



Item No. 11 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

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

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: FEBRUARY 19, 2020

**SUBJECT: ADOPT THE ATTACHED BUDGET AMENDMENT RESOLUTION FOR
THE FY 2019/20 BUDGET**

RECOMMENDATION

Adopt the attached Resolution authorizing a Budget Amendment for the FY 2019/20 Budget.

BACKGROUND

Staff presented the Mid-Year budget review for the General Fund FY 2019/20 at its February 5, 2020 Study Session. Staff noted that the FY 2019/20 Budget continues to project a healthy outlook on finances and includes one of the most important milestones for the Town in its almost one-hundred-year history – construction of the new Town Center.

The Council discussed revenue and expenditure summaries across all departments. Staff advised that there was a need for a budget amendment to address one-time expense increases and contract revenue adjustments. Overall operating expenditures are within budget expectations while maintaining established operational priorities.

FINDINGS | ANALYSIS

During the Study Session staff presented a necessary budget adjustment of \$204,310 distributed across the departments of City Attorney, Inter-departmental, and Public Works. In addition, staff added a \$38,000 adjustment to pursue amendments to the leaf blower ordinance. The total budget adjustment required and included on the attached resolution is \$242,310.

POLICY FOCUS

The Mid-Year Budget Report is an opportunity to make adjustments and operations corrections based on unanticipated changes and the goals and priorities of the City Council. If there are projects or priorities that the Council wishes to address at mid-year, this is the opportunity to do so. The Mid-Year Budget Report encompasses all changes to the budget thus far in the Fiscal

Year. Staff is presenting a Budget Amendment Resolution for adoption to reflect the noted adjustments.

FISCAL IMPACT

The overall fiscal impact to the General Fund as a result of the mid-year expenditure adjustments is a General Fund expenditure increase of \$242,310 (1.6%) against a General Fund (plus ERAF) revenue increase of \$398,649 (2.2%).

PUBLIC NOTICE

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

ATTACHMENT

1. Resolution of the City Council of the Town of Atherton Approving Mid-Year FY 2019/20 Budget Adjustment

RESOLUTION NO. 20-03

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF
ATHERTON APPROVING MID-YEAR BUDGET AMENDMENT
FOR FY 2019/20**

WHEREAS, the City Council supports the proposal of the Mid-Year Budget review; and

WHEREAS, to account for increase in City Attorney department expense, a corresponding adjustment in expenditures is necessary for legal assistance support and city attorney retainer for \$160,600; and

WHEREAS, to account for an increase of \$26,040 in Other Rent and Lease for Inter-department expense increase in contract holding tank services, and installation and rental expense for Police Department restrooms during the fiscal year.; and

WHEREAS, to account for an increase in park rental activity, a corresponding adjustment in expenditures is necessary for Contract Park Event Services expense for Park Programs department for \$17,670; and

WHEREAS, to account for Leaf Blower ordinance revision work plan amendment, an adjustment in Contract Planner expense is necessary in the amount of \$38,000 for the work; and

WHEREAS, in review of the General Fund at Mid-Year for Fiscal Year 2019-2020, these adjustments are to be made to the Operating Budget as set forth in Exhibit A, attached hereto and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton does hereby approve an amendment to the FY 2019-20 Town Budget to enact the changes identified on “Exhibit A” attached hereto.

PASSED AND ADOPTED at a meeting of the City Council of the Town of Atherton held on the 19th day of February 2020 by the following vote:

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

Rick DeGolia, MAYOR
Town of Atherton

ATTEST:

Anthony Suber, City Clerk

APPROVED AS TO FORM:

Mona Ebrahimi, City Attorney

EXHIBIT A

Town of Atherton
Budget Amendment Request

Transfer \$242,310 From:

2019/2020
Un-appropriated General Fund Balance

To:

2019/2020

101-16-52002-016 City Attorney-Retainer	\$25,600
101-16-52006-016 City Attorney-Other Services	\$135,000
101-30-53035-030 Other Rents & Leases	\$26,040
101-58-52030-058 Contract Park Event Services	\$17,670
101-20-52011-020 Contract Planner	<u>\$38,000</u>
	\$242,310

Total Adjustment \$242,310