



**Item No. 4
Town of Atherton**

CITY COUNCIL STAFF REPORT – STUDY SESSION

TO: HONORABLE MAYOR AND CITY COUNCIL

**FROM: GEORGE RODERICKS, CITY MANAGER
ROBERT BARRON III, FINANCE DIRECTOR**

DATE: MARCH 4, 2020

SUBJECT: FY 2020/21 BUDGET KICK-OFF AND OVERVIEW

RECOMMENDATION

Review and Discuss.

BACKGROUND

This the first meeting of the FY 2020/21 Budget cycle. The Budget Kick-Off and Overview is not a detailed discussion, but instead focuses on a recap of the current fiscal year, preliminary budget assumptions and the 5-year forecast.

The Town’s Budget serves as one of the most important policy of the Council. It sets the Town’s core strategy of financial stability; identifies the needs and priorities of the community; identifies the resources needed to meet those needs and priorities; and budgets for the services to do so.

This staff report provides, in brief:

- An overview of the FY 2019/20 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
- An overview of the Budget Process and Policy Discussions

Forecasted revenues and expenditures do not represent *actual* budget expectations year over year. Forecasts serve only as a means to evaluate budget assumptions.

FY 2020/21 Budget Calendar
City Council Meeting March 4, 2020 – Meeting #1
An overview of the FY 2019/20 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

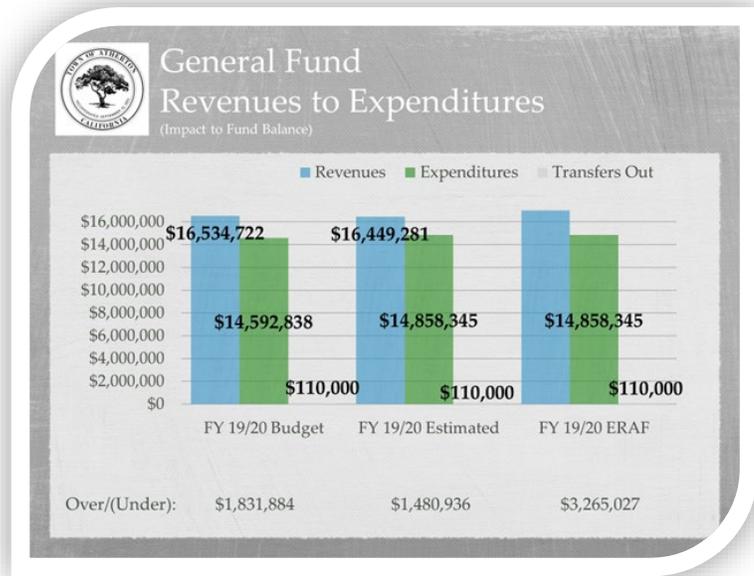
FY 2020/21 Budget Calendar
An overview of the Budget Process and Policy Discussions
City Council Meeting April 1, 2020 – Meeting #2
Presentation of the Operations Budget
City Council Meeting May 6, 2020 – Meeting #3
Presentation of the Special Funds & Capital Projects Budget
City Council Meeting June 3, 2020 – Meeting #4
Presentation of the Final Draft Budget & Special Revenues/Other Funds
City Council Meeting June 18, 2020 – Meeting #5
Adoption of the Final FY 2020/21 Budget

ANALYSIS

FY 2019/20 Year-End Projected Fiscal Condition

As noted during last month’s Mid-Year Budget Report, Property Tax revenue for the year *decreased by 2.8%* over the adopted budget. The majority of this decrease was due to the shortfall in the *Property Tax in Lieu VLF* for FY 2019/20. There will be a request to the State that the VLF shortfall be appropriated in FY 2020/21.

The Educational Revenue Augmentation Fund (ERAF) remains a vital component to reduce long-term liabilities and fund one-time capital project needs. ERAF has served as a funding source in support of the Civic Center Project and is anticipated that this will continue for the duration of construction.



At Mid-Year, staff provided the Council with a summary of the Town’s fiscal condition and expectation for the rest of the fiscal year. FY 2019/20 General Fund revenues are projected at \$16.45M. FY 2019/20 General Fund expenditures are projected at \$14.85M. The projected year-end fund balance for FY 2019/20 is \$25,838,094. The Town will meet its reserve requirements for

FY 2019/20. The unallocated balance beyond the required reserves is 135% of adjusted expenditures.

FY 2019/20 Expenditures (Adjusted)	\$14,858,345
Projected FY 2019/20 Ending Fund Balance	\$25,838,094
15% Emergency Reserve	\$2,228,752
20% Contingency Reserve (Stabilization)	\$2,971,669
Capital Facilities Replacement Reserve	\$505,000
TOTAL RESERVE REQUIREMENT	\$5,705,421
General Fund Unallocated Balance	\$20,132,673

Major Revenue Sources and 5-Year Forecasts

The Town’s major revenue sources are Property Tax, Building Fees, and ERAF.

Property Tax Revenue

Property taxes comprise about 70% of the total General Fund Revenues. From FY 2011/12 to FY 2019/20, Atherton has seen a growth of assessed property value by approximately 83% - about 7.9% per year.

Tax Year	Assessed Property Value	Growth Year over Year
2011/12	\$6,373,832,577	
2012/13	\$6,949,217,818	9.03%
2013/14	\$7,575,935,532	9.02%
2014/15	\$8,068,565,397	6.50%
2015/16	\$8,791,201,962	9.00%
2016/17	\$9,512,555,665	8.21%
2017/18	\$10,220,091,841	7.44%
2018/19	\$10,941,160,453	7.06%
2019/20	\$11,664,530,505	6.61%

The net Assessed Value change from FY 2017/18 to FY 2018/19 is \$723,370,052. Atherton’s changes in property values are based mainly on CPI growth, residential remodels, and new construction on razed properties. According to the Town’s Property Tax Consultant HdL, property tax revenue is anticipated to level out at 4% to 5% over the next couple of years. For the 5-year forecast, *staff projected a 5% increase in year one, a 4% increase in years two through four, and 3.5% in year five.* For the purposes of budgeting, these are conservative projections. In reality, staff anticipates that we will exceed these projections. Excess will be used toward Council-identified priorities.

Building Permit Revenues

Building permit revenue is another major revenue source for the Town. Total includes the basic building permit fee (calculated based a valuation per square foot); various flat fees for plumbing,

mechanical and electrical permits; grading and drainage permits; and plan check fees. Staff projects building fees conservatively at 2% annually. Building activity is a function of the economy and is not easily predictable.

ERAF

From FY 2013/14 to FY 2015/16, the Town allocated a total of \$3,211,958 of ERAF funds toward Council priorities. From FY 2015/16 forward to today, ERAF funds are allocated to the Town Center Project.

Fiscal Year	Budget Amount	Actual Amount	Use of Funds
FY 2013/14	\$700,000	\$1,020,000	OPEB Liabilities
FY 2014/15	\$700,000	\$1,125,000	\$680,684 – OPEB Liabilities \$444,316 – Workers’ Comp
FY 2015/16	\$1,200,000	\$1,066,958	\$112,998- WC Equity \$548,950- CalPERS UAL \$405,010- Additional CIP
FY 2016/17	\$1,033,000	\$1,103,185	Town Center
FY 2017/18	\$1,066,958	\$1,280,172	Town Center
FY 2018/19	\$1,025,000	\$1,691,772	Town Center

FY 2018/19 ERAF revenue was projected at \$1,025,000. Actual revenue for FY 2018/19 was \$1,691,772. The Town’s ERAF for FY 2019/20 is \$1,781,091. This is an increase of \$484,091 over budget of \$1,300,000. Since FY 2013/14 ERAF revenues increased 75%.

Staff does not anticipate that the amount received in FY 2019/20 will continue as the new base as some of it was identified as a 1-time shift. For FY 2020/21 staff projects ERAF at \$1,450,000.

Although ERAF is currently allocated toward the Town Center Project, the Council specifically directs the use of ERAF each budget year.

These three major revenues represent the primary revenues to the Town. Below is a table that reflects 5-year projections for these three revenue sources.

Major Revenues					
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Property Taxes	\$12,088,100	\$12,571,624	\$13,069,612	\$13,592,397	\$14,068,131
Building Fees	\$1,731,459	\$1,766,088	\$1,801,410	\$1,837,438	\$1,874,187
Excess ERAF	\$1,450,000	\$1,500,000	\$1,500,000	\$1,550,000	\$1,550,000
Total Revenues	\$15,269,559	\$15,837,712	\$16,371,022	\$16,979,835	\$17,492,318

As part of the budget process staff reviews and projects other significant revenues to ensure there is adequate funding to meet operational service levels. Except for Planning Revenue (2%), *these revenues are projected at 1% to 2% and/or based on historical amounts received in the 5-year forecast.* The following table reflects the projects of other significant revenue sources.

Other Significant Revenues					
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Sales & Use Tax	\$322,769	\$327,609	\$332,523	\$335,849	\$339,207
Franchise Fees	\$922,244	\$936,078	\$950,119	\$959,620	\$969,216
Business License	\$267,274	\$271,283	\$275,352	\$278,106	\$280,887
Planning Revenue	\$236,946	\$241,685	\$246,519	\$251,449	\$256,478
DPW Revenue	\$545,700	\$553,350	\$561,115	\$566,369	\$571,676
Park					
Program Revenue	\$242,964	\$246,608	\$250,341	\$252,913	\$255,512
Other Revenue	\$744,145	\$750,674	\$763,008	\$781,860	\$791,788
Total Revenues	\$3,282,042	\$3,327,287	\$3,378,977	\$3,426,166	\$3,464,734

Major Expenditure Categories and 5-Year Forecasts

The Town reviews and reduces its operational costs where feasible. With the Town Center projection under construction, it is prudent to manage costs as the General Fund bears the burden of funding for completion of this important milestone project.

The Town has made significant policy decisions over the years that have reduced the Town’s long-term liability and current operational labor costs. Recent cost-sharing agreements with employees provide that non-sworn employees pick up 1% and sworn employees pick up 3% of the *employer costs* related to retirement in addition to their own employee shares. This arrangement will benefit the Town more significantly over time.

The Town 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. The Town has also taken steps to reduce its long-term liabilities by prudently funding its Other Post Employment Benefit (OPEB) Trust. These measures have had a direct impact on the Town’s current and future year operational costs.

The 5-Year Projections for Salaries and Benefits is shown below.

Salaries & Benefits					
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Administration	\$686,962	\$714,440	\$739,445	\$765,326	\$795,939
Finance	\$566,392	\$589,048	\$609,665	\$631,003	\$656,243
Building	\$252,101	\$262,185	\$271,362	\$280,859	\$292,094
Police	\$6,568,065	\$6,830,787	\$7,069,865	\$7,317,310	\$7,610,003
DPW	\$527,535	\$548,636	\$567,838	\$587,713	\$611,221
Total	\$8,601,055	\$8,945,097	\$9,258,175	\$9,582,212	\$9,965,500

Major operational expenditure categories within the department budgets are *Professional Services* and *Other Technical Services*. These expenditure categories represent a variety of contract services, software licensing, and basic operational costs. These are built into the projection table

below and represent services such as building and safety, maintenance services, park event services, tree maintenance, IT services, legal services, planning services, IT services, and animal control services. Services provided under contract are not Town staff. The budget assumptions for the General Operations expenditure budgets are 3% to 4% year to year. Actual budget requirements may be slightly different as we move through the budget process.

Operational Expenditures	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Council	58,067	60,390	62,504	64,379	66,632
Administration	130,609	135,834	140,588	144,806	149,874
Attorney	279,184	290,351	300,514	309,529	320,363
Finance	212,404	221,173	228,480	235,334	243,571
Planning	325,856	335,632	345,701	356,072	366,754
Building	1,050,797	1,092,829	1,131,078	1,165,011	1,205,786
Inter-department	819,382	852,157	881,982	904,536	929,563
Police	867,696	902,404	933,988	962,008	995,678
DPW	1,862,860	1,937,375	2,005,183	2,065,339	2,130,993
Total Amount	\$5,606,855	\$5,828,145	\$6,030,018	\$6,207,012	\$6,409,213

Pension Liabilities

Beginning with the June 30, 2016 Valuation Report, the CalPERS pension discount rate reduced from 7.5% to 7.375%. The rate was reduced again on June 30, 2017 to 7.25%. On June 30, 2018, it was reduced once again to 7.0%. The effect of these changes is a gradual increase in the required contributions. Staff monitors the discount rate and the effects on pension liabilities.

The contribution rate set by CalPERS for Miscellaneous Employees (non-sworn) is 10.327% in FY 2019/20. It will increase to 11.199% in FY 2020/21. The contribution rate set by CalPERS for Public Safety Employees (sworn) is 23.654% in FY 2019/20. It will increase to 25.54% in FY 2020/21. As a result of the cost sharing agreements with staff, non-sworn employees contribute 1% toward the employer rate and sworn employees contribute 3%. These cost sharing payments result in operational savings to the Town of more than \$90,000 going forward.

The Town's Unfunded Actuarial Liability (UAL) payments (minimum annual payments to CalPERS) look as follows:

Unfunded Accrued Liability					
Plans	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Miscellaneous	\$352,800	\$433,125	\$500,550	\$500,550	\$500,550
Public Safety	\$918,750	\$1,121,625	\$1,288,975	\$1,321,875	\$1,321,875
Total	\$1,271,550	\$1,554,750	\$1,789,525	\$1,822,425	\$1,822,425

The above UAL's are invoiced to the Town at the beginning of each fiscal year. Paying at the beginning of the year as a lump sum versus monthly results in a savings to the Town.

CalPERS Actuarial Reports are reviewed each year by the Finance Committee. The Reports include sensitivity analysis that projects the impact of varied rates of return, above and below the established discount rate. These Reports are available on the Town’s website as part of the CalPERS Actuarial Reports archive. A CalPERS Actuary will be attending a future meeting of the Finance Committee to provide additional insight on the future of pension liabilities.

The FY 2018/19 Financial Reports recorded a net pension liability of \$16,197,111 (local miscellaneous and public safety). This is an increase of \$75,545 from the previous year. Staff presented the CalPERS Actuarial Reports to the Finance Committee in November 2019 as part of the Committee’s Annual Review of the Reports. Follow-up from the Committee’s review was a recommendation that once the Town Center is complete, the Council consider paying down its unfunded pension liabilities through the funding of a Pension Rate Stabilization Trust (PARS Trust). The Committee will submit that recommendation following the coming meeting with the CalPERS Actuary.

Capital Projects

Capital Projects will be addressed in detail at Meeting #3 – May 6. The Town Center Project is the Town’s major capital focus. The Town is currently working through the EIR portion of the water capture facility. Basic capital projects (streets, drainage, bicycle-pedestrian) will continue.

Funding sources for capital projects are the following:

General Fund	Library Funds
Capital Improvement Fund	Channel Funds
Measure A & Measure M	Surface Transportation Funds
Gas Tax	Donations (Civic Center)
MTC transportation Funds	Remaining Parcel Tax

Fund and Reserve Balances

The Town maintains its reserve balances consistent with Town established policy. The General Fund is the Town’s primary operating fund. This Fund maintains reserve balances for emergencies, operating reserves, capital reserves and unallocated reserves. The Town currently has a General Fund Committed Fund Balance *called Emergency Reserves*. The Town Council has committed to set aside 15% of the actual annual General Fund operating expenditures specifically as its Emergency Reserve each year.

The Town also has a *General Fund Operating Reserve* set at 20% of the actual annual General Fund operating expenditures. There is no defined use for the Operating Reserve. However, as the Town approaches financing for the Town Center Project, staff and the Town’s financing team strongly advises that both the operational reserve and emergency reserves be maintained in full for credit rating purposes. The Town has never obtained debt and therefore does not have a credit rating. These funds represent assurance to lenders and reflect an ability to maintain debt service payments in the event of an emergency.

The Town set up a *Capital Facilities Replacement Fund* in the amount of \$505,000. This was set up as for future replacement of building facilities. This fund will be used toward the Town Center Project. Once the project is complete, staff will return with an annual depreciation allocation of approximately \$500,000 per year that will replenish the fund.

Any remaining fund balance not reserved or committed is designated as *Unallocated Fund Balance*. This Unallocated Fund Balance represents funds that have not yet been assigned. These are the funds currently being targeted to fund the Town Center completion.

The Town is currently working to issue Certificates of Participation for the project. The issuance of COP's is strictly due to timing of cash flows to the General Fund. The Library portion of the Project is fully funded with Library Funds. Funding for the remainder of the Construction Project will come from a combination of the Unallocated General Fund Balance (\$17.5m), Atherton Now donations (\$3.3m), CIP Funds (\$2.6m), Capital Facilities Reserve (\$505k) and available General Funds received over the project's fiscal years (estimated at \$7.7m). It is anticipated these funds (\$31.5m) are sufficient to fund the project.

Budget Process and Policy Discussions

The budget process is done in stages to allow the City Council and public time to review the General Fund Operations Budget, the Capital Improvement Budget, Special Revenues and Internal Service Funds. The budget process provides staff the opportunity to examine programs, propose changes in current services, outline operational needs and recommend capital outlay items to the City Council.

Budget Goals

As staff prepares the budget, staff will set goals for each department that continue to maintain or enhance the level of service throughout the community, while ensuring that the Town maintains its core strategy of fiscal stability. These goals are based on the overall Council Policy Goals.

POLICY FOCUS

The policy focus for this item is discussion and overview of the budget process, philosophy and assumptions. There are policy areas for Council discussion and direction. Discussion includes budget revenue and expenditure assumptions, the use of excess ERAF, contributing excess revenue toward the Construction of the Town Center project, reserve policies, and a policy focus on the reduction of long-term liabilities.

FISCAL IMPACT

None.

PUBLIC NOTICE

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

The Town maintains a Fiscal Transparency web portal and includes all budget information on its website. Links to these various areas are below:

Fiscal Transparency Web Page: <http://www.ci.atherton.ca.us/index.aspx?NID=269>

Archive of Town Budgets: <http://www.ci.atherton.ca.us/index.aspx?nid=273>

Financial Data Portal (OpenGov): <http://www.ci.atherton.ca.us/index.aspx?nid=361>

Financial Audit Archive:

<http://www.ci.atherton.ca.us/Archive.aspx?AMID=39&Type=&ADID=>

Actuarial Valuations Archive:

<http://www.ci.atherton.ca.us/Archive.aspx?AMID=61&Type=&ADID=>

Labor Contracts, Agreements, and Salary/Benefit Information:

<http://www.ci.atherton.ca.us/index.aspx?nid=192>

ATTACHMENTS

FY 2020/21 General Fund Five Year Forecast

ATTACHMENT 1

						Revised					
Town of Atherton						Factor Table	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
General Fund 101						Factor-Property	0.050	0.040	0.040	0.040	0.035
Revenue & Expenditures 5-Yr Proj						Factor-Building	0.020	0.020	0.020	0.020	0.020
						Factor-Oth-Low	0.020	0.015	0.015	0.010	0.010
						Factor-Oth-High	0.020	0.020	0.020	0.020	0.020
						Salary+Benefits	0.040	0.040	0.040	0.040	0.040
						Other Admin	0.040	0.040	0.040	0.040	0.040
						Planning	0.030	0.030	0.030	0.030	0.030
	Property Tax W/O ERAF					6.25%	5.35%	4.00%	3.96%	4.00%	3.50%
Account	Description	Actual	Actual	Actual	Actual	Revised Budget 2019-2020	5-Year Projection				
		2015-2016	2016-2017	2017-2018	2018-2019		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Revenues											
101-00-40001-000	Secured Property Tax	6,923,099	7,515,741	8,080,982	8,662,522	9,236,129	9,702,935	10,091,053	10,494,695	10,914,483	11,296,490
101-00-40002-000	Unsecured	366,872	380,418	434,767	433,425	453,074	480,595	499,818	519,811	540,604	559,525
101-00-40004-000	SB813 Redemption (Suppl)	257,917	260,285	255,995	299,345	301,028	321,079	333,923	347,279	361,171	373,812
101-00-40006-000	Prop Tax in Lieu of VLF (motor veh)	943,472	1,020,888	1,096,821	1,174,444	996,438	1,056,260	1,098,510	1,142,451	1,188,149	1,229,734
101-00-40008-000	Excess ERAF	-	-	-	-	-	-	0	0	0	-
101-00-40010-000	Unsecured SB813 Redemp/Suppl	3,166	9,135	4,246	6,276	-	-	-	-	-	0
101-00-42005-000	Property Transfer Tax	413,241	409,226	447,096	440,871	487,839	527,231	548,320	565,376	587,991	608,571
	Total Property Taxes	8,907,767	9,595,693	10,319,908	11,016,883	11,474,508	12,088,100	12,571,624	13,069,612	13,592,397	14,068,131
101-00-41001-000	Sales & Use Tax General	174,612	254,793	225,389	250,391	230,146	234,749	238,270	241,844	244,263	246,705
101-00-41002-040	Prop 172 Sales Tax for Police	83,312	85,258	87,766	92,919	86,293	88,019	89,339	90,679	91,586	92,502
101-00-41004-000	In Lieu Sales Tax/Trip Flip	165,520	23	-	-	-	-	0	0	0	0
	Total Sales Taxes	423,444	340,074	313,155	343,309	316,439	322,768	327,609	332,523	335,849	339,207
		61.6%	80.3%	92.1%	109.6%	101.0%	102.0%	101.5%	101.5%	101.0%	101.0%
101-00-42001-000	Franchise Taxes-Utilities	218,407	237,035	240,215	237,574	245,325	250,232	253,985	257,795	260,373	262,976
101-00-42002-000	Franchise Tax-Cal Water	119,054	121,898	142,588	149,310	155,281	158,387	160,762	163,174	164,806	166,454
101-00-42003-000	Franchise Tax-Garbage	333,132	332,498	309,812	328,957	326,893	333,431	338,432	343,509	346,944	350,413
101-00-42004-000	Franchise Taxes-Cable	137,021	141,495	140,845	103,702	176,662	180,195	182,898	185,642	187,498	189,373
	Total Franchise Fees	807,614	832,926	833,461	819,542	904,161	922,244	936,078	950,119	959,620	969,216
		99.3%	103.1%	100.1%	98.3%	108.5%	102.0%	101.5%	101.5%	101.0%	101.0%
101-00-40005-000	Homeowners Exemption	36,323	35,854	35,227	34,661	36,471	37,200	37,758	38,325	38,708	39,095
101-00-40007-000	Motor Veh. Lic Fees (MVLf)	4,844	3,203	3,763	3,425	3,840	3,917	3,976	4,035	4,076	4,116
	Total Intergovernmental	41,167	39,057	38,990	38,086	40,311	41,117	41,734	42,360	42,784	43,211
		104.6%	94.9%	99.8%	97.7%	103.4%	102.0%	101.5%	101.5%	101.0%	101.0%
101-00-43001-000	Business Licenses	175,999	240,700	240,031	227,679	262,033	267,274	271,283	275,352	278,106	280,887
	Total Business License Tax	175,999	240,700	240,031	227,679	262,033	267,274	271,283	275,352	278,106	280,887
		68.5%	136.8%	99.7%	94.9%	109.2%	102.0%	101.5%	101.5%	101.0%	101.0%
101-00-47001-000	Home Occupation Permit	300	300	600	300	300	306	312	318	325	331
101-00-47019-020	Zoning & Planning Fees	245,529	247,897	230,129	191,067	232,000	236,640	241,373	246,200	251,124	256,147
	Total Planning Revenue	245,829	248,197	230,729	191,367	232,300	236,946	241,685	246,519	251,449	256,478
		83.7%	101.0%	93.0%	82.9%	100.7%	102.0%	102.0%	102.0%	102.0%	102.0%
101-00-47002-025	Building Permit Fee	880,779	1,111,832	1,165,834	1,090,343	1,083,787	1,105,463	1,127,572	1,150,123	1,173,126	1,196,588
101-00-47004-025	Grading & Drainage	70,699	65,720	67,340	58,936	70,000	71,400	72,828	74,285	75,770	77,286

ATTACHMENT 1

Town of Atherton					Factor Table	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	
General Fund 101					Factor-Property	0.050	0.040	0.040	0.040	0.035	
Revenue & Expenditures 5-Yr Proj					Factor-Building	0.020	0.020	0.020	0.020	0.020	
					Factor-Oth-Low	0.020	0.015	0.015	0.010	0.010	
					Factor-Oth-High	0.020	0.020	0.020	0.020	0.020	
					Salary+Benefits	0.040	0.040	0.040	0.040	0.040	
					Other Admin	0.040	0.040	0.040	0.040	0.040	
					Planning	0.030	0.030	0.030	0.030	0.030	
	Property Tax W/O ERAF				6.25%	5.35%	4.00%	3.96%	4.00%	3.50%	
Account	Description	Actual	Actual	Actual	Actual	Revised Budget 2019-2020	5-Year Projection				
							FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
		2015-2016	2016-2017	2017-2018	2018-2019		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
101-00-47009-025	Photocopy Fee	-	-	-	-	-	-	-	-	-	-
101-00-47021-025	Plan Check Fee	390,266	477,931	553,541	391,289	475,000	484,500	494,190	504,074	514,155	524,438
101-00-47030-025	Tree Removal Plan Check	88,212	92,625	66,079	55,503	68,722	70,096	71,498	72,928	74,387	75,875
101-00-47034-025	Contract Plan Review Services	-	-	-	-	-	-	-	-	-	-
101-00-48502-025	Miscellaneous Income	472	366	-	-	-	-	-	-	-	-
	Total Building Revenue	1,430,428	1,748,474	1,852,795	1,596,071	1,697,509	1,731,459	1,766,088	1,801,410	1,837,438	1,874,187
		86.7%	122.2%	106.0%	86.1%	91.6%	102.0%	102.0%	102.0%	102.0%	102.0%
101-00-44001-040	Municipal & Vehicle Code Fines	10,987	9,802	16,779	11,289	9,416	9,604	9,748	9,895	9,994	10,093
101-00-44002-040	Other Fines & Forfeiture (County)	67,068	37,036	38,354	48,280	44,625	45,518	46,200	46,893	47,362	47,836
101-00-45007-040	POST Reimb	12,625	3,376	12,218	16,750	30,750	31,365	31,835	32,313	32,636	32,962
101-00-45009-040	CALNENA Reimb	1,123	-	-	-	-	-	-	-	-	-
101-00-45011-040	DOJ Grant (vests)	-	-	-	4,999	-	-	-	-	-	-
101-00-45012-040	DUI Grant	3,973	1,910	-	-	-	-	-	-	-	-
101-00-45013-040	React Task Force Reimb	-	-	-	-	-	-	-	-	-	-
101-00-45017-040	ABAG Grant	4,117	8,296	-	-	3,200	3,264	3,313	3,363	3,396	3,430
101-00-47005-040	Other Licenses & Permit	2,527	3,151	5,246	5,480	5,018	5,118	5,195	5,273	5,326	5,379
101-00-47009-040	Photocopy Fee	241	38	362	178	175	179	181	184	186	188
101-00-47011-040	Alarm Sign Fees	1,227	842	1,363	3,917	3,800	3,876	3,934	3,993	4,033	4,073
101-00-47012-040	Vehicle Release	925	1,052	1,240	1,075	1,300	1,326	1,346	1,366	1,380	1,394
101-00-47013-040	Police Report	166	-	1	-	-	-	-	-	-	-
101-00-47014-040	Fingerprinting Fee	96	128	75	-	100	102	104	105	106	107
101-00-47015-040	Affidavit of Cost	-	-	-	-	-	-	-	-	-	-
101-00-47016-040	Special Service Fee	20,735	4,481	10,712	7,058	8,000	8,160	8,282	8,407	8,491	8,576
101-00-47017-040	Solicitor's Permit	168	124	124	31	155	158	160	163	165	166
101-00-47018-040	Disaster Assistance Reimb	-	-	-	-	-	-	-	-	-	-
101-00-47046-040	Alarm Permit Fee	-	-	-	-	18,300	18,666	18,946	19,230	19,422	19,617
101-00-48004-040	Sale of Property	1,419	-	760	965	-	-	-	-	-	-
101-00-48501-040	Donation/Contribution	-	-	-	-	-	-	-	-	-	-
101-00-48502-040	Miscellaneous Income	2,189	1,076	117	1,961	2,200	2,244	2,278	2,312	2,335	2,358
101-00-48503-040	Property Damage Reimbursement	-	-	-	-	-	-	-	-	-	-
101-00-48505-040	SRO Reimbursement	-	-	-	80,000	80,000	80,000	80,000	80,000	80,000	80,000
	Total Police Revenue	129,586	71,312	87,350	181,983	207,039	209,580	211,523	213,496	214,831	216,180
		#	113.3%	55.0%	122.5%	208.3%	237.0%	101.2%	100.9%	100.9%	100.6%
101-00-45005-050	C/CAG AB 1546-vehicle regst fee	-	-	-	-	-	-	-	-	-	-
101-00-45016-058	DOC-Cal Recycle Grant	-	-	-	-	5,000	-	-	-	-	-
101-00-45019-050	ABAG Grant	-	-	-	-	-	-	-	-	-	-

ATTACHMENT 1

Town of Atherton					Factor Table	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	
General Fund 101					Factor-Property	0.050	0.040	0.040	0.040	0.035	
Revenue & Expenditures 5-Yr Proj					Factor-Building	0.020	0.020	0.020	0.020	0.020	
					Factor-Oth-Low	0.020	0.015	0.015	0.010	0.010	
					Factor-Oth-High	0.020	0.020	0.020	0.020	0.020	
					Salary+Benefits	0.040	0.040	0.040	0.040	0.040	
					Other Admin	0.040	0.040	0.040	0.040	0.040	
					Planning	0.030	0.030	0.030	0.030	0.030	
	Property Tax W/O ERAF				6.25%	5.35%	4.00%	3.96%	4.00%	3.50%	
Account	Description	Actual	Actual	Actual	Actual	Revised Budget 2019-2020	5-Year Projection				
							FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
		2015-2016	2016-2017	2017-2018	2018-2019						
101-00-45021-053	Highway Maint Reimbursement	-	71,400	35,700	35,700	35,700	35,700	35,700	35,700	35,700	35,700
101-00-47003-050	Encroachment	289,293	331,656	437,971	622,526	500,000	510,000	517,650	525,415	530,669	535,976
101-00-47009-050	Photocopy Fee	-	-	-	-	-	-	-	-	-	-
101-00-48503-053	Property Damage Reimb	-	-	-	-	-	-	-	-	-	-
	Total DPW Revenue	289,293	403,056	473,671	658,226	540,700	545,700	553,350	561,115	566,369	571,676
		102.8%	139.3%	117.5%	139.0%	114.2%	100.9%	101.4%	101.4%	100.9%	100.9%
101-00-47022-058	Social Fees	60,948	102,005	84,298	93,275	97,700	99,654	101,149	102,666	103,693	104,730
101-00-47023-058	Meeting Fees	37,300	23,550	36,854	21,677	24,000	24,480	24,847	25,220	25,472	25,727
101-00-47024-058	Misc. Use Fee	-	-	-	-	-	-	-	-	-	-
101-00-47025-058	Class Fees	28,828	18,740	26,860	19,995	25,000	25,500	25,883	26,271	26,533	26,799
101-00-47028-058	Weddings	11,900	30,200	27,000	29,487	38,000	38,760	39,341	39,932	40,331	40,734
101-00-47029-058	Park Day Use Fee	10,900	12,575	10,375	12,375	12,000	12,240	12,424	12,610	12,736	12,863
101-00-47039-058	Park Rev-Admin 30% Non-Resident	25,455	33,225	28,944	33,120	35,000	35,700	36,236	36,779	37,147	37,518
101-00-47040-058	Park Rev-Admin 15% Resident	3,199	4,470	6,705	2,925	6,500	6,630	6,729	6,864	7,001	7,141
101-00-48501-058	Donation/Contribution	-	-	-	-	-	-	-	-	-	-
	Total Park Program Revenue	178,530	224,765	221,036	212,854	238,200	242,964	246,608	250,341	252,913	255,512
		100.3%	125.9%	98.3%	96.3%	107.8%	102.0%	101.5%	101.5%	101.0%	101.0%
101-00-44003-000	Heritage Tree Damage Fee	-	16,800	6,400	48,870	39,920	40,718	41,329	41,949	42,369	42,792
101-00-40004-000	C & D Deposit Forfeited	4,200	104,600	268,113	601,547	65,000	41,261	41,880	42,508	52,185	52,707
101-00-45008-000	SB 90 Reimbursement	20,215	-	-	-	-	-	-	-	-	-
101-00-45016-025	DOC Grant	-	10,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
101-00-45017-000	ABAG Grant	-	-	-	-	-	-	-	-	-	-
101-00-45020-000	Other Reimbursements	2,452	4,683	-	17	5,006	5,106	5,183	5,260	5,313	5,366
101-00-47005-000	Other Licenses & Permit	3,600	-	-	-	-	-	-	-	-	-
101-00-47005-012	Other Licenses & Permit	-	1,875	2,100	1,950	2,100	-	-	-	-	-
101-00-47008-000	Document/Research Fee	-	-	-	-	-	-	-	-	-	-
101-00-47009-000	Photocopy Fee	29	455	-	-	-	-	-	-	-	-
101-00-47031-030	Tree Inspection Fee	25,419	30,457	26,532	28,396	29,782	30,378	30,833	31,296	31,609	31,925
101-00-47036-030	Admin Citation (code enforcement)	28,600	31,700	44,900	84,200	55,000	56,100	56,942	57,796	58,374	58,957
101-00-47038-000	Banner Permit Fee	1,350	1,800	2,663	1,875	2,400	2,448	2,485	2,522	2,547	2,573
101-00-47045-000	Drone Application Fee	-	-	5,550	150	750	765	776	788	796	804
101-00-48001-000	Interest Income	105,469	48,009	190,679	726,088	180,000	150,600	147,264	149,473	150,968	152,477
101-00-48002-000	Cell Antenna Lease	50,665	53,198	55,858	58,651	60,876	63,920	67,116	70,472	73,995	77,695
101-00-48003-000	Property Rental - Playschool	78,118	79,810	82,153	85,512	87,897	89,655	91,000	92,365	93,288	94,221
101-00-48004-000	Sale of Property	-	-	350	-	850	867	880	893	902	911
101-00-48005-000	Post Office	7,869	7,550	7,207	6,751	3,500	3,570	3,624	3,678	3,715	3,752

ATTACHMENT 1

Town of Atherton					Factor Table	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	
General Fund 101					Factor-Property	0.050	0.040	0.040	0.040	0.035	
Revenue & Expenditures 5-Yr Proj					Factor-Building	0.020	0.020	0.020	0.020	0.020	
					Factor-Oth-Low	0.020	0.015	0.015	0.010	0.010	
					Factor-Oth-High	0.020	0.020	0.020	0.020	0.020	
					Salary+Benefits	0.040	0.040	0.040	0.040	0.040	
					Other Admin	0.040	0.040	0.040	0.040	0.040	
					Planning	0.030	0.030	0.030	0.030	0.030	
	Property Tax W/O ERAF				6.25%	5.35%	4.00%	3.96%	4.00%	3.50%	
Account	Description	Actual	Actual	Actual	Actual	Revised Budget 2019-2020	5-Year Projection				
							FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
		2015-2016	2016-2017	2017-2018	2018-2019						
101-00-48501-000	Donations/Contributions			3,377			-	-	-	-	-
101-00-48502-000	Miscellaneous Income	1,572	8,691	5,786	10,104	3,000	3,060	3,106	3,152	3,184	3,216
101-00-48505-000	Escheated Unclaimed Property	-	-	-			-	-	-	-	-
101-00-48507-000	Settlement/Claims	-	7,328	-	6,638		-	-	-	-	-
				297			-	-	-	-	-
	Total Misc. Revenues	329,558	406,956	706,965	1,660,748	536,081	493,448	497,417	507,152	524,245	532,397
		42.8%	123.5%	173.7%	234.9%	75.8%	92.0%	100.8%	102.0%	103.4%	101.6%
	Total Operating Revenues	12,959,215	14,151,210	15,318,089	16,946,749	16,449,281	17,101,600	17,665,000	18,250,000	18,856,000	19,407,082
	Expenditures	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
	City Council Department	37,660	39,105	111,327	43,638	55,834	58,067	60,390	62,504	64,379	66,632
	Administration Department	683,315	794,667	774,241	795,819	836,994	817,571	850,274	880,033	910,132	945,813
	City Attorney Department	163,798	157,334	167,712	225,011	364,600	279,184	290,351	300,514	309,529	320,363
	Finance Department	578,114	654,304	666,077	701,754	779,314	778,797	810,221	838,144	866,337	899,814
	Planning Department	208,655	228,549	281,801	266,525	337,781	325,856	335,632	345,701	356,072	366,754
	Building Department	1,054,429	1,200,876	1,275,633	1,191,448	1,322,150	1,302,898	1,355,014	1,402,440	1,445,870	1,497,880
	Inter-dept	343,635	341,674	461,119	624,018	787,867	1,172,182	1,285,282	1,382,532	1,405,086	1,430,113
	Police Department	6,027,820	6,521,887	6,796,760	7,494,480	7,971,446	8,354,511	8,854,816	9,292,828	9,601,193	9,927,556
	Public Works Department (adj)	1,480,198	1,488,839	1,518,890	1,649,833	2,402,359	2,390,395	2,486,011	2,573,021	2,653,051	2,742,215
	Total Operating Expenditures	10,577,624	11,427,235	12,053,559	12,992,527	14,858,345	15,479,462	16,327,992	17,077,718	17,611,649	18,197,138
		91.1%	108.0%	0.0%	0.0%	123.3%	104.2%	105.5%	104.6%	103.1%	103.3%
	Excess (Deficiency) of Revenues Over Expenditures	2,381,590	2,723,974	3,264,530	3,954,222	1,590,935	1,622,137	1,337,008	1,172,281	1,244,351	1,209,943
	Other Financing Sources/(Uses)										
	Special Parcel Tax Fund Support	372,000	372,000	372,000			-	-	-	-	-
	Trsfr in/(out) Tennis Fund	-	-	-			-	-	-	-	-
	Trsfr in/(out) CIP	(2,309,041)	(4,423,138)	(165,000)	(2,532)						
	Trsfr in/(out) Road Impact Fee Fund	-	-	-							
	ERAF	1,066,958	1,103,185	1,280,172	1,691,772	1,784,091	1,450,000	1,500,000	1,500,000	1,550,000	1,550,000
	Trsfr in/(out) OPEB/Pension	(680,684)		(92,118)							

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Town of Atherton					Factor Table	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	
General Fund 101					Factor-Property	0.050	0.040	0.040	0.040	0.035	
Revenue & Expenditures 5-Yr Proj					Factor-Building	0.020	0.020	0.020	0.020	0.020	
					Factor-Oth-Low	0.020	0.015	0.015	0.010	0.010	
					Factor-Oth-High	0.020	0.020	0.020	0.020	0.020	
					Salary+Benefits	0.040	0.040	0.040	0.040	0.040	
					Other Admin	0.040	0.040	0.040	0.040	0.040	
					Planning	0.030	0.030	0.030	0.030	0.030	
Property Tax W/O ERAF					6.25%	5.35%	4.00%	3.96%	4.00%	3.50%	
Account	Description	Actual	Actual	Actual	Actual	Revised Budget 2019-2020	5-Year Projection				
							FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
		2015-2016	2016-2017	2017-2018	2018-2019						
	Trsr in/(out) Workers Compensation	(631,243)	(112,998)	(357,140)	(235,397)	(110,000)					
	Trsr in/(out) Facilities Construction F	(614,000)	-	-							
	Total Transfers In/(Out)	(2,796,010)	(3,060,951)	1,037,914	1,453,844	1,674,091	1,450,000	1,500,000	1,500,000	1,550,000	1,550,000
		-186.7%	109.5%	-33.9%	140.1%	161.3%	86.6%	103.4%	100.0%	103.3%	100.0%
	Incr/(Decr) of Bldg Dept Operating Reserve					-	-	-	-	-	-
	Incr/(Decr) of General Fund Reserve	(414,420)	(336,977)	4,302,444	5,408,066	3,265,027	3,072,138	2,837,009	2,672,282	2,794,352	2,759,944
	Net Change in Fund Balance	(414,420)	(336,977)	4,302,444	5,408,066	3,265,027	3,072,138	2,837,009	2,672,282	2,794,352	2,759,944
	Beginning Fund Balance	13,613,957	13,199,537	12,862,560	17,165,004	22,573,069	25,838,096	28,910,235	31,747,244	34,419,526	37,213,877
	Ending Fund Balance	13,199,537	12,862,560	17,165,004	22,573,069	25,838,096	28,910,235	31,747,244	34,419,526	37,213,877	39,973,821
						150.5%	111.9%	109.8%	108.4%	108.1%	107.4%
	Fund Balance Schedule										
	Building Reserve	505,000	505,000	505,000	505,000	505,000	505,000	505,000	505,000	505,000	505,000
	15% Emergency Reserve	1,586,644	1,714,085	1,808,034	1,948,879	2,228,752	2,321,919	2,449,199	2,561,658	2,641,747	2,729,571
	Reserve to pay off side funds										
	20% Reserve	2,115,525	2,285,447	2,410,712	2,598,505	2,971,669	3,095,892	3,265,598	3,415,544	3,522,330	3,639,428
	Reserved for OPEB										
	Available Fund Balance	8,992,369	8,358,028	12,441,258	17,520,685	20,132,676	22,987,423	25,527,446	27,937,324	30,544,800	33,099,822
	Ending Fund Balance	13,199,537	12,862,560	17,165,004	22,573,069	25,838,096	28,910,235	31,747,244	34,419,526	37,213,877	39,973,821
						150.5%	111.9%	109.8%	108.4%	108.1%	107.4%