



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL
DRAINAGE DISTRICT

June 16, 2003

6:00 P.M.  NOTE TIME

Town Council Chambers
94 Ashfield Road, Atherton

Special Meeting

- 6:00 P.M. 1. PLEDGE OF ALLEGIANCE**
- 6:03 P.M. 2. ROLL CALL McKeithen, Marsala, Carlson, Janz, Conwell**
- 6:05 P.M. 3. PUBLIC COMMENTS**
- 6:15 P.M. 4. PUBLIC HEARING - PROPOSED FISCAL YEAR 2003-04
INTEGRATED OPERATING/CAPITAL BUDGET**

**ADOPTION OF A RESOLUTION ADOPTING THE FY 2003-04
BUDGET**

Recommendation: Presentation of proposed budget from City Manager, open public hearing, hear testimony, close public hearing. After consideration and appropriate direction to staff, adopt Resolution No. 03-__, adopting Fiscal Year 2003-04 Integrated Operating and Capital Budget.

- 8:00 P.M. 5. ADOPTION OF A RESOLUTION APPROVING THE FISCAL YEAR 2003-04 APPROPRIATIONS LIMIT AND CALCULATIONS**

Recommendation: Adopt Resolution No. 03-__ approving the Fiscal Year 2003-04 Appropriations Limit and Calculations.

- 8:15 P.M. 6. SET DATE AND TIME FOR A PUBLIC HEARING FOR ADOPTION OF A RESOLUTION ESTABLISHING A SPECIAL TAX FOR MUNICIPAL SERVICES FOR FISCAL YEAR 2003-04.**

8:20 P.M. 7. CONSIDERATION OF REQUEST OF CITY/COUNTY ASSOCIATION OF GOVERNMENTS FOR A LISTING OF POSSIBLE PROJECTS FOR PROPOSED CONTINUATION OF THE MEASURE “A” ONE-HALF CENT SALES TAX FOR TRANSPORTATION

Recommendation: Consider request of C/CAG for a list of possible projects for proposed continuation of the Measure “A” One-half cent Sales Tax for Transportation.

8:30 P.M. 8. ADJOURNMENT

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Town of Atherton, California



Recommended Budget for Fiscal Year 2003-04

James R. Janz, Mayor
Kathy McKeithen, Vice-Mayor
Alan B. Carlson, Councilmember
William R. Conwell, Councilmember
Charles Marsala, Councilmember

James H. Robinson, City Manager



James H. Robinson
City Manager

91 Ashfield Road
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June 13, 2003

Dear Mayor and Members of the City Council:

Transmitted herein is our proposed budget for FY 2003-04. This document contains an estimate of revenues and appropriation requirements for FY 2003-04 as well as an intermediate range financial plan and capital improvement plan for fiscal years 2002 through 2005.

Financial Summary

General Fund Revenues and Other Financing Sources

General fund revenues and other financing sources are estimated to amount to \$7,826,363 in FY 2003-04. This represents an increase in revenues and other financing sources of \$195,429 from the \$7,630,934 we expect to realize in FY 2002-03.

The \$7.8 million estimate is based upon the following key estimates, assumptions, and budgetary recommendations:

- A projected four and one-half percent growth in current year secured property tax revenues based upon assessment data provided by the County Assessor;
- An estimated \$82,600 in fund balance carried over from FY 2002-03;
- An increase in building permit fees that is intended to offset an expected decline in building permits of an equivalent amount. An adjustment to building permit fees will therefore enable the Building Department to service its current workload without having to draw upon the existing reserves for future building inspections.
- An increase in business license fees of \$150,000 resulting from a Council approved change in the manner in which the town's business license ordinance is administered.
- Pursuant to the direction of the Finance Committee, it is recommended that the Council consider increasing the maximum parcel tax levy from \$650 to \$750 in recognition of the likelihood of the diversion of local revenues to the State of

California and the need to preserve essential services. Such an action would enable an increase in the parcel tax levy to the General Fund from \$599,000 (the amount of funds that had been programmed for FY 2003-04) to \$799,000.

- An allocation of \$50,000 in Police Department patrol staffing costs to the Building Department to defray the general fund cost of administering the Town's construction and noise ordinances.
- An increase in the gas tax operating transfer from \$100,000 to \$200,000 to reduce the Town's General fund cost of maintaining streets from \$391,000 to \$291,000 annually.
- The town of Atherton will continue to receive its full share of Vehicle License Fee revenue in FY 2003-04 amounting to \$420,000.

General Fund Expenditures and other financing uses

Recommended General Fund expenditures and other financing uses are recommended to be \$7,632,490 in FY 2003-04. This represents an increase of \$315,037 over the projected \$7,317,453 expenditures for FY 2002-03. Significant elements of the FY 2003-04 general fund expenditure plan include:

- An allowance for any council approved economic adjustments and merit pay increases for miscellaneous, management and public safety employees;
- An increase in miscellaneous employee retirement expenses from 7 percent to 12.5 percent of covered payroll and an increase in public safety retirement costs from 15 percent to 23 percent of covered payroll. (These increases are primarily related to reduced assumptions that PERS has made on the rate of return on current and future pension fund investments.)
- A reduction in the funding of sworn police department personnel from 22 to 21 resulting from the decision to defer the recruitment of a vacant police position. This action will generate \$100,000 in savings without adversely affecting the Police Department's patrol capability.
- The reduction of appropriations for contract services and other non-payroll related expenses averaging approximately five percent citywide from the amounts budgeted in FY 2002-03 generating savings of approximately \$80,000.
- The elimination of appropriations for overtime in the Finance Department and Building Department, which is expected to generate \$12,000 in cost savings.

Special Revenue and Capital Improvement Program Funds

FY 2003-04 will be the third year of a four-year, \$11 million capital improvement program approved by Council in December of 2001. In FY 2003-04 and FY 2004-05, we anticipate a revenue shortfall amounting to approximately \$573,000. This revenue shortfall is due to a combination of factors, including:

- A decline in road impact fees resulting from an anticipated slowdown in residential construction activity;
- A reduction in state gas tax receipts resulting from the need to reduce general fund cost of road maintenance and to fund a county-wide congestion relief consultant study; and,
- A decline in retail sales activity resulting in a reduction of Measure A funds available;

However, offsetting this unfavorable revenue trend has been the Public Works Department's ability to secure advantageous prices for construction contracts that have been awarded during the first two years of the program. In fact, based upon construction bids received in FY 2002-03 the Public Works Department believes that it can accomplish all of the objectives established for the CIP within the revised estimate of available funding.

Internal Service Funds

In FY 2002-03 we expect to purchase a number of capital items within the equipment replacement and administrative services funds, including:

- A replacement dump truck and a replacement utility vehicle for the Public Works Department at a combined cost of \$65,000
- A replacement patrol sedan for the Police Department at a cost of \$30,000;
- A firewall server to increase computer network security at a cost of \$2,500, a color laser printer to be shared among all departments for a cost of \$2,500, a replacement photocopier for the Police Department at a cost of \$10,000 and a replacement parking ticket machine at the train lot for the Police Department at a cost of \$12,000.

Additionally, we will recommend that the City of Palo Alto continue to maintain our computer network, website and various computer applications.

Special Studies

Several special studies are included within the proposed FY 2003-04 General Fund Operating Budget. These include:

- Emile Avenue traffic analysis at a cost of \$27,000
- Oak Grove Middlefield signal modification at a cost of \$10,000
- Miscellaneous traffic studies as may be required \$10,000

Intermediate Range Financial Plan

Our intermediate financial plan provides a summary of General Fund sources and uses of revenue by source and use category for the period of fiscal years 2001-02 through 2004-05.

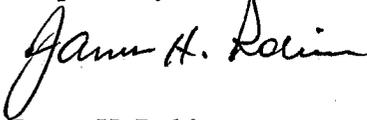
In anticipation of a FY 2002-03 revenue shortfall, the Town implemented \$308,000 in expenditure reductions at mid-year. Due to these reductions in appropriations, and slightly favorable revenue trends, we are able to carry forward a budgetary surplus of \$82,600 into FY 2003-04. We therefore are recommending that the Town utilize this \$82,600 budgetary surplus as a source of revenue in FY 2003-04.

In FY 2004-05 the Town will continue to face the challenge of bringing expenses in-line with revenues. Payroll related expenses, health insurance premiums and retirement costs are anticipated to rise at a much more rapid rate than revenues. Hence, the fund balance for FY 2004-05 is currently projected to decline by \$602,000. Additionally, a recent evaluation of the Governor's proposed budget for FY 2003-04 by the State Legislative Analyst's Office indicates that the Governor is relying heavily on temporary fixes to the State's fiscal crisis (such as the issuance of \$10.4 billion in bonds for current operations).

To avert a deepening of the State's fiscal crisis, the Legislative Analyst's Office has recommended that the Legislature take the initiative to address the structural imbalance that exists between State revenues and expenses. To the extent the State's financial condition continues to deteriorate, the Town of Atherton and other California municipalities could be threatened with additional diversions of local revenue. In fact, on June 10th, 2003, the League of California Cities alerted California city managers and finance directors to legislation that had just been introduced that would either increase the amount of local property tax that is transferred into the Educational Revenue Augmentation Fund (ERAF) or that would defer motor vehicle license fee payments to California cities and counties for the first quarter of FY 2003-04. Given the uncertainty surrounding the economic environment, we are therefore recommending that the Town's reserve for contingencies be increased from \$3 million to \$3.2 million in FY 2003-04.

The City Manager and the Finance Department will continue to seek ways to preserve the Town's financial reserves in FY 2003-04 so that the Town is well positioned for FY 2004-05 and beyond.

Respectfully submitted,



James H. Robinson
City Manager

**Town of Atherton
 FY 2003-04 Recommended Budget
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General Fund

General Fund – Is the general operating fund of the Town. It is used to account for all financial resources except those that must be accounted for in another fund. The major revenue sources for this Fund are property taxes, sales taxes, unrestricted revenues from the State, fines and forfeitures and interest income. Expenditures are made for public safety, road and park maintenance, planning and building safety, post office and general services.

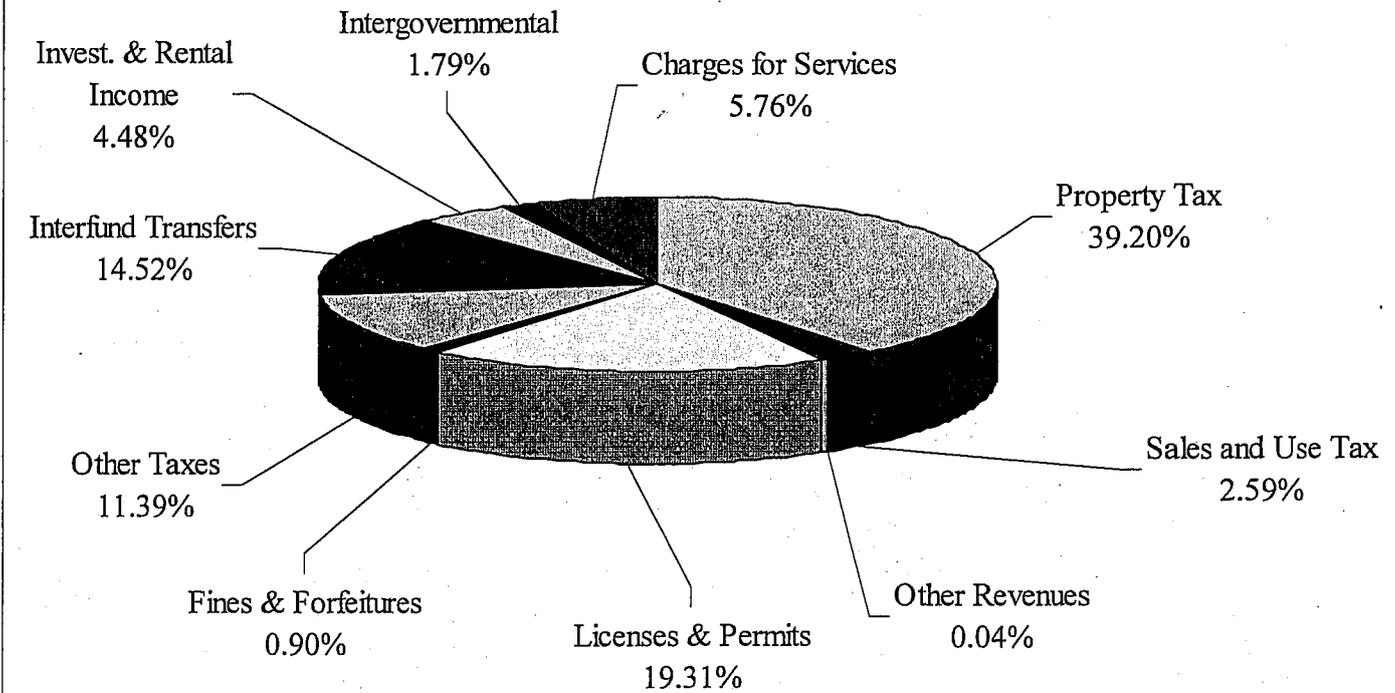
General Fund Revenue Summary

The following table provides a summary of revenues by revenue classification for FY 2003-04 along with a comparison to previous years. Additionally, immediately following this table is a pie chart that illustrates the proportion of revenues by revenue classification.

Town of Atherton General Fund Revenue Summary

Revenue Source	2001-02 Actual	2002-03 Budget	2002-03 Projected	2003-04 Estimate
Taxes:				
Property	\$ 3,076,749	\$ 2,907,487	\$ 2,899,987	\$ 3,035,934
Sales and Use	156,672	255,000	182,000	200,640
Other	848,338	882,157	868,840	882,115
Total Taxes	4,081,759	4,044,645	3,950,827	4,118,689
Licenses & Permits	1,451,920	1,407,000	1,215,600	1,495,435
Fines & Forfeitures	107,483	70,000	70,286	70,000
Investment & Rental Income	371,909	352,550	364,700	347,300
Intergovernmental Revenues:				
Revenue from Other Agencies	144,553	220,974	205,000	139,000
Charges for Services	462,729	394,068	422,333	445,900
Other Revenues	12,420	3,000	9,300	3,000
Interfund (Operating) Transactions:				
Capital Projects Cost Recovery	-	150,000	150,000	150,000
Police on the Street	-	40,000	40,000	-
Special Tax Operating Transfer	350,000	554,000	554,000	799,000
Gas Tax/Road Impact Xfr	100,000	100,000	100,000	175,440
Total Interfund transactions	450,000	844,000	844,000	1,124,440
Total Revenues	\$ 7,082,773	\$ 7,336,237	\$ 7,082,046	\$ 7,743,763
Carryover from prior-year budget	-	374,888	548,888	82,600
Grand Total	\$ 7,175,751	\$ 7,711,125	\$ 7,630,934	\$ 7,826,363

GENERAL FUND REVENUES



General Fund Revenue Detail

The table on the following two pages provides an analysis of revenues by revenue line item for FY 2003-04. For comparative purposes, similar budgetary and projected data is provided for FY 2002-03.

TOWN OF ATHERTON

General Fund Revenue Detail

Fund Account	2002-03 Budget	2002-03 Projected	2003-04 Estimated
1010 Secured Property Tax	\$ 2,451,493	\$ 2,451,493	\$ 2,574,068
1015 Unsecured Property Tax	297,145	297,145	310,517
1030 Supplemental Property Tax (SB813)	127,500	120,000	120,000
1035 Homeowners PTR	31,349	31,349	31,349
Subtotal Property Tax	2,907,487	2,899,987	3,035,934
1110 Sales & Use Tax	175,000	110,000	122,200
1115 Public Safety Sales Tax	80,000	72,000	78,440
Subtotal Sales Taxes	255,000	182,000	200,640
1210 Franchise Tax -- PG&E	115,453	135,000	135,000
1211 Franchise Tax -- Cal Water	53,044.20	53,044	54,105
1212 Franchise Tax -- BFI	81,510	81,510	81,510
1215 Franchise Tax -- Cable	52,000	50,000	50,000
1220 Property Transfer Tax	200,000	130,000	140,000
1230 MVLF	380,000	418,286	420,000
1235 Off Highway MVLF	150	1,000	1,500
Subtotal Other Taxes	882,157	868,840	882,115
1310 Business Licenses	180,000	160,000	310,000
1315 Home Occupations	2,000	2,400	2,000
1320 Building Permits	1,100,000	950,000	1,056,635
1330 Encroachment Permits	125,000	100,000	125,000
1345 Landscape Fees	-	3,200	1,800
Subtotal Licenses and Permits	1,407,000	1,215,600	1,495,435
1410 Vehicle Code Fines	45,000	58,286	60,000
1430 Other Fines	25,000	12,000	10,000
Subtotal Fines & Forfeitures	70,000	70,286	70,000
1515 POST Reimbursement	31,000	12,000	18,000
1540 Other Reimb	49,000	25,000	25,000
1550 Grants	-	16,000	-
1551 Booking Fees Reimb	16,000	16,000	-
1553 REACT Task Force	25,000	40,000	-
1554 Federal SRO Grant	45,000	45,000	45,000
1555 Menlo HS SRO Reimb	45,000	51,000	51,000
1552 LLEBG-School OT	9,974	-	-
Subtotal From Other Agencies	220,974	205,000	139,000

TOWN OF ATHERTON

General Fund Revenue Detail

Fund Account	2002-03 Budget	2002-03 Projected	2003-04 Estimated
1610 Document/Research Fee	200	200	-
1611 Photocopy Fee	10,000	5,500	5,500
1612 Microfilm Fee	-	-	-
1622 False Alarm Fee	4,000	4,000	4,000
1623 Vehicle Release	2,000	2,000	2,000
1627 Special Service Fee	1,400	1,400	1,400
1630 Post Office	52,000	52,000	52,000
1640 SMIP Fees	-	-	-
1641 Application Fee	22,000	36,000	36,000
1642 Zoning & Planning Fees	-	-	-
1643 Inspection Fee	-	-	-
1644 Plan Check Fee	42,000	26,000	26,000
1645 Use & Occupancy Fee	-	-	-
1660 Social Fees	160,000	200,000	224,000
1661 Meeting Fees	75,000	73,333	75,000
1662 Supervisory Fees	20,000	20,000	20,000
1663 Liability Fee	1,600	1,900	-
1671 Park Maintenance	3,868	-	-
<i>Subtotal Service Charges</i>	394,068	422,333	445,900
1710 Interest Income	300,000	300,000	280,000
1722 ATT Cell Tower Lease	21,000	30,000	31,500
1726 Playschool Rental	25,000	28,000	29,400
1730 Parking Revenues	2,400	2,400	2,400
1740 Equipment Rental	3,000	3,000	3,000
1750 Sale of Property	1,000	1,000	1,000
1820 Sale of Documents	-	-	-
<i>Subtotal Use of Money & Prop.</i>	352,550	364,700	347,300
1830 Donations	-	-	-
1860 Miscellaneous Income	3,000	3,000	3,000
<i>Subtotal Other Revenues</i>	3,000	9,300	3,000
	-	-	-
Total General Fund	6,492,237	6,238,046	6,619,323

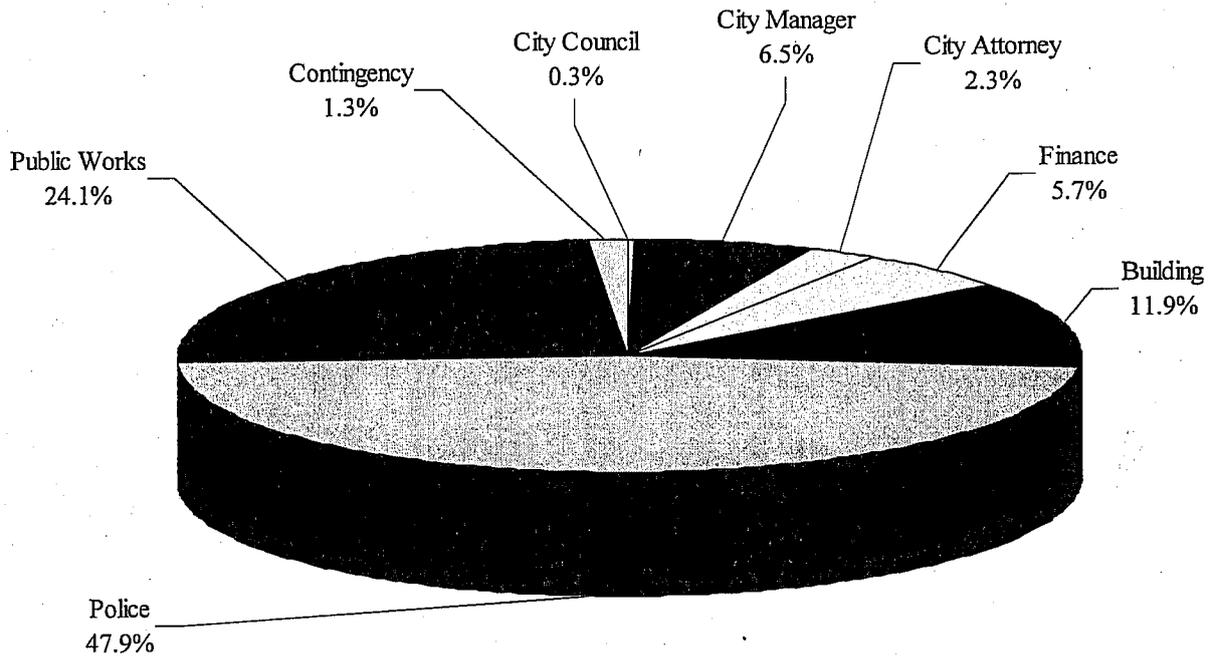
Summary of General Fund Appropriations by Department

The following table provides a summary of expenditures by department for the upcoming fiscal year and for fiscal years 2001-02 and 2002-03. Located on the following page is a chart which illustrates the relative share of general fund appropriations by each department.

**Town of Atherton
General Fund Expenditure Summary**

Department	2001-02 Actual	2002-03 Budget	2002-03 Projected	2003-04 Proposed
11 City Council	\$ 20,589	\$ 21,650	\$ 19,098	\$ 20,174
12 City Manager	440,341	476,686	487,127	497,895
16 City Attorney	158,329	195,734	159,859	175,550
18 Finance	339,944	401,879	386,574	434,136
25 Building	835,806	867,699	844,738	906,635
40 Police	3,294,575	3,687,057	3,633,249	3,655,234
50 Public Works	1,539,967	1,738,904	1,686,807	1,842,867
Total Operating Expenditures	6,629,551	7,389,609	7,217,453	7,532,490
Interfund (Operating) Transfers:				
Capital Projects Fund	-	-	-	-
Vehicle Replacement Fund	100,000	-	-	-
Public Facilities Fund	220,000	-	-	-
	320,000	-	-	-
Contingency	-	100,000	100,000	100,000
Total Expenditures	\$ 6,949,551	\$ 7,489,609	\$ 7,317,453	\$ 7,632,490
Reserve for Building Inspections	150,000	-	-	-
Grand Total	\$ 7,099,551	\$ 7,489,609	\$ 7,317,453	\$ 7,632,490

GENERAL FUND EXPENDITURES



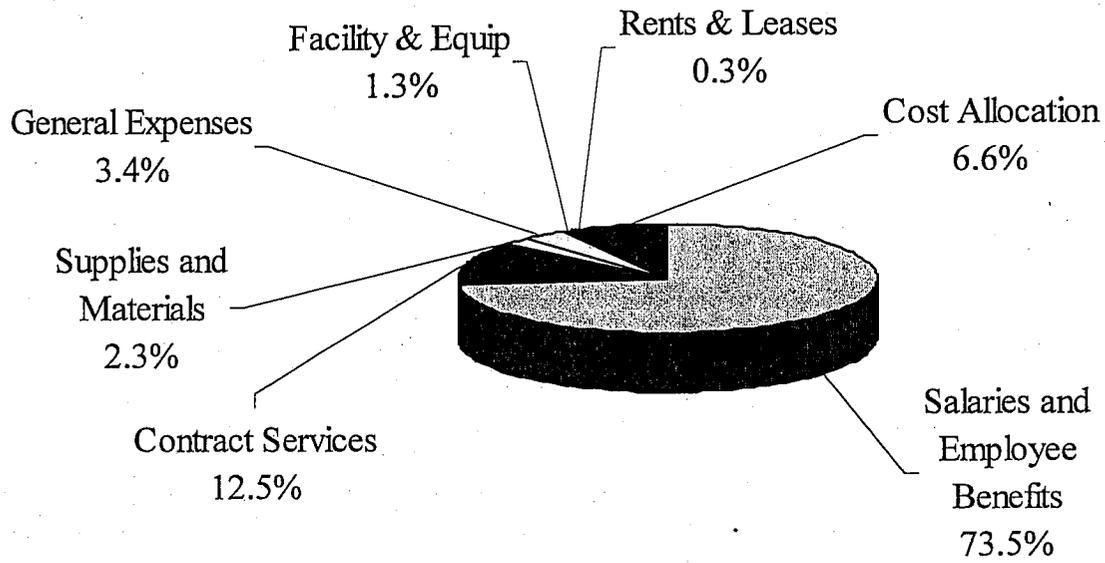
Summary of General Fund Expenditures by Appropriation Category

The following table provides a summary of general fund expenditures by expenditure category. This table demonstrates that salaries and employee benefits consume the largest share of general fund resources, which is fairly common for cities similar to Atherton. Additionally when comparing FY 2003-04 recommended appropriations for salaries and benefits with those of FY 2001-02, it becomes apparent that salaries and benefits have risen much more rapidly than other expenditure categories. This is largely due to the efforts of the Town to make the salaries of its employees commensurate with those of other municipalities in San Mateo and north Santa Clara counties as well increased expenses associated with retirement and health insurance benefits.

**Town of Atherton General Fund
 Summary of General Fund Expenditures by Expenditure Category
 FY 2002 through 2004**

	FY 2001-02 Actual	FY 2002-03 Budget	FY 2002-03 Actual	FY 2003-04 Recommended
Salaries and				
Employee Benefits	\$ 4,302,483	\$ 5,228,581	\$ 5,340,854	\$ 5,712,766
Contract Services	1,192,205	1,077,432	912,015	961,222
Supplies and				
Materials	182,699	210,375	202,807	175,019
General Expenses	290,026	300,750	243,258	261,978
Facility & Equip	173,677	143,144	89,491	100,885
Rents & Leases	34,833	52,300	47,000	25,450
Cost Allocation	433,954	377,027	367,028	295,170
Total	\$ 6,609,877	\$ 7,389,609	\$ 7,202,453	\$ 7,532,490

FY 2003-04 General Fund Appropriations by Category



General Fund Intermediate Range Financial Plan

The table on the following page provides an overview of the Town's General Fund finances for the four year period of fiscal years 2001 through 2005. As indicated in this financial plan, the Town has held a fairly stable general fund balance during the current and preceding two years. However, the General Fund balance is expected to decline considerably in FY 2004-05. Hence, additional measures will become necessary in FY 2003-04 to preserve the Town's financial position.

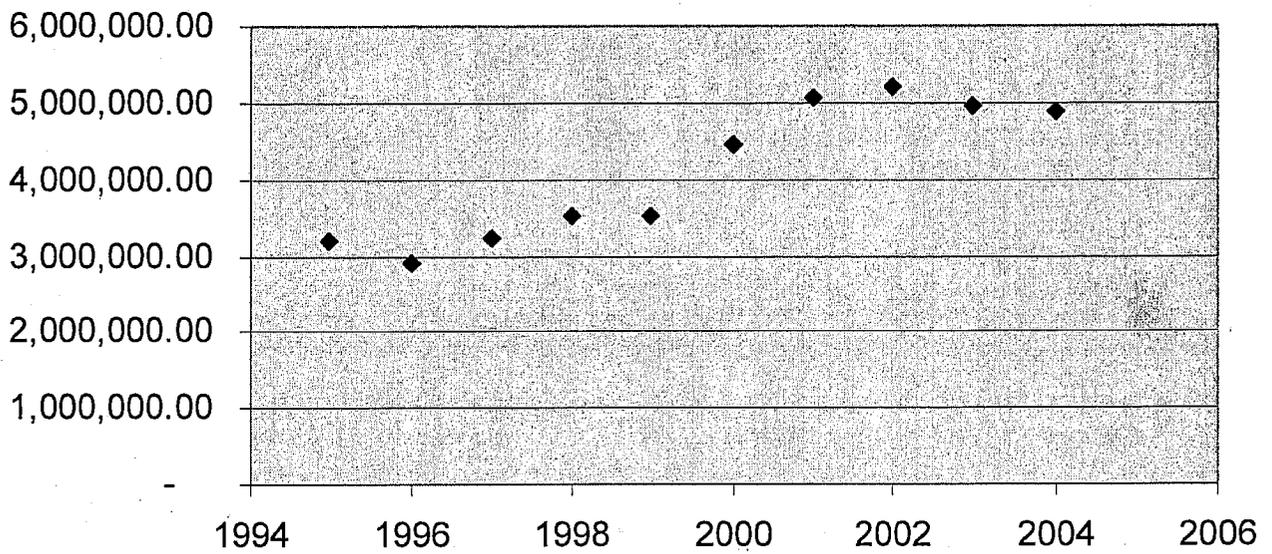
**General Fund Revenue and Expenditure Analysis
Fiscal Years 2002 through 2005**

Revenue Category	FY 2002	FY 2003	FY 2004	FY 2005
Property Tax	\$ 3,076,749	\$ 2,899,987	\$ 3,035,934	\$ 3,218,090
Sales Taxes	156,672	182,000	200,640	210,672
Other Taxes	848,338	868,840	882,115	917,400
Licenses and Permits	1,451,920	1,215,600	1,495,435	1,465,526
Fines and Forefietures	107,483	70,286	70,000	71,400
Aid from other Agencies	144,553	205,000	139,000	119,000
Service Charges	462,729	422,333	445,900	445,900
Use of Money and Property	371,909	364,700	347,300	347,300
Other Revenues	7,480	9,300	3,000	3,000
Total Revenues	\$ 6,627,833	\$ 6,238,046	\$ 6,619,323	\$ 6,798,287
<i>Revenue Growth</i>		-5.9%	6.1%	2.7%
Expenditure Category				
Contingency		100,000	100,000	
Council	20,589	19,098	20,174	20,779
Manager	413,100	487,127	497,895	562,622
Attorney	184,044	159,859	175,550	180,817
Finance	339,944	386,574	434,136	490,574
Building	835,806	844,738	906,635	997,298
Police	3,294,575	3,633,249	3,655,234	4,042,689
Public Works	1,540,709	1,686,807	1,842,867	2,075,068
Total Expenditures	\$ 6,628,767	\$ 7,317,453	\$ 7,632,490	\$ 8,369,846
<i>Expenditure Growth</i>		10.4%	4.3%	9.7%
Surplus Deficit of Revenues over Expenditure	(934)	(1,079,407)	(1,013,167)	(1,571,559)
Add (subtract) Operating Transfers In (out)				
Parcel Tax	350,000	554,500	799,000	654,186
Police on the Street	100,000	40,000	-	-
Gas Tax	100,000	100,000	200,000	160,000
CIP Support	-	150,000	150,000	150,000
Public Facilities Fund	(220,000)	-	-	-
Vehicle Replacement Fund	(100,000)	-	-	-
Subtotal Operating Transfers	230,000	844,500	1,149,000	964,186
Beginning Fund Balance	4,965,121	5,194,187	4,959,280	5,095,113
Ending Fund Balance	\$ 5,194,187	\$ 4,959,280	\$ 5,095,113	\$ 4,487,740
<i>Increase (Decrease) in Fund Balance</i>	\$ 229,066	\$ (234,907)	\$ 135,833	\$ (607,373)

General Fund Balance

As indicated in our intermediate range financial plan, we expect the General Fund Balance in FY 03-04 to amount to \$5.1 million. For comparative purposes, the following table provides a summary of the year-ending General Fund Balance for the past nine years.

Town of Atherton General Fund Balance Fiscal Years 1995 through 2004



Departmental Budget Schedules

The tables on the following pages provide an itemization of requested appropriations by department, line item and program.

City Council

Department Purpose

The City Council consists of 5 members elected at large, on a non-partisan basis, and serves as the legislative and policy-making body of the Town. The City Council serves without pay or benefits. The City Council appoints a professional City Manager to serve at their pleasure. The City Council also appoints the City Attorney and all members of City Boards and Commissions.

**Town of Atherton
General Fund
Fiscal Year 2003-04 Budget**

Department : City Council

Account Number	Line Item Description	2002	2002-03		2003-04 Recommended	
		Actual	Budget	Projected	Program City Council	Department Total
3106	Prog./Project Consultant		\$ -	\$ -	\$ -	-
3111	Equipment Maint. Other		-	-	-	-
3123	Catering Services		-	-	-	-
3150	Advertising/Publishing	197	500	500	500	500
3165	Other Contract Services		-	-	-	-
	Contract Services	197	500	500	500	500
3201	Office Supplies	582	600	600	600	600
3260	Other Supplies & Matls		-	-	-	-
	Supplies & Materials	582	600	600	600	600
3301	Insurance		-	-	-	-
3302	Membership/Dues	15375	12,086	12,086	12,086	12,086
3303	Postage		-	-	-	-
3306	Travel & Meetings	1529	3,000	3,000	3,000	3,000
3343	Boards & Commissions	390	1,000	175	1,000	1,000
3350	Special Events & Awards	1252	3,000	1,500	2,000	2,000
	General Expenses	18,546	19,286	16,761	18,086	18,086
3510	Building Improvements		-	-	-	-
	Facility & Equipment					
3910	Administrative Services	640	640	613	320	320
3920	Computer Services Charge	624	624	624	668	668
	Cost Allocation	1,264	1,264	1,237	988	988
	City Council Total	\$ 20,589	\$ 21,650	\$ 19,098	\$ 20,174	\$ 20,174

City Manager

Department Purpose

The **City Manager's Office** consists of three programs: Administration, Personnel and City Clerk. The current staffing level of three positions is proposed to remain the same for FY 2003-04: City Manager, Assistant to the City Manager, and City Clerk.

The **City Manager** is responsible for management of all Town departments and services through providing direction to and administrative oversight of Town department heads. The City Manager is responsible for ensuring that policies, goals, and objectives set by the City Council are carried out in the most efficient and cost-effective manner, and through the means which provide the most benefit to the residents of the Atherton. This Program also coordinates intergovernmental relations, information technology needs for the Town, and produces the quarterly Town newsletter, the *Athertonian*. Furthermore, the office conducts a variety of surveys and research in support of Town operations and programs, and identifies areas which would benefit from increased efficiencies.

The **Personnel** Program is managed by the Assistant to the City Manager, and is composed of human resources functions encompassing labor relations, including negotiation and administration of Memoranda of Understanding (MOUs) with Town employee groups, recruitment, hiring, and background checks for Town employment (except Police personnel), preparation and administration of employment policies and procedures, training programs for Town personnel, and administration of workers' compensation and disability programs.

The **City Clerk** Program is responsible for documentation and management of official legislative actions of the City Council and ensuring preservation of and public access to the official records of the Town. As such, the City Clerk prepares agendas, minutes and agenda packets for City Council meetings. The City Clerk also recruits for openings on Committees and Commissions and maintains the Roster of Public Officials. Local elections are conducted by the City Clerk, including the nomination process for City Council, local measures, and campaign filings. The City Clerk is also responsible for managing the Town's general liability program through the Association of Bay Area Governments, and managing the Town's website.

**Town of Atherton
General Fund
Fiscal Year 2003-04 Budget**

Department 12 : City Manager

Account Number	Line Item Description	2002	2002-03		2003-04 Recommended			Department Total
		Actual	Budget	Projected	Programs			
					Administration (121)	Personnel (122)	City Clerk (123)	
3001	Regular Salaries	\$ 266,921	\$ 299,897	\$ 327,320	153,470	91,835	91,835	337,139
3002	Temporary Help	-	-	-	-	-	-	-
3006	Overtime	-	-	-	-	-	-	-
3020	Medicare Insurance	2,160	4,333	4,333	2,225	1,332	1,332	4,889
3025	FICA	2,029	-	-	-	-	-	-
3030	PERS Retirement	19,658	20,993	22,912	19,541	11,693	11,693	42,928
3042	Health Insurance	17,113	23,208	25,484	9,301	9,589	10,417	29,307
3044	Dental Insurance	2,580	2,801	2,801	1,097	1,097	1,097	3,292
3045	Vision Insurance	742	827	827	183	183	183	549
3050	Workers Compensation	779	537	391	255	152	152	560
3051	Life Insurance	358	851	851	379	379	379	1,137
3035	Deferred Compensation	-	4,095	4,095	4,604	-	-	4,604
3052	Disability Insurance	3,229	2,551	2,551	3,009	1,801	1,801	6,610
3061	Auto Allowance	2,169	4,703	4,703	4,800	-	-	4,800
	Salaries & Benefits	317,738	364,795	396,267	198,864	118,061	118,889	435,815
3111	Equipment Maintenance - Other	-	-	-	-	-	-	-
3150	Advertising/Publishing	13,486	12,900	11,000	6,400	3,000	1,700	11,100
3155	Tuition Reimbursement - Misc.	-	1,000	-	-	1,000	-	1,000
3156	Tuition Reimbursement - Mgmt.	-	2,000	-	-	2,000	-	2,000
3165	Other Contract Services	5,062	11,000	4,000	3,500	-	-	3,500
	Contract Services	18,548	26,900	15,000	9,900	6,000	1,700	17,600
3201	Office Supplies	1,276	1,250	1,200	500	250	500	1,250
3202	Subscriptions	245	210	210	-	200	110	310
3210	Training & Safety	4,381	3,750	3,000	250	250	-	500
3231	Computer Supplies	-	-	-	250	250	-	500
	Supplies & Materials	5,902	5,210	4,410	1,000	950	610	2,560

**Town of Atherton
General Fund
Fiscal Year 2003-04 Budget**

Department 12 : City Manager

Account Number	Line Item Description	2002	2002-03		2003-04 Recommended			Department Total
		Actual	Budget	Projected	Programs			
					Administration (121)	Personnel (122)	City Clerk (123)	
3302	Membership/Dues	10,432	10,500	10,500	2,000	6,500	400	8,900
3305	Communication	878	900	900	900			900
3306	Travel & Meetings	5,121	8,100	5,100	750	750	1,250	2,750
3307	Transportation Expenses	5,965						
3340	Personnel Admin.	1,884	3,000	3,100		2,000		2,000
3350	Special Events & Awards	4,064	4,500	5,650	-	1,600		1,600
3351	Election Expense		5,000	-				-
	General Expenses	28,344	32,000	25,250	3,650	10,850	1,650	16,150
3513	Computer Equipment		-	-	-	-	-	-
3514	Office Machines & Furnitures	764	1,650	1,650	-	-	-	-
	Facility & Equipment	764	1,650	1,650	-	-	-	-
3910	Administrative Services	33876	38,957	37,376	19,479	-	-	19,479
3920	Computer Services Charge	5880	7,174	7,174	6,292	-	-	6,292
	Cost Allocation	39,756	46,131	44,550	25,770	-	-	25,770
	City Manager Total	\$ 411,052	\$ 476,686	\$ 487,127	\$ 239,185	\$ 135,861	\$ 122,849	\$ 497,895

City Attorney

Department Purpose

The City Attorney is the Chief Legal Officer of the Town, and is responsible for providing legal advice and representation to the City Council, Boards and Commissions and Town staff as required or permitted by law. The City Attorney is also responsible for assisting in the administration and enforcement of laws, regulations, and City programs. The Town of Atherton also uses outside legal Counsel for personnel matters and special litigation as needed.

TOWN OF ATHERTON
General Fund
Fiscal Year 2003-04 Budget

Department : City Attorney

Account Number	Line Item Description	2002	2002-03		2003-04 Recommended	
		Actual	Budget	Projected	Program Legal Services	Department Total
3001	Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
3030	PERS Retirement	-	-	-	-	-
	Salaries & Benefits	-	-	-	-	-
3102	City Attorney Retainer	90,000	88,200	89,500	93,975	93,975
3103	Attorney - Other legal	261	20,000	15,000	14,000	14,000
3104	Labor Relations Service	42,152	38,000	10,000	20,000	20,000
3105	Litigation Services	19,217	40,000	36,000	40,000	40,000
	Contract Services	151,630	186,200	150,500	167,975	167,975
3202	Subscriptions	-	-	-	-	-
	Supplies & Materials	-	-	-	-	-
3302	Membership/Dues	-	500	500	500	500
3306	Travel & Meetings	-	2,000	2,000	1,000	1,000
3322	Liability Claims	25,715	-	-	1,000	1,000
	General Expenses	25,715	2,500	2,500	2,500	2,500
3910	Administrative Services	4,095	4,300	4,125	2,150	2,150
3920	Computer Services Charge	2,604	2,734	2,734	2,926	2,926
	Cost Allocation	6,699	7,034	6,859	5,075	5,075
	City Attorney Total	\$ 184,044	\$ 195,734	\$ 159,859	\$ 175,550	\$ 175,550

Finance Department

Department Purpose

The Finance Department provides for the overall management, organization, planning, and administration of financial services. In addition, the Finance Department is responsible for the preparation of the Budget document, financial planning, fiscal analysis, and the administration of the internal control systems.

Records of the fiscal affairs of the Town are maintained by the Finance Department in a manner consistent with generally accepted management and accounting principles. The Department maintains control over the City's fixed assets, and the day-to-day tasks associated with maintaining the Town's investment portfolio.

TOWN OF ATHERTON
General Fund
Fiscal Year 2003-04 Budget

Department : Finance Department

Account Number	Line Item Description	2002		2002-03		2003-04 Recommended		Department Total
		Actual	Budget	Projected	Accounting & Finance	Post Office	Programs	
3001	Regular Salaries	\$ 139,117	235,393	233,039	\$ 201,885	\$ 39,307	\$ 241,192	
3005	Temporary Help	6,608	6,000	10,000	-	12,000	12,000	
3006	Overtime/Court Time	93	6,000	-	-	-	-	
3020	Medicare Insurance	1,095	1,939	1,939	3,497	-	3,497	
3025	FICA	1,078	-	-	1,800	-	1,800	
3030	PERS Retirement	10,569	16,478	16,392	25,706	5,005	30,711	
3042	Health Insurance	6,041	29,087	24,820	17,917	10,626	28,543	
3044	Dental Insurance	2,276	3,424	3,424	2,239	1,097	3,336	
3045	Vision Insurance	207	980	980	484	183	666	
3050	Workers Compensation	711	240	175	335	65	400	
3051	Life Insurance	238	680	680	773	379	1,152	
3052	Disability Insurance	1,933	1,335	1,335	3,958	771	4,729	
	Salaries & Benefits	169,966	301,555	292,783	258,594	69,433	328,028	
3101	Audit & Financial	26,701	25,347	27,347	29,927	-	29,927	
3111	Equipment Maint. Other	169	4,800	2,800	3,200	-	3,200	
3124	Custodial Services	-	-	-	-	-	-	
3152	Employee Assistance	-	-	-	-	-	-	
3165	Other Contract Services	92,516	16,875	12,496	16,875	-	16,875	
	Contract Services	119,386	47,022	42,643	50,002	-	50,002	
3201	Office Supplies	11,764	6,150	6,150	6,150	1,500	7,650	
3202	Subscriptions	178	240	240	240	-	240	
3210	Training & Safety	3,624	4,000	6,000	4,000	-	4,000	
3260	Other Supplies & Matls	-	-	-	-	-	-	
	Supplies & Materials	15,566	10,390	12,390	10,390	1,500	11,890	

TOWN OF ATHERTON
General Fund
Fiscal Year 2003-04 Budget

Department : Finance Department

Account Number	Line Item Description	2002	2002-03		2003-04 Recommended		Department Total
		Actual	Budget	Projected	Programs		
					Accounting & Finance	Post Office	
3302	Membership/Dues	476	800	800	800	-	800
3303	Postage	-	-	-	-	9,500	9,500
3304	Utilities	-	-	-	3,200	-	3,200
3305	Communication	-	-	-	3,500	-	3,500
3306	Travel & Meetings	1,501	1,200	2,400	-	-	-
3307	Transport Expense	185	-	-	-	-	-
3322	Liability Claims	-	-	-	-	-	-
	General Express	2,162	2,000	3,200	7,500	9,500	17,000
3403	Rent - Tools and Equipment	329	-	-	-	4,800	4,800
3510	Building Improvements	-	1,000	1,000	1,000	-	1,000
3513	Vehicles and Accessories	-	-	-	-	-	-
3514	Office Machines & Furniture	443	4,000	-	2,000	-	2,000
	Facility & Equipment	772	5,000	1,000	3,000	4,800	7,800
3910	Administrative Services	29,909	33,350	31,996	16,675	-	16,675
3920	Computer Services Charge	2,180	2,562	2,562	2,741	-	2,741
	Cost Allocation	32,089	35,912	34,558	19,416	-	19,416
	Finance Total	\$ 339,941	\$ 401,879	\$ 386,574	\$ 348,903	\$ 85,233	\$ 434,136

Building Department

Department Purpose

The Building Department is responsible for the inspection of all privately funded construction within the Town. The major programs are Building Inspection and Planning. The Building Inspection Program consists of (1) checking building plans for consistency with Town ordinances and the building code, and (2) inspecting the construction for compliance with those plans and acceptable construction practices. The Planning Program primarily consists of (1) revising the Zoning Ordinance and General Plan, and (2) processing use permits and variances related to development review. The Building Department supports the Town Council, Planning Commission, and General Plan Review Committee.

TOWN OF ATHERTON
Building Department
Fiscal Year 2003-04 Budget

Department : Building Department

Account Number	Line Item Description	2002		2002-03		2003-04 Recommended		Department Total
		Actual	Budget	Projected	Programs			
					Building Inspection	Planning		
3001	Regular Salaries	\$ 282,311	\$ 345,354	\$ 398,584	\$ 410,542	\$ -	\$ 410,542	
3005	Temporary Help	-	-	-	-	-	-	
3006	Overtime/Court Time	11,670	12,065	12,065	-	-	-	
3008	Compensation Payout	-	-	-	-	-	-	
3020	Medicare Insurance	2,323	4,795	4,795	5,953	-	5,953	
3025	FICA	2,346	2,346	2,346	-	-	-	
3030	PERS Retirement	21,262	23,335	27,901	52,274	-	52,274	
3042	Health Insurance	21,425	29,229	30,522	44,689	-	44,689	
3044	Dental Insurance	3,434	4,627	4,627	5,487	-	5,487	
3045	Vision Insurance	486	741	741	915	-	915	
3050	Workers Compensation	2,636	2,645	1,924	681	-	681	
3051	Life Insurance	418	1,146	1,146	2,260	-	2,260	
3052	Disability Insurance	2,781	3,307	3,307	8,050	-	8,050	
3061	Auto Allowance	4,800	10,032	10,032	18,000	-	18,000	
	Salaries & Benefits	355,892	439,622	497,989	548,852	-	548,852	
3108	Contract Planner	122,493	91,028	91,028	336	130,000	130,336	
3109	Plan Reviewer	138,265	128,195	107,000	88,000	-	88,000	
3111	Equipment Maint. Other	-	-	-	-	-	-	
3124	Custodial Services	2,268	2,117	2,117	2,117	-	2,117	
3150	Advertising/Publishing	-	-	-	-	-	-	
3165	Other Contract Services	82,383	79,943	20,000	20,000	-	20,000	
	Contract Services	345,409	301,283	220,145	110,453	130,000	240,453	

TOWN OF ATHERTON
Building Department
Fiscal Year 2003-04 Budget

Department : Building Department

Account Number	Line Item Description	2002		2002-03		2003-04 Recommended		Department Total
		Actual	Budget	Projected	Programs			
					Building Inspection	Planning		
3201	Office Supplies	9,471	11,022	15,000	5,000	-	5,000	
3202	Subscriptions	-	-	-	-	-	-	
3203	Microfilms	11,284	10,857	10,857	10,857	-	10,857	
3210	Training & Safety	61	84	84	84	-	84	
3230	Computer Software	-	-	-	-	-	-	
	Supplies & Materials	20,816	21,963	25,941	15,941	-	15,941	
3302	Membership/Dues	890	1,211	1,211	266	945	1,211	
3304	Utilities	1,026	1,217	1,217	1,217	-	1,217	
3305	Communication	2,495	2,464	2,464	2,464	-	2,464	
3306	Travel & Meetings	-	-	-	-	-	-	
3307	Transport Expenses	4,615	2,843	2,843	4,062	93	4,155	
	General Expenses	9,026	7,735	7,735	8,009	1,038	9,047	
3401	Rent - Facilities	21,428	19,999	19,999	-	-	-	
	Rents & Leases	21,428	19,999	19,999	-	-	-	
3503	Non-Cap Tools & Equip	-	-	-	-	-	-	
3513	Computer Equipment	1,030	1,442	-	-	-	-	
3514	Office Machines & Furniture	-	-	-	-	-	-	
	Facility & Equipment	1,030	1,442	-	-	-	-	
3910	Administrative Services	58,380	67,137	64,411	33,569	-	33,569	
3915	Code Enforcement Direct Charge	-	-	-	50,000	-	50,000	
3920	Computer Services Charge	6,982	8,518	8,518	8,774	-	8,774	
	Cost Allocation	65,362	75,655	72,929	92,342	-	92,342	
	Building Department Total	\$ 818,963	\$ 867,699	\$ 844,738	\$ 775,597	\$ 131,038	\$ 906,635	

Police Department

Department Purpose

The Atherton Police Department provides public safety and strives to reduce crime through prevention, detection and apprehension; provides for the safe and orderly movement of vehicular traffic through traffic enforcement, accident prevention and investigation; to provide public safety through regulation and control of hazardous situations; to recover lost and stolen property; and prevent crime through programs reflecting community needs.

The Police Department provides 24-hour a day, 365 days a year response to calls for police service to safeguard the community from crime and instill a feeling of security among citizens, to deter crime and apprehend offenders. Atherton residents enjoy a three minute or less response times to emergency calls for service.

The Police Department emphasizes a strong Police/Community partnership through innovative volunteer programs such as The Crime Prevention Task Force, Disaster Program, Reserve Police Officer, and the Police Explorer Scout program.

The Police Department is composed of four sections: Administration, Patrol, Investigations, and Communications. The Chief of Police oversees the operation of the entire department and the Operations Lieutenant provides administrative depth of the sections.

Program Purpose

The **Administration Program** is responsible for efficiently managing all Department programs by developing policy, short and long term planning, implementing organizational tasks, and managing the Department financial plan. The program supports responsive, effective and efficient community-oriented police services. Direction of Department operations will be consistent with Town Council policies and community safety needs, especially in the areas of open communication with the public; responsive crime suppression and prevention programs; directed traffic enforcement to promote safe and orderly traffic flow on Town streets; and comprehensive disaster preparedness.

The **Patrol Program** provides seven days per week, 24 hours per day response and police assistance on calls for service. The program provides preventive and enforcement actions designed to increase community safety through directed patrol and crime suppression activities.

The **Investigations Program** provides thorough and complete follow-up police services for victims of criminal acts; identifies and obtains complaints against offenders;

investigates narcotics and vice activities; aids in property recovery and return to rightful owners; provides diversion and counseling to local youth in a preventive mode.

The **Records and Communications Program** processes all police reports; provides records information, fingerprinting, and other services to the public; and manages the communications center, which is designated as a Public Safety Answering Point (PSAP), staffed 24 hours each day, seven days each week. The program is also responsible for answering calls for police service, processing 9-1-1 emergency calls, forwarding emergency medical and fire emergency calls to San Mateo County Communications, and providing after-hours dispatch for Public Works calls for service.

TOWN OF ATHERTON
General Fund
Fiscal Year 2003-04 Budget

Department : Police

Account Number	Line Item Description	2002		2002-03		2003-04 Recommended					Department Total
		Actual	Budget	Projected	Patrol	Traffic	Invest.	Dispatch	Admin		
3001	Regular Salaries	\$ 1,453,914	\$ 1,813,212	\$ 1,739,170	\$ 1,246,287	\$ 91,017	177,703		\$ 272,536	\$ 1,637,542	
3002	Part-time Permanent	5,761	22,074	26,122	-	-	-	-	30,000	30,000	
3003	Dispatcher Salaries	300,116	305,000	378,021	-	-	-	\$ 389,361	-	389,361	
3004	Reserves Salaries	8,804	-	-	-	-	-	-	-	4,800	
3005	Temporary Help	35,440	-	56,000	-	-	-	-	-	-	
3006	Overtime/Court Time	112,099	101,150	101,150	80,000	-	8,000	24,000	-	112,000	
3008	Compensation Payout	17,498	734	734	3,000	-	-	-	3,000	6,000	
3020	Medicare Insurance	11,295	31,963	31,963	18,071	2,452	-	-	-	44,122	
3025	FICA	16,009	16,557	16,557	-	-	-	-	-	-	
3030	PERS Retirement	174,734	387,031	338,233	286,671	20,936	40,875	71,139	66,325	480,695	
3042	Health Insurance	161,253	174,185	202,827	137,321	7,376	20,834	48,002	19,718	233,251	
3044	Dental Insurance	19,232	18,756	18,756	18,657	1,097	2,195	5,487	2,195	29,631	
3045	Vision Insurance	2,899	8,873	8,873	3,110	183	366	1,098	549	5,306	
3050	Workers Compensation	142,991	62,428	45,422	56,706	4,141	8,085	12,289	11,040	91,223	
3051	Life Insurance	2,431	5,895	5,895	6,443	379	758	2,274	1,123	10,978	
3052	Disability Insurance	8,959	21,450	21,450	20,549	1,501	2,930	6,613	4,475	35,691	
3060	Uniforms	23,500	17,064	17,064	19,361	1,134	-	-	-	20,400	
3070	Education	800	836	836	830	49	-	-	-	874	
Salaries & Benefits		2,497,735	2,987,207	3,009,072	1,897,006	130,264	261,747	560,264	410,960	3,131,874	
3110	Equipment Maint. Vehicle	34,852	31,868	31,868	43,900	-	1,550	-	2,300	47,750	
3111	Equipment Maint. Other	6,871	27,535	27,535	2,500	-	380	1,600	350	4,830	
3120	Building Security	-	400	400	400	-	-	-	-	400	
3122	Facility Repair	-	5,018	5,018	4,000	-	-	150	-	4,150	
3124	Custodial Services	7,756	7,316	7,316	4,350	-	425	1,050	400	6,225	
3150	Advertising/Publishing	-	1,077	1,077	372	-	-	-	-	372	
3152	Employee Assistance	-	258	258	150	-	35	84	35	304	
3153	Booking Fees	10,060	12,914	12,914	10,282	-	-	-	-	10,282	
3154	Citation Processing	4,065	1,254	1,254	833	-	-	-	-	833	
3165	Other Contract Services	192,547	168,017	158,017	65,094	-	-	20,652	62,350	148,096	
Contract Services		256,151	255,657	245,657	131,881	-	2,390	23,536	-	223,242	

TOWN OF ATHERTON
General Fund
Fiscal Year 2003-04 Budget

Department : Police

Account Number	Line Item Description	2002		2002-03		2003-04 Recommended					Department Total
		Actual	Budget	Projected	Patrol	Traffic	Invest.	Dispatch	Admin		
3201	Office Supplies	2,642	7,663	7,663	2,225		350	805	135		3,515
3202	Subscriptions	1,816	1,104	1,104	550		150	120	230		1,050
3210	Training & Safety	7,860	13,174	13,174	995		250	900	876		3,021
3211	Training - POST	13,637	26,246	21,000	21,900		850	1,900	2,216		26,866
3220	Crime Prevention Task Force	1,143	400	400	300		-	-	-		300
3221	K-9 Expenses	9,121	8,265	8,265	6,200		-	-	-		6,200
3230	Computer Software	-	559	559	150		50	100	125		425
3244	Construction	40	250	250	200		-	-	-		200
3250	Vehicle Supplies	784	1,450	1,450	1,250		100	-	200		1,550
3252	Gas & Oil	21,281	20,471	20,471	10,750		1,200	-	2,450		14,400
3260	Other Supplies & Materials	19,996	17,315	17,315	7,063		900	1,400	913		10,276
	Supplies & Materials	78,320	96,897	91,651	51,583	-	3,850	5,225	7,145		67,803
3302	Membership/Dues	3,766	1,023	1,023	-		200	300	950		1,450
3303	Postage	-	2,793	2,793	100		50	325	150		625
3304	Utilities	18,051	29,162	20,000	19,000		-	-	-		19,000
3305	Communication	56,226	44,905	36,000	4,900		1,700	11,500	8,805		26,905
3306	Travel & Meetings	2,514	4,608	4,608	675		300	-	900		1,875
3307	Transport Expenses	81	523	523	150		-	-	-		150
3350	Special Events & Awards	511	225	225	225		-	-	85		310
	General Expenses	81,149	83,239	65,172	25,050	-	2,250	12,125	10,890		50,315
3401	Rent - Facilities	-	2,420	2,420	-		-	-	-		-
3403	Rent - Tools & Equipment	9,076	9,581	9,581	6,200		-	-	-		6,200
	Rents & Leases	9,076	12,001	12,001	6,200	-	-	-	-		6,200

TOWN OF ATHERTON
General Fund
Fiscal Year 2003-04 Budget

Department : Police

Account Number	Line Item Description	2002		2002-03		2003-04 Recommended					Department Total
		Actual	Budget	Projected	Programs						
					Patrol	Traffic	Invest.	Dispatch	Admin		
3501	Non-Cap Off Mach & Furniture	79	2,155	2,155	2,250	-	-	-	-	2,250	
3503	Non-Cap Tools & Equipment	4,746	5,203	5,203	6,250	-	105	2,350	480	9,185	
3504	Misc. Capital Outlay		5,500	5,500	1,900	-	-	-	-	1,900	
3510	Building Improvements	6	3,462	3,462	625	-	-	-	-	625	
3511	Machinery & Equipment	147,009	64,711	25,000	13,100	-	600	7,200	550	21,450	
3512	Vehicles & Accessories	6,783	-	-	650	-	-	75	-	725	
3513	Computer Equipment	818	5,486	5,486	1,000	-	200	2,500	1,500	5,200	
3514	Office Machines & Furniture	2,232	7,535	7,535	2,850	-	-	14,650	1,250	18,750	
	Facility & Equipment	161,673	94,052	54,341	28,625	-	905	26,775	3,780	60,085	
3910	Administrative Services	56,738	65,249	62,600	-	-	-	-	32,624	32,624	
3920	Computer Services Charge	43,734	53,355	53,355	-	-	-	-	57,090	57,090	
3930	Equipment Replacement Charge	110,000	39,400	39,400	-	-	-	-	26,000	26,000	
	Cost Allocation	210,472	158,004	155,355	-	-	-	-	115,715	115,715	
	Police Total	\$ 3,294,576	\$ 3,687,057	\$ 3,633,249	\$ 2,140,345	\$ 130,264	\$ 271,142	\$ 627,925	\$ 548,490	3,655,234	

Public Works Department

Department Purpose

To ensure the preservation, safety, attractiveness and efficient operation of Town infrastructure, including:

- Streets
- Drainage systems
- Parks
- Buildings
- Traffic control devices and features

The Public Works Department is comprised of Administration, Maintenance, and Park Program divisions, working interactively to carry out the following programs:

- Traffic, records, administration and miscellaneous, including solid waste program
- Capital Improvement Support
- Permits and Controls, including abatements
- Right-of-way trees and landscaping
- Park programs, including tennis
- Parks
- Public Buildings
- Weed, litter and brush control
- Streets
- NPDES and drainage

TOWN OF ATHERTON
General Fund
Fiscal Year 2003-04 Budget

Department : Public Works

Account Number	Line Item Description	2002		2002-03		2003-04 Recommended								Department Total	
		Actual	Budget	Projected	Admin/ Traffic	CIP Support	Permits/ Co	Trees/ Landscape	Park Programs	Parks	Public Buildings	Weed Litter	Streets		NPDES Drain
3001	Regular Salaries	\$ 739,026	\$ 864,303	\$ 889,070	\$ 144,554	\$ 77,806	\$ 45,000	\$ 119,241	\$ 77,287	\$ 125,175	\$ 46,341	\$ 53,519	\$ 226,819		\$ 915,742
3002	Part-time Permanent		31,806	31,806					36,750						36,750
3005	Temporary Help	42,289	13,440	13,440				960		960		960	7,680	2,240	12,800
3006	Overtime/Court-time	9,135	7,050	7,050				1,200	1,000	1,000	200	700	3,000		7,100
3010	Standby Pay	12,644	14,709	14,709				1,456	1,191	5,383	588	912	2,118	1,265	14,634
3020	Medicare Insurance	4,454	8,380	8,380	2,749	1,128		1,729	1,121	1,815	672	776	3,289		13,278
3025	FICA	6,505	6,779	6,779				144	5,513	144					1,920
3030	PERS Retirement	55,157	60,656	62,235	24,136	9,907		15,183	9,841	15,939	5,901	6,815	28,881		116,601
3042	Health Insurance	51,135	51,259	51,259	12,254	-		13,994	7,376	11,351	2,900	3,577	23,609		75,062
3044	Dental Insurance	10,158	13,368	13,368	2,195	1,097		2,195	1,097	2,195	1,097	1,097	3,292		14,267
3045	Vision Insurance	2,247	2,713	2,713	366	183		366	183	366	183	183	549		2,378
3050	Workers Compensation	12,313	44,280	27,274	315	129		2,549	128	6,862	2,540	2,934	12,434		27,892
3051	Life Insurance	1,200	2,228	2,228	758	379		758	379	758	379	379	1,137		4,927
3052	Disability Insurance	8,635	8,624	8,624	3,717	1,526		2,338	1,515	2,454	909	1,049	4,447		17,955
3060	Uniforms	5,054	3,300	3,300	800	800			300	1,355	150	230	535	320	4,490
3061	Auto Allowance	1,200	2,508	2,508	2,400				-						2,400
	Salaries & Benefits	961,152	1,135,402	1,144,742	194,243	92,956	46,721	162,114	143,681	175,757	61,861	73,131	317,791	3,825	1,268,198
3107	Contract Engineering	4,986	22,000	22,000	37,000	2,000									39,000
3110	Equipment Maint. Vehicle	5,640	4,820	4,820			300	300		500		300	900	300	2,600
3111	Equipment Maint Other	8,254	7,800	7,800	400	800	400	300	150	6,000	4,400	300	2,000		14,750
3122	Facility Repair	11,082	6,000	6,000					500	500	4,000		400		5,400
3124	Custodial Services	8,076	4,050	4,050	600	600	600		2,200						4,000
3130	Tree Maintenance	40,860	47,000	45,000				40,000		10,000					50,000
3131	Grounds Maintenance	8,877	14,000	14,000						9,500					9,500
3132	Right of Way Maintenance	13,561													
3134	Contract Landscape Maint.	28,124	40,000	40,000				35,000							35,000
3136	Traffic Maintenance	15,476	11,600	11,600									15,000		15,000
3150	Advertising & Publishing	17,891	17,300	17,300		2,700			16,500						19,200
3151	Instruction & Training	-	-	-				500	1,000						1,500
3165	Other Contract Services	138,057	85,300	80,000					500	2,000	6,000		45,000	12,000	65,500
	Contract Services	300,884	259,870	252,570	38,000	6,100	1,300	76,100	20,850	28,500	14,400	600	63,300	12,300	261,450

TOWN OF ATHERTON
General Fund
Fiscal Year 2003-04 Budget

Department : Public Works

Account Number	Line Item Description	2002		2002-03		2003-04 Recommended								Department Total	
		Actual	Budget	Projected	Programs										
					Admin/ Traffic	CIP Support	Permits/ Co	Trees/ Landscape	Park Programs	Parks	Public Buildings	Weed Litter	Streets		NPDES Drain
3201	Office Supplies	3,971	4,100	4,100	1,200	1,200	1,200		400	300			300	50	4,650
3210	Training & Safety	5,216	4,275	4,275	-	750		400	300	600			2,200		4,250
3230	Computer Software	3,258	3,800	3,800	3,600	-									3,600
3231	Computer Supplies	1,113	1,700	1,700	950	250	150		50				100		1,500
3240	Building Supplies	8,174	6,800	6,800	250	250	250		4,200	2,500	1,400		300		9,150
3242	Landscaping Supplies	4,320	6,700	6,700				500	1,200	5,000					6,700
3244	Construction Materials	25,795	37,500	30,000					3,500	11,000	3,000		16,000	1,500	35,000
3251	Minor Tools & Equip	2,214	3,650	3,650		50		800	225	700	100	350	2,400		4,625
3252	Gas & Oil	6,423	5,540	5,540			400	400			950	950	2,000	800	5,500
3260	Other Supplies & Materials	1,029	1,250	1,250					1,000		250				1,250
	Supplies & Materials	61,513	75,315	67,815	6,000	2,500	2,000	2,100	10,875	20,100	5,700	1,300	23,300	2,350	76,225
3302	Membership/Dues	800	20,050	20,050	200		19,500	125		125			200		20,150
3303	Postage	11	150	150											
3304	Utilities	107,595	111,350	80,000	325	325	325	6,000	13,000	6,000	6,000	7,200	73,000	-	112,175
3305	Communication	15,136	18,600	18,600	700	1,100	1,100		7,500	960		260	400	360	12,380
3306	Travel & Meetings	342	3,050	3,050	1,300			500					1,400	200	3,400
3307	Transport Expenses	1,200	790	790		300	200	75	50	50			50	50	775
	General Expenses	125,084	153,990	122,640	2,525	1,725	21,125	6,700	20,550	7,135	6,000	7,460	75,050	610	148,880
3403	Rent - Tools & Equipment	4,329	20,300	15,000				1,250	2,000				7,000	9,000	19,250
	Rents & Leases	4,329	20,300	15,000				1,250	2,000				7,000	9,000	19,250
3510	Building Improvements	2,721	3,000	3,000					16,000		3,000				19,000
3511	Machinery & Equipment	454	15,000	15,000					3,000	7,000					10,000
3512	Vehicles & Accessories	-	-	-											
3513	Computer Equipment	-	4,500	4,500											
3514	Office Machines & Furniture	6,263	18,500	10,000										4,000	4,000
	Facility & Equipment	9,438	41,000	32,500					19,000	7,000	3,000			4,000	33,000
3910	Administrative services	31,846	36,623	35,136	18,311										18,311
3920	Computer charges	13,446	16,404	16,404	17,552										17,552
3930	Equipment Replacement Ch	33,020	-	-											
	Cost Allocation	78,312	53,027	51,540	35,864										35,864
	Public Works Total	\$ 1,540,712	\$ 1,738,904	\$ 1,686,807	\$ 276,631	\$ 103,281	\$ 71,146	\$ 248,264	\$ 216,956	\$ 238,492	\$ 90,961	\$ 82,491	\$ 486,441	\$ 32,085	\$ 1,842,867

Internal Service Funds

Internal Service Funds – Used to account for the financing of services provided by one department to other departments on a cost reimbursement basis. In FY 2003-04 the Town will maintain three internal service funds, administrative services, fleet management and information technology. In the interest of simplifying the accounting for workers compensation expenses, the Workers' Compensation Internal Service Fund will be eliminated in FY 2003-04 and all workers compensation premiums will be paid out of the General Fund.

TOWN OF ATHERTON
Internal Service Funds
Fiscal Year 2003-04 Budget

Account Line Number	Item Description	2002-03 Budget					2002-03 Estimate					2003-04 Recommended			
		Admin. Services	Fleet Mgmt.	Informatn. Technology	Workers' Comp.	ISF Total	Admin. Services	Fleet Mgmt.	Informatn. Technology	Workers' Comp.	ISF Total	Admin. Services	Fleet Mgmt.	Information Technology	ISF Total
3001	Regular Salaries	\$ 61,202	\$ -	\$ -	\$ -	\$ 61,202	\$ 62,000	\$ -	\$ -	\$ -	\$ 62,000	\$ 76,166	\$ -	\$ -	\$ 76,166
3020	Medicare Insurance	504	-	-	-	504	500	-	-	-	500	1,104	-	1,104	
3030	PERS Retirement	4,284	-	-	-	4,284	4,200	-	-	-	4,200	9,698	-	9,698	
3042	Health Insurance	7,563	-	-	-	7,563	6,800	-	-	-	6,800	9,013	-	9,013	
3044	Dental Insurance	890	-	-	-	890	900	-	-	-	900	1,054	-	1,054	
3045	Vision Insurance	255	-	-	-	255	200	-	-	-	200	210	-	210	
3050	Workers Compensation	62	-	-	-	62	100	-	-	-	100	126	-	126	
3051	Life Insurance	177	-	-	-	177	180	-	-	-	180	364	-	364	
3052	Disability Insurance	347	-	-	-	347	360	-	-	-	360	1,493	-	1,493	
	Salaries & Benefits	75,284	-	-	-	75,284	75,240	-	-	-	75,240	99,230	-	99,230	
3111	Equipment Maint. Other	14,000	-	31,000	-	45,000	12,000	-	28,000	-	40,000	14,000	-	30,000	
3124	Custodial Services	5,000	-	-	-	5,000	4,200	-	-	-	4,200	5,000	-	5,000	
3152	Employee Assistance	3,000	-	-	-	3,000	3,000	-	-	-	3,000	3,000	-	3,000	
3165	Other Contract Services	6,000	-	42,000	-	48,000	4,800	-	42,000	-	46,800	6,000	-	44,000	
	Contract Services	28,000	-	73,000	-	101,000	24,000	-	70,000	-	94,000	28,000	-	74,000	
3201	Office Supplies	4,500	4,500	-	-	9,000	3,000	-	-	-	3,000	4,500	-	1,200	
3231	Computer Supplies	2,500	2,500	2,500	-	7,500	-	-	2,500	-	2,500	2,500	-	4,800	
	Supplies & Material	7,000	7,000	2,500	-	16,500	3,000	-	2,500	-	5,500	7,000	-	6,000	
3303	Postage	10,000	-	-	-	10,000	8,000	-	-	-	8,000	10,000	-	10,000	
3304	Utilities	18,000	-	-	-	18,000	12,000	-	-	-	12,000	18,000	-	18,000	
3305	Communication	7,000	-	-	-	7,000	4,000	-	-	-	4,000	7,000	-	7,000	
3320	Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	
3321	Liability Insurance	100,000	-	-	-	100,000	101,000	-	-	-	101,000	100,000	-	100,000	
3322	Liability Claims	24,550	-	-	-	24,550	5,000	-	-	-	5,000	24,550	-	24,550	
3324	Workers' Compensation Insur	-	-	-	115,000	115,000	-	-	-	85,000	85,000	-	-	-	
3325	Workers' Compensation Claim	-	-	-	10,000	10,000	-	-	-	6,000	6,000	-	-	-	
	General Expenses	159,550	-	-	125,000	284,550	130,000	-	-	91,000	221,000	159,550	-	159,550	
3403	Rent - Tools & Equipment	1,500	-	-	-	1,500	4,000	-	-	-	4,000	1,500	-	1,500	
	Rents & Leases	1,500	-	-	-	1,500	4,000	-	-	-	4,000	1,500	-	1,500	
3513	Computer Equipment	54,000	-	25,000	-	79,000	32,000	2,500	25,000	-	59,500	32,000	-	27,500	
3514	Vehicles & Accessories	-	38,000	-	-	38,000	-	48,000	-	-	48,000	-	95,000	95,000	
	Facility & Equipment	54,000	38,000	25,000	-	117,000	32,000	50,500	25,000	-	107,500	32,000	95,000	27,500	
	Internal Services Total	\$ 325,334	\$ 45,000	\$ 100,500	\$ 125,000	\$ 595,834	\$ 268,240	\$ 50,500	\$ 97,500	\$ 91,000	\$ 507,240	\$ 327,280	\$ 95,000	\$ 107,500	\$ 529,780

Special Revenue and Capital Project Funds

Special Revenue Funds – Used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes.

Capital Project Funds – Used to account for financial resources to be used for the acquisition or construction of major capital facilities.

YEAR 3 OF RECOMMENDED 4-YEAR CIP (FY 2003/2004)

FUND SOURCE		105	201	202	203	210	211	401	402	403	404	405	406		
Fund Number	Fund Name	Tennis	Parcel Tax	Measure A	Gas Tax	Rd Impact	Park Grants	Cap Imp	Drainage	Chan Dist	Playground Contributns	Grants	Facil Const	Contributs	
	Year's Beginning Balance	2,290,498	13,936	984,784	0	30,771	248,682	-11,380	284,451	56,788	365,554	29,646	0	287,267	0
	Year's New Income	2,585,089	9,000	1,770,000	177,740	149,309	340,000	89,910	0	46,000	0	0	0	0	3,130
	Interest Earnings	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FUNDS AVAILABLE		4,875,587	22,936	2,754,784	177,740	180,080	588,682	78,530	284,451	56,788	411,554	29,646	0	287,267	3,130
PROJECTS	PROJ COST														
236	Middlefield Road Claim Contingency	40,000	40,000		0										
243	Valparaiso/University Signal	80,000	80,000												
	Middlefield/Oak Grove Signal Study	10,000		10,000											
	Middlefield/Oak Grove Signal Mod.	60,000		60,000											
239	2002-2005 Patch, Seal & Overlay	100,000				100,000									
	Selby, 134-136 Cul-de-sac, to Austin	92,000				92,000									
	Selby, Austin to El Camino	300,000	232,260	67,740		0									
	Selby, n/s Selby to 134-136 Cul-de-sac	396,000	349,291		0	46,709									
	2005 Street Design	64,000	64,000												
978	Upper Atherton Channel Repairs	420,000							25,713	394,287					
979	Elena Box Culvert Replacement	200,000	200,000												
423	Town Hall Facility Planning	50,000												50,000	
564	Town House Repairs/Landscaping	5,000						5,000							
405	Street Corp Yard Remodel Construction	490,000				269,733								220,267	
539	Main House Handicapped Lift	100,000	18,340				78,530								3,130
542	Tennis Court Pavement Upgrading	290,000	14,273	53,276					222,451						
	Restroom Expansion	40,000							40,000						
	Parcel Tax Operating Transfer	799,000	799,000												
	Gas Tax General Fund Reimb.	200,000			175,440	24,560									
	Program 551 (CIP Support) Reimbursement	150,000	4,291	72,879	19,355	2,240	26,880	0	8,000	0	8,355	0	0	8,000	0
	General Admin Services Reimbursement	160,000	4,372	76,871	20,645	2,400	28,800	0	9,000	0	8,912	0	0	9,000	0
TOTAL FUNDING USE		4,046,000	22,936	1,985,917	177,740	180,080	588,682	78,530	284,451	25,713	411,554	0	0	287,267	3,130
YEAR END FUND BALANCES		829,587	0	768,867	0	0	0	0	31,075	0	29,646	0	0	0	0
<p align="center">\$3,130 contribution = funds from private donations required to match State Park Grant - Source yet to be determined</p>															

TOWN OF ATHERTON
Special Revenue Funds
Fiscal Year 2003-04 Budget

Special Revenue Funds

Account Number	Line Item Description	2002-03 Budget				2002-03 Estimated				2003-04 Recommended			
		Fund			Total	Fund			Total	Fund			Total
		Tennis	Library	Law Enforcement		Tennis	Library	Law Enforcement		Tennis	Library	Law Enforcement	
3001	Regular Salaries	\$ -	\$ 2,211	\$ 74,523	\$ 76,734	\$ -	\$ 2,211	\$ 74,523	\$ 76,734	\$ -	\$ -	\$ 100,000	\$ 100,000
3006	Overtime	-	100	-	100	-	100	-	100	-	-	-	-
3020	Medicare Insurance	-	21	1,081	1,102	-	21	1,081	1,102	-	-	-	-
3025	Fica	-	17	-	17	-	17	-	17	-	-	-	-
3030	PERS Retirement	-	155	6,757	6,912	-	155	6,757	6,912	-	-	-	-
3042	Health Insurance	-	131	7,533	7,664	-	131	7,533	7,664	-	-	-	-
3044	Dental Insurance	-	34	1,119	1,153	-	34	1,119	1,153	-	-	-	-
3045	Vision Insurance	-	7	-	7	-	7	-	7	-	-	-	-
3050	Workers Compensation	-	113	7,303	7,416	-	113	7,303	7,416	-	-	-	-
3051	Life Insurance	-	6	262	268	-	6	262	268	-	-	-	-
3052	Disability Insurance	-	22	745	767	-	22	745	767	-	-	-	-
3060	Uniforms	-	-	677	677	-	-	677	677	-	-	-	-
3070	Education	-	-	-	-	-	-	-	-	-	-	-	-
Salaries & Benefits		-	2,817	100,000	102,817	-	2,817	100,000	102,817	-	-	100,000	100,000
3111	Equipment Maint. Other	-	-	-	-	-	-	-	-	-	-	-	-
3122	Facility Repair	-	2,000	-	2,000	-	2,000	-	-	-	400	-	400
3124	Custodial Services	-	4,000	-	4,000	-	4,000	-	4,000	-	4,920	-	4,920
3152	Employee Assistance	-	-	-	-	-	-	-	-	-	-	-	-
3165	Other Contract Services	7,500	2,000	-	9,500	7,500	38,000	-	45,500	-	1,000	-	1,000
Contract Services		7,500	8,000	-	15,500	7,500	44,000	-	49,500	-	6,320	-	6,320
3201	Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-
3240	Building Supplies	-	1,800	-	1,800	-	1,800	-	1,800	-	1,750	-	1,750
3513	Computer Equipment	-	-	-	-	-	-	-	-	-	-	-	-
3244	Construction Materials	-	1,300	-	1,300	-	1,300	-	1,300	-	200	-	200
3260	Other Supplies and Materi	-	250	-	250	-	250	-	250	-	250	-	250
Supplies & Material		-	3,350	-	3,350	-	3,350	-	3,350	-	2,200	-	2,200
3303	Postage	-	-	-	-	-	-	-	-	-	-	-	-
3304	Utilities	-	8,400	-	8,400	-	8,400	-	8,400	-	7,200	-	7,200
3305	Communication	-	-	-	-	-	-	-	-	-	-	-	-
3320	Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-
3321	Liability Insurance	-	-	-	-	-	-	-	-	-	-	-	-
3322	Liability Claims	-	-	-	-	-	-	-	-	-	-	-	-
General Expenses		-	8,400	-	8,400	-	8,400	-	8,400	-	7,200	-	7,200
3403	Rent - Tools & Equipment	-	-	-	-	-	-	-	-	-	-	-	-
Rents & Leases		-	-	-	-	-	-	-	-	-	-	-	-
3513	Office Machines and Furni	-	-	-	-	-	-	-	-	-	-	-	-
3514	Vehicles & Accessories	-	-	-	-	-	-	-	-	-	-	-	-
Facility & Equipment		-	-	-	-	-	-	-	-	-	-	-	-
Total		\$ 7,500	\$ 22,567	\$ 100,000	\$ 130,067	\$ 7,500	\$ 58,567	\$ 100,000	\$ 164,067	\$ -	\$ 15,720	\$ 100,000	\$ 115,720

Agency Fund

Agency Fund – Used to account for assets held by the Town as an agent for individuals, private organizations, other governments and/or other funds.

**Town of Atherton
Atherton Arts Committee
Fiscal Year 2003-04 Budget**

Description	2001 Actual	2002-03 Budget	2002-03 Projected	2003-04 Recommended
Revenues:				
1660 Programs/Fees	31,676	82,000	70,964	72,000
1830 Donations	24,754	12,000	27,844	2,000
Total Revenues	59,430	97,140	102,808	74,000
Expenditures:				
3165 Programs	23,813	79,000	29,528	40,000
3150 Advertising / Publishing	5,507	3,500	14,935	15,000
3201 Supplies and Services	23,717	1,500	345	500
3124 Custodial Services	-	-	-	-
3303 Postage	718	500	4,146	5,000
3305 Communication	221	250	230	620
3401 Rentals	-	-	565	1,000
3510 Building Improvement	-	-	-	-
Total Expenditures	53,976	84,750	49,749	62,120

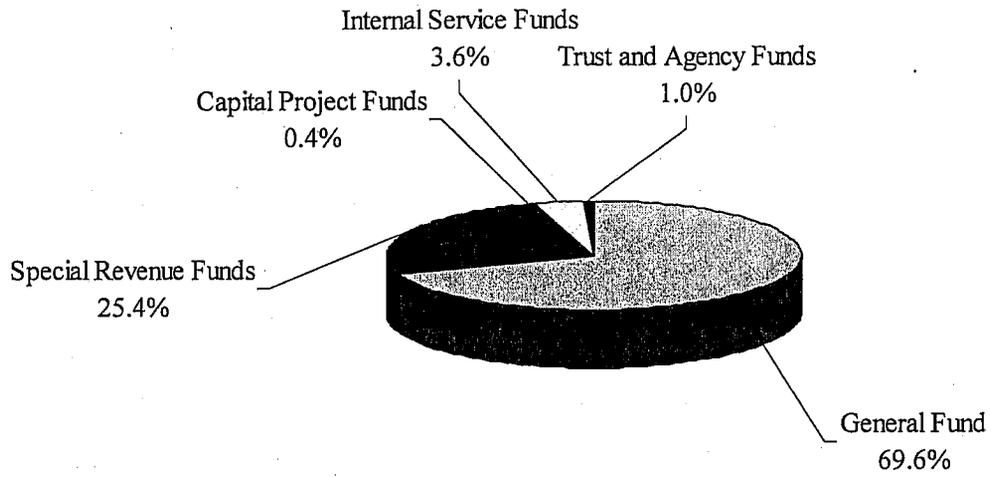
Financial Summaries

The charts on the following pages provide a summary of revenues, expenses and ending fund balance for the year ended June 30th, 2004 according to fund category. For comparative analysis purposes, revenue, expenditure is also presented for each of the past three years.

Revenue Summary by Fund

Fund	Description	2000-01 Actual	2001-02 Actual	2002-03 Budget	2002-03 Projected	2003-04 Estimated
101	General Fund	\$ 7,175,751	\$ 7,082,773	7,336,237	\$ 7,082,046	\$ 7,743,763
Special Revenue Funds:						
105	Tennis	9,959	11,700	9,000	7,010	9,000
201	Special Municipal Tax	-	1,527,737	1,570,000	996,000	1,770,000
202	Transportation	293,072	222,120	270,000	157,231	177,740
203	Street Improvement (Gas Tax)	388,314	158,582	200,000	143,464	149,309
208	Police on the Street	20,235	24,199	-	-	-
209	Law Enforcement	106,139	103,663	100,000	100,000	100,000
210	Road Construction Impact Fees	378,028	521,234	400,000	330,812	340,000
211	State Park Grants Fund	-	-	89,259	-	93,040
213	Library Special Revenue	-	400,000	20,000	358,000	200,000
		<u>1,195,747</u>	<u>2,969,235</u>	<u>2,658,259</u>	<u>2,092,517</u>	<u>2,839,089</u>
Capital Project Funds:						
401	Capital Improvement	87,621	14,140	10,000	84,722	-
402	Storm Drainage	22,469	9,349	10,000	2	-
403	Channel Drainage District	42,534	58,326	52,280	36,458	46,000
404	Park Playground Improvement	315,774	39,796	-	2,205	-
405	Middlefield Road Grants	-	154,000	1,200,000	1,246,936	-
406	Facilities Construction	-	7,477	22,000	4	-
		<u>468,398</u>	<u>283,088</u>	<u>1,294,280</u>	<u>1,370,327</u>	<u>46,000</u>
Internal Service Funds:						
610	Vehicle Replacement	248,759	248,419	39,400	39,400	26,000
611	Information Technology	76,678	79,030	91,371	91,371	96,043
612	Administrative Services	219,762	208,734	406,256	378,359	283,128
614	Workers Comp. Insurance	141,721	97,085	110,129	80,129	-
		<u>686,920</u>	<u>633,268</u>	<u>647,156</u>	<u>589,259</u>	<u>405,170</u>
Trust and Agency Funds:						
715	Evans Creative Design	173,684	-	116,900	116,900	74,000
731	MA Little League	165,057	-	1,571	1,571	-
740	Tree Committee	1,451	-	-	5,200	-
		<u>99,434</u>	<u>-</u>	<u>118,471</u>	<u>123,671</u>	<u>74,000</u>
	Total Revenues	<u>\$ 9,521,780</u>	<u>\$ 9,521,780</u>	<u>\$ 12,054,403</u>	<u>\$ 11,257,820</u>	<u>\$ 11,108,023</u>
	Carryover from Prior Year	-	-	-	450,000	82,600
	Grand Total	<u>\$ 9,521,780</u>	<u>\$ 9,521,780</u>	<u>\$ 12,054,403</u>	<u>\$ 11,707,820</u>	<u>\$ 11,190,623</u>

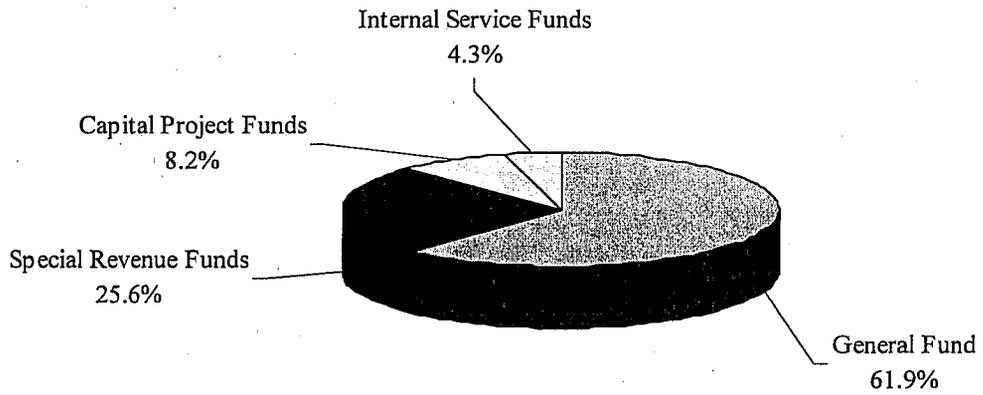
REVENUES BY FUND



Expenditure Summary by Fund

Department	2000-01 Actual	2001-02 Actual	2002-03 Budget	2002-03 Projected	2003-04 Budget
101 General Fund	\$ 5,655,571	\$ 6,949,551	\$ 7,489,609	\$ 7,317,453	\$ 7,632,490
Special Revenue Funds:					
105 Tennis	196	9,270	29,946	15,000	22,936
201 Special Municipal Tax	-	329,917	1,480,309	859,036	1,985,917
202 Transportation	85,036	430,897	273,992	184,010	177,740
203 Street Improvement (Gas Tax)	149,466	230,110	155,519	198,391	180,080
208 Police on the Street	-	252,845	40,000	40,000	-
209 Law Enforcement	3,310	210,847	100,000	100,000	100,000
210 Road Impact Fees	-	-	684,294	728,547	588,682
211 State Park Grants	-	-	89,259	11,380	81,660
213 Library Special Revenue	-	-	25,384	40,000	15,720
Total	<u>2,112,041</u>	<u>1,463,886</u>	<u>2,878,703</u>	<u>2,176,364</u>	<u>3,152,735</u>
Capital Project Funds:					
401 Capital Improvement	293,283	-	396,861	247,073	284,451
402 Storm Drainage	96,960	72,849	-	-	25,713
403 Channel Drainage District	271,911	32	90,848	116,413	411,554
404 Park Playground Fund	-	287,153	-	30,976	-
405 Grants	-	154,173	1,299,000	1,246,760	-
406 Facilities Construction	-	-	198,454	160,214	287,267
Total	<u>662,154</u>	<u>514,207</u>	<u>1,985,163</u>	<u>1,801,436</u>	<u>1,008,985</u>
Internal Service Funds:					
610 Vehicle Replacement	-	94,843	45,000	50,500	95,000
611 Information Technology	51,399	68,052	100,500	97,500	107,500
612 Administrative Services	-	210,467	325,334	268,240	338,151
614 Workers Compensation Insurance	100,823	172,641	95,000	91,000	-
Total	<u>152,222</u>	<u>546,003</u>	<u>565,834</u>	<u>507,240</u>	<u>540,651</u>
Trust and Agency Funds:					
715 Evans Creative Design	22,488	112,948	84,750	62,120	62,120
731 MA Little League	23,894	-	-	-	-
740 Tree Committee	-	1,137	730	5,949	-
Total	<u>46,382</u>	<u>114,085</u>	<u>85,480</u>	<u>68,069</u>	<u>62,120</u>
Grand Total	<u>\$ 8,628,370</u>	<u>\$ 9,587,732</u>	<u>\$ 13,004,789</u>	<u>\$ 11,870,562</u>	<u>\$ 12,396,981</u>

EXPENDITURES BY FUND



Budget Summary

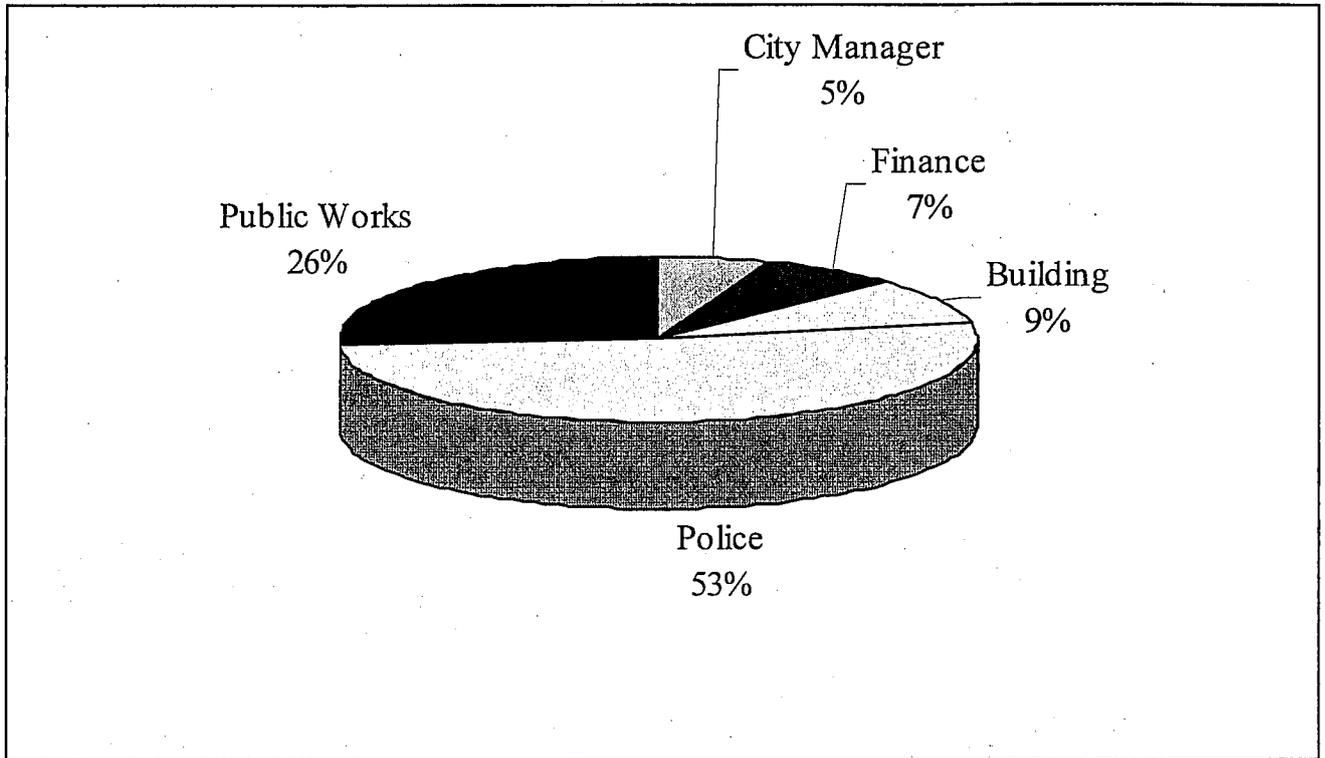
Fund	Description	Beginning Fund Balance July 1, 2003 Projected	Revenues & Transfers Projected	Expenditures & Transfers Projected	Ending Fund Balance June 30, 2004 Projected
101	General Fund	\$ 4,958,780	\$ 7,743,763	\$ 7,632,490	\$ 5,070,053
	Special Revenue Funds:				
105	Tennis	13,936	9,000	22,936	-
201	Special Municipal Tax	984,784	1,770,000	1,985,917	768,867
202	Transportation	-	177,740	177,740	-
203	Street Improvement	30,771	149,309	180,080	-
208	Police on the Street	4,434	-	-	4,434
209	Law Enforcement	9,121	100,000	100,000	9,121
210	Road Impact Fees	248,682	340,000	588,682	-
211	State Park Grants	(11,380)	93,040	81,660	-
213	Library Special Revenue	718,000	200,000	15,720	902,280
	Sub Total	<u>\$ 1,998,347</u>	<u>\$ 2,839,089</u>	<u>\$ 3,152,735</u>	<u>\$ 1,684,702</u>
	Capital Projects Funds:				
401	Capital Improvement	284,451	-	284,451	-
402	Storm Drainage	56,788	-	25,713	31,075
403	Channel Drainage District	365,554	46,000	411,554	-
404	Park Playground	29,646	-	-	29,646
405	Middlefield Road Grant	-	-	-	-
406	Facilities Construction	287,267	-	287,267	-
	Sub Total	<u>\$ 1,023,706</u>	<u>\$ 46,000</u>	<u>\$ 1,008,985</u>	<u>\$ 60,721</u>
	Internal Service Fund				
610	Vehicle Replacement	346,852	26,000	95,000	277,852
611	Information Technology	48,850	96,043	107,500	37,393
612	Administrative Services	116,262	378,359	338,151	156,470
614	Workers Comp Insurance	(10,871)	10,871	-	-
	Sub Total	<u>501,093</u>	<u>405,170</u>	<u>540,651</u>	<u>471,715</u>
	Trust and Agency Funds				
715	Evans Creative Design	139,106	74,000	62,120	150,986
731	MA Little League	-	-	-	-
740	Tree Committee	-	-	-	-
	Sub Total	<u>139,106</u>	<u>74,000</u>	<u>62,120</u>	<u>150,986</u>
	Grand Total	<u>\$ 8,621,032</u>	<u>\$ 11,108,023</u>	<u>\$ 12,396,981</u>	<u>\$ 7,438,177</u>

Supplemental Information

List of Authorized Positions by Department

	1999-00 Authorized	2000-01 Authorized	2001-02 Authorized	2002-03 Authorized	2003-04 Recommended
City Manager					
City Manager	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Assistant to City Manager	1.00	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00	3.00
Finance					
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	-	1.00	1.00	1.00	1.00
Finance Assistant	1.00	1.00	1.00	1.00	1.00
Finance Asst/Public Serv Asst	1.00	1.00	1.00	0.00	0.00
Public Services Assistant	0.50	-	0.50	1.00	1.00
Total	3.50	4.00	4.50	4.00	4.00
Building					
Building Official	1.00	1.00	1.00	1.00	1.00
Senior Bldg Inspector/Plan Review	0.00	0.00	0.00	0.00	1.00
Bldg Inspector/Plan Reviewer	2.00	2.00	2.00	2.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
Public Services Assistant	0.80	0.80	0.50	0.00	0.00
Contract Plan Reviewer	1.00	1.00	1.00	1.00	1.00
Total	5.80	5.80	5.50	5.00	5.00
Police					
Police Chief	1.00	1.00	1.00	1.00	1.00
Captain	1.00	0.00	0.00	0.00	0.00
Lieutenant	2.00	1.00	1.00	1.00	1.00
Sergeant	5.00	5.00	5.00	5.00	5.00
Police Officer	16.00	12.00	15.00	15.00	15.00
Administrative Assistant (P/T)	1.00	0.50	0.50	0.50	0.50
Communications Supervisor	1.00	1.00	1.00	1.00	1.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00
Dispatcher/Records Assistant	4.00	4.00	4.00	4.00	4.00
Total	32.00	25.50	28.50	28.50	28.50
Public Works					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Superintendent	-	1.00	1.00	1.00	1.00
Asst/Assoc Engineer	0.00	0.00	0.00	1.00	1.00
Park Program Manager	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
PW Maintenance Supervisor	2.00	2.00	2.00	2.00	2.00
Town Arborist/PW Technician	1.00	1.00	1.00	1.00	1.00
PW Lead Maintenance Worker	1.00	-	-	-	-
PW Maintenance Worker I/II	4.00	5.00	5.00	5.00	5.00
PW & Park Temporary/P/T	1.25	1.25	1.25	1.25	1.25
Total	12.25	13.25	13.25	14.25	14.25
Grand Total	56.55	51.55	54.75	54.75	54.75

Summary of Authorized Positions by Department



Salary Schedule

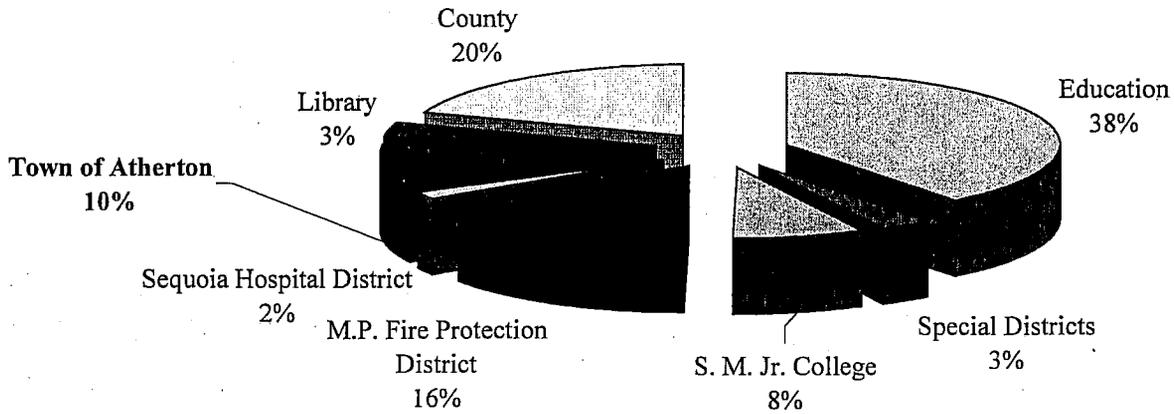
CLASSIFICATION TITLE	STEP A	STEP B	STEP C	STEP D
<u>CITY MANAGER</u>				
CITY MANAGER				12,416.67
<u>DEPARTMENT HEADS</u>				
FINANCE DIRECTOR	8,841.00			10,401.00
CHIEF OF POLICE	9,370.00			11,024.00
PUBLIC WORKS DIRECTOR/CITY ENGINEER	9,292.00			10,932.00
BUILDING OFFICIAL/PLNG ADMINISTRATOR	8,745.00			10,288.00
<u>MID-MANAGEMENT/CONFIDENTIAL</u>				
CITY CLERK	6,315.00			7,430.00
POLICE LIEUTENANT	7,522.00			8,849.00
PARK PROGRAM ADMINISTRATOR	5,315.00			6,253.00
ASSISTANT TO THE CITY MANAGER	6,315.00			7,430.00
PUBLIC WORKS SUPERINTENDENT	7,075.00			8,323.00
ASSISTANT FINANCE DIRECTOR	6,315.00			7,430.00
ASSOCIATE ENGINEER	5,802.00			6,826.00
<u>GENERAL GOVERNMENT EMPLOYEES</u>				
ASSISTANT ENGINEER*	5,286.11	5,526.39	5,789.55	6,079.03
BUILDING INSPECTOR	5,276.94	5,516.80	5,779.50	6,068.48
PUBLIC SERVICES ASST.	5,804.63	6,094.86	6,385.09	6,675.33
OFFICE SPECIALIST	3,180.17	3,324.73	3,483.05	3,657.20
TOWN ARBORIST/PW SPECIALIST	3,829.61	4,003.68	4,194.33	4,404.05
FINANCE ASSISTANT	5,276.94	5,516.80	5,779.50	6,068.48
PUBLIC WORKS MAINT. WORKER I	4,573.09	4,780.95	5,008.62	5,259.05
PUBLIC WORKS MAINT. WORKER II	3,423.27	3,578.87	3,749.30	3,936.76
PUBLIC WORKS SUPERVISOR	3,765.20	3,936.35	4,123.79	4,329.98
	5,383.55	5,628.25	5,896.27	6,191.08
<u>POLICE-CIVILIAN</u>				
COMMUNITY SERVICE OFFICER				
DISPATCHER/RECORDS ASSISTANT	3,766.56	3,937.76	4,125.28	4,331.54
POLICE TRAINEE	4,354.29	4,552.21	4,768.98	5,007.43
COMMUNICATIONS SUPERVISOR				
	6,209.10	6,491.34	6,800.45	7,140.47
<u>POLICE-SWORN (84 HRS.)</u>				
POLICE OFFICER				
POLICE SERGEANT	5,037.41	5,266.38	5,517.16	5,793.02
	6,403.30	6,694.36	7,013.14	7,363.80
<u>POLICE-SWORN (80 HRS.)</u>				
POLICE SERGEANT				
POLICE OFFICER	4,797.18	5,015.24	5,254.06	5,516.76
	6,098.66	6,375.87	6,679.49	7,013.46

Atherton Assessed Valuations 1993-94 through FY 2003-04

Year	County Secured	State	Unsecured	Total	Change from Prior Year
2003-04	\$ 3,530,000,000	\$ 88,000	\$ 8,000,000	\$ 3,538,088,000	6.91%
2002-03	3,305,200,000	90,000	4,000,000	3,309,290,000	-1.90%
2001-02	3,369,322,064	92,026	4,069,834	3,373,483,924	27.11%
2000-01	2,651,467,634	84,057	2,508,914	2,654,060,605	11.44%
1999-00	2,374,302,464	90,932	7,161,075	2,381,554,471	9.99%
1998-99	2,162,570,529	133,092	2,466,242	2,165,169,863	9.83%
1997-98	1,970,058,187	108,586	1,298,571	1,971,465,344	10.26%
1996-97	1,786,985,409	77,260	929,280	1,787,991,949	5.98%
1995-96	1,686,119,026	89,860	948,885	1,687,157,771	5.96%
1994-95	1,590,872,908	77,860	1,252,086	1,592,202,854	6.48%
1993-94	1,494,013,853	67,033	1,295,609	1,495,376,495	7.20%

Property tax apportionment schedule

Property Tax Paid by Atherton Residents to Taxing Agencies FY 2002-03



■ Education	■ Special Districts	■ S. M. Jr. College	■ M.P. Fire Protection District
■ Sequoia Hospital District	■ Town of Atherton	■ Library	■ County

Schedule of Operating Transfers

From Fund	To Fund	Amount
201	101	799,000
202	101	200,000
612	614	10,871
Total		\$ 1,009,871

Legislative Items

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADOPTING THE FISCAL YEAR 2003-2004 OPERATING AND CAPITAL BUDGET**

WHEREAS, the City Council of the Town of Atherton set June 16, 2003 at the Town of Atherton City Council Chambers, 94 Ashfield Road, Atherton, California, as the time and place for the public hearing on the adoption of the Fiscal Year 2003-2004 Operating and Capital Budget; and

WHEREAS, notice of said hearing was duly given by posting the time and place of said hearing at designated places in accordance with Chapter 2.08 of the Municipal Code of the Town of Atherton; and

WHEREAS, said Council held a public hearing on the Proposed Fiscal Year 2003-2004 Operating and Capital Budget on June 16, 2003; and

WHEREAS, it appears to be in the best interest of the citizens of the Town of Atherton that the Fiscal Year 2003-2004 Operating and Capital Budget be adopted in the format set forth in Exhibit A, attached hereto, and by reference incorporated herein; and

WHEREAS, the budget was made available for public view at the Town Hall, 91 Ashfield Road, Atherton, California, and the Town Library, 2 Dinkelspiel Station Lane, Atherton, California.

NOW THEREFORE, BE IT RESOLVED, that the Fiscal Year 2003-2004 Operating and Capital Budget totaling \$12,396,981, which includes the General Fund Operating Budget and Reserves of \$7,632,490, Other Funds' Operating Budgets of \$1,278,725, and the Capital Budget of \$3,485,766 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2003-2004.

BE IT FURTHER RESOLVED, that the City Clerk of the Town of Atherton is hereby directed to forward a copy of said approved and adopted budget to the County Controller of San Mateo County for filing pursuant to Government Code Section 53901.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a special meeting thereof held on the ___th day of ___ 2003, by the following vote:

*AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:*

Jim Janz, Mayor
Town of Atherton

ATTEST:

Sharon Barker, City Clerk

Approved as to Form

Marc Hynes, City Attorney

EXHIBIT "A"

THE CITY COUNCIL OF THE TOWN OF ATHERTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1: That an Appropriation-Expenditure Budgeting System entitled Expenditure Control Budget (ECB) is hereby adopted. The system consists of:

- **Present Personnel Policies, Procedures, and Memorandum of Understanding, including salary schedules and benefits, except as hereinafter changed by resolution or ordinance of the City Council.**
- **The Expenditure Control Budget will show overall General Fund and other funds and/or departments.**
- **This system will apply to Operating and Capital Budget Expenditures as intended for use in Fiscal Year 2003-2004.**
- **All encumbered expenditures from the Fiscal Year 2002-2003 Adopted Budget shall be carried forward and re-appropriated in Fiscal Year 2003-2004. Said encumbered expenditures to be re-appropriated in Fiscal Year 2003-2004 must be initiated by the Department Heads, recommended by the Finance Director, and approved by the City Manager.**
- **Capital Project Commitments: Capital projects for which funds are appropriated in the budget year shall have those funds restricted for use for that project. Such appropriations will continue to be valid in subsequent fiscal years until the project is completed or the Council takes subsequent action to de-appropriate all or part of the funds originally restricted. If a capital project requires an additional appropriation in excess of 5% of its budget, then City Council approval shall be required.**
- **General Fund Balance: The General Fund will maintain a Reserved Balance of \$ 4.9 million to maintain the City's credit worthiness, and to adequately provide for economic uncertainties, cash flow needs, contingencies, or local disasters.**
- **The City Manager is authorized to make any transfers of Operating Budget appropriation balances between departments and/or programs whenever he deems it necessary to do so in order to carry out the service level objectives and work programs established by the City Council. The City Council will be promptly advised of transfer of operating budget appropriations.**
- **This budget system assumes existing service levels; Council approval will be required for any significant changes involving increased or decreased service levels.**
- **The Department of Finance shall be responsible for constant monitoring of the budget and shall establish and implement appropriate control mechanisms necessary for said purpose after consultation with city staff, and approval by the City Manager.**

- A monthly financial report shall be prepared by the Finance Director for each department and/or program and/or capital project. Each Department Head shall be accountable for achieving results of his/her organization unit based upon the objectives set for each department by the City Manager and City Council, and shall be evaluated as to their performance in an annual performance appraisal conducted by the City Manager each year.
- Deflator: A deflator procedure, to be administered by the City Manager, is hereby established for reducing appropriations in the event that projected revenues are reduced due to a reduction in the State subventions or other revenues that may fluctuate downward due to changes in economic conditions. For the 2003-2004 Fiscal Year, if total revenues, as estimated by the City Manager are insufficient, the amount of total Operating Budget appropriations shall be reduced as determined by the City Manager, based on his assessment of total Town needs and consultation with the City Council; no deferral of capital projects will be implemented until discussed with the City Council and staff at a duly called public meeting.

Section 2: The FY 2003-2004 General Fund Operating Budget Programs are hereby adopted, establishing the following projected General Fund Revenue and General Fund Expenditures:

FY 2003-2004 GENERAL FUND REVENUE ESTIMATES & EXPENDITURE BUDGET

General Fund Revenues:

Property Tax	\$	3,035,934
Other Tax		1,082,755
Licenses and Permits		1,495,435
Fines and Forfeitures		70,000
From Other Agencies		139,000
Current Service Charges		445,900
Investment and Rental Income		347,300
Other Revenues		3,000
Total Revenues:		6,619,323

Transfers and Carry-over:

Carry-over from 2002-2003 Surplus		82,600
Capital Projects Direct Charge		150,000
Transfer from Parcel Tax		799,000
Transfer from Gas Tax		175,440
Total Transfers:		1,207,040

Total Revenues and Transfers: \$ 7,826,363

General Fund Expenditures:

City Council	\$	20,174
City Manager		497,895
City Attorney		175,550
Finance Dept.		434,136
Building Dept.		906,635
Police Dept.		3,655,234
Public Works Dept.		1,842,867
Contingency		100,000

Total Expenditures: \$ 7,632,490

Section 3: FY 2003-2004 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

Revenues & Other Resources:

GENERAL FUND	7,826,363
SPECIAL REVENUE FUNDS	
Transportation Fund	177,740
Parcel Tax Fund	1,770,000
Gas Tax Fund	149,309
Road Construction Impact Fees Fund	340,000
State COPS Fund	100,000
Tennis Program Fund	9,000
State Park Grant Fund	93,040
Library Special Revenue Fund	200,000
CAPITAL PROJECT FUNDS	
Capital Improvement Fund	0
Storm Drainage Fund	0
Channel Drainage District Fund	46,000
Middlefield Road Grants Fund	0
Facilities Construction Fund	0
INTERNAL SERVICES FUND	
Information Technology Fund	96,043
Administrative Services Fund	283,128
Workers Comp Insurance Fund	0
Vehicle Replacement Fund	26,000
TRUST & AGENCY FUND	
Evans Estate Fund (Art Committee)	74,000
Total Revenue & Other Resources:	11,190,623

Expenditures & Other Uses:

GENERAL FUND	7,632,490
SPECIAL REVENUE FUNDS	
Parcel Tax Fund	1,985,917
Transportation Fund	177,740
Gas Tax Fund	180,080
Road Construction Impact Fees Fund	588,682
State COPS Grant	100,000
State Park Grant Fund	81,660
Tennis Program Fund	22,936
Library Special Revenue	15,720
CAPITAL PROJECT FUNDS	
Storm Drainage Fund	25,713
Channel Drainage District Fund	411,554
Park Playground Fund	0
Facilities Construction Fund	287,267
Capital Improvement	284,451
INTERNAL SERVICES FUND	
Information Technology Fund	107,500
Administrative Services Fund	338,151
Workers Comp Insurance Fund	0
Vehicle Replacement Fund	95,000
TRUST AGENCY FUND	
Evans Estate Fund (Art Committee)	62,120
Tree Committee	0
Total Expenditures & Other Uses:	12,396,981

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
APPROVING APPROPRIATIONS LIMIT AND CALCULATIONS FOR
FISCAL YEAR 2003-2004**

WHEREAS, the Finance Director has calculated the fiscal year 2003/2004 appropriations limit for the Town of Atherton in accordance with applicable State law; and

WHEREAS, the San Mateo County annual percentage change in population is 0.37% and the per capita personal income percentage change over is (2.31)% (noting that both amounts are supplied by the Finance Department, State of California).

WHEREAS, the Finance Director has recommended approval of said limit at \$7,992,725 and its calculations.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton does hereby approve the appropriations limit of \$7,992,725 and its calculations as set forth in Attachment 1 through 3, the copies of which are attached hereto.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the ___th day of ___, 2003, by the following vote:

*AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:*

James R. Janz, Mayor

ATTEST:

Sharon Barker, City Clerk

APPROVED AS TO FORM:

Marc Hynes, City Attorney

ATTACHMENT I

TOWN OF ATHERTON
 GANN LIMIT COMPUTATION
 SUMMARY
 FY 2003-2004

	<u>BUILDING/ENG.</u>	<u>PARKS</u>	<u>OTHER</u>	<u>POLICE</u>	<u>TOTAL</u>
A. COSTS REASONABLY BORNE	1,105,781	455,448	1,049,755	3,605,234	6,216,218
B. FEES	<u>1,245,435</u>	<u>331,000</u>	<u>5,500</u>	<u>7,400</u>	<u>1,589,335</u>
C. FEES OVER(UNDER) COSTS	139,654	(124,448)	(1,044,255)	(3,597,834)	(4,626,883)
D. TRANSFER TO RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
E. AMOUNT TO TAX PROCEEDS	<u>139,654</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>139,654</u>
PROCEEDS OF TAXES	3,464,061				
AMOUNT TO TAX PROCEEDS	<u>139,654</u>				
TOTAL PROCEEDS OF TAXES	3,603,715				
APPROPRIATION LIMIT	<u>7,992,725</u>				
AMOUNT OVER / (UNDER) LIMIT	<u>(4,389,010)</u>				

ATTACHMENT II

**TOWN OF ATHERTON
CALCULATION OF APPROPRIATION LIMIT
2003-2004**

2002-2003 APPROPRIATIONS LIMIT			5,509,974
County Population Change	0.37	1.0037	
Per Capita Personal Income Change	2.31	1.0231	
Calculation Factor		1.0269	
Annual Adjustment Increase			127,751
Parcel Tax Adjustment			2,355,000
Total Adjustments			2,482,751
2003-2004 APPROPRIATIONS LIMIT			7,992,725

**TOWN OF ATHERTON
CALCULATION OF PROCEEDS OF TAXES
FY 2003-2004**

ATTACHMENT III

	PROCEEDS OF TAXES	NON-PROCEEDS OF TAXES	USER FEES	TOTAL
<u>10 PROPERTY TAXES</u>				
- SECURED	2,574,068			2,574,068
- UNSECURED	310,517			310,517
- SB813 SUPPLEMENTAL	120,000			120,000
- HOPTR	31,349			31,349
- OTHER	0			20,000
<u>011 OTHER TAXES</u>				
- FRANCHISE - PG&E		135,000		135,000
- FRANCHISE - CAL WATER		54,105		54,105
- FRANCHISE - BFI		81,510		81,510
- FRANCHISE - CABLE TV & OTHER		50,000		50,000
- SALES & USE TAXES	200,640			200,640
- PUBLIC SAFETY SALES TAX		78,440		78,440
- REAL PROPERTY TRANSFER	140,000			140,000
<u>0330 LICENSES AND PERMITS</u>				
- BUSINESS LICENSES	310,000			310,000
- BUILDING PERMITS			1,056,635	1,056,635
- ENCROACHMENT PERMITS			125,000	125,000
- OTHER LICENSES & PERMITS			1,800	1,800
<u>0340 FINES AND FORFEITURES</u>				
- VEHICLE CODE FINES		60,000		60,000
- OTHER FINES AND FORFEITURES		10,000		10,000
<u>0350 USE OF MONEY AND PROPERTY</u>				
- INTEREST-GENERAL FUND		280,000		280,000
- INTEREST-TRAFFIC SAFETY				0
- PARKING REVENUE		2,400		2,400
- PROPERTY RENTAL - PLAY SCHOOL		29,400		29,400
- PROPERTY RENTAL - CELLULAR ONE		31,500		31,500
- OTHER		1,000		1,000
<u>0353 HOLBROOK-PALMER PARK</u>				
- SOCIAL FEES			224,000	224,000
- MEETING FEES			75,000	75,000
- FOOD SERVICE			0	0
- SUPERVISORY FEES			20,000	20,000
- LIABILITY INSURANCE FEE			0	0
- EQUIPMENT RENTAL			3,000	3,000
- CLASS FEES			0	0
- TENNIS CLASSES			0	0
- FOUNDATION REIMBURSEMENT		0	0	0
<u>0360 REVENUE FROM OTHER AGENCIES</u>				
- MOTOR VEHICLE LICENSE FEE	420,000			420,000

0370 CURRENT SERVICES

- ELECTIONS PROCESSING FEE	0		0
- DOCUMENT/RESEARCH FEE		0	0
- MICROFILM		0	0
- PHOTOCOPY FEE		5,500	5,500
- ALARM MONITORING FEE		0	0
- FALSE ALARM FINES		4,000	4,000
- VEHICLE RELEASE		2,000	2,000
- POLICE REPORT		0	0
- FINGERPRINTING FEE		0	0
- SPECIAL SERVICES - POLICE		1,400	1,400
- ZONING, PLANNING & SUBDIVISION FEES		26,000	26,000
- USE AND OCCUPANCY FEE		0	0
- APPLICATION FEE		36,000	36,000
- INSPECTION FEE		0	0
- ENGINEERING PLANNING FEE		0	0
- SALES OF DOCUMENTS		0	0
- SALES OF EQUIPMENT	1,000		1,000
- POST OFFICE	52,000		52,000
- OTHER SERVICES		0	0
- SMIP (EARTHQUAKES)		0	0
- DONATIONS - SPECIAL GIFTS	0		0
- PG&E UTILITIES	0		0

0380 MISCELLANEOUS REVENUE

	3,000		3,000
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0390 REIMBURSEMENTS

- BOOKING FEES	0		0
- PERS EQUITY DISTRIBUTION			0
- POST	18,000		18,000
- ERAF	0		0
- OTHER	25,000		25,000

TOTAL GENERAL FUND	<u>4,106,574</u>	<u>912,355</u>	<u>1,580,335</u>	<u>6,599,263</u>
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OTHER

PROPERTY TAX - SPECIAL TAX	1,770,000			1,770,000
SALES TAX - TRANSPORTATION		177,740		177,740
INTEREST - TRANSPORTATION		0		0
GAS TAX - 2105		149,309		149,309
ROAD IMPACT FEES	340,000			340,000
DRAINAGE FUNDS	46,000			46,000
MIDDLEFIELD ROAD GRANTS		0		0
STATE COPS		100,000		100,000
TENNIS			9,000	9,000
				0
PARK IMPROVEMENTS		0		0
PARK GRANTS		93,040		93,040
CAPITAL IMPR.	0			0
TOTAL OTHER REVENUES	<u>2,156,000</u>	<u>520,089</u>	<u>9,000</u>	<u>2,685,089</u>

TOTAL REVENUES W/O INTEREST	<u>6,262,574</u>	<u>1,432,444</u>	<u>1,589,335</u>	<u>9,284,352</u>
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LESS EXCLUSIONS

- CAPITAL OUTLAY	2,955,790	1,090,210		4,046,000
- FEDERAL / STATE MANDATES	0		0	0

NET REVENUES	<u>3,306,784</u>	<u>342,234</u>	<u>1,589,335</u>	<u>5,238,352</u>
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	63.1%	6.5%	30.3%	100.0%
INTEREST	<u>189,379</u>	<u>19,600</u>	<u>91,021</u>	<u>300,000</u>

TOTAL REVENUES	<u>3,496,163</u>	<u>361,834</u>	<u>1,680,356</u>	<u>5,538,352</u>
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Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JAMES H. ROBINSON, CITY MANAGER

DATE: FOR THE MEETING OF JUNE 18, 2003

**SUBJECT: SET DATE AND TIME FOR A PUBLIC HEARING FOR
ADOPTION OF A RESOLUTION ESTABLISHING A SPECIAL
TAX FOR MUNICIPAL SERVICES FOR FISCAL YEAR 2003 -
2004.**

RECOMMENDATION :

It is recommended that the City Council set a date for conducting a public hearing for adoption of a resolution establishing a Special Tax (Parcel Tax) for the provision of municipal services for Fiscal Year 2003- 2004

BACKGROUND:

The Ordinance establishing the Parcel Tax requires that each year the Town prepare a budget to identify the proposed uses of the Parcel Tax collected and hold a Public Hearing. A 15 day notice period is required by the Ordinance before the Resolution could be adopted approving the Special Tax. The Public Hearing could therefore not occur before July 1, 2003. The City Council could hold a special meeting following July 1, 2003 or hold the Public Hearing as part of the regular meeting of July 16, 2003. Staff is checking to confirm that the July 16, 2003 date would allow sufficient time for the San Mateo County Controller's Office to place the Parcel Tax on the tax roll.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JAMES H. ROBINSON, CITY MANAGER

DATE: FOR THE MEETING OF JUNE 16, 2003

SUBJECT: CONSIDERATION OF REQUEST OF CITY/COUNTY ASSOCIATION OF GOVERNMENTS FOR A LISTING OF POSSIBLE PROJECTS FOR PROPOSED CONTINUATION OF THE MEASURE "A" ONE-HALF CENT SALES TAX FOR TRANSPORTATION

RECOMMENDATION:

That the City Council consider and give direction to staff of any Capital Projects for inclusion in the proposed renewal of the Measure "A" One -half (1/2) cent sales tax for Transportation that will expire at the end of 2008.

BACKGROUND:

A number of interest groups are currently working to initiate a ballot measure for consideration by the electorate to extend the Measure A 1/2 cent sales tax an additional 20 years. C/CAG (City/County Association of Governments) is working with the County Transportation Authority to identify projects that could be included in a future ballot measure. A request has been made by C/CAG that a project list be submitted by June 20, 2003.

Recommended projects are required to meet specific criteria. A summary of the criteria is included in the attached memo. Generally speaking, projects are required to meet the following criteria:

1. Must reflect improvements to Roadways or Transit.
2. Should be of a general interest and provide congestion relief.

3. All state routes are eligible and arterial routes must meet a strict criteria. (Paving of local roads would be provided in the 20% set aside as is the current practice.)

Following a quick review of the guidelines and an evaluation of the criteria for Arterial Roads, it would appear that the only project for which the Town of Atherton might meet the criteria would be Transit related (Caltrain /Samtrans Rail Corridor). This project would incorporate any possible improvements that might be required as a result of the implementation of High Speed Rail/Baby Bullet etc., as well as grade separation projects implemented by adjoining communities. For example, it is staff's understanding that Menlo Park intends to include grade separation projects at four locations within their project submittal list for a future Measure A. I spoke with Rich Napier and Geoffrey Kline of C/CAG and they agreed that "Transit /Rail improvements is a project that should be submitted for consideration". The estimate provided was in the \$30 million range for each of the crossings which would include resources for study and construction of the best solution for the Town of Atherton.