



Town of Atherton



FISCAL YEAR 2019/20

**OPERATING & CAPITAL
IMPROVEMENT BUDGET**



TOWN OF ATHERTON - CALIFORNIA

Proposed [✓]

FISCAL YEAR 2019-2020 BUDGET

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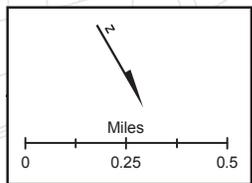
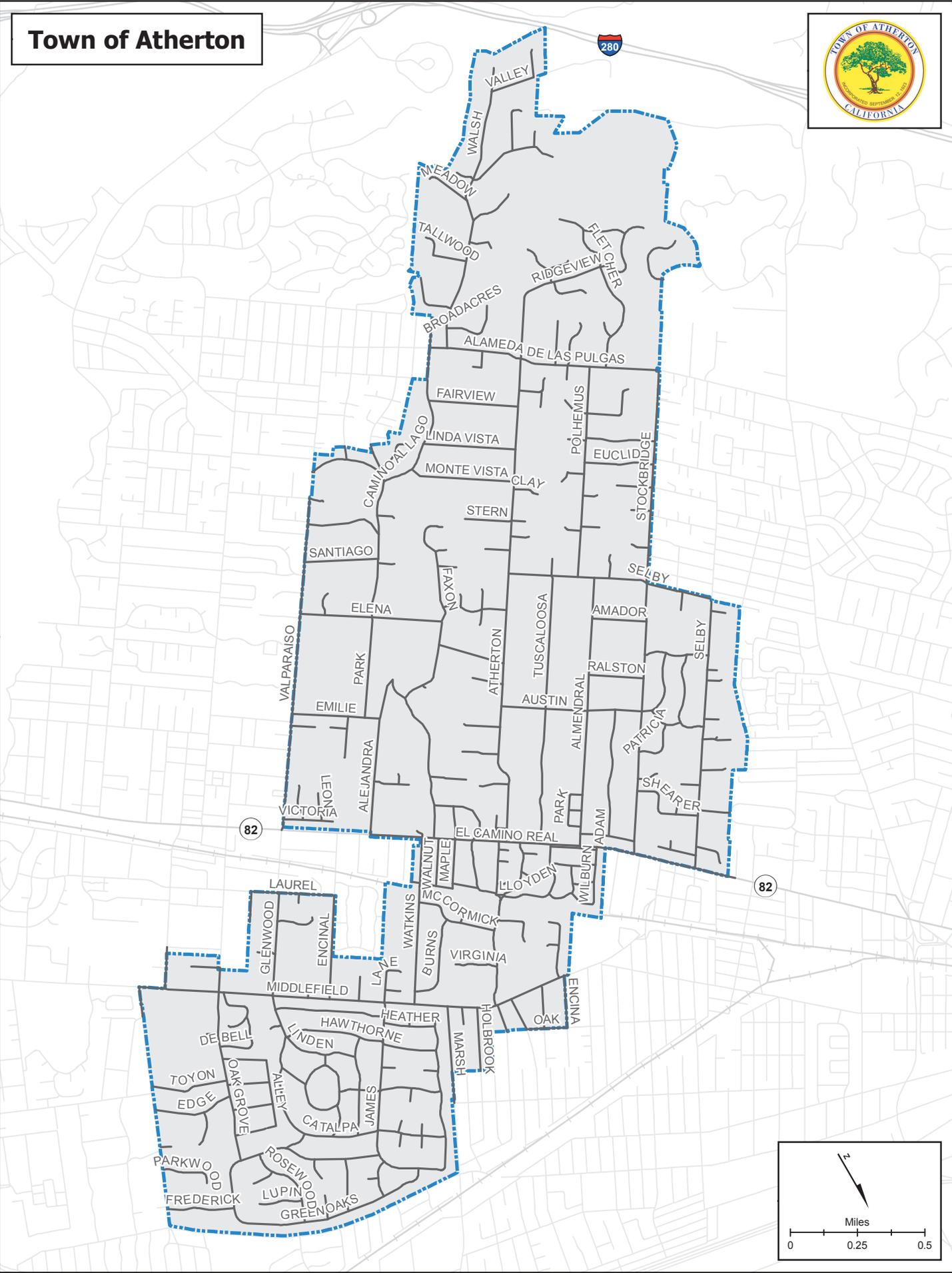
Mission Statement

The Town of Atherton is committed to providing exceptional public safety and municipal services in a professional and fiscally responsible manner preserving our rural heritage.

We Believe:

- ❖ that the business of government must be conducted with the utmost in transparency, accountability, integrity, and professionalism;
- ❖ that providing an environment of open decision-making, together with clear communication, honors the public trust;
- ❖ that the Atherton community deserves personalized and professional public service that is built on equitable treatment, openness, respect, and civility;
- ❖ that through teamwork, unity, and collaboration we can provide a welcoming approach to democracy;
- ❖ that fiscal responsibility, accountability, and stability are important facets of good government;
- ❖ and that visionary leadership includes both a well-informed electorate and well-informed town officials working toward a goal of effective and efficient town operation

Town of Atherton



History of Atherton

Fair Oaks

In 1866, Atherton was known as Fair Oaks, and was a flag stop on the California Coast for the Southern Pacific Railroad between San Francisco and San Jose for the convenience of the owners of large estates living north of Menlo Park. The entire area was called Menlo Park. It was part of the Rancho de las Pulgas, which is now southern San Mateo County.

Incorporation of Atherton

In 1923, Menlo Park wanted to incorporate its lands to include Fair Oaks. During a meeting of the representatives of the two communities, the Fair Oaks property owners maintained their community as a strictly residential area and they would incorporate independently. Both groups rushed to Sacramento but the Fair Oaks committee arrived first. It was at that time they realized that they could not keep the name Fair Oaks, as it was already the name of a town near Sacramento. It was decided to honor Faxon Dean Atherton who had been one of the first property owners in the south peninsula and name the town for him. Atherton was incorporated on September 12, 1923.

Town Name

Faxon D. Atherton, originally from Massachusetts, had spent several years as a trader in tallow, hides, and merchandise. His friend and business associate, Thomas Lark, had written to him about the opportunities, for family and business, on the San Francisco peninsula. Atherton purchased over 600 acres in 1860. His home, Valparaiso Park, was built several years later.

With the development of the railroad, other San Franciscans established summer homes further south. The dirt roads were usually treacherous in the winter and the families would only visit May through September.

Estates & Residents

The Mayor of San Francisco, Thomas H. Selby, purchased over 400 acres and called his estate Almendral. John T. Doyle, an attorney, also built a home off Middlefield Road, Ringwood. James C. Flood, owner of Linden Towers, is now known as Lindenwood. The Joseph A Donohoe estate was Holmgrove and is now the site of Menlo Atherton High School. James Thomas Watkins' home was Fair Oaks, which stands today on Alejandra Avenue, after being moved twice.

Edward E. Eyre reigned as the first mayor and in 1928, the residents voted to build a Town Hall, which is still in use today. The early residents sought to build a town that would be divided into large parcels and would not contain businesses. During the 1920s and 1930s, a few of the large land holdings were subdivided, including James Floods' estate in 1938. In the 1940s and 1950s, over 80 subdivisions were recorded bringing the era of large estates to a close

Present

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

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

The Summer of 2019, Atherton will embark on one of its largest capital projects in recent history and begin construction of a New Civic Center. The project includes the construction of a new Administration, Community Development Department, and Police Building; a new Library and renovation of the Historic Town Hall; Includes Site improvements and the construction of a new Council Chambers/EOC.



Town of Atherton
Office of the City Manager
150 Watkins Ave (Temporary Trailers)
Atherton, California 94027
Phone: (650) 752-0500

TO: Honorable Mayor and Members of the City Council
FROM: George J. Rodericks, City Manager
DATE: June 19, 2019
SUBJECT: Recommended Operating Budget for FY 2019-2020

Staff is pleased to present the City Council with a balanced Annual Operating Budget for FY 2019/20. The Council held four (4) study sessions in review of the Town Operational and Capital Budgets. The FY 2019/20 Budget projects a healthy outlook as the Town continues to implement current Council priorities to reduce long-term liabilities, address capital project needs, and ensure operational needs are met. This budget presents a plan for accomplishing the goals and objectives of the City Council within existing resources and core strategy of financial stability in mind. Staff incorporated feedback from the prior meetings, together with additional adjustments, if any, to the Operational and CIP budgets based on identified priorities or projects.

CIP projects continue to be identified from the Town various master plans and residual funding remaining from the Town Parcel Tax is being used. With the Civic Center to begin construction, it is a beneficial time to be in save mode for capital projects. The Town will maintain its annual street maintenance and identified drainage maintenance projects. Also, with the elimination of Parcel Tax revenue and while the Civic Center Project is underway, there have been some CIP projects that have been delayed as staff seeks additional funding options and grants.

During the current fiscal year there has been CIP focus on –

- Award a contract for Middlefield Class II Bike lane project.
- Annual Road Maintenance and Rehabilitation program;
- Completion of Stockbridge Avenue Valley Gutter Replacement project;
- Review of the Euclid/Parker Ditch;
- Green Infrastructure review/plan development and Bayfront Canal Study; and
- Review and plan for potential Water Capture Facility

With the Town in a “save and spend” mode the Town will continue to use every source of revenue to carry out its Capital Improvement Program (CIP). Projects will continue to be identified and designed based on capital project priorities. The principal focus of the CIP is the Civic Center Project as the Administration and Community development offices relocate to the park and construction is set to begin in June. Funding for this project is through Atherton Now

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donations, Capital Improvement Fund, Library Fund, and the General Fund reserves, Certificates of Participation and future revenue over expenditures.

We continue to work on fostering partnerships with other agencies in fulfilling infrastructure needs. The Town is continuing to evaluate the Water Capture Facility and siting location. The cooperative implementation agreement with Caltrans is still in effect, however funding milestones will need to be met in the FY 2019/20. This project helps mitigate drainage issues, storm water capacity for the Town, and reduction of pollutants in the Bayfront. The Town is also working on completing its Green Infrastructure plan mandate and anticipates implementing some minor projects as a result of the plan. The CIP program serves as a guide in prioritizing community needs through the identification of funding and projects that will be a major focus in the next 5 years.

Staff seeks to ensure that the Town's fiscal position remains positive while continuing current programs, policies, and services. The Town's General Fund Operating Budget relies on continued fiscal prudence, while also considering the need to adjust resources in order to meet any rising demands for Town services, capital improvements and priorities. The Civic Center construction project will serve as a huge measurement of this fiscal prudence. *This draft budget that is presented includes the same salary and benefit adjustments place holders from our first FY 2019/20 study session. These placeholders were calculated at 4%. As a result, when the Council adopts the attached Resolutions for salary and benefits for both unrepresented staff and the Atherton Police Officers Association, the final budget will ultimately reflect a savings due to the outcome of actual negotiations being at a lower overall percentage.*

ANALYSIS

The FY 2019/20 Budget projects a healthy outlook on agency finances and continues to implement current Council priorities of long-term liabilities, capital project needs, and enhanced operation needs. Below is an analysis by fund and operational area of the Town's Operating and Capital Improvement Budgets.

GENERAL FUND

REVENUES

The Town's total General Fund revenue for FY 2019/20 is projected to be \$16,534,722. Grants and contributions are only budgeted if they have been authorized and approved by the granting agency. An ABAG public safety equipment grant of \$3,200, a Cal-Recycle grant of \$5,000 and a Community Oriented Policing Grant of \$100,000 are included as known revenues. *Additional notable grant funds the Town anticipates receiving is from Atherton Now in the amount of \$4,576,976 for the construction phase of the Civic Center.*

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The table below reflects major revenue categories for the Town's budget. Some of the items in the table are expanded for additional detail and some include only the rolled-up amount.

	Actual	Orig. Budget	Adjusted/Est.	Recommended
Category	FY 2017/18	FY 2018/19	FY 2018/19	FY 2019/20
<i>Secured Property Tax</i>	\$8,080,982	\$8,783,449	\$8,948,449	\$9,351,129
<i>Other</i>	\$2,238,926	\$2,271,463	\$2,359,555	\$2,465,735
Subtotal Property Tax	\$10,319,908	\$11,054,912	\$11,308,004	\$11,816,684
Sales Taxes	\$313,155	\$273,999	\$295,999	\$300,439
Franchise Fees	\$833,761	\$833,384	\$833,834	\$871,161
Intergovernmental	\$38,990	\$41,222	\$41,222	\$40,311
Business License Tax	\$240,031	\$250,283	\$250,283	\$252,033
Planning Fees	\$230,031	\$268,455	\$246,455	\$220,300
Building Fees	\$1,852,795	\$1,955,424	\$1,955,424	\$1,697,509
Policing Fees	\$87,699	\$81,728	\$180,760	\$183,401
Public Works Fees	\$473,671	\$362,100	\$447,200	\$535,700
Park Program Fees				
<i>Social Fees</i>	\$84,298	\$103,646	\$103,646	\$87,700
<i>Meeting Fees</i>	\$36,854	\$24,000	\$24,000	\$24,000
<i>Class Fees</i>	\$26,860	\$32,537	\$32,537	\$25,000
<i>Weddings</i>	\$27,000	\$30,000	\$30,000	\$28,000
<i>Day Use Fees</i>	\$10,375	\$13,000	\$13,000	\$12,000
<i>Admin Fees</i>	\$35,649	\$47,800	\$47,800	\$34,000
Subtotal	\$221,036	\$250,984	\$250,984	\$210,700
Misc. Revenues				
<i>Admin Citations</i>	\$44,900	\$45,349	\$45,349	\$55,000
<i>Cell Lease(s)</i>	\$55,858	\$58,888	\$58,888	\$60,876
<i>Interest Income</i>	\$190,679	\$95,000	\$130,000	\$80,000
<i>Knox Playschool</i>	\$82,153	\$78,118	\$78,118	\$87,897
<i>C&D Forfeiture</i>	\$268,113	\$55,000	\$324,871	\$65,000
<i>Other</i>	\$64,615	\$55,198	\$50,198	\$57,532
Subtotal	\$706,318	\$387,553	\$687,424	\$406,305
Total	\$15,318,092	\$15,760,043	\$16,497,049	\$16,534,722
<i>Parcel Tax</i>	\$372,000	\$0	\$0	\$0
Total General Fund	\$15,690,092	\$15,760,043	\$16,497,049	\$16,534,722
<i>Excess ERAF</i>	\$1,280,172	\$1,025,000	\$1,691,772	\$1,300,000
Total Revenues	\$16,970,264	\$16,785,043	\$18,188,821	\$17,834,722

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

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Based on recent ERAF revenues and discussion at its June 5 Study Session, staff updated Excess ERAF funds by \$50,000 for FY 2019/20 - \$1,300,000; the amount may vary upward in future years.

USE OF ERAF

ERAF is considered a vital revenue component for the use towards one-time capital projects, reduction of any long-term liabilities, and Town CIP projects and programs. Because ERAF is treated as a “one time” revenue each year, its allocation is reviewed by the Council as part of the budget process. Once staff determines the amount of ERAF to be received, a recommendation will be made to the Council for its use in the upcoming fiscal year budget.

ERAF revenue has fluctuated over the years from as low as \$1,020,000 to now as high as \$1,691,772. The increase to \$1,691,772 was the result of a one-time \$206,210 allocation change in distribution. Beginning in FY 2019/20 there are now two distributions per fiscal year of ERAF funds. The first distribution takes place in August and the second distribution in January. The changes resulted in a one-time increase during the recent January distribution. Despite this single-year increase, ERAF still increased from the budgeted expectation by \$460,561.

With the adoption of the Budget, FY 2018/19 ERAF of \$1,691,772 will be applied to the Civic Center Project. As the Town explores options of Certificates of Participation, staff recommends that these future funds could also be used as a source of revenue for debt service payments.

Workers’ Compensation/OPEB Annual Required Contributions (ARCs)

With the use of excess ERAF towards the Civic Center, staff recommends that the Town continue to true up its Workers’ Compensation (WC) equity reserve. A policy was implemented to maintain the Town’s WC minimum equity reserve. In the current FY, the Town made a \$235,397 contribution to replenish its 2018 minimum equity reserve from the unallocated General Fund balance.

The FY 2019/20 Budget replenishes the WC minimum equity reserve (\$110,000) from the unallocated General Fund Balance.

Staff also recommends that the Town fulfill its Annual Required Contribution (ARC) for OPEB. In previous fiscal years the Town made great strides to contribute to its OPEB Trust. The target limit was set at \$5 Million and this target was reached. There is now approximately \$6.37 Million maintained in the Trust. With the recent OPEB actuarial valuation report, the Town’s (ARC) is \$693,890. The estimated FY 2019/20 “pay as you go” retiree health care costs are \$487,989. These costs are included in the respective departments and listed later in the report.

To satisfy the ARC in the current fiscal year, the FY 2019/20 Budget includes a contribution of \$205,901 towards the Town OPEB trust to satisfy the minimum required ARC (difference

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between \$487,989 and \$693,890). This contribution will be allocated amongst respective departments and based on retiree health cost allocation.

Revenue Assumptions

In FY 2019/20, **Property Taxes** represent 71% of the Town General Fund Revenues. The total projected revenue from property taxes is \$11,816,864. Total property tax revenues are projected to increase approximately 4.5% or \$508,680 over the FY 2018/19 mid-year estimate. From FY 2011/12 to FY 2018/19, Atherton has seen a growth in *assessed value* of approximately 71%. Staff projects base property tax revenue to increase by about 4.5% in FY 2018/19. With the assistance of HDL Companies, staff continues to monitor property tax assessments every year. Per HDL Companies, property tax revenues are expected to level out at 4% to 5% over the next couple of years.

General Fund other revenues for FY 2019/20 include conservative revenue assumptions. Most other General Fund revenues have seen steady increases over the years based on current trends, one-time revenues.

- Building Department revenues are projected to increase by approximately 1 percent (%);
- Franchise revenues are projected at 2 to 3 percent (%); based on FY 2018/19 levels
- Charges for services were held to 1% to 2% projected increases; and
- Park Program revenues are projected at approximately \$210,700.

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

Overall General Fund expenditures are estimated at **\$14,592,838**. Expenditures continue to be evaluated based on operational needs to provide consistent services to the community. Staff reviewed operational expenditures and known expenditure adjustments were incorporated wherever possible based on upcoming contract costs, projected dues/fees for member agencies, as well as corresponding changes in rate adjustments for CalPERS, health costs, and Workers' Compensation rates.

OVERVIEW

In FY 2019/20 the Town will receive General Fund revenues of \$16,534,722 balanced against operating expenditures of \$14,592,838. There is a single-year operational revenue surplus of \$1,941,885. This leaves a projected year-end positive balance of \$24.15 Million (with the inclusion of excess ERAF and transfers to and from other funds). During the FY 2019/20 budget discussions, the Council supported the allocation of \$110,000 to Workers' Compensation equity reserve and a contribution of \$205,901 towards Town OPEB trust.

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Personnel Costs and Benefits

The Town continues to make strides in reducing operational costs where possible. Several years ago, the Town eliminated the employer payment for the employee **CalPERS** retirement costs by transferring that responsibility back to the employee. These costs were 7% for Miscellaneous Employees and 9% for Public Safety employees. The cost savings equated to approximately \$280,000 to \$415,000 per year.

More recently, the Town adopted cost-sharing agreements with employees such that the employees pick up 1% (local miscellaneous) and 3% (public safety) of the *employer* retirement cost. This has also resulted in an operational savings of \$102,027 in the FY 2019/20 budget.

The CalPERS designated Public Safety Officer Employer Contribution rate for FY 2019/20 is 23.654% (an increase of 1.308%). The CalPERS designated Local Miscellaneous Employer Contribution rate for FY 2019/20 is 10.327% (an increase of 0.692%). With the above additional cost sharing of 3% in public safety, the effective employer rate is reduced to 20.654% and cost sharing of 1% in local miscellaneous, the effective employer rate is reduced to 9.327%. This results in a corresponding expenditure in the Normal Cost of Employer Rate Contribution through payroll.

Over the past several years the Town has been paying the required unfunded accrued liability dollar amount portion to CalPERS. Listed below are the Unfunded Accrued Liabilities (UAL) dollar amounts the Town has paid for FY 2015/16 through FY 2018/19. The anticipated FY 2019/20 UAL payment is \$1,076,282 and is an increase of \$207,709. These expenses are incorporated into respective department budgets.

CalPERS Employer Payment of Unfunded Liability	UAL FY 2015/16	UAL FY 2016/17	UAL FY 2017/18	UAL FY 2018/19	UAL FY 2019/20
Miscellaneous Employees	\$116,323	\$146,085	\$183,648	\$230,536	\$298,744
Public Safety Employees	\$325,906	\$402,865	\$498,416	\$607,679	\$775,538
Total Contribution	\$442,229	\$548,950	\$682,064	\$838,215	\$1,076,282

The Town has implemented a cafeteria-style **health benefit plan** that places limits on the Town's contribution amounts. Further, the Town has **eliminated employer-paid retiree healthcare** for newly hired staff (since 2013). Lastly, the Town has taken steps to reduce its long-term liabilities by significantly funding its Other Post Employment Benefit (OPEB) trust.

Each department is responsible for an allocated cost for **workers' compensation**. Such allocations vary based on the risk assessed for each department and the number of employees. The Workers' Compensation charge to the Police Department is 11% of salary costs. In FY

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2018/19 the rate was increased from 10% to 11% in order to recover the Town's self-insured negative equity reserve. The rate for all other departments is 4% of salary costs.

As the Council is aware, as a public agency, the Town is "self-insured" as part of a risk pool – Cities Group Joint Powers Authority. The Town also maintains an active workers' compensation risk management program. There are approximately 11 open claims that incur a reserve claims cost of approximately \$597,389 in the current year. Some are major and some are minor claims. Claim costs and reserves are established for each claim; however, these amounts are not indicative of the actual claim paid. The five-year average claim loss/expense is approximately \$155,595.

Because the Town is self-insured, claims represent an existing liability against the Town's equity reserve. To maintain the required equity reserve, staff recommends an allocation of \$110,000 toward the reserve in FY 2019/20. If the equity is not refreshed as a one-time contribution, annual operational rates increase when the Cities Group JPA creates a "special assessment" as part of the agency base rates. To prevent special assessments that affect operational costs, JPA agencies benefit from maintaining their equity reserves.

MAJOR FISCAL CHANGES

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

CITY COUNCIL OPERATIONS DECREASE OF \$24,546

The City Council budget includes expenditures related to City Council meetings, conference attendance such League of California Cities, Council/Town memberships (LAFCO, C|CAG, HEART, HIP Housing, League of Cities, etc.), HSR Public Relations, Elections, utilities for the Council Chambers and incidentals.

Personnel and Benefits - \$0

There are no salaries or benefits in the City Council budget.

Operations – decrease \$23,046

As discussed in prior budget sessions, there was an overall decrease of \$23,046 as compared to FY 18/19 budget. Office equipment and furnishings includes a \$5,000 placeholder for temporary transitional needs due to the Civic Center Project. The bulk of this decrease is a decrease of \$30,000 in Election costs. There was \$1,500 increase in the department budget for membership dues to San Mateo County Airport Community Fund.

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**ADMINISTRATION DEPARTMENT
INCREASE OF \$25,542**

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

As discuss in prior budget sessions, the total Administration Department budget increased by \$25,542 compared to the FY 2018/19 budget.

Personnel and Benefits – Increase of \$22,924

Salaries and benefits increased by \$22,924. This reflects the 4% increase placeholder. This also included a decrease in salary expense Deputy City Manager/City Clerk position (\$16,218) and adjustment to health/benefits expense of \$7,724

Specific benefit allocations were adjusted to reflect departmental contributions for benefits (vacation, sick, comp, and holiday pay). There were small adjustments in Workers’ Compensation and Unemployment Insurance allocations as well as allocations for retiree and active employee health insurance costs. The CalPERS UAL payment increased by \$10,192. The CalPERS employer contribution increased to 10.327%; but with the share cost allocation of 1% to the employee, the contribution rate is 9.327%.

Operations – Increase of \$2,618

There were small increases in equipment repairs and maintenance and a slight increase in funding for various conferences.

**CITY ATTORNEY’S OFFICE
NO CHANGES**

The City Attorney’s Office budget consists of the legal retainer for the City Attorney and other associated legal services. The City Attorney’s Budget does not reflect an increase.

**FINANCE DEPARTMENT
INCREASE OF \$57,960**

The Finance Department budget includes the salaries and benefits of three full-time employees (Finance Director, Jr. Accountant and Accounting Technician). The budget includes contract services for the Town’s Audit and Investment Services, financial software licensing and support,

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conference attendance and support, memberships, office supplies, and business license processing costs.

As discussed in prior budget sessions, the Finance Budget increased by \$57,960 as compared to the FY 2018/19 budget.

Personnel and Benefits – Increase of \$51,603

Salaries and benefits increased by \$31,036. This is a reflection of the 4% placeholder and adjustments to reflect the current position classifications of Accountant and Junior Accountant done in FY 2018/19.

Specific benefit allocations were adjusted to reflect departmental contributions for benefits (vacation, sick, comp, and holiday pay). There were small adjustments in Workers' Compensation and Unemployment Insurance allocations as well as allocations for retiree and active employee health insurance costs. The CalPERS UAL payment increased by \$6,106 and health benefit expense of \$1,427

Operations – Increase of \$4,929

Operation expenses for the Department increased by \$6,536. Most of the increase is related to contract services for the audit. There was slight adjustment to banking costs, computer equipment and software, and conferences

PLANNING DEPARTMENT INCREASE OF \$19,783

The Planning Department budget consists of contract planning services and associated services and costs. The Department also includes an allocation of arborist service costs related to planning activities.

The overall increase is due to a cost of living increase in Contract Planner Services to \$231,603. The department expense also includes \$50,000 for Sustainability programs management.

BUILDING DEPARTMENT DECREASE OF \$123,424

The Building Department budget consists mostly of the contract services for the building department (Interwest), portions of three full-time salaries and benefits are also allocated to the department (Arborist, Senior Engineer/Maintenance Manager, and Office Specialist), general office supplies and materials, software costs, and a share of the building department share of utilities. *The Building Department had an overall decrease of \$123,424.*

Personnel and Benefits – Increase of \$14,350

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This is a reflection of the 4% placeholder. Specific benefit allocations were adjusted to reflect departmental contributions for benefits (vacation, sick, comp, and holiday pay). There were small adjustments in Workers' Compensation and Unemployment Insurance allocations as well as allocations for retiree and active employee health insurance costs. The CalPERS UAL payment increased by \$13,898.

Operations – Decrease of \$137,774

The majority of this decrease (\$141,854) was due to a corresponding Building and Life Safety Contract Services decrease; based on the revenue assumption. There was a small increase in subscriptions due to the requirement to purchase new reference building code materials and in rent machinery and equipment for copier machine expense.

INTERDEPARTMENTAL INCREASE OF \$122,229

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

There are no salaries or benefits in the Inter-Departmental budget

The Interdepartmental operations Budget had an overall increase of \$122,229. As was discussed in previous the budget session, an additional \$69,200 increase is attributed to the yearly operational rental expense for the temporary trailers for Administration and Community development departments office relocation during the Civic Center construction projects. There is an increase in IT support as we prepare for the rollout of Office365 agency-wide, new IT infrastructure and relocation of services to the Park. General liability insurance costs increased to maintain the Town's self-insured retention. There were adjustments in dues and memberships, County Tax Administration, and postage. Some of the specific technology adjustments within this department (maintenance as well as infrastructure) include Shoretel Phone Services, Data Storage Plans, Servers, virus protection systems, software licensing and transparency tools.

PUBLIC WORKS DEPARTMENT INCREASE OF \$171,401

The Public Works Department budget consists of 5 distinct areas of focus: Engineering, Streets, Park Maintenance, Park Programs, and Building Maintenance. The department recently went through a restructuring to include the hiring of a Public Works Director and the new classifications of Associate Civil Engineer to Senior Engineer/Maintenance Manager, and addition of Parks Manager to Town Arborist. The salaries and benefits of all or portions of four full-time employees (Public Works Director, Senior Engineer/Maintenance Manager, Town

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Arborist/Parks Manager, and Office Specialist) are included in the budget. The budget includes contract services for the Town Maintenance Services (MCE), Custodial Services, Tree Trimming, Street Sweeping, Signal Maintenance, Street Light Maintenance, Contract Engineering, and Park Event Services. The budget also includes computers and equipment, training and workshops, software licensing and support, general office support, memberships, office supplies, and shares of general utilities and costs.

Personnel and Benefits – Increase of \$52,571

This reflects the 4% placeholder. Specific benefit allocations were adjusted to reflect departmental contributions for benefits (vacation, sick, comp, and holiday pay). There were adjustments in Workers' Compensation and Unemployment Insurance allocations as well as allocations for retiree and active employee health insurance costs. The CalPERS UAL payment increased by \$20,819.

Operations – Increase of \$118,829

Significant areas of change in the operations budget were largely related to contract services: MCE Contract Services, Catering by Dana, and custodial services. The Facility Repairs and Maintenance expense increased \$31,000 for carpentry, electrical, and plumbing related to Town hall administration uses and needs at the Park. Utilities have also been adjusted to reflect an increase in the use of services at the Park. Other minor areas of adjustment were for CADD and GIS services, basic supplies and materials, and emergency preparedness. There was an increase of \$24,000 in Building Improvements expense to a budget of for the renovation of the Carriage house bathrooms (recommended by the Park and Recreation Committee), and for path maintenance and rehabilitation at the Park.

The Contract DPW maintenance service continues to be monitored and enhanced maintenance service and priorities are currently in review with MCE. The total current contract budget is estimated at \$663,349.

POLICE DEPARTMENT INCREASE OF \$245,359

The Police Department budget consists of four distinct divisions: Admin/Training, Patrol/Traffic, Investigations, and Communications/Records. Within these areas are specific areas of focus including: detectives, community service officers (and code enforcement), school resource officer, K-9s, dispatch, and administration. The deployment of the department consists of 4 Patrol Teams of 12 hours shifts (2 day shift 7am – 7pm and 2 night shift 7pm – 7am). Minimum staffing consists of 1 supervisor, 2 officers, and 1 dispatcher.

During the 2018/19 FY, the Police Department was successful in establishing a funding partnership with local school districts of the School Resource Officer. The partnership includes \$90,000 in funding for the School Resource Officer.

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The Police Department total budget reflects an increase of \$245,359 over the FY 2018/19 budget. The Department budget is \$7,971,447 and still comprises 55% of the total General Fund operational budget.

Personnel and Benefits – Increase of \$442,583

The salaries and benefits account for an additional \$397,342. This does not include the CalPERS UAL contribution for FY 2019/20. This is largely a reflection of the 4% placeholder. As was discussed in previous budget study session, a \$111,453 decrease in Personnel and Benefits is attributed to changes in department personnel due to movement and reclassifications of current positions, minor adjustments in salaries and acquired POST incentives. This is a result of attrition and promotion in the department as well as an alignment of personnel to 21 sworn positions in the department. Specific benefit allocations were adjusted to reflect departmental contributions for benefits (vacation, sick, comp, and holiday pay). There were adjustments in Workers' Compensation and Unemployment Insurance allocations as well as allocations for retiree and active employee health insurance costs. The CalPERS UAL payment increased by \$156,694.

Operations – Decrease of \$197,224

Overall, the basic Operations expenditure budget for the Police Department **decreased** by \$197,224. The majority of this increase was due to a decrease in the equipment replacement fund expense by \$190,100. This is the result of the purchase of 3 new outfitted SUV's to the fleet in the current fiscal year. Other adjustments were made across technical services, technology services, memberships and dues, and vendor materials. Slight increase in technical services for increase in microwave radio switch services from San Mateo County.

Equipment Replacement Fund Purchases

The FY 2019/20 Equipment Replacement Budget reflects the purchase of 2 Motorcycles and 2 radios for an amount of \$80,000. Funds have been allocated to the Equipment Replacement Fund via Departmental allocations over various budget years to fund these purchases. The Department will also be replacing supplemental equipment to include 2 (40mm) launchers, trauma plate body armor, and 30 body cameras for a total of \$41,000.

GENERAL FUND SUMMARY

For FY 2019/20, staff projects the Town's Total General Fund revenues at \$16,534,222 against \$14,592,838 in expenditures. This results in a single year surplus of \$1,941,885 *before* the addition of ERAF of \$1,300,000. *In previous study session, ERAF projection was increased by \$50,000.* With ERAF, there will be a General Fund revenue surplus of \$3,241,885. There is a projected year-end positive fund balance in the General Fund of \$24.15 million.

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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 2018/19 ending balance for the Library Fund is \$13,551,066. Funds are held in trust in part by the Town and the County of San Mateo. The Town holds \$4,586,334 and the County holds \$8,045,604. The County holds all future donor funds. The projected Library Fund Revenue (donor funds) for FY 2019/20 is \$1,450,000. The estimated available funding for FY 2019/20 is \$15,001,066.

EXPENDITURES

For FY 2019/20, staff allocated \$5,507,517 for the Library’s share of the Civic Center Project. This is an estimate only. The Town issued a Notice to Proceed to S.J. Amoroso in early June. Staff and S.J. Amoroso are meeting to more specifically define the course of construction phases. This will help inform the cash flow needs for the project in FY 2019/20 through FY 2021/22. Once that cash flow analysis has been completed, if necessary, staff will return to the Council to amend the CIP project budget to more accurately reflect cash flow.

Remaining allocations include \$48,050 for operations, utilities and maintenance costs. The Town has met with representatives from the San Mateo County Library JPA regarding the need for Town funds held by the County. In September 2018, the JPA voted and signed a funding agreement for the advancement of Trust Funds for the Library project. The advancement of Funds is for up to three years of funds or until construction completion of the Library.

The estimated construction cost for the Library portion of the project, inclusive of all construction, project management, utilities, moving, staging, and FF&E is \$18.3 million. These costs are reflected fully in the April 2019 Cost Model Manager.

It is anticipated that the Civic Center “project years” will include FY 2018/19 through FY 2020/21. However, the project may complete in the early part of FY 2021/22.

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.

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 equipment replacement and ultimate purchase. Funds have been allocated to the Equipment Replacement Fund via Departmental allocations over various budget years to fund these purchases.

The FY 2019/20, revenues total \$166,100 and the expenditures total \$125,500. This includes a charge in the Police department for the purchase of future vehicles. The department anticipates the purchase of 2 Motorcycles and 2 radios for an amount of \$80,000 for outfitting of the motorcycles. The Department will also be replacing supplemental equipment to include 2 (40mm) launchers, trauma plate body armor, and 30 body cameras for a total of \$41,000.

Request	Amount	Description
1. 40 mm launchers (2)	\$3,800	Purchase of two 40mm launchers, for emergency tactical situations. This includes cases, sites & holsters.
2. Trauma Plates (25)	\$2,200	Outfit law enforcement and tactical personnel with trauma plates (25), providing protective equipment for emergency tactical situations.
3. Body Cameras (30)	\$35,000	Police department transition to new body cameras, includes software and docking stations.
Total Amount	\$41,000	

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 \$863,072. The FY 2019/20 ending fund balance is projected at \$903,672.

WORKERS' COMPENSATION FUND

The Workers' Compensation Fund accounts for the cost and expense of managing the workers' compensation program through the Town's self-insurance risk pool, Cities Group Joint Powers Authority. Within this Fund are costs related to risk management and prevention – safety training, educational materials and accident prevention programs. As a member of a JPA, the Town contributes an annual assessment to the JPA based on all recognized and potential liability. 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 the number and type of 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. directly related to the type of risk exposure.

As discussed in the Operational Budget, the Workers' Compensation charge to the Police Department is 11% of salary costs and the rate for all other departments is 4% of salary costs.

The Town maintains an active workers' compensation risk management program. There are approximately 11 open claims that incur a reserve claims cost of approximately \$597,389 in the current year. Some are major and some are minor claims. Claim costs and reserves are established for each claim; however, these amounts are not indicative of the actual claim paid. The five-year average claim loss/expense is approximately \$155,595.

Because the Town is self-insured, claims represent an existing liability against the Town's equity reserve. To maintain the required equity reserve, staff included an allocation of \$110,000 toward the reserve in the FY 2019/20 Operational Budget. If the equity is not refreshed as a one-time contribution, annual operational rates increase when the Cities Group JPA creates a "special assessment" as part of the agency base rates. To prevent special assessments that affect operational costs, JPA agencies benefit from maintaining their equity reserves.

Staff believes it is prudent that each year the Town review and establish the minimum equity reserve. This allows the reserve to be used as needed and eliminates the possibility that an assessment expense is incurred over multiple years impacting operational costs. Total Workers' Compensation charges expense increased \$37,593 to a total of \$398,845 to recapture losses in self-insured claims.

Projected revenues to the fund are \$399,493 and expenditures for FY 2019/18 total \$165,167. This includes the FY 2019/20 JPA assessment of \$158,909 and safety compliance expense of \$6,258. This produces revenue over expenditures of \$234,326. 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 Operational Budget is the transfer in of \$110,000 from the General Fund to maintain the Town's reserve equity.

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GENERAL LIABILITY FUND

The General Liability Fund accounts for the insurance cost of general liability claims and property losses. The Town is part of an insurance pool administered PLAN JPA. 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 2019/20 are estimated at \$282,412. The total FY 2019/20 projected expenditures for this fund are \$280,212 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 PLAN JPA has remained static. For FY 2019/20 there is an increase in liability insurance for the Town. Total liability and employment practice coverage is estimated to be \$180,212, an increase of \$12,999. The estimated liability insurance expense is \$139,770. The Town *liability and employment insurance expense* for the current FY was \$157,709 to a budget of \$167,213. Total current claim retention expense for the FY is \$7,860. The FY 2019/20 ending fund balance is projected at \$551,064.

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 2019/20 total \$847,127. Expenditures for FY 2019/20 total \$708,890. Most of this expenditure is the \$487,989 "pay as you go" retiree health care benefit contributions.

Within this fund is also the employee benefits charge of \$98,338. This is a charge of 1.5% 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 \$641,757. 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. These funds are accounted for as part of the Town's annual audit.

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 \$53,962. *During our General Fund Operations budget study session, staff recommended the Town make an additional contribution of \$205,901 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

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Town's (ARC) is \$693,890. As previously mentioned, the FY 2019/20 "pay as you go" retiree health care costs are \$487,989. These costs are included and charged to respective departments and allocated to the Employee Benefits Fund. With the implementation of GASB 74 and GASB 75, The Town net OPEB asset of approximately \$3.06 million within the Employee Benefits Fund was adjusted to account for the recording of the OPEB liability in FY 2017/18 financial statements. There is approximately \$6.37 million maintained in the Town OPEB Trust. The Town has a net OPEB liability of \$4 million. The projected ending fund balance for FY 2019/20 for the fund is \$1,057,207.

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. The Town entered into the contract with Player Capital in the fall of 2014, and staff believes that this management services agreement continues to meet the needs of the community. This contract provides additional yearly revenue of \$40,000 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.

Last fiscal year, through the partnership with Player Capital, a clay tennis court was installed at the Tennis facilities. Player Capital gauged the interest of the community, and secured funding through a generous donation for the installation of the clay court in Atherton.

The FY 2019/20 budget projects that the purchase of tennis keys by residents and non-residents provide annual revenue of approximately \$6,500. The charges for keys are \$50 for Atherton Residents for a 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 2019/20, the Town anticipates expenditures of \$79,630 (inclusive of capital costs). This includes \$10,130 for contract maintenance services for MCE, general court maintenance and \$2,500 for building security court gates upkeep. The Town is anticipates rehabilitation of two courts and maintenance on the clay court in FY 2019/20.

The beginning fund balance is estimated at \$183,079. The fund projects total revenues of \$47,100 to expenditures of \$79,630.. The FY 2019/20 ending fund balance is projected at \$150,549.

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

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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. The AFF did not submit a budget grant request for the current FY. For FY 2017/18, the AAF requested \$11,120 from the Evan's Creative Design Fund 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 Fund has a balance of \$7,351. The only revenue to the fund is interest earned. For FY 2019/20 staff projects *the fund to be depleted* and therefore an estimated budget grant request of \$7,441.

CAPITAL IMPROVEMENT FUND

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

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

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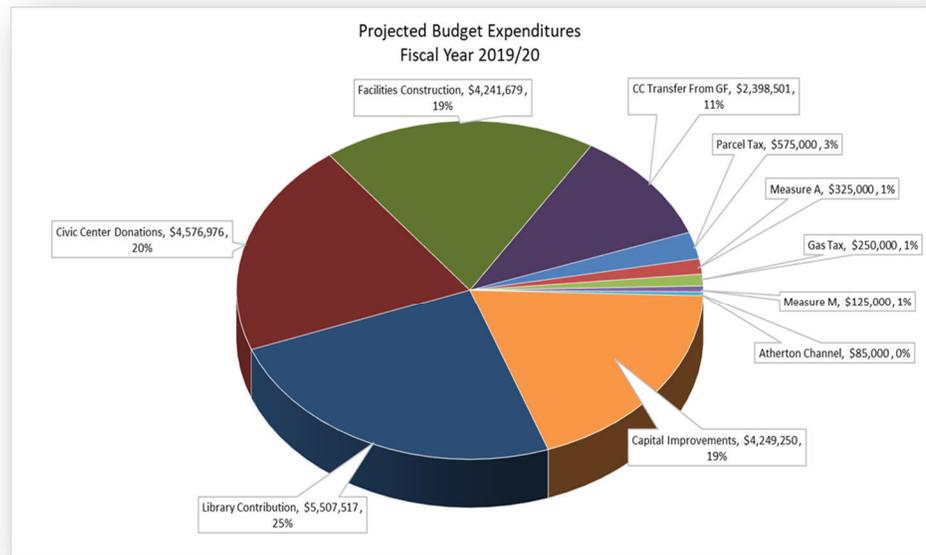
- Measure S – Special Parcel Tax Residual Funds (Measure Failed in November 2017 Election)
- Library Fund
- Donations

The fifteen (15) projects are categorized into three areas:

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

Projects have been developed based on needs identified by City Council, residents, staff, and adopted master plans. The first year (FY 2019/20) of the CIP is incorporated into the Town's Budget and is the **only year** for which the City Council specifically allocates 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.



The 5-year CIP is presented to City Council tonight at a Study Session 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:

- \$11.2 million for the Civic Center Construction Project;
- \$5.5 million for the new Library Construction;
- \$0.35 million for Drainage Improvements Program;
- \$0.73 million for the Road Maintenance Program; and
- \$0.15 million for Park Improvements

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The Civic Center Project inclusive of the new Town Center and Library dominates the Town’s CIP. Over the next few years, the Civic Center Project will be the primary focus of the CIP program and other projects will largely consist of basic maintenance efforts.

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. Allocations of the remaining balance of Special Parcel funds have been extended through 2021.

Following the recent Study Session, staff adjusted the drainage improvement program budget for the relining of Euclid parker ditch in FY 2019/20.

- 1) Drainage Improvement Program (page 20 of CIP) – In FY 2019/20 within the drainage program, the budget was reduced by \$500,000. The relining of the Parker Euclid ditch program was adjusted to \$275,000 for *only the design* of the project. With this noted change, the Drainage improvement program budget is \$350,000.

The FY 2019/20 Capital Improvement Fund includes funding sources of \$17.7 million for capital projects.

Funding Source	FY 2019/20 Allocation
Special Parcel Tax	\$0
Library Fund	\$5,507,517
Facilities Fund Private Donation	\$4,576,976
Gas Tax	\$313,738
CIP Fund Civic Center	\$4,100,000
CC Transfer from General Fund	\$2,398,501
Measure M	\$75,000
Atherton Channel Fund	\$97,300
Measure A	\$370,000
Measure A Fund Grant	\$230,646
Total	\$17,669,678

Expenditures in FY 2019/20 for the CIP are \$18.2 Million. The following are project expenditures:

Project	FY 2018/19 Funding
Traffic Safety Improvements	\$25,000
Accessibility Improvements	\$0
Streets/Roads Maintenance	\$725,000
Park Improvement Program Projects	\$149,250

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Project	FY 2018/19 Funding
Drainage Improvement Projects	\$350,000
Bike/Ped Master Plan Program Projects	\$25,000
Atherton Library	\$5,507,517
Atherton Civic Center Construction- Donation	\$4,576,976
Atherton Civic Center – Capital Improvement Fund	\$4,241,679
CC Transfer from General Fund	\$2,398,501
Engineering/Staff project support	\$150,000
Neighborhood Traffic Control Devices	\$10,000
Traffic Control Devices & Safety	\$15,000
Upper Channel Phase 2	\$10,000
Accessibility Improvements	\$50,000
Total*	\$18,233,923

***expenditures include residual funds from the expired Parcel Tax**

The following is a list of recent contributions to the Town. Some of this revenue is one-time donations, some are ongoing as a result of agreements and reimbursement, and some are specific project cooperative funding plans.

Donations			
Source	Purpose	Fund	Amount
Public Donation	Police Ford Explorer for K-9 Unit	Equipment Replacement	\$80,000
Public Donation	BMW Motorcycles (2)	Equipment Replacement	\$80,000
Public Donation	Ballistic Helmets	Equipment Replacement	\$25,000
		Total	\$185,000

Agreements/Reimbursements			
School Agreements	Support for SRO	General Fund/Police Revenue	\$90,000
COPS Funding	Front Line Law Enforcement	SLESF Fund	\$100,000
ABAG Public Safety Equipment	Public Safety Equipment	General Fund/Police Rev	\$3,200
Highway Maintenance Agreement	Reimbursement for Maintenance of ECR	General Fund/PW Rev	\$35,700
Post Office Annex	Reimbursement for Operation of Postal Station	General Fund/Misc Rev	\$7,000
POST Reimbursements	Police Training Reimbursements	General Fund/Police Rev	\$12,750
Cal-Recycle Grant	Refuse Containers & Recycling Efforts	General Fund/Misc Rev/DOC Grant	\$5,000
		Total	\$253,650

Cooperative Funding Partnerships/Capital Projects

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C/CAG Local Streets and Road Grant	Road Improvements	CIP Fund	\$250,000
SMTCA Measure A Grant	Middlefield Road Project	CIP Fund	\$230,646
		Total	\$480,646

RESERVE CALCULATIONS

The FY 2019/20 projected year-end fund balance is \$24,153,278. This includes ERAF revenues as allocated above and all reserve requirements. The estimated unallocated fund balance is \$18,540,785.

FY 2019/20 Beginning Fund Balance	\$21,021,394
FY 2019/20 Projected Revenues (inclusive of ERAF)	\$17,834,722
Total Available Funds	\$38,856,116
Transfer out FY 2019/20 Workers Compensation Equity Reserve	(\$110,000)
FY 2019/20 Expenditures (Projected Budget)	(\$14,592,838)
Projected FY 2019/20 Ending Fund Balance	\$24,153,278

As shown below, the Town will meet its 35% reserve requirements at FY 2019/20 and projects an unallocated reserve that is 126% of projected expenditures.

FY 2019/20 Expenditures	\$14,592,838
Projected FY 2019/20 Ending Fund Balance	\$24,153,278
15% Emergency Reserve	\$2,188,926
20% Budget Stabilization Reserve	\$2,918,568
Building Fund/Town Center Contribution	\$505,000
TOTAL RESERVE REQUIREMENT	\$5,612,494
<i>Less Above Reserve Requirement = Unallocated Reserves</i>	<i>\$18,540,785</i>

GANN Limit Calculation

The Finance Director calculated the FY 2019/20 GANN limit using the percentage change in population and the cost of living provided by the State Department of Finance. The GANN limit for 2019/20 is \$13,822,878. The Town is in compliance with the GANN limit requirement for FY 2019/20.

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Civic Center Project

Based on recent ERAF revenues received, staff updated the projection for FY 19/20 to \$1,250,000. In previous reports, ERAF was \$1,035,250 for FY 2019/20. With the FY 2019/20 projected unrestricted fund balance, the estimated known revenue allocation and funding toward the Civic Center is as follows:

Civic Center Project General Fund Funding	
Item	Amount
Allocation of FY 2020/21 ERAF (Estimated)	\$1,150,000
Allocation of FY 2021/22 ERAF (Estimated)	\$1,100,000
Estimated ERAF***	\$2,250,000
<i>*** Subject to annual approval by Council</i>	
FY 2019/20 Projected General Fund Unallocated Surplus	\$18,540,785
Building Fund/Town Center Contribution	\$505,000
Existing CIP Unallocated Surplus	\$4,423,138
Estimated Atherton NOW Funds	\$4,576,976
Total Atherton Now & General Funds Available	\$30,295,899

The estimated General Funds available is \$30,295,899. Coupled with the estimated General Fund revenue surplus for FYs 2020 through 2022 of \$2,150,000, the total revenue funding available estimates \$32,445,899. The revenue estimate provided to the Council in December 2018 was \$30,536,382.

Assuming the entirety of unallocated General Funds are allocated to the project, the Council will need to discuss cash flow requirements of the project. It is anticipated that there will be a need for cash flow during the construction project until Town major revenue source of Property Taxes are received in that fiscal year. **Staff will provide an updated cashflow and total estimated costs for the Civic Center Project at a future meeting.**

One important component as the Town begins the FY 2019/20 is the Construction Phase of the Civic Center Project. Part of this project *is met with the additional assumption of revenues over expenditures in FY 2020/2021 through FY 2021/22 cumulative projection of approximately \$2,150,000.* There is an anticipated cash flow need that must be addressed by Summer 2020 until the Town receives its Property Tax allocation in December 2020. Approximately \$23.4 Million of the above funding is from the Town General Fund and cash flow. In addition, the Library component of the project will need to ensure cash flow is available. *San Mateo County Library will be advancing trust funds for the cash requirement needs for the Library portion of the project. Additional Library funding will be met with future borrowed funds.*

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

Recommended Operating Budget

FY 2019/20

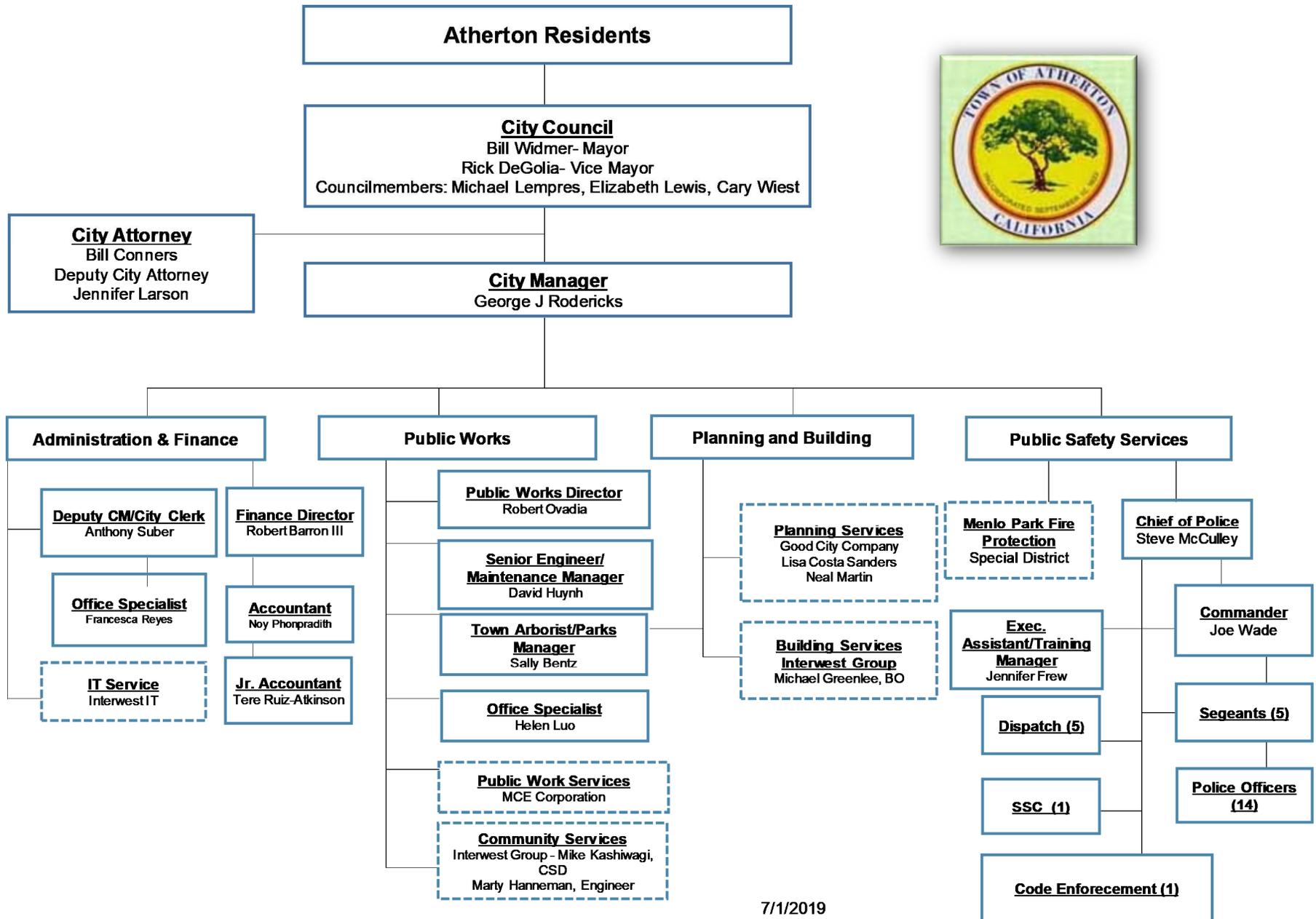
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Conclusion

In conclusion, this budget presents a roadmap for continuing to accomplish the goals and objectives of the City Council. These are done so within existing resources and the core strategy of financial stability at the forefront. We continue to be fiscally prudent with our resources but are mindful of operational and infrastructure needs. With the commitment of the General Fund unallocated reserves to the Civic Center project, certain CIP master plan projects will be on hold until additional funding is identified and/or when the Civic Center project is completed. The Town is heavily reliant on property taxes and continues to explore revenue alternatives to the General Fund. Town staff will continue to work efficiently and creatively to maximize available revenues by seeking outside grants, forging community and regional partnerships. With the start of construction of the Civic Center project, the next couple years will continue to significantly draw on the imagination and commitment of our community and staff.

At the forefront of the Town operations budget is that it provides the appropriate level of service to the community while also provided the resources needed for the Civic Center Project. The Town's Operating and Capital Improvement Budget represents one of the most significant Policy Documents approved by the City Council. Staff has crafted the attached Budget based on specific policy objectives of the City Council. The attached document contains the funding recommendations for FY 2019/20 for all programs and services, to include the capital improvements.

Section A/**Introduction**/Organizational Chart FY 2019-20



7/1/2019

Section A

INTRODUCTION

POLICY MAKERS & ADVISORS

City Council

The City Council is the Town's governing body. It provides political leadership, enacts laws, adopts resolutions, adopts an annual budget and establishes policies for the City government. It is composed of five members who are elected at-large for four-year staggered terms. The Mayor is appointed annually by Councilmembers. The Mayor appoints Councilmembers to working committees. The Mayor and the City Council represent the Town of Atherton on local and regional policy committees and commissions. The City Council also reviews proposed State of California legislation and provides input into the legislative process with state representatives within our district and at the League of California Cities.

Planning Commission

The Planning Commission advises the City Council on land use matters regarding the General plan, zoning, subdivisions, and specific plans. The commission educates and informs the public of current land use and planning issues. The planning commission makes determination of land use within the framework of applicable law and Town ordinances. The ultimate decision of the use of land resides with the Council. Five members are appointed by and serve at the pleasure of the City Council.

Audit Finance Committee

The Finance Committee acts in an advisory capacity and makes recommendations to the City Council upon request in all matters pertaining to town finances. Consult with the city manager on matters pertaining to the budget, capital spending plan, and the long-range financial plan for the town. The committee acts in an advisory capacity and makes recommendations to the City Council upon request in all matters pertaining to the town's annual audit. Five members are appointed by and serve at the pleasure of the City Council. Members must be residents of the Town and generally serve terms of four years.

Parks and Recreation Committee

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

Bike and Pedestrian Advisory Committee

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

Environmental Programs Committee

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

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

Transportation Committee

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

Rail Committee

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

Civic Center Advisory Committee

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

Council Appointees of Various Regional Boards/Commissions:

Association of Bay Area Governments (ABAG)	City/County Association of Governments (C CAG)	Holbrook-Palmer Park Foundation	League of California Cities	San Mateo County Emergency Services Council
Library JPA Governing Board (San Mateo County)	Peninsula Traffic Congestion Relief Alliance	San Francisco Airport/Community Roundtable	San Mateo County Sub-Regional Housing Policy Advisory	Grand Boulevard Task Force
Menlo Park Fire Protection District	Peninsula Cities Consortium	Cal/Mod Local Agency Policy Maker Group	Atherton Charter City Discussion (Ad-Hoc)	Atherton Bike Coalition (Ad-Hoc)
Atherton Refuse & Recycling Rate Committee (Ad-Hoc)	SBWMA Board of Directors	Surf Air Aircraft Noise (Ad-Hoc)	Peninsula Clean Energy	IT Subcommittee (Ad-Hoc)
Sea Level Rise (Ad-Hoc)	Selby/ECR Outreach (Ad-Hoc)	Stanford GUP (Ad-Hoc)	Fire Services (Ad-Hoc)	Cal-Train (Ad-Hoc)

Section A

**INTRODUCTION
STATISTICAL DATA**

Size:

Population	7,070
Area	5.049 Sq. Miles
Residential Units	2,490
Mileage of the City Streets	53 centerline miles
Full time Employees	39

Character:

Assessed Evaluation FY18/19	\$10,941,160,453
Form of Government	General Law, City Council/ Manager
Incorporation Date	September 12, 1923

Education:

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

Recreation:

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

Public Safety:

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

Section A

INTRODUCTION

BUDGET STRUCTURES

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

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

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

- General Fund
- Special Revenue Funds
- Capital Project Funds

General Fund Is the Primary Operating Fund of the Town

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

Special Revenues

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

Capital Project Funds

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

Some of the funding for capital projects comes from the Special Parcel Tax, other Special Revenue Funds and General Fund. In the next couple of years, the remainder of the Parcel Tax fund will be depleted within the Town CIP program.

Proprietary Funds:

The Town of Atherton maintains one type of proprietary fund. Internal Service Funds are an accounting device used to accumulate and allocate costs internally among the Town of Atherton various functions. They incur costs that are then allocated to each receiving department. They are established to equitably allocate costs to departments for support and maintenance of services, and allow the spread and stabilization of replacement and operational costs over fiscal years. Each Internal Service Funds are set to recover charges sufficient to meet operating expenses, replacement costs, and fund balance reserves. The Town uses internal service funds to account for its fleet of vehicles and equipment, worker's compensation liability, general and employment liabilities, and employee benefits including compensated absences and other post-employment benefits other than pension.

Budget Process and Policy Discussions

The budget process is done in stages as the Council has the opportunity to review the General Fund operations budget, the capital improvement plan, special revenue and internal service funds. During the budget process the goal is that ongoing revenues match or exceed expenditures. In some instances, the Town doesn't have enough yearly revenues, therefore it may need to save and then spend. This is the case for capital projects as the Town may need to accumulate funding to carry out projects. It may lead to allocating funding to priority capital projects. The budget process provides staff the opportunity to examine programs, propose changes in current services, outline operational needs and recommend the need for capital outlay items to City Council. The process includes confirming that recurring revenues meet or exceed recurring expenses. That the Town can deliver services over time and respond to changing needs of the community. The budget process provides an opportunity to review if policies are being met, the need for revisions, or the creation of new policies.

2019-2020 Budget Calendar

Meeting 1 - Budget Kick-off and Overview- *March 6, 2019 Study Session*

- Overview of the Budget Process and Policy Discussions
- An overview of the FY 2018/19 Year-End Projected Fiscal Condition
- An overview of the Town's Major Revenue Sources and 5-Year Forecasts
- An overview of the Town's Major Expenditure Categories and 5- Year Forecasts
- General Fund Budget Discussion all Departments

Meeting 2- General Fund Operations – *April 3, 2019 Study Session-Joint Meeting with the Finance Committee*

1. Review of the Town's General Fund Operational Budget. Review of the Administration, Finance, Planning, Building, Inter-Department, Public Works, and Public Safety departments.
2. Discussion on the Town's fiscal outlook of revenues and expenditures over time to the General Fund.

Meeting 3- Special Revenues, Internal Service Funds & Capital Improvement Program Budget Study Session – May 1, 2019 Study Session

1. Presentation review and discuss Special Revenue, Internal Service Funds, and the Town Capital Improvement Program (CIP)

Meeting 4- Budget Study Session- June 5, 2019 Study Session

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

Meeting 5- Adoption of the Budget - June 19, 2019 Regular Meeting

Reserve Balances

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

Section A

INTRODUCTION

POLICIES & ASSUMPTIONS

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

➤ General Fund Committed Fund Balance for Emergency Disaster

The Town Council has committed to set aside 15 percent of the actual annual General Fund operating expenditures specifically for emergency contingencies defined as a state of Federal and/or State of Emergency or declaration of a local emergency as defined in Atherton's Municipal Code Section 2.44.010. The FY 2019/20 Budget meets the Emergency set aside fund balance.

➤ General Fund Unassigned Fund Balance Policy

The Town established the General Fund unassigned fund policy such that in no circumstances shall the total General Fund unassigned fund balance drop below 20 percent of the actual operating expenditures. The FY 2019/20 Budget meets the unassigned fund balance.

➤ Budget Reserve Policy

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

➤ Capital Facilities Replacement Reserve

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

Section A

INTRODUCTION

REVENUE EXPENDITURES PROJECTED FUND BALANCE SUMMARY 1

Town of Atherton							
Budget for FY 2019-2020							
	Projected Fund Balance 06/30/19	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer In	Budgeted Transfer Out	ERAF	Projected Fund Balance 06/30/20
General Fund							
101 General Fund	\$ 21,021,394	\$ 16,534,722	\$ 14,592,838		\$ (110,000)	\$ 1,300,000	\$ 24,153,278
Special Revenue Funds							
105 Tennis Fund	183,079	47,100	79,630	-			150,549
209 Police (COPS) Grant	445	100,146	100,000				591
213 Library Fund	13,551,066	1,525,000	5,555,567				9,520,499
215 Evan Creative Design	7,351	90					7,441
Total Special Revenue	13,741,941	1,672,336	5,735,197	-			9,679,080
Capital Project Funds							
201 Special Tax	1,640,312		575,000				1,065,312
202 Measure A	238,605	600,646	325,000				514,251
203 Gas Tax	59,611	313,738	250,000				123,349
204 Measure M	198,273	75,000	125,000				148,273
210 Road Impact	-	-	-				-
401 Capital Improvement	5,368,843	-	149,250		(4,100,000)		1,119,593
402 Storm Drainage	30,829	-	-				30,829
403 Channel Drainage Dt.	313,296	97,300	85,000				325,596
406 Facilities Construction	141,679	12,482,994	16,724,673	4,100,000			-
Total Capital Projects	7,991,448	13,569,678	18,233,923	4,100,000	(4,100,000)		3,327,203
Internal Service Funds							
610 Equipment Repl.	863,072	166,100	125,500				903,672
614 Worker's Comp.	929,182	399,493	275,167	110,000			1,163,508
615 General Liability	548,864	282,412	280,212				551,064
616 Employee Benefits	915,406	850,690	708,890				1,057,206
Total Internal Service	3,256,524	1,698,695	1,389,769	110,000			3,675,450
Total All Funds	\$ 46,011,307	\$ 33,475,431	\$ 39,951,727	\$ 4,210,000	\$ -	\$ (4,210,000)	\$ 40,835,011

Note: Special Revenue and capital project funds are safe spend accounts. All are positive balances. There are sufficient capital project fund balances to cover the FY 19/20 expenditures. Since most major capital projects have significant costs, the Town “saves then spends” for capital projects over multiple years.

Section A

INTRODUCTION

REVENUE EXPENDITURES PROJECTED FUND BALANCE SUMMARY 2

Special Revenue Funds	Tennis Fund	Police COPS	Evan Creative Design	Special Revenue W/O Library	Internal Service Funds	Equip Repl.	Worker's Comp	General Liability	Employee Benefits	Total Internal Service Funds
Fund Number	105	209	215		Fund Number	610	614	615	616	
Est. Fund Bal. 07/01/19	183,079	445	7,351	190,875	Est. Fund Bal. 07/01/19	863,072	929,182	548,864	915,406	3,256,524
Est. Revenue 19/20	47,100	100,146	90	147,336	Est. Revenue 19/20	166,100	399,493	282,412	850,690	1,698,695
Total Available Revenue	230,179	100,591	7,441	338,211	Total Available Revenue	1,029,172	1,328,675	831,276	1,766,096	4,955,219
Est. Expenditure 19/20	79,630	100,000	-	179,630	Est. Expenditure 19/20	125,500	275,167	280,212	708,890	1,389,769
Rev. Over Exp.	150,549	591	7,441	158,581	Rev. Over Exp.	903,672	1,053,508	551,064	1,057,206	3,565,450
Transfers In(out)					Transfers In(out)		110,000		-	110,000
Est. Fund Bal. 06/30/20	150,549	591	7,441	158,581	Est. Fund Bal. 06/30/20	903,672	1,163,508	551,064	1,057,206	3,675,450

Capital Projects	Parcel Tax	Measure A	Gas Tax	Measure M	Road Impact	Capital Imprmt	Storm Drainage	Chanel Drainage District	Facilities Const	Capital Projects Total W/O Parcel Tax	All Capital Projects Total
Fund Number	201	202	203	204	210	401	402	403	406		
Est. Fund Bal. 07/01/19	1,640,312	238,605	59,611	198,273	-	5,368,843	30,829	313,296	141,679	6,351,136	7,991,448
Est. Revenue 19/20	-	600,646	313,738	75,000	-	-	-	97,300	12,482,994	13,569,678	13,569,678
Total Available Revenue	1,640,312	839,251	373,349	273,273	-	5,368,843	30,829	410,596	12,624,673	19,920,814	21,561,126
Est. Expenditure 19/20	575,000	325,000	250,000	125,000	-	149,250	-	85,000	16,724,673	17,658,923	18,233,923
Rev. Over Exp.	1,065,312	514,251	123,349	148,273	-	5,219,593	30,829	325,596	(4,100,000)	2,261,891	3,327,203
Transfers In(out)	-					(4,100,000)	-		4,100,000	-	-
Est. Fund Bal. 06/30/20	1,065,312	514,251	123,349	148,273	-	1,119,593	30,829	325,596	-	2,261,891	3,327,203

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2019-2020

Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Revenues					
101-00-40001-000	Secured Property Tax	8,080,982	8,783,449	8,948,449	9,351,129
101-00-40002-000	Unsecured	434,767	414,903	430,214	449,574
101-00-40004-000	SB813 Redemption (Suppl)	255,995	288,065	288,065	301,028
101-00-40006-000	Prop Tax in Lieu of VLF (Motor Veh)	1,096,821	1,151,663	1,174,444	1,227,294
101-00-40008-000	Excess ERAF				
101-00-40010-000	Unsecured SB813 Redemp/Suppl	4,246		-	
101-00-42005-000	Property Transfer Tax	447,096	416,832	466,832	487,839
Total Property Taxes ->		10,319,908	11,054,912	11,308,004	11,816,864
101-00-41001-000	Sales & Use Tax General	225,389	188,981	210,981	214,146
101-00-41002-040	Prop 172 Sales Tax for Police	87,766	85,018	85,018	86,293
101-00-41004-000	In Lieu Sales Tax/Trip Flip				
Total Sales Taxes ->		313,155	273,999	295,999	300,439
101-00-42001-000	Franchise Taxes-Utilities	240,515	234,944	234,944	245,325
101-00-42002-000	Franchise Tax-Cal Water	142,588	132,032	132,032	155,281
101-00-42003-000	Franchise Tax-Garbage	309,812	320,484	320,484	326,893
101-00-42004-000	Franchise Taxes-Cable	140,845	145,924	145,924	143,662
Total Franchise Fees ->		833,761	833,384	833,384	871,161
101-00-40005-000	Homeowners Exemption	35,227	35,932	35,932	36,471
101-00-40007-000	Motor Veh. Lic Fees (MVLf)	3,763	5,290	5,290	3,840
Total Intergovernmental ->		38,990	41,222	41,222	40,311
101-00-43001-000	Business Licenses	240,031	250,283	250,283	252,033
Total Business License Tax ->		240,031	250,283	250,283	252,033
101-00-47001-000	Home Occupation Permit	600	300	300	300
101-00-47019-020	Zoning & Planning Fees	230,129	268,155	246,155	220,000
Total Planning Revenue ->		230,729	268,455	246,455	220,300
101-00-47002-025	Building Permit Fee	1,165,834	1,073,056	1,073,056	1,083,787
101-00-47004-025	Grading & Drainage	67,340	88,700	88,700	70,000
101-00-47021-025	Plan Check Fee	553,541	701,867	701,867	475,000
101-00-47030-025	Tree Removal Plan Check	66,079	91,800	91,800	68,722
101-00-48502-025	Miscellaneous Income	-			
Total Building Revenue ->		1,852,795	1,955,424	1,955,424	1,697,509
101-00-44001-040	Municipal & Vehicle Code Fines	16,779	12,663	15,880	12,916
101-00-44002-040	Other Fines & Forfeiture (County)	38,354	38,500	42,500	44,625
101-00-45007-040	POST Reimb	12,218	12,500	12,500	12,750
101-00-45017-040	ABAG Grant	-	3,200	-	3,200
101-00-45019-040	Federal SRO Grant			90,000	90,000
101-00-47005-040	Other Licenses & Permit	5,246	4,030	4,030	4,430
101-00-47009-040	Photocopy Fee	362	150	150	175
101-00-47011-040	Alarm Sign Fees	1,363	1,000	1,800	3,800
101-00-47012-040	Vehicle Release	1,240	1,300	1,300	1,300
101-00-47013-040	Police Report	1	-	-	-
101-00-47014-040	Fingerprinting Fee	75	150	150	100
101-00-47016-040	Special Service Fee	10,712	7,200	9,400	8,000

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2019-2020

Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
101-00-47017-040	Solicitor's Permit	124	155	155	155
101-00-48004-040	Sale of Property	1,109	850	850	850
101-00-48502-040	Miscellaneous Income	117	30	1,955	1,100
Total Police Revenue ->		87,699	81,728	180,670	183,401
101-00-45021-053	Highway Maint Reimbursement	35,700	35,700	35,700	35,700
101-00-47003-050	Encroachment	437,971	326,400	411,500	500,000
Total DPW Revenue ->		473,671	362,100	447,200	535,700
101-00-47022-058	Social Fees	84,298	103,646	103,646	87,700
101-00-47023-058	Meeting Fees	36,854	24,000	24,000	24,000
101-00-47025-058	Class Fees	26,860	32,537	32,537	25,000
101-00-47028-058	Weddings	27,000	30,000	30,000	28,000
101-00-47029-058	Park Day Use Fee	10,375	13,000	13,000	12,000
101-00-47039-058	Park Rev-Admin 30% Non-Resident	28,944	41,000	41,000	30,000
101-00-47040-058	Park Rev-Admin 15% Resident	6,705	6,800	6,800	4,000
Total Park Program Revenue ->		221,036	250,984	250,984	210,700
101-00-44003-000	Heritage Tree Damage Fee	6,400	4,000	4,000	6,500
101-00-44004-000	C & D Deposit Forfeited	268,113	55,000	324,871	65,000
101-00-45016-058	DOC Grant	5,000	5,000	-	5,000
101-00-47005-012	Other Licenses & Permit Admin	2,100	1,800	1,800	2,100
101-00-47031-030	Tree Inspection Fee	26,532	29,198	29,198	29,782
101-00-47036-030	Admin Citation (code enforcement)	44,900	45,349	45,349	55,000
101-00-47038-000	Banner Permit Fee	2,663	2,250	2,250	2,400
101-00-47045-000	Drone Application Fee	5,550	2,250	2,250	750
101-00-48001-000	Interest Income	190,679	95,000	130,000	80,000
101-00-48002-000	Cell Antenna Lease	55,858	58,888	58,888	60,876
101-00-48003-000	Property Rental - Playschool	82,153	78,118	78,118	87,897
101-00-48005-000	Post Office	7,207	8,000	8,000	7,000
101-00-48501-000	Donations/Contributions	3,377			
101-00-48502-000	Miscellaneous Income	5,786	2,700	2,700	4,000
Total Misc. Revenues ->		706,318	387,553	687,424	406,305
Total Operating Revenues ->		15,318,092	15,760,043	16,497,049	16,534,722
Expenditures					
	City Council Department	111,327	78,880	78,880	55,834
	Administration Department	774,241	792,752	795,252	820,794
	City Attorney Department	167,712	204,000	204,000	204,000
	Finance Department	666,077	721,355	721,355	779,315
	Planning Department	281,801	279,998	279,998	299,781
	Building Department	1,275,633	1,445,574	1,445,574	1,322,150
	Inter Department	461,119	639,598	639,598	761,827
	Police Department	6,796,751	7,726,089	7,726,089	7,971,447
	Public Works Department (adj)	1,518,890	2,199,788	2,206,288	2,377,689
Total Operating Expenditures ->		12,053,550	14,088,033	14,097,034	14,592,838
Excess (Deficiency) of Revenues Over Expenditures					
		3,264,542	1,672,010	2,400,015	1,941,885

Town of Atherton
General Fund 101
 Revenue & Expenditures Summary
 Fiscal Year 2019-2020

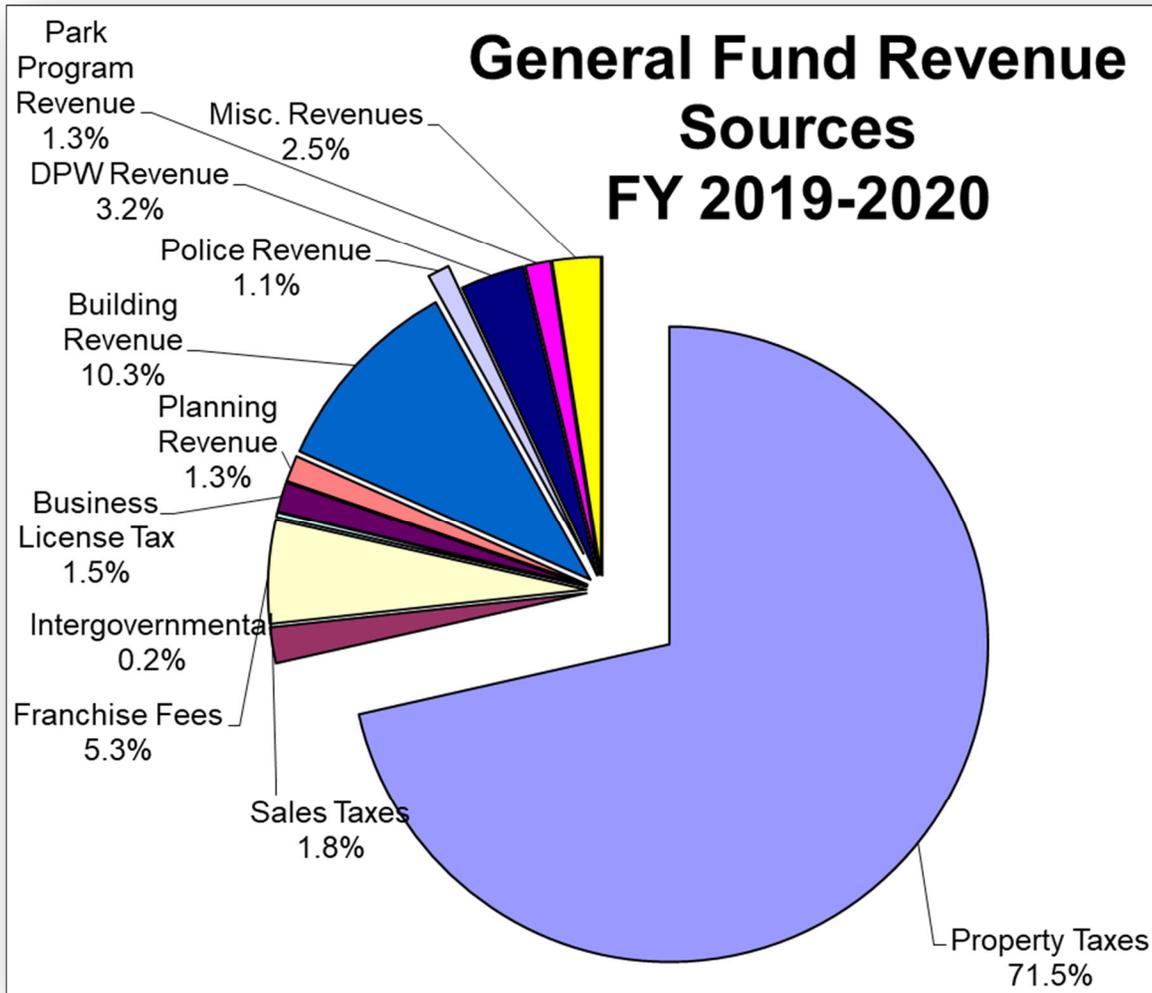
Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
<u>Other Financing Sources/(Uses)</u>					
101-00-49002-000	Special Parcel Tax Fund-Safety	372,000			
101-00-58005-000	Transfer (out) to OPEB/Pension				
101-00-58004-000	Trsfr in/(out) Workers Compensation	(357,140)	(235,397)	(235,397)	(110,000)
101-00-58002-000	Trsfr in/(out) Capital Replacement reserve				
101-00-58002-030	Trsfr in/(out) CIP Future Projects	(257,118)			
	Excess ERAF	1,280,172	1,025,000	1,691,772	1,300,000
	Total Transfers In/(Out) ->	1,037,914	789,603	1,456,375	1,190,000
	Incr/(Decr) of General Fund Resv	4,302,456	2,461,613	3,856,390	3,131,885
	Net Change in Fund Balance	4,302,456	2,461,613	3,856,390	3,131,885
	Beginning Fund Balance	12,862,558	17,165,004	17,165,004	21,021,394
	Ending Fund Balance	17,165,004	19,626,616	21,021,394	24,153,278

Fund Balance Schedule				
Building Component Town Center Funding	505,000	505,000	505,000	505,000
15% Emergency Reserve	1,808,033	2,113,205	2,114,555	2,188,926
20% Reserve	2,410,710	2,817,607	2,819,407	2,918,568
Reserved for OPEB				
Available Fund Balance	12,441,261	14,190,805	15,582,432	18,540,785
Ending Fund Balance	17,165,004	19,626,616	21,021,394	24,153,278

Section B

General Fund

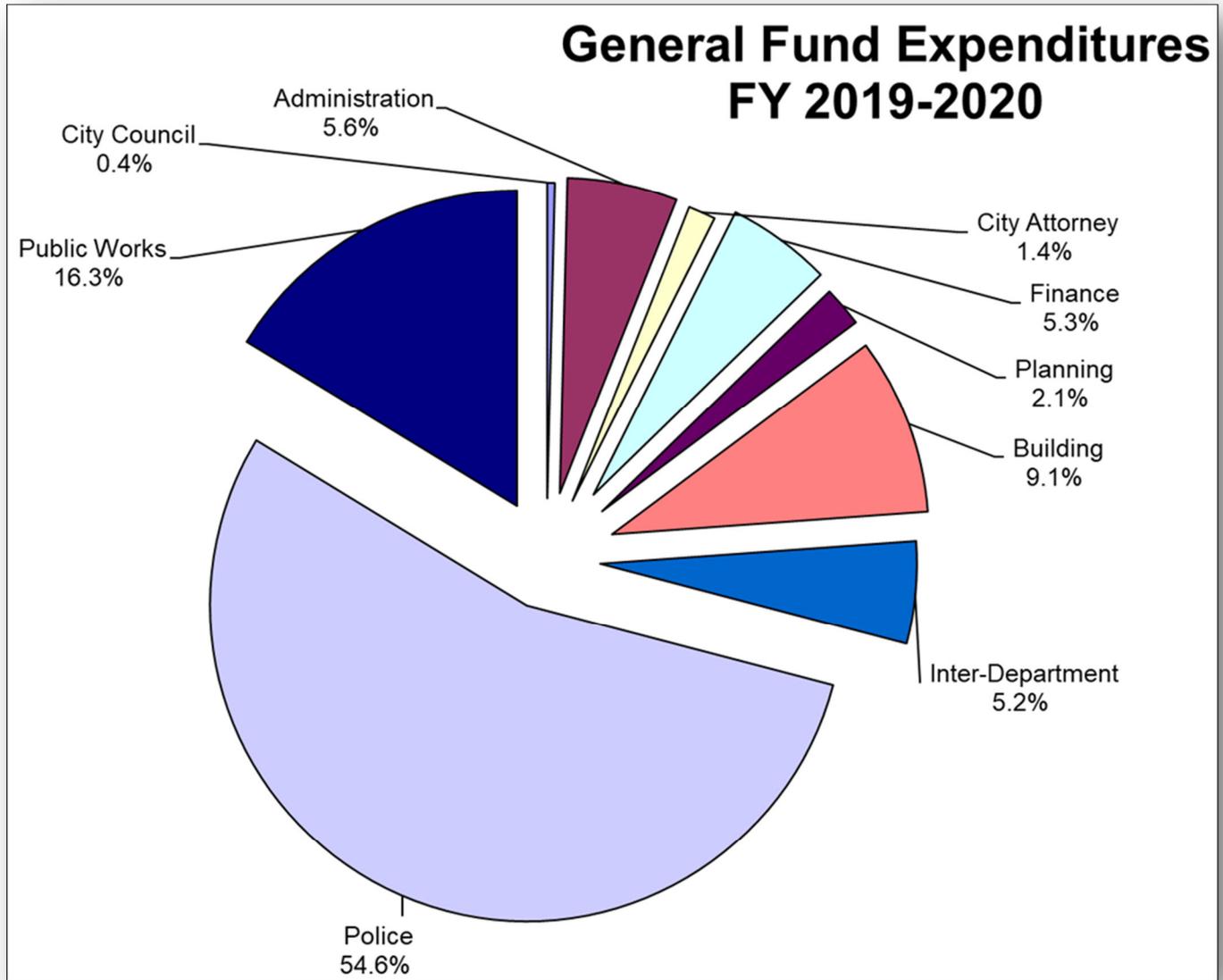
General Fund 101 Revenue Summary Chart



Section B

General Fund

General Fund 101 Expenditures Summary Chart



Section B

General Fund

City Council (D11) Administration (D12) City Attorney (D16)

Goals | Mission Budget 2019-2020

- Maintain community engagement with the construction of the new Civic Center
- Update the Human Resources Policies and Procedures Manual
- Continue to stimulate Community engagement through Town Events, activities and sponsorships
- Foster partnerships with schools and other agencies
- Continue to connect with surrounding jurisdictions on regional issues and concerns

Section B

General Fund

General Fund 101 City Council Dept. (D11)

Department 11

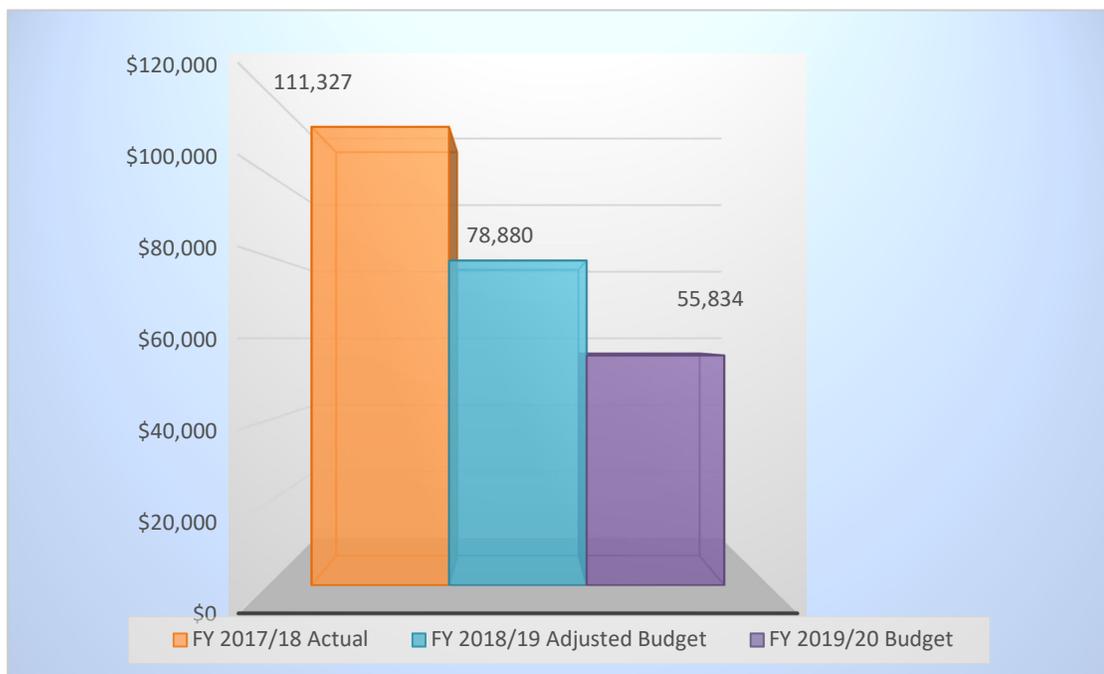
The City Council is the legislative and policy-making body for the Town of Atherton. It provides political leadership, enacts laws, adopts resolutions, adopts an annual budget and establishes policies for the Town government. It sets strategic goals for the community and participates regionally with other organizations. The Council hires the City Manager and City Attorney. The Mayor is appointed annually from the elected council members. The Mayor and the City Council represent the Town of Atherton on local, regional, and state policy committees and commissions. The City Council meets the Third Wednesday of each month in formal public session and occasionally in additional special meetings. City Council agendas, reports, packets and video archives of the meetings are posted on the Town’s website.

Annual Fiscal Impact **\$55,834**

Employee 5 elected city council members

Three-year Summary

Year	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Budget
Amount	111,327	78,880	55,834





Town of Atherton
 Annual Operating Budget FY 2019-2020
 City Council Budget - Summary

Category	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
General Operation	2,602	4,380	4,380	4,380
Other Services/Exp	107,599	73,000	73,000	44,954
Supplies & Materials	574	500	500	500
Capital Outlay	553	1,000	1,000	6,000
City Council	111,327	78,880	78,880	55,834

Town of Atherton Annual Operating Budget FY 2019-2020
City Council Budget By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
General Operation	101-11-53016-011	Utilities - Water	1,658	1,880	1,880	1,880
General Operation	101-11-53024-011	Advertising/Publishing	944	2,500	2,500	2,500
Other Services/Exp	101-11-54002-011	Bus Meeting & Meals	2,226	1,500	1,500	1,500
Other Services/Exp	101-11-54003-011	Conferences	1,967	7,500	7,500	7,500
Other Services/Exp	101-11-54004-011	Training & Workshops	-	2,000	2,000	2,000
Other Services/Exp	101-11-54007-011	Membership/Dues	11,508	13,000	13,000	14,954
Other Services/Exp	101-11-54008-011	Mileage Reimbursement	-	500	500	500
Other Services/Exp	101-11-54010-011	Other Contract Services	729	10,000	10,000	10,000
Other Services/Exp	101-11-54011-011	Environmental Program	4,805	5,000	5,000	5,000
Other Services/Exp	101-11-54013-011	Contribution-SSV	1,750	1,000	1,000	1,000
Other Services/Exp	101-11-54014-011	Contribution-HIP	2,500	2,500	2,500	2,500
Other Services/Exp	101-11-54020-011	Election Cost	82,113	30,000	30,000	-
Supplies & Materials	101-11-55002-011	Office Supplies	574	500	500	500
Capital Outlay	101-11-57007-011	Office Equip & Furniture	553	1,000	1,000	6,000
Total City Council			111,327	78,880	78,880	55,834

Town of Atherton Annual Operating Budget FY 2019-20
City Council Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-11-53016-011	Utilities - Water	Calwater	1,880
101-11-53024-011	Advertising/Noticing	Advertising 2014 Election, Committee vacancies, special info, council meeting post card notifications, calwater notifications	2,500
101-11-54002-011	Bus Meetings & Meals	Meeting meals and supplies - City Council Meetings	1,500
101-11-54003-011	Conferences	League of CA Cities, New Mayor & Council Academy, hotels and registration	7,500
101-11-54004-011	Training & Workshops	Council, Committee and Commission Training related expenses – Brown Act, Political Reform, etc	2,000
101-11-54007-011	Membership/Dues	Local Agency Formation Commission (LAFCO)	1,887
101-11-54007-011	Membership/Dues	San Mateo County-Airport Community Fund	1,500
101-11-54007-011	Membership/Dues	City/County Association of Government - San Mateo (C/CAG) (From Intergovernmental)	2,578
101-11-54007-011	Membership/Dues	(HEART) Housing Endowment and Regional Trust of San Mateo to support housing for modest-income families	2,275
101-11-54007-011	Membership/Dues	Joint Venture Silicon Valley	1,000
101-11-54007-011	Membership/Dues	Sustainable San Mateo County	1,000
101-11-54007-011	Membership/Dues	San Mateo Jobs for Youth	100
101-11-54007-011	Membership/Dues	League of California Cities	4,614
		A/C Subtotal->	14,954
101-11-54008-011	Mileage Reimbursement	Reimburse for use of private vehicles for meeting	500
101-11-54010-011	Other Contract Services	High Speed Rail Public Relation (HSR) (from Intergovernmental Dept)	10,000
		A/C Subtotal->	10,000

Town of Atherton Annual Operating Budget FY 2019-20
City Council Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-11-54011-011	Environ Program Committee	Support for committee work (previouly in non-dept)	5,000
101-11-54013-011	Contribution-SSV	Sustainable Silicon to produce environmental and resources conservation Silicon Valley (from Intergovernmental)	1,000
101-11-54014-011	Contribution-HIP	Human Investment Project (HIP) grant to find a place to call home for people throughout San Mateo County (from Intergovernmental)	2,500
101-11-54020-011	Election Expenses	General Election	-
101-11-55002-011	Office Supplies	Business Cards	
101-11-55002-011	Office Supplies	Paper, ruled pads, binders, tapes, ink, toners	500
101-11-57007-011	Office Equip & Furniture	Furniture-Chairs, Desks, relocation of Audio Visuals to the Park	6,000
		A/C Subtotal->	6,000
		Total City Council Dept	55,834

Section B

General Fund

General Fund 101 Administration Dept. (D12)

Department 12

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

Annual Fiscal Impact

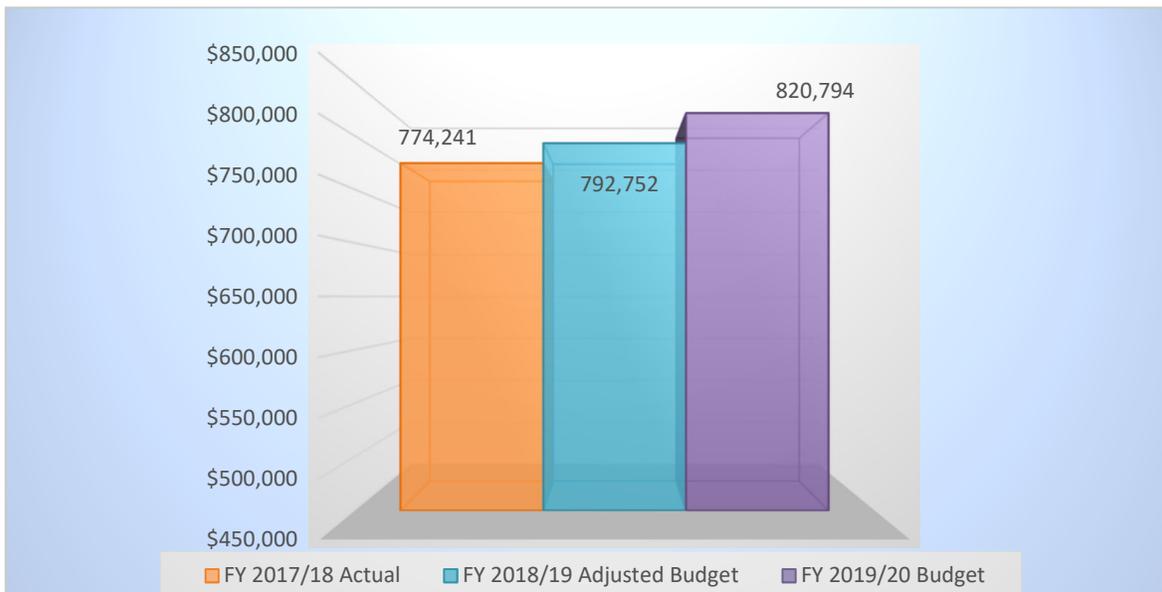
\$820,794

Employee

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

Three-year Summary

Year	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Budget
Amount	774,241	795,252	820,794





Town of Atherton
 Annual Operating Budget FY 2019-20
 Administration Budget - Summary

Category	Actual 2017-18	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Salaries & Wages	435,501	448,771	448,771	452,256
EE Benefits	202,945	223,513	223,513	242,951
Professional Svs	12,958	20,000	20,000	20,000
General Operations	24,893	28,454	28,454	29,650
Other Services/Exp.	88,804	55,382	57,882	59,304
Supplies & Materials	5,612	11,500	11,500	11,500
Capital Outlay	3,526	5,132	5,132	5,132
Administration Total	774,241	792,752	795,252	820,794

Town of Atherton Annual Operating Budget FY 2019-20
Administration - Budget by Account

Category	Account	Description	Actual 2017-18	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Salaries & Wages	101-12-50001-012	Regular Salaries	433,856	440,271	440,271	443,756
Salaries & Wages	101-12-50005-012	Temporary Help	-	-	-	-
Salaries & Wages	101-12-50001-012	Office Intern	-	7,500	7,500	7,500
Salaries & Wages	101-12-50006-012	Overtime	1,646	1,000	1,000	1,000
EE Benefits	101-12-50013-012	EE Benefits Earned	4,352	4,403	4,403	6,656
EE Benefits	101-12-51001-012	Medicare Tax	6,805	6,384	6,384	6,434
EE Benefits	101-12-51003-012	PERS Retire Contrib- ER	39,375	40,854	40,854	41,389
EE Benefits	101-12-51004-012	PERS Retire Contrib- EE	-	-	-	-
EE Benefits	101-12-51005-012	Deferred Compensation	5,550	5,772	5,772	5,772
EE Benefits	101-12-51007-012	STD Insurance	560	576	576	576
EE Benefits	101-12-51008-012	Health Insurance-Active	33,526	36,140	36,140	40,647
EE Benefits	101-12-51009-012	Health Insurance-Retirees	47,608	48,357	48,357	49,403
EE Benefits	101-12-51010-012	Dental Insurance	1,575	1,838	1,838	2,518
EE Benefits	101-12-51011-012	Vision Insurance	434	488	488	487
EE Benefits	101-12-51013-012	Workers' Compensation	18,410	17,611	17,611	17,750
EE Benefits	101-12-51014-012	Life & ADD Insurance	520	529	529	529
EE Benefits	101-12-51015-012	LTD Insurance	2,168	2,083	2,083	2,083
EE Benefits	101-12-51016-012	Unemployment Insurance	4,603	4,403	4,403	4,438
EE Benefits	101-12-51019-012	Allowance	4,800	5,400	5,400	5,400
EE Benefits	101-12-51020-012	Educational Reimb	2,500	8,000	8,000	8,000
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	30,160	40,676	40,676	50,868
Total Salaries & Benefits			638,446	672,284	672,284	695,208
Professional Svs	101-12-52023-012	Contract Human Resources	12,958	20,000	20,000	20,000
General Operations	101-12-53002-012	Other Equip Repair & Maint	7,511	8,304	8,304	9,500
General Operations	101-12-53014-012	Utilities - Electricity	3,611	6,500	6,500	6,500
General Operations	101-12-53015-012	Utilities - Gas	380	500	500	500
General Operations	101-12-53016-012	Utilities - Water	603	650	650	650
General Operations	101-12-53024-012	Advertising - Noticing	2,485	2,500	2,500	2,500
General Operations	101-12-53025-012	External Printing Services	10,191	9,000	9,000	9,000
General Operations	101-12-53026-012	Recruitment Costs	113	1,000	1,000	1,000

Town of Atherton Annual Operating Budget FY 2019-20
Administration - Budget by Account

Category	Account	Description	Actual 2017-18	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Other Services/Exp.	101-12-54002-012	Business Meetings & Meals	225	300	300	300
Other Services/Exp.	101-12-54003-012	Conferences	5,764	7,800	7,800	9,500
Other Services/Exp.	101-12-54004-012	Training and Workshops	3,882	2,000	2,000	2,000
Other Services/Exp.	101-12-54005-012	Subscriptions	756	680	680	680
Other Services/Exp.	101-12-54007-012	Memberships & Dues	11,564	12,852	12,852	13,074
Other Services/Exp.	101-12-54008-012	Mileage Reimbursement	30	250	250	250
Other Services/Exp.	101-12-54010-012	Other Contract Services	60,539	25,000	25,000	25,000
Other Services/Exp.	101-12-54019-012	Special Events & Awards	3,043	3,500	6,000	5,500
Other Services/Exp.	101-12-54025-012	Technology Reimbursement	3,000	3,000	3,000	3,000
Supplies & Materials	101-12-55002-012	Office Supplies	3,228	6,500	6,500	6,500
Supplies & Materials	101-12-55017-012	Postage	2,384	5,000	5,000	5,000
Capital Outlay	101-12-57006-012	Computer Equipment/Software	3,457	632	632	632
Capital Outlay	101-12-57007-012	Office Equip & Furn	70	4,500	4,500	4,500
Total Operations			135,794	120,468	122,968	125,586
Total Admin Dept			774,241	792,752	795,252	820,794

Town of Atherton Annual Operating Budget FY 2019-2020
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-12-50001-012	Regular Salaries	Salaries -three full-time (FTE) staff	443,756
101-12-50001-012	Office Intern (Part time) \$15/hour	Office Intern (Part time) \$15/hour	
			7,500
101-12-50006-012	Overtime	Office specialist (committee meetings, records retention)	1,000
101-12-50013-012	EE Benefits Earned	1.5% contribution for vac, sick, comp, & holiday pay	6,656
101-12-51001-012	Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings	6,434
101-12-51002-012	Social Security Tax	6.2% of Earnings	
101-12-51003-012	PERS Retire Contrib- ER	Employer contribution for employee pension	41,389
101-12-51004-012	PERS Retire Contrib- EE	Employee contribution paid for by the employer	
101-12-51005-012	Deferred Compensation	Deferred compensation ER Paid	5,772
101-12-51007-012	STD Insurance	Short-term disability premium to The Cities Group	576
101-12-51008-012	Health Insurance-Active	Health plan coverage - Cafeteria Plan	40,647
101-12-51009-012	Health Insurance-Retirees	Retiree Health Pay-as-you-go	19,989
101-12-51009-012	Health Insurance-GASB45	GASB 45 annual required contribution	29,414
101-12-51010-012	Dental Insurance	Delta Dental Plan premium	2,518
101-12-51011-012	Vision Insurance	Vision Service Plan premium	487
101-12-51013-012	Workers' Compensation	Workers Comp charged to Department	17,750
101-12-51014-012	Life & ADD Insurance	Premium to The Cities Group	529
101-12-51015-012	LTD Insurance	Long-term disability premium to The Cities Group	2,083
101-12-51016-012	Unemployment Insurance	Projected unemployment benefits 1% of Salary	4,438
101-12-51019-012	Auto Allowance	Car allowance City Manager; dept phone allowance	5,400
101-12-51020-012	Educational Reimb	Education Reimbursement	8,000
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities-Misc	50,868
		Total Salaries & Benefits	695,208
101-12-52023-012	Contract Human Resources	Human Resources Support	20,000
101-12-53002-012	Other Equip Repair & Maint	Maint. equipment contract & usage copier	9,500

Town of Atherton Annual Operating Budget FY 2019-2020
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-12-53014-012	Utilities - Electricity	Admin Office PG&E	6,500
101-12-53015-012	Utilities - Gas	Admin Office ABAG gas	500
101-12-53016-012	Utilities - Water	Admin Office Cal Water	650
101-12-53024-012	Advertising - Noticing	City Clerk/legal notices, etc.	1,500
101-12-53024-012	Advertising - Noticing	Town wide mailers	1,000
		A/C Subtotal->	2,500
101-12-53025-012	External Printing Services	Athertonian Newsletter	9,000
101-12-53026-012	Recruitment Costs	Fingerprints, job posting, oral panel working lunch	1,000
101-12-54002-012	Business Meetings & Meals	City Manager various meetings	300
101-12-54003-012	Conferences	City Manager -Annual Conference	600
101-12-54003-012	Conferences	Northern California City Clerks Business Meetings bimonthly - 6 per year, \$40 each	240
101-12-54003-012	Conferences	League of California Cities-City Mgr meeting	3,000
101-12-54003-012	Conferences	Monthly HR meeting SM County	160
101-12-54003-012	Conferences	Human Resources training and meetings	1,300
101-12-54003-012	Conferences	City Clerk - Annual conference	1,700
101-12-54003-012	Conferences	Annual ICMA Conference	2,500
		A/C Subtotal->	9,500
101-12-54004-012	Training and Workshops	Deputy City Clerk - Technical Track for Clerks -to receive Certified Municipal Clerk status (CMC)	-
101-12-54004-012	Training and Workshops	Human Resources training and meetings	
101-12-54004-012	Training and Workshops	Staff team building	2,000
		A/C Subtotal->	2,000
101-12-54005-012	Subscriptions	Employment law posters & subscriptions	680

Town of Atherton Annual Operating Budget FY 2019-2020
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-12-54007-012	Memberships & Dues	Liebert Cassidy Whitmore employer legal consortium/San Mateo County Employee Relations Consortium (SMCERC) - training and legal counsel /workbooks	7,000
101-12-54007-012	Memberships & Dues	SCERS/Foster City (Bay Area Employee Relations Svs) negotiations related	3,262
101-12-54007-012	Memberships & Dues	City Clerk - CCAC	190
101-12-54007-012	Memberships & Dues	San Mateo County City Manager's Association	250
101-12-54007-012	Memberships & Dues	International City/County Management Association (ICMA) - City Manager	1,400
101-12-54007-012	Memberships & Dues	CA City Management Foundation - CM membership	400
101-12-54007-012	Memberships & Dues	Code Publishing Inc. Web site hosting	572
		A/C Subtotal->	13,074
101-12-54008-012	Mileage Reimbursement	Meetings & conferences	250
101-12-54010-012	Other Contract Services	National Night Out	4,000
101-12-54010-012	Other Contract Services	Disaster Preparedness	6,000
101-12-54010-012	Other Contract Services	Concerts in the Park	4,000
101-12-54010-012	Other Contract Services	State of the City	1,000
101-12-54010-012	Other Contract Services	Others	10,000
		A/C Subtotal->	25,000
101-12-54019-012	Special Events & Awards	Staff Recognition Program	5,500
101-12-54025-012	Technology Reimbursement	City Manager Technology Reimbursement	3,000
101-12-55002-012	Office Supplies	Pens, paper, envelopes, binders, paper clips, etc., file materials for records retention and destruction	2,000
101-12-55002-012	Office Supplies	Record destruction plastic storage containers for permanent docs, file materials	2,500
		Relocation to Modular Building	2,000

Town of Atherton Annual Operating Budget FY 2019-2020
Administration - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
A/C Subtotal->			6,500
101-12-55017-012	Postage	Postage Refills, mailings	5,000
101-12-57006-012	Computer Equipment/Software	Computer leasing program 3rd Batch	632
101-12-57007-012	Office Equip & Furn	Ergonomic chair, tables, etc.	4,500
Total Operations			<u>125,586</u>
Total Admin Dept			<u><u>820,794</u></u>

Town of Atherton Annual Operating Budget FY 2019-2020 Administration - Salaries & Benefits

Job Class	Step	FY 18/19 Salary	COLA	FY 19/20 Salary	PERS Salary	ER PERS	Defer Comp	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Car, Ph)	Total
City Manager	N/A	217,590		226,294	226,294	21,106	5,772	3,281	12,786	-	142	192	794	210	9,052	4,800	284,430
Asst to CM/City Clerk	A/B	135,243	142.003	144,169	144,169	13,447	-	2,090	4,919	671	140	192	794	210	5,767	600	172,998
Office Specialist	C	70,475	104.00%	73,294	73,294	6,836	-	1,063	22,943	1,847	205	192	495	108	2,932	-	109,915
Office Intern	\$15/hour	7,500		7,500													7,500
Total Admin Dept		430,808		451,256	443,756	41,389	5,772	6,434	40,647	2,518	487	576	2,083	529	17,750	5,400	574,842

Section B

General Fund

General Fund 101 City Attorney Dept. (D16)

Department 16

City Attorney Department advises the City Council and all committees, commissions, and employees of legal propriety of proposed actions. The department identifies and mitigates potential legal risks while supporting the objectives of the City Council and City staff. Also works to ensure transparent and fair administration of the City’s municipal code. Prepares and/or reviews all ordinances, resolutions, contracts, and other documents. Represents the Town in civil litigation and acts as liaison to outside special counsel and prosecutes municipal code violations.

Annual Fiscal Impact

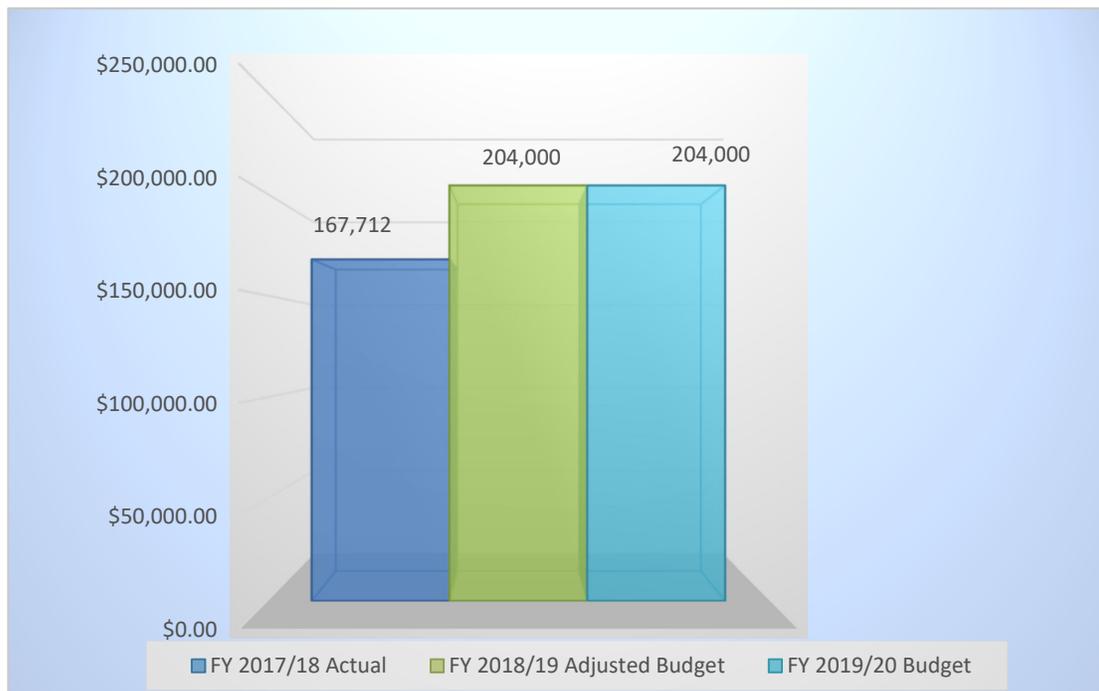
\$204,000

Employee

Contract (2): City Attorney, Deputy City Attorney

Three-year Summary

Year	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Budget
Amount	167,712	204,000	204,000





Town of Atherton
Annual Operating Budget FY 2019-2020
City Attorney Budget - Summary

Category	Actual 2017-18	Adopted Budget 2018-19	Adjusted Budget 2018-19	Recomm Budget 2019-2020
Professional Svs	167,712	204,000	204,000	204,000
City Attorney Total	167,712	204,000	204,000	204,000

Town of Atherton Annual Operating Budget FY 2019-2020
City Attorney - Budget By Account

Category	Account	Description	Actual 2017-18	Adopted Budget 2018-19	Adjusted Budget 2018-2019
Professional Svs	101-16-52002-016	City Attorney - Retainer	153,600	154,000	154,000
Professional Svs	101-16-52006-016	City Attorney - Other Services	14,112	50,000	50,000
Professional Svs	101-16-52007-016	Attorney - Other Legal			-
Total City Attorney Dept			<u>167,712</u>	<u>204,000</u>	<u>204,000</u>

Town of Atherton Annual Operating Budget FY 2019-2020
 City Attorney Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-16-52002-016	City Attorney - Retainer	Monthly retainer \$12,800 x 12	154,000
101-16-52006-016	City Attorney - Other Services	Additional services	50,000
Total City Attorney Dept			<u>204,000</u>

Section B

General Fund

General Fund 101 Finance Dept. (D18)

Goals | Mission Budget 2019-2020

- Civic Center construction funding gap bridge financing
- Update GASB 68 for CalPERS Pension accrued liability and GASB 75 OPEB Liability
- Continue 5-year planning forecast with known assumptions, such as CalPERS changes in discount rate, and property taxes
- Update OPENGOV transparency platform and other tools
- Continue to explore ways to maximize revenue to the General Fund
- Research and apply for Capital Improvement Infrastructure funding grants
- Begin review of User Fee Indirect cost allocation plan

Section B

General Fund

General Fund 101 Finance Dept. (D18)

Department 18

The Finance Department monitors and reports on the financial position of the Town. The Department is responsible for oversight of the annual budget and financial statement audit and reports. Works with departments on the Five-Year Capital Improvement Program, as well as accounting for all revenues and expenditures, grants programs, and fiscal support to various Town departments and committees. Provide timely financial reporting and maximize town core value of financial stability. Responsibilities include cash receipts, payroll administration, accounts payable, all treasury functions, provide for completion of annual independent audit report, and filing of required reports with other government agencies. It ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services.

Annual Fiscal Impact

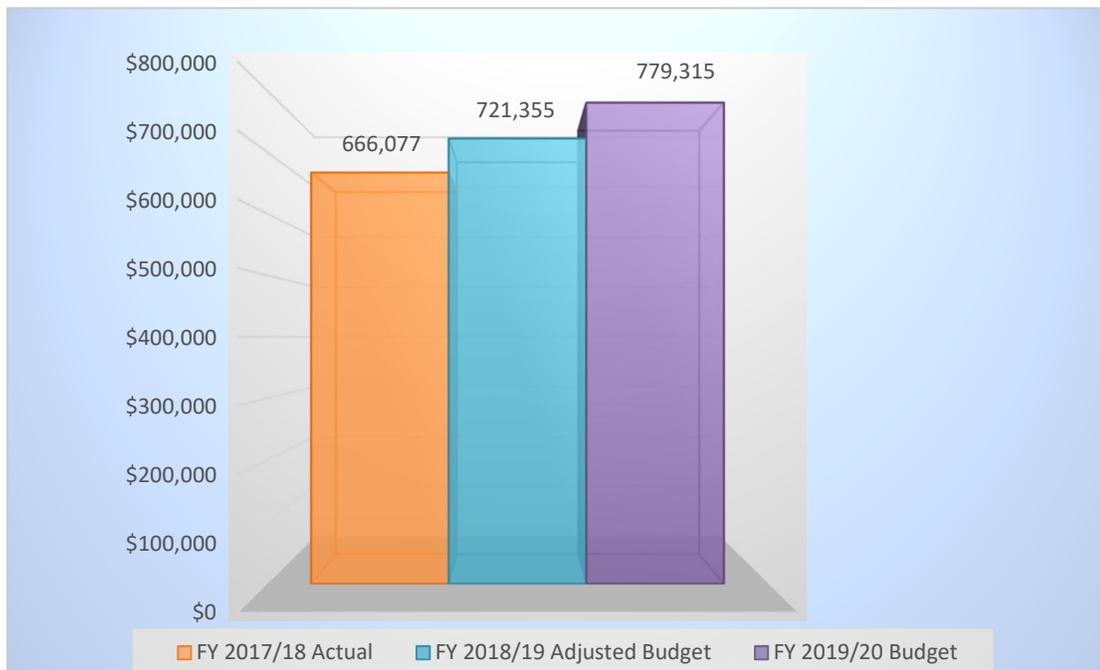
\$779,315

Employee

3 Full Time: Finance Director, Accountant, Jr Accountant

Three-year Summary

Year	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Budget
Amount	666,077	721,355	779,315





Town of Atherton
 Operating Budget FY 2019-2020
 Finance Budget - Summary

Category	Actual 2017-2018	Adopted Budget 2018-19	Adjusted Budget 2018-19	Recomm Budget 2019-20
Salaries & Wages	331,124	372,307	372,307	405,652
EE Benefits	136,813	149,742	149,742	169,428
Professional Svcs	92,145	73,952	73,952	78,355
General Operations	18,809	27,500	27,500	27,800
Other Services/Exp.	83,436	94,180	94,101	94,580
Supplies & Materials	1,342	1,000	1,000	1,000
Capital Outlay	2,407	2,674	2,753	2,500
Finance Total	666,077	721,355	721,355	779,315

Town of Atherton Annual Operating Budget FY 2019-2020
Finance - Budget by Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-19	Adjusted Budget 2018-19	Recomm Budget 2019-20
Salaries & Wages	101-18-50001-018	Regular Salaries	327,884	368,621	368,621	399,657
Salaries & Wages	101-18-50006-018	Overtime	-	-	-	-
Salaries & Wages	101-18-50013-018	EE Benefits Earned	3,240	3,686	3,686	5,995
EE Benefits	101-18-51001-018	Medicare	4,869	5,345	5,345	5,795
EE Benefits	101-18-51003-018	PERS Retire Contrib- ER	26,542	31,462	31,462	30,952
EE Benefits	101-18-51004-018	PERS Retire Contrib- EE	-	-	-	-
EE Benefits	101-18-51007-018	STD Insurance	512	576	576	576
EE Benefits	101-18-51008-018	Health Insurance-Active	35,690	33,995	33,995	40,639
EE Benefits	101-18-51009-018	Health Insurance-Retirees	28,313	30,089	30,089	33,887
EE Benefits	101-18-51010-018	Dental Insurance	3,086	2,509	2,509	3,685
EE Benefits	101-18-51011-018	Vision Insurance	507	488	488	794
EE Benefits	101-18-51013-018	Workers' Compensation	13,587	14,745	14,745	15,986
EE Benefits	101-18-51014-018	Life & ADD Insurance	355	427	427	427
EE Benefits	101-18-51015-018	LTD Insurance	1,884	2,052	2,052	2,217
EE Benefits	101-18-51016-018	Unemployment Insurance	3,401	3,686	3,686	3,997
EE Benefits	101-xx-51xxx-misc	Unfunded liabilities	18,067	24,367	24,367	30,472
Total Salaries & Benefits			467,938	522,049	522,049	575,080
Professional Svs	101-18-52001-018	Audit & Financial	49,604	54,452	54,452	58,855
Professional Svs	101-18-52017-018	Technical Services	42,541	19,500	19,500	19,500
General Operations	101-18-53002-018	Repair Machinery & Equip	-	500	500	500
General Operations	101-18-53025-018	External Printing Service	107	500	500	500
General Operations	101-18-53031-018	Banking Services	8,702	16,500	16,500	16,800
General Operations	101-18-53503-018	Trsfr to Equip Replace Fund	10,000	10,000	10,000	10,000
Other Services/Exp.	101-18-54003-018	Conferences	-	2,000	2,000	2,500
Other Services/Exp.	101-18-54004-018	Training and Workshops	200	8,200	8,121	8,200
Other Services/Exp.	101-18-54005-018	Subscriptions	-	-	-	-

Town of Atherton Annual Operating Budget FY 2019-2020
Finance - Budget by Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-19	Adjusted Budget 2018-19	Recomm Budget 2019-20
Other Services/Exp.	101-18-54007-018	Memberships & Dues	1,222	1,200	1,200	1,200
Other Services/Exp.	101-18-54008-018	Mileage Reimbursement	-	300	300	200
Other Services/Exp.	101-18-54010-018	Other Contract Services	52,774	48,100	48,100	48,100
Other Services/Exp.	101-18-54016-018	Business License Processing Fee	29,240	34,380	34,380	34,380
Supplies & Materials	101-18-55002-018	Office Supplies	1,303	500	500	500
Supplies & Materials	101-18-55009-018	Misc. Computer Parts	38	500	500	500
Capital Outlay	101-18-57006-018	Computer Equip/Software	1,178	1,174	1,253	1,500
Capital Outlay	101-18-57007-018	Office Machines & Furniture	1,229	1,500	1,500	1,000
			198,139	199,306	199,306	204,235
	101-18-53022-018	Liability Claim Expense				
		Total Operations	198,139	199,306	199,306	204,235
		Total Finance Dept	666,077	721,355	721,355	779,315

Town of Atherton Annual Operating Budget FY 2019-2020
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-18-50001-018	Regular Salaries	Salaries - three full-time (FTE) staff	399,657
101-18-50013-018	EE Benefits Earned	1.5% of Salary/Earnings contribution for vac, sick, comp, & holiday pay	5,995
101-18-51001-018	Medicare	Employees hired after April 1986 pay 1.45% of earnings	5,795
101-18-51003-018	PERS Retire Contrib- ER	Employer contribution for employee pension	30,952
101-18-51007-018	STD Insurance	Short-term disability premium to The Cities Group	576
101-18-51008-018	Health Insurance-Active	Health plan coverage - Kaiser, Blue Shield, Blue Cross	40,639
101-18-51009-018	Health Insurance-Retirees	Retiree health Pay-as-you-go	24,082
101-18-51009-018	Health Insurance-GASB45	GASB 45 annual required contribution	9,805
101-18-51010-018	Dental Insurance	Delta Dental Plan premium	3,685
101-18-51011-018	Vision Insurance	Vision Service Plan premium	794
101-18-51013-018	Workers' Compensation	Workers Comp charged to Department	15,986
101-18-51014-018	Life & ADD Insurance	Premium to The Cities Group	427
101-18-51015-018	LTD Insurance	Long-term disability premium to The Cities Group	2,217
101-18-51016-018	Unemployment Insurance	Projected unemployment benefits 1% of Salary/Earnings	3,997
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities	30,472
Total Salaries & Benefits			575,080
101-18-52001-018	Audit & Financial	FY 2018 Audit (40% Audit Fee)	22,710
101-18-52001-018	Audit & Financial	FY 2019 Audit (60% total for interim)	29,565
101-18-52001-018	Audit & Financial	FY 2019 CA Controller Report-Town	5,565
101-18-52001-018	Audit & Financial	FY 2019 Appropriations Limit	1,015
A/C Subtotal->			58,855
101-18-52017-018	Technical Services	Springbrook annual maintenance fee	19,500
			-

Town of Atherton Annual Operating Budget FY 2019-2020
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-18-52017-018	Technical Services	Harris (Wintegrate) one license maintenance fee	-
		A/C Subtotal->	19,500
101-18-53002-018	Repair Machinery & Equip	misc repair for office equip and laser printers	500
101-18-53025-018	External Printing Service	FY 2019 financial report, form 1099, W-2s	500
101-18-53031-018	Banking Services	Account analysis fees	14,000
101-18-53031-018	Banking Services	A/P and payroll check stock, deposit slips and bags	500
101-18-53031-018	Banking Services	Armored car service	2,300
		A/C Subtotal->	16,800
101-18-53503-018	Trsfr to Equip Replace Fund	Fund future financial system upgrades	10,000
101-18-54003-018	Conferences	CSMFO Annual Conference - Finance Director	2,000
101-18-54003-018	Conferences	CSMFO/CMTA joint lunch meetings - Finance Director	500
		A/C Subtotal->	2,500
101-18-54004-018	Training and Workshops	Springbrook Client Conference - Finance Director	2,400
101-18-54004-018	Training and Workshops	Governmental Accounting - Updates and Implementation	800
101-18-54004-018	Training and Workshops	GFOA, CSMFO, Springbrook, Payroll tax training for finance staff	5,000
101-18-54004-018	Training and Workshops	A/C Subtotal->	8,200
101-18-54005-018	Subscriptions	Wall Street Journal, GASB, GFOA books	
101-18-54007-018	Memberships & Dues	GFOA, CSMFO,CMTA, PERS PAC, CMRTA	1,000

Town of Atherton Annual Operating Budget FY 2019-2020
Finance - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-18-54007-018	Memberships & Dues	Springbrook National User Group	200
		A/C Subtotal->	1,200
101-18-54008-018	Mileage Reimbursement	Use of private vehicles for training & meeting	200
101-18-54010-018	Other Contract Services	GASB 45 Report; GASB 75; GovInvest OPEB license; GovInvest Pension calculator license	20,600
101-18-54010-018	Other Contract Services	Investment advisory service	18,625
101-18-54010-018	Other Contract Services	Revenue audits-property tax and sales tax (HDL)	5,875
101-18-54010-018	Other Contract Services	State mandated cost (SB90) claiming service	3,000
		A/C Subtotal->	48,100
101-18-54016-018	Business License Processing Fee	Payment to MuniServices at \$20 per license issued	34,380
101-18-55002-018	Office Supplies	Binders, folders, storage boxes, copy paper, ink cartridges, budget book supplies, envelopes, fixed asset tags	500
101-18-55009-018	Misc. Computer Parts	Keyboard tray, mouse, ups, misc. software	500
101-18-57006-018	Computer Equip/Software	Computer lease program; yearly Adobe	1,500
101-18-57007-018	Office Machines & Furniture	Purchase new furniture for office relocation	1,000
		Total Operations	204,235
		Total Finance Dept	<u><u>779,315</u></u>

Town of Atherton Annual Operating Budget FY 2019-20
Finance- Salaries & Benefits

FTE	Job Class	Step	FY 18/19 Salary	COLA	FY 19/20 Salary	ER PERS	EE PERS	Defer Comp	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. Etc)	Total	
1	Finance Director	D	197,482	104.00%	205,381	19,156	-	-	2,978	18,025	1,167	228	192	794	210	8,215	600	256,346	
1	Accountant	B/C	99,571	104.562	108,745	6,603	-	-	1,577	9,828	671	157	192	794	108	4,350	-	133,026	
1	Jr. Accountant	D	80,226	82,242	104.00%	85,532	5,193	-	-	1,240	12,786	1,847	409	192	629	108	3,421	-	111,358
Total Finance Dept					399,657	30,952	-	-	5,795	40,639	3,685	794	576	2,217	427	15,986	600	500,730	

Section B

General Fund

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

Goals | Mission Budget 2019-2020

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

Section B

General Fund

General Fund 101 Planning Dept. (D20)

Department 20

Planning department oversees Administration of the Zoning Title and Subdivision Ordinance. Preparation of Town-Wide Planning Documents (e.g. the General Plan). Review of Development Proposals to ensure consistency with the General Plan and Zoning Title. Manages the Preparation of Environmental Documents required under CEQA. Prepares Staff Reports regarding land use matters for the Planning Commission and City Council. The Planning Division is responsible for maintaining the City's General Plan and various specific plans and for maintaining, updating and administering the City's zoning regulations and sign regulations. The zoning regulations contain the specific regulations that inform the design and construction of new development and additions to existing structures, including height limits, floor area ratio, parking requirements, lot coverage, property line setbacks, as well as outlining design review processes for various types of projects (when required).

Annual Fiscal Impact

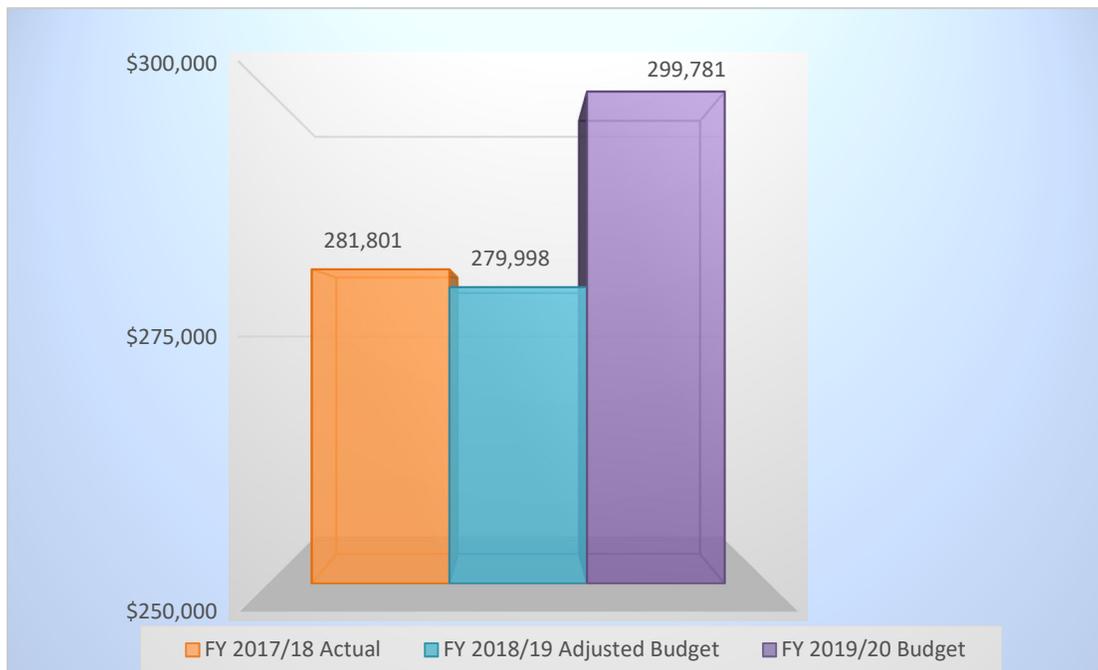
\$299,781

Employee

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

Three-year Summary

Year	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Budget
Amount	281,801	279,998	299,781





Town of Atherton
 Annual Operating Budget FY 2019-2020
 Planning Budget - Summary

Category	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Professional Svs	278,233	274,150	274,150	291,603
General Operations	2,122	3,260	3,260	5,590
Supplies & Materials	1,172	2,000	2,000	2,000
Capital Outlay	273	588	588	588
Planning Total	281,801	279,998	279,998	299,781

Town of Atherton Annual Operating Budget FY 2019-2020
Planning Budget By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Professional Svs	101-20-52011-020	Contract Planner	278,233	264,150	264,150	281,603
Professional Svs	101-20-52014-020	General Plan Update	-	-	-	-
Professional Svs	101-20-52015-020	Housing Element	-	-	-	-
Professional Svs	101-20-52029-020	Contract Arborist Service	-	10,000	10,000	10,000
General Operations	101-20-53002-020	Other Equip Repair & Maint	-	360	360	2,690
General Operations	101-20-53014-020	Utilities - Electricity	168	250	250	250
General Operations	101-20-53015-020	Utilities - Gas	180	180	180	180
General Operations	101-20-53016-020	Utilities - Water	21	70	70	70
General Operations	101-20-53024-020	Advertising/Noticing	660	1,500	1,500	1,500
General Operations	101-20-53033-020	Rent - Mach & Equip	1,094	900	900	900
Supplies & Materials	101-20-55002-020	Office Supplies	1,172	2,000	2,000	2,000
Capital Outlay	101-20-57006-020	Computer Equipment/Software	273	588	588	588
Total Planning Dept			281,801	279,998	279,998	299,781

Town of Atherton Annual Operating Budget FY 2019-2020
 Planning Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-20-52011-020	Contract Planner	Neal Martin & Associates services. Town Planner: +/- 32 hours per month; Senior Planner: +/- 68 hours per month; Assistant Planner: +/- 108 hours per month	231,603
	Contract Planner	sustainability programs management	50,000
		General Plan Update surcharge accumulation	(20,000)
101-20-52014-020	General Plan Update	Update to the Town General Plan	20,000
101-20-52029-020	Contract Arborist Service	Contract arborist services that cannot be passed through	10,000
101-20-53002-020	Other Equip Repair & Maint	Planning share of MX-M453 Sharp copier annual maint cost and Toshiba Administration Copier	2,690
101-20-53014-020	Utilities - Electricity	PG&E	250
101-20-53015-020	Utilities - Gas	ABAG gas	180
101-20-53016-020	Utilities - Water	Cal water	70
101-20-53024-020	Advertising/Noticing	Newspaper publication of legal notices, Housing Element, General Plan	1,500
101-20-53033-020	Rent - Mach & Equip	Planning share of MX-M453 Sharp copier annual lease	900
101-20-55002-020	Office Supplies	paper, pens, etc.	2,000
101-20-57006-020	Computer Equipment/Software		588
Total Planning Dept			<u>299,781</u>

Section B

General Fund

General Fund 101 Building Dept. (D25)

Department 25 Building Department enforces the provisions of Title 24 of the California Code of Regulations generally referred to as the California Building Code and the Atherton Municipal Code. The Building Division oversees plan checking, permit issuance, and field inspections of all buildings and structures in the Town.

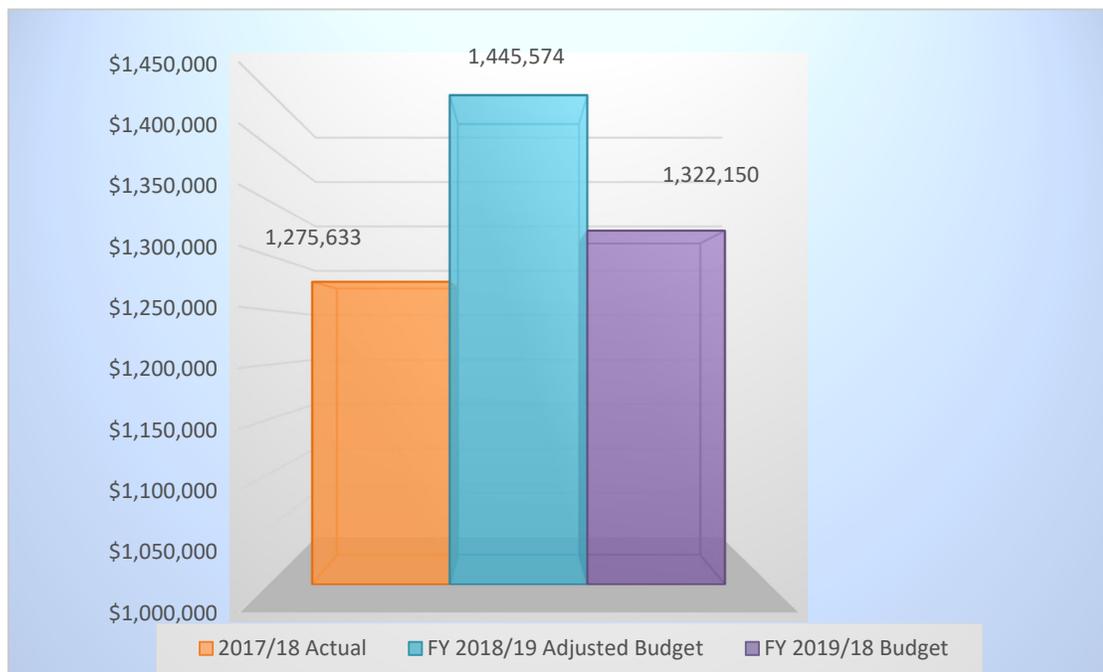
The Department receives applications, reviews construction documents and issues permits for the construction, and alteration, demolition and moving of buildings and structures. It inspects the premises for which such permits have been issued and enforces code enforcement compliance with the provisions of the Building Code and regulations adopted by the Town of Atherton.

Annual Fiscal Impact **\$1,322,150**

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

Three-year Summary

Year	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/18 Budget
Amount	1,275,633	1,445,574	1,322,150





Town of Atherton
 Annual Operating Budget FY 2019-2020
 Building Budget - Summary

Category	Actual 2017-2018	Adopted Budget 2018-19	Revised Budget 2018-19	Recomm Budget 2019-20
Salaries & Wages	139,659	150,182	150,182	163,325
EE Benefits	116,683	147,235	147,235	148,443
Professional Svs	1,013,032	1,137,483	1,137,483	995,629
General Operations	2,883	4,130	4,130	6,460
Other Services/Exp.	135	400	400	2,150
Supplies & Materials	2,336	4,200	4,200	4,200
Capital Outlay	905	1,943	1,943	1,943
Building Total	1,275,633	1,445,574	1,445,574	1,322,150

Town of Atherton Annual Operating Budget FY 2019-2020
Building Budget By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-19	Revised Budget 2018-19	Recomm Budget 2019-20
Salaries & Wages	101-25-50001-025	Regular Salaries	137,768	148,695	148,695	160,911
Salaries & Wages	101-25-50006-025	Overtime	524	-	-	-
Salaries & Wages	101-25-50013-025	EE Benefits Earned	1,367	1,487	1,487	2,414
EE Benefits	101-25-51001-025	Medicare	2,103	2,229	2,229	2,406
EE Benefits	101-25-51003-025	PER Retire Contrib- ER	10,480	14,809	14,809	11,989
EE Benefits	101-25-51007-025	STD Insurance	269	269	269	269
EE Benefits	101-25-51008-025	Health Insurance-Active	24,481	24,853	24,853	24,583
EE Benefits	101-25-51009-025	Health Insurance-Retirees	27,732	38,540	38,540	28,141
EE Benefits	101-25-51010-025	Dental Insurance	1,859	1,905	1,905	1,905
EE Benefits	101-25-51011-025	Vision Insurance	336	352	352	352
EE Benefits	101-25-51013-025	Workers' Compensation	5,836	6,148	6,148	6,636
EE Benefits	101-25-51014-025	Life & ADD Insurance	172	193	193	193
EE Benefits	101-25-51015-025	LTD Insurance	1,049	987	987	997
EE Benefits	101-25-51016-025	Unemployment Insurance	1,241	1,487	1,487	1,609
EE Benefits	101-xx-51xxx-misc	Unfunded liabilities-Misc	41,125	55,464	55,464	69,363
Total Salaries & Benefits			256,342	297,418	297,418	311,768
Professional Svs	101-25-52017-025	Technical Service	-	32,000	32,000	32,000
Professional Svs	101-25-52033-025	Contract Bldg & Life Safety Svs	1,013,032	1,105,483	1,105,483	963,629
General Operations	101-25-53014-025	Utilities - Electricity	1,008	1,200	1,200	1,200
General Operations	101-25-53015-025	Utilities - Gas	481	500	500	500
General Operations	101-25-53016-025	Utilities - Water	288	600	600	600
General Operations	101-25-53024-025	Advertising/Publishing	-	300	300	300
General Operations	101-25-53033-025	Rent - Mach & Equip	1,106	1,530	1,530	3,860
Other Services/Exp.	101-25-54005-025	Subscriptions	-	250	250	2,000
Other Services/Exp.	101-25-54007-025	Memberships & Dues	135	150	150	150

Town of Atherton Annual Operating Budget FY 2019-2020
Building Budget By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-19	Revised Budget 2018-19	Recomm Budget 2019-20
Supplies & Materials	101-25-55002-025	Office Supplies	2,336	3,200	3,200	3,200
Supplies & Materials	101-25-55003-025	Microfilms-Digital Archiving	-	-	-	-
Supplies & Materials	101-25-55006-025	Safety Supplies & Matls	-	1,000	1,000	1,000
Capital Outlay	101-25-57006-025	Computer Equipment/Software	905	1,943	1,943	1,943
Transfer	101-25-58003-025	Trsfr to Facil Construct Fd	-	-	-	-
Total Operations			1,019,291	1,148,156	1,148,156	1,010,382
Total Building Dept			1,275,633	1,445,574	1,445,574	1,322,150

Town of Atherton Annual Operating Budget FY 2019-2020
Building Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020	
			Recommended Appropriations	
101-25-50001-025	Regular Salaries	Salaries - Two staff 0.9 full-time (FTE)	165,911	160,911
101-25-50001-025	Regular Salaries	Salarris - Arbroist Service for Planning	(5,000)	
101-25-50013-025	EE Benefits Earned	1.5% contribution for vac, sick, comp, & holiday pay		2,414
101-25-51001-025	Medicare	Medicare is paid on all salaries at a rate of 1.45%		2,406
101-25-51003-025	PER Retire Contrb- ER	Employer contribution for employee pension		11,989
101-25-51007-025	STD Insurance	Short-term disability premium to The Cities Group		269
101-25-51008-025	Health Insurance-Active	Health plan Town Paid		24,583
101-25-51009-025	Health Insurance-Retirees	Retiree health pay-as-you-go	18,336	
101-25-51009-025	Health Insurance- GASB45	GASB 45 annual required	9,805	28,141
101-25-51010-025	Dental Insurance	Delta Dental Plan premium		1,905
101-25-51011-025	Vision Insurance	Vision Service Plan premium		352
101-25-51013-025	Workers' Compensation	Workers Comp charged to Department		6,636
101-25-51014-025	Life & ADD Insurance	Premium to The Cities Group		193
101-25-51015-025	LTD Insurance	Long-term disability premium to The Cities Group		997
101-25-51016-025	Unemployment Insurance	Projected unemployment cost 1%		1,609
101-25-51019-025	Auto Allowance			
101-xx-51xxx-misc	Unfunded liabilities-Misc	Unfunded liabilities		69,363
Total Salaries & Benefits				311,768
101-25-52017-025	Technical Service	CRW maintenance fee		32,000

Town of Atherton Annual Operating Budget FY 2019-2020
Building Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-25-52021-025	Contract Inspection Service	Contract inspection service provided by Interwest after 8/23/2011 for Town issued permits	
101-25-52033-025	Contract Bldg & Life Safety Svcs	Contract costs equal 58% of the first one million dollars in projected building revenues (excluding tree removal plan check), plus 55% of revenue in excess of one million dollars, plus certain previous inspections.	963,629
101-25-53014-025	Utilities - Electricity	PG&E	1,200
101-25-53015-025	Utilities - Gas	ABAG gas	500
101-25-53016-025	Utilities - Water	Cal water	600
101-25-53024-025	Advertising/Publishing	Building code	300
101-25-53033-025	Rent - Mach & Equip	Bldg share of Sharp copier annual lease; Toshiba Admin copier	3,860
101-25-53503-025	Trsfr to Equip Replace Fd	1) Misc. CRW/TRAKiT reports, maintenance and enhancements updates. \$5,000	9,000
101-25-53503-025	Trsfr to Equip Replace Fd	2) Funded through technology surcharge fee	(9,000)
101-25-54005-025	Subscriptions	Misc. Reference Code Books	2,000
101-25-54007-025	Memberships & Dues	Town membership to code council	150
101-25-55002-025	Office Supplies	Office supplies, permit cards, project envelope, etc.	3,200
101-25-55003-025	Microfilms-Digital Archiving	Digital Archiving	10,000
		Digital Archiving Funding through Technology surcharge fee	(10,000)
101-25-55006-025	Safety Supplies & Matls	Construction Signs	1,000
101-25-57006-025	Computer Equipment/Software	Computer Repl Program 2 (Lease)	1,943
Total Operations			<u>1,010,382</u>
Total Building Dept			<u>1,322,150</u>

Town of Atherton Annual Operating Budget FY 2019-2020
Building - Salaries & Benefits

FTE	Job Class	Step	2018/19 Salary	COLA	2019/20 Salary	PERS Salary	ER PERS	EE PERS	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. etc)	Total
0.4	Sr. Engineer/Maint Mgr	D	53,868		58,823	58,823	5,486	-	853	9,177	739	147	77	318	84	2,353	240	78,297
0.5	Office Specialist (0.5)	D	36,997		38,477	38,477	2,336	-	558	6,393	583	103	96	283	54	1,539	-	50,422
0.5	Town Arborist/Park Mgr (0.5)	D	62,831		68,611	68,611	4,166	-	995	9,012	583	103	96	397	54	2,744	300	87,062
1.4	FTE	1.4	153,695	-	165,911	165,911	11,989	-	2,406	24,583	1,905	352	269	997	193	6,636	540	215,782
<u>Summary</u>																		
1	DPW Director	D	196,790	104.00%	204,662	204,662	19,089	-	2,968	12,786	1,847	368	192	794	210	8,186	900	252,002
1	Sr. Engineer/Maint Mgr	D	141,403	104.00%	147,059	147,059	13,716	-	2,132	22,943	1,847	368	192	794	210	5,882	600	195,744
1	Office Specialist	D	73,993	104.00%	76,953	76,953	4,673	-	1,116	12,786	1,167	205	192	566	108	3,078		100,844
1	Town Arborist/Park Mgr (0.5)	D	131,945	104.00%	137,222	137,222	8,332	-	1,990	18,025	1,167	205	192	794	108	5,489	600	174,124
			544,131		565,896	565,896	45,810	-	8,205	66,540	6,027	1,147	768	2,948	638	22,636	2,100	722,714

Section B

General Fund

General Fund 101 Interdepartmental Dept. (D30)

Department 30

Intergovernmental department provides for the accounting of costs that are incurred and support all city departments. Costs include liability insurance, IT support, County Tax administration costs, IT infrastructure costs and other charges that are Town wide in nature. This year with the anticipation of the Civic Center construction project, there was an additional cost added to the department. This is attributed to the yearly operational rental expense for the temporary trailers for Administration and Community development departments office relocation during the Civic Center construction project.

Annual Fiscal Impact

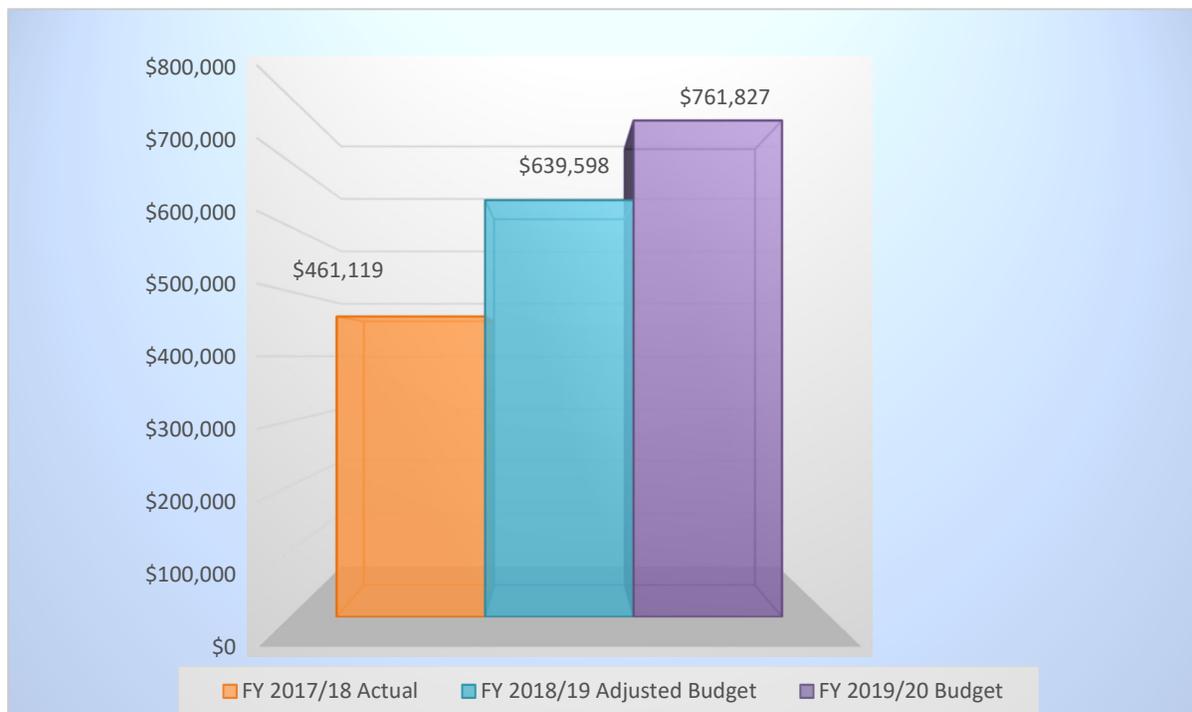
\$761,827

Employee

No employees

Three-year Summary

Year	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Budget
Amount	461,119	639,598	761,827





Town of Atherton
 Annual Operating Budget FY 2019-2020
 Inter Department Budget - Summary

Category	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
EE Benefits	1,701	1,610	1,610	1,610
Professional Svs	69,600	116,192	116,192	116,192
General Operations	238,028	287,965	287,965	302,766
Other Services/Exp.	85,280	92,460	92,460	181,988
Supplies & Materials	12,144	43,073	43,073	39,300
Capital Outlay	54,366	98,298	98,298	119,971
Inter-Dept. Total	461,119	639,598	639,598	761,827

Town of Atherton Annual Operating Budget FY 2019-2020
Inter-Department Budget By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
EE Benefits	101-30-51009-030	Retiree Health	-	-	-	-
EE Benefits	101-30-51012-030	Employee Assistance Program	1,701	1,610	1,610	1,610
Professional Svs	101-30-52019-030	IT Support	69,600	116,192	116,192	116,192
General Operations	101-30-53018-030	Utilities - Telephone	7,143	9,300	9,300	10,300
General Operations	101-30-53019-030	Liability Insurance	195,748	229,417	229,417	239,770
General Operations	101-30-53020-030	Employment Practice Liability Ins	35,136	37,796	37,796	40,442
General Operations	101-30-53021-030	Property Insurance	-	11,452	11,452	12,254
Other Services/Exp.	101-30-53035-030	Other Rents & Leases				69,200
Other Services/Exp.	101-30-54007-030	Memberships & Dues	4,484	5,700	5,700	6,120
Other Services/Exp.	101-30-54010-030	Other Contract Services	-	-	-	-
Other Services/Exp.	101-30-54017-030	Post Office Expense	7,779	10,092	10,092	10,660
Other Services/Exp.	101-30-54029-030	County Tax Administration Cost	73,017	76,668	76,668	96,008
Supplies & Materials	101-30-55008-030	Misc Computer Software	-	-	-	-
Supplies & Materials	101-30-55009-030	Misc Computer Parts & Supplies	2,244	26,500	26,500	21,500
Supplies & Materials	101-30-55016-030	Other Supplies & Materials	-	3,000	3,000	3,000
Supplies & Materials	101-30-55017-030	Postage	9,900	13,573	13,573	14,800
Capital Outlay	101-30-57006-030	IT Infrastructure Plan	54,366	98,298	98,298	119,971
Total Inter-Department			461,119	639,598	639,598	761,827

Town of Atherton Annual Operating Budget FY 2019-2020
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-30-51009-030	Retiree Health	Additional payment to PARS Trust OPEB Funding	
101-30-51012-030	Employee Assistance	Premium for employee assistance program	1,610
101-30-52001-030	Audit & Financial		
101-30-52019-030	IT Support	Contract IT support; increased to (2) two days permanently on site	116,192
101-30-53018-030	Utilities - Telephone	Main line, PBX charge, phone usage, high speed internet,	10,300
101-30-53019-030	Liability Insurance	Annual premiums for general insurance pool (Fd615)	83,982
101-30-53019-030	Liability Insurance	Annual premiums for excess liability insurance pool(Fd615)	19,242
101-30-53019-030	Liability Insurance	Public Official bond(Fd615)	1,237
101-30-53019-030	Liability Insurance	Administrative Premium to ABAG(Fd615)	35,310
101-30-53019-030	Liability Insurance	Self-insured retention (SIR) reserve(Fd615)	100,000
		A/C Subtotal ->	239,770
101-30-53020-030	Employment Practice Liab Ins	Premium to employment practice liability	40,442
101-30-53021-030	Property Insurance	Annual premiums for property insurance pool	12,254
			52,695
101-30-53035-030	Other Rents & Leases	Admininstration & Community Development Temporary Trailers	69,200
101-30-54007-030	Memberships & Dues	ABAG	2,420
101-30-54007-030	Memberships & Dues	CalOpps Annual Membership (Foster City)	3,700
		A/C Subtotal ->	6.120
101-30-54010-030	Other Contract Services	Contribution towards Workers' Compensation-	

Town of Atherton Annual Operating Budget FY 2019-2020
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020	
			Recommended Appropriations	
101-30-54017-030	Post Office Expense	Negative equity		
		Weighing platform(S#3776), base(S#1659), feeder rental(S#4197)	7,100	
101-30-54017-030	Post Office Expense	Supplies - ink cartridge, strips, paper, pre-inked stamps	2,800	
101-30-54017-030	Post Office Expense	Header (security device) rental(S#3185)	760	
A/C Subtotal ->				10,660
101-30-54020-030	Election Cost (*)	Move to City Council Dept		
101-30-54024-030	Contribution to P/Y Solid Waste			
101-30-54029-030	County Tax Administration Cost	San Mateo County property tax admin charges	96,008	96,008
101-30-55008-030	Misc Computer Software			
101-30-55009-030	Misc Computer Parts & Supplies	6 Off-site security of backup tapes		
101-30-55009-030	Misc Computer Parts & Supplies	Symantec Anti-virus	1,500	
101-30-55009-030	Misc Computer Parts & Supplies	Parts for servers, spare hard drive, UPS battery Replace UPS Units, Redundancy of Town Servers	20,000	
A/C Subtotal ->				21,500
101-30-55016-030	Other Supplies & Materials	Other unexpected small items Relocation of Administration offices		3,000
101-30-55017-030	Postage	Header rental & maint(town S#7038)	3,800	
101-30-55017-030	Postage	Stamps for mailing	11,000	
A/C Subtotal ->				14,800

Town of Atherton Annual Operating Budget FY 2019-2020
Inter-Department Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-30-57006-030	IT Infrastructure Plan	Firewall security - support	3,500
101-30-57006-030	IT Infrastructure Plan	Shoretel Support	7,800
101-30-57006-030	IT Infrastructure Plan	Wireless projects for improved security, connect council chambers to network, controller plus access points	10,000
101-30-57006-030	IT Infrastructure Plan	Spam Protection and Antivirus renewal	910
101-30-57006-030	IT Infrastructure Plan	PRTG Network issues troubleshooting	2,000
101-30-57006-030	IT Infrastructure Plan	Virtual Storage Backup-Baracuda	9,000
101-30-57006-030	IT Infrastructure Plan	Replacement Hyper V Host Server-expand virtual platform; Relocation administration building costs	20,000
101-30-57006-030	IT Infrastructure Plan	Civic Plus Website Annual Renewal, host, storage	7,707
101-30-57006-030	IT Infrastructure Plan	SSL Certificates and Windows License for new Virtual host	2,500
101-30-57006-030	Computer Equipment/Software	Office 365 Full Licenses-Exchange-55	13,728
101-30-57006-030	Computer Equipment/Software	Office 365 Mailbox only Licenses-Exchange-25	3,120
101-30-57006-030	Computer Equipment/Software	Upgrade Window License Town Wide	3,120
101-30-57006-030	Computer Equipment/Software	Peak Democracy	
101-30-57006-030	Computer Equipment/Software	OPENGOv Transparency Platform	36,000
101-30-57006-030	Computer Equipment/Software	Computer lease program	586
		A/C Subtotal ->	119,971
		Total Inter-Department	<u><u>761,827</u></u>

Section B

General Fund

General Fund 101 Police Dept. (D40)

Goals | Mission Budget 2019-2020

“To Serve With Honor, Integrity, and Professionalism”

- **The mission of the Atherton Police Department is: “Our mission is to develop and support a team of professionals who consistently seek and find innovative policing strategies to affirmatively promote, preserve, and deliver those quality services which enhance security and safety in our community and enhance the lives of our residents. To support this mission, we will work in strong partnership with the community and the citizens we serve.”**
- **Customer Service – Provide professional, courteous and quality police services. Community interactions during daily operations, hosting outreach events, attending local community events, and local schools engagement**
- **Proactivity – Provide crime prevention through proactive policing methods. Includes neighborhood patrols, construction site checks, home site security assessments, code enforcement violations, self-initiated enforcement activities.**
- **Traffic Safety – Conduct enforcement operations, traffic safety education outreach and engineering observations. On going communication with Town Public Works and allied agencies to remedy and prevent roadway hazards.**
- **Training – Provide quality training for all agency personnel. To include POST mandated, essential, and desirable training.**
- **Disaster Preparedness – Provide emergency police response and disaster readiness services to the community. Work with ADAPT and participate in county wide and regional training exercises.**
- **Employee safety and wellness – Provide all employees with the proper training, equipment, and resources to safely conduct daily operations.**

Section B

General Fund

General Fund 101 Police Dept. (D40)

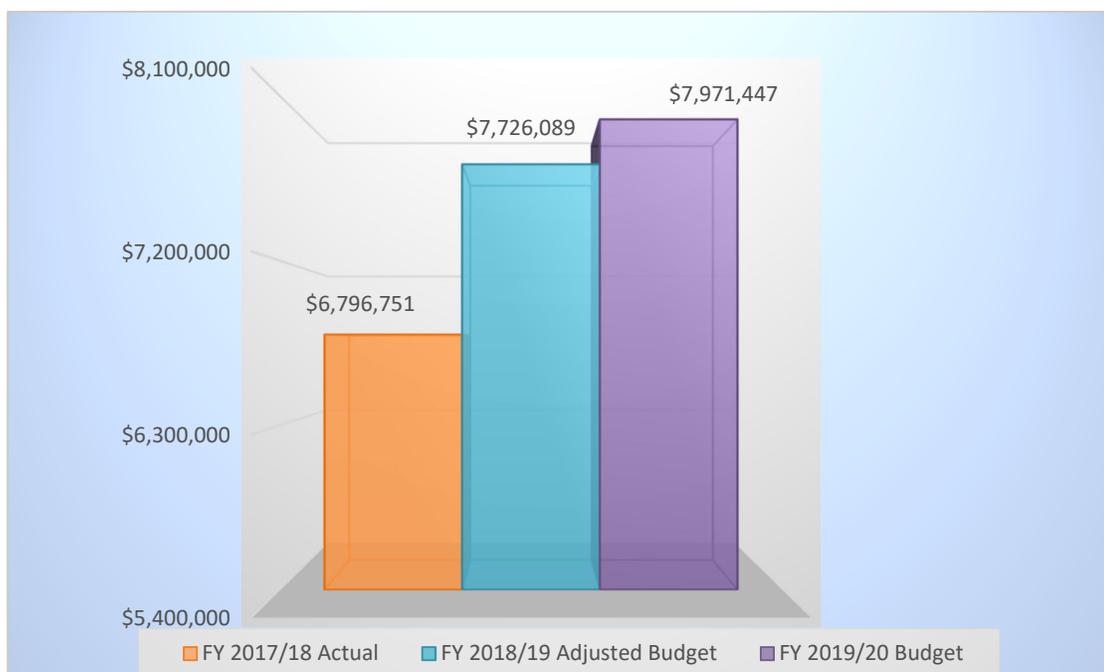
Department 40 Police Department serves with honor, integrity and professionalism. The Department provides a full range of police services to the residents of Atherton. The Police Department consists of four distinct divisions: Admin/Training, Patrol/Traffic, Investigations, and Communications/Records.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

Annual Fiscal Impact **\$7,971,447**

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

Three-year Summary

Year	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Budget
Amount	6,796,751	7,726,089	7,971,447





Town of Atherton
 Annual Operating Budget FY 2019-2020
 Police Budget - Summary

Category	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Salaries & Wages	3,593,473	3,970,055	4,012,055	4,148,590
EE Benefits	2,326,557	2,724,486	2,724,486	2,988,534
Professional Svs	67,149	98,510	98,510	97,628
General Operations	430,109	477,050	460,050	288,550
Other Services/Exp.	218,278	251,709	251,709	264,382
Supplies & Materials	127,197	143,500	138,500	133,000
Capital Outlay	33,996	60,779	40,779	50,764
Police Total	6,796,760	7,726,089	7,726,089	7,971,447

Town of Atherton Annual Operating Budget FY 2019-2020
Police Budget By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Salaries & Wages	101-40-50001-040	Regular Salaries	2,604,314	3,002,040	2,937,040	3,152,983
Salaries & Wages	101-40-50003-040	Dispatcher Salaries	435,435	483,098	483,098	510,690
Salaries & Wages	101-40-50004-040	Reserve Salaries	100,889	96,356	96,356	96,356
Salaries & Wages	101-40-50005-040	Temporary Help	54,949	28,561	43,561	28,561
Salaries & Wages	101-40-50006-040	Overtime	393,463	350,000	442,000	350,000
Salaries & Wages	101-40-50007-040	Special Event Salaries Reimb	4,423	10,000	10,000	10,000
Salaries & Wages	101-40-50008-040	Vacation/Comp Time Payout	-	-	-	-
EE Benefits	101-40-50013-040	EE Benefits Earned	60,764	71,703	71,703	75,273
EE Benefits	101-40-51001-040	Medicare Tax	56,360	53,683	53,683	56,271
EE Benefits	101-40-51002-040	Social Security	2,131	5,974	5,974	5,974
EE Benefits	101-40-51003-040	PERS Retire Contr - ER	476,709	520,348	520,348	566,890
EE Benefits	101-40-51004-040	PERS Retire Contr - EE	-	-	-	-
EE Benefits	101-40-51005-040	Deferred Compensation	7,164	7,312	7,312	7,604
EE Benefits	101-40-51006-040	Benefits Admin Fees	1,109	-	-	-
EE Benefits	101-40-51007-040	STD Insurance	576	576	576	576
EE Benefits	101-40-51008-040	Health Insurance - Active	457,467	528,888	528,888	527,999
EE Benefits	101-40-51009-040	Health Insurance - Retirees	284,506	397,942	397,942	423,783
EE Benefits	101-40-51010-040	Dental Insurance	38,855	44,177	44,177	47,933
EE Benefits	101-40-51011-040	Vision Insurance	6,378	7,637	7,637	8,168
EE Benefits	101-40-51013-040	Workers' Compensation	326,489	308,499	308,499	331,340
EE Benefits	101-40-51014-040	Life & ADD Insurance	3,162	3,513	3,513	3,622
EE Benefits	101-40-51015-040	LTD Insurance	22,279	22,152	22,152	22,536
EE Benefits	101-40-51016-040	Unemployment Insurance	38,281	37,101	37,101	38,886
EE Benefits	101-40-51018-040	Uniforms	27,303	30,000	30,000	30,000
EE Benefits	101-40-51020-040	Educational Reimbursement	10,120	20,000	20,000	20,000
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Misc	26,170	35,295	35,295	44,139
EE Benefits	101-40-51xxx-040	Unfunded liabilities-Safety	480,734	629,688	629,688	777,538
Total Salaries & Benefits			5,920,030	6,694,541	6,736,541	7,137,124
Professional Svs	101-40-52017-040	Technical Services	67,149	98,510	98,510	97,628
General Operations	101-40-53001-040	Equip Maint - Vehicles	66,858	40,000	45,000	40,000
General Operations	101-40-53002-040	Equip Maint - Other	11,879	25,000	25,000	25,000
General Operations	101-40-53014-040	Utilities - Electricity	26,360	25,000	25,000	25,000
General Operations	101-40-53015-040	Utilities - Gas	521	1,000	1,000	1,000
General Operations	101-40-53016-040	Utilities - Water	1,312	1,500	1,500	1,500

Town of Atherton Annual Operating Budget FY 2019-2020
Police Budget By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
General Operations	101-40-53018-040	Utilities - Telephone	46,535	45,450	45,450	49,050
General Operations	101-40-53025-040	Printing - External Service	2,880	3,000	3,000	3,000
General Operations	101-40-53026-040	Recruitment Cost	8,677	12,000	12,000	12,000
General Operations	101-40-53027-040	SMC Booking Fees	-	-	-	-
General Operations	101-40-53028-040	Citation Processing	631	1,000	1,000	1,000
General Operations	101-40-53032-040	Rent - Facilities	9,957	12,000	12,000	10,000
General Operations	101-40-53503-040	Trsfr to Equip Replace Fd	254,500	311,100	289,100	121,000
Other Services/Exp.	101-40-54003-040	Conferences	4,988	5,000	5,000	5,000
Other Services/Exp.	101-40-54004-040	Training & Workshops	9,816	15,000	15,000	15,000
Other Services/Exp.	101-40-54005-040	Subscriptions	931	1,500	1,500	1,500
Other Services/Exp.	101-40-54006-040	POST Training	37,299	40,000	40,000	40,000
Other Services/Exp.	101-40-54007-040	Memberships & Dues	2,831	4,500	4,500	4,500
Other Services/Exp.	101-40-54008-040	Mileage Reimbursement	-	300	300	300
Other Services/Exp.	101-40-54010-040	Other Contract Services	118,300	138,562	138,562	146,551
Other Services/Exp.	101-40-54021-040	Animal Control Services	44,113	46,847	46,847	51,531
Supplies & Materials	101-40-55002-040	Office Supplies	11,174	6,500	6,500	6,500
Supplies & Materials	101-40-55006-040	Safety Supplies & Materials	9,636	11,000	6,000	8,000
Supplies & Materials	101-40-55007-040	K-9 Expenses	13,682	18,000	18,000	14,000
Supplies & Materials	101-40-55009-040	Misc. Computer Parts/supplies	39			
Supplies & Materials	101-40-55015-040	Oil and Gasoline	60,068	65,000	65,000	65,000
Supplies & Materials	101-40-55016-040	Other Supplies & Matls	28,170	36,000	36,000	31,000
Supplies & Materials	101-40-55018-040	Disaster/Emergency	4,427	7,000	7,000	8,500
Capital Outlay	101-40-57004-040	Mach & Equip	9,603	8,500	8,500	7,000
Capital Outlay	101-40-57005-040	Vehicles & Accessories	-			
Capital Outlay	101-40-57006-040	Computer Equip/Software*	24,393	52,279	32,279	43,764
Capital Outlay	101-40-57007-040	Office Equip & Furniture		-		-
Capital Outlay	101-40-57010-040	Misc. Capital Outlay		-		-
			876,730	1,031,548	989,548	834,324
Total Operations			876,730	1,031,548	989,548	834,324
			6,796,760	7,726,089	7,726,089	7,971,447
Total Police Dept			6,796,760	7,726,089	7,726,089	7,971,447

Town of Atherton Annual Operating Budget FY 2019-2020
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations	
101-40-50001-040	Regular Salaries	21 Sworn, 1 Executive Assistant, 1 Community Service Officer 1 Code Enforcement	3,252,983	
101-40-50001-040	Regular Salaries	COPS Grant funding	(100,000)	3,152,983
101-40-50003-040	Dispatcher Salaries	5 full-time dispatchers		510,690
101-40-50004-040	Reserve Salaries	5 part-time reserve officers		96,356
101-40-50005-040	Temporary Help	8 per diem dispatchers		28,561
101-40-50006-040	Overtime	Overtime worked based upon staffing, court, training, investigation, holiday pay, etc.	319,580	-
101-40-50006-040	Overtime	Overtime built in for Dispatchers 5PPL/4 Hrs/26Pay Period	30,420	350,000
101-40-50007-040	Special Event Salaries Reimb	Overtime Subcategory: POTUS/Special Events		10,000
101-40-50013-040	EE Benefits Earned	2% contribution for vac, sick, comp, & holiday pay		75,273
101-40-51001-040	Medicare Tax	1.45% of salary		56,271
101-40-51002-040	Social Security	6.2% of eligible temp salary		5,974
101-40-51003-040	PERS Retire Contr - ER	Employer contribution for pension		566,890
101-40-51004-040	PERS Retire Contr - EE	Employee contribution paid for by the employer		-
101-40-51005-040	Deferred Compensation	2% Deferred compensation matching program Dispatchers PER MOU		7,604
101-40-51007-040	STD Insurance	Short-term disability premium to the Cities Group		576
101-40-51008-040	Health Insurance - Active	Health plan coverage - Kaiser, Blue Shield, Blue Cross		527,999
101-40-51009-040	Health Insurance-Retirees	Retiree health Pay-as-you-go	315,930	
101-40-51009-040	Health Insurance-GASB45	GASB 45 annual required contribution	107,853	423,783
101-40-51010-040	Dental Insurance	Delta dental plan premium		47,933
101-40-51011-040	Vision Insurance	Vision Service Plan premium		8,168
101-40-51013-040	Workers' Compensation	Workers Comp charged to Department		331,340
101-40-51014-040	Life & ADD Insurance	Premium to the Cities Group		3,622
101-40-51015-040	LTD Insurance	Long-term disability premium to The Cities Group		22,536
101-40-51016-040	Unemployment Insurance	Self-funded unemployment based on 1% of salary		38,886
101-40-51018-040	Uniforms	Uniform and Gear		30,000
101-40-51020-040	Educational Reimbursement	Per MOU		20,000
101-40-51xxx-040	Unfunded liabilities-Misc	CA PERS Unfunded liability-Misc		44,139
101-40-51xxx-040	Unfunded liabilities-Safety	CA PERS Unfunded liability-Safety		777,538
Total Salaries & Benefits				<u>7,137,124</u>

Town of Atherton Annual Operating Budget FY 2019-2020
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-40-52017-040	Technical Services	Sunridge RIMS Annual Maintenance (Dispatch-Patrol CAD)	14,613
101-40-52017-040	Technical Services	TEA Maint. (Telecommunications Dispatch/Radio Support)	23,208
101-40-52017-040	Technical Services	Alarm Software Maint. Fee (Residential Burglar Alarms)	1,400
101-40-52017-040	Technical Services	S.M. Co. Medical Legal Exam (Sex Assault Exam)	2,100
101-40-52017-040	Technical Services	S. M. Regional Network Access Fee (Telecom Support) - Now "Utility Telephone"	9,600
101-40-52017-040	Technical Services	Rapid Notify Maint. Fee (Emergency Resident Notification)	1,650
101-40-52017-040	Technical Services	Voice Print Maint. Fee (Comm Center Telephone/Radio Recording)	1,200
101-40-52017-040	Technical Services	Message Switch - County of San Mateo/Microwave Maint	21,888
101-40-52017-040	Technical Services	Critical Reach (TRAK System, Missing Persons Support System)	285
101-40-52017-040	Technical Services	Towing (Crime Scene Evidence & Patrol Cars)	500
101-40-52017-040	Technical Services	RIMS on-line citizen access	-
101-40-52017-040	Technical Services	RIMS Database Split-Back-Up	-
101-40-52017-040	Technical Services	Crossroads-Annual Maintenance	1,500
101-40-52017-040	Technical Services	Milestone Maintenance Agreement	2,100
101-40-52017-040	Technical Services	MKMS Server - Alarm, license for second dispatch station	1,584
101-40-52017-040	Technical Services	Crime Lab - Annual Flat Fee	6,000
101-40-52017-040	Technical Services	S.M. Co. Sheriff's Ofc. FISC Forensic Lab	10,000
101-40-52017-040	Technical Services	A/C Subtotal ->	97,628
101-40-53001-040	Equip Maint - Vehicles	Vehicle maintenance	40,000
101-40-53002-040	Equip Maint - Other	Maintenance of radar, office equip, radio equip., warranty Data 911, Vie Vue repairs, Ojo Cameras	25,000
101-40-53014-040	Utilities - Electricity	PG&E	25,000
101-40-53015-040	Utilities - Gas	ABAG gas	1,000
101-40-53016-040	Utilities - Water	Cal water	1,500
101-40-53018-040	Utilities - Telephone	Telephone (Lobby-Front Door)	400
101-40-53018-040	Utilities - Telephone	Telephones (Office, Comm Center, Admin, Patrol, Invest.)	24,000
101-40-53018-040	Utilities - Telephone	Cell Phones (Admin, Investigations, Patrol Cars)	5,400
101-40-53018-040	Utilities - Telephone	T1 Line-Shared with City of Menlo Park	5,300
101-40-53018-040	Utilities - Telephone	T1 Line-Fires Station 4- Shared with MPPD	1,350
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from FS4 to MPPD	1,200
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from FS2 to MPPD	1,200
101-40-53018-040	Utilities - Telephone	Share MPPD T1 line from Haven to MPPD	1,200

Town of Atherton Annual Operating Budget FY 2019-2020
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-40-53018-040	Utilities - Telephone	Sprint Mobile Data (Patrol Car Mobile CAD/RIMS Support Service).	9,000
101-40-53018-040	Utilities - Telephone	A/C Subtotal ->	49,050
101-40-53025-040	Printing - External Service	Forms, secure identification cards, no parking signs, citations, resident handbooks	3,000
101-40-53026-040	Recruitment Cost	Associated costs to include; polygraph,	12,000
101-40-53027-040	SMC Booking Fees	Booking fees, County of San Mateo	-
101-40-53028-040	Citation Processing	Turbo Data for processing of parking citations	1,000
101-40-53032-040	Rent - Facilities	Rent for temporary police facility @ \$729.97 per month	10,000
101-40-53503-040	Trsfr to Equip Replace Fd	Future replacement of vehicle(s), additional Equipment	80,000
		Supplemental equipment	41,000
101-40-54003-040	Conferences	S.M. Gang Task Force Conference, RIMS, CCUG, CAPE, SMCPCA, TMA, Public Safety Chiefs Conference	5,000
101-40-54004-040	Training & Workshops	Supplies for POST annual dept training and other trainings	5,000
		Executive Command School	10,000
		A/C Subtotal ->	15,000
101-40-54005-040	Subscriptions	Library books, criminal codes	1,500
101-40-54006-040	POST Training	Post Reimbursement (Mandated, Essential, Desirable Categories)	40,000
101-40-54007-040	Memberships & Dues	California Chiefs of Police	500
101-40-54007-040	Memberships & Dues	CPOA, CPCA, APCO, CAPE	2,500
101-40-54007-040	Memberships & Dues	S.M. Co. Police Chiefs Association, Training Managers, Comm., CCUG	1,500
101-40-54007-040	Memberships & Dues	A/C Subtotal ->	4,500

Town of Atherton Annual Operating Budget FY 2019-2020
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-40-54008-040	Mileage Reimbursement	Reimb for use of personal vehicles on Town business	300
101-40-54010-040	Other Contract Services	S.M. Co. Chaplin Service - Call-outs only	1,000
101-40-54010-040	Other Contract Services	Dry Cleaning-Uniforms	10,000
101-40-54010-040	Other Contract Services	San Mateo PD Range Rental (\$65 per hour)	15,000
101-40-54010-040	Other Contract Services	SMART Car Services	1,000
101-40-54010-040	Other Contract Services	S.M. Co. Coyote Pt. Firearms Range -2nd Wed. use only	10,000
101-40-54010-040	Other Contract Services	S.M. Co. OES Hazardous Materials Program	38,000
101-40-54010-040	Other Contract Services	First Chance (DUI Booking Alternative)	6,500
101-40-54010-040	Other Contract Services	Pd copier lease	2,500
101-40-54010-040	Other Contract Services	Keller Center (Child Abuse/Sexual Assault Victims Program)	1,200
101-40-54010-040	Other Contract Services	Youth Family Service (Youth Counseling Diversion)	4,972
101-40-54010-040	Other Contract Services	S.M. Co. Community Overcoming Relationship (Domestic Abuse)	3,367
101-40-54010-040	Other Contract Services	Lexipol (Police General Orders, Case Law Update Training)	7,462
101-40-54010-040	Other Contract Services	Recall Secure Destruction Services (Sensitive Files)	1,500
101-40-54010-040	Other Contract Services	TB Screening & Test Medical Record (For exposed employees)	500
101-40-54010-040	Other Contract Services	San Mateo County Narcotics Task Force	33,000
101-40-54010-040	Other Contract Services	Conflict Resolution - Mills Peninsula	500
101-40-54010-040	Other Contract Services	Service Master Clean	2,000
101-40-54010-040	Other Contract Services	OES Fire Battalion Chief - shared cost in County	-
101-40-54010-040	Other Contract Services	Zetron Maintenance Warranty	-
101-40-54010-040	Other Contract Services	Fast Response On Site Testing - Gas Masks	5,000
101-40-54010-040	Other Contract Services	Aflac administration fee	1,050
101-40-54010-040	Other Contract Services	Forensic Art Services (Suspect Sketches)	2,000
101-40-54010-040	Other Contract Services	A/C Subtotal ->	146,551
101-40-54021-040	Animal Control Services	San Mateo animal control services cost	51,531
101-40-55002-040	Office Supplies	Paper, pens, software, film and photo processing	6,500
101-40-55006-040	Safety Supplies & Materials	Replacement of individual protective vests (MOU 5-year)	8,000
101-40-55006-040	Safety Supplies & Materials	A/C Subtotal ->	8,000
101-40-55007-040	K-9 Expenses	K-9 Maint., Training, Veterinarian, Boarding, Food for 2 dogs	14,000

Town of Atherton Annual Operating Budget FY 2019-2020
Police - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-40-55015-040	Oil and Gasoline	Fuel for vehicles	65,000
101-40-55016-040	Other Supplies & Mats	Rain Gear, Helmets (Riot and Motor)	
101-40-55016-040	Other Supplies & Mats	Firearms supplies, cleaning supplies, hardware, badges, etc.	6,000
101-40-55016-040	Other Supplies & Mats	California Vehicle Codes	400
101-40-55016-040	Other Supplies & Mats	Awards and Engraving	4,100
101-40-55016-040	Other Supplies & Mats	Business Cards	500
101-40-55016-040	Other Supplies & Mats	DARE Supplies (Balls, T-shirts, Awards)	-
101-40-55016-040	Other Supplies & Mats	Ammunition (Perishable Skills Training, Qualification (3x) & SWAT)	20,000
101-40-55016-040	Other Supplies & Mats	A/C Subtotal ->	31,000
101-40-55018-040	Disaster/Emergency	Supplies, water	8,500
101-40-57004-040	Mach & Equip	Taser Cartridges/Training Rounds (qualify ABAG reimb)	2,500
101-40-57004-040	Mach & Equip	Dispatch headsets + Wireless console	2,000
101-40-57004-040	Mach & Equip	Chairs - Report Writing Room	-
101-40-57004-040	Mach & Equip	Infrared camera	2,500
101-40-57004-040	Mach & Equip	A/C Subtotal ->	7,000
101-40-57006-040	Computer Equip/Software	Replacement of old computers (leasing Program)	10,000
101-40-57006-040	Computer Equip/Software	Drubo storage devices video system- replace storage appliances	-
101-40-57006-040	Computer Equip/Software	Additional Storage Server- NAS	6,000
101-40-57006-040	Computer Equip/Software	Patrol Scheduling Software	1,555
101-40-57006-040	Computer Equip/Software	Surveillance System - HP Park	-
101-40-57006-040	Computer Equip/Software	Replace RIMS with GIS mapping	-
101-40-57006-040	Computer Equip/Software	RIMS Auto Cite Software	1,970
101-40-57006-040	Computer Equip/Software	CopLogic Lexis Nexis Report Writing Software	7,500
101-40-57006-040	Computer Equip/Software	Goserco, Inc-Warranty for 911/non-emergency	2,734
101-40-57006-040	Computer Equip/Software	LEFTA- FTO manual online	1,500
101-40-57006-040	Computer Equip/Software	Leads On Line	1,500
101-40-57006-040	Computer Equip/Software	Pager software	390
101-40-57006-040	Computer Equip/Software	Copware	615
101-40-57006-040	Computer Equip/Software	Body Cameras (21) and Increased Storage capacity	10,000
		A/C Subtotal ->	43,764
		Total Operations	834,324
		Total Police Dept	7,971,447

Town of Atherton Annual Operating Budget FY 2019-2020
Police - Salaries & Benefits

FTE	Job Class	Step	FY 18/19 Salary	Increase	FY 19/20 Salary	Post Incent	SR Incent	DT Incent	K9 Incent	MC Incent	BL Incent	Total Salary	PERS Salary	ER PERS	EE PERS	Def. comp	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (House, ph)	Total	
Police																											
1	Chief of Police	D	185,324	104.00%	192,737							192,737	192,737	20,789	-	-	2,795	18,025	1,404	368	192	794	292	7,709	900	246,005	
1	Commander	D+2.5%	178,804	104.00%	185,956	4,649						190,605	190,605	39,368	-	-	2,764	22,943	1,847	368	192	794	292	7,624	900	267,696	
1	Sergeant (84hrs)	D+7.5%+DT	143,279	104.00%	149,010	11,176		7,451				167,636	167,636	34,624	-	-	2,431	22,943	1,847	368		794	108	18,440		249,191	
1	Sergeant (84hrs)	D+7.5%	143,279	104.00%	149,010	11,176						160,186	160,186	33,085	-	-	2,323	22,943	2,179	368		794	108	17,620		239,606	
1	Sergeant (84hrs)	C/D+7.5%	136,456	149,010	104.00%	147,940	11,096					159,036	159,036	32,847	-	-	2,306	22,943	1,847	368		794	108	17,494		237,743	
1	Sergeant (84hrs)	B/C+7.5%	129,958	141,915	104.00%	138,026	10,352					148,378	148,378	30,646	-	-	2,151	22,943	1,847	368		794	108	16,322		223,557	
1	Sergeant (84hrs)*	B/C+7.5%	129,958	141,915	104.00%	143,287	10,747					154,033	154,033	31,814	-	-	2,233	22,943	2,179	368		794	108	16,944		231,417	
1	Officer (84hrs)	D+7.5%	119,552	104.00%	124,335	9,325						133,660	133,660	27,606	-	-	1,938	22,943	1,847	368		794	108	14,703		203,966	
1	Officer (84hrs)	D+7.5%+K9	119,552	104.00%	124,335	9,325			6,217			139,876	139,876	28,890	-	-	2,028	12,786	2,179	368		794	108	15,386		202,417	
1	Officer (84hrs)	D+7.5%+K9	119,552	104.00%	124,335	9,325			6,217			139,876	139,876	28,890	-	-	2,028	18,025	1,167	142		794	108	15,386		206,416	
1	Officer (84hrs)	D+7.5%+MC	119,552	104.00%	124,335	9,325				6,217		139,876	139,876	28,890	-	-	2,028	9,828	1,847	142		794	108	15,386		198,900	
1	Officer (84hrs)*	D+SR	119,552	104.00%	124,335		6,217					130,551	130,551	14,081	-	-	1,893	22,943	1,847	368		794	108	14,361		188,946	
1	Officer (84hrs)*	D+5%+DT	119,552	104.00%	124,335	6,217		6,217				136,768	136,768	14,752	-	-	1,983	12,786	1,847	368		794	108	15,044		184,451	
1	Officer (84hrs)	D+5%	119,552	104.00%	124,335	6,217						130,551	130,551	14,081	-	-	1,893	9,828	671	142		794	108	14,361		172,430	
1	Officer (84hrs)*	C/D	113,859	124,335	104.00%	125,956						125,956	125,956	13,586	-	-	1,826	22,943	1,847	-		794	108	13,855		180,915	
1	Officer (84hrs)	C/D	113,859	124,335	104.00%	123,442						123,442	123,442	25,496	-	-	1,790	18,025	1,404	205		794	108	13,579		184,842	
1	Officer (84hrs)*	B/C	108,438	118,414	104.00%	118,761						118,761	118,761	12,810	-	-	1,722	9,828	839	142		794	108	13,064		158,067	
1	Officer (84hrs)*	A/B	103,274	108,438	104.00%	112,775						112,775	112,775	12,164	-	-	1,635	22,943	1,847	368		794	108	12,405		165,039	
1	Officer (84hrs)*	A/B	103,274	112,775	104.00%	112,725						112,725	112,725	13,159	-	-	1,635	22,943	1,847	368		794	108	12,400		164,978	
1	Officer (84hrs) *	D/Vacant	119,552	104.00%	124,335							124,335	124,335	13,411	-	-	1,803	22,943	1,847	368		794	108	13,677		179,285	
1	Officer (84hrs)	D/Vacant	119,552	104.00%	124,335							124,335	124,335	25,680	-	-	1,803	22,943	1,847	368		794	108	13,677		191,554	
1	Officer (84hrs)*	D/Vacant		104.00%	-							-	-	-	-	-	-	22,943	1,847	368		-	108	-		25,266	
22	TOT Sworn	FTE 21	2,665,734		2,818,637	108,928	6,217	13,667	12,433	6,217		2,966,099	2,966,099	495,667			43,008	430,328	37,878	6,661	384	16,674	2,754	299,437	1,800	4,300,689	
Dispatch																											
1	Dispatcher	D+5%	93,533	104.00%	97,274	4,864						102,138	102,138	9,526	-	-	1,481	9,828	839	142		751	108	4,086		128,899	
1	Dispatcher	D+5%	93,533	104.00%	97,274	4,864						102,138	102,138	9,526	-	-	1,945	1,481	9,836	1,167	142		751	108	4,086		131,179
1	Dispatcher	D+5%	93,533	104.00%	97,274	4,864						102,138	102,138	9,526	-	-	1,481	22,943	1,847	368		751	108	4,086		143,248	
1	Dispatcher	D+5%+5%	93,533	104.00%	97,274	9,727						107,002	107,002	9,980	-	-	1,945	1,552	9,828	671	142		786	108	4,280		136,295
1	Dispatcher *	D/Vacant	93,533	104.00%	97,274							97,274	97,274	5,906	-	-	1,945	1,410	9,828	671	142		715	108	3,891		121,892
5	TOT Dispatch	FTE 5	467,665		486,372	24,319						510,690	510,690	44,466			5,836	7,405	62,263	5,195	934		3,754	542	20,428	661,513	
Admin - Civilian																											
1	Exec Assistant	D	99,312	104.00%	103,285							103,285	103,285	9,633	-	-	1,498	12,786	1,847	-	192	759	108	4,131		134,240	
1	CSO/Dispatcher	D+5%	84,990	104.00%	88,390	4,419						92,809	92,809	8,656	-	-	1,346	12,786	1,847	368		682	108	3,712		122,316	
1	CSO/CodeEnforce	D+BL	84,990	104.00%	88,390						2,400	90,790	90,790	8,468	-	-	1,768	1,316	9,836	1,167	205		667	108	3,632		117,957
3	TOT Admin	FTE 3	269,293		280,064	4,419					2,400	286,884	286,884	26,758			1,768	4,160	35,408	4,860	573	192	2,109	325	11,475	374,512	
Less: Salaries Charged to COPS Grant																											
												(100,000)	(100,000)														(100,000)
28	Total Police Dept	FTE 29	3,402,692		3,585,073	137,666	6,217	13,667	12,433	6,217	2,400	3,663,673	3,663,673	566,890			7,604	54,573	527,999	47,933	8,168	576	22,536	3,622	331,340	1,800	5,236,715

Town of Atherton Annual Operating Budget FY 2019-2020
Temp Salaries for Police Department

<u>Position</u>	<u>Total Hours</u>	<u>Hourly Rate</u>	<u>Annual Salary</u>	<u>ER PERS</u>	<u>EE PERS</u>	<u>Social Security</u>	<u>Med Tax</u>	<u>Uniforms</u>	<u>Worker's Comp</u>	<u>Total</u>
Part-Time Temp Dispatcher	300	43.34	13,002				189		520	13,711
Part-Time Temp Dispatcher		43.34	-				-		-	-
Part-Time Temp Dispatcher	79	43.34	3,424	319	-		50		137	3,930
Part-Time Temp Dispatcher	100	43.34	4,334	404	-	-	63		173	4,974
Part-Time Temp Dispatcher		43.34	-	-	-	-	-		-	-
Part-Time Temp Dispatcher	180	43.34	7,801							7,801
Part-Time Temp Dispatcher		43.34	-							-
Part-Time Temp Dispatcher		43.34	-							-
Part-Time Temp Dispatcher	-	0	-							-
Part-Time Temp Dispatcher	-	0	-							-
	<u>659</u>		<u>28,561</u>	<u>724</u>	<u>-</u>	<u>-</u>	<u>301</u>	<u>-</u>	<u>830</u>	<u>30,416</u>
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	192	45.58	8,751			543	127	-	350	9,771
Reserve Officer	237	45.58	10,802			670	157	-	432	12,061
Reserve Officer	237	45.58	10,802			670	157	-	432	12,061
Reserve Officer	<u>1,064</u>	<u>45.58</u>	<u>48,497</u>			<u>3,007</u>	<u>703</u>		<u>1,940</u>	<u>54,147</u>
	<u>2,114</u>		<u>96,356</u>	<u>-</u>	<u>-</u>	<u>5,974</u>	<u>1,397</u>	<u>-</u>	<u>3,854</u>	<u>107,582</u>
Total Temp Help Salaries			<u>124,917</u>	<u>724</u>	<u>-</u>	<u>5,974</u>	<u>1,698</u>	<u>-</u>	<u>4,685</u>	<u>137,998</u>

Town of Atherton Annual Operating Budget FY 2019-2020
 Supplemental Budget Request - Poilce Department

<u>Description</u>	<u>Amount</u>	<u>Note</u>
<u>Request #1</u>		Equipment Replacement
(2) 40 mm launchers, cases, holsters, sites	3,800	
<u>Request #2</u>		Equipment Replacement
Trauma plates body armor	2,200	
<u>Request #3</u>		Equipment Replacement
<u>30 Body Cameras, software & docking stations</u>	35,000	
Total Cost to Equipment Replacement Fund	41,000	

Section B

General Fund

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

Goals | Mission Budget 2019-2020

- Continue to preserve and maintain the public right of way to allow for safe travel and use for all modes of transportation, vehicular, pedestrian and bicycle.
- Review projects that will improve safety, connectivity and awareness on major bike corridors accessing schools and parks. Research grant funding for Safe routes to School improvements.
- Continue to implement drainage improvement projects as identified in the Town Master Drainage study. Prioritizing projects that will improve intersection drainage and will minimize localized flooding issues
- Continue to work on reviewing the siting of a Water Capture Facility in the Town
- Maintain average PCI street rating at or above 75 for the entire street network and to increase minimum PCI of all streets to 50
- Protect and maintain Town's heritage trees and urban forest character
- Continue implementation of Park Master plan by accomplishing items from the 5-year council priority list

Section B

General Fund

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

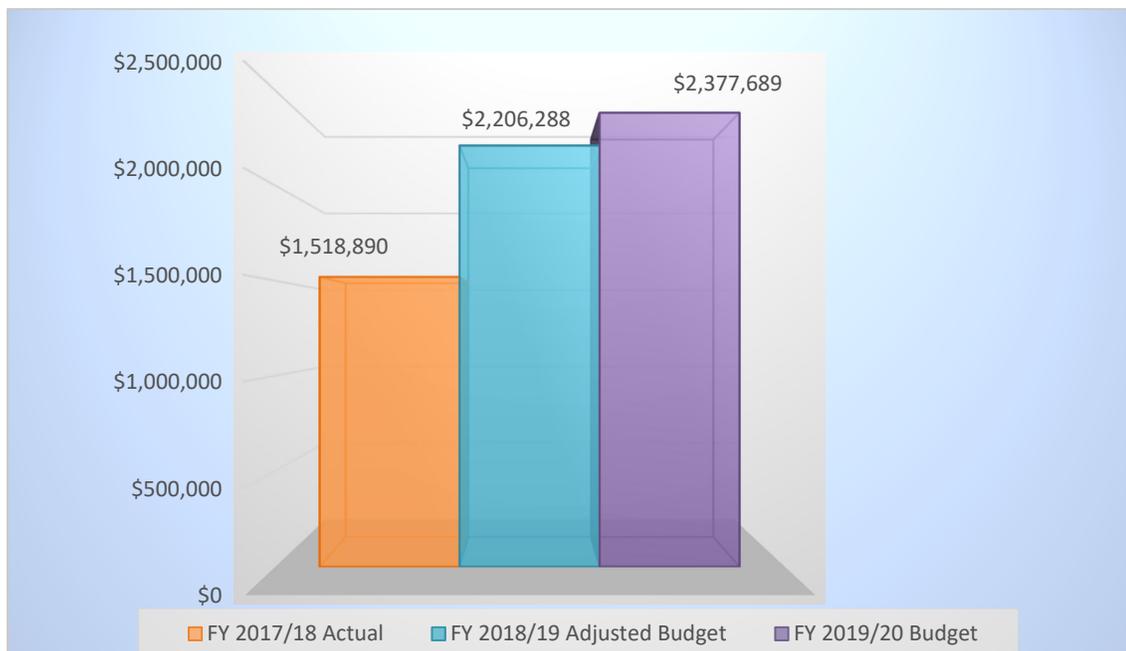
Department 50-59 Public Works Department is responsible for the overall planning, maintenance, operation and improvement of public infrastructure, including streets, storm drainage, parks and all Town owned buildings and facilities. The Department also provides engineering services and project management for most of the Town's annual Capital Improvement Program. It reviews and processes encroachment permits for work done in the City right-of-way by private contractors and utility companies. The divisions of the department include engineering, streets maintenance, park maintenance, park programs, and building. Also includes the Town Arborist which under general direction plans, organizes, oversees, coordinates, reviews and enforces Town ordinances regarding heritage trees and landscape screening.

Annual Fiscal Impact **\$2,377,689**

Employee Public Works Director (1), Senior Engineer/Maintenance Manager (0.6), Office Specialist (.5) Arborist/Parks Manager allocated within DPW/Building/Planning, Contract: Engineer (2)

Three-year Summary

Year	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Budget
Amount	1,518,890	2,206,288	2,377,689





Town of Atherton
 Annual Operating Budget FY 2019-20
 DPW 50-59 Budget - Summary

Category	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Salaries & Wages	151,432	214,465	214,465	239,232
EE Benefits	248,570	344,110	344,110	371,915
Professional Svs	764,666	851,988	876,988	884,029
General Operations	289,658	484,516	487,466	548,754
Other Services/Exp.	25,941	38,400	38,400	38,950
Supplies & Materials	25,958	117,540	96,090	124,540
Capital Outlay	12,666	148,769	148,769	170,269
DPW Total	1,518,890	2,199,788	2,206,288	2,377,689

Town of Atherton Annual Operating Budget FY 2019-2020
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Salaries & Wages	50001	Regular Salaries	309,525	372,419	372,419	394,985
Salaries & Wages	50006	Overtime	524	-	-	-
Salaries & Wages	50013	EE Benefits Earned	3,061	3,724	3,724	5,925
Salaries & Wages	50015	Salary Allocated to CIP	(161,678)	(161,678)	(161,678)	(161,678)
EE Benefits	51001	Medicare Insurance	4,778	5,473	5,473	5,800
EE Benefits	51003	PERS Retire Contr - ER	25,879	32,572	32,572	33,821
EE Benefits	51007	STD Life	483	499	499	499
EE Benefits	51008	Health Insurance-Active	44,846	42,444	42,444	41,957
EE Benefits	51009	Health Insurance-Retirees	88,018	153,918	153,918	158,675
EE Benefits	51010	Dental Insurance	3,950	4,122	4,122	4,122
EE Benefits	51011	Vision Insurance	767	794	794	794
EE Benefits	51013	Workers Compensation	12,856	15,097	15,097	15,999
EE Benefits	51014	Life & ADD Insurance	350	445	445	445
EE Benefits	51015	LTD Insurance	2,042	1,939	1,939	1,950
EE Benefits	51016	Unemployment Insurance	2,996	3,724	3,724	3,950
EE Benefits	51018	Uniforms	-	-	-	-
EE Benefits	51xxx	Unfunded Liabilities-Misc	61,604	83,083	83,083	103,902
Total Salaries & Benefits			400,002	558,575	558,575	611,147
Professional Svs	52010 (50)	Contract Engineering	21,806	100,000	100,000	100,000
Professional Svs	52017	Technical Services	20,288	40,000	40,000	40,000
Professional Svs	52025	Contract Pubilc Works Director	122,690	-	-	-
Professional Svs	52030 (58)	Contract Park Event Svs	85,005	101,592	101,592	80,680
Professional Svs	52031	Contract DPW Maint Serv	514,877	610,396	635,396	663,349
General Operations	53001	Vehicle Repair & Maint	1,967	3,000	4,000	3,500
General Operations	53002	Equipment Repair & Maint	6,778	8,900	8,900	8,900
General Operations	53003	Building Security	753	6,250	8,500	9,750
General Operations	53004	Facility Repair & Maint	15,500	49,000	36,000	74,000
General Operations	53006	Electrical Repair & Maint	-	11,000	11,000	11,000
General Operations	53008	Contract Custodial Services	28,277	47,916	54,416	72,204
General Operations	53009	Contract Tree Maintenance	60,131	85,000	87,000	85,000
General Operations	53010	Street Sweeping	13,333	18,000	22,500	18,000
General Operations	53012	Traffic Signal Repair & Maint	7,661	15,000	15,000	15,000

Town of Atherton Annual Operating Budget FY 2019-2020
DPW - Summary By Account 50-59

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
General Operations	53013	Street Light Repair & Maint	6,516	60,000	53,000	60,000
General Operations	53014	Utilities -Electricity	83,980	91,800	95,800	94,000
General Operations	53015	Utilities - Gas	4,305	4,750	7,450	5,500
General Operations	53016	Utilities - Water	24,072	22,900	22,900	27,900
General Operations	53017	Utilities - Sewer	9,458	17,300	17,300	20,300
General Operations	53018	Utilities - Telephone	2,625	2,500	2,500	2,500
General Operations	53024	Advertising/Publishing	1,172	2,500	2,500	2,500
General Operations	53029	Contract Inspection & Testing	295	8,950	8,950	8,950
General Operations	53030(58)	Credit Card Merchant Fees	4,739	5,500	5,500	5,500
General Operations	53033	Rent - Mach & Equipment	-	2,500	2,500	2,500
General Operations	53034	Rent - Facilities	1,096	4,750	4,750	4,750
General Operations	53503	Equip Replace Charges	32,500	32,500	32,500	32,500
Other Services/Exp.	54003	Conferences	1,086	5,000	5,000	5,000
Other Services/Exp.	54004	Training & Workshops	956	4,600	4,600	5,000
Other Services/Exp.	54007	Membership/Dues	8,257	11,900	11,900	11,900
Other Services/Exp.	54010	Other Contract Services	8,742	63,900	52,150	64,050
Supplies & Materials	55002	Office Supplies	1,631	2,000	2,000	2,000
Supplies & Materials	55006	Safety Supplies & Matls	154	1,750	1,750	1,750
Supplies & Materials	55008	Misc. Computer Software	4,968	11,500	10,000	12,500
Supplies & Materials	55009	Misc. Computer Supplies	21	750	750	750
Supplies & Materials	55010	Custodial Supplies	-	840	640	840
Supplies & Materials	55011	Landscape Supplies	6,207	23,000	13,000	23,000
Supplies & Materials	55012	Construction Matls	518	5,750	5,750	5,000
Supplies & Materials	55014	Minor Tools & Equip	427	750	750	1,000
Supplies & Materials	55015	Gas & Oil	1,874	4,000	6,000	3,500
Supplies & Materials	55016	Other Supplies & Matls	-	300	300	1,300
Supplies & Materials	55017	Postage	-	400	400	400
Supplies & Materials	55018	Disaster Preparedness	1,559	4,000	4,000	10,000
Capital Outlay	57002	Building Improvements	4,657	136,000	136,000	160,000
Capital Outlay	57004	Machinery & Equipment	3,990	7,000	6,500	7,500
Capital Outlay	57006	Computer Equip/Software	2,114	2,269	2,769	1,586
Capital Outlay	57007	Office Machines & Furn	1,905	3,500	3,500	1,183
Total Operations			1,118,888	1,641,213	1,647,713	1,766,542
Total DPW			1,518,890	2,199,788	2,206,288	2,377,689

Town of Atherton Annual Operating Budget FY 2019-2020
DPW - Engineering By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Salaries & Wages	101-50-50001-050	Regular Salaries	161,605	175,629	175,629	121,712
Salaries & Wages	101-50-50006-050	Overtime	524	-	-	-
Salaries & Wages	101-50-50013-050	EE Benefits Earned	1,604	1,756	1,756	1,826
Salaries & Wages	101-50-50015-050	Salary Allocated to CIP	(50,418)	(50,418)	(50,418)	(50,418)
EE Benefits	101-50-51001-050	Medicare Insurance	2,456	2,619	2,619	1,837
EE Benefits	101-50-51003-050	PERS Retire Contr - ER	12,628	17,404	17,404	10,566
EE Benefits	101-50-51007-050	STD Insurance	307	307	307	211
EE Benefits	101-50-51008-050	Health Insurance-Active	27,203	29,490	29,490	20,159
EE Benefits	101-50-51009-050	Health Insurance-Retirees	32,146	38,632	38,632	39,492
EE Benefits	101-50-51010-050	Dental Insurance	2,329	2,275	2,275	1,691
EE Benefits	101-50-51011-050	Vision Insurance	473	426	426	323
EE Benefits	101-50-51013-050	Workers Compensation	6,819	7,225	7,225	5,068
EE Benefits	101-50-51014-050	Life & ADD Insurance	204	235	235	181
EE Benefits	101-50-51015-050	LTD Insurance	1,219	1,145	1,145	759
EE Benefits	101-50-51016-050	Unemployment Insurance	1,487	1,756	1,756	1,217
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	19,899	26,838	26,838	33,562
Total Salaries & Benefits			220,485	255,319	255,319	188,187
Professional Svs	101-50-52010-050	Contract Engineering	21,806	100,000	100,000	100,000
Professional Svs	101-50-52017-050	Technical Services	20,288	40,000	40,000	40,000
Professional Svs	101-50-52025-050	Contract Public Works Director	122,690	-	-	-
General Operations	101-50-53001-050	Vehicle Repair & Maint	-	2,500	3,500	2,500
General Operations	101-50-53002-050	Equipment Repair & Maint	-	1,400	1,400	1,400
General Operations	101-50-53014-050	Utilities - Electricity	504	800	800	2,000
General Operations	101-50-53015-050	Utilities - Gas	301	500	500	250
General Operations	101-50-53016-050	Utilities - Water	128	400	400	400
General Operations	101-50-53018-050	Utilities - Telephone	137	200	200	200
General Operations	101-50-53024-050	Advertising/Publishing	1,172	2,500	2,500	2,500
General Operations	101-50-53029-050	Contract Inspection & Testing	-	5,000	5,000	5,000
General Operations	101-50-53033-050	Rent - Mach & Equipment	1,096	4,500	4,500	4,500

Town of Atherton Annual Operating Budget FY 2019-2020
DPW - Engineering By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
General Operations	101-50-53503-050	Equip Replace Charges	8,000	8,000	8,000	8,000
Other Services/Exp.	101-50-54003-050	Conferences	1,086	5,000	5,000	5,000
Other Services/Exp.	101-50-54004-050	Training & Workshops	98	3,500	3,500	3,500
Other Services/Exp.	101-50-54007-050	Membership/Dues	8,257	11,500	11,500	11,500
Other Services/Exp.	101-50-54010-050	Other Contract Services	142	800	800	800
Supplies & Materials	101-50-55002-050	Office Supplies	1,572	1,750	1,750	1,750
Supplies & Materials	101-50-55006-050	Safety Supplies & Matls	(24)	1,000	1,000	1,000
Supplies & Materials	101-50-55008-050	Misc. Computer Software	4,676	10,000	8,500	11,000
Supplies & Materials	101-50-55009-050	Misc. Computer Supplies	21	500	500	500
Supplies & Materials	101-50-55012-050	Construction Matls	-	750	750	-
Supplies & Materials	101-50-55014-050	Minor Tools & Equip	418	500	500	750
Supplies & Materials	101-50-55015-050	Gas & Oil	465	1,000	1,000	500
Supplies & Materials	101-50-55017-050	Postage	-	400	400	400
Capital Outlay	101-50-57006-050	Computer Equip/Software	1,022	683	1,183	-
Capital Outlay	101-50-57007-050	Office Machines & Furn	1,905	3,000	3,000	683
Total Operations			195,758	206,183	206,183	205,133
Total DPW Engineering			416,243	461,502	461,502	393,320

Town of Atherton Annual Operating Budget FY 2019-2020
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-50-50001-050	Regular Salaries	Salaries - two full-time staff 50-60% each or 1.1 FTE	126,712
101-50-50001-050	Regular Salaries	Salaries - Arborist Service Planning	(5,000)
101-50-50005-050	Temporary Help	Workers to assist with larger projects	121,712
101-50-50006-050	Overtime	For meetings and construction inspection	
101-50-50010-050	Standby Pay	Per MOU	
101-50-50013-050	EE Benefits Earned		1,826
		1.5% contribution for vac, sick, comp, & holiday pay	
101-50-50015-050	Salary Allocated to CIP	Salaries charged to CIP projects or Gas Tax	(50,418)
101-50-51001-050	Medicare Insurance		1,837
		Medicare is paid on all salaries at a rate of 1.45%	
101-50-51003-050	PERS Retire Contr - ER	Employer contribution for employee pension	10,566
101-50-51007-050	STD Life		211
		Short-term disability premium to The Cities Group	
101-50-51008-050	Health Insurance-Active	Health plan coverage - Cafeteria Plan	20,159
101-50-51009-050	Retiree health pay-as-you go	Retiree health Pay-as-you-go	24,785
101-50-51009-050	Retiree health GASB45	GASB 45 annual required contribution	14,707
101-50-51010-050	Dental Insurance	Delta Dental Plan premium	1,691
101-50-51011-050	Vision Insurance	Vision service plan premium	323
101-50-51013-050	Workers Compensation	Worker's Compensation charged to Department	5,068
101-50-51014-050	Life & ADD Insurance	Premium to The Cities Group	181
101-50-51015-050	LTD Insurance	Long-term disability premium to The Cities Group	759
101-50-51016-050	Unemployment Insurance		1,217
		Self-funded unemployment based on 1% of salaries	
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	33,562
Total Salaries & Benefits			188,187
101-50-52010-050	Contract Engineering	Contract Professional Services (Traffic Study, GIS and etc)	100,000

Town of Atherton Annual Operating Budget FY 2019-2020
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-50-52017-050	Technical Services	GIS - upgrades, surveys	40,000
101-50-52025-050	Contract Public Works Director	Professional Engineering and Management Services	-
101-50-53001-050	Vehicle Repair & Maint	Inspector's Vehicle	2,500
101-50-53002-050	Equipment Repair & Maint	Copier maintenance, drafting and survey equipment	1,400
101-50-53014-050	Utilities - Electricity	PG&E	2,000
101-50-53015-050	Utilities - Gas	ABAG gas	250
101-50-53016-050	Utilities - Water	Calwater	400
101-50-53018-050	Utilities - Telephone	Public Works cell phone	200
101-50-53024-050	Advertising/Publishing	Vendor bid advertising	2,500
101-50-53029-050	Contract Inspection & Testing	Traffic count , geotech soil testing	5,000
101-50-53033-050	Rent - Mach & Equipment	Copier Lease ; storage containers	4,500
101-50-53503-050	Equip Replace Charges	Contribution to Town wide fund for replacement of vehicles and equipment	8,000
101-50-54003-050	Conferences	ISA annual conference - Arborist, APWA, ASE, FMA Conference, CA Cities conference	5,000
101-50-54004-050	Training & Workshops	Training seminars and courses for staff: Storm Water Quality (NPDES), SWPPP, GIS/AutoCAD, ITS, Asphalt Institute, Misc Engineering, Arborist workshop	3,500
101-50-54007-050	Membership Dues	Membership/Dues 1) ASCE \$530 2) APWA \$230 3) State PE \$300 4) NPDES (CA water quality control) \$7000 5) Hazardous materials annual permit 2@\$636 (93 Stationline and 89 Ashfield) 6) Flood Management Certification \$300 7) Qualified SWPP Developer Cert \$400 8) PWD membership/Dues \$1,440	11,500

Town of Atherton Annual Operating Budget FY 2019-2020
DPW Engineering - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-50-54010-050	Other Contract Services	(NPDES)-to be performed by contract planner	800
101-50-55002-050	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	1,750
101-50-55006-050	Safety Supplies & Matls	Vests, hats, glasses, boots, arborist supplies, etc.	1,000
101-50-55008-050	Misc. Computer Software	Annual License for Programs: 1. CADD Licenses (AutoCAD and Microstation) - 2 licenses @\$2,500 2. ARC GIS Licenses (2)) - 2 licenses @\$1,250 3 GIS update/upgrade - \$2,500	11,000
101-50-55009-050	Misc. Computer Supplies	printer & ink/cartridges and plotter paper, plus minor supplies (keyboards, mice, flash drives, etc.)	500
101-50-55012-050	Construction Matls	Construction materials	750
101-50-55014-050	Minor Tools & Equip	Engineering tools costing less than \$100, new smart level	500
101-50-55015-050	Gas & Oil	Arborist. Engineer. Director's Vehicle	1,000
101-50-55017-050	Postage	postage	400
101-50-57006-050	Computer Equip/Software	Computer lease Program	683
101-50-57007-050	Office Machines & Furn	Furniture- desks, chairs, drafting tables, during relocation	3,000
Total Operations			<u>208,133</u>
Total DPW - Engineering			<u><u>396,320</u></u>

Town of Atherton Annual Operating Budget FY 2019-2020
DPW - Street By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Salaries & Wages	101-53-50001-053	Regular Salaries	73,960	98,395	98,395	102,331
Salaries & Wages	101-53-50013-053	EE Benefits Earned	729	984	984	1,535
Salaries & Wages	101-53-50015-053	Salary Allocated to CIP/Gas Tax	(111,260)	(111,260)	(111,260)	(111,260)
EE Benefits	101-53-51001-053	Medicare Insurance	1,161	1,427	1,427	1,484
EE Benefits	101-53-51003-053	PERS Retire Contr - ER	6,625	9,480	9,480	9,544
EE Benefits	101-53-51007-053	STD Insurance	88	96	96	96
EE Benefits	101-53-51008-053	Health Insurance - Active	8,821	6,477	6,477	6,393
EE Benefits	101-53-51009-053	Health Insurance - Retirees	47,660	97,508	97,508	101,193
EE Benefits	101-53-51010-053	Dental Insurance	810	923	923	923
EE Benefits	101-53-51011-053	Vision Insurance	147	184	184	184
EE Benefits	101-53-51013-053	Workers Compensation	3,018	3,936	3,936	4,093
EE Benefits	101-53-51014-053	Life & ADD Insurance	73	105	105	105
EE Benefits	101-53-51015-053	LTD Insurance	412	397	397	397
EE Benefits	101-53-51016-053	Unemployment Insurance	755	984	984	1,023
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	26,097	35,197	35,197	44,016
Total Salaries & Benefits			59,098	144,833	144,833	162,059
Professional Svs	101-53-52031-053	Contract DPW Maint Serv	232,607	304,047	304,047	322,500
General Operations	101-53-53001-053	Vehicle Repair & Maint	1,967	500	500	1,000
General Operations	101-53-53002-053	Equipment Repair & Maint	369	2,000	2,000	2,000
General Operations	101-53-53003-053	Building Security	-	500	500	500
General Operations	101-53-53004-053	Facility Repair & Maint	-	5,000	5,000	5,000
General Operations	101-53-53006-053	Electrical Repair & Maint	-	1,000	1,000	1,000
General Operations	101-53-53008-053	Contract Custodial Services	-	4,158	4,158	-
General Operations	101-53-53009-053	Tree Maintenance	49,231	70,000	70,000	70,000
General Operations	101-53-53010-053	Street Sweeping	13,333	18,000	22,500	18,000
General Operations	101-53-53012-053	Traffic Signal Repair & Maint	7,661	15,000	15,000	15,000
General Operations	101-53-53013-053	Street Light Repair & Maint	6,516	60,000	53,000	60,000
General Operations	101-53-53014-053	Utilities - Electricity	67,251	75,000	75,000	75,000
General Operations	101-53-53015-053	Utilities - Gas	820	850	1,350	850

Town of Atherton Annual Operating Budget FY 2019-2020
DPW - Street By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
General Operations	101-53-53016-053	Utilities - Water	8,985	12,500	12,500	12,500
General Operations	101-53-53018-053	Utilities - Telephone	1,003	800	800	800
General Operations	101-53-53029-053	Contract Inspection & Testing	-	750	750	750
General Operations	101-53-53033-053	Rent - Mach & Equipment	-	1,000	1,000	1,000
General Operations	101-53-53034-053	Rent - Facilities	-	250	250	250
General Operations	101-53-53503-053	Equip Replace Charges	9,000	9,000	9,000	9,000
Other Services/Exp.	101-53-54004-053	Training & Workshops	858	1,100	1,100	1,500
Other Services/Exp.	101-53-54007-053	Membership/Dues	-	400	400	400
Other Services/Exp.	101-53-54010-053	Other Contract Services	-	600	600	750
Supplies & Materials	101-53-55002-053	Office Supplies	60	250	250	250
Supplies & Materials	101-53-55006-053	Safety Supplies & Matls	177	500	500	500
Supplies & Materials	101-53-55009-053	Misc. Computer Supplies	-	250	250	250
Supplies & Materials	101-53-55011-053	Landscape Supplies	69	2,500	2,500	2,500
Supplies & Materials	101-53-55012-053	Construction Matls	474	2,000	2,000	2,000
Supplies & Materials	101-53-55014-053	Minor Tools & Equip	9	250	250	250
Supplies & Materials	101-53-55015-053	Gas & Oil	1,408	1,500	3,500	1,500
Supplies & Materials	101-53-55016-053	Other Supplies & Matls	-	300	300	300
Supplies & Materials	101-53-55018-053	Emergency/Disaster Preparedness	1,559	4,000	4,000	4,000
Capital Outlay	101-53-57004-053	Machinery & Equipment	-	1,000	1,000	1,000
Capital Outlay	101-53-57006-053	Computer Equip/Software	496	886	886	886
Capital Outlay	101-53-57007-053	Office Machines & Furn	-	500	500	500
Total Operations			403,854	596,391	596,391	611,736
Total DPW Street Maint			462,953	741,224	741,224	773,795

Town of Atherton Annual Operating Budget FY 2019-2020
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-53-50001-053	Regular Salaries	Salaries - one full-time staff 50% or 0.5 FTE	102,331
101-53-50002-053	Part-Time Permanent		
101-53-50005-053	Temporary Help	Workers to assist with larger projects	
101-53-50006-053	Overtime	Overtime need	
101-53-50010-053	Standby Pay	Per MOU	
101-53-50013-053	EE Benefits Earned	1.5% contribution for vac, sick, comp, & holiday pay	1,535
101-53-50015-053	Salary Allocated to CIP/Gas Tax	Salaries charged to CIP projects or Gas Tax	(111,260)
101-53-51001-053	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,484
101-53-51003-053	PERS Retire Contr - ER	Employer contribution for employee pension	9,544
101-53-51007-053	STD Insurance	Short-term disability premium to The Cities Group	96
101-53-51008-053	Health Insurance - Active	Health plan coverage - Cafeteria Plan	6,393
101-53-51009-053	Health Insurance - Retirees	Retiree health Pay-as-you-go	76,681
101-53-51009-053	Health Insurance - GASB45	Retiree health GASB45	24,512
101-53-51010-053	Dental Insurance	Delta Dental Plan premium	923
101-53-51011-053	Vision Insurance	Vision service plan premium	184
101-53-51013-053	Workers Compensation	Worker's Compensation charged to Department	4,093
101-53-51014-053	Life & ADD Insurance	Premium to The Cities Group	105
101-53-51015-053	LTD Insurance	Long-term disability premium to The Cities Group	397
101-53-51016-053	Unemployment Insurance	Self-funded unemployment	1,023
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	44,016
Total Salaries & Benefits			162,059
101-53-52031-053	Contract DPW Maint Serv	Portion of MCE contract	322,500
101-53-53001-053	Vehicle Repair & Maint	Fleet trucks, dump truck	1,000
101-53-53002-053	Equipment Repair & Maint	Backhoe and small equip repair	2,000
101-53-53003-053	Building Security	Doors, locks etc	500

Town of Atherton Annual Operating Budget FY 2019-2020
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-53-53004-053	Facility Repair & Maint	Fencing, guardrail, storm drain slip lining	5,000
101-53-53006-053	Electrical Repair & Maint	Outdoor electrical issues	1,000
101-53-53007-053	Roof Repair & Maint		
101-53-53008-053	Contract Custodial Services	Custodial Services	-
101-53-53009-053	Tree Maintenance	R/W - tree contract for summer/fall trim, winter storm damage repair, spring trim	70,000
101-53-53010-053	Street Sweeping	Monthly/storm sweeping	18,000
101-53-53012-053	Traffic Signal Repair & Maint	Signals (3) and in-roadway lighted crosswalks (2) monthly maintenance and needed repairs	15,000
101-53-53013-053	Street Light Repair & Maint	R/W street lights, paintings, poles and renumbering	60,000
101-53-53014-053	Utilities - Electricity	PG&E	75,000
101-53-53015-053	Utilities - Gas	ABAG gas	850
101-53-53016-053	Utilities - Water	Cal water	12,500
101-53-53018-053	Utilities - Telephone	Cellular Phones	800
101-53-53029-053	Contract Inspection & Testing	Storm drain videos & inspections	750
101-53-53033-053	Rent - Mach & Equipment	Specialized equipment	1,000
101-53-53034-053	Rent - Facilities	Temporary rental equipment	250
101-53-53503-053	Equip Replace Charges	Transfer for future replacement of vehicles & equipment backhoe	9,000
101-53-54004-053	Training & Workshops	Training seminars and arborist continue education	1,500
101-53-54007-053	Membership/Dues	Professional memberships: MSA, APWA, and etc	400
101-53-54010-053	Other Contract Services	Backflow preventer testing	750
101-53-55002-053	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	250
101-53-55006-053	Safety Supplies & Matls	Vests, hats, glasses, rubber boots, chaps, jackets, etc.	500
101-53-55009-053	Misc. Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)	250

Town of Atherton Annual Operating Budget FY 2019-2020
DPW Street - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-53-55011-053	Landscape Supplies	Replacement plant material for R/W and trees; fertilizers, mulch, tree stakes, etc.	2,500
101-53-55012-053	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	2,000
101-53-55014-053	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	250
101-53-55015-053	Gas & Oil	For department fleet vehicles and equipment	1,500
101-53-55016-053	Other Supplies & Matls	Misc. supplies	300
101-53-55018-053	Emergency/Disaster Preparednes	Emergency equipment supplies updates	4,000
101-53-57004-053	Machinery & Equipment	Purchase & replace chainsaw, blower, power shear	1,000
101-53-57006-053	Computer Equip/Software	Computer lease program	886
101-53-57007-053	Office Machines & Furn	Replace damaged machines or furniture; upgrade based on ergonomic review & relocation, i.e., chairs	500
Total Operations			<u>611,736</u>
Total DPW - Street Maintenance			<u><u>773,795</u></u>

Town of Atherton Annual Operating Budget FY 2019-2020
DPW - Park Maint. By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Salaries & Wages	101-57-50001-057	Regular Salaries	29,584	39,358	39,358	109,544
Salaries & Wages	101-57-50013-057	EE Benefits Earned	291	394	394	1,643
EE Benefits	101-57-51001-057	Medicare Insurance	465	571	571	1,588
EE Benefits	101-57-51003-057	PERS Retire Contr - ER	2,650	3,792	3,792	7,984
EE Benefits	101-57-51007-057	STD Insurance	35	38	38	134
EE Benefits	101-57-51008-057	Health Insurance - Active	3,529	2,591	2,591	11,570
EE Benefits	101-57-51009-057	Health Insurance - Retirees	4,174	8,889	8,889	9,380
EE Benefits	101-57-51010-057	Dental Insurance	324	369	369	953
EE Benefits	101-57-51011-057	Vision Insurance	59	74	74	176
EE Benefits	101-57-51013-057	Workers Compensation	1,208	1,574	1,574	4,382
EE Benefits	101-57-51014-057	Life & ADD Insurance	29	42	42	96
EE Benefits	101-57-51015-057	LTD Insurance	165	159	159	556
EE Benefits	101-57-51016-057	Unemployment Insurance	302	394	394	1,095
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	5,615	7,572	7,572	9,470
Total Salaries & Benefits			48,429	65,817	65,817	158,570
Professional Svs	101-57-52017-057	Technical Services				-
Professional Svs	101-57-52031-057	Contract DPW Maint Serv	233,575	240,599	265,599	280,599
General Operations	101-57-53002-057	Equipment Repair & Maint	4,709	3,000	3,000	3,000
General Operations	101-57-53003-057	Building Security	281	750	3,000	1,750
General Operations	101-57-53004-057	Facility Repair & Maint	6,568	35,000	22,000	35,000
General Operations	101-57-53006-057	Electrical Repair & Maint	-	10,000	10,000	10,000
General Operations	101-57-53008-057	Contract Custodial Services	7,931	11,880	16,680	19,404
General Operations	101-57-53009-057	Tree Maintenance	10,900	15,000	17,000	15,000
General Operations	101-57-53014-057	Utilities - Electricity	7,291	7,000	11,000	7,500
General Operations	101-57-53015-057	Utilities - Gas	1,466	1,500	3,000	2,000
General Operations	101-57-53017-057	Utilities - Sewer	5,380	8,000	8,000	11,000
General Operations	101-57-53029-057	Contract Inspection & Testing	295	1,700	1,700	1,700
General Operations	101-57-53033-057	Rent - Mach & Equipment	-	1,500	1,500	1,500

Town of Atherton Annual Operating Budget FY 2019-2020
DPW - Park Maint. By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Other Services/Exp.	101-57-53503-057	Equip Replace Charges	3,000	3,000	3,000	3,000
Supplies & Materials	101-57-54010-057	Other Contract Services	8,600	32,500	20,750	32,500
Supplies & Materials	101-57-55008-057	Misc. Computer Software	292	1,500	1,500	1,500
Supplies & Materials	101-57-55011-057	Landscape Supplies	6,138	20,000	10,000	20,000
Supplies & Materials	101-57-55012-057	Construction Mats	43	1,000	1,000	1,000
Capital Outlay	101-57-57002-057	Building Improvements	4,657	136,000	136,000	160,000
Total Operations			301,125	529,929	534,729	606,453
Total DPW Park Maintenance			349,554	595,745	600,545	765,023

Town of Atherton Annual Operating Budget FY 2019-2020
DPW Park Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-57-50001-057	Regular Salaries	Salaries - one full-time staff 20% or 0.2 FTE	109,544
101-57-50013-057	EE Benefits Earned	1.5% contribution for vac, sick, comp, & holiday pay	1,643
101-57-51001-057	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,588
101-57-51003-057	PERS Retire Contr - ER	Employer contribution for employee pension	7,984
101-57-51007-057	STD Insurance	Short-term disability premium to The Cities Group	134
101-57-51008-057	Health Insurance - Active	Health plan coverage - Cafeteria Plan	11,570
101-57-51009-057	Health Insurance - Retirees	Retiree health Pay-as-you-go	4,478
101-57-51009-057	Health Insurance - GASB45	Retiree health GASB45	4,902
101-57-51010-057	Dental Insurance	Teamster Dental Plan premium	953
101-57-51011-057	Vision Insurance	Vision service plan premium	176
101-57-51013-057	Workers Compensation	Worker's Compensation charged to Department	4,382
101-57-51014-057	Life & ADD Insurance	Premium to The Cities Group	96
101-57-51015-057	LTD Insurance	Long-term disability premium to The Cities Group	556
101-57-51016-057	Unemployment Insurance	Self-funded unemployment	1,095
101-57-51018-057	Uniforms	Per MOU	
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	9,470
Total Salaries & Benefits			158,570
101-57-52031-057	Contract DPW Maint Serv	Portion of MCE contract, head gardener, 7 days coverage	280,599
101-57-53002-057	Equipment Repair & Maint	Tractor, small equipment repairs (blowers, weed eaters, chainsaws, etc.)	3,000
101-57-53003-057	Building Security	Lock repair and replacement	1,750
101-57-53004-057	Facility Repair & Maint	Minor repairs around park grounds, Elevator, roof, HVAC, etc- includes Gilmore house minor repairs	35,000
101-57-53006-057	Electrical Repair & Maint	Defer maint. electrical repairs park	10,000

Town of Atherton Annual Operating Budget FY 2019-2020
DPW Park Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-57-53008-057	Contract Custodial Services	Cleaning of restrooms at park	19,404
101-57-53009-057	Tree Maintenance	Contract tree maintenance; pruning cycle for trees	15,000
101-57-53014-057	Utilities - Electricity	PG&E	7,500
101-57-53015-057	Utilities - Gas	ABAG gas	2,000
101-57-53017-057	Utilities - Sewer	County of San Mateo	11,000
101-57-53029-057	Contract Inspection & Testing	Playground, fire extinguishers, sprinklers, pumps, well water, soil tests, etc.	1,700
101-57-53033-057	Rent - Mach & Equipment	Temporary restroom	1,500
101-57-53503-057	Equip Replace Charges	For future replacement of vehicles & equipment tractor, gator	3,000
101-57-54010-057	Other Contract Services	Bee removal, plumbing, carpet repair, park landscape services	32,500
101-57-55008-057	Misc. Computer Software	Cost of Upgrades License and Programs; Rainmaster Irrigation controllers	1,500
101-57-55011-057	Landscape Supplies	Replacement plant material for the park; fertilizers, mulch, tree stakes, etc.	20,000
101-57-55012-057	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,000
101-57-57002-057	Building Improvements	Carriage House bath room remodel	100,000
		Maintenance & Rehab of park path from pedestrian bridge to par course	60,000
		Total Operations	606,453
		Total DPW - Park Maintenance	765,023

Town of Atherton Annual Operating Budget FY 2019-2020
DPW - Park Program By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Salaries & Wages	101-58-50001-058	Regular Salaries	29,584	39,358	39,358	40,932
Salaries & Wages	101-58-50013-058	EE Benefits Earned	291	394	394	614
EE Benefits	101-58-51001-058	Medicare Insurance	465	571	571	594
EE Benefits	101-58-51003-058	PERS Retire Contr - ER	2,650	-	-	3,818
EE Benefits	101-58-51007-058	STD Insurance	35	38	38	38
EE Benefits	101-58-51008-058	Health Insurance - Active	3,529	2,591	2,591	2,557
EE Benefits	101-58-51009-058	Health Insurance - Retiree	4,038	8,889	8,889	8,610
EE Benefits	101-58-51010-058	Dental Insurance	324	369	369	369
EE Benefits	101-58-51011-058	Vision Insurance	59	74	74	74
EE Benefits	101-58-51013-058	Workers Compensation	1,208	1,574	1,574	1,637
EE Benefits	101-58-51014-058	Life & ADD Insurance	29	42	42	42
EE Benefits	101-58-51015-058	LTD Insurance	165	159	159	159
EE Benefits	101-58-51016-058	Unemployment Insurance	302	394	394	409
EE Benefits	101-xx-51xxx-Misc	Unfunded Liabilities-Misc	9,993	13,477	13,477	16,854
Total Salaries & Benefits			52,671	67,929	67,929	76,708
Professional Svs	101-58-52030-058	Contract Park Event Svs	85,005	101,592	101,592	80,680
Professional Svs	101-58-52031-058	Contract DPW Maint Serv	1,653	5,250	5,250	5,250
General Operations	101-58-53004-058	Facility Repair & Maint	3,754	3,000	3,000	3,000
General Operations	101-58-53003-058	Buidling Security Maintenance				2,500
General Operations	101-58-53014-058	Utilities - Electricity	8,934	8,500	8,500	9,000
General Operations	101-58-53015-058	Utilities - Gas	1,718	1,200	1,900	1,700
General Operations	101-58-53016-058	Utilities - Water	14,959	10,000	10,000	15,000
General Operations	101-58-53018-058	Utilities - Telephone	1,485	1,500	1,500	1,500
General Operations	101-58-53030-058	Credit Card Merchant Fees	4,739	5,500	5,500	5,500
Supplies & Materials	101-58-55010-058	Custodial Supplies	-	840	640	840
Supplies & Materials	101-58-55011-058	Landscape Supplies	-	500	500	500
Supplies & Materials	101-58-55012-058	Construction Matls	-	500	500	500
Capital Outlay	101-58-57004-058	Machinery & Equipment	3,947	3,000	2,500	3,500
Capital Outlay	101-58-57006-058	Computer Equip/Software	596	700	700	700
Total Operations			126,790	142,082	142,082	130,170
Total DPW Park Programs			179,461	210,011	210,011	206,878

Town of Atherton Annual Operating Budget FY 2019-2020
DPW Park Program - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-58-50001-058	Regular Salaries	Salaries - one full-time staff 20% or 0.2 FTE	40,932
101-58-50013-058	EE Benefits Earned	1.5% contribution for vac, sick, comp, & holiday pay	614
101-58-51001-058	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	594
101-58-51003-058	PERS Retire Contr - ER	Employer contribution for employee pension	3,818
101-58-51007-058	STD Insurance	Short-term disability premium to The Cities Group	38
101-58-51008-058	Health Insurance - Active	Health plan coverage - Cafeteria Plan	2,557
101-58-51009-058	Health Insurance - Retiree	Retiree health Pay-as-you-go	3,708
101-58-51009-058	Health Insurance - GASB45	Retiree health GASB45	4,902
101-58-51010-058	Dental Insurance	Delta Dental Plan premium	369
101-58-51011-058	Vision Insurance	Vision service plan premium	74
101-58-51013-058	Workers Compensation	Worker's Compensation charged to Department	1,637
101-58-51014-058	Life & ADD Insurance	Premium to The Cities Group	42
101-58-51015-058	LTD Insurance	Long-term disability premium to The Cities Group	159
101-58-51016-058	Unemployment Insurance	Self-funded unemployment	409
101-xx-51xxx-Misc	Unfunded Liabilities-Misc	Unfunded Liabilities-Misc	16,854
Total Salaries & Benefits			76,708
101-58-52030-058	Contract Park Event Svs	Park events services and additional services	80,680
101-58-52031-058	Contract DPW Maint Serv	MCE services for park program	5,250
101-58-53003-058	Building Security	Building Security; locks	2,500
101-58-53004-058	Facility Repair & Maint	Carpet cleaning, Sound system repairs	3,000
101-58-53014-058	Utilities - Electricity	PG&E	9,000
101-58-53015-058	Utilities - Gas	ABAG gas	1,700
101-58-53016-058	Utilities - Water	Calwater	15,000
101-58-53018-058	Utilities - Telephone	Phone & Internet	1,500
101-58-53030-058	Credit Card Merchant Fees	For processing of credit card transactions	5,500

Town of Atherton Annual Operating Budget FY 2019-2020
 DPW Park Program - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-58-55010-058	Custodial Supplies	Supplies used in the operation or routine maintenance of the park event buildings including: restroom and kitchen	840
101-58-55011-058	Landscape Supplies	Replacement plant material for the park event areas; fertilizers, mulch, tree stakes, etc.	500
101-58-55012-058	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	500
101-58-57004-058	Machinery & Equipment	Audio, visual and new PA upgrades	3,500
101-58-57006-058	Computer Equip/Software	Computer lease program	700
Total Operations			<u>130,170</u>
Total DPW - Park Programs			<u><u>206,878</u></u>

Town of Atherton Annual Operating Budget FY 2019-2020
DPW - Building Maint. By Account

Category	Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Recomm Budget 2019-2020
Salaries & Wages	101-59-50001-059	Regular Salaries	14,792	19,679	19,679	20,466
Salaries & Wages	101-59-50013-059	EE Benefits Earned	146	197	197	307
EE Benefits	101-59-51001-059	Medicare Insurance	232	285	285	297
EE Benefits	101-59-51003-059	PERS Retire Contr - ER	1,325	1,896	1,896	1,909
EE Benefits	101-59-51007-059	STD Insurance	18	19	19	19
EE Benefits	101-59-51008-059	Health Insurance - Active	1,764	1,295	1,295	1,279
EE Benefits	101-59-51010-059	Dental Insurance	162	185	185	185
EE Benefits	101-59-51011-059	Vision Insurance	29	37	37	37
EE Benefits	101-59-51013-059	Workers Compensation	604	787	787	819
EE Benefits	101-59-51014-059	Life & ADD Insurance	15	21	21	21
EE Benefits	101-59-51015-059	LTD Insurance	82	79	79	79
EE Benefits	101-59-51016-059	Unemployment Insurance	151	197	197	205
Total Salaries & Benefits			19,320	24,678	24,678	25,622
Professional Svs	101-59-52031-059	Contract DPW Maint Serv	47,042	60,500	60,500	55,000
General Operations	101-59-53002-059	Equipment Repair & Maint	1,700	2,500	2,500	2,500
General Operations	101-59-53003-059	Building Security	472	5,000	5,000	5,000
General Operations	101-59-53004-059	Facility Repair & Maint	5,179	6,000	6,000	31,000
General Operations	101-59-53008-059	Contract Custodial Services	20,345	31,878	33,578	52,800
General Operations	101-59-53014-059	Utilities - Electricity	-	500	500	500
General Operations	101-59-53015-059	Utilities - Gas	-	700	700	700
General Operations	101-59-53017-059	Utilities - Sewer	4,079	9,300	9,300	9,300
General Operations	101-59-53029-059	Contract Inspection & Testing	-	1,500	1,500	1,500
Other Services/Exp.	101-59-53503-059	Equip Replace Charges	12,500	12,500	12,500	12,500
Supplies & Materials	101-59-54010-059	Other Contract Services	-	30,000	30,000	30,000
Supplies & Materials	101-59-55006-059	Safety Supplies & Matls	-	250	250	250
Supplies & Materials	101-59-55012-059	Construction Matls	-	1,500	1,500	1,500
Supplies & Materials	101-59-55015-059	Gas & Oil	-	1,500	1,500	1,500
Supplies & Materials	101-59-55018-059	Disaster Preparedness	-	-	-	6,000
Capital Outlay	101-59-57004-059	Machinery & Equipment	43	3,000	3,000	3,000
Total Operations			91,361	166,628	168,328	213,050
Total DPW Bldg Maint			110,680	191,306	193,006	238,672

Town of Atherton Annual Operating Budget FY 2019-2020
DPW Building Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-59-50001-059	Regular Salaries	Salaries - one full-time staff scheduled 10% or 0.1 FTE	20,466
101-59-50013-059	EE Benefits Earned	1.5% contribution for vac, sick, comp, & holiday pay	307
101-59-51001-059	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	297
101-59-51003-059	PERS Retire Contr - ER	Employer contribution for employee pension	1,909
101-59-51007-059	STD Insurance	Short-term disability premium to The Cities Group	19
101-59-51008-059	Health Insurance - Active	Health plan coverage -Cafeteria Plan	1,279
101-59-51010-059	Dental Insurance	Delta Dental Plan premium	185
101-59-51011-059	Vision Insurance	Vision service plan premium	37
101-59-51013-059	Workers Compensation	Worker's Compensation charged to Department	819
101-59-51014-059	Life & ADD Insurance	Premium to The Cities Group	21
101-59-51015-059	LTD Insurance	Long-term disability premium to The Cities Group	79
101-59-51016-059	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	205
Total Salaries and Benefits			<u>25,622</u>
101-59-52031-059	Contract DPW Maint Serv	Portion of MCE contract	55,000
101-59-53002-059	Equipment Repair & Maint	Routine building repairs	2,500
101-59-53003-059	Building Security	Gates, fences, doors, locks, for all bldgs	5,000
101-59-53004-059	Facility Repair & Maint	Elevator, carpet cleaning, carpentry, electrical, plumbing; related to city uses & needs in the park	31,000
101-59-53008-059	Contract Custodial Services	All DPW custodial now covered in building maintenance	52,800
101-59-53014-059	Utilities - Electricity	Electricity	500
101-59-53015-059	Utilities - Gas	ABAG gas	700

Town of Atherton Annual Operating Budget FY 2019-2020
 DPW Building Maint. - Budget Object Details

Account No.	Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
101-59-53017-059	Utilities - Sewer	County of San Mateo	9,300
101-59-53029-059	Contract Inspection & Testing	Comprehensive inspections (3); fire extinguishers, elevator	1,500
101-59-53503-059	Equip Replace Charges	Generators	12,500
101-59-54010-059	Other Contract Services	Facility related maint. and repairs; Cal Recycle grant	30,000
101-59-55006-059	Safety Supplies & Matls	First Aid kit replenishment	250
101-59-55012-059	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,500
101-59-55015-059	Gas & Oil	Generators	1,500
101-59-55018-059	Disaster Preparedness	Emergency supplies & storage	6,000
101-59-57004-059	Machinery & Equipment	Replacement of broken machinery/equipment	3,000
Total Operations			213,050
Total DPW - Building Maintenance			238,672

Town of Atherton Annual Operating Budget FY 2019-2020
Public Work - Salaries & Benefits

FTE	Job Class	Step	FY 18/19 Salary	COLA	FY 19/20 Salary	Post Incent	School Incent	PERS Salary	ER PERS	EE PERS	Med Tax	Health	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Allow (Ph. Etc)	Total
<u>DPW- Engineering 50</u>																				
0.6	Sr. Engineer/Maint Mgr (0.6)	D	80,801		88,235			88,235	8,230	-	1,279	13,766	1,108	221	115	476	126	3,529	360	117,446
0.5	Office Specialist (0.5)	D	36,997		38,477			38,477	2,336	-	558	6,393	583	103	96	283	54	1,539		50,422
	Town Arborist/Park Mgr (0.5)	D	62,831		-			-	-	-	-	-	-	-	-	-	-	-	-	-
	FTE	1.1	180,629	-	126,712	-	-	126,712	10,566	-	1,837	20,159	1,691	323	211	759	181	5,068	360	167,868
<u>DPW - Street Maint 53</u>																				
0.5	DPW Director (0.5)	D	98,395		102,331			102,331	9,544	-	1,484	6,393	923	184	96	397	105	4,093	450	126,001
	FTE	0.5	98,395		102,331	-	-	102,331	9,544	-	1,484	6,393	923	184	96	397	105	4,093	450	126,001
<u>DPW - Parks Maint 57</u>																				
0.2	DPW Director (0.2)	D	39,358		40,932			40,932	3,818	-	593.52	2,557	369.37	73.62	38.40	159	42.10	1,637.29	180	50,400
0.5	Town Arborist/Park Mgr (0.5)	D			68,611.19			68,611	4,166	-	994.86	9,012	583.33	102.63	96	397	54.24	2,744.45	300	87,062
	FTE	0.2	39,358		109,544	-	-	109,544	7,984	-	1,588	11,570	953	176	134	556	96	4,382	480	137,463
<u>DPW - Park Program 58</u>																				
0.2	DPW Director (0.2)	D	39,358		40,932			40,932	3,818	-	594	2,557	369	74	38	159	42	1,637	180	50,400
	FTE	0.2	39,358		40,932	-	-	40,932	3,818	-	594	2,557	369	74	38	159	42	1,637	180	50,400
<u>DPW - Building Maint 59</u>																				
0.1	DPW Director (0.1)	D	19,679		20,466			20,466	1,909	-	297	1,279	185	37	19	79	21	819	90	25,200
	FTE	0.1	19,679		20,466	-	-	20,466	1,909	-	297	1,279	185	37	19	79	21	819	90	25,200
2.60	Total DPW FTE	2.1	377,419		399,985			399,985	33,821	-	5,800	41,957	4,122	794	499	1,950	445	15,999	1,560	506,933
<u>Summary</u>																				
1.00	DPW Director	D	196,790	104.00%	204,662	100.0%	204,662	204,662	19,089	-	2,968	12,786	1,847	368	192	794	210	8,186	900	252,002
1.00	Sr. Engineer/Maint Mgr	D	141,403	104.00%	147,059	100.0%	147,059	147,059	13,716	-	2,132	22,943	1,847	368	192	794	210	5,882	600	195,744
1.00	Office Specialist	D	73,993	104.00%	76,953	100.0%	76,953	76,953	4,673	-	1,116	12,786	1,167	205	192	566	108	3,078		100,844
1.00	Town Arborist/Park Mgr (0.5)	D	131,945	104.00%	137,222	100.0%	137,222	137,222	8,332	-	1,990	18,025	1,167	205	192	794	108	5,489	600	174,124
			544,131		565,896			565,896	45,810	-	8,205	66,540	6,027	1,147	768	2,948	638	22,636	2,100	722,714

Section C

Special Revenue Fund

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

Budget 2019-2020

The Special Revenue Funds are used to account for revenues derived from specific sources, which are usually required by law or administrative regulation to be accounted for in a separate fund and restricted to expenditures for specific purposes. Special Revenue funds account for and report the proceeds of revenue sources that are restricted or committed to specific purposes. Special revenue funds include the Tennis, COPS Grant, Library, and Evan Creative Design.

Section C

Special Revenue Fund

Tennis Fund 105

Budget 2019-2020

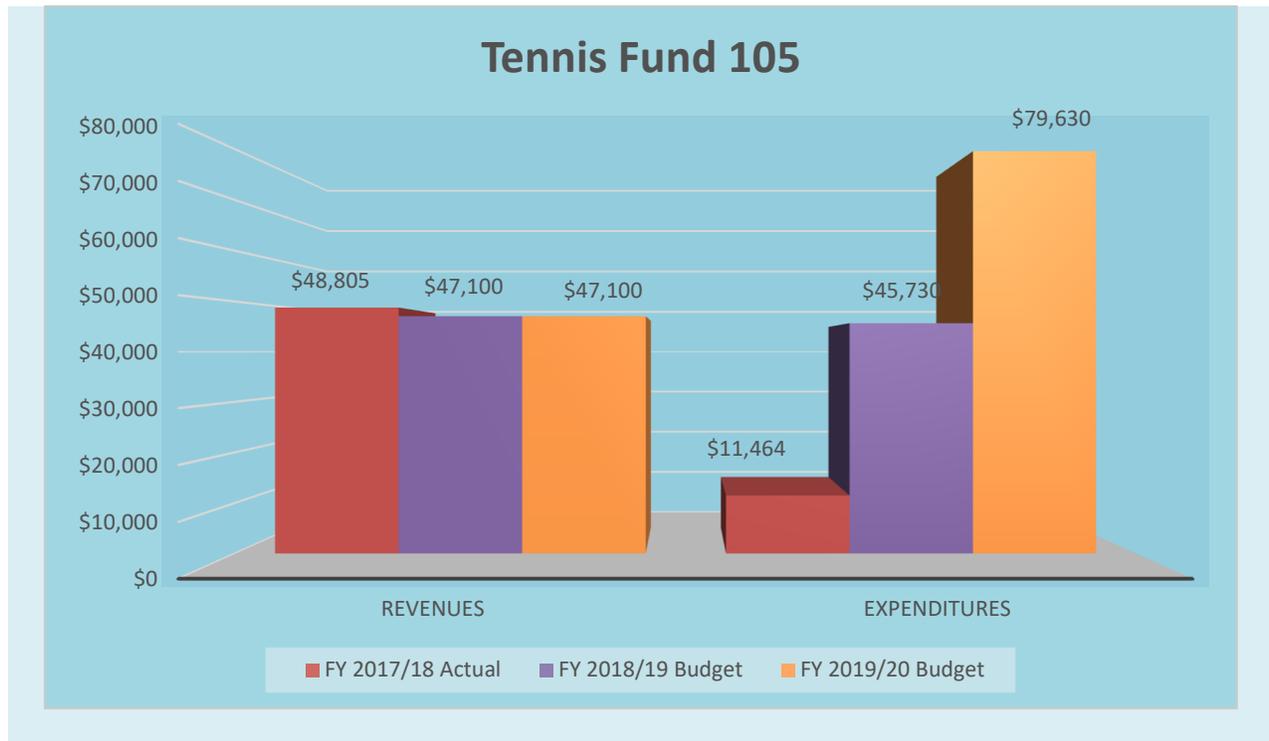
Tennis Fund 105

This fund is strictly for the maintenance and operations of the Town Tennis Program. There are six (6) tennis courts available that could benefit private and commercial uses. The Town has an agreement with Player Capital for Tennis Facility Management Services to manage the Town’s current tennis programs. The agreement calls for an annual contribution to the Town of \$40,000. This agreement continues to meet the needs of the community and provides additional revenue to the Park. Other revenue to the Fund is the purchase of Tennis keys for use of the tennis courts. The Town anticipates rehabilitation of two courts and maintenance of the clay court in FY 2019/20.

Annual Fiscal Impact	\$79,630
Employee	No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2017/18 Actual</u>	<u>FY 2018/19 Budget</u>	<u>FY 2019/20 Budget</u>
Beg. Fund Balance	144,368	181,709	183,079
Revenue	48,805	47,100	47,100
Expenditures	11,464	45,730	79,630
Net Assets(Deficit)	181,709	183,079	150,549



Town of Atherton Annual Operating Budget FY 2019-2020
Special Revenue Fund
Tennis Fund 105

Account	Description	Actual 2017-18	Adopted Budget 2018-2019	Recomm Budget 2019-2020
105-00-47027-058	Tennis Classes	40,000	40,000	40,000
105-00-47026-058	Tennis Keys	7,075	6,500	6,500
105-00-48001-058	Interest Income	1,730	600	600
105-00-48501-000	Donation & contributions			
Total Revenues		48,805	47,100	47,100
105-58-52031-000	Contract Maint Services	5,509	10,130	10,130
105-58-53003-000	Building Security	3,633	2,000	2,500
105-58-53004-000	Facility Repair & Maint	2,321	32,000	65,000
105-58-55012-000	Construction Materials	-	1,600	2,000
Total Operations		11,464	45,730	79,630
Total Expenditures		11,464	45,730	79,630
Excess (Deficiency) of Rev Over Exp		37,341	1,370	(32,530)
Contribution from MALL Player Capital contract				
Beginning Fund Balance		144,368	181,709	183,079
Ending Fund Balance		181,709	183,079	150,549

Town of Atherton Annual Operating Budget FY 2019-2020
Internal Service Fund
Tennis Budget Object Details

Fund 105 Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
Contract Maint Service	Portion of MCE contract for cleaning courts	10,130
Building Security	Re-key tennis court gates	2,500
Facility Repair & Maint	Urgent court needs/Resurface/Restripe	65,000
Construction Materials	Court patching and painting Rejuvenate Tennis seating area	2,000
	Total Operations	<u>79,630</u>
	Total Tennis Fund	<u><u>79,630</u></u>

Section C

Special Revenue Fund

COPS Grant 209

Budget 2019-2020

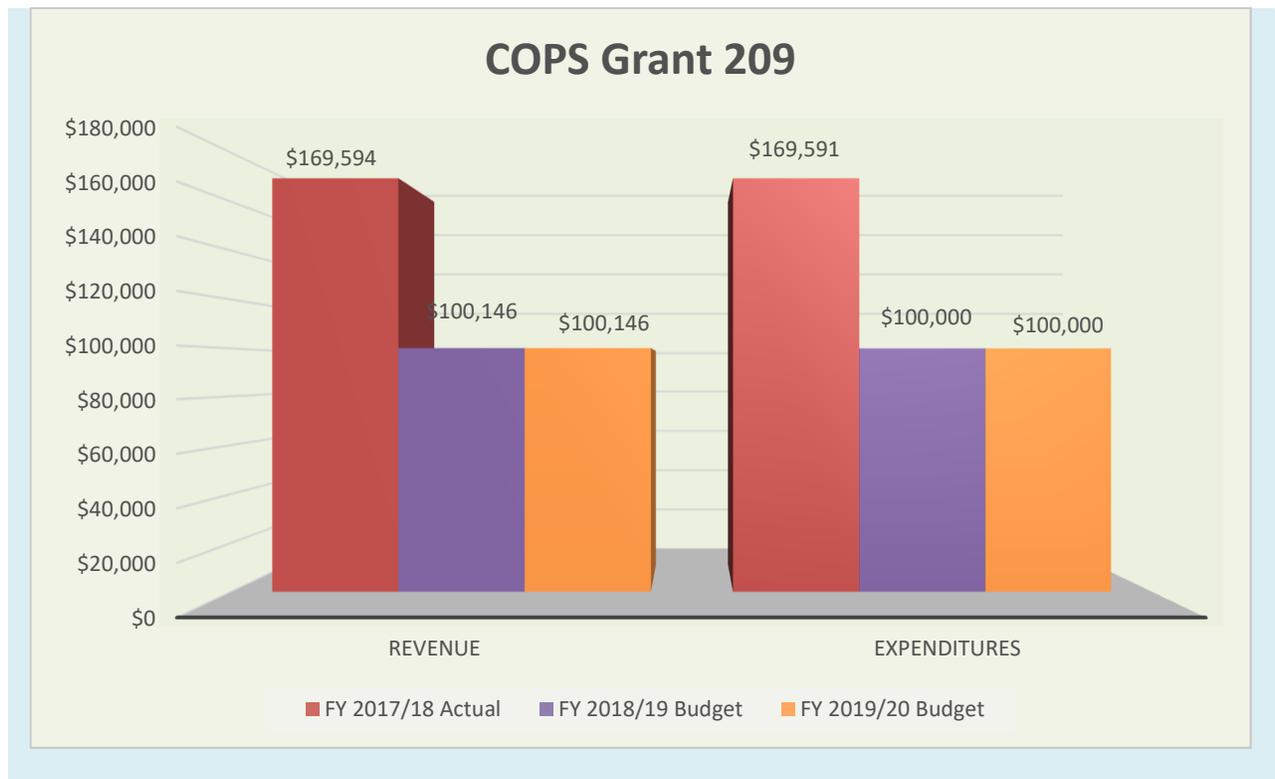
COPS Grant 209

From Department of Justice, COPS stands for Community Oriented Policing Services’ (the COPS Office). The COPS Office was created as a result of the Violent Crime Control and Law Enforcement Act of 1994. As a component of the Department of Justice, the mission of the COPS Office is to advance community policing in jurisdictions of all sizes across the nation. Community policing focuses on crime and social disorder through the delivery of police services that includes aspects of traditional law enforcement, as well as prevention, problem-solving, community engagement, and partnerships. The Town anticipates receiving \$100,000 per year from the grant. The Town uses the COPS grant for funding of sworn personnel salary related expenses.

Annual Fiscal Impact	\$100,000
Employee	No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2017/18 Actual</u>	<u>FY 2018/19 Budget</u>	<u>FY 2019/20 Budget</u>
Beg. Fund Balance	299	302	448
Revenue	169,594	100,146	100,146
Expenditures	169,591	100,000	100,000
Net Assets(Deficit)	302	448	594



Town of Atherton Annual Operating Budget FY 2019-2020
Special Revenue Fund
COPS Grant

Account	Description	Actual 2017-18	Adopted Budget 2018-2019	Proposed Budget 2019-2020
209-00-45019-040	Grant	169,591	100,000	100,000
209-00-48001-040	Interest Income	3	146	146
Total Revenue		169,594	100,146	100,146
209-40-50001-040	Salaries related expenditures	169,591	100,000	100,000
Total Expenditure		169,591	100,000	100,000
Excess (Deficiency) of Rev Over Exp		3	146	146
Beginning Fund Balance		299	302	445
Ending Fund Balance		302	448	591

Town of Atherton Annual Operating Budget FY 2019-2020
Special Revenue Fund
COPS Grant Budget Object Details

Fund 209 Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
Regular Salaries	Portion of Police Officer salary related expenditure funded by COPS Grant	100,000
	Total	<u>100,000</u>

Section C

Special Revenue Fund

Library Fund 213

Budget 2019-2020

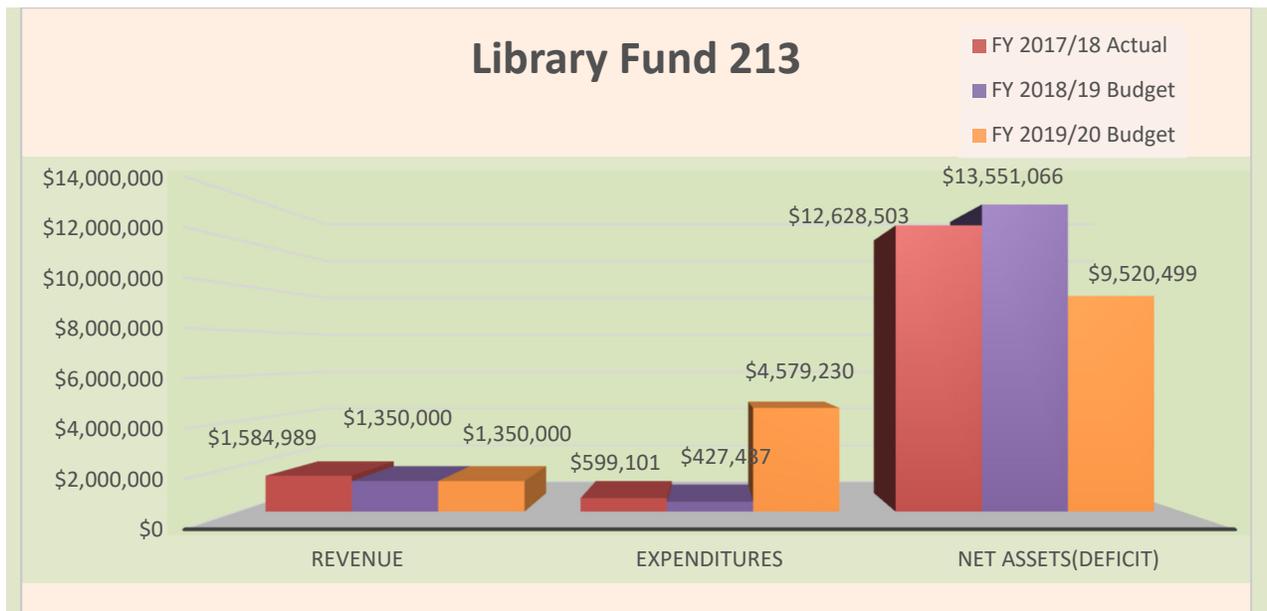
Library Fund 213

LIBRARY FUND- In 1999 the San Mateo County Library Joint Powers Authority was formed to assist in governing library funds accumulated through Proposition 13 in 1978, which set aside a portion of assessed property values to fund California Libraries. The Town of Atherton Library is part of a JPA. Under the JPA, jurisdictions would be permitted to retain excess funds generated from the local property taxes as long as the basic library services were met. The San Mateo County operates the daily operation of the Library. 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 current balance in the Library Fund also includes funds held in the JPA trust. The County JPA requires Town held donor funds be depleted first before funds from JPA Trust are used.

Annual Fiscal Impact **\$5,555,567**
Employee No Town employees

Three-year Summary

<u>Category Details</u>	<u>FY 2017/18 Actual</u>	<u>FY 2018/19 Budget</u>	<u>FY 2019/20 Budget</u>
Beg. Fund Balance	11,642,615	12,628,504	13,551,067
Revenue	1,584,989	1,350,000	1,525,000
Expenditures	599,101	427,437	5,555,567
Net Assets(Deficit)	12,628,504	13,551,067	9,520,500



Town of Atherton Annual Operating Budget FY 2019-2020
Special Revenue Fund
Library Fund

Account	Description	Actual 2017-2018	Adopted Budget 2018-19	Proposed Budget 2019-20
213-00-40001-000	Secured Property Tax	1,450,400	1,300,000	1,450,000
213-00-48001-000	Interest Income	134,589	50,000	75,000
Total Revenues		1,584,989	1,350,000	1,525,000
213-00-58003-000	Trans to Facilities Const-406	547,883	374,037	5,507,517
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 Svs			
213-30-52031-000	Contract Maint Services	15,988	22,000	22,000
213-30-53003-000	Building Security	-	500	250
213-30-53004-000	Facility Repair & Maintenance	-	1,200	2,000
213-30-53008-000	Contract Custodial Services	6,207	9,000	9,000
213-30-53014-000	Utilities - Electricity	10,051	12,000	10,000
213-30-53015-000	Utilities - Gas	1,023	1,000	400
213-30-53016-000	Utilities Water	7,829	6,500	3,200
213-30-53017-000	Utilities - Sewer	-		
213-30-53024-000	Advertising & Noticing	-		
213-30-53036-000	Contract Pesticid & Fertilizer	-	1,200	1,200
213-30-54010-000	Other Contract Services	10,120		
213-30-55016-000	Other Supplies & Materials		-	
Total Operations		599,101	427,437	5,555,567
Total Expenditures		599,101	427,437	5,555,567
Excess (Deficiency) of Rev Over Exp		985,888	922,563	(4,030,567)
Beginning Fund Balance		11,642,615	12,628,503	13,551,066
Ending Fund Balance		12,628,503	13,551,066	9,520,499

Town of Atherton Annual Operating Budget FY 2019-2020
Special Revenue Fund
Library Budget Object Details

Fund 213 Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
Legal Services	Planning & other contract services	
Planning Services	Library allocation portion new Town Center (other contract svcs)	
Environmental Consulting	Services related to library EIR	
Contract Maint Services	MCE contract maint for HVAC, electrical, roof and landscape services, etc.	22,000
Building Security	Misc locks, etc	250
Facility Maint and Repair	Scheduled maint and misc repairs as needed	2,000
Contract Custodial Services	Portion of Town janitorial contract	9,000
Utilities - Electricity	Operating electricity	10,000
Utilities - Gas	Operating gas	400
Utilities Water	Operating water	3,200
Utilities - Sewer	Operating sewer	
Advertising & Noticing	Public Notices, mass mailings, bid noticing for new library building	
Contract Pesticid & Fertilizer	Vector control	1,200
Other Contract Services	Library allocation portion new Town Center planning+design	5,507,517
Other Supplies & Materials		-
	Total Library	<u><u>5,555,567</u></u>

Section C

Special Revenue Fund

Evan Creative Design 215

Budget 2019-20

Evan Creative Design 215

The Evan Creative Design Fund is a bequest of Rita-Corbett-Evans to the Town. A Trust was set up to administer the funds. The funds may be used for distinctive art programming, promoting art awareness, enhancing lifelong learning, and recognizing cultural diversity within the community. In previous years, the funds were used by the Atherton Arts Committee. The Atherton Arts Foundation (AAF) is now responsible for arts programming through a budget request to the City Council. At this time the AAF has not submitted a budget request to the Town. The Fund has a balance of \$7,351. The only revenue to the fund is interest earned. For FY 2019/20 staff projects the fund to be depleted and therefore an estimated budget grant request of the amount remaining in the fund.

Annual Fiscal Impact

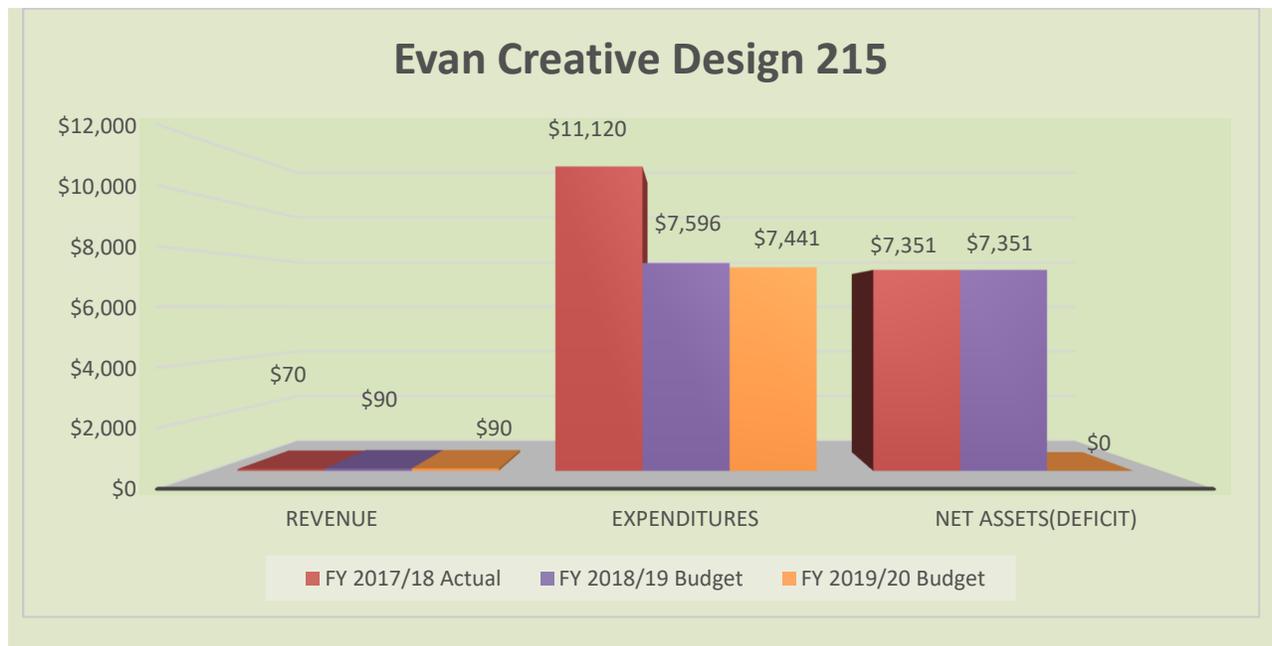
\$7,441

Employee

No employees

Three-year Summary

Beg. Fund Balance	18,401	7,351	7,351
Revenue	70	90	90
Expenditures	11,120	7,596	-
Net Assets(Deficit)	7,351	(155)	7,441



Town of Atherton Annual Operating Budget FY 2019-2020
Special Revenue Fund
Evan Creative Design Fund

Account	Description	Actual 2017-2018	Proposed Budget 2018-2019	Proposed Budget 2019-2020
215-00-48001-000	Interest Income	70	90	90
215-00-48501-000	Donations/Contributions			
	Total Revenue	70	90	90
215-30-53024-000	Advertising/Noticing			
215-30-54007-000	Membership Dues			
215-30-54010-000	Other Contract Services	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	11,120	7,596	-
	Excess (Deficiency) of Rev Over Exp	(11,050)	(7,506)	90
	Beginning Fund Balance	18,401	7,351	7,351
	Ending Fund Balance	7,351	(155)	7,441

Town of Atherton Annual Operating Budget FY 2019-2020
Special Revenue Fund
Evan Creative Design Budget Object Details

Fund 215 Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
Other Contract Services	Events and activities planned for FY 2019-20 No budget has been submitted yet; expected to be entire remaining balance	-

Section D

Internal Service Fund

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

Budget 2019-2020

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

Section D

Internal Service Fund

Equipment Replacement 610

Budget 2019-2020

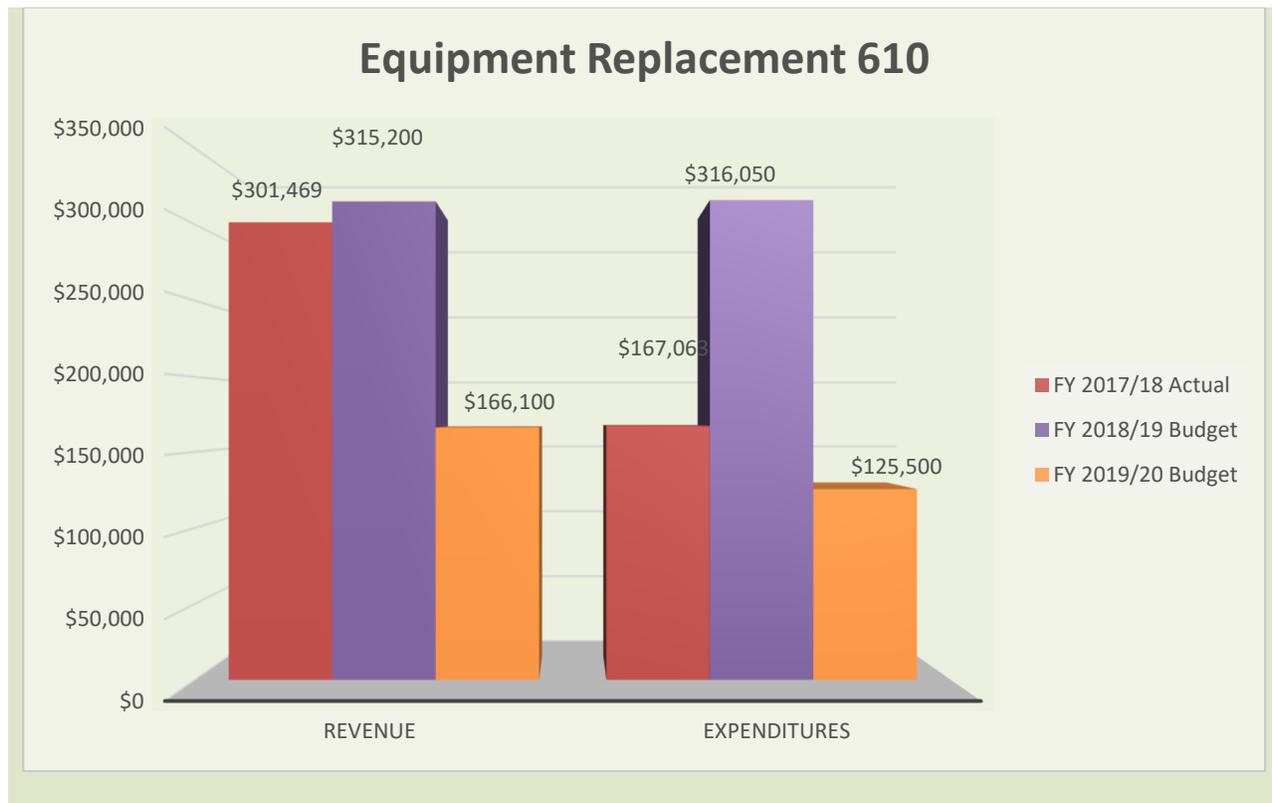
Equipment Replacement 610

The Equipment Replacement Fund is an internal depreciation fund for the replacement of large assets. The Fund is essentially the Town’s savings account over time to replace large equipment assets over time – such as computer equipment, software assets, vehicles, trailers, emergency equipment, etc. There are sufficient funds in the account to accommodate emergency needs as well as planned needs. The Fund is created for the timely replacement of Town vehicles and capital equipment. The annual contribution to this fund is through various Town departments whose use of capital equipment is for daily operations. Allocations are based on the estimated life of the equipment and estimated purchase costs.

Annual Fiscal Impact	\$125,500
Employee	No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2017/18 Actual</u>	<u>FY 2018/19 Budget</u>	<u>FY 2019/18 Budget</u>
Beg. Fund Balance	729,516	863,922	863,072
Revenue	301,469	315,200	166,100
Expenditures	167,063	316,050	125,500
Net Assets(Deficit)	863,922	863,072	903,672



Town of Atherton Annual Operating Budget FY 2019-2020
Internal Service Fund
Equipment Replacement Budget By Account

Fund 610 Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Recomm Budget 2019-2020
610-00-48001-000	Interest on Investments	4,469	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	254,500	270,100	121,000
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			
	Total Revenues	<u>301,469</u>	<u>315,200</u>	<u>166,100</u>
	Depreciation			
610-18-57006-018	Computer Software	1,980	4,950	4,500
610-25-57006-025	Computer Software	-	-	-
610-12-57004-012	Machinery & Equipment	6,694	-	-
610-40-57004-040	Machinery & Equipment	45,130	71,100	41,000
610-40-57005-040	Vehicles & Accessories	113,258	240,000	80,000
610-50-57004-040	Machinery & Equipment		-	-
610-50-57005-050	Vehicles & Accessories		-	-
	Total Expenditures	<u>167,063</u>	<u>316,050</u>	<u>125,500</u>
	Excess (Deficiency) of Revenues Over Expenditures	134,406	(850)	40,600
	Beginning Net Asset (Deficit)	<u>729,516</u>	<u>863,922</u>	<u>863,072</u>
	Ending Net Asset (Deficit)	<u><u>863,922</u></u>	<u><u>863,072</u></u>	<u><u>903,672</u></u>

Town of Atherton Annual Operating Budget FY 2019-2020
Internal Service Fund
Equipment Replacement Budget Object Details

Fund 610 Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
Vehicle Expense	Public Works Vehicle Replacement	
Vehicle Expense	Police Vehicle Replacement	80,000
Machine & Equip	See Police Department Supplemental Requests	41,000
Machine & Equip	Purchase/lease a new generator	
Computer Software	Upgrade Trakit Building Dept	
Computer Software	Upgrade SpringBrook	4,500
	Total	125,500

Town of Atherton Annual Operating Budget FY 2019-2020
Supplemental Budget Request - Poilce Department

<u>Description</u>	<u>Amount</u>	<u>Note</u>
<u>Request #1</u>		Equipment Replacement
(2) 40 mm launchers, cases, holsters, sites	3,800	
<u>Request #2</u>		Equipment Replacement
Trauma plates body armor	2,200	
<u>Request #3</u>		Equipment Replacement
<u>30 Body Cameras, software & docking stations</u>	35,000	
Total Cost to Equipment Replacement Fund	41,000	

Section D

Internal Service Fund

Worker's Comp 614

Budget 2019-2020

Workers' Compensation 614

Workers' compensation fund activity is for the cost and expense of Town claims for Worker's compensation. Risk pool insurer for the Town is Cities Group. Within this Fund is the Risk management for safety training, educational materials and other accident prevention activities. As a member of a JPA, the Town contributes an annual assessment based on all recognized and potential liability. These are calculated annually based on agency claims history and any increases in loss recovery due to excessive claims losses. Staff recommends that it is sensible to monitor and increase workers' compensation reserves within the workers' compensation fund. To maintain the required equity reserve, staff included an allocation of \$110,000 toward the reserve in the FY 2019/20 Operational Budget.

Annual Fiscal Impact

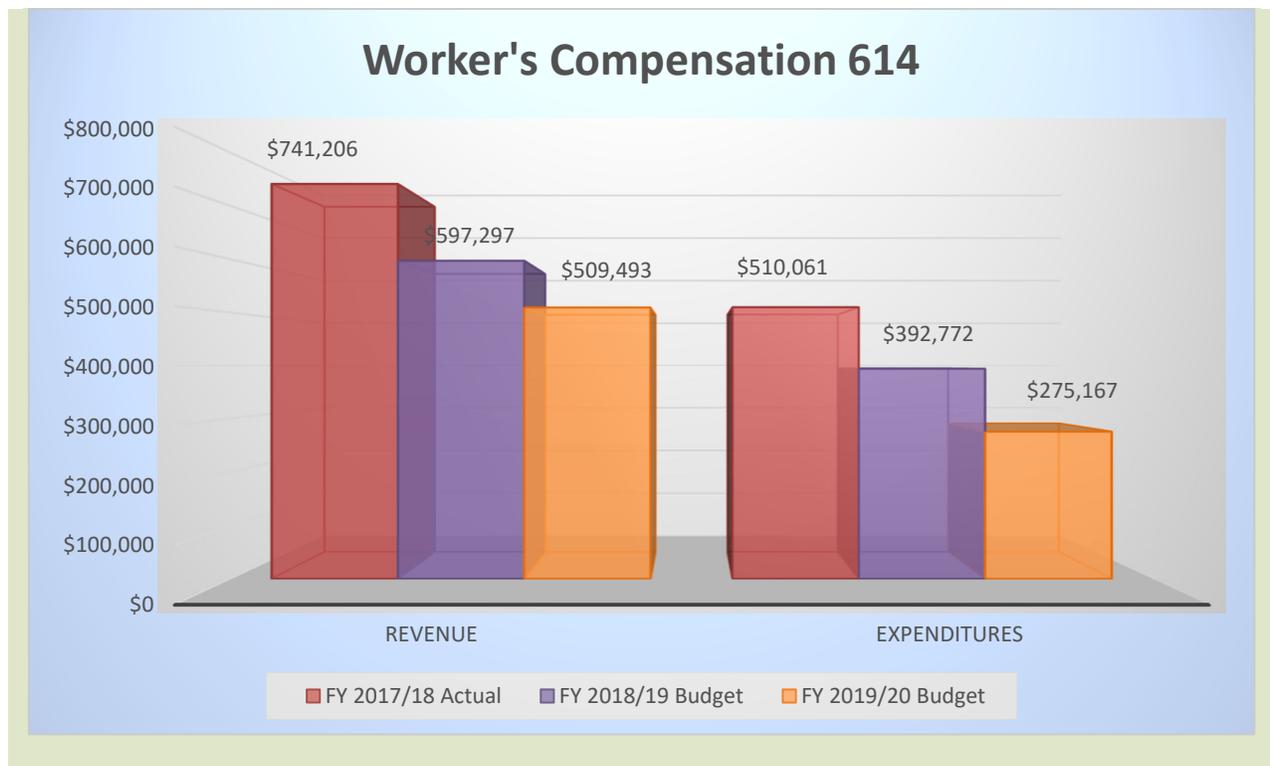
\$275,167

Employee

No employees

Three-year Summary

<u>Category Details</u>	<u>FY 2017/18 Actual</u>	<u>FY 2018/19 Budget</u>	<u>FY 2019/20 Budget</u>
Beg. Fund Balance	493,512	724,657	929,182
Revenue	741,206	597,297	509,493
Expenditures	510,061	392,772	275,167
Net Assets(Deficit)	724,657	929,182	1,163,508



Town of Atherton Annual Operating Budget FY 2019-2020.
Internal Service Fund
Worker's Compensation Budget By Account

Fund 614 Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Recomm Budget 2019-2020
614-00-47503-012	Charges for Services - Admin Dept	18,410	17,701	18,410
614-00-47503-018	Charges for Services - Finance Dept	13,587	14,124	15,986
614-00-47503-025	Charges for Services - Building Dept	5,836	5,926	6,636
614-00-47503-040	Charges for Services - Police Dept	326,489	308,348	341,212
614-00-47503-050	Charges for Services - DPW Engineering	6,819	6,964	5,068
614-00-47503-053	Charges for Services - DPW Street Maint	3,018	3,794	4,093
614-00-47503-057	Charges for Services - DPW Park Maint	1,208	1,517	4,382
614-00-47503-058	Charges for Services - DPW Park Prog & Tennis Fd	1,208	1,517	1,637
614-00-47503-059	Charges for Services - DPW Building Maint	604	759	819
614-00-48001-000	Interest on Investments	6,888	1,250	1,250
614-00-49001-000	Transfer From General Fund	357,140		
	Total Revenues	<u>741,206</u>	<u>361,900</u>	<u>399,493</u>
614-30-51013-000	Worker's Comp Expense	503,220	151,727	158,909
614-30-51017-000	Safety/Compliance Program Assessment	6,841	5,647	6,258
	Reserve Equity Contribution	-	235,397	110,000
	Total Expenditures	<u>510,061</u>	<u>392,772</u>	<u>275,167</u>
	Excess (Deficiency) of Revenues Over Expenditures	231,144	(30,872)	124,326
	Transfer-in		235,397	110,000
	Beginning Net Assets (Deficit)	<u>493,512</u>	<u>724,656</u>	<u>929,182</u>
	Ending Net Assets (Deficit)	<u>724,656</u>	<u>929,182</u>	<u>1,163,508</u>

Town of Atherton Annual Operating Budget FY 2019-2020
Internal Service Fund
Worker's Compensation Budget Object Details

Fund 614 Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
WC Assessment	Assessment by the Cities Group (JPA)	158,909
Safety Program Assess	Assessment by the Cities Group (JPA)	6,258
		165,167

Section D

Internal Service Fund

General Liability 615

Budget 2019-2020

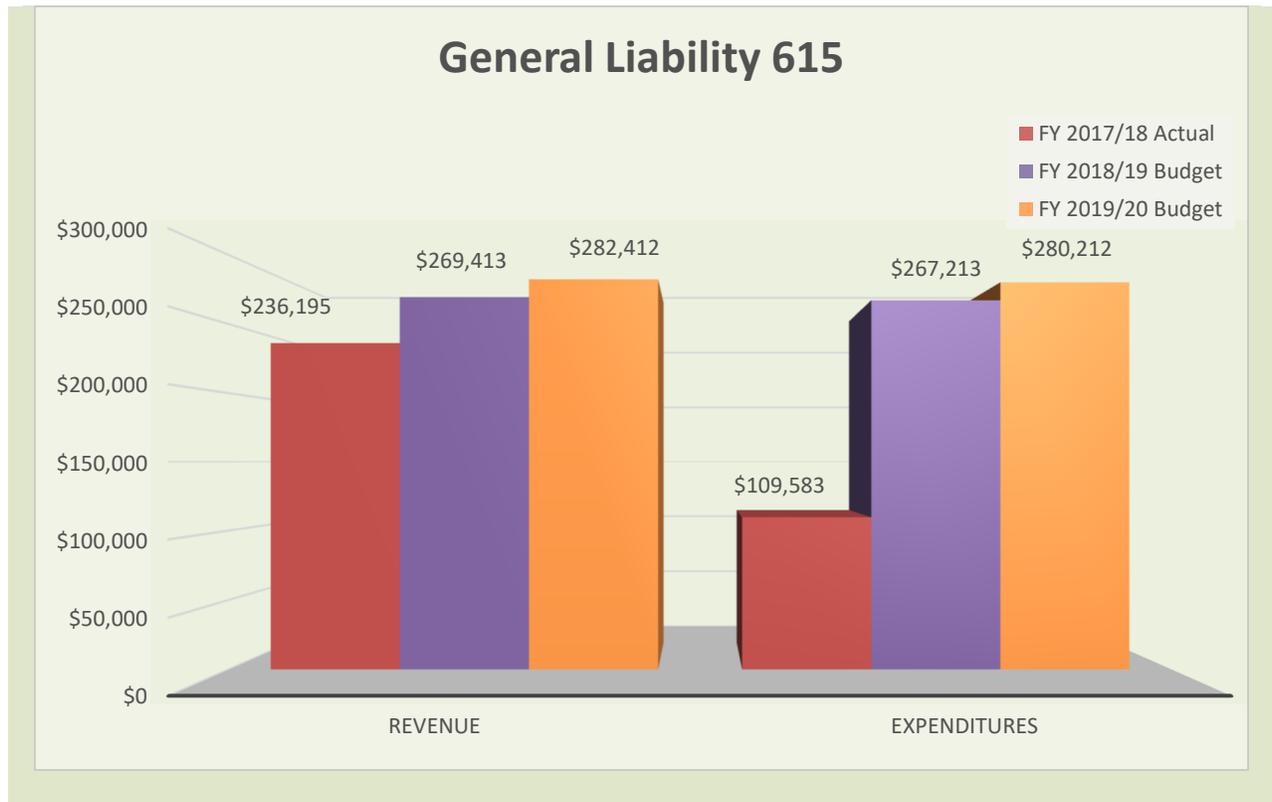
General Liability 615

General Liability fund hosts the insurance costs for liability claims and property losses. The Town is part of the insurance pool of PLAN JPA. The activities for this fund provide for costs to general liability insurance, employment practice insurance, and self-insured retention claim expense. Total internal service charges from the General Fund for FY 2019/20 are estimated at \$282,412. The total FY 2019/20 expenditures for this fund are \$280,212 of which includes self-insurance retention expense of \$100,000 that allows the payout of 4 claims at \$25,000 per claim and is a requirement of the JPA. The Town does not anticipate expending retention expenses for 4 claims in the fiscal year.

Annual Fiscal Impact	\$280,212
Employee	No employees

Three-year Summary

Category Details	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Budget
Beg. Fund Balance	420,053	546,665	548,865
Revenue	236,195	269,413	282,412
Expenditures	109,583	267,213	280,212
Net Assets(Deficit)	546,665	548,865	551,065



Town of Atherton Annual Operating Budget FY 2019-2020
Internal Service Fund
General Liability Budget By Account

Fund 615 Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Recomm Budget 2019-2020
615-00-47504-000	Liability Insurance Charge	202,428	229,417	239,770
615-00-47505-000	Employment Practice Liability Charge	28,456	37,796	40,442
615-00-48001-000	Interest on Investments	5,310	2,200	2,200
Total Revenues		<u>236,195</u>	<u>269,413</u>	<u>282,412</u>
615-30-53019-000	Liability Insurance Expense	102,428	129,417	139,770
615-30-53020-000	Employment Practice Liability	28,456	37,796	40,442
615-30-53022-000	Liability Claim Expense	(21,301)	100,000	100,000
Total Expenditures		<u>109,583</u>	<u>267,213</u>	<u>280,212</u>
Excess (Deficiency) of Revenue Over Expenditures		126,612	2,200	2,200
Beginning Net Assets (Deficit)		<u>420,053</u>	<u>546,664</u>	<u>548,864</u>
Ending Net Assets (Deficit)		<u><u>546,664</u></u>	<u><u>548,864</u></u>	<u><u>551,064</u></u>

Town of Atherton Annual Operating Budget FY 2019-2020
 Internal Service Fund
 General Liability Budget Object Details

Fund 615 Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
Liability Insurance	Premium to ABAG	139,770
Employment Practice	Premium to Alliant	40,442
Claim Expense	SIR (self insured retention)	100,000
	Total	<u>280,212</u>

Section D

Internal Service Fund

Employee Benefit 616

Budget 2019-2020

Employee Benefits 616

Employee Benefits Fund is used for the accounting and accumulation of costs internally among Town various departments for employee benefits including other post-employment benefits other than pension, compensated absences, and potential unemployment charges. The Town is making a contribution of \$205,901 toward the OPEB Trust to satisfy the minimum required ARC for FY 2019-20.

Annual Fiscal Impact

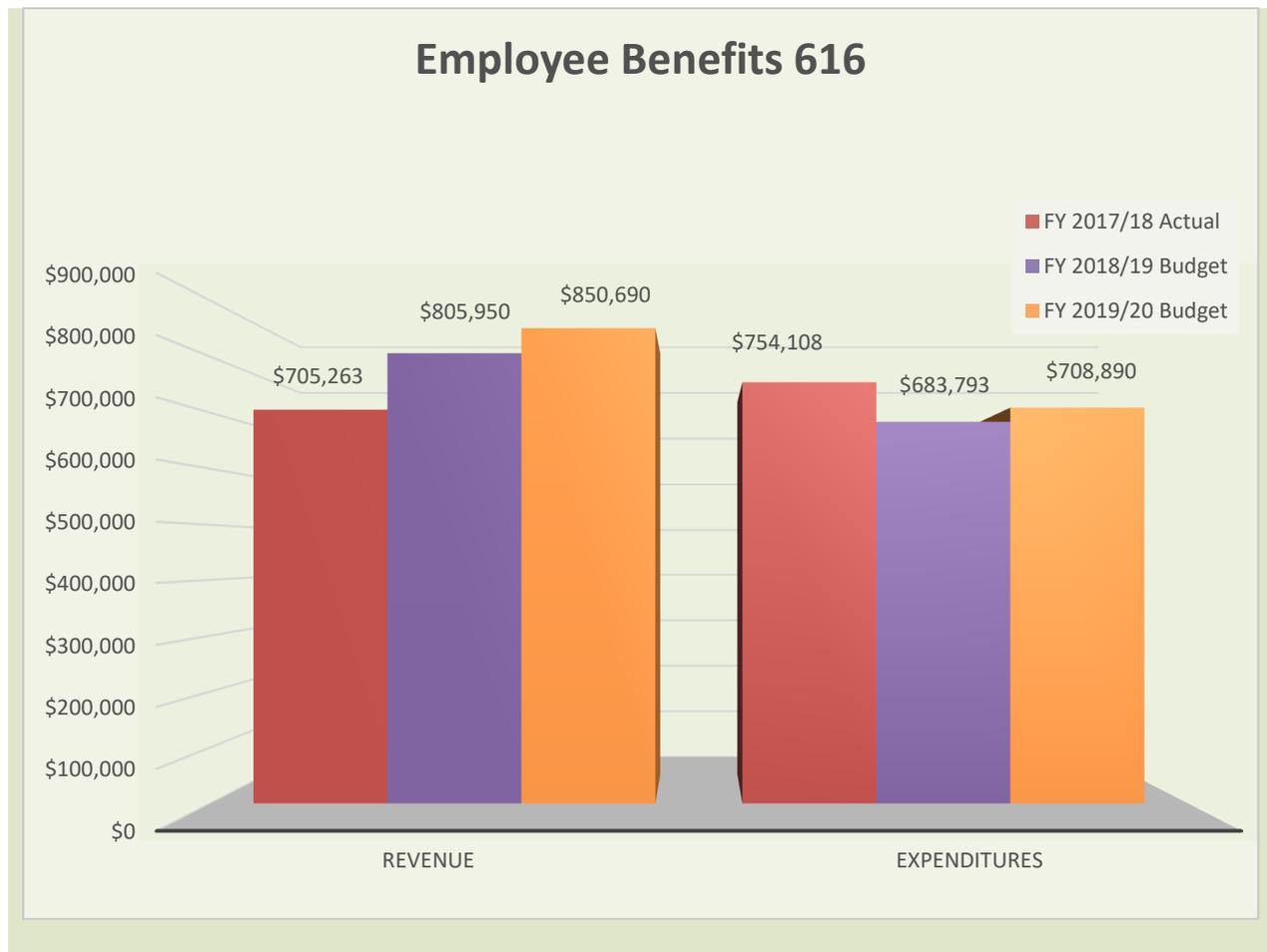
\$708,890

Employee

No employees

Three-year Summary

Category Details	FY 2017/18 Actual	FY 2017/18 Budget	FY 2018/19 Budget
Beg. Fund Balance	842,094	793,249	915,406
Revenue	705,263	805,950	850,690
Expenditures	754,108	683,793	708,890
Net Assets(Deficit)	793,249	915,406	1,057,206



Town of Atherton Annual Operating Budget FY 2019-2020
Internal Service Fund
Employee Benefits Budget By Account

Fund 616 Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Recomm Budget 2019-2020
616-00-47506-000	GASB 45 ARC - Contribution	92,118	198,151	205,901
616-00-47506-012	GASB 45 ARC - Admin	47,608	20,050	19,989
616-00-47506-018	GASB 45 ARC - Finance	28,313	20,653	24,082
616-00-47506-025	GASB 45 ARC - Building	27,732	29,104	18,336
616-00-47506-040	GASB 45 ARC - Police	284,506	294,149	315,930
616-00-47506-050	GASB 45 ARC - DPW Engineering	32,146	24,478	24,785
616-00-47506-053	GASB 45 ARC - DPW Street Maint	47,660	73,919	76,681
616-00-47506-057	GASB 45 ARC - DPW Park Maint	4,174	4,171	4,478
616-00-47506-058	GASB 45 ARC - DPW Park Program	4,038	4,117	3,708
616-00-47507-012	EE Benefits Earned - Admin	4,352	4,425	6,936
616-00-47507-018	EE Benefits Earned - Finance	3,240	3,531	5,995
616-00-47507-025	EE Benefits Earned - Building	1,367	1,431	2,414
616-00-47507-040	EE Benefits Earned - Police	60,764	71,627	77,068
616-00-47507-050	EE Benefits Earned - DPW Engineering	1,604	1,691	1,826
616-00-47507-053	EE Benefits Earned - DPW Street Maint	729	948	1,535
616-00-47507-057	EE Benefits Earned - DPW Park Maint	291	379	1,643
616-00-47507-058	EE Benefits Earned - DPW Park Program	291	379	614
616-00-47507-059	EE Benefits Earned - DPW Bldg Maint	146	190	307
616-00-47508-012	Unemploy Benefits - Admin	4,603	4,425	4,624
616-00-47508-018	Unemploy Benefits - Finance	3,401	3,531	3,997
616-00-47508-025	Unemploy Benefits - Building	1,241	1,431	1,609
616-00-47508-040	Unemploy Benefits - Police	38,281	37,063	39,783
616-00-47508-050	Unemploy Benefits - DPW Engineering	1,487	1,691	1,217
616-00-47508-053	Unemploy Benefits - DPW Street Maint	755	948	1,023
616-00-47508-057	Unemploy Benefits - DPW Park Maint	302	379	1,095
616-00-47508-058	Unemploy Benefits - DPW Park Program	302	379	409
616-00-47508-059	Unemploy Benefits - DPW Building Maint	151	190	205
616-00-48001-000	Interest on Investments	13,662	2,520	4,500
616-00-49001-000	Transfer from General Fund	-		
Total Revenues		705,263	805,950	850,690
616-xx-51009-xxx	Retiree Health-Care OPEB		198,151	205,901
616-12-51009-012	Retiree Health-Care (Admin)	24,463	20,050	19,989
616-18-51009-018	Retiree Health-Care (Finance)	23,872	20,653	24,082
616-25-51009-025	Retiree Health-Care (Building)	36,743	29,104	18,336
616-40-51009-040	Retiree Health-Care (Police)	297,818	294,149	315,930
616-50-51009-050	Retiree Health-Care (Engineering)	25,104	24,478	24,785
616-53-51009-053	Retiree Health-Care (Street Maint)	46,485	73,919	76,681

Town of Atherton Annual Operating Budget FY 2019-2020
Internal Service Fund
Employee Benefits Budget By Account

Fund 616 Account	Description	Actual 2017-2018	Adopted Budget 2018-2019	Recomm Budget 2019-2020
616-57-51009-057	Retiree Health-Care (Park Maint)	4,198	4,171	4,478
616-58-51009-058	Retiree Health-Care (Park Program)	3,944	4,118	3,708
616-30-51016-030	Unemployment Insurance	11,113	15,000	15,000
616-30-50013-030	Employee Benefits Earned	188,248		
616-30-51021-000	Net OPEB Expense	92,118		
	Total Expenditures	<u>754,108</u>	<u>683,793</u>	<u>708,890</u>
	Excess (Deficiency) of Revenues Over Expenditures	(48,845)	122,157	141,800
	Beginning Net Assets (Deficit)	<u>842,094</u>	<u>793,249</u>	<u>915,406</u>
	Ending Net Assets (Deficit)	<u><u>793,249</u></u>	<u><u>915,406</u></u>	<u><u>1,057,207</u></u>

Town of Atherton Annual Operating Budget FY 2019-2020
Internal Service Fund
Employee Benefits Object Details

Fund 616 Acct Description	Quantity, brief description and justification of items requested	FY 2020 Recommended Appropriations
Retiree Health Care -OPEB	OPEB Contribution	205,901
Retiree Health-Care (Admin)	Premium to CalPERS (pay-as-you-go)	19,989
Retiree Health-Care (Finance)	Premium to CalPERS (pay-as-you-go)	24,082
Retiree Health-Care (Building)	Premium to CalPERS (pay-as-you-go)	18,336
Retiree Health-Care (Police)	Premium to CalPERS (pay-as-you-go)	315,930
Retiree Health-Care (Engineering)	Premium to CalPERS (pay-as-you-go)	24,785
Retiree Health-Care (Street Maint)	Premium to CalPERS (pay-as-you-go)	76,681
Retiree Health-Care (Park Maint)	Premium to CalPERS (pay-as-you-go)	4,478
Retiree Health-Care (Park Program)	Premium to CalPERS (pay-as-you-go)	3,708
	Sub-Total	693,890
Unemp Insurance Insurance	Self insured unemployment insurance (EDD)	15,000
	Total	<u><u>708,890</u></u>

Capital Improvement Fund

Budget Summaries FY 2019-2020

Capital Improvement Programs Follow

Section F

Capital Improvement Fund

Budget Summaries FY 2019-2020

The 5-Year Capital Improvement Plan's purpose is to identify anticipated capital improvements and funding sources. The CIP does not appropriate funds, rather functions as a budgeting and planning tool. The CIP program serves as a road map in prioritizing community needs through the identification of funding and projects that will be a major focus in the next 5 years. The sunset of the Special Parcel Tax required the discontinuation of certain programs and projects. Allocations of the remaining balance of Special Parcel funds have been extended through 2021. 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. Since the CIP is updated annually and reflects the community priorities, cost estimates, and funding sources, in some instances revenues for capital projects are "saved" and then "spent" year-to-year depending on eligible capital project priorities.

The 5-Year CIP proposes projects to analyze, repair or improve Town infrastructure, and the funding for those projects. The fifteen (15) projects are categorized into three areas of responsibility: streets & transportation, drainage & Town buildings, park & facilities. The Town awarded the contract in April 2019 to begin construction of the Middlefield Class II Bike Lane project. The Civic Center Project inclusive of the new Town Center and Library dominates the Town's CIP. Over the next few years, the Civic Center Project will be the primary focus of the Town's CIP and other projects will largely consist of basic maintenance efforts. Funding for this project is through Atherton Now donations, Capital Improvement Fund, Library Fund, and the assumption of the entirety of the unallocated General Fund reserves, and future revenue over expenditures. The Town anticipates that there will be a need for cash flow funding during the construction project until Town major revenue source of Property Taxes are received in that fiscal year. During the current fiscal year there was CIP focus on implementation of drainage facility repairs designed by drainage consultant WRECO. The Town completed the Stockbridge Avenue Valley Gutter replacement. In FY 2019-20 will begin design of the Euclid/Parker Ditch repair project. The Town began state mandated Green Infrastructure review and plan development. It is anticipated that in FY 2019-20 a plan will be adopted and the implementation of minor projects. The Town continues to evaluate, review, and plan for potential Water Capture Facility and siting location. Funding milestones of the cooperative implementation agreement with Caltrans will need to be met in FY 2019-20. This project helps mitigate drainage issues, storm water capacity for the Town, and reduction of pollutants in the Bayfront. The Town continues its annual Road Maintenance and Rehabilitation program and strive to meet the maintenance of effort of SB1 street monies.

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 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.

On March 6, 2019 the Town awarded the contract for the construction of the Town Civic Center project to S.J. Amoroso Construction. The total with bid alternate was \$47,077,000. The project includes the construction of the new Administration, Community Development Department, and Police Building; a new Library and renovation of the Historic Town Hall; Site improvements and the construction of a new Council Chambers/EOC. The CIP also includes a number of basic maintenance improvement projects that are routine in nature and occur year over year. *The first year of the CIP is incorporated into the Town's current year operating budget as the current year Capital Improvement Program. The remaining four years of the CIP reflect proposed projects and funding and are revised annually to reflect changes in Council direction, needs and funding availability.* This year's CIP recommends new appropriations of approximately \$18.23 million. The five largest single expenditures in the CIP include the Civic Center Project at \$11.2 Million, Library project \$5.5 Million, Drainage improvements \$.35 Million, and \$.73 Million Road Maintenance Program, and \$.15 Million for Park Improvement.

Funding Sources for Capital Improvement plan are as follows:

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

Capital Improvement Plan Annual Projects include:

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

As noted above, funding for the CIP consists of a variety of sources, some of which are restricted, such as Measures A & Measure M funds and Library Donor funds, as well as funds from the remaining Special Parcel Tax, from Gas Taxes, and the General Fund. The Town's General Fund

fulfills any funding needs for capital projects that do not have a specific identified funding source. For the FY 2019/20, the CIP anticipates approximately \$18.23 million in capital projects. These project expenditures, in addition to other capital projects such traffic safety and control devices programs, accessibility improvements are identified in the chart below. The total allocation for the 5-year period from FY 2019/20 through FY 2023/24 totals nearly \$61.27 million – the largest expenditures attributable to the Civic Center and Library projects. It is important to note that for FY 2019/20, 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, General Fund and cash flow funding.

(Please refer to next page for summary schedule)

Capital Project	FY2019/20	FY20/21	FY2021/22	FY2022/23	FY 2023/24
<i>Drainage Projects</i>					
Drainage Improvements Program	350,000	165,000	50,000	50,000	50,000
Upper Atherton Channel Phase II Monitoring	10,000	10,000	10,000	10,000	10,000
<i>Transportation and Streets Projects</i>					
Traffic Control Devices Program	15,000	15,000	15,000	15,000	15,000
Traffic Safety Improvement Program	25,000	25,000	25,000	25,000	25,000
Bike and Pedestrian Facilities Improvement Program	25,000	200,000	25,000	25,000	25,000
Road Maintenance Program	725,000	725,000	400,000	400,000	400,000
Neighborhood Traffic Management Program	10,000	10,000	10,000	10,000	10,000
Engineering Project Support	\$150,000	\$150,000	150,000	150,000	150,000
<i>Facilities Projects</i>					
Accessibility Improvements	50,000	10,000	10,000	10,000	10,000
Atherton Library	5,507,517	7,343,356	5,507,517		
Civic Center	11,217,156	14,956,208	11,217,156		
<i>Parks Projects</i>					
Park Master Plan	149,250		515,000	105,000	

Annual Total \$18,233,923 \$23,609,564 \$17,934,673 \$800,000 \$695,000



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

Special Parcel Tax - Fund 201	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	
Fund Balance	\$ 1,640,312	\$ 1,065,312	\$ 500,312	\$ 500,312	\$ 500,312	
Revenue Projections	\$ -					\$ -
Expenditure Projections	\$ (575,000)	\$ (565,000)				\$ (1,140,000)
Transfers In/(Out)	\$ -					\$ -
Remaining Fund Balance	\$ 1,065,312	\$ 500,312	\$ 500,312	\$ 500,312	\$ 500,312	
Measure A - Fund 202	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	
Fund Balance	\$ 238,605	\$ 514,251	\$ 559,251	\$ 604,251	\$ 649,251	
Revenue Projections	\$ 600,646	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 2,080,646
Expenditure Projections	\$ (325,000)	\$ (325,000)	\$ (325,000)	\$ (325,000)	\$ (325,000)	\$ (1,625,000)
Remaining Fund Balance	\$ 514,251	\$ 559,251	\$ 604,251	\$ 649,251	\$ 694,251	
Gas Tax - Fund 203	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	
Fund Balance	\$ 59,611	\$ 123,349	\$ 187,087	\$ 149,683	\$ 112,279	
Revenue Projections	\$ 313,738	\$ 313,738	\$ 187,596	\$ 187,596	\$ 187,596	\$ 1,190,264
Expenditure Projections	\$ (250,000)	\$ (250,000)	\$ (225,000)	\$ (225,000)	\$ (225,000)	\$ (1,175,000)
Remaining Fund Balance	\$ 123,349	\$ 187,087	\$ 149,683	\$ 112,279	\$ 74,875	
County Measure M - Fund 204	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	
Fund Balance	\$ 198,273	\$ 148,273	\$ 148,273	\$ 148,273	\$ 148,273	
Revenue Projections	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Expenditure Projections	\$ (125,000)	\$ (75,000)	\$ (75,000)	\$ (75,000)	\$ (75,000)	\$ (425,000)
Remaining Fund Balance	\$ 148,273	\$ 148,273	\$ 148,273	\$ 148,273	\$ 148,273	
Capital Improvement - Fund 401	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	
Fund Balance	\$ 5,368,843	\$ 1,119,593	\$ 986,455	\$ 461,455	\$ 345,955	
Revenue Projections		\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Projections	\$ (4,249,250)	\$ (133,138)	\$ (525,000)	\$ (115,500)	\$ (10,000)	\$ (5,032,888)

Transfers In/(Out)					\$ -	\$ -
Remaining Fund Balance	\$ 1,119,593	\$ 986,455	\$ 461,455	\$ 345,955	\$ 335,955	
Atheton Channel - Fund 403						
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	
Fund Balance	\$ 313,296	\$ 325,596	\$ 337,896	\$ 375,196	\$ 412,496	
Revenue Projections	\$ 97,300	\$ 97,300	\$ 97,300	\$ 97,300	\$ 97,300	\$ 486,500
Expenditure Projections	\$ (85,000)	\$ (85,000)	\$ (60,000)	\$ (60,000)	\$ (60,000)	\$ (350,000)
Remaining Fund Balance	\$ 325,596	\$ 337,896	\$ 375,196	\$ 412,496	\$ 449,796	
Facilities Construction - Fund 406						
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	
Fund Balance	\$ 141,679	\$ -	\$ -	\$ -	\$ -	
Revenue Projections	\$ 10,084,493	\$ 7,343,356	\$ 5,507,517	\$ -	\$ -	\$ 22,935,366
Expenditure Projections	\$ (16,724,673)	\$ (22,299,564)	\$ (16,724,673)		\$ -	\$ (55,748,910)
Transfers In/(Out)	\$ 6,498,501	\$ 14,956,208	\$ 11,217,156		\$ -	\$ 32,671,865
Remaining Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	



**TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2020 TO 2024**

Account	Fund Name	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024	Five Year Total
SPECIAL PARCEL TAX - FUND 201							
	BEGINNING FUND BALANCE	\$ 1,640,312	\$ 1,065,312	\$ 500,312	\$ 500,312	\$ 500,312	
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	\$ 300,000	\$ 300,000				\$ 600,000
201-50-56034-000	Drainage Improvements	\$ 275,000	\$ 90,000				\$ 365,000
201-50-56057-000	Series Street Light						\$
201-50-56059-000	Bike & Pedestrian Improvement Program	\$	\$ 175,000	\$			\$ 175,000
201-50-56060-000	Accessibility Improvements						\$
							\$
	TOTAL EXPENDITURES - FUND 201	\$ 575,000	\$ 565,000	\$	\$	\$	\$ 1,140,000
SPECIAL PARCEL TAX - FUND 201							
	ENDING FUND BALANCE	\$ 1,065,312	\$ 500,312	\$ 500,312	\$ 500,312	\$ 500,312	
MEASURE A - FUND 202							
	BEGINNING FUND BALANCE	\$ 238,605	\$ 514,251	\$ 559,251	\$ 604,251	\$ 649,251	
Revenue							
202-00-41003-050	Transportation Co Measure A Sales Tax	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 2,590,000
	SMCTA Measure A Grant-Middlefield Class II	\$ 230,646					
202-00-48001-050	Interest Income						\$
							\$
	TOTAL REVENUE - FUND 202	\$ 600,646	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 2,820,646
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	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
202-50-56064-000	Traffic Safety Improvement Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
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



**TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2020 TO 2024**

Account	Fund Name	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024	Five Year Total
	TOTAL EXPENDITURES - FUND 202	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 1,625,000
	MEASURE A - FUND 202						
	ENDING FUND BALANCE	\$ 514,251	\$ 559,251	\$ 604,251	\$ 649,251	\$ 694,251	
GAS TAX - FUND 203							
	BEGINNING FUND BALANCE	\$ 59,611	\$ 123,349	\$ 187,087	\$ 149,683	\$ 112,279	
Revenue							
203-00-45001-050	Gas Tax - 2105	\$ 313,738	\$ 313,738	\$ 187,596	\$ 187,596	\$ 187,596	\$ 1,872,668
	TOTAL REVENUE - FUND 203	\$ 313,738	\$ 313,738	\$ 187,596	\$ 187,596	\$ 187,596	\$ 1,310,072
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	\$ 100,000	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 425,000
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	\$ 250,000	\$ 250,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 1,175,000
	GAS TAX - FUND 203						
	ENDING FUND BALANCE	\$ 123,349	\$ 187,087	\$ 149,683	\$ 112,279	\$ 74,875	
COUNTY MEASURE M- FUND 204							
	BEGINNING FUND BALANCE	\$ 198,273	\$ 148,273	\$ 148,273	\$ 148,273	\$ 148,273	
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						\$
204-50-56060-000	Accessibility Improvement Program	\$ 50,000					\$ 50,000
	Bike & Pedestrian Improvement Program						\$
	TOTAL EXPENDITURES - FUND 204	\$ 125,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 425,000
	COUNTY MEASURE M- FUND 204						
	ENDING FUND BALANCE	\$ 148,273					



**TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2020 TO 2024**

Account	Fund Name	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024	Five Year Total
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
	BEGINNING FUND BALANCE	\$ 5,368,843	\$ 1,119,593	\$ 986,455	\$ 461,455	\$ 345,955	
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						\$
	TOTAL REVENUE - FUND 204	\$	\$	\$	\$	\$	\$
Expenditures							
401-00-58003-000	Transfer to Constuction Facilities						\$
401-50-52001-000	Annual Financial Audit						\$
401-50-54015-000	Civic Center	\$ 4,100,000	\$ 123,138				\$ 4,223,138
401-50-56055-000	Town Center Facilities Plan and Repairs						\$
401-50-56063-000	Park Master Plan	\$ 149,250	\$	\$ 515,000	\$ 105,500		\$ 769,750
401-50-56059-000	Bike and Pedestrian Improvement Program						\$
401-50-56090-000	BayFront Canal Study						\$
401-50-56095-000	Water Capture Project						\$
401-50-56060-000	Accessibility Improvement Program		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
401-50-56080-000	Green Infrasturcture Plan		\$	\$	\$		\$
	TOTAL EXPENDITURES - FUND 401	\$ 4,249,250	\$ 133,138	\$ 525,000	\$ 115,500	\$ 10,000	\$ 5,032,888
CAPITAL IMPROVEMENT PROJECTS - FUND 401							
	ENDING FUND BALANCE	\$ 1,119,593	\$ 986,455	\$ 461,455	\$ 345,955	\$ 335,955	
ATHERTON CHANNEL- FUND 403							



**TOWN OF ATHERTON - POST PARCEL TAX
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS ENDING JUNE 30, 2020 TO 2024**

Account	Fund Name	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024	Five Year Total
	BEGINNING FUND BALANCE	\$ 313,296	\$ 325,596	\$ 337,896	\$ 375,196	\$ 412,496	
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	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
403-50-56080-000	Green Infrastructure Plan						\$
	TOTAL EXPENDITURES - FUND 403	\$ 85,000	\$ 85,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 350,000
	ATHERTON CHANNEL- FUND 403						
	ENDING FUND BALANCE	\$ 325,596	\$ 337,896	\$ 375,196	\$ 412,496	\$ 449,796	
FACILITIES CONSTRUCTION - FUND 406							
	BEGINNING FUND BALANCE	\$ 141,679	\$ 0	\$ 0	\$ 0		
Revenue							
	Transfer From Capital Improvement Fund	\$ 4,100,000	\$ 123,138				\$ 4,223,138
	Transfer From General Fund	\$ 2,398,501	\$ 14,833,070	\$ 11,217,156			\$ 28,448,727
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	\$ 5,507,517	\$ 7,343,356	\$ 5,507,517			\$ 18,358,390
406-00-49012-000	Capital Improvement - General Fund Contribution						\$
	TOTAL REVENUE - FUND 406	\$ 16,582,994	\$ 22,299,564	\$ 16,724,673	\$		\$ 55,607,231
Expenditures							
406-25-54015-025	Civic Center	\$ 11,217,156	\$ 14,956,208	\$ 11,217,156			\$ 37,390,520
406-30-57001-406	Building Construction - Facility Fund						\$
406-30-57001-213	Building Construction - Library Fund	\$ 5,507,517	\$ 7,343,356	\$ 5,507,517			\$ 18,358,390
							\$
	TOTAL EXPENDITURES - FUND 406	\$ 16,724,673	\$ 22,299,564	\$ 16,724,673	\$		\$ 55,748,910
	FACILITIES CONSTRUCTION - FUND 406						
	ENDING FUND BALANCE	\$ 0	\$ 0	\$ 0	\$ 0		

Town of Atherton

Capital Improvement Program

FY 2019/20 -2023/24

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 2019/20 through 2023/2024

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**Capital Improvement Program
Fiscal Years 2019/20 through 2023/2024**

**Section I:
Introduction**



Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

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 2019/20 through 2023/24. 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.



Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

The CIP projects were selected based on the following factors:

- 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 2019/20 through 2023/2024**

**Section II:
Funding Sources
& Revenues**



Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

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
- 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 2019/20 through 2023/2024

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 2020/21. The Special Parcel Tax was not renewed in 2018. There are still residual funds that will be used for authorized capital project infrastructure needs.

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 \$370,000 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 2019/20 through 2023/2024

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 2019-20, the Town will receive approximately \$187,000 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 was 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 \$313,000 in FY 2019/20. 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 2020/21.

Atherton Library Fund

In 1999 the San Mateo County Library Joint Powers Authority (JPA) was formed to assist in governing library funds accumulated through Proposition 13 in 1978, which sets aside a proportion of assessed property values to fund California libraries. Under the JPA, jurisdictions retain a portion of the 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.



Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

Currently, since the revenue generated in the Town of Atherton exceeds the cost of library services provided by San Mateo County, a portion of 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. The JPA has agreed to allocate their portion of the excess funds generated in Atherton towards the construction of the new Atherton Library.

As of the June 30, 2018 Audit, the combined total fund balance is approximately \$12.6 million. The beginning fund balance in the Town's Library Fund is estimated to be approximately \$4.6 million.

Atherton Channel Fund

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

Donations

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

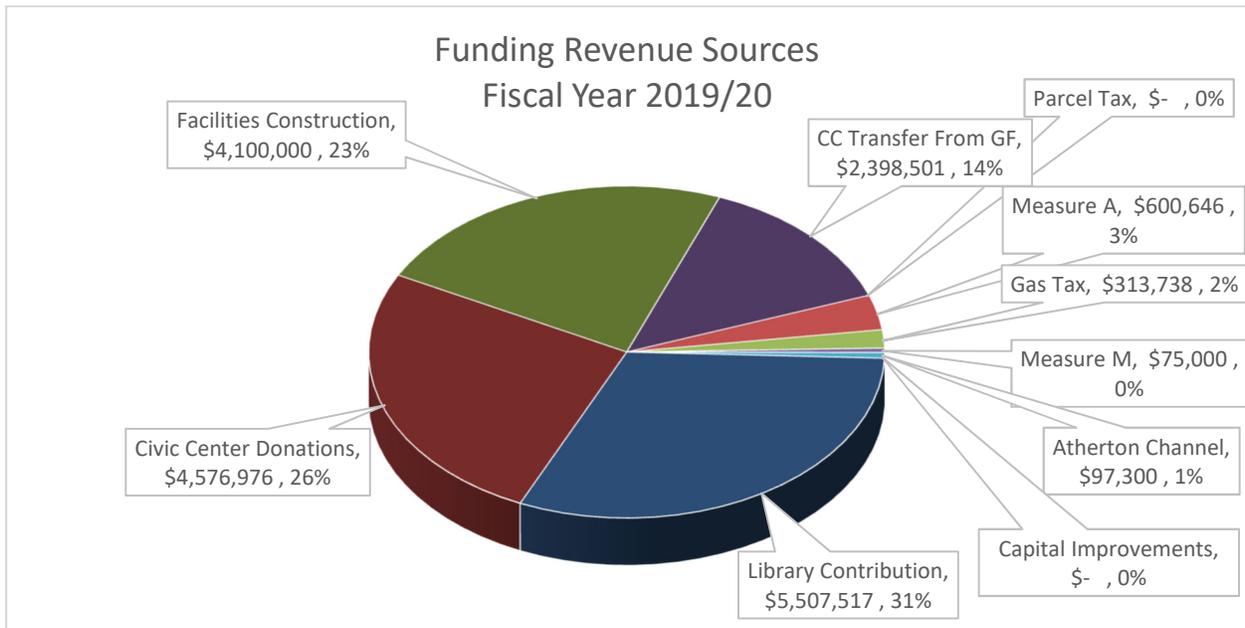


Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

Fund Sources in FY 2019/20

The sources used to fund the FY 2019/20 capital improvements total approximately \$17.7 million and consist of existing fund balances plus new income. The three major sources of these funds are the Library, Facilities Construction, and donations. These funds are used to fund road maintenance, 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.

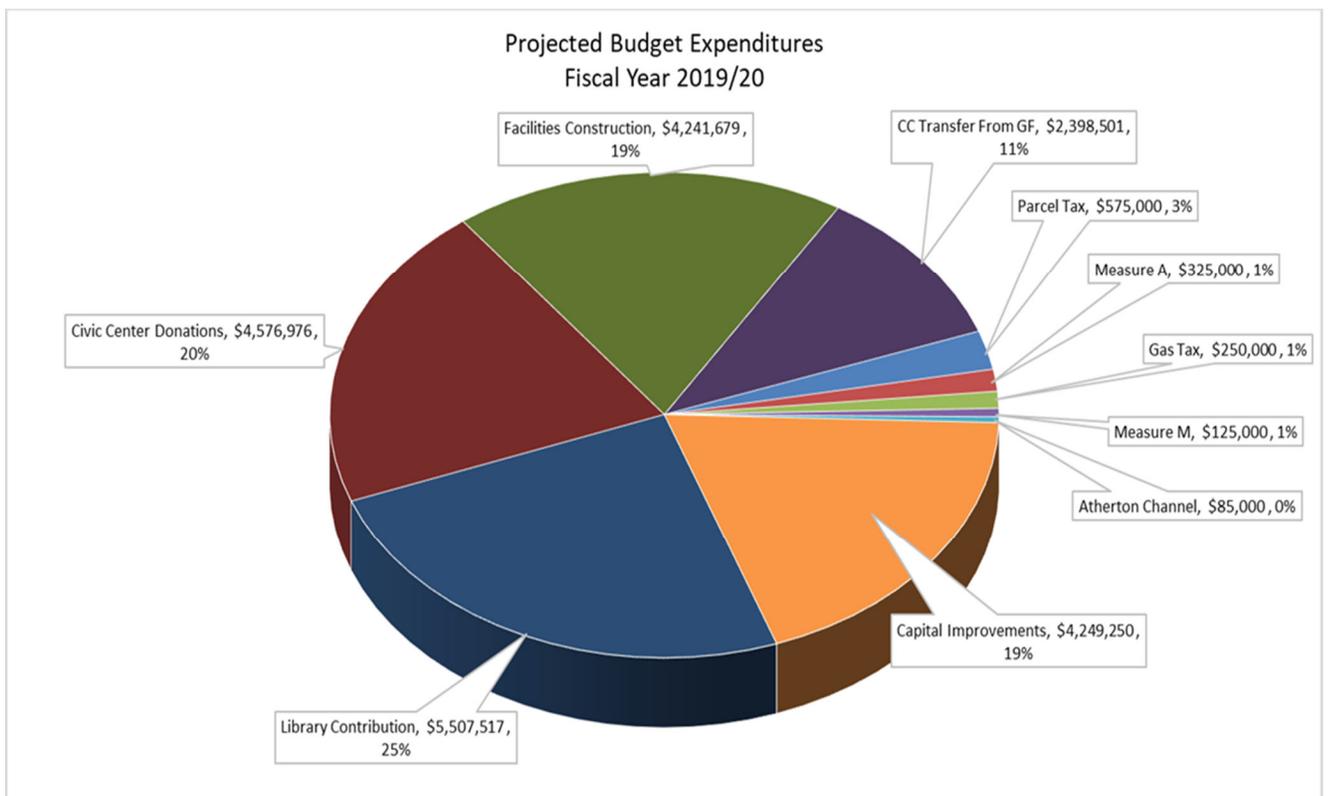




Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

Capital Program Expenditures for FY 2019/20

For FY 2019/20, the CIP anticipates appropriating approximately \$22.8 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 2019/20 through 2023/2024**

**Section III:
Capital Projects**



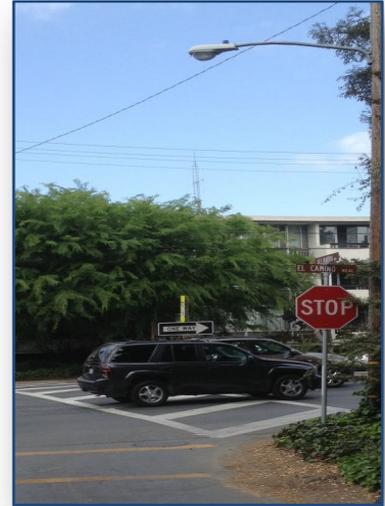
Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

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	19/20	20/21	21/22	22/23	23/24	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 2019/20 through 2023/2024

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 2019/20) – estimate \$15,000
- Traffic consultant to assist the Town with a town-wide discussion on traffic mitigation

Funding Plan and Project Costs

Funding Source	19/20	20/21	21/22	22/23	23/24	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 2019/20 through 2023/2024

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) – under construction
- Identify opportunities to improve safety and awareness on heavily used routes servicing schools and parks (FY2019/20)
- Seek grant funding to implement improvements identified in the Town of Atherton Bicycle and Pedestrian Master Plan

Funding Source	19/20	20/21	21/22	22/23	23/24	Totals
Measure A Fund	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Special Parcel Tax		\$175,000				\$175,000
Totals	\$25,000	\$200,000	\$25,000	\$25,000	\$25,000	\$300,000



Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

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 \$675,000 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 may not be achieved in future years.

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) - \$150,000
- Cape Seal/Slurry Seal (on various streets throughout Town) - \$175,000



Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

Funding Plan and Project Costs

Funding Source	19/20	20/21	21/22	22/23	23/24	Totals
Special Parcel Tax	\$300,000	\$300,000				\$600,000
Measure A	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Gas Tax	\$100,000	\$100,000	\$75,000	\$75,000	\$75,000	\$425,000
Measure M	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Totals	\$725,000	\$725,000	\$400,000	\$400,000	\$400,000	\$2,650,000



Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

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	19/20	20/21	21/22	22/23	23/24	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 2019/20 through 2023/2024

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.

Projects still ongoing in FY 2018/19 are:

- Bayfront Canal Study (FY 2018/19) – currently under development
- Green Infrastructure Plan Development (FY 2018/19)– currently under development

Funding for the following improvements is estimated at:

- Task 1B: Relining of Euclid Parker ditch (design) – estimate \$275,000 (FY2019/20)
- Green Infrastructure Implementation – locations to be determined based on Green Infrastructure Plan – estimate \$75,000 (FY2019/20)



Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

- Projects Not Budgeted but Planned for Future Years
 - Task 1C: Replacement of failed culverts; Euclid, Polhemus, Camino al Lago, Stockbridge and Carolina, Serrano, and Shearer intersection regrades, install new swales and berms. - estimate \$1,500,000
 - Task 2: Relining side slopes and bottom of Atherton Channel upstream of Alameda de las Pulgas. – estimate \$2,310,000

Funding Plan and Project Costs

Funding Source	19/20	20/21	21/22	22/23	23/24	Totals
Special Parcel Tax	\$275,000	\$90,000				\$365,000
Atherton Channel	\$75,000	\$75,000	\$50,000	\$50,000	\$50,000	\$300,000
Totals	\$350,000	\$165,000	\$50,000	\$50,000	\$50,000	\$665,000



Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

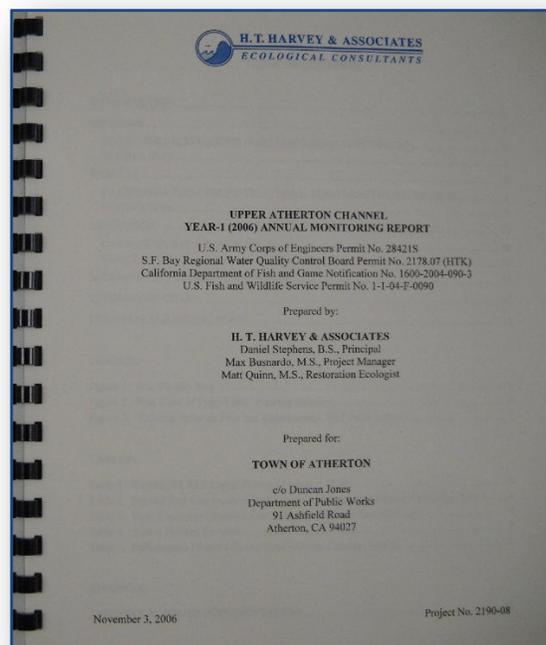
Project Type: Drainage

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	19/20	20/21	21/22	22/23	23/24	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 2019/20 through 2023/2024

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 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 sidewalk ramps and access improvements to and within Town owned and operated facilities. Certain pavement maintenance treatments require accessibility improvements such as sidewalk ramps. The proposed FY 2019/20 project would allocate funds for sidewalk ramp associated with the road maintenance programs including improvements in the Lloyd Park neighborhood.

Funding Plan and Project Costs

Funding Source	19/20	20/21	21/22	22/23	23/24	Totals
Capital Improvement Fund	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
Measure M	\$50,000					\$50,000
Totals	\$50,000	\$10,000	\$10,000	\$10,000	\$10,000	\$90,000





Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

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 construction contract for the project has been and construction is scheduled to begin in early in June 2019.

Funding Plan and Project Costs

Funding Source	19/20	20/21	21/22	22/23	23/24	Totals
Atherton Library	\$5,507,517	\$7,343,356	\$5,507,517			\$18,358,390
Totals	\$5,507,517	\$7,343,356	\$5,507,517			\$18,358,390





Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

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 construction contract for the project has been awarded and construction is scheduled to begin in early in June 2019.

Funding Plan and Project Costs

Funding Source	19/20	20/21	21/22	22/23	23/24	Totals
Donations	\$4,576,976					\$4,576,976
Building Capital	\$2,398,501	\$14,833,070	\$11,217,156			\$28,448,727
Capital Improvements	\$4,241,679	\$123,138				\$4,364,817
Totals	\$11,217,156	\$14,956,208	\$11,217,156			\$37,390,520





Capital Improvement Program Fiscal Years 2019/20 through 2023/2024

Project Type: Town Buildings, Park and Facilities

Project Name: Park Master Plan Implementation Program - #56063

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

- Create turnaround at end of Pavilion Parking lot (hammerhead). Re-budgeted from FY 2018-19 – estimate \$18,500
- Site lighting – Replace ten poles and fixtures (using most existing controls, conduit and wiring). Re-budgeted from FY 2018-19 – estimate \$130,750
- Update and remodel restrooms in the Carriage House – estimate \$100,000. This project *is not* a part of the CIP but rather funded in the Public Works operating budget.
- Amphitheater Construction (FY 2022-23) – 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 2022-23) – 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). – (FY 2021-22) estimate \$515,000
- Projects Planned but not entirely budgeted for Future Years
 - Fencing Improvements along Watkins Avenue – estimate \$150,000

Funding Plan and Project Costs

Funding Source	19/20	20/21	21/22	22/23	23/24	Totals
Capital Improvements	\$149,250	0	\$515,000	\$105,000	\$0	\$769,250
Totals	\$149,250	0	\$515,000	\$105,000	\$0	\$769,250

Appendix A
 AUTHORIZED POSITIONS BY DEPARTMENT

	2006-07 Authorized	2007-08 Authorized	2008-09 Authorized	2009-10 Authorized	2010-11 Authorized	2011-12 Authorized	2012-13 Authorized	2013-14 Authorized	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized
Administration														
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy CM/City Clerk												1.00	1.00	1.00
City Clerk/Assistant to CM	1.00	1.00					1.00	1.00	1.00	1.00	1.00			
Assistant City Manager			1.00	1.00	1.00									
Office Assistant			0.75											
Office Specialist	1.00	1.00	1.00	1.00	1.00	0.50	1.00	1.00	1.00	1.00	1.00		1.00	1.00
Deputy City Clerk/Office Specialist												1.00		
Assistant to City Manager	1.00	1.00												
Executive Assistant/Deputy City Clerk Intern			1.00	1.00	1.00	1.00								
Total Admin	4.00	4.00	4.75	4.00	4.00	2.50	3.00							
Finance														
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00											
Financial Services Manager						1.00								
Accountant				1.00	1.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00	1.00
Jr. Accountant											1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	0.60	0.60	0.60		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Finance	3.00	3.00	2.60	2.60	2.60	3.00								
Building														
Town Arborist/Park Manager										0.5	0.5	0.5	0.5	0.5
Building Official	1.00	1.00	1.00	1.00	1.00									
Sr. Bldg Inspector/Plan Reviewer	1.00	1.00	1.00	1.00	1.00									
Bldg Inspector/Plan Reviewer	2.00	2.00	2.00	2.00	2.00									
Town Arborist/PW Technician	1.00	1.00	1.00	1.00	1.00									
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.5	0.5	0.5	0.5
Permit Technician		1.00	1.00	1.00	1.00									
Contract Plan Reviewer		1.00												
Total Building	6.00	8.00	7.00	7.00	7.00	1.00	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00
Police														
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Commander											1.00	1.00	1.00	1.00
Captain														
Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00				
Sergeant	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Police Officer	15.00	15.00	14.00	13.00	10.00	12.00	12.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00
Administrative Assistant Executive	0.50	0.50	0.75	0.75	-									
Assistant/Training Mgr Communications Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Support Services Coordinator/Dispatcher														1.00
Community Service/Code Enforce										1.00	1.00	1.00	1.00	
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher/Records Assistant	4.00	4.00	4.00	3.00	3.00	3.00	4.00	4.00	4.00	5.00	5.00	5.00	5.00	5.00
Total Police	28.50	28.50	27.75	25.75	23.00	25.00	25.00	27.00	27.00	29.00	29.00	29.00	29.00	29.00
Public Works														
Town Arborist/Park Manager										0.5	0.5	0.5	0.5	0.5
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00							1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Engineer/Maintenance Mgr	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Park Program Manager	1.00	1.00	1.00	1.00	1.00									
Office Specialist	1.00	1.00	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
PW Maintenance Supervisor	2.00	2.00	2.00	2.00	2.00									
PW Maintenance Worker I/II	4.00	4.00	4.00	4.00	4.00									
Total Public Works	11.00	11.00	11.00	11.00	11.00	3.50	2.50	2.50	2.50	3.00	3.00	3.00	3.00	3.00
Grand Total	52.50	54.50	53.10	50.35	47.60	35.00	34.00	36.00	36.00	39.00	39.00	39.00	39.00	39.00

RESOLUTION NO. 19-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE
TOWN OF ATHERTON APPROVING FISCAL YEAR
2019-2020 SALARY SCHEDULES AND
CLASSIFICATIONS**

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

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

WHEREAS, the formal approval of the pay schedules requires that they are duly approved and adopted by the City Council, such as CCR 570.5 regulation requires the adoption of the Salary Schedules for Fiscal Years 2019-20, incorporated in "Exhibit A" attached hereto.

WHEREAS, the 2019-20 Proposed Budget reflects the Salary Schedule and Classifications in "Exhibit A"

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton does hereby approve the Salary Schedules attached hereto as Exhibit "A".

PASSED AND ADOPTED at a meeting of the City Council of the Town of Atherton held on the 19th day of June, 2019 by the following vote:

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

Bill Widmer, MAYOR
Town of Atherton

ATTEST:

Anthony Suber, City Clerk

APPROVED AS TO FORM:

Appendix B

William B. Conners, City Attorney

TOWN OF ATHERTON									
Salary Schedule									
FY 2019-2020									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
	CM Rate effective 7/01/2019								
City Manager	Management/Misc	City Manager	12	1100	D	104.61	8,368.86	18,132.53	217,590.40
	Dept Head Rate Effective 07/01/2019								
Department Heads	Management/Misc	Finance Director	18	1104	A	84.48	6,758.35	14,643.09	175,717.06
					B	88.70	7,096.11	15,374.90	184,498.84
					C	93.13	7,450.58	16,142.91	193,714.96
					D	97.79	7,823.31	16,950.51	203,406.14
Department Heads	Management/Sworn	Chief of Police	40	1105	A	90.13	7,210.55	15,622.87	187,474.39
					B	94.64	7,571.32	16,404.53	196,854.34
					C	99.37	7,949.65	17,224.24	206,690.83
					D	104.34	8,347.13	18,085.46	217,025.51
		Chief of Police	40	1105	A	79.28	6,342.03	13,741.07	164,892.87
		Housing Reduction Salary			B	83.24	6,659.14	14,428.13	173,137.52
					C	87.40	6,992.09	15,149.53	181,794.39
					D	91.77	7,341.70	15,907.01	190,884.11
Department Heads	Management/Misc	City Clerk/Deputy City Manager	12		A	68.27	5,461.74	11,833.78	142,005.36
					B	71.68	5,734.75	12,425.30	149,103.55
					C	75.27	6,021.60	13,046.79	156,561.50
					D	79.03	6,322.28	13,698.27	164,379.19
Department Heads	Management/Misc	Public Works Director/City Engineer	50		A	84.18	6,734.41	14,591.22	175,094.63
					B	88.39	7,071.12	15,320.77	183,849.24
					C	92.81	7,424.68	16,086.81	193,041.76
					D	97.45	7,795.92	16,891.16	202,693.88
	Mid Mgmt Rate Effective 07/01/2019								
Mid-Management	Management/Misc	Commander	40	2204	A	79.47	6,357.40	13,774.36	165,292.35
					B	83.44	6,675.24	14,463.02	173,556.25
					C	87.61	7,008.56	15,185.21	182,222.57
					D	91.98	7,358.46	15,943.34	191,320.04
Mid-Management	Management/Misc	Senior Engineer/Maintenance Manager	50		A	62.25	4,979.92	10,789.82	129,477.88
					B	65.36	5,228.92	11,329.32	135,951.80
					C	68.63	5,490.36	11,895.78	142,749.31
					D	72.06	5,764.88	12,490.56	149,886.78
Mid-Management	Management/Misc	Town Arborist/Parks Manager	25/50		A	56.44	4,515.31	9,783.18	117,398.12
					B	59.26	4,741.07	10,272.33	123,267.95
					C	62.23	4,978.13	10,785.95	129,431.43
					D	65.34	5,227.04	11,325.25	135,902.94

TOWN OF ATHERTON									
Salary Schedule									
FY 2019-2020									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
General Gov Rate Effective 07/01/2019									
Confidential	Confidential/Misc	Jr. Accountant	18		A	40.73	3,258.06	7,059.13	84,709.58
					B	42.55	3,403.71	7,374.71	88,496.47
					C	44.67	3,573.90	7,743.44	92,921.29
					D	46.91	3,752.96	8,131.40	97,576.86
Confidential	Confidential/Misc	Accountant	18		A	46.96	3,756.61	8,139.32	97,671.87
					B	49.31	3,944.55	8,546.51	102,558.17
					C	51.77	4,141.88	8,974.07	107,688.80
					D	54.36	4,348.61	9,421.98	113,063.74
Confidential	Confidential/Misc	Assistant to Chief/Training Manager	40		A	42.48	3,398.58	7,363.59	88,363.08
					B	44.61	3,568.51	7,731.77	92,781.24
					C	46.84	3,746.93	8,118.36	97,420.29
					D	49.18	3,934.28	8,524.28	102,291.32
General Gov Rate Effective 07/01/2019									
General Government	General Gov/Misc	Office Specialist	"12/25/50	3304	A	31.65	2,531.90	5,485.79	65,829.43
					B	33.23	2,658.76	5,760.64	69,127.68
					C	34.90	2,791.88	6,049.07	72,588.82
					D	36.64	2,931.26	6,351.07	76,212.83
General Government	General Gov/Misc	Town Arborist/Public Works Specialist	25	3306	A	48.87	3,909.57	8,470.73	101,648.78
					B	51.31	4,104.81	8,893.76	106,725.11
					C	53.87	4,309.97	9,338.28	112,059.33
					D	56.57	4,525.58	9,805.42	117,665.01

TOWN OF ATHERTON									
Salary Schedule									
FY 2019-2020									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
	Police/APOA Rate Effective 07/01/2019								
Police-Civilian/APOA	Police/Misc	Support Service Coordinator/Dispatcher	40	4401	A	37.79	3,022.86	6,549.53	78,594.41
	80 hours shift				B	39.68	3,174.01	6,877.01	82,524.13
					C	41.66	3,332.71	7,220.86	86,650.34
					D	43.74	3,499.34	7,581.90	90,982.86
					E	45.93	3,674.31	7,961.00	95,532.00
Police-Civilian/APOA	Police/Misc	Support Service Coordinator/Dispatcher	40	4402	A	37.79	3,174.01	6,877.01	82,524.13
	84 hours shift				B	39.68	3,332.71	7,220.86	86,650.34
					C	41.66	3,499.34	7,581.90	90,982.86
					D	43.74	3,674.31	7,961.00	95,532.00
					E	45.93	3,858.02	8,359.05	100,308.60
Police-Civilian/APOA	Police/Misc	Code Enforcement	40	4401	A	37.48	2,998.24	6,496.20	77,954.35
	80 hours shift	(new Position 02/17/2015)			B	39.35	3,148.16	6,821.01	81,852.07
					C	41.32	3,305.56	7,162.06	85,944.67
					D	43.39	3,470.84	7,520.16	90,241.90
					E	45.55	3,644.38	7,896.17	94,754.00
Police-Civilian/APOA	Police/Misc	Code Enforcement	40	4402	A	37.48	3,148.16	6,821.01	81,852.07
	84 hours shift	(new Position 02/17/2015)			B	39.35	3,305.56	7,162.06	85,944.67
					C	41.32	3,470.84	7,520.16	90,241.90
					D	43.39	3,644.38	7,896.17	94,754.00
					E	45.55	3,826.60	8,290.98	99,491.70
Police-Civilian/APOA	Police/Misc	Dispatcher/Records assistant	40	4405	A	39.77	3,181.96	6,894.25	82,730.96
	80 hours shift				B	41.76	3,341.06	7,238.96	86,867.51
					C	43.85	3,508.11	7,600.91	91,210.88
					D	46.04	3,683.52	7,980.95	95,771.43
					E	48.35	3,867.69	8,380.00	100,560.00
Police- Per-Diem	80 hours shift	Per-Diem Dispatcher	40		A	39.77	3,181.96	6,894.25	82,730.96
					B	41.76	3,341.06	7,238.96	86,867.51
					C	43.85	3,508.11	7,600.91	91,210.88
					D	46.04	3,683.52	7,980.95	95,771.43
					E	48.35	3,867.69	8,380.00	100,560.00
Police-Civilian	Police/Misc	Police Trainee	40	4406	D	44.26	3,540.80	7,671.73	92,060.80
Police-Civilian/APOA	Police/Misc	Dispatcher/Records assistant	40	4405	A	39.77	3,341.06	7,238.96	86,867.51
	84 hours shift				B	41.76	3,508.11	7,600.91	91,210.88
					C	43.85	3,683.52	7,980.95	95,771.43
					D	46.04	3,867.69	8,380.00	100,560.00
					E	48.35	4,061.08	8,799.00	105,588.00

TOWN OF ATHERTON									
Salary Schedule									
FY 2019-2020									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
	Police/APOA Rate Effective 07/01/2019								
Police-Sworn/APOA	Police/Sworn/84	Police Officer	40	5505	A	47.97	4,029.60	8,730.81	104,769.68
	84 hours shift				B	50.37	4,231.08	9,167.35	110,008.16
					C	52.89	4,442.64	9,625.71	115,508.57
					D	55.53	4,664.77	10,107.00	121,284.00
					E	58.31	4,898.01	10,612.35	127,348.20
Police-Sworn/APOA	Police/Sworn/84	Police Sergeant	40	5520	A	58.37	4,903.09	10,623.36	127,480.30
	84 hours shift				B	61.29	5,148.24	11,154.53	133,854.31
					C	64.35	5,405.65	11,712.25	140,547.03
					D	67.57	5,675.94	12,297.87	147,574.38
					E	70.95	5,959.73	12,912.76	154,953.10
Police-Sworn/APOA	Police/Sworn/80	Police Officer	40	5506	A	47.97	3,837.72	8,315.05	99,780.65
	80 hours shift				B	50.37	4,029.60	8,730.81	104,769.68
					C	52.89	4,231.08	9,167.35	110,008.16
					D	55.53	4,442.64	9,625.71	115,508.57
					E	58.31	4,664.77	10,107.00	121,284.00
Police-Sworn/APOA	Police/Sworn/80	Police Sergeant	40	5528	A	58.37	4,669.61	10,117.48	121,409.81
	80 hours shift				B	61.29	4,903.09	10,623.36	127,480.30
					C	64.35	5,148.24	11,154.53	133,854.31
					D	67.57	5,405.65	11,712.25	140,547.03
					E	70.95	5,675.94	12,297.87	147,574.38
	Rate Effective 07/01/19								
Police-Sworn	Police/Sworn/84	Police Reserve	40		A	47.97	4,029.60	8,730.81	104,769.68
					B	50.37	4,231.08	9,167.35	110,008.16
					C	52.89	4,442.64	9,625.71	115,508.57
					D	55.53	4,664.77	10,107.00	121,284.00
					E	58.31	4,898.01	10,612.35	127,348.20

Appendix-C

Appropriation spending limit (Gann Limit)

**RESOLUTION NO.
A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF
ATHERTON ESTABLISHING THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2019-2020 PURSUANT TO ARTICLE X111 B OF
THE CALIFORNIA CONSTITUTION**

WHEREAS, Article XIII B of the Constitution of the State of California provides that the total annual appropriations limitation of each government entity, including this Town, shall not exceed the appropriations limit of such entity of government for the prior year adjusted for certain changes mandated by Proposition 4 passed in November, 1979 and Proposition 111 passed in June, 1990, except as otherwise provided for in said Article XIII B and implementing State statutes; and

WHEREAS, pursuant to Article X111 B, and Section 7900 et seq of the California Government Code, the Town is required to set its appropriations limit for each fiscal year; and

WHEREAS, the Finance Director of the Town of Atherton has conducted the necessary analysis and calculations to determine the appropriations limit for Fiscal Year 2019-20, relying on the permanent Fiscal Year 1993-94 limit approved by the voters on November 3, 1994, and the following two adjustment factors: change in population for the County of San Mateo or Atherton, whichever is higher, and change in cost of living as provided by the State of California, Department of Finance; and

WHEREAS, based on such calculations, the Finance Director has determined the said appropriations limit, and pursuant to Section 7910 of the Government Code, has made available to the public the documentation used in the determination of the limit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Atherton that the new appropriations limit for the Fiscal Year 2019-20 shall be and is hereby set in the amount of **\$13,822,878** and its calculations as set forth in Attachment 1, copy of which is attached hereto.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 19th day of June, 2019, by the following vote:

Appendix C

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

Bill Widmer, MAYOR

Town of Atherton

ATTEST:

Anthony Suber, City Clerk

APPROVED AS TO FORM:

William Conners, City Attorney

Appendix-C

APPROPRIATIONS SPENDING LIMIT (GANN LIMIT)

Town of Atherton
APPROPRIATIONS SPENDING LIMIT
Prop 4 - Gann Limit FY 2019-2020

Schedule 1: Calculation of Spending Limit

Last Year's Limit (FY 2018-19)	13,257,397
Prior Year Parcel Tax Adjustment	
Adjusted Last Year's Limit (FY 2018-19)	13,257,397

Adjustment Factors:

A. Population (County)	1.0040
C. Inflation	1.0385
A times C	1.04

Total Adjustment (Percent)	0.0427
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Total Adjustment (Dollars)	565,481
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Other Adjustments:

Parcel Tax Adjustment (+)	
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New Appropriation Limit for Fiscal Year 2019-20	13,822,878
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Schedule 2: Appropriations Compared to Limit

Proceeds from Taxes (Fm Schedule 3)	12,379,851
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Appropriations Subject to Limit FY 2019-20	12,379,851
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Appropriations Limit for FY 2019-20	13,822,878
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Amount under Appropriations Limit	1,443,026
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Schedule 3: Determination of Proceeds of Taxes

Per Budget for FY 2019-20

	Proceeds of Taxes	Non- Proceeds	Total
Revenues			
Property Tax	11,816,864		11,816,864
Sales Tax	214,146		214,146
Public Safety Sales Tax		86,293	86,293
Parcel Tax			-
County Measure A	370,000		370,000
Business License	252,033		252,033
Motor Vehicle License Fee			-
Homeowners Exemption	36,471		36,471
Franchise Fees		871,161	871,161
Development Fees/Permits		2,417,809	2,417,809
Fines & Forfeiture		57,541	57,541
Fees for Services		210,700	210,700
Rentals		155,773	155,773
Miscellaneous		335,932	335,932
	12,689,514	4,135,209	16,824,723
Interest Income	60,337	19,663	80,000
Reduction for CIP	(370,000)		
Total	12,379,851	4,154,872	16,904,723

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADOPTING THE FISCAL YEAR 2019-2020 OPERATING AND
CAPITAL IMPROVEMENT PROGRAM BUDGET**

WHEREAS, the City Council of the Town of Atherton set June 19, 2019, at the Town of Atherton Holbrook Palmer Park Pavilion 150 Watkins Avenue, Atherton, California, as the time and place for the public hearing on the introduction of the Fiscal Year 2019-2020 Operating and Capital Improvement Program Budget; and

WHEREAS, notice of said hearing was duly given by posting the time and place of said hearing at designated places in accordance with Chapter 2.08 of the Municipal Code of the Town of Atherton; and

WHEREAS, it appears to be in the best interest of the citizens of the Town of Atherton that the Fiscal Year 2019-2020 Operating and Capital Improvement Program Budget be adopted in the format set forth in Exhibit A, attached hereto, and by reference incorporated herein; and

WHEREAS, the Salary schedules and Classification for Fiscal Year 2019-2020 are incorporated in as a resolution within the proposed budget

WHEREAS, the budget was made available for public view at the Temporary Town Hall/Administration, 150 Watkins Avenue, Atherton, California, and the Town Library, 2 Dinkelspiel Station Lane, Atherton, California.

NOW THEREFORE, BE IT RESOLVED, that the Fiscal Year 2019-2020, Operating and Capital Improvement Program Budget projected appropriations /expenditures totaling \$39,951,727, which includes the General Fund Operating Budget of \$14,592,838, Other Funds Operating Budgets of \$7,124,966, and the Capital Projects Budget of \$18,233,923, as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2019-2020.

BE IT FURTHER RESOLVED, that the City Clerk of the Town of Atherton is hereby directed to forward a copy of said approved and adopted budget to the County Controller of San Mateo County for filing pursuant to Government Code Section 53901.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 19th day of June, 2019, by the following vote:

AYES: Council Members:
NOES: Council Members:

Resolution No.
Adopted June 19, 2019
Appendix D Page 1 of 5

SECTION G
Appendix D

BUDGET RESOLUTION

Town of Atherton

ABSENT:
ABSTAIN:

Council Members:
Council Members:

Bill Widmer, MAYOR
Town of Atherton

ATTEST:

Anthony Suber, City Clerk

APPROVED AS TO FORM

William B. Conners, City Attorney

Resolution No.

Adopted June 19, 2019
Appendix D Page 2 of 5

EXHIBIT "A"

THE CITY COUNCIL OF THE TOWN OF ATHERTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1: That an Appropriation-Expenditure Budgeting System entitled Expenditure Control Budget (ECB) is hereby adopted. The system consists of:

- Present Personnel Policies, Procedures, and Memorandum of Understanding, including salary schedules and benefits, except as hereinafter changed by resolution or ordinance of the City Council.
- The Expenditure Control Budget will show overall General Fund and other funds and/or departments.
- This system will apply to Operating and Capital Budget Expenditures as intended for use in Fiscal Year 2019-2020.
- All CIP encumbered expenditures from the Fiscal Year 2018-2019 Adopted/Revised Budget shall be carried forward and re-appropriated in Fiscal Year 2019-2020. Said encumbered expenditures to be re-appropriated in Fiscal Year 2019-2020 must be initiated by the Public Works Director, recommended by the Finance Director, and approved by the City Manager.
- Capital Project Commitments: Capital projects for which funds are appropriated in the budget year shall have those funds restricted for use for that project. Such appropriations will continue to be valid in subsequent fiscal years until the project is completed or the Council takes subsequent action to de-appropriate all or part of the funds originally restricted. If a capital project requires an additional appropriation, then City Council approval shall be required.
- General Fund Balance: The balance shall be established in accordance with the Fund Balance Policy for the General Fund as adopted by the City Council.
- The City Manager is authorized to make budget transfers within the same department. Any transfers between departments or funds shall require the approval of City Council.
- Expenditures are budgeted at, and may not legally exceed, the department level for the general fund and the fund level for Special Revenue and Capital Projects Funds. Budgeted amounts shown are as originally adopted, or as amended by the Town Council during the year.
- This budget system assumes existing service levels; Council approval will be required for any significant changes involving increased or decreased service levels.

Resolution No.

Adopted June 19, 2019
Appendix D Page 3 of 5

- The Finance Department shall be responsible for constant monitoring of the budget and shall establish and implement appropriate control mechanisms necessary for said purpose after consultation with city staff and approval by the City Manager.
- A monthly financial report shall be made available by the Finance Director for each department and/or program and/or capital project.

SECTION G
Appendix D

BUDGET RESOLUTION

Town of Atherton

Section 2: FY 2019-2020 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

Town of Atherton Budget for FY 2019-2020							
	Projected Fund Balance 06/30/19	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer In	Budgeted Transfer Out	ERAF	Projected Fund Balance 06/30/20
General Fund							
101 General Fund	\$ 21,021,394	\$ 16,534,722	\$ 14,592,838		\$ (110,000)	\$ 1,300,000	\$ 24,153,278
Special Revenue Funds							
105 Tennis Fund	183,079	47,100	79,630	-			150,549
209 Police (COPS) Grant	445	100,146	100,000				591
213 Library Fund	13,551,066	1,525,000	5,555,567				9,520,499
215 Evan Creative Design	7,351	90					7,441
Total Special Revenue	13,741,941	1,672,336	5,735,197	-	-		9,679,080
Capital Project Funds							
201 Special Tax	1,640,312		575,000				1,065,312
202 Measure A	238,605	600,646	325,000				514,251
203 Gas Tax	59,611	313,738	250,000				123,349
204 Measure M	198,273	75,000	125,000				148,273
210 Road Impact	-	-	-				-
401 Capital Improvement	5,368,843	-	149,250		(4,100,000)		1,119,593
402 Storm Drainage	30,829	-	-				30,829
403 Channel Drainage Dt.	313,296	97,300	85,000				325,596
406 Facilities Construction	141,679	12,482,994	16,724,673	4,100,000			-
Total Capital Projects	7,991,448	13,569,678	18,233,923	4,100,000	(4,100,000)		3,327,203
Internal Service Funds							
610 Equipment Repl.	863,072	166,100	125,500				903,672
614 Worker's Comp.	929,182	399,493	275,167	110,000			1,163,508
615 General Liability	548,864	282,412	280,212				551,064
616 Employee Benefits	915,406	850,690	708,890				1,057,206
Total Internal Service	3,256,524	1,698,695	1,389,769	110,000	-		3,675,450
Total All Funds	\$ 46,011,307	\$ 33,475,431	\$ 39,951,727	\$ 4,210,000	\$ -	\$ (4,210,000)	\$ 40,835,011

Resolution No.

Adopted June 19, 2019
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