



Minutes
Town of Atherton
Joint Meeting of the City Council
and the Audit/Finance Committee
April 4, 2018
4:00 P.M.
Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

ROLL CALL

Council Members: Lewis, DeGolia, Lempres, Vice Mayor Widmer, Mayor Wiest
Audit/Finance Members: Amle, Walker, Patil, Lee, Polito

Lee and Patil were excused.

PUBLIC COMMENT – *For items on the agenda.*

STUDY SESSION AGENDA

1. FY 2018/19 GENERAL FUND/OPERATIONS BUDGET

Report: City Manager George Rodericks

Recommendation: Review and Discuss

Finance Director Robert Barron III noted that the initial budget meeting is a review of the Town's General Fund Operational Budget. Barron reviewed the revenue assumptions and major expenditures. Council Member Lewis asked whether this assumptions were conservative. Barron said yes.

The Council discussed General Fund major revenues including the use of excess ERAF funds, business license fees, and park fees and expenditures from departments. A discussion arose about library events in the park during library construction and the cost of rentals.

For FY 2018/19 the Town's General Fund Revenues are projected at \$15,760,043 against \$13,929,984 in expenditures. This will result in a single year-end positive balance of \$1,830,059 and a total positive ending Fund Balance of \$17,646,992. This is before any transfers in from ERAF.

Barron began reviewing the expenditures by Department. Vice Mayor Widmer asked what the anomaly was that the Town saw a \$77,000 increase from 15/16 to 16/17. Barron noted that there was \$104,000 in C&D forfeiture in that year.

Barron noted that overall, the Town's total combined operational expenditures increased by \$876,622 compared to the FY 2018/19 budget – an increase of 6.7%. Majority of department increases are due to one-time expenses and purchases for continued level of service within the community.

There were questions as to why the IT support is increasing to two days a week. Staff explained the various projects IT is currently working on and the amount of support that is required to keep things running efficiently. Rodericks explained that the need for support could lessen with the new building.

There was an overview of the major fiscal changes and a discussion about the reserve policy and civic center funding. Council Member Lewis questioned whether the reserve policy was enough given that our expenses have grown. Barron felt that the reserve is comparable with other cities and noted that it gives the Town approximately nine months in the event of an emergency.

Staff recommends a contribution of \$198,151 toward the Town OPEB Trust to fund the estimated annual OPEB cost of the Town. This amount is allocated within the respective individual department budgets. Staff maintains the recommendation for the allocation of \$235,397 towards Workers' Compensation equity reserve.

Council Member DeGolia noted his distress over the long term liabilities associated with pensions and how frustrating it is that it can't be managed. Vice Mayor Widmer suggested working with State Officials in figuring out how to manage it.

Council Member Lewis noted that the Town took action several years ago to reduce pension liabilities for new hires.

Rodericks noted that this will come back to Council at the June Study Session. He noted that if anyone had more detailed comment to please contact him or Robert.

2. REVIEW AND DISCUSS COMMISSION/COMMITTEE RESOLUTION AND FEEDBACK MECHANISM AND PROVIDE STAFF WITH DIRECTION REGARDING ANY PROPOSED CHANGES OR PROCESS

Report: City Manager George Rodericks

Recommendation: Review and discuss the Commission/Committee Resolution and Feedback Mechanism and provide staff with direction regarding any proposed changes or process

City Manager Rodericks noted that at the February 21 City Council Meeting, the Council requested an opportunity to have a discussion of the Commission/Committee Resolution and discuss ways to more proactively engage committees in the Town's public engagement and feedback processes. In addition there was discussion around the resolution that governs committees, specifically the charters of committees and appointments of members.

Rodericks noted that the Town is currently seeking applications for vacancies on its Committees. The Park & Recreation Committee has two vacancies beginning on July 1. One of the vacancies is the Friends of Holbrook-Palmer Park representative and the other is for the Foundation representative. Staff wanted feedback on how Council would like to fill those seats going forward.

Council agreed that it was appropriate to ask each organization to do outreach for nominations. If more than one member is interested they can submit application(s) and Council can make the selection.

Council Member DeGolia suggested cleaning up language within the resolution including terms lengths and charters, agenda preparation and future agenda items.

City Manager Rodericks noted that staff will update the resolution based on the feedback received and bring it back to Council at a future meeting.

ADJOURN

Mayor Wiest adjourned the meeting at 5:36 p.m.

Respectfully Submitted,

**Theresa N. DellaSanta
City Clerk**



MINUTES
Town of Atherton
City Council
May 2, 2018
4:00 P.M.
Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

Mayor Wiest called the meeting to order at 4:00 p.m.

ROLL CALL

Council Members: Lewis, DeGolia, Lempres, Vice Mayor Widmer, Mayor Wiest

Vice Mayor Widmer was excused.

PUBLIC COMMENT – *None.*

STUDY SESSION AGENDA

1. REVIEW AND FEEDBACK ON PROPOSED TEMPORARY ATHERTON POLICE OFFICER HOUSING OPTIONS

Report: Public Works Director Robert Ovadia

Recommendation: Review, Discuss and Provide Feedback

Public Works Director Ovadia summarized his report.

Members of the Atherton Police Department spoke.

Sergeant Jeff Rickel described how often members of the Department used the Gilmore house. Rickel said it works out well, particularly for officers who work a 12-hour shift and then have court following shift. Rickel added that he probably would not have taken a job with the Atherton Police Department if sleeping at the town-owned house was not an option. He has a three-hour round-trip commute, and tries to arrive a half-hour early for his 12-hour shifts.

Rickel read a text message from Officer Christopher Greene. Officer Chris Greene said he lives in Santa Cruz, and often took advantage of getting some sleep at the house after getting off work at 7 a.m.

Sergeant Chris Vigil read letters from other members of the Department including Officers MacDonald and Smiler and Dispatcher Miller.

Vigil noted that he chooses to commute home each day and is often feeling fatigued but that he does use the house from time to time when he has court. Vigil noted that individuals wanting to become police officers is diminishing and encouraged looking at this from a recruitment/retention standpoint.

Dispatcher Gutierrez discussed her commute and the difficulty with staying awake while driving.

Community Services Officer Johnson said that when she used the house it gave her and her family a sense of security knowing she was staying somewhere safe.

Council Member DeGolia felt a responsibility to offer housing. He felt the costs far outweigh the duty the Town has to make sure employees are safe and healthy. He supported hiring an architect and develop an estimate for remodeling the main house. DeGolia questioned state law about the use of guest houses in Atherton by police officers.

Council Member Lewis concurred with DeGolia. Lewis asked whether two units would even be enough. She questioned whether reducing to 10-hour shifts would help. Lewis concluded that it would be most cost effective to rent a house.

Council Member Lempres felt that having police officers in town when a disaster strikes would be a great benefit to the Town. He felt backed into the decision and suggested exploring the use of guest houses. Lempres concluded that the top priority for the Town continues to be the civic center project but he did support looking into how we can provide housing to staff.

Mayor Wiest concurred with his colleagues. He felt some form of housing makes sense. Wiest felt that offering housing to officers is a good retention tool. Wiest had concerns about officers working 12-hour shifts and then waiting around for several hours after for court time.

There was discussion and questions to the POA about how often and how many members used the Gilmore house.

Council requested that the POA do a systematic assessment on housing needs. Additionally staff will explore legislative issues with guest houses and return to Council with renovation options of the Main House by engaging a design professional and/or soliciting a design professional in the community for pro-bono work, including an analysis of retrofitting the building with automatic sprinklers.

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

Report: City Manager George Rodericks

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

Finance Director Robert Barron III presented to Council on the Town's special revenue and service funds. Barron discussed all other special revenue funds not dedicated to Capital Projects and the Town Internal Service Funds

There was concern and discussion about the Workers Compensation Fund. Questions surrounding how old and how many claims there are. Council Member Lempres asked if we are in line with comparable cities.

Council Member DeGolia said it would be helpful to have an assessment that shows where Atherton stands in line with other cities.

Public Works Director Robert Ovadia discussed the Capital Improvement Program (CIP) budget. He noted that the CIP does not appropriate funding. Funding is only appropriated for current fiscal year as part of Annual Budget Adoption Process. The CIP is a Budget Planning Tool that identifies funding needs over the next 5 years.

Resident Jim Massey asked what is being done about the flooding on El Camino at Selby and Stockbridge. Rodericks noted that it is part of the drainage master plan and has longer term issues associated with it.

There was discussion on the civic center project, bike/ped improvements, water capture facility project and green infrastructure planning. There was further discussion about the park improvement projects.

Council Member DeGolia felt the turnaround and the lighting in the park are very valuable. He felt the amphitheater was unnecessary. There was clarification on the 5-year plan and what elements of the park master plan were being funded when.

The CIP budget will return to Council in June.

ADJOURN

MOTION by DeGolia/Lewis to adjourn the meeting. Mayor Wiest adjourned the meeting at 5:46 p.m.

Respectfully Submitted,

**Theresa N. DellaSanta
City Clerk**