



Item No. 20 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

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

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: APRIL 19, 2017

**SUBJECT: REVIEW OF THE FY 2017/18 SPECIAL REVENUE AND INTERNAL
SERVICE FUNDS**

RECOMMENDATION

Review and Discuss Special Revenue and Internal Service Funds for FY 2017/18.

BACKGROUND

This is the 2nd Budget Meeting for the FY 2017/18 Budget Calendar – Special Revenue Funds.

The Town maintains a variety of special revenue and internal service funds that are “restricted funds” for specific purposes that assist in maintaining the Town General Operations beyond basic capital improvements. Special Revenue Funds are used to account for revenues derived from specific sources. Revenues to these funds are usually required by law or administrative regulation to be accounted for in a separate fund. Revenue to internal service funds are in the form of department charges based on allocations by department and uses. Examples include the Library Fund, Tennis Fund, COPS Grant fund, the Special Tax (Parcel Tax Fund), Equipment Replacement Fund, Worker’s Compensation Fund, General Liability, and Employee Benefit Fund.

ANALYSIS

This Report is not a discussion of the Capital Improvement Fund or the Special Parcel Tax Fund.

The Special Parcel Tax is maintained as a special revenue fund. Authorized priority uses for the Special Parcel Tax include: 1) Police emergency response services and neighborhood patrols; 2) Street repair and maintenance; and 3) Drainage facility repair and maintenance. The Special Parcel Tax is a significant revenue source to the General Fund and Capital Improvement Projects Fund (CIP). For the purposes of this staff report, all other special revenue funds not dedicated to Capital Projects and the Town Internal Service Funds are discussed.

Discussion of the Special Parcel Tax (revenue and percentage tax allocations) is scheduled for the June 7 Study Session and discussion of the Capital Improvement Fund is set for the May 3 Study Session.

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. Over the years there has been an accumulation of excess revenue within the Atherton Library Fund. The excess revenue, called “Donor Funds,” can be used to augment library services and/or fund future library needs such as capital infrastructure. 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 2016/17 ending balance for the Library Fund is \$11,428,635. Funds are held in trust in part by the Town and the County of San Mateo. Of that amount, the Town holds \$5,902,489 and the County holds \$5,526,146. The County holds all future donor funds. The projected Library Fund Revenue (donor funds) for FY 2017/18 is \$1,295,000. The estimated available funding for FY 2017/18 is \$12,723,635.

EXPENDITURES

For FY 2017/18, staff has allocated \$5,904,600 for the Library’s share of the Civic Center Project. Remaining allocations include \$54,600 is for operations, utilities and maintenance costs. Additional funds have been added to the maintenance budget to accommodate some additional maintenance costs, custodial costs, and utilities as the Town prepares for the phasing of the project.

The estimated design and construction cost for the Library is \$16,150,185. There are additional “other costs” within the Cost Model Manager (IT, Inspections, Testing, Utilities, FF&E, Moving/Staging, etc.) that are attributable to the Library making the total estimated cost \$16.9 million. These costs estimates are “all-in” from the beginning of the project to the end – e.g. some of these costs have already made their way through the fund in FY 2014/15 and FY 2015/16.

It is anticipated that the Civic Center “project years” will include FY 2018/19 and FY 2019/20. Staff anticipates that there will be sufficient funds available through the project years within the Library Fund to pay for the project needs.

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 department charges based on allocations by department and uses.

TENNIS FUND

Projected revenues total \$47,050 with a majority of this revenue attributable to the facility management services contract with Player Capital. The Town entered into a management services contract with Player Capital on September 2014. Staff believes that this management services agreement continues to meet the needs of the community and provides additional revenue 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. The purchase of tennis keys by residents and non-residents provides annual revenue of approximately \$6,500. The Town currently charges \$50 for Atherton Residents per tennis key and \$200 for non-residents. Each January, new tennis keys go on sale for the new court locks that go in place in February.

For FY 2017/18, the Town anticipates expenditures of \$76,000. This includes \$6,000 for contract maintenance services for MCE and \$2,000 for building security upkeep. The Town is anticipating to resurface and restripe 6 Tennis courts in FY 2017/18. However, as the Council is aware, there has been a proposal to turn on of the courts into a clay court. Capital expenses would be reduced accordingly if the Council accepts the proposal.

Included in the capital costs is a plan to rehabilitate the tennis seating area at the courts and add shade. The beginning fund balance is estimated at \$117,051. The fund projects total revenues of \$47,050 to expenditures of \$76,000 for an negative revenues over expenses of (\$28,950). The FY 2017/18 ending fund balance is projected at \$88,101.

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 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 now 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 expects to increase expenses as they strive to raise artist membership, to keep the website current, and to utilize the new billing function of the membership portal. For FY 2016/17, the AAF requested \$10,745 from the Evan's Creative Design Fund. Included in the request was \$5,000 for art acquisitions to be coupled with FY 2015/16 residual of \$10,000 for art acquisitions to purchase a more expensive art piece in 2017 for the Town. Prior to the purchase of art for the Town, the AAF will obtain approval by the City Council. The AAF purchased two more plug-ins for their website in order to create an online membership portal for their website. This was done to allow for automated reminders to donors and artists that their membership is coming due. Other expenses include keeping their website current and adding new artists to programming. The beginning fund balance is estimated at \$18,572. Currently, the only revenue to the fund is interest earned. For FY 2017/18 staff expects a budget grant request of \$14,000. The FY 2017/18 ending fund balance is projected at \$4,752. It should be noted that this fund will be depleted in FY 2018/19.

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 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. Revenue to the fund comes from the allocation of costs to departmental budgets for specific equipment replacement and ultimate purchase.

The FY 2017/18 revenues total \$299,600 and the expenditures total \$259,450 for 2 police vehicle replacements (1 marked SUV, 1 unmarked vehicle, and investigative equipment) as discussed in our General Fund Operations budget study session. The total amount for the purchasing and the outfitting of the vehicles and investigative equipment is \$160,000. This includes a charge in the Police department for the purchase of future vehicles. There is an additional \$94,500 for radio expansion coverage throughout the Town and replacement of department tasers.

Assets purchased from the Equipment Replacement Fund have been saved for over several budget cycles in anticipation of replacement need.

Request	Amount	Description
1. Tasers -30	\$41,000	Replace Tasers (replacing all departmental Tasers out of warranty – 4 years old or more)
2. Camera-HP Park	\$7,500	Installation of a camera at HP park at the pedestrian bridge.
3. Backup transmission antennae	\$5,000	Relocate our backup transmitter from APD to MPPD
4. Expanded reception areas for radio system	\$41,000	Improvement of PD radio signal reception throughout the Town
Total Amount	\$94,500	

In the current FY 2016/17 the Public Works Department is replacing the the current 2001 Dodge pickup truck. This vehicle is fifteen years old and in need of replacement. The department has tried to delay replacement as it is trying to get the most out of the vehicle prior to replacement. The Town Arborist currently uses this vehicle for site and inspection visits throughout the community. This is a planned vehicle replacement and the Department has been charged over time for the replacement cost. 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 \$604,097. The FY 2017/18 ending fund balance is projected at \$644,247.

WORKERS' COMPENSATION FUND

The Workers' Compensation Fund accounts for the cost and expense of managing the workers' compensation program through the Town's risk pool insurer Cities Group. Also within this fund are costs related to risk management and prevention – safety training, educational materials and accident prevention programs. The Workers' Compensation Policy is to fully fund all recognized liability. Each member of the JPA contributes a workers' compensation assessment to the JPA. 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 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. – and anticipated risk exposure.

As of April 2017 the Town's Workers' Compensation Claim Reserve is negative \$259,410. This means the Town paid out more claims than available assessment contributions made to the JPA. Cities Group requires that the Town maintain an equity reserve of at least \$97,730 (per recent actuarials). Failure to maintain this reserve on an annual basis results in a separate amortized assessment beyond normal contributions. To replenish the required equity reserve, the Town needs to make an allocation of \$357,140. The allocation of \$357,140 will allow the Town to reestablish an equity reserve of \$97,730. The reserve equity is for contributions not committed to known

liability. As a public agency, the Town is “self-insured” as part of a risk pool. The Town also maintains an active risk management program; nevertheless, recent workers’ compensation claims have a direct impact on the Town’s costs. There are approximately 10 open claims from the past several years that have incurred a reserve claims cost of approximately \$337,804. Some of the claims are major and some are minor.

Staff believes it is prudent that each year the Town review and reestablish the minimum equity reserve. Staff recommends that it is sensible to monitor and increase workers’ compensation reserves within the workers’ compensation fund to allow the Town to build up reserves and weather the typical cycle of workers’ compensation claims.

Based on claims history, staff has increased the rate charged against the Police Department from 9% in the current fiscal year to 10% for FY 2017/18 to recover the Town’s self-insured negative equity reserve and recent increase in claims. The miscellaneous employee’s rate remained the same at 4% of salary costs. Total workers’ compensation charges increased \$39,835 to a total of \$332,082 to recapture losses in self-insured claims.

Projected revenues to the fund are \$333,625 and expenditures for FY 2017/18 total \$200,138. This includes the FY 2017/18 JPA assessment of \$194,285 and safety compliance expense of \$5,853. This produces revenue over expenditures of \$200,138. Since the Town has experienced underfunded reserves over the years within the JPA, the revenue to the Fund will allow a build-up of net assets in the event claims losses change over time. Within the budget is the transfer in of \$357,140 from the General Fund for the replenishment of the Town’s reserve equity.

GENERAL LIABILITY FUND

The General Liability Fund accounts for the insurance cost of liability claims and property losses. The Town is part of an insurance pool administered through the Association of Bay Area Governments (ABAG). 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 2017/18 are estimated at \$261,612. The total FY 2017/18 expenditures for this fund are \$261,612 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, however, the amount is required to be established by the JPA.

For the past several years, the Town’s liability insurance expense with the ABAG JPA has seen decreases. Total liability and employment practice coverage is estimated to be \$161,612, with estimated liability insurance expenses of \$125,616. The Town *liability and employment insurance expense* for the current FY was \$144,845 to a budget of \$176,123. Total current claim retention expense for the FY is \$6,966. The FY 2017/18 ending fund balance is projected at \$479,031.

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 2017/18 total \$716,414. Expenditures for FY 2017/18 total \$597,886. Most of this expenditure is the \$490,698 “pay as you go” retiree health care benefit contributions. This an approximate 10% increase over the current year budgeted expenditures of \$447,253.

Within this fund is also employee benefits charge of \$81,808. This is a charge of 1% 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 used for accruals of compensated absences for the Town as they reside in this Fund. The Town has a total compensated absences balance of \$628,116. 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.

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 \$47,620. During our General Fund Operations budget study session, staff recommended as a result of recent OPEB valuation that an allocation of \$92,188 be made from the General Fund to the OPEB Trust. OPEB contributions to the OPEB Trust over the past several years were a transfer-in from the General Fund and allocated to the Trust from the Employee Benefits Fund. The Town maintains a net OPEB asset of approximately \$3.3 million within the Employee Benefits Fund. This is in direct correlation to the Town’s allocations over the past several years towards the OPEB Trust. The projected ending fund balance for FY 2017/18 for the fund is \$4,332,675.

OVERALL SUMMARY

The above represents the Special Revenue and Internal Service Funds of the Town. These Funds play a vital role in the continued operation of the Town. The Tennis Fund is becoming a self-reliant fund with the onboarding of Player Capital. The COPS grant provides \$100,000 in grant funding that the Town uses every year towards funding of sworn police personnel. The Town’s Internal Service Funds provide the financing and accounting of special activities and services performed by the General Fund, the main operating fund of the Town. These funds do so on a cost reimbursement basis to account for replacement of equipment, financing of outstanding workers’ compensation, and other outstanding liabilities. These funds serve as an efficient way of internally financing Town operational needs and alleviates the day-to-day tax on the General Fund. As mentioned previously, there are other special revenue funds such as the Parcel Tax, Measure A, Measure M, and Gas Tax that are funding sources that are specific to the Town’s Capital Improvement Program. We will further discuss these funds when we review the 5-year capital improvement program at the May 3 Study Session.

POLICY FOCUS

This item discusses revenue and expenditure projections for special revenue and internal service funds of the Town. This is for Council review and discussion as we prepare the FY 2017/18 budget.

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 2017/18 Internal Service, Library, Tennis Funds & other special revenue

Town of Atherton Annual Operating Budget FY 2017-2018
Special Revenue Fund
Library Fund

Account	Description	Actual 2015-2016	Proposed Budget 2016-2017	Proposed Budget 2017-18
213-00-40001-000	Secured Property Tax	1,234,287	1,250,786	1,245,000
213-00-48001-000	Interest Income	71,816	50,000	50,000
Total Revenues		1,306,103	1,300,786	1,295,000
213-00-58003-000	Trans to Facilities Const-406	192,748		
213-30-52007-000	Other Legal Services	-	5,000	-
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	17,913	21,000	22,000
213-30-53003-000	Building Security	-	250	500
213-30-53004-000	Facility Repair & Maintenance	-	1,200	1,200
213-30-53008-000	Contract Custodial Services	4,200	7,800	9,000
213-30-53014-000	Utilities - Electricity	10,523	11,000	12,000
213-30-53015-000	Utilities - Gas	578	1,000	1,000
213-30-53016-000	Utilities Water	2,992	5,200	5,200
213-30-53017-000	Utilities - Sewer	-		
213-30-53024-000	Advertising & Noticing	-	4,000	2,500
213-30-53036-000	Contract Pesticid & Fertilizer	95	1,400	1,200
213-30-54010-000	Other Contract Services	500	631,000	5,850,000
213-30-55016-000	Other Supplies & Materials			
Total Operations		229,549	688,850	5,904,600
Total Expenditures		229,549	688,850	5,904,600
Excess (Deficiency) of Rev Over Exp		1,076,555	611,936	(4,609,600)
Beginning Fund Balance		10,816,699	11,893,254	12,505,190
Ending Fund Balance		11,893,254	12,505,190	7,895,590

Town of Atherton Annual Operating Budget FY 2017-2018
Special Revenue Fund
Tennis Fund 105

Account	Description	Actual 2015-16	Adopted Budget 2016-2017	Recomm Budget 2017-2018
105-00-47027-058	Tennis Classes	55,000	40,000	40,000
105-00-47026-058	Tennis Keys	6,530	6,500	6,500
105-00-48001-058	Interest Income	649	200	550
105-00-48501-000	Donation & contributions			
Total Revenues		62,179	46,700	47,050
105-58-52031-000	Contract Maint Services	3,863	6,000	6,000
105-58-53003-000	Building Security	3,697	2,000	2,000
105-58-53004-000	Facility Repair & Maint	25,466	10,000	32,000
105-58-55012-000	Construction Materials	-	1,000	36,000
Total Operations		33,026	19,000	76,000
Total Expenditures		33,026	19,000	76,000
Excess (Deficiency) of Rev Over Exp		29,153	27,700	(28,950)
Contribution from MALL Player Capital contract				
Beginning Fund Balance		77,151	89,351	117,051
Ending Fund Balance		106,304	117,051	88,101

Town of Atherton Annual Operating Budget FY 2017-2018
Special Revenue Fund
COPS Grant

Account	Description	Actual 2015-16	Adopted Budget 2016-2017	Proposed Budget 2017-2018
209-00-45019-040	Grant	124,300	100,000	100,000
209-00-48001-040	Interest Income	146	300	146
Total Revenue		124,446	100,300	100,146
209-40-50001-040	Salaries related expenditures	124,300	100,300	100,000
Total Expenditure		124,300	100,300	100,000
Excess (Deficiency) of Rev Over Exp		146	-	146
Beginning Fund Balance		151	298	298
Ending Fund Balance		298	298	444

Town of Atherton Annual Operating Budget FY 2017-2018
Special Revenue Fund
Evan Creative Design Fund

Account	Description	Acutal 2015-2016	Adopted Budget 2016-2017	Adopted Budget 2016-2017	Proposed Budget 2017-2018
215-00-48001-000	Interest Income	206	225	225	225
215-00-48501-000	Donations/Contributions				
	Total Revenue	206	225	225	225
215-30-53024-000	Advertising/Noticing				
215-30-54007-000	Membership Dues				
215-30-54010-000	Other Contract Services	16,845	14,000	10,745	14,000
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	16,845	14,000	10,745	14,000
	Excess (Deficiency) of Rev Over Exp	(16,639)	(13,775)	(10,520)	(13,775)
	Beginning Fund Balance	45,686	29,047	29,047	18,527
	Ending Fund Balance	29,047	15,272	18,527	4,752

Town of Atherton Annual Operating Budget FY 2017-2018
Internal Service Fund
Equipment Replacement Budget By Account

Fund 610 Account	Description	Adopted Budget 2015-2016	Actual 2015-2016	Adopted Budget 2016-2017	Recomm Budget 2017-2018
610-00-48001-000	Interest on Investments	2,800	2,267	2,600	2,600
610-00-47509-012	Equip Replace Charges - Admin		10,000		
610-00-47509-018	Equip Replace Charges - Finance	10,000	-	10,000	10,000
610-00-47509-025	Equip Replace Charges - Building	15,700	15,700		
610-00-47509-040	Equip Replace Charges - Police	64,043	64,043	181,320	254,500
610-00-47509-050	Equip Replace Charges - DPW Engineering	5,000	5,000	8,000	8,000
610-00-47509-053	Equip Replace Charges - DPW Street Maint	9,000	9,000	9,000	9,000
610-00-47509-057	Equip Replace Charges - DPW Park Maint	3,000	3,000	3,000	3,000
610-00-47509-059	Equip Replace Charges - Building Maint	12,500	12,500	12,500	12,500
610-00-48004-000	Sale of Property	-	-		
Total Revenues		122,043	121,510	226,420	299,600
Depreciation					
610-18-57006-018	Computer Software	4,950	-	4,950	4,950
610-25-57006-025	Computer Software	15,700	15,646	-	-
610-12-57007-012	Office Equip	-	6,694		
610-40-57004-040	Machinery & Equipment	64,043	44,357	76,320	94,500
610-40-57005-040	Vehicles & Accessories	-	72,202	105,000	160,000
610-50-57004-040	Machinery & Equipment		-	60,000	-
610-50-57005-050	Vehicles & Accessories	-	16,867	38,000	-
Total Expenditures		84,693	155,766	284,270	259,450
Excess (Deficiency) of Revenues Over Expenditures		37,350	(34,256)	(57,850)	40,150
Beginning Net Asset (Deficit)		696,193	696,203	661,947	604,097
Ending Net Asset (Deficit)		733,543	661,947	604,097	644,247

Town of Atherton Annual Operating Budget FY 2017-2018
Internal Service Fund
Worker's Compensation Budget By Account

Fund 614 Account	Description	Adopted Budget 2015-2016	Actual 2015-2016	Adopted Budget 2016-2017	Recomm Budget 2017-2018
614-00-47503-012	Charges for Services - Admin Dept	16,110	16,950	16,541	17,556
614-00-47503-018	Charges for Services - Finance Dept	13,587	13,099	13,587	13,678
614-00-47503-025	Charges for Services - Building Dept	4,941	5,034	4,921	5,215
614-00-47503-040	Charges for Services - Police Dept	220,710	239,980	245,825	284,065
614-00-47503-050	Charges for Services - DPW Engineering	5,791	5,922	5,791	6,090
614-00-47503-053	Charges for Services - DPW Street Maint	2,801	2,811	2,801	2,886
614-00-47503-057	Charges for Services - DPW Park Maint	1,121	1,125	1,121	1,154
614-00-47503-058	Charges for Services - DPW Park Prog & Tennis Fd	1,121	1,125	1,121	1,154
614-00-47503-059	Charges for Services - DPW Building Maint	560	562	560	577
614-00-48001-000	Interest on Investments	2,200	2,050	1,250	1,250
614-00-49001-000	Transfer From General Fund	631,243	631,243		
	Total Revenues	<u>900,185</u>	<u>919,900</u>	<u>293,518</u>	<u>333,625</u>
614-30-51013-000	Worker's Comp Expense	115,000	740,803	146,079	194,285
614-30-51017-000	Safety/Compliance Program Assessment	5,848	6,051	5,853	5,853
	Reserve Equity Contribution		-	112,998	357,140
	Total Expenditures	<u>120,848</u>	<u>746,854</u>	<u>264,930</u>	<u>557,278</u>
	Excess (Deficiency) of Revenues Over Expenditures	779,337	173,046	28,588	(223,653)
	Transfer-in			112,998	357,140
	Beginning Net Assets (Deficit)	<u>159,560</u>	<u>159,560</u>	<u>332,606</u>	<u>474,192</u>
	Ending Net Assets (Deficit)	<u><u>938,897</u></u>	<u><u>332,606</u></u>	<u><u>474,192</u></u>	<u><u>607,679</u></u>

Town of Atherton Annual Operating Budget FY 2017-2018
Internal Service Fund
General Liability Budget By Account

Fund 615 Account	Description	Actual 2015-2016	Adopted Budget 2016-2017	Recomm Budget 2017-2018
615-00-47504-000	Liability Insurance Charge	124,079	236,486	225,616
615-00-47505-000	Employment Practice Liability Charge	-	39,637	35,996
615-00-48001-000	Interest on Investments	3,632	1,500	2,000
Total Revenues		<u>127,711</u>	<u>277,623</u>	<u>263,612</u>
615-30-53019-000	Liability Insurance Expense	130,890	136,486	125,616
615-30-53020-000	Employment Practice Liability	-	39,637	35,996
615-30-53022-000	Liability Claim Expense	(33,887)	100,000	100,000
Total Expenditures		<u>97,003</u>	<u>276,123</u>	<u>261,612</u>
Excess (Deficiency) of Revenue Over Expenditures		30,708	1,500	2,000
Beginning Net Assets (Deficit)		<u>444,823</u>	<u>475,531</u>	<u>477,031</u>
Ending Net Assets (Deficit)		<u>475,531</u>	<u>477,031</u>	<u>479,031</u>

Town of Atherton Annual Operating Budget FY 2017-2018
Internal Service Fund
Employee Benefits Budget By Account

Fund 616 Account	Description	Adopted Budget 2015-2016	Actual 2015-2016	Adopted Budget 2016-2017	Recomm Budget 2017-2018
616-00-47506-000	GASB 45 ARC - Contribution	680,684	-	-	-
616-00-47506-012	GASB 45 ARC - Admin	59,210	59,210	47,754	47,536
616-00-47506-018	GASB 45 ARC - Finance	24,068	24,068	27,437	28,290
616-00-47506-025	GASB 45 ARC - Building	17,778	17,778	17,380	27,696
616-00-47506-040	GASB 45 ARC - Police	274,814	274,814	274,361	299,266
616-00-47506-050	GASB 45 ARC - DPW Engineering	20,148	20,148	21,923	32,110
616-00-47506-053	GASB 45 ARC - DPW Street Maint	49,855	49,855	49,848	47,612
616-00-47506-057	GASB 45 ARC - DPW Park Maint	4,166	4,166	4,164	4,162
616-00-47506-058	GASB 45 ARC - DPW Park Program	4,388	4,388	4,386	4,026
616-00-47507-012	EE Benefits Earned - Admin	4,028	4,065	4,135	4,389
616-00-47507-018	EE Benefits Earned - Finance	3,397	3,169	3,397	3,420
616-00-47507-025	EE Benefits Earned - Building	1,185	1,163	1,180	1,254
616-00-47507-040	EE Benefits Earned - Police	65,129	55,948	65,757	69,789
616-00-47507-050	EE Benefits Earned - DPW Engineering	1,448	1,375	1,448	1,448
616-00-47507-053	EE Benefits Earned - DPW Street Maint	701	700	701	721
616-00-47507-057	EE Benefits Earned - DPW Park Maint	281	280	281	289
616-00-47507-058	EE Benefits Earned - DPW Park Program	281	280	281	289
616-00-47507-059	EE Benefits Earned - DPW Bldg Maint	140	140	140	209
616-00-47508-012	Unemploy Benefits - Admin	4,028	4,245	4,135	4,389
616-00-47508-018	Unemploy Benefits - Finance	3,397	3,283	3,397	3,420
616-00-47508-025	Unemploy Benefits - Building	1,185	1,164	1,180	1,254
616-00-47508-040	Unemploy Benefits - Police	33,305	35,422	33,586	35,641
616-00-47508-050	Unemploy Benefits - DPW Engineering	1,448	1,386	1,448	1,473
616-00-47508-053	Unemploy Benefits - DPW Street Maint	701	703	701	721
616-00-47508-057	Unemploy Benefits - DPW Park Maint	281	281	281	289
616-00-47508-058	Unemploy Benefits - DPW Park Program	281	281	281	289
616-00-47508-059	Unemploy Benefits - DPW Building Maint	140	141	140	144
616-00-48001-000	Interest on Investments	4,500	10,422	4,100	4,100
616-00-49001-000	Transfer from General Fund		680,684		92,188
Total Revenues		1,260,967	1,259,558	573,822	716,414
616-xx-51009-xxx	Retiree Health-Care OPEB	680,684	-		92,188
616-12-51009-012	Retiree Health-Care (Admin)	59,210	38,700	47,754	47,536
616-18-51009-018	Retiree Health-Care (Finance)	24,068	24,974	27,437	28,290
616-25-51009-025	Retiree Health-Care (Building)	17,778	30,761	17,380	27,696
616-40-51009-040	Retiree Health-Care (Police)	274,814	261,310	274,361	299,266
616-50-51009-050	Retiree Health-Care (Engineering)	20,148	20,340	21,923	32,110
616-53-51009-053	Retiree Health-Care (Street Maint)	49,855	50,700	49,848	47,612
616-57-51009-057	Retiree Health-Care (Park Maint)	4,166	4,249	4,164	4,162
616-58-51009-058	Retiree Health-Care (Park Program)	4,388	4,020	4,386	4,026
616-30-51016-030	Unemployment Insurance	50,000	-	35,000	15,000
616-30-50013-030	Enmployee Benefits Earned		121,687		
616-30-51021-000	Net OPEB Expense		(94,590)		

Town of Atherton Annual Operating Budget FY 2017-2018
Internal Service Fund
Employee Benefits Budget By Account

Fund 616 Account	Description	Adopted Budget 2015-2016	Actual 2015-2016	Adopted Budget 2016-2017	Recomm Budget 2017-2018
	Total Expenditures	1,185,111	462,151	482,253	597,886
	Excess (Deficiency) of Revenues Over Expenditures	75,856	797,407	91,569	118,528
	Beginning Net Assets (Deficit)	3,325,171	3,325,171	4,122,578	4,214,147
	Ending Net Assets (Deficit)	3,401,027	4,122,578	4,214,147	4,332,675