



## Item No. 9 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 17, 2021**

**SUBJECT: ADOPT THE ATTACHED BUDGET AMENDMENT RESOLUTION FOR  
THE FY 2020/21 BUDGET**

#### **RECOMMENDATION**

Adopt the attached Resolution authorizing a Budget Amendment for the FY 2020/21 Budget.

#### **BACKGROUND**

Staff presented the Mid-Year budget review for the General Fund FY 2020/21 at its February 3, 2021 Study Session. Staff noted that the FY 2020/21 Budget reflects a positive outlook, despite potential short- and long-term impacts of COVID-19. The Town is weathering the short-term impact of COVID-19 but is also experiencing a recovery period with resumed ramp up of Town residential construction and the continued construction of the Town Center project.

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 \$80,850 in the building department for the building service contract expense. The total budget adjustment required and included on the attached resolution is \$80,850.

#### **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 \$80,850 (0.53%) against a General Fund (plus ERAF) revenue increase of \$1,051,656 (5.9%).

### **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**

Resolution of the City Council of the Town of Atherton Approving Mid-Year FY 2020/21 Budget Adjustment

**RESOLUTION NO. 21-xx**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF  
ATHERTON APPROVING MID-YEAR BUDGET AMENDMENT  
FOR FY 2020/21**

---

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

**WHEREAS**, to account for increase in Building department expense, a \$80,850 corresponding adjustment in expenditures is necessary for Building Services contract expense; and

**WHEREAS**, in review of the General Fund at Mid-Year for Fiscal Year 2020-2021, 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 2020-21 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 17<sup>th</sup> day of February 2021 by the following vote:

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

---

Elizabeth Lewis, 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 \$80,850 From:**

**2020/2021  
Un-appropriated General Fund Balance**

**To:**

**2020/2021**

**101-25-52033-025 Contract Bldg & Life Safety Services    \$80,850**

**Total Adjustment \$80,850**