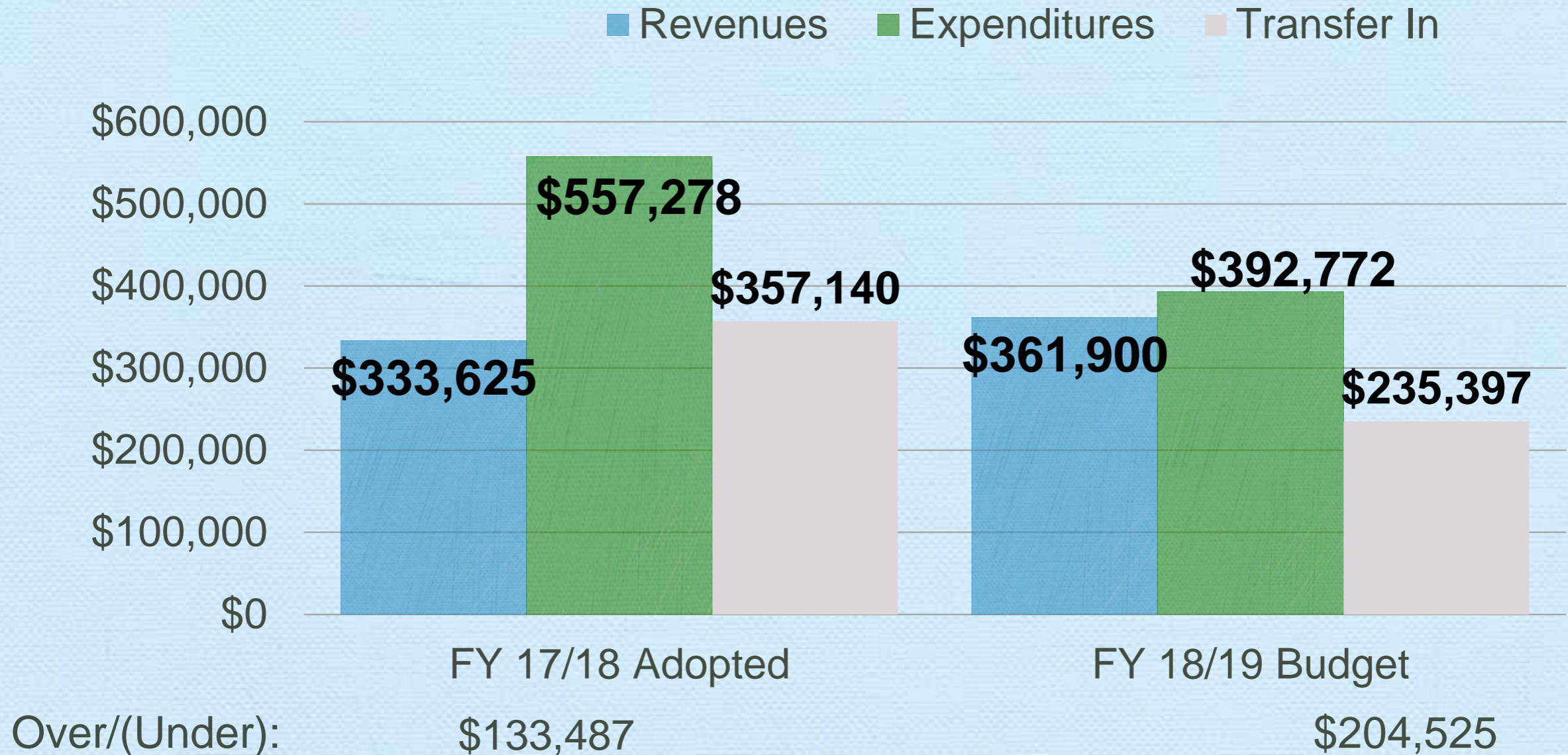
(\$850)

This is for replacement of equipment assets - \$316,050 for purchase of police vehicles & equipment; Additional Equipment \$41,000 armor plates (1/2 grant); Future upgrades public works vehicles, Town generator, emergency equipment upgrades, Financial Software Maintenance



Major Special Funds

Workers' Compensation Fund

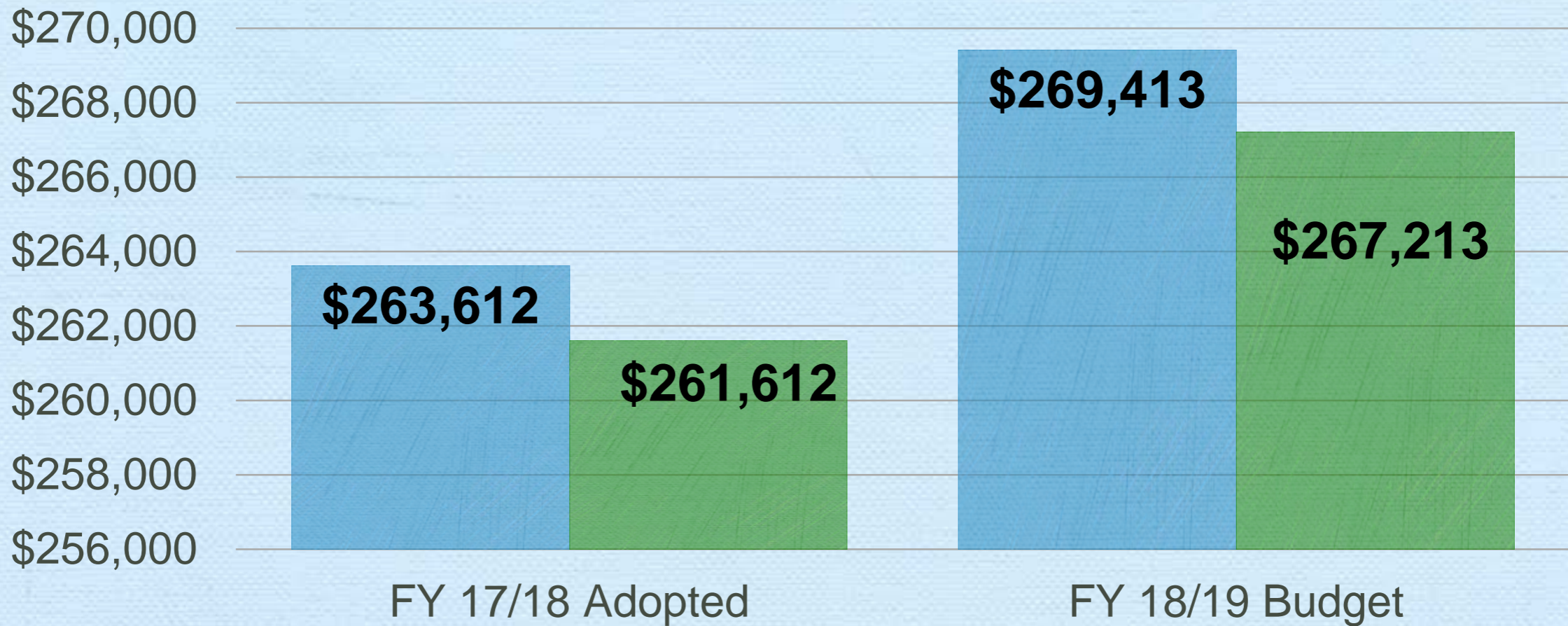


Includes projected charges of \$361,900 to expenditures of \$157,374 JPA Assessment;
There is \$235,397 transfer in for replenishment of negative equity reserve



Major Special Funds General Liability Fund

■ Revenues ■ Expenditures



Over/(Under):

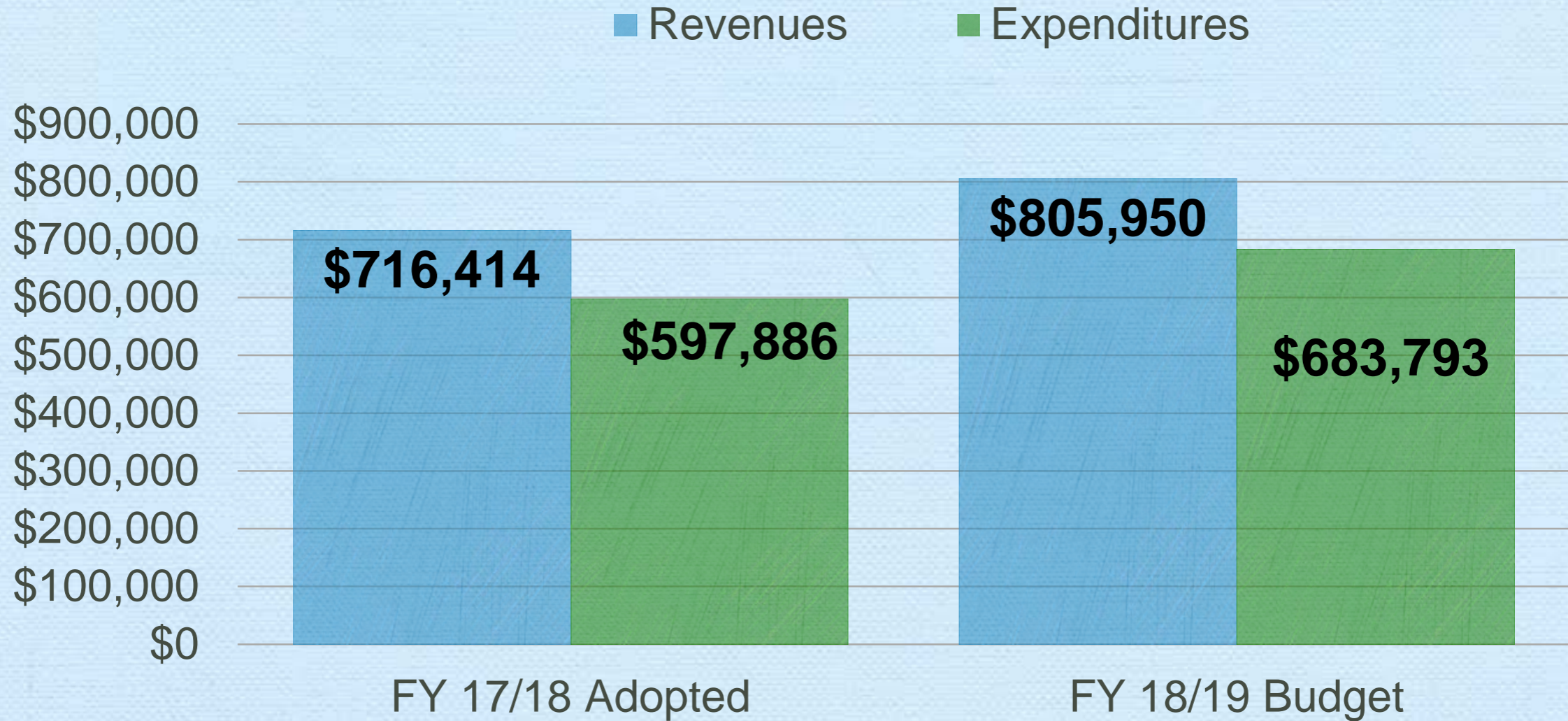
\$2,000

\$2,200

This is for insurance cost of liability claims and property losses; expense of \$267,213 includes total liability and employment practice coverage \$167,213; and self-insurance retention expense of \$100,000



Major Special Funds Employee Benefit Fund



Major expenditure is the “pay as you go” Retiree Healthcare \$470,641
Includes OPEB ARC allocation \$198,151



Town of Atherton

2018/2019

Questions

Town of Atherton

Capital Improvement Program

FY 2018/19 -2022/23



Overview

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

Proposed FY 2017/18 CIP

- **12 Project/Programs Categorized in 3 Primary Areas**
 - Streets & Transportation
 - Drainage
 - Town Buildings, Parks & Facilities
- **The CIP recommends new appropriations of approximately \$14.45 million**
- **Funding and Revenue sources include:**
 - Special Parcel Tax
 - Gas Tax
 - Measure A
 - Measure M
 - Library Contributions
 - Civic Center Donations
 - Atherton Channel
 - General Fund
- **Most significant expenditures are:**
 - Civic Center - \$7.3 Million
 - Library - \$4.7 Million
 - Bike|Ped programs - \$0.9 Million
 - Road Maintenance-\$0.8 Million & Drainage projects- \$0.4 Million

Roadway Improvements



Projects recommended for FY 18/19 were informed by:

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

The projects recommended for this fiscal year include:

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

Storm Drainage Improvements

The FY 18/19 CIP proposes work on some of the projects identified in the 2015 Town-wide Drainage Study Update.



Projects selected were informed by -

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

The projects recommended for this fiscal year include:

- 1) Design for the Holbrook Palmer Water Capture Facility if approved.
- 2) Complete design and permitting for the Euclid Ditch Project
- 3) Bayfront Canal Study.
- 4) Green Infrastructure Plan Development.

Bike/Ped Improvements

- Construction of the Middlefield Class II bike lanes.
- Continue development of a preferred alternative for the improvement of the El Camino Real / Selby Street intersection.
- Identify opportunities to improve safety and awareness on heavily used routes servicing schools and parks



Park Improvements Program

- Create turnaround at end of Pavilion Parking lot.
- Site lighting – Replace ten poles and fixtures.
- Amphitheater construction
- Create accessible seating along edge of lawn, provide compacted aggregate pad under picnic tables and purchase new site furnishing and signage for the park.
- Park Circulation and Pedestrian Circulation improvements – Construct the Park entrance including the driveway, pedestrian entry, Main House loop, Main Lawn, DG pathway, road standardization and park entry statement.



Q&A and Policy Focus

- **Staff requests feedback on the following Policy Areas:**
 - ❖ Next steps in the Library and Civic Center Projects
 - ❖ Holbrook Palmer Park Improvement Plan projects
 - ❖ Development of a Green Infrastructure Plan
 - ❖ Bayfront Canal Project