



Town of Atherton

2016/2017

General Fund Operational Budget Review

General Fund

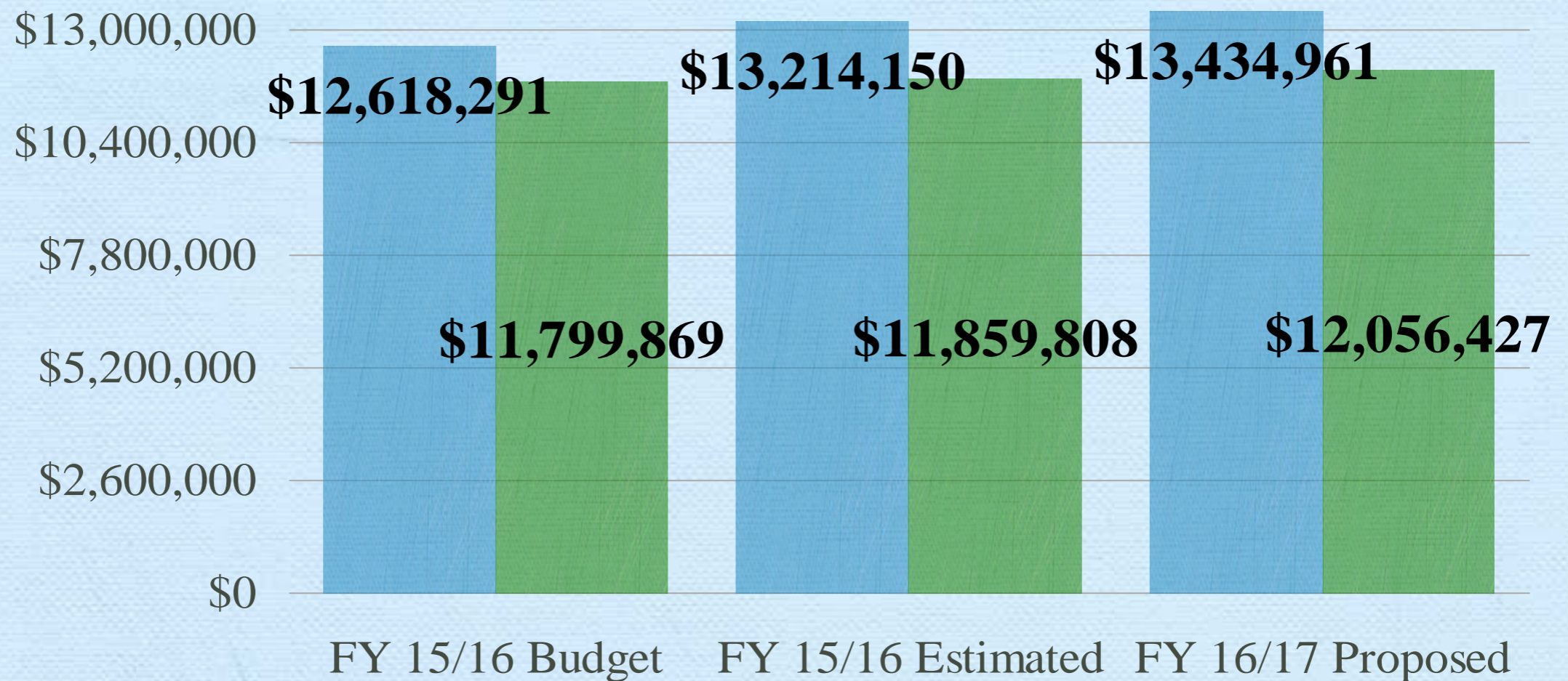
- ❖ Primary Operating Fund of the Town
- ❖ All general tax revenues and other receipts that are not allocated by law or contract to other funds are accounted for here
- ❖ Expenditures from the General Fund are most commonly general operating expenditures and capital improvement costs that are not paid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



General Fund Revenues to Expenditures

(w/o Parcel Tax, ERAF, Transfers)

■ Revenues ■ Expenditures



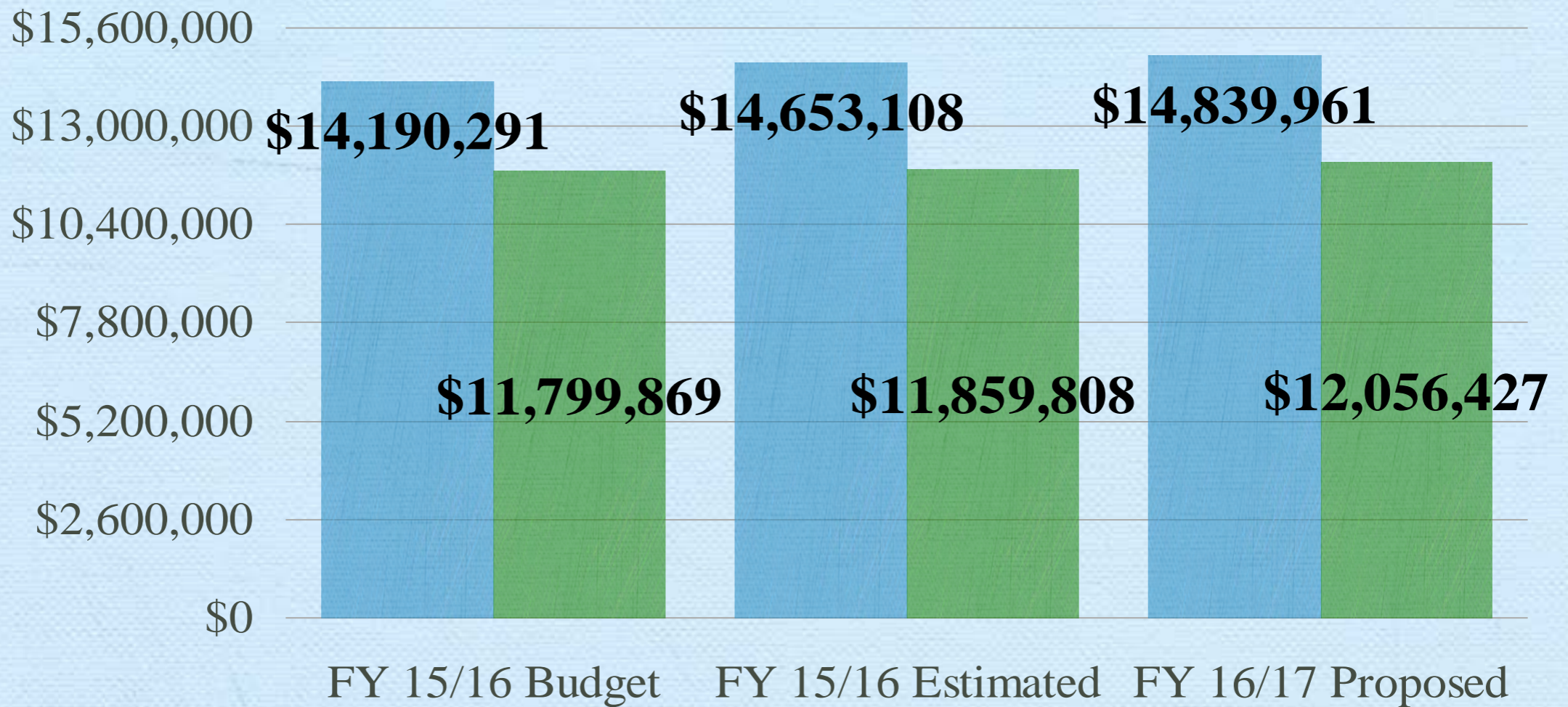
Over/(Under): \$818,422 \$1,354,342 \$1,378,534



General Fund Revenues to Expenditures

(Including General Fund Parcel Tax & ERAF)

■ Revenues ■ Expenditures



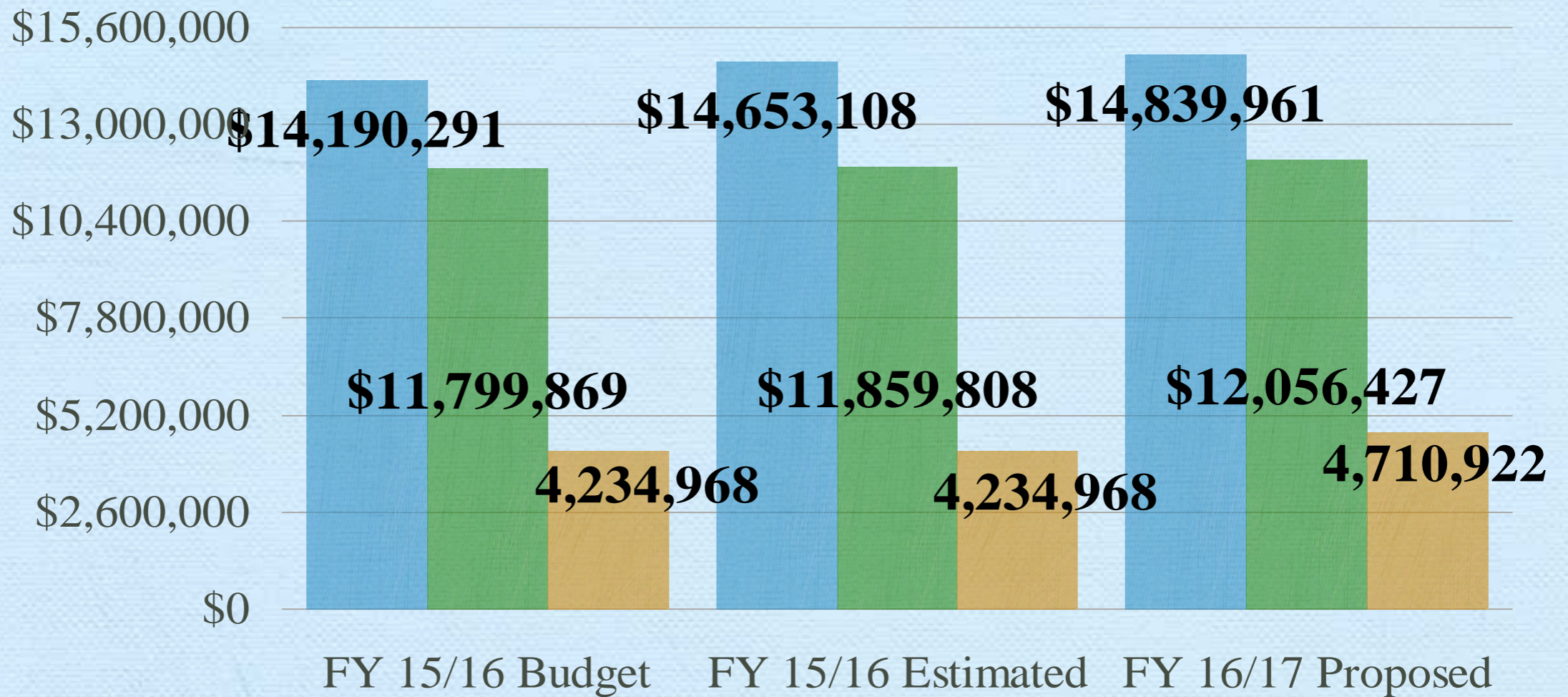
Over/(Under): \$2,390,422 \$2,793,300 \$2,783,534



General Fund Revenues to Expenditures

(Parcel Tax, ERAF and InterFund Transfers)

■ Revenues ■ Expenditures ■ Transfers



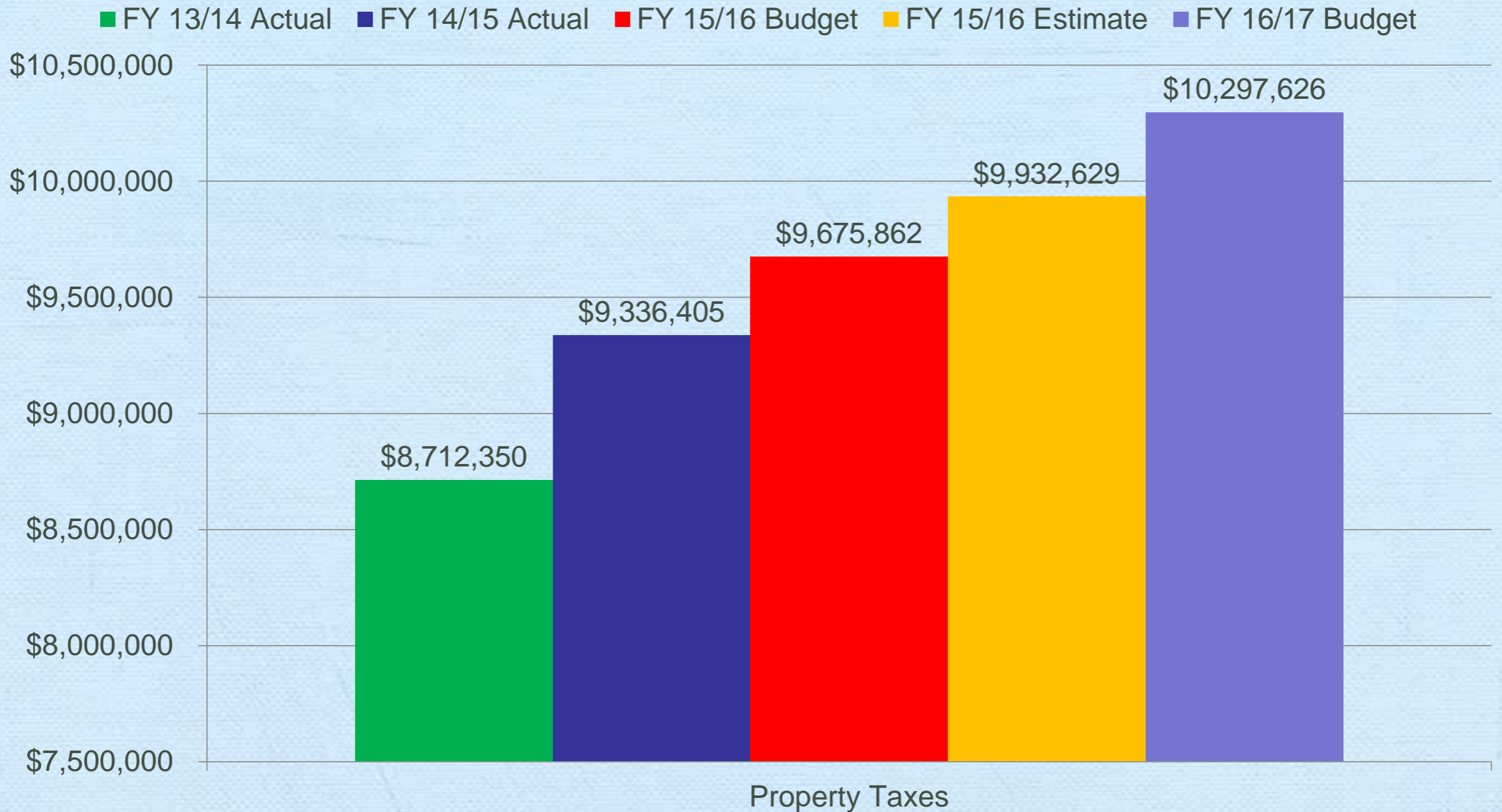
Over/(Under): (\$1,844,546) (\$1,441,668) (\$1,927,388)



General Fund Major Revenues

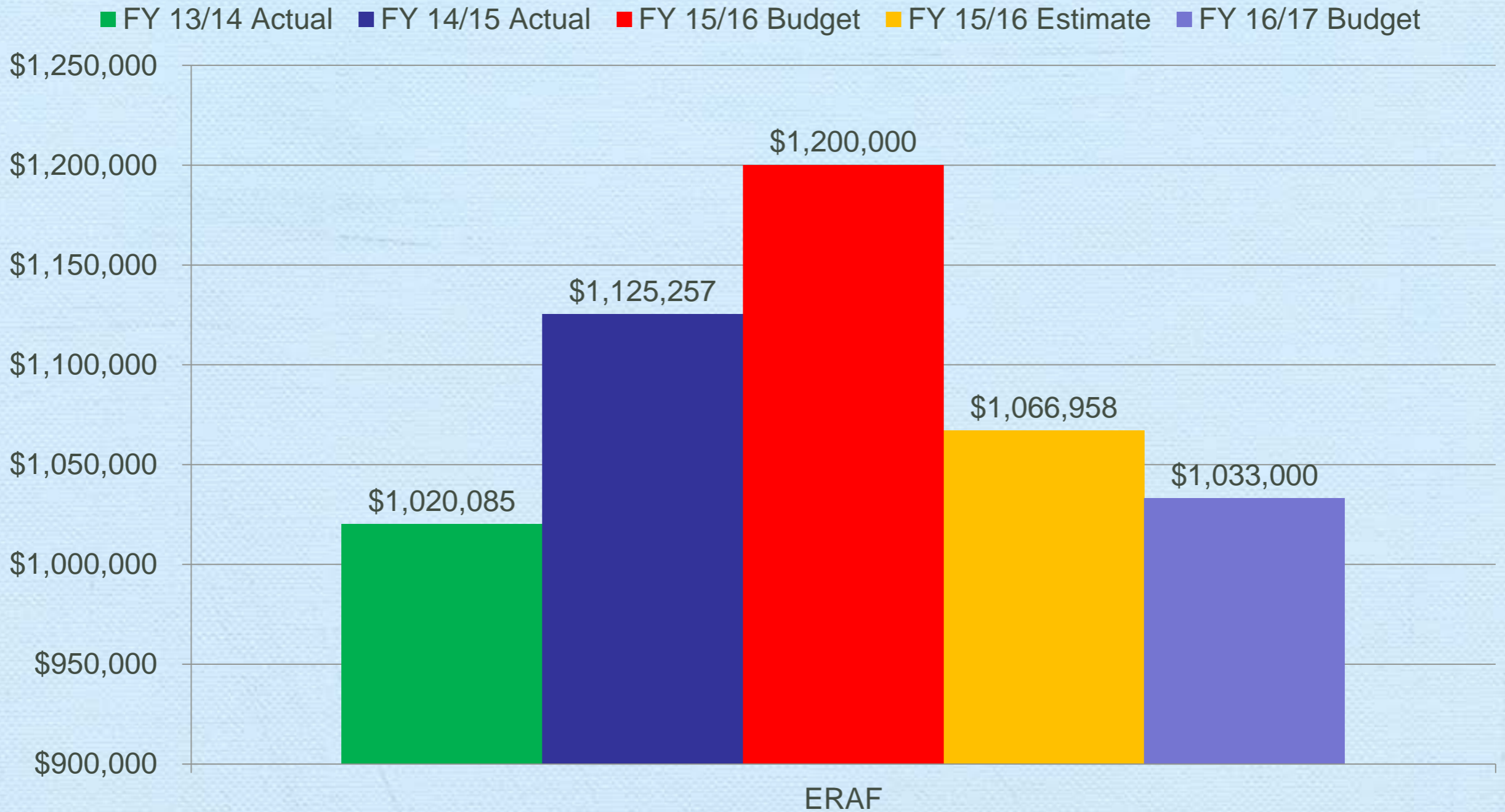
Property Taxes

Includes ERAF



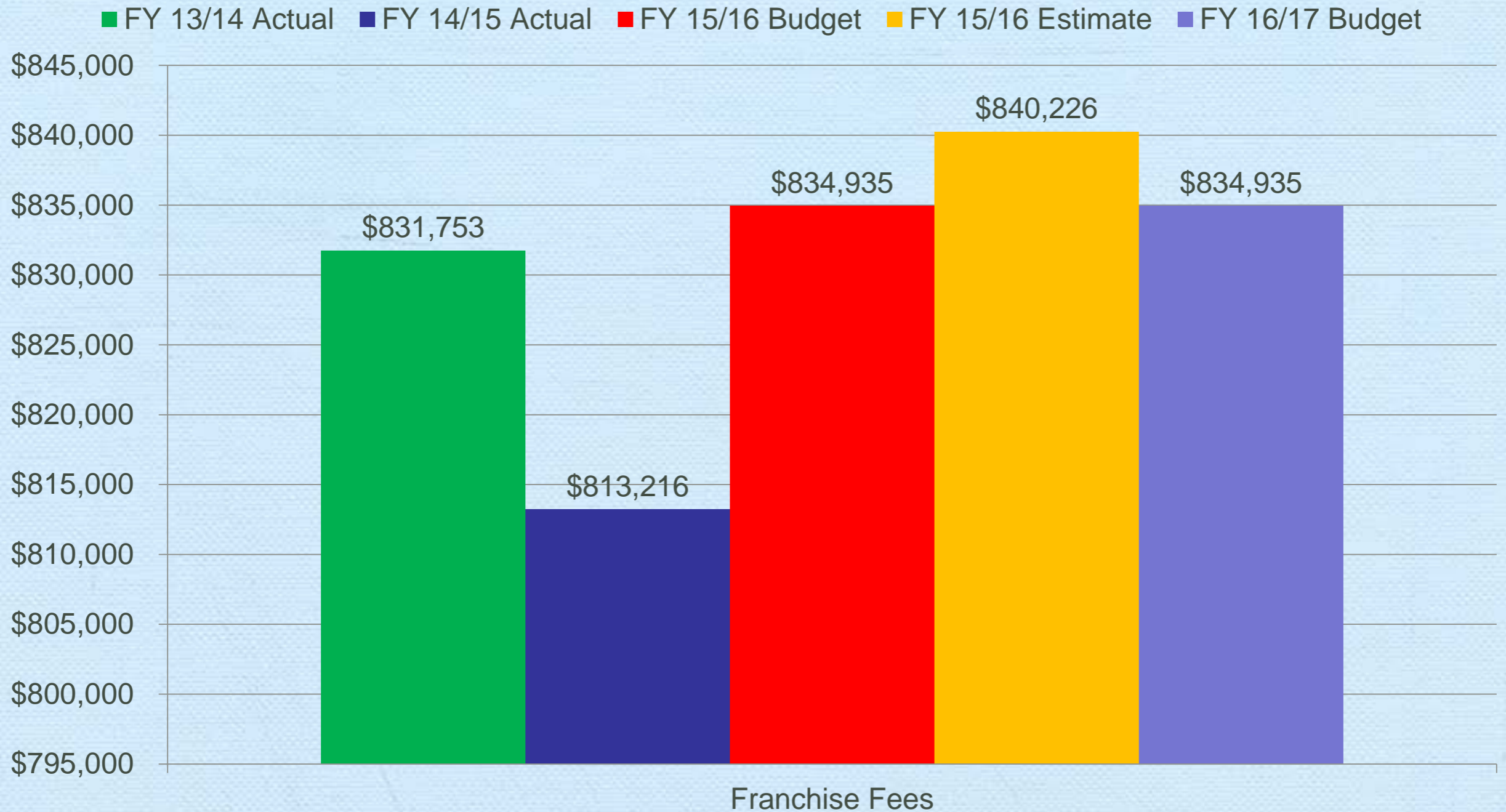


General Fund Major Revenues ERAF Year over Year





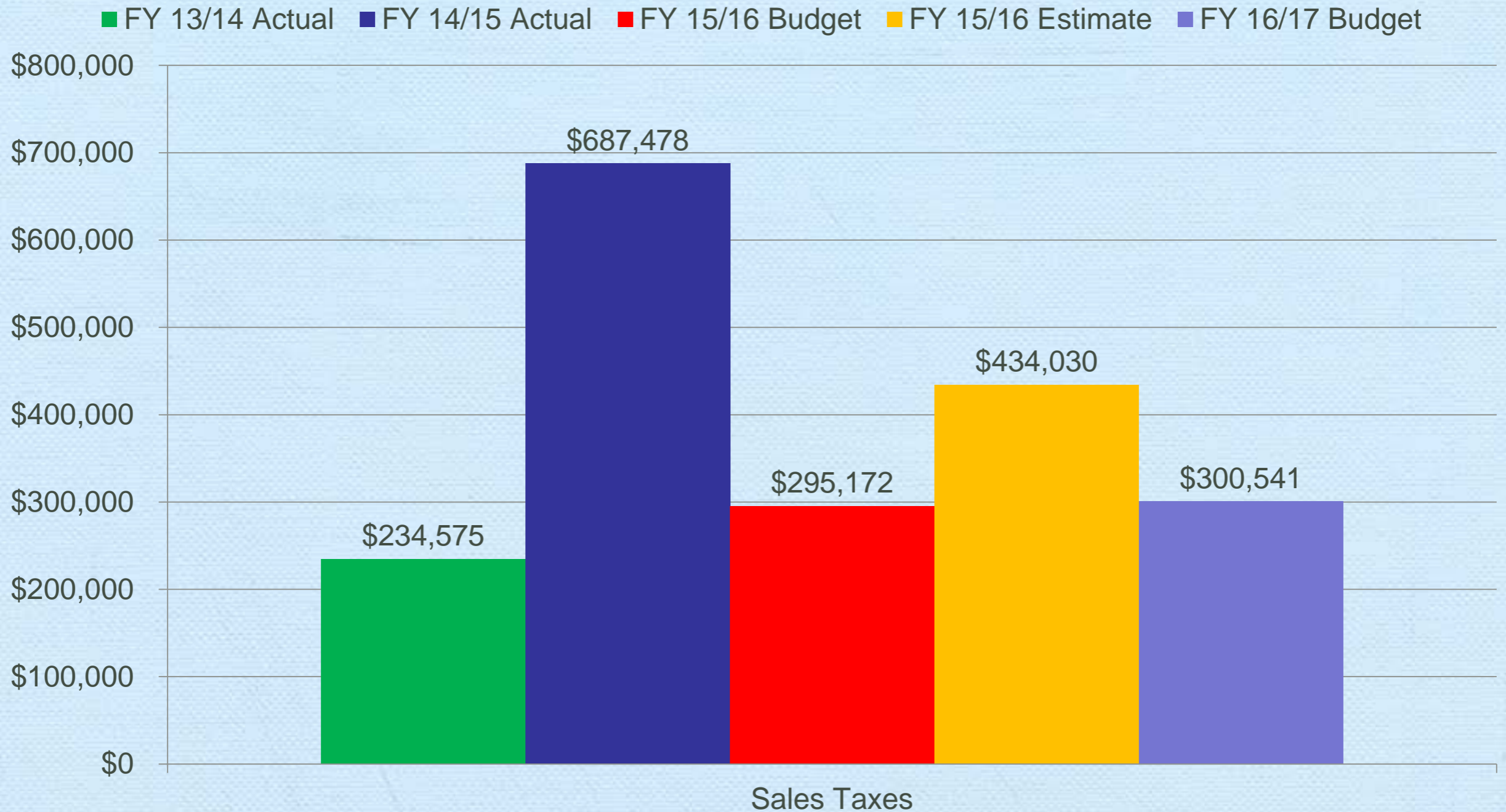
General Fund Major Revenues Franchise Fees





General Fund Major Revenues

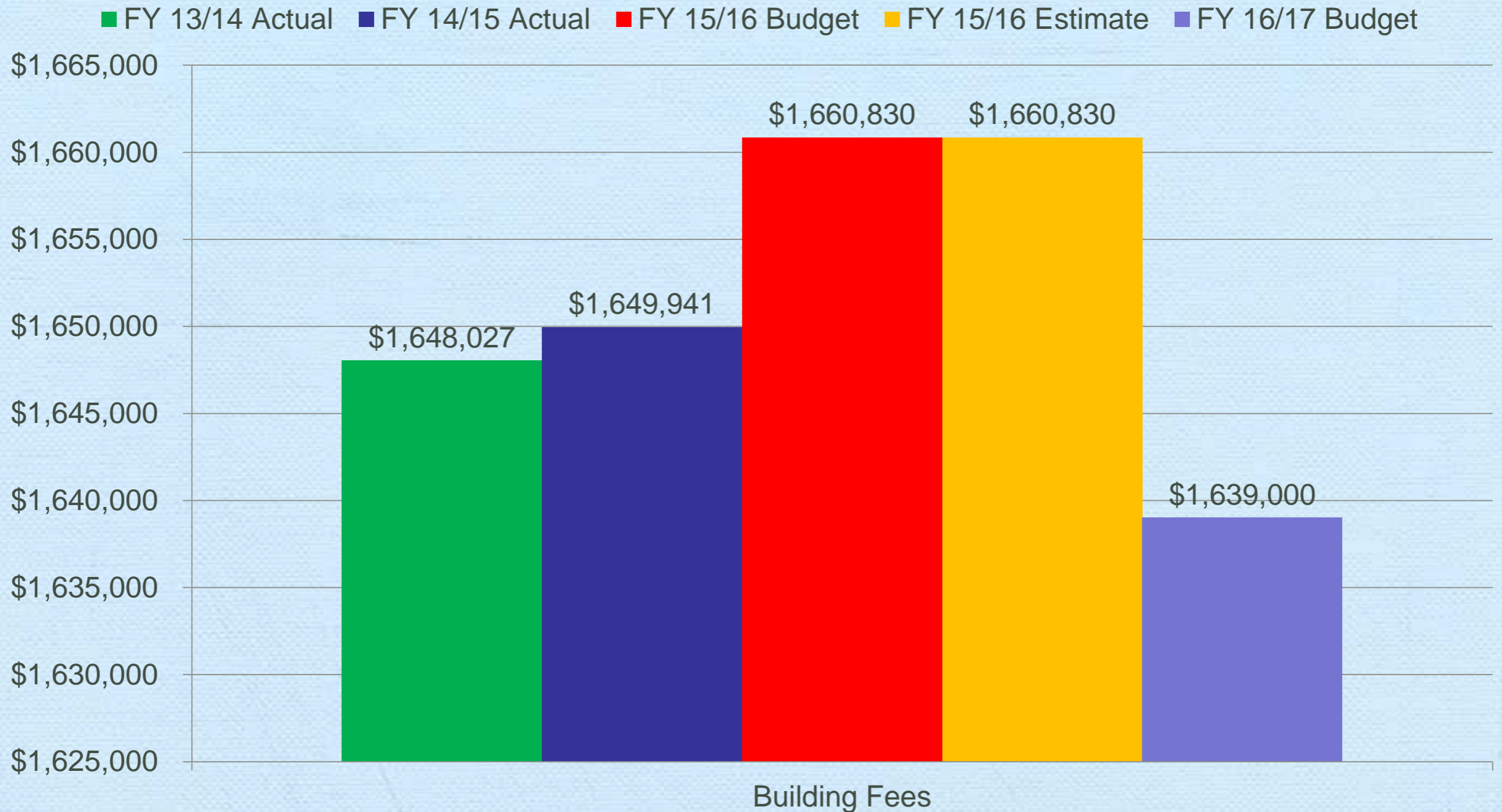
Sales Taxes





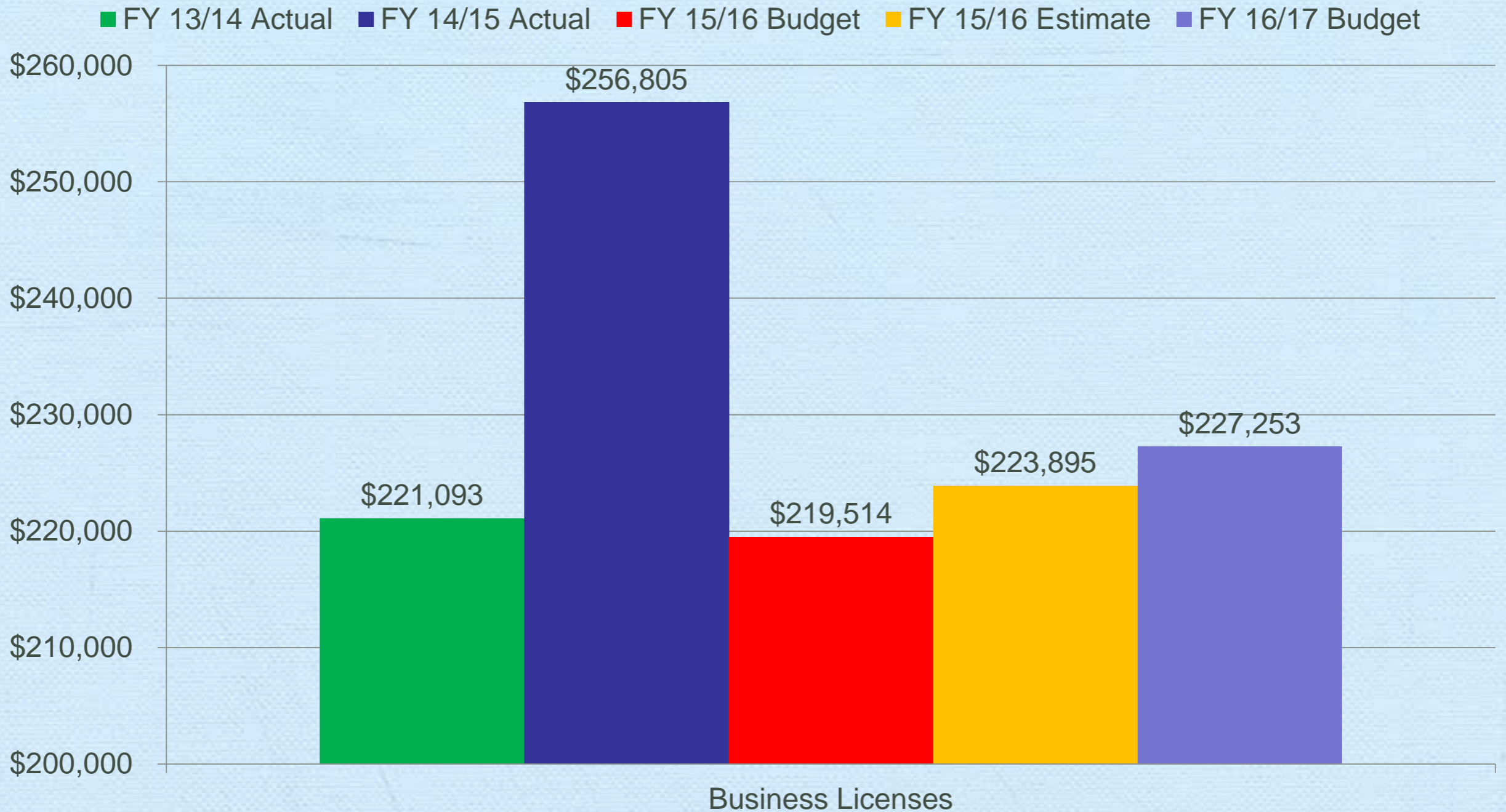
General Fund Major Revenues

Building Fees



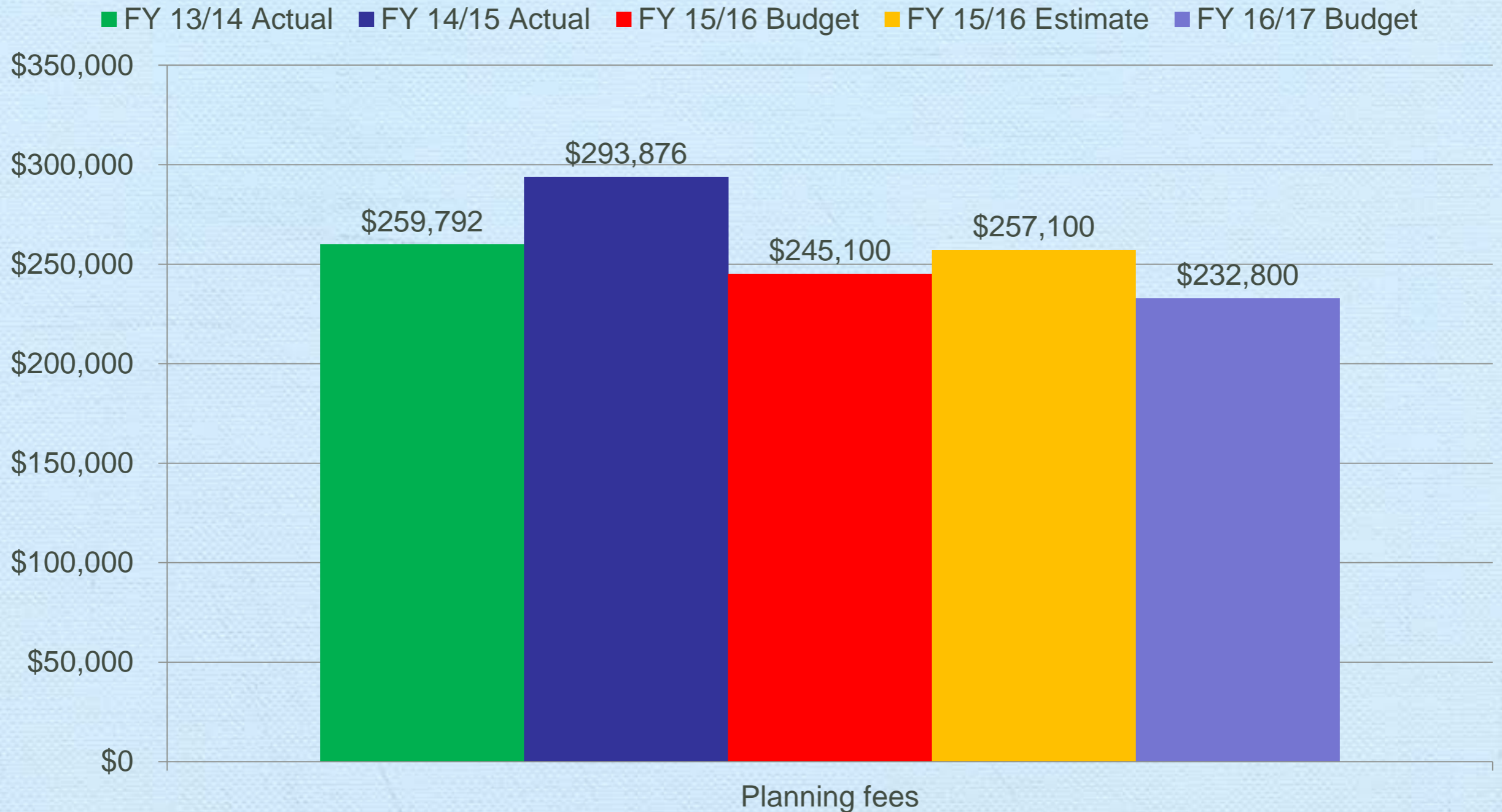


General Fund Major Revenues Business Licenses



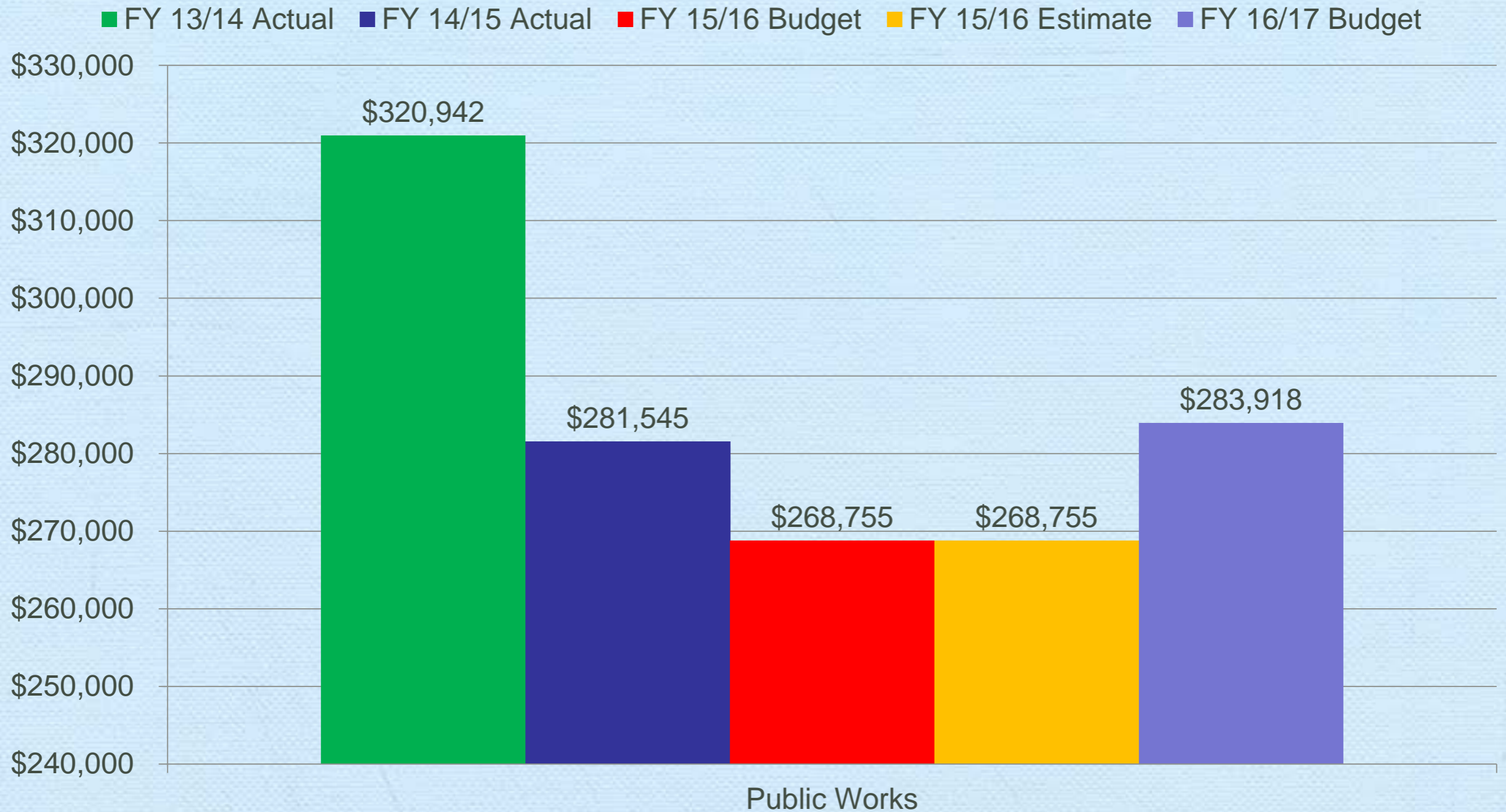


General Fund Major Revenues Planning Fees





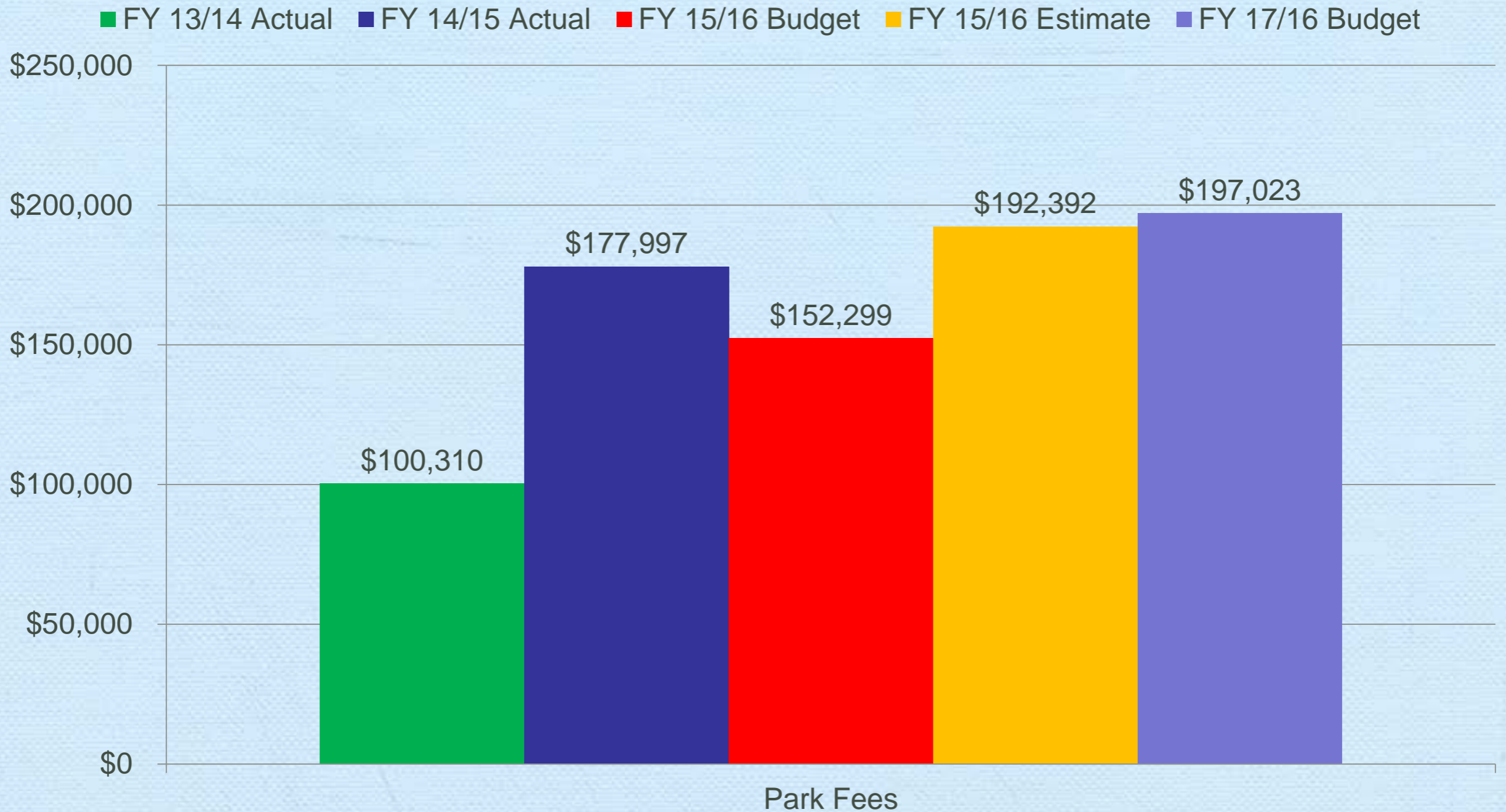
General Fund Major Revenues Public Works





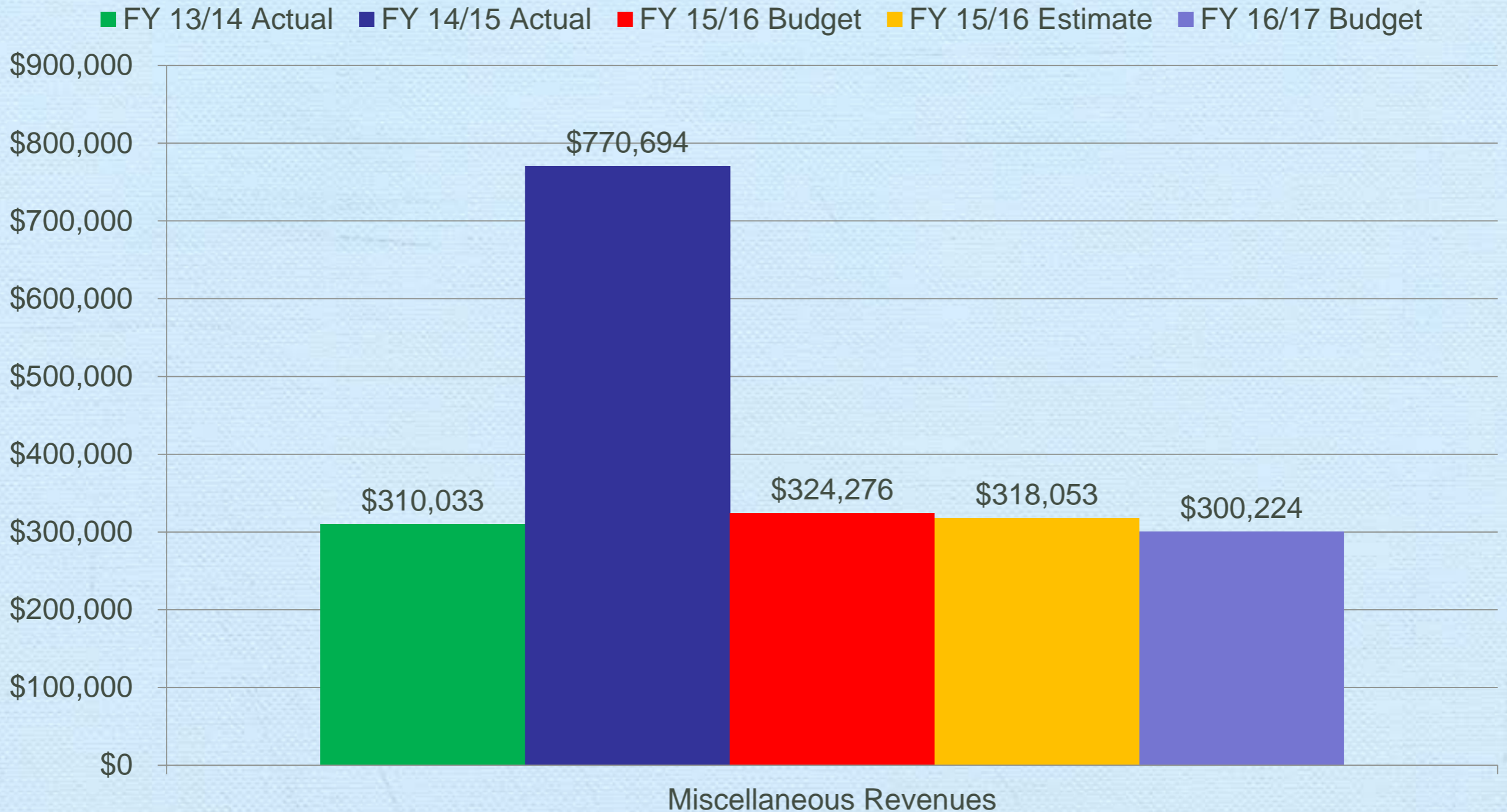
General Fund Major Revenues

Park Fees



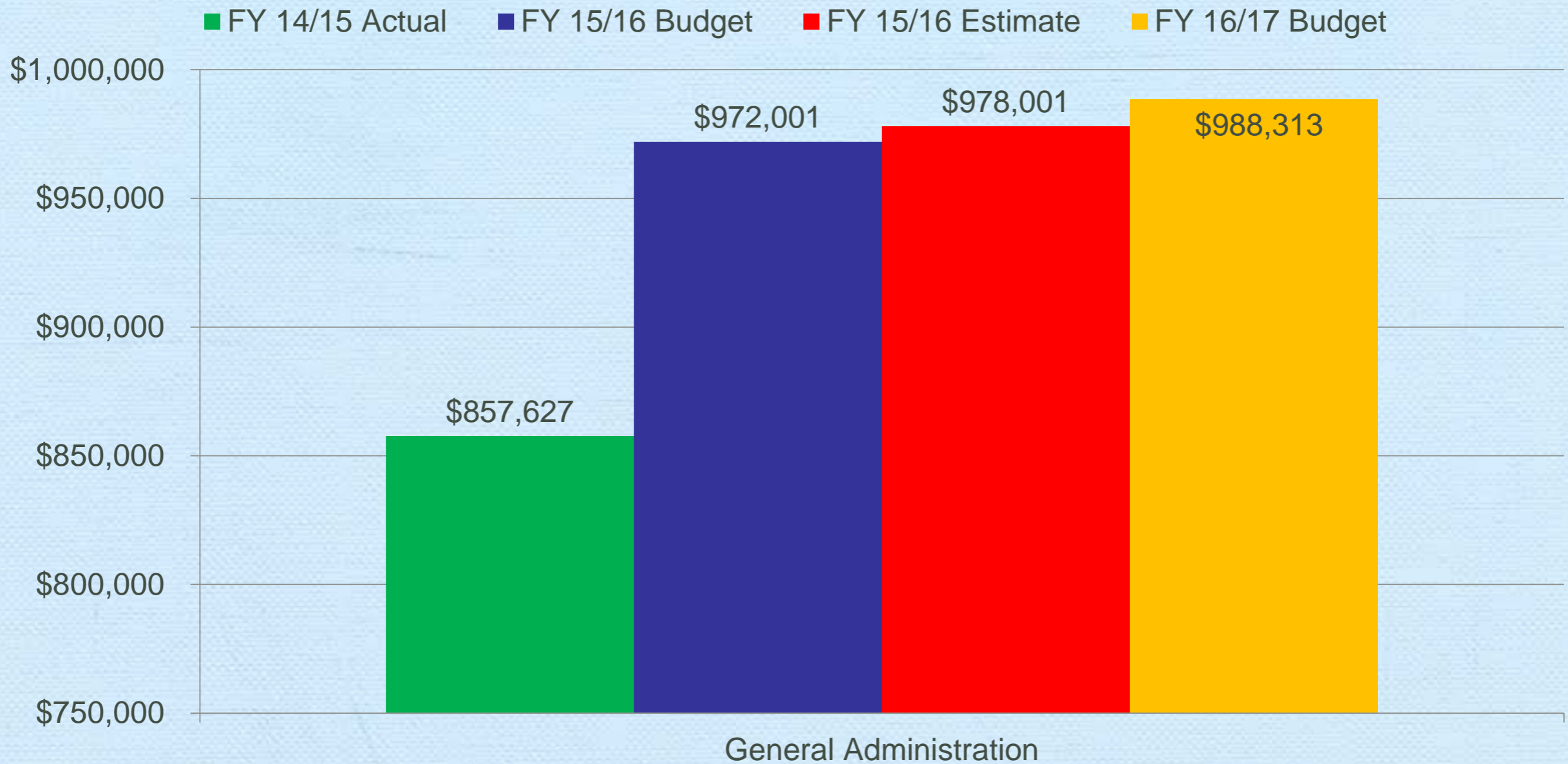


General Fund Major Revenues Miscellaneous





General Fund Expenditure General Administration



General Administration consists of:
City Council | City Attorney | Admin



General Administration – Major Fiscal Changes

City Council decrease of \$9,127

- ❖ Reduction in Contract Services, Office Equipment and Furniture; Election Expense cost increase of \$15,000
- ❖ Administration dept. increase of \$1,185
- ❖ CalPERS UAL Payment FY 16/17 slight increase
- ❖ Decrease in retiree health plans pay as you go
- ❖ Projected salary & benefits adjustment; increase in CalPERS Miscellaneous contribution rate 8.844% to 9.055%
- ❖ Decrease in Special Events & Awards (employee recognition)



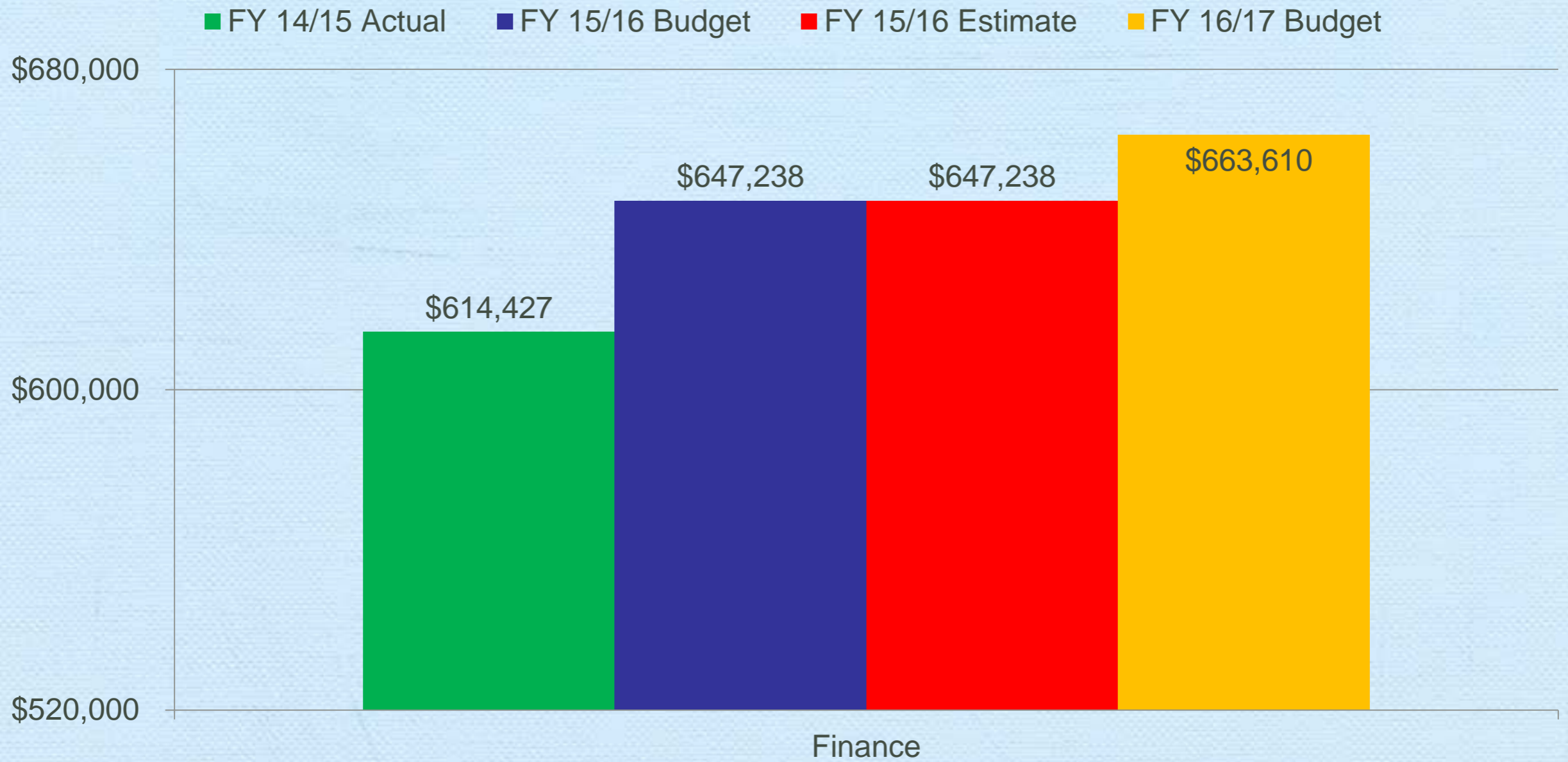
Departmental Goals | Mission

General Administration

- ❖ Continue to Develop the Human Resources Policies and Procedures Manual
- ❖ Stimulate Community engagement through Town Events and activities
- ❖ Develop the Human Resources Module within the Springbrook Financial Software
- ❖ Develop and indexing system for stored and retained records
- ❖ Expand and develop partnerships with schools and other agencies
- ❖ Connect with surrounding jurisdictions on regional issues and concerns.
- ❖ Develop and Maintain and internal Claim Processing Program for Admin and Public Works Staff



General Fund Expenditure Finance





Finance Department- Major Fiscal Changes

- ❖ Finance Department increase of \$16,371
- ❖ CalPERS UAL Payment; slight increase; projected salary and benefits adjustment; CalPERS employer rate contribution increase
- ❖ Health insurance retiree pay as you go, slight increase
- ❖ Contract Services Expenditure increase
- ❖ Banking service expenditure increase
- ❖ Audit & Financial expenditure increase

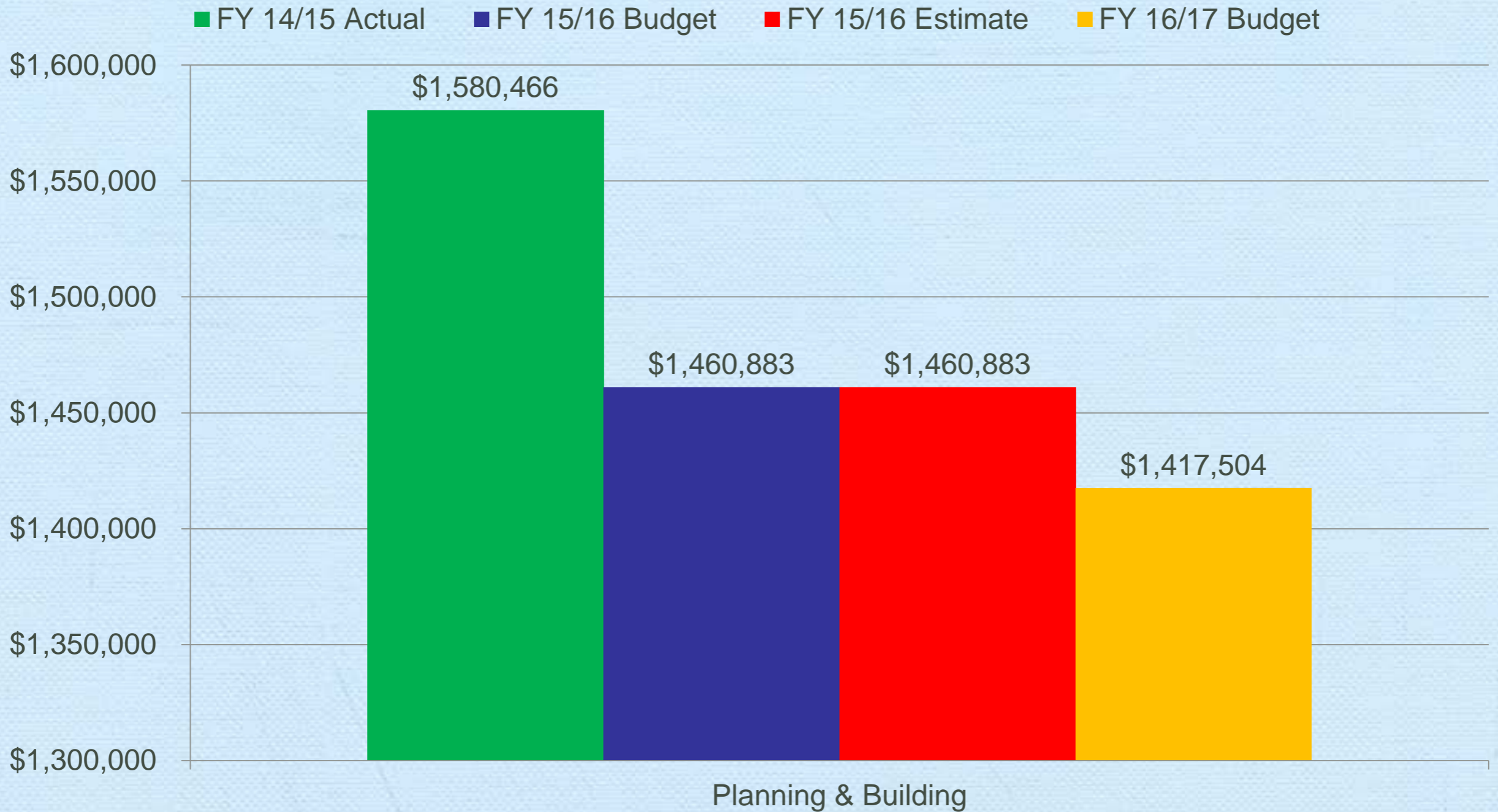


Departmental Goals Finance

- ❖ Continue to look for ways to maximize revenue to the General Fund
- ❖ Update GASB 68 for CalPERS Pension accrued liability
- ❖ Implement GASB 72 for OPEB Pension Liability
- ❖ Update 5 year planning forecast with known assumptions
- ❖ Utilize OPENGOV transparency platform and other tools.



General Fund Expenditure Planning & Building





Planning & Building – Major Fiscal Changes

Planning decrease of \$6,161

- ❖ Contract Planner expense increase

Building dept. decrease of \$49,942

- ❖ Salaries & Benefits slight increase
- ❖ CalPERS UAL Payment slight increase
- ❖ Reduction in Digital archiving building plans & permit documents
- ❖ Increase in subscription, and technical services expenditures

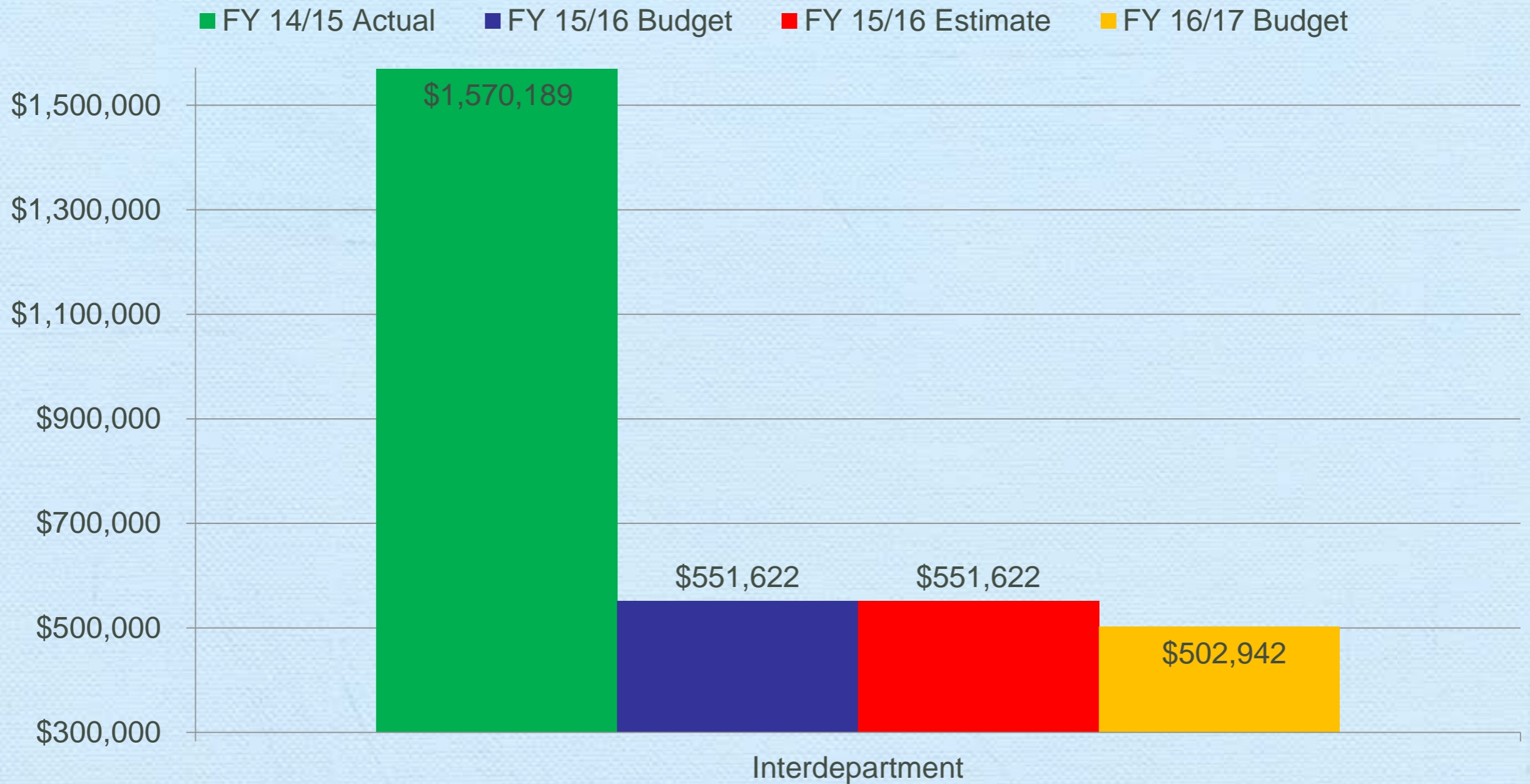


Departmental Goals | Mission Planning & Building

- ❖ Coordinate with Developers and Menlo Park Fire for the adoption of the 2016 California Codes.
- ❖ Continue the monthly Development Roundtable meetings
- ❖ Revise handouts to the 2016 California Codes. Outreach to the development community on the requirements including local Green Building, Energy Conservation and Construction Time Limits. Expand the use of the permitting software between Town Departments and the development community
- ❖ Complete the Historic Digital Archiving of Building Permits
- ❖ Adopt a Climate Action Plan

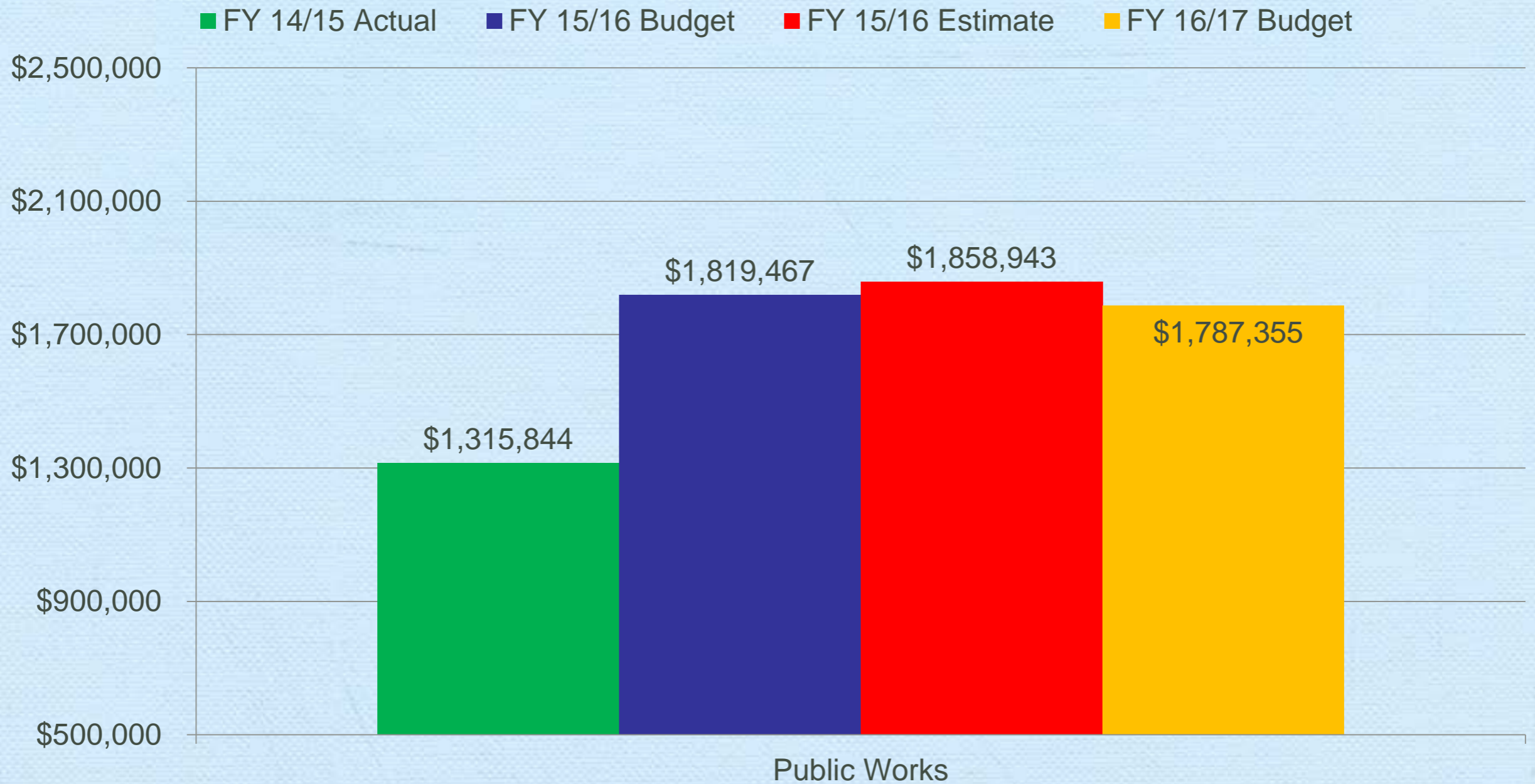


General Fund Expenditure Inter-department





General Fund Expenditure Public Works





Public Works Department- Major Fiscal Changes

- ❖ Public Works Department decrease of \$71,587
- ❖ Salaries and Benefits increase
- ❖ CalPERS UAL Payment slight increase
- ❖ Increase in Public Works Director contract expense
- ❖ Facility and Electrical repairs & maintenance decrease
- ❖ Custodial Contract expenditure slight increase
- ❖ Miscellaneous Computer software expense increase (GIS)
- ❖ Decrease in Building Improvement expenditures



Departmental Goals

Public Works

- ❖ Begin conversion and replacement of existing Series Street lights to improve safety and reliability of street light system
- ❖ Continue implementation of Park Master plan by accomplishing items from the 5 year priority list
- ❖ 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
- ❖ 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



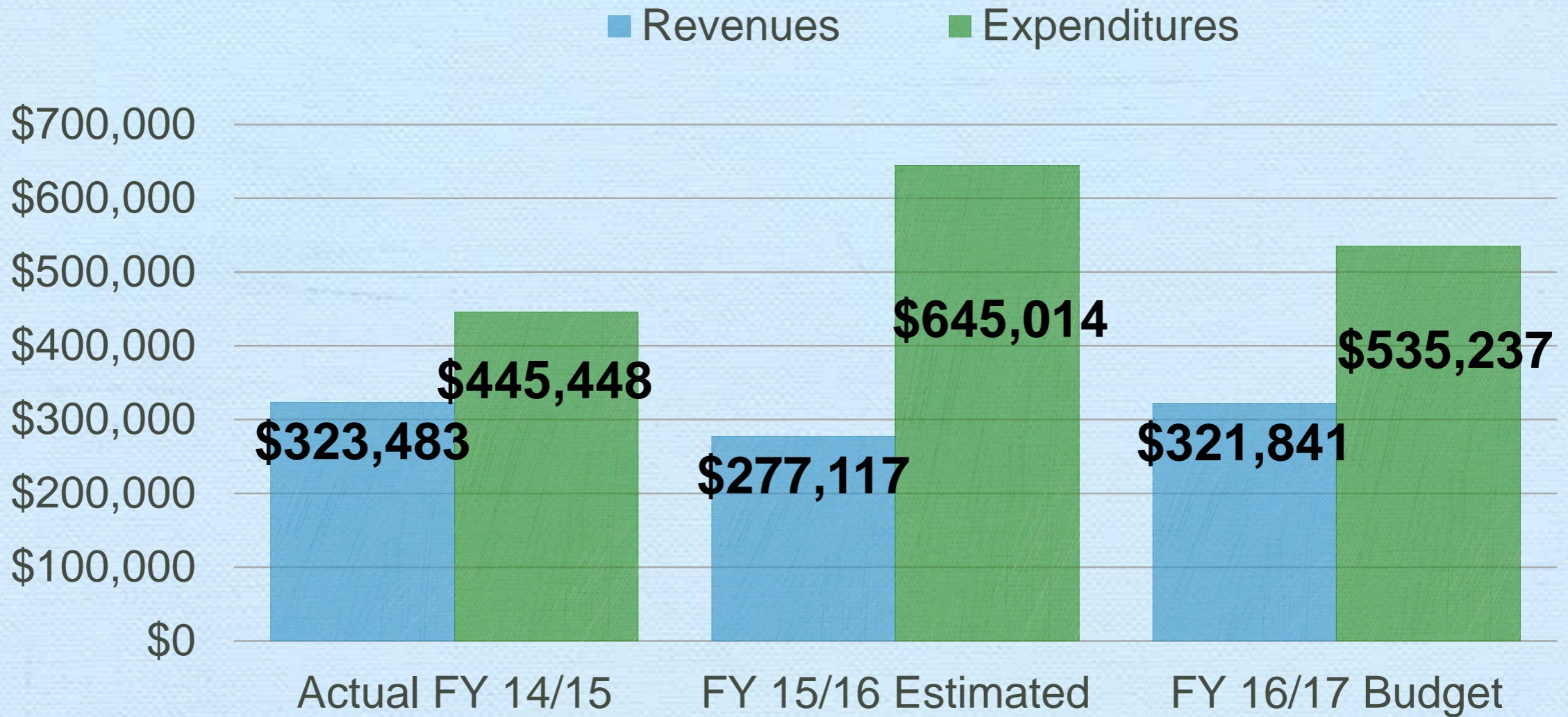
Departmental Goals

Public Works

- ❖ Implement projects that will improve safety, connectivity and awareness on major bike corridors accessing schools and parks
- ❖ Create a system 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



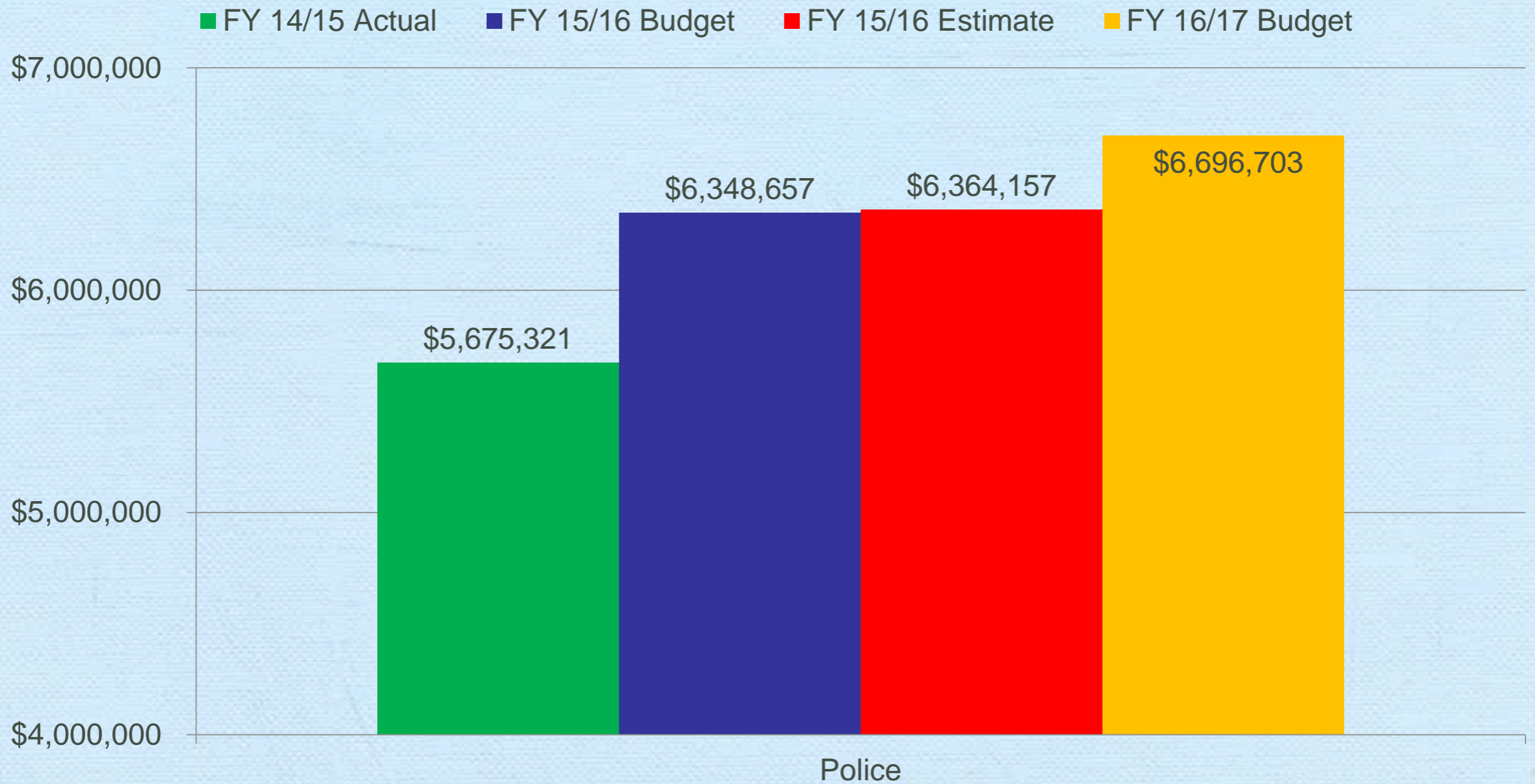
Park Programs-Income Statement Revenues to Expenditures



Over/(Under): (\$121,965) (\$367,897) (213,396)



General Fund Expenditure Police Department





Police Department- Major Fiscal Changes

- ❖ Police Department increase of \$332,546
- ❖ Salaries and Benefits adjustment; increase in overtime budget expense as department gets up to full staffing
- ❖ CalPERS UAL Payment; \$424K a \$68,000 increase
- ❖ Workers' Compensation Expense increase charge; \$25K
- ❖ Operational Expenditure budget increase \$157,177
- ❖ Increase in Technical Services expenditure; Crossroads and RIMS
- ❖ Increase in Equipment maintenance vehicles; Camera repairs
- ❖ Increase in Equipment replacement; 2 vehicles, defibrillators, body cameras, repeaters, mobile broadband routers



Departmental Mission Police Department

- ❖ The mission of the Atherton Police Department is to maintain the public peace, safeguard lives and property, and to promote a high-quality of life for our residents. To achieve these ends, the Police Department subscribes to the basic principles of Community Oriented Policing as an organizational philosophy and problem solving strategy.



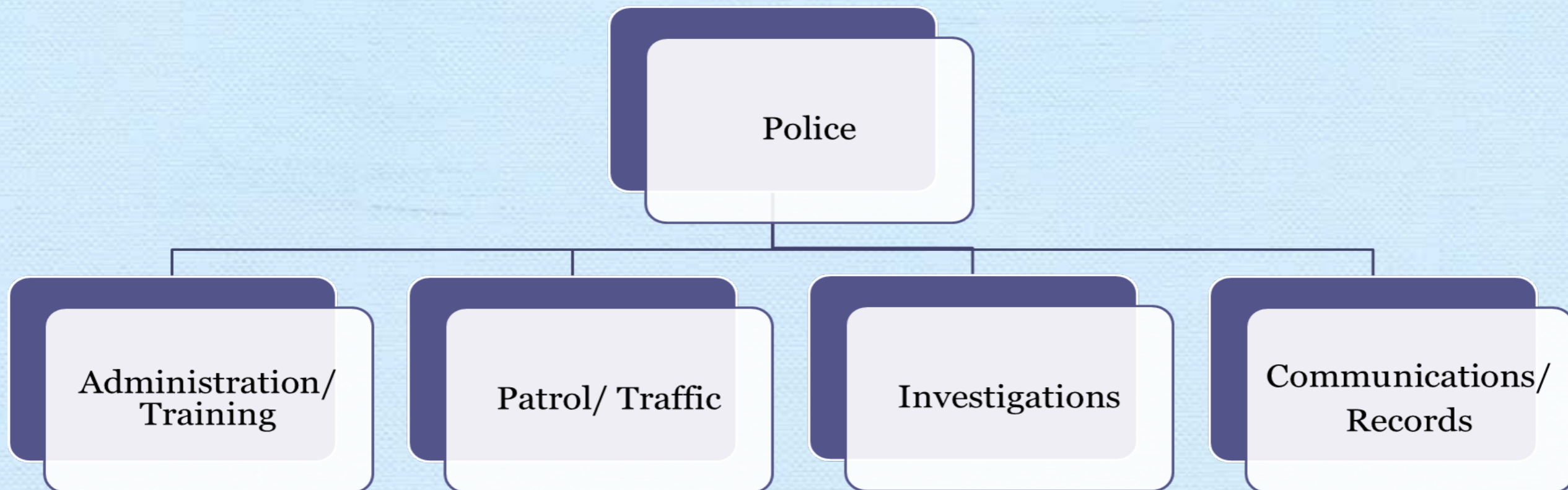
Departmental Goals | Mission

Police Department

- ❖ Minimum patrol staffing of 2 Officers and 1 Sergeant per shift.
- ❖ Maintain authorized sworn staffing levels thru recruitment and retention
- ❖ Recruit and train two additional Reserve Officers.
- ❖ On-going evaluation of staff deployment
- ❖ Promote department thru community outreach and to new residents
- ❖ Work with Town Staff on code enforcement operations



Police Department Divisions





Police Department Resources

Authorized full time staffing: 29

1 Police Chief	14 Police Officers
1 Lieutenant	5 Dispatchers/Records Clerks
1 Executive Assistant	1 Community Service Officer
5 Sergeants	1 Code Enforcement Officer

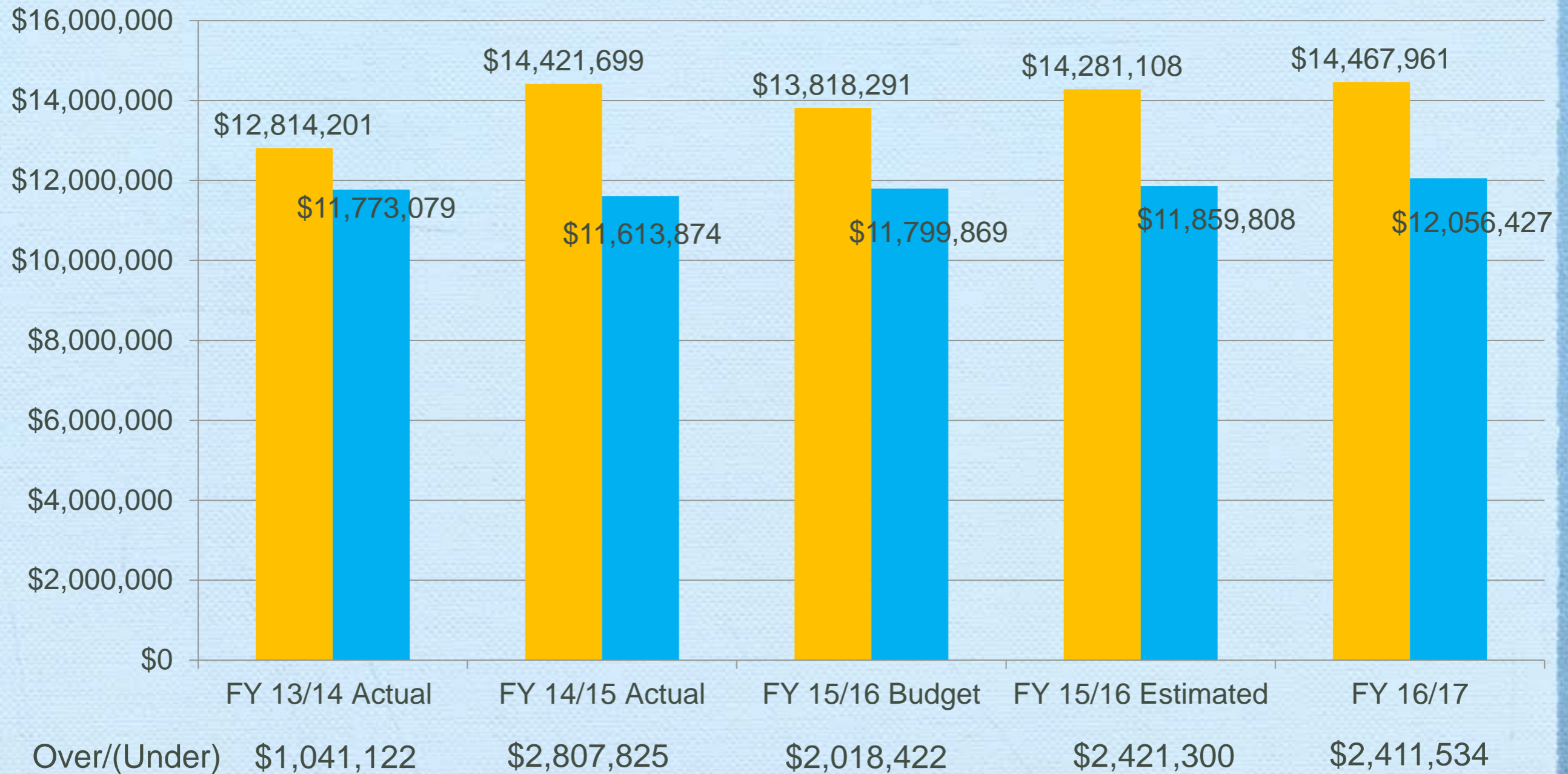
(16 volunteers/reserves)



General Fund Revenues to Expenditures

(without the Parcel Tax)

■ Revenues ■ Expenditures

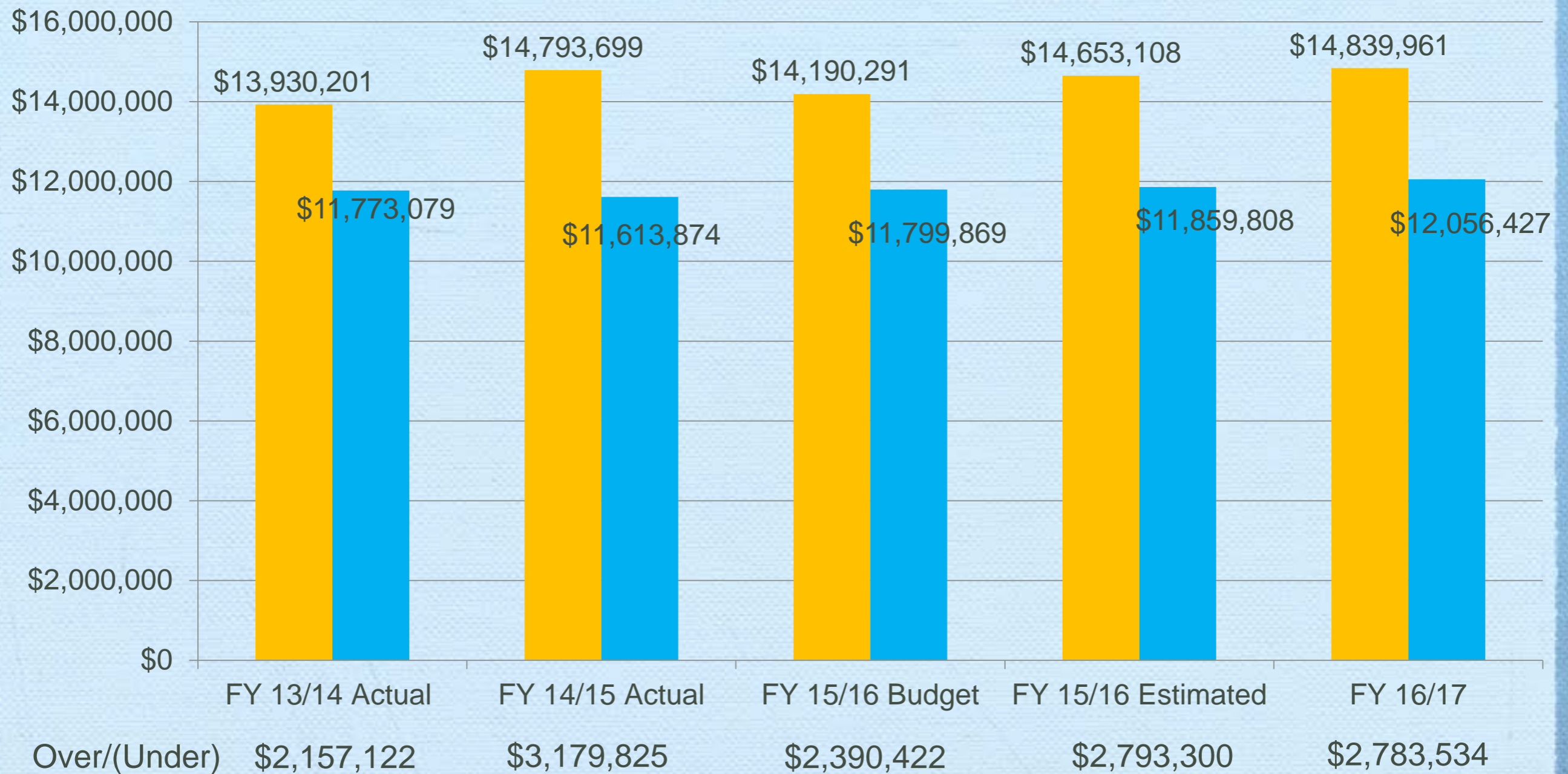




General Fund Revenues to Expenditures

(with the Parcel Tax)

■ Revenues ■ Expenditures





General Fund Reserves Policy

FY 2016/17 Expenditures	\$12,056,427
Projected FY 2016/17 Ending Fund Balance	\$10,224,749
15% Emergency Reserve	\$1,808,464
20% Contingency Reserve (Stabilization)	\$2,422,285
Capital Replacement Reserve	\$1,005,000
TOTAL RESERVE REQUIREMENT	\$5,224,749
Less Above Reserve Requirement=Unallocated Reserves	\$5,000,000



General Fund Reserve Policy

❖ The projected ending fund balance of \$10,224,749 is net of the following transfers out:

\$453,960- Pension Liability Reserve

\$112,998 Workers' Comp minimum equity reserve

\$4,143,964 Transfer out for Future CIP projects



Use of Excess ERAF Funds

ERAF Policy- “one time” revenue towards long-term liabilities, capital infrastructure, or one-time operational expenditure needs

FY 2012/13 Actual	FY 2013/14 Actual	FY 2014/15 Actual	FY 2015/16 Actual	FY 16/17 Estimated
\$892,094	\$1,020,085	\$1,125,257	\$1,066,958	\$1,033,000

- ❖ FY 13/14- ERAF used as contribution for OPEB Liabilities
- ❖ FY 14/15- ERAF used for \$680,684 contribution towards OPEB; Increases Total Trust level to \$5M and \$444,316 for Worker’s Compensation negative equity



Use of Excess ERAF Funds

- ❖ Staff recommendation for use of \$1,066,958 FY 2015/16 ERAF revenues

ERAF Revenue	Actual Amount	Use of Funds
FY 2015/16	\$1,066,958	Determine in FY 2016/17 budget
Allocate FY 2016/17	(\$453,960)	Unfunded Liability Side Fund
Allocate FY 2016/17	(\$112,998)	WC minimum Equity Reserve replenishment
Allocate FY 2016/17	(\$500,000)	Capital Facility Replacement Fund

- ❖ Set an internal reserve amount for unfunded liability that could be rescinded if other needs warranted ERAF funds



Parcel Tax

- ❖ The Parcel Tax total revenue is \$1.8M
- ❖ Parcel Tax is used to pay for 2 sworn officer positions
- ❖ In FY 2014/15 GF allocation reduced to 20% or \$372,000 and maintained in FY 2015/16
- ❖ Staff suggest continuing the 80/20 allocation \$372,000 to General Fund Police Services and \$1,488,000 for Capital Projects.



Town of Atherton

2016/2017

Questions