



Item No. 4 Town of Atherton

CITY COUNCIL STAFF REPORT – STUDY SESSION

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

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: FEBRUARY 2, 2022

**SUBJECT: RECEIVE AND FILE THE MID-YEAR BUDGET REPORT FOR FY
2021/22**

RECOMMENDATION

Receive and file the Mid-Year Budget Review for the General Fund for FY 2021/22.

BACKGROUND

The FY 2021/22 Budget reflects the Town's positive financial outlook while maintaining City Council priorities. As the Town nears the completion of Town Center Project, the budget continues to weather the short- and longer-term impacts of COVID-19. City Council priorities continue to be a focus on reducing long-term liabilities, addressing capital project needs, and ensuring that operational needs are met.

The Town continues its reliance on Property Taxes as the single, most important revenue source for the Town's General Fund. These revenues remain strong. Certain revenues, such as Park revenues, have been impacted due to COVID-19. In FY 2021/22, the Town began a contract with Catered Too for Event Services Management at the Park. Staff anticipates that events will return to normal levels as the nation emerges from the pandemic.

Other revenues have continued at anticipated rates. Staff works to maximize available revenues through grants and community and regional partnerships, where possible. Beginning in FY 2022/23, the Town will reinstate projects from the various Capital Improvement Project (CIP) Master Plans. Many of these projects were put on hold as the Town focused on completion of the Town Center Project.

Cash flow funding for the Town Center Project included a 10-Year Certificate of Participation (COP) with a 5-Year Call Option. Annual Debt Service on that COP is \$861,000. The Council expressed its intent to meet the 5-year call option; however, as the Council reviews the Financial Planning Model, the Council may reallocate priorities to leverage the funds elsewhere.

The General Fund is the only funding source for a CIP project that does not have a specific outside funding source, such as Gas Tax, Measure A, Measure M, Measure W, or grants. The FY 2021/22 CIP allocated \$4,175,000 toward various projects, excluding the Town Center Project. These were based on priority and available funding.

The Town partnered with San Mateo County and other agencies on the Bayfront Canal project. This Project began in Fall 2021. The Town entered into leased back financing agreement with San Mateo County for the Town's portion of the construction phase of the project. The Town recently received \$1.35 million from the County under a 5-Year financing plan. Payments will be deducted annually from the Town's Property Tax remittances. Current CIP includes \$240,000 for Green Infrastructure projects and \$1.05 million for Park Circulation improvements. The Town also received a funding grant from the County of Santa Clara for Stanford funds to support access and circulation improvements at Holbrook Palmer Park. Also included is the improvement of the former Atherton Station building for integration into the new Town Center.

FINDINGS | ANALYSIS

This Mid-Year Report is a high-level view of revenues and expenditures at the half-way point of the current fiscal year. It updates the City Council on the Town's financial position and makes recommendations for adjustments based on changed requirements and priorities. It does not involve a discussion of line-item expenditures and revenues.

The Mid-Year Report is focused solely on the Town's General Fund as the main operating fund for the Town. Staff reviews and makes internal adjustments as necessary to account for changing needs and priorities within each department, considering anticipated expenditures for the remainder of the year within each respective line-item. Adjustments at the Department level are approved by the City Manager.

Adjustments beyond the department level budget or transfers between departments or funds must be approved by the City Council. For the FY 2021/22 Budget, there are three areas that necessitate an adjustment that requires Council-level approval

- Building Department Budget – Contract Expenditures due to Revenue adjustments;
- Administration Department Budget – Expenditures for County district map boundaries & GIS shapefiles verification; and
- Inter-Departmental Budget – additional expenditures due to website update and enhancements and extended costs for administration trailers due to delayed move

These will be discussed in detail later in this Staff Report.

Overall, Revenues are expected to exceed projections for the fiscal year by \$2,105,599 (inclusive of ERAF). Budget amendments are not necessary to reflect increases in revenues.

REVENUES

Property Tax Revenues

The FY 2021/22 Budget projected property tax revenue was \$12,586,898. This represented a 4.4% increase over FY 2020/21's *Adjusted* Budget of \$12,031,076. Anticipated revenues for FY 2021/22 reflect an increase of \$533,631, for a total property tax revenue of \$13,120,529 – a 4.2% increase over what was projected. Overall, this represents a 9.1% increase over the FY 2020/21 *Adjusted* Budget.

Source	FY 2021/2022 Budget	Projected Change	Anticipated Revenue	% Change
Secured Property Tax	\$10,363,791	\$215,000	\$10,578,791	2.10%
Unsecured Property Taxes	\$435,000	\$0	\$435,000	0.00%
SB813 Redemption	\$296,000	\$0	\$296,000	0.00%
Property Tax in Lieu of VLF	\$949,107	\$112,631	\$1,061,738	11.8.%
Property Transfer Tax	\$543,000	\$206,000	\$749,000	38.00%
TOTAL	\$12,586,898	\$533,631	\$13,120,529	4.20%

Property taxes comprise about 72% of the total General Fund revenue stream. The assessed property value change from FY 2020/21 to FY 2021/22 was \$702,767,472. This equates to a net taxable increase of 5.67%. From FY 2011/12 to FY 2021/22, Atherton has seen a growth of assessed property value of approximately 105%. The Town is the 5th highest in the County for property tax net value change of year-to-year growth for FY 2021/22. Nevertheless, HdL Companies suggests that the Town use a projection of 4.5% to 5% increase in property tax revenues next fiscal year.

Property Tax in Lieu of VLF

There was a reduction in Property Tax in Lieu VLF due to a State shortfall in available funding. In FY 2020/21, there was a shortfall Countywide in the amount of \$69 million. The Town was estimated to receive \$1,328,296 in FY 2020/21 but only received \$754,747 (shortfall of \$573,5490).

At the State level, since 2004, the two Sources of funding for Vehicle License Fees (VLF) are ERAF funds, and if needed, the property tax revenues of non-basic aid school districts. If ERAF funds are insufficient to fund VLF, then VLF is funded from property taxes of non-basic aid school districts. Monies taken from non-basic aid school districts are then backfilled by the State.

VLF funds cannot come from *basic aid school districts*. Insufficient VLF funds are the result of school districts in the County having insufficient funding and having converted to basic aid districts. In FY 2021/22 there were still only six non-basic aid school districts in the County. For FY 2021/22, there is a \$56 million shortfall Countywide, Atherton's portion is \$341,984

There is no statutory mechanism (equivalent to Proposition 1A) to fully reimburse cities and counties for shortages. In FYs 2011 through 2014 there were VLF shortfalls and during those years, San Mateo County sought special appropriations from the State which were subsequently included in State budgets. Staff and other municipal agencies along with the County are working

with State representatives, counties, and city managers to assist with messaging on securing VLF funding for the future. Agencies did not see this shortfall in years past and do not want to have to go back to the State every year to get VLF backfilled. The County has made a request to the State that FY 2020/21 VLF shortfall amounts be appropriated in the State’s FY 2022/23 budget. As of January 2022, the FY 2020/21 shortfall of \$96 million will be appropriated in the State’s 2022/23 budget. Now that there is similar shortfall in FY 2021/22, County and respective agencies will submit similar requests that the shortfall be appropriated in the State’s 2023/24. This process will continue until a long-term solution found. **The total VLF shortfall to the Town is \$915,533.** It is important to note that VLF and ERAF are protected monies that local agencies and counties are entitled to receive.

	<i>VLF Amount</i>	<i>Funds Available</i>	<i>Shortfall</i>	<i>State Appropriations Year</i>
<i>FY 20-21</i>	<i>\$1,328,296</i>	<i>\$754,757</i>	<i>\$573,549</i>	<i>FY 22/23</i>
<i>FY 21-22</i>	<i>\$1,403,722</i>	<i>\$1,061,738</i>	<i>\$341,984</i>	<i>Estimated FY 23/24</i>
<i>Total</i>	<i>\$2,732,018</i>	<i>\$1,816,495</i>	<i>\$915,533</i>	

ERAF Revenues

The Town treats ERAF revenue as “one time” revenue for specific projects or priorities such as capital projects and contributions toward long-term liabilities. It is not included in the Town’s operational revenue for the purpose of general operations. Currently, ERAF is being used for COP financing lease payments.

Illustrated below are the past uses of ERAF funds. From FY 2013/14 to FY 2015/16, the Town allocated a total of \$3,211,958 of ERAF funds toward identified Council priorities.

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 2019/20	\$1,300,000	\$1,784,091	Town Center
FY 2020/21	\$1,312,500	\$1,863,658	Town Center

ERAF funds have enabled the Town to contribute \$5,000,000 into the OPEB Trust, reducing its long-term retiree health liability for retired employees. Based on Council priorities, ERAF can be used to reduce unfunded pension liabilities or be used for other long-term debt. With the Town Center project nearing completion there is an opportunity to focus on other Town priorities.

ERAF does represent potential “at risk” funds as the State continues to change its funding formulas under SB90 (School Funding) and most recently issued a report declaring calculation of Excess ERAF may have some flaws. Staff continues to project ERAF conservatively and over the years, it has fluctuated significantly.

The Town’s ERAF revenue for FY 2021/22 is \$2,279,468. This is an increase of \$1,179,468 over budget of \$1,100,000. ERAF revenue has fluctuated the past several years from as low as \$1,020,000 to now as high as \$2,279,468. Since FY 2013/14 ERAF revenues increased 123%.

Recently ERAF has been budgeted around the \$1.1 to \$1.3 million as there were indications the funding available would be significantly reduced. Staff cautions that ERAF still remains under threat at the State level. In June 2020, the Legislative Analyst’s Office and the State Legislature issued an opinion asserting that the five ERAF counties have miscalculated the ERAF allocations, and the State pursued correction. The State Controller’s Office (SCO) issued guidelines in early 2021 to be used to determine a school district’s ERAF entitlement. The guidelines were effective for FY 2019/20 and thereafter. The County has reviewed and implemented the State guidelines for ERAF. Even though the Town has seen increases in ERAF recently, staff still believes that down the line the State could make additional changes to the calculation to reduce the excess ERAF. With the recent trends in ERAF, for projection purposes, Excess ERAF estimated to be received in FY 2022/23 is shown at \$1.6 million.

Excess ERAF funds from FY 2016/17 through FY 2021/22 are slated for the Town Center Project.

Sales Tax

There is a projected increase in Sales & Use Tax of \$18,000 for a total of \$285,000.

Source	FY 2021/2022 Budget	Projected Change	Anticipated Revenue
Sales & Use Tax	\$175,000	\$15,000	\$190,000
Prop 172 Sales Tax Police	\$92,000	\$30,000	\$95,000
TOTAL	\$267,000	\$18,000	\$285,000

Other General Fund Revenues

Other significant General Fund Revenues include:

- Franchise Fees
- Business Licenses
- Planning Revenues
- Police Revenue
- Park Revenue & Miscellaneous Revenue

The increase in Franchise Fee revenue is due to small increases in Refuse Revenue. There is also a slight increase in projected business license receipts for the fiscal year.

Building Revenue shows a projected increase in permit revenue of \$138,000 and as a result *requires a budget amendment* under contract for building life safety expenditures. The increase is due to increase in building activity in the Town during the FY 2021/22

Police Revenue is projecting an increase of \$51,500 attributable to slight increases in Other Fines & Forfeitures, Special Service and False Alarm fees.

Public Works Revenue shows a projected decrease of revenue of \$25,000 attributable to a decrease in administrative citation fees and penalty fees for work without a permit. Park Program Revenue is projecting an increase of rental revenue of \$70,000 for reservations for the remainder of fiscal year. While there continues to be a COVID-19 impact for rental activity, the increase is largely the result of the change in contract terms with the new Park Event Manager.

There is an increase of Miscellaneous Revenue of \$115,000 at Mid-Year. This is due to an increase in fines for damage to Heritage Trees. These are one-time revenues. All other Town revenues remain static.

Source	FY 2021/2022 Budget	Projected Change	Anticipated Revenue	% Change
Property Taxes	\$12,586,898	\$533,631	\$13,120,529	4.2%
Sales Taxes	\$267,000	\$18,000	\$285,000	6.70%
Franchise Fees	\$938,000	\$21,000	\$959,000	2.20%
Intergovernmental	\$42,600	\$0	\$42,600	0.00%
Business Licenses	\$260,000	\$4,000	\$264,000	1.50%
Planning Revenue	\$220,300	\$0	\$220,300	0.00%
Building Revenue	\$1,599,000	\$138,000	\$1,737,000	8.6%
Police Revenue	\$158,050	\$51,500	\$209,550	32.5%
DPW Revenue	\$771,700	-\$25,000	\$746,700	-3.3%
Park Program Revenue	\$96,050	\$70,000	\$166,050	73.00%
Miscellaneous Revenue	\$420,199	\$115,000	\$539,199	28.30%
TOTAL	\$17,359,797	\$926,131	\$18,285,928	5.33%

Basic revenues increased \$926,131 and coupled with the ERAF increase of \$1,179,468, this results in a total projected General Fund Revenue increase for FY 2021/22 of \$2,105,599.

EXPENDITURES

Expenditures – Departmental Adjustments

Staff reviewed and analyzed operational projections for each department for the remainder of the fiscal year. Any changes within department budgets were netted out among line-item expenses where feasible and do not require budget adjustments. Internal adjustments were made to account for changing needs and priorities considering anticipated expenditures for the remainder of the year within each respective line-item.

Expenditures include impacts from COVID-19. Expenses are at a minimum for operations, facility repairs and maintenance, and for other expenses such as conferences and trainings. With the new Town Center building coming online, staff is still determining true operational costs. It is likely that departments will report a lower operational expense at the conclusion of the Fiscal Year. There are four adjustments needed to the Operating Budget. Staff will return a Budget Resolution at the February 16 meeting for adoption to address the adjustments.

Building Department – Budget Amendment of \$62,150

- 1) The Building Contract is revenue based. This is an adjustment in expenditures due to the anticipated increase in revenue. Revenue is projected to increase from \$1,599,000 to \$1,737,000. Building services are provided via contract with Interwest Consulting Services receiving 58% of the first million in revenue and 55% for additional building revenues over \$1 million. The increase of revenue requires an additional expenditure adjustment of \$62,150.

Administration Department – Budget Amendment of \$8,000

- 2) The San Mateo County Elections Division is going through a process to verify and confirm their district boundaries and maps. The Town is responsible for verifying jurisdiction boundaries and providing GIS Shapefiles and Data. All jurisdictions are required to confirm the boundaries in preparation for the November 2022 Election. The Town will engage a consultant to assist with this project for district map boundaries & GIS Shapefiles. We will need to start this work in FY 2021/22.

Interdepartmental Department- Budget Amendment of \$40,400

- 3) The Town is in the midst of a website refresh. The additional funds assist staff with creation of department headers, content consulting for clean-up and navigation assistance, design guidance and layout updates as well as website training. The cost is \$14,000.
- 4) With the delay in relocation to 80 Fair Oaks Lane, there were costs for rental of the Administration and Community Development trailers, as well as costs for the PD restroom trailer. Use extended from July to November. This required an additional appropriations expense of \$26,400.

There are no other adjustments required within the FY 2021/22 Budget.

Expenditure Summary

With the departmental adjustment for Building noted above, the FY 2021/22 Adjusted Budget by Department looks as follows:

Department	FY 2021/2022 Adjusted Budget	NET Mid-Year Adjustments	FY 2021/2022 Adjusted Budget
City Council	\$54,356		\$54,356

Department	FY 2021/2022 Adjusted Budget	NET Mid-Year Adjustments	FY 2021/2022 Adjusted Budget
Administration	\$1,007,458	\$8,000	\$1,015,458
City Attorney	\$310,000		\$310,000
Finance	\$843,294		\$843,294
Planning	\$303,783		\$303,783
Building	\$1,334,759	\$62,150	\$1,396,909
Inter-department	\$894,940	\$40,400	\$935,340
Police	\$9,032,305		\$9,032,305
Public Works	\$2,739,358		\$2,739,358
Total	\$16,520,253	\$110,550	\$16,630,803

Total Budget Summary

Revenues, inclusive of ERAF, are \$20,565,396. This represents a net positive change in fund balance of \$3,934,593 at year-end and an anticipated ending fund balance of \$17,647,273 (**inclusive** of the mandatory reserves).

Revenue	Amount
General Fund	\$18,285,928
ERAF Revenues	\$2,279,468
Total General Fund Revenue Sources	\$20,565,396
Expenditures	
General Fund Expenditures	\$16,630,803
Total General Fund Expenditures	\$16,630,803
<i>Net Change in Fund Balance</i>	<i>\$3,934,593</i>

The FY 2021/22 beginning total fund balance was \$16,318,280 (**inclusive** of the mandatory reserves). At the conclusion of FY 2021/22, after transfer out for Debt Service, the above-reflected departmental adjustments, and the remaining transfer of unallocated funds to Town Center construction, the end of year fund balance projection is \$17,598,873 (this **includes** all mandatory reserves).

FY 2021/22 Beginning Fund Balance	\$16,318,280
FY 2021/22 Projected Revenues	\$20,565,396
Total Available Funds	\$36,883,676
Transfer out FY 2021/22 COP Debt Service	(\$861,000)
Net Mid-Year Adjustments	(\$110,550)
FY 2020/21 Expenditures (Original Budget)	(\$16,520,253)
<i>Transfer of GF Unallocated Funds to Facility Fund 406</i>	<i>(\$3,500,000)</i>

America Rescue Plan	\$1,707,000
FY 2021/22 Projected Year End Balance	\$17,598,873
15% Emergency Reserve Requirement	(\$2,494,620)
20% Contingency Reserve Requirement	(\$3,326,161)
American Rescue Plan Reserve	(\$1,707,000)
FY 2021/22 Projected Unallocated Fund Balance	\$10,071,092

The Town expended all of its COP proceeds of \$7,516,798 toward construction payments for the Town Center project in FY 20/21. The additional General Fund allocation toward the project in the fiscal year is \$1,806,512. In addition, the current remaining balance to finish the Town Center portion of the project is \$1,693,488.

FY 2021/22 GF Allocation to Town Center Construction Pay Applications	\$1,806,512
Estimated Remainder of Construction Town Center, Consultants & Contingency	\$1,693,488
TOTAL REMAINING CONSTRUCTION ESTIMATED AMOUNT	\$3,500,000

During the beginning of the Fiscal Year, the Town issued opportunities for residents to make contributions to the Atherton Town center project. Year to date the Town received \$1.26 million in additional contributions to the project. This \$1.26 million represented revenues to the Town’s Capital Improvement Fund (via transfer) and reduced the General Fund contributions to the Town Center Project. Total estimated remaining costs for the Town Center is \$3,500,000.

GF Unallocated Reserves Balance toward Project	Amount
FY 2021/22 Projected Unallocated Fund Balance	\$10,071,092
<i>Total Available Unallocated Toward the Project</i>	<i>\$10,071,092</i>
Total Remaining Construction Estimate	\$3,500,000
FY 2021/22 Projected Remaining Unallocated Fund Balance	\$6,571,092

With the total remaining construction estimated costs, the resultant projected estimated FY 2021/22 Unallocated Fund balance is \$6,571,092. This remaining amount flows through for cash flow for operations of the General Fund. This \$6.63 Million unallocated balance is net of the Town required Emergency (15%), Contingency (20%) reserves and ARPA reserves. This is only a snapshot for Fiscal Year End 2021/22 Unallocated Fund Balance. The final completion of the project is estimated in March 2022. The \$1,693,488 includes the remaining balance to completion of construction in Fiscal Year 2021/22.

ARPA Funding

The Town will receive \$1.7 million from the American Rescue plan. The initial portion, \$853,661 was received in July 2021 and the remainder will arrive by June 2022. These funds may be used to respond to the public health emergency with respect to COVID-19 but are fairly broad in their application. **These funds must be obligated by December 31, 2024 and must be spent by the**

end of calendar year 2026. Current regulations allow local governments to utilize funds for response to COVID-19 emergency or its negative economic impacts, including assistance provided to people, businesses etc. These funds will augment the Town’s COVID operation expenses, but they will also serve in relief for other unexpected costs and current or future loss of revenues. **ARPA funds are non-recurring so their use should be applied primarily to non-recurring expenditures** (i.e. infrastructure). Staff will work on providing recommendations for Council consideration in the coming months for use of the Town of Atherton ARPA allocation.

Uses of ARPA Funds:

1. Replace lost public sector revenue
2. Spending on Government Services-Road building and maintenance, other infrastructure; General government administration, staff, and administrative facilities; Provision of police and other public safety services
3. Responding on Public Health and Economic Impacts of COVID-19- Public Communication efforts, Emergency operations centers & response equipment
4. Public Sector Capacity-Bolster Public Safety, Public Health, and Human Services
5. Capital Expenditures- respond to public health and negative economic impacts
6. Premium Pay- to eligible workers performing essential work during the pandemic
7. Water & Sewer Infrastructure- necessary investments in water and sewer infrastructure

In addition to direct revenue loss, these funds may be utilized to offset the costs of COVID-related construction delay to the Town Center Project.

Upcoming Capital Improvement Program (CIP) Projects

In FY 2021/22, the CIP allocates \$4,175,000 in capital projects. The Town Center and Library Project are currently major parts of the CIP. The Town has entered into a funding agreement with San Mateo County for the Bayfront Canal Project. The Town’s contribution is \$1,350,000 and we received the payment December 2021. With no additional special tax revenue for the Town major projects in the CIP, the Town follows the “save then spend” approach for capital projects over multiple years. The General Fund is the only funding source for a CIP project that does not have a specific outside funding source.

Street Maintenance is a continued priority as part of the Town’s Annual Street Maintenance Program. The expenditures proposed in FY 2021/22 reflect two-inch grinding overlays, dig-outs, and cape and slurry seal projects on various streets totaling \$1,125,000. Funds are budgeted for Bike/Pedestrian improvement opportunities; but these are largely in support of grant applications for larger projects and/or as local match funds for approved grant applications.

Current funding sources for Streets and Bike/Pedestrian improvements are portions of the remaining Parcel Tax, Measure A, Gas Tax, Measure W, and Measure M. The CIP includes \$1,050,000 for Park Circulation and Pedestrian Circulation improvements. There is \$240,000 for implementation of Green Infrastructure Plan Projects. There is \$150,000 for Atherton Train Station design.

Below are the budgeted cost estimates of anticipated or already undertaken projects in FY 2021/22. Details for specific projects will move forward to the Council as part of contract bidding and award.

Capital Project	Status	Estimate/Costs
Road Maintenance – Street Patching	Pending Contract Award	\$175,000
Road Maintenance- Slurry Seal	Pending Contract Award	\$450,000
Bicycle & Pedestrian	Pending Review Staff Level	\$25,000
Drainage – Bayfront Canal	Awarded by County	\$1,350,000
Drainage – Green Infrastructure	Pending Review Staff Level	\$240,000
Park Capital Improvements	Pending Review Staff Level	\$1,050,000
Traffic Control Devices	Ongoing	\$15,000
Neighborhood Traffic Management Plan	Pending projects	\$160,000
Traffic Safety Improvements	Ongoing	\$40,000
Upper Channel monitoring	Ongoing	\$10,000
Atherton Train Station	Pending Review Staff Level	\$150,000
Accessibility Improvements	Pending Review Staff Level	\$10,000
Road Maintenance – Street Overlay	Pending Contract Award	\$500,000
Town Center & Library Project	Awarded	\$47,077,000

POLICY CONSIDERATIONS

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 will bring back a Budget Amendment Resolution to the February 16 Council meeting to reflect the noted adjustments.

FISCAL IMPACT

Discussed above, the overall fiscal impact to the General Fund due to Mid-Year adjustments is a General Fund expenditure increase of \$110,550 (0.66%) against a General Fund (plus ERAF) revenue increase of \$2,105,599 (11.4%).

GOAL ALIGNMENT

Goal A- Maintain Fiscal Responsibility

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.

ATTACHMENTS