



AMENDED AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
June 16, 2010
5:30 P.M.
Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting

5:30 P.M. ROLL CALL Lewis, Dobbie, Marsala, McKeithen, Carlson

5:32 P.M. PUBLIC COMMENTS

5:40 P.M. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATOR – Labor negotiations pursuant to Government Code Section 54957.6

Agency Negotiators: Jerry Gruber, City Manager; Glenn Berkheimer, I.E.D.A.

Employee Organization: Management Employees

B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: (Significant exposure to litigation pursuant to subsection (b) of Government Code Section 54956.9): One potential case:

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Subsection (a) of Government Code Section 54956):

Atherton et al v. High-Speed Rail Authority Case No. 34-2008-80000022

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code Section 54957(b)

City Attorney

RECONVENE TO OPEN SESSION

Report of action taken.

6:59 P.M. ADJOURN

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the City Clerk's Office at (650) 752-0500. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CRF 35.104 ADA Title II)



AMENDED AGENDA
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
JUNE 16, 2010
7:00 p.m.
TOWN COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California
REGULAR MEETING

PLEASE NOTE:

Times listed on the Agenda are an approximation and not a time certain. The Council may take up items out of order. Please arrive well in advance of the time listed for any item in which you are interested.

- 7:00 P.M. 1. **PLEDGE OF ALLEGIANCE**
- 7:02 P.M. 2. **ROLL CALL** Lewis, Dobbie, Marsala, McKeithen, J. Carlson
- 7:03 P.M. 3 **PRESENTATIONS**
- 7:15 P.M. 4. **PUBLIC COMMENTS** *(This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the Agenda that is within the subject matter jurisdiction of the City Council. State law prohibits the Council from acting on items not listed on the Agenda except by special action of the City Council under specified circumstances. Speakers' time is limited to three minutes.)*
- 7:20 P.M. 5. **REPORT OUT OF CLOSED SESSION**
- April 22, 2010
Item B from May 19, 2010
June 16, 2010
- 7:25 P.M. 6. **CITY MANAGER'S REPORT**
- 7:30 P.M. 7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT** (Directed by Resolution No. 99-6)
- 7:30 P.M. **CONSENT CALENDAR** (Items 8-23)
- (Consent Calendar items are routine in nature and are generally considered in one motion and adopted by a single vote of the City Council. If discussion regarding a Consent Calendar item is desired, the member(s) of the City Council, public, and/or staff wishing to pull the item should so indicate at the time the Mayor calls for consideration of the Consent Calendar.)*

8. **APPROVAL OF MAY 19, 2010 REGULAR MEETING, MAY 25 SPECIAL MEETING MINUTES AND JUNE 8 JOINT COUNCIL AND PARK & RECREATION MEETING**
Recommendation: Approve May 19, 2010 regular, May 25 special meeting minutes, and June 8 Joint Council and Park & Recreation meeting
9. **APPROVAL OF BILLS AND CLAIMS FOR FEBRUARY 2010 IN THE AMOUNT OF \$884,376**
Recommendation: Approve Bills and Claims in the amount of \$884,376
10. **ACCEPTANCE OF MONTHLY FINANCIAL REPORT FOR THE ELEVEN MONTHS ENDED MAY 31, 2010**
Recommendation: Accept Monthly Financial Report
11. **TREASURER'S REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2010**
Report: Finance Director Louise Ho
Recommendation: Accept the Treasurer's Report for the Third Quarter Ended March 31, 2010
12. **APPROVAL FOR THE TOWN ARBORIST TO ATTEND THE INTERNATIONAL SOCIETY OF ARBORICULTURE 86TH ANNUAL INTERNATIONAL CONFERENCE AND TRADE SHOW**
Report: Town Arborist Kathy Hughes Anderson
Recommendation: Approve the request for the Town Arborist to attend the ISA International Conference and Trade Show in Chicago, Illinois, July 26-28, 2010
13. **AWARD OF CONTRACT FOR THE MIDDLEFIELD ROAD AT ENCINAL AVENUE INTERSECTION IMPROVEMENT PROJECT NUMBER 56009**
Report: Public Works Director Duncan Jones
Recommendation: Award the contract for Middlefield Road at Encinal Avenue Intersection Improvement Project, project number 56009 to the lowest responsive bidder on the June 16, 2010 bids; and to authorize the City Manager to sign the contract on behalf of the Town
14. **AWARD OF CONTRACT FOR THE HOLBROOK-PALMER PARK BRIDGE LANDSCAPING PROJECT NUMBER 56046**
Report: Public Works Director Duncan Jones
Recommendation: Award the contract for Holbrook-Palmer Park Bridge Landscaping Project, project number 56046 to Commercial Environmental Landscaping, the low bidder on the May 27, 2010 bids, for \$16,961.33, with a 10% construction contingency of \$1,696.13, for a total authorization of \$18,657.46; and to authorize the City Manager to sign the contract on behalf of the Town

15. **ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION AND APPROVAL OF CONTRACT CHANGE ORDERS FOR THE HOLBROOK-PALMER PARK WATER TOWER LAWN PHASE 2 PROJECT, PROJECT NUMBER 08-026**
Report: Public Works Director Duncan Jones
Recommendation: Accept work, authorizing recording of a notice of completion and approving contract change orders for the Holbrook-Palmer Park Water Tower Lawn Phase 2 Project, Project Number 08-026
16. **APPROVE A ONE-WAY ENTRANCE ROADWAY AT HOLBROOK-PALMER PARK**
Report: Public Works Director Duncan Jones
Recommendation: Approve a one-way entrance roadway at Holbrook-Palmer Park
17. **AWARD OF CONTRACT FOR THE 2010 STREET PATCHING CONTRACT PROJECT NUMBER 56047**
Report: Finance Director Louise Ho
Recommendation: Award the contract for the 2010 Street Patching Contract, project number 56047 to the lowest responsible bidder on the June 16, 2010 bids; and to authorize the City Manager to sign the contract on behalf of the Town.
18. **APPROVE CONSULTANT SERVICES AGREEMENT WITH CSG CONSULTANTS, INC. FOR CODE ENFORCEMENT**
Report: City Manager Jerry Gruber
Recommendation: Approve Consultant Services Agreement with CSG Consultants, Inc. to provide Code Enforcement Services to the Town of Atherton in the amount of \$56,925.00 for the fiscal year 2010-11
19. **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH THE CITY OF REDWOOD CITY TO PROVIDE INFORMATION TECHNOLOGY SUPPORT**
Report: Assistant City Manager Eileen Wilkerson
Recommendation: Approve the agreement for information technology support between the City of Redwood City and the Town of Atherton; authorize the City Manager to execute the agreement
20. **APPOINT ALAIN ENTHOVEN TO THE FINANCE COMMITTEE**
Report: City Manager Jerry Gruber
Recommendation: Appoint Alain Enthoven to the Finance Committee for a term to take effect immediately and expires on April 30, 2011
21. **APPROVE COMMENT LETTER ON HIGH SPEED RAIL ALTERNATIVES ANALYSIS**
Report: Public Works Director Duncan Jones

Recommendation: Approve a letter to the California High Speed Rail Authority (CHSRA) providing comments on Preliminary Alternatives Analysis Report (PAAR), and authorize the Mayor to sign the letter

22. A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON REQUESTING THAT THE COUNTY OF SAN MATEO DENY THE APPLICATION FOR A NEW FACILITY AT 2991 EL CAMINO REAL AND REVISE THE ORDINANCE RELATING TO REGULATION OF COLLECTIVE CULTIVATION AND DISTRIBUTION OF MEDICAL MARIJUANA

Report: City Manager Jerry Gruber

Recommendation: Approve Resolution No. 10-29 requesting that the County of San Mateo deny the application for a new facility at 2991 El Camino Real and revise the ordinance relating to regulation of collective cultivation and distribution of medical marijuana

PUBLIC HEARINGS - None

REGULAR AGENDA (Items 23-34)

23. LIBRARY TASK FORCE REPORT AND RESOLUTION NO. 10-30

Report: City Manager Jerry Gruber

Recommendation: Adopt Resolution No. 10-30 for the Town of Atherton to partner with the San Mateo County Library, Friends of the Library and other key stakeholders to support and participate in the process of planning and building a new library and establish an Atherton Library Building Steering Committee based on recommendations from the Atherton Library Needs Assessment Task Force

24. REQUEST FOR ADJUSTMENT TO LEGAL SERVICES BUDGET FOR FISCAL YEAR 2009-2010

Report: City Manager Jerry Gruber

Recommendation: Staff recommends that the legal services budget for 2009-10 be increased by 38,000.00 to cover necessary legal expenses through the end of the current fiscal year

25. ADOPT REVISED COST ALLOCATION PLAN

Report: Finance Director Louise Ho

Recommendation: Accept and approve the revised overhead cost allocation plan developed by NBS

26. ADOPTION OF RESOLUTION 10-31 OF THE CITY COUNCIL OF THE TOWN OF ATHERTON ADOPTING SALARIES AND FOR MANAGEMENT STAFF FOR FISCAL YEARS 2009-10, 2010-11, 2011-12, and 2012-13

Report: City Manager Jerry Gruber

Recommendation: Adopt Resolution 10-31 of the City Council of the Town of Atherton Adopting Salaries and Benefits for Management Staff for Fiscal Years 2009-10, 2010-11, 2011-12 and 2012-13

27. RECOMMENDATIONS FROM THE FINANCE COMMITTEE FOR FISCAL YEAR 2010/11 BUDGET

Report: City Manager Jerry Gruber

Recommendations: To Be Determined

28. APPROVAL OF A RESOLUTION ADOPTING THE FISCAL YEAR 2010-11 OPERATING AND CAPITAL BUDGET

Report: Finance Director Louise Ho

Recommendation: Approve Resolution No. 10-32 adopting the Fiscal Year 2010-11 Operating and Capital Budget.

29. CONSIDERATION AND POSSIBLE ADOPTION OF A RESOLUTION ASSESSING A SPECIAL TAX FOR MUNICIPAL SERVICES FOR THE FISCAL YEAR 2010-11

Report: City Manager Jerry Gruber, Finance Director Louise Ho

Recommendation: Open public hearing, receive testimony, and close public hearing. After consideration, adopt Resolution 10-33 assessing a Special Tax for Municipal Services for the Fiscal Year 2010-11 as set forth in Ordinance No. 555

30. ADOPTION OF RESOLUTION 10-34 CALLING THE NOVEMBER 2, 2010, GENERAL MUNICIPAL ELECTION, REQUEST CONSOLIDATION; AND CONTRACT WITH THE CHIEF ELECTIONS OFFICE FOR ELECTION SERVICES

Report: Deputy City Clerk Theresa DellaSanta

Recommendation: Adopt Resolution 10-34 calling for a General Municipal Election, for the purpose of electing three (3) members of the Atherton City Council, to be held on November 2, 2010; requesting the San Mateo County Board of Supervisors to consolidate the election with any other elections to be held on November 2, 2010; contracting with the Chief Elections Official for the purpose of providing election services; and authorizing the City Manager to sign the service agreement with the County Elections Officer

31. ADOPTION OF RESOLUTION 10-35 REQUIRING CANDIDATES TO BE CHARGED A DEPOSIT TO COVER THE COST OF PUBLICATION FOR STATEMENT OF QUALIFICATIONS

Report: Deputy City Clerk Theresa DellaSanta

Recommendation: Adopt Resolution 10-35 requiring candidates to pay the prorated cost of publication and distribution of the Statement of Qualifications and specifying the length of the Statement

32. AMENDMENT TO RESOLUTION 10-13 TO APPOINT A COUNCIL MEMBER TO THE ARTS COMMITTEE; AND TO INCREASE THE

TOWN CENTER TASK FORCE FROM FIVE (5) MEMBERS TO SIX (6) MEMBERS

Report: City Manager Jerry Gruber

Recommendation: Amend Resolution 10-13 to appoint a Council Member to the Arts Committee; and to expand the Town Center Task Force from Five (5) Members to Six (6) Members and appoint Phil Lively

33. **RESOLUTION DIRECTING THE PLANNING COMMISSION TO CONSIDER AN AMENDMENT TO TITLE 17 OF THE ATHERTON MUNICIPAL CODE REGARDING THE R1-A ZONING REGULATIONS TO INCORPORATE PROVISIONS FROM THE R1-B ZONING DISTRICT FOR LOTS WITH AN AREA LESS THAN 10,000 SQUARE FEET OR, IN THE ALTERNATIVE, REZONING LOTS FRONTING PARKER AVENUE FROM R1-A TO R-1B**

Report: Deputy Planner Lisa Costa Sanders

Recommendation: Adopt the Resolution directing the Planning Commission consider an amendment to the R1-A zoning regulations for lots with an area less than 10,000 square feet

34. **CONSIDERATION OF ADDING A SECOND MEETING DATE PER MONTH FOR CITY COUNCIL MEETINGS IN LIEU OF SPECIAL MEETINGS**

Recommendation: To Be Determined

(Continued from March 17, 2010)

- 10:05 P.M. 35. **COUNCIL REPORTS**

- 10:10 P.M. 36. **FUTURE AGENDA ITEMS**

- A. **CONSIDERATION OF RECONSIDERING THE ROAD IMPACT FEE REFUND**

Report: Council Members Carlson and Marsala

Recommendation: Add reconsideration of refunding road impact fees to the July 21, 2010 agenda

- 10:20 P.M. 37. **PUBLIC COMMENTS**

- 10:30 P.M. 38. **ADJOURN**

PLEASE NOTE THE FOLLOWING INFORMATION:

If you challenge a Town zoning, planning, or any other decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this agenda, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Judicial review of any Town administrative decision may be had only if a petition is filed with the court not later than the 90th day following the date upon which the decision becomes final. Judicial review of environmental determinations may be subject to a

shorter time period.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection by 5:00 p.m. the Friday before each regularly scheduled City Council meeting at the Atherton Library, 2 Dinklespiel, Station Lane, and the Town Administrative Offices, 91 Ashfield Road, Atherton, CA 94027. Additionally, agendas and staff reports may be accessed on the town website at: www.ci.atherton.ca.us

In compliance with SB 343, materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the Town Administrative Offices, 91 Ashfield Road, during normal business hours.

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Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JEROME D. GRUBER, CITY MANAGER

DATE: FOR THE REGULAR MEETING OF JUNE 16, 2010

SUBJECT: CITY MANAGER WRITTEN REPORT

ADMINISTRATION DEPARTMENT:

The City Clerks Department has completed updating hard copies of the Municipal Code binder. The updated Municipal Code is now available to review in the City Clerks Office or online at the Town web site www.ci.atherton.ca.us. 15 hard copies are available for Town staff and Council. A new, updated version of the Town roster has been created in both a public version and an internal, confidential version, as required by law is now available in the City Clerks Office or online at the Town web site www.ci.atherton.ca.us.

A complete guide to running for the November 2, 2010 election has been prepared and will be distributed to any candidate who takes out nomination papers beginning on July 12th. The information can be distributed electronically (without the nomination papers) before July 12th if requested.

The City Clerks Department has received over 15 public records requests in the last month which has required numerous staff and attorney hours in searching, collecting and reviewing documents to determine whether the documents would be disclosable under the Public Records Act. Due to the voluminous amount of requests, together with the Towns limited staffing resources, the Town has been unable to produce responsive documentation as quickly as it would like. The Town has worked as diligently as possible to respond to all requests in a timely manner.

CITY ATTORNEY:

No written update.

FINANCE DEPARTMENT PROJECTS AND UPDATES:

No written update.

POLICE DEPARTMENT:

In the spirit of inter-agency teamwork, Menlo Fire Chief Harold Schapelhouman helped us re-string our flagpole in front of the PD and Town offices by sending a fire truck with the appropriate ladder to reach the top of the flag pole. This saved the Town money by not having PW rent a cherry-picker or something similar to reach the top of the flag pole.

In addition, Officer Bruce Potts, Vice-Mayor Jim Dobbie, and Chief Guerra presented at the DARE graduation at St. Josephs. As always, Bruce Potts and his wife Ruth did a phenomenal job organizing the event for the kids and parents. DARE is a program that is presented at Encinal School and St. Josephs by the PD with the support of the Town Council and City Manager.

Sgt. Joe Wade and Chief Guerra presented a PAL scholarship to a graduating student at Sacred Heart, and Chief Guerra attended retiring Sequoia Union High School District Superintendent Pat Gemma's retirement function at Sequoia High School.

Officer Brad Mills completed his first week of his deployment with the regional San Mateo County Gang Task Force, which is comprised of law enforcement officers from throughout the county that focus on criminal street gang activity.

May marked the second month where Chief Guerra held open forum meetings in the reading park next to the library from 9-10 AM and 6-7 PM on the fourth Thursday of the month. This month there were no attendees and last month only one person came to a session. PD is exploring other ways to reach out to our residents that could include a newsletter, alternate days for the forum, or re-visiting some of the successful strategies that we used with our crime prevention task force.

At Menlo-Atherton High School's graduation on June 3, PD assisted the school with traffic control as we normally do. In addition, PD was invited by the May family to attend the graduation ceremony along with other San Mateo Co. law enforcement agencies. As you might remember, East Palo Alto Police Officer Richard May was killed while protecting the East Palo Alto community. His daughter, Deanna, was in this year's graduating class at M-A and the family asked that police officers from our region stand in for her dad.

A letter of support for the San Mateo Co. Sheriff's Office analysis of the proposed Marijuana Cooperative to be located at 2991 El Camino was sent from the Police Chief and City Manager to the San Mateo Co. License Board.

There was a protest on the unit block of Edge Road that was organized by the California Nurses' Association for Election Day. PD had a plan in place for the event with regional mutual aid on stand-by if additional resources were required. The protestors included a horse drawn carriage, a band, and videographer. There were no arrests and the sound levels were kept within Town noise ordinance requirements. In their video that was posted on the Internet, the Atherton police officer on film did not know nor consent to his filming.

PUBLIC WORKS PROJECT UPDATES:

Public Works Projects Update (June 2010)

- High Speed Rail Alternatives Analysis – staff preparing a draft letter for review by Rail Committee members prior to approval by Council at June meeting. Due to time and schedule constraints, a special Rail Committee meeting will not be held.
- Encinal Traffic Signal – the project is being rebid due to bid irregularities by the first four bidders. Utilities are preparing to relocate the poles in conflict with project and provide electrical service. Construction will still be during summer school break.
- Hoover/Valparaiso Crosswalk –Menlo Park June Transportation Commission cancelled due to lack of a quorum, project schedule for July meeting for approval.
- Traffic Surveys – Collecting traffic data to prepare a warrant study for Alameda/Stockbridge 4-way stop. Also working with San Mateo County because one sign would be in the County. Completed the survey for DeBell restrictions/closure for Transportation Committee. Residents favor “No through Traffic” advisory sign instead of restrictions. Consideration deferred to next Transportation Committee at request of applicant.
- Holbrook sign –Installed a “No Through Traffic 7-9 AM M-F” advisory sign at the Atherton border requested by the residents and approved by the Transportation Committee. Staff worked with residents of Fair Oaks neighborhood so there now appears to be less controversy. City Manager and PW Director to meet with county Manager to discuss future activities in this area. County proposing to add “Neighborhood Street” signs at entrances to Fair Oaks north of Marsh Road. MAHS will change start time to 8:30 next school year, which should reduce Middlefield backup. County will consider narrowing Marsh Road before Fair Oaks Avenue if MAHS change doesn't help. If these don't work, they will consider right turn restriction from Marsh Road to Fair Oaks Avenue. The survey for the Holbrook closure/one-way is on hold pending results of implementation of County phased approach to reducing neighborhood traffic (see next item).
- Park Pedestrian Bridge –Bids received May 27 with a planned award at the June Council meeting.
- Park Irrigation project –project piping and connections to existing systems complete and functioning off old well. New well drilling complete and electrical connections underway.

- Upper Atherton Channel – the permit application has been submitted to the permit agencies (ACOE, USFWS and CDFG).
- Fletcher/Ridgeview Drainage and Reconstruction – Pre-construction meeting set for June 22nd. A second public meeting was held with residents to show them the final project plans and discuss the project schedule.
- Street Reconstruction 7 – includes Park Lane and the right turn lane from Alejandra to El Camino Real. A public meeting with residents is scheduled for June 17th. Construction is slated to begin this summer.

BUILDING DEPARTMENT:

No written update.

PLANNING DEPARTMENT:

No written update.

CODE ENFORCEMENT:

MAJOR ISSUES

The administrative citation process documents are in draft form and are being circulated to town administration. There were no major issues of a life, health or safety nature.

IMPORTANT ON-GOING ISSUES

Confirmed that weed abatement has begun on the vacant lot located at the corner of Santiago and Park Ln. -owner hired a local contractor to avoid a lien by Menlo Fire, The contractor's yard/ hoarding case at Linden and Middlefield, impacting approximately sixty percent of the rear yard is very slowly being removed. The illegal guest house occupancy on Inglewood has been referred for legal action due to non-compliance.

GENERAL ISSUES

Followed up resident referrals for construction parking on Atherton Ave., Barry Lane and Camino al Lago. Currently mediating a dog barking and illegal structure dispute on Lloyd. Resolved a noise violation created by Menlo College's corporation yard affecting residents in Brittany Meadows, mediated a property line dispute on Ashfield regarding fencing and tree issues, pursuing a fence encroachment on Parker affecting town right of way.

SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY:

- See attached letter from Evan Boyd, Allied Waste, which further explains the 16.9% garbage rate increase and the \$20 backyard surcharge.

The SBWMA Board of Directors meeting was held on Thursday, May 27, 2010.

The following items were discussed:

- Review of Draft FY2010/11 Budget
- Update on Storage and Use of Biodiesel in Collection Fleet and Transfer Trailers

Staff updated the Board on Allied Contract Compliance, member agencies rate categories and service fees, shoreway construction, and recycling communications and outreach plans.

FUTURE MEETINGS AND EVENTS:

Candidate Orientation and Discussion night – To Be Determined - (Mid August to Early September)



June 8, 2010

Mr. Jerry Gruber
City Manager
Town of Atherton
91 Ashfield Rd.
Atherton, CA 94027

Dear Mr. Gruber:

Per your request, I am writing this correspondence in an effort to help further explain the background of the 16.9% rate increase, as well as the \$20 per month backyard service charge passed by the City Council on March 17, 2010.

As you know, it has been nearly eight years since the Town of Atherton has implemented an increase in garbage rates. The rate setting process is a fairly complex process, but to boil it down very simply, revenues generated from garbage rates collected from residents and businesses are intended to compensate Allied Waste for services rendered up to and including a capped operating profit at 9%.

Over the years different cities have made a variety of policy decisions as it relates to garbage rates; some cities have chosen to increase garbage rates each year regardless of their revenue position in an effort to build a surplus and to keep pace with operating costs, benefits, and disposal fees; some cities have chosen to maintain a revenue neutral position each year adjusting rates only when revenues have not equaled operating expenses (i.e., fuel, maintenance, labor, benefits, disposal fees, etc.) and even in some cases lowering rates or setting aside excess revenues to offset any future increases in service costs; and some cities have chosen to implement substantial one-time increases which increase revenues and allow jurisdictions not to have to take rate action for several years. The later of these policies seems to be the policy that the Town of Atherton has adopted since 2002.

The Town of Atherton is at a bit of a disadvantage when it comes to rate setting options. Within the different policy options outlined above, many of Atherton's neighboring cities have the option of setting rates, so that the commercial sector of the City subsidizes garbage rates for the residential sector. This is an approach many cities take because the commercial sector also tends to be the largest waste generator within a City and the largest component of the garbage rates tend to be the disposal component. Unfortunately, the Town of Atherton does not have this policy option available to them because the commercial sector in Atherton is almost non-existent.

For a four year period from 2002 to 2006, garbage rates in Atherton were at a level where revenues collected exceeded operating expenses. During this period of time, the Town of Atherton accumulated a revenue surplus that was set aside in reserve until such time that this surplus would pay for the cost of services in the future. In early 2006, the Town of Atherton reached a revenue neutral position where revenues collected equaled the cost of providing

service. From 2006 until 2009, this revenue reserve paid for the cost of providing service in the Town of Atherton. In 2009 and 2010, the Town of Atherton was and has been in a position where the cost to provide the service has exceeded the revenue generated through the collection of garbage rates, effectively turning what once was a surplus into a debt.

There are many components that make up the 16.9% rate increase. Below is a breakdown of a few of the components in 2010 that have contributed to the 16.9% rate increase.

- 3.9% increase in SBWMA transfer station fees due to bonds sold to finance the transfer station improvements and new recycling facility.
- 3.4% increase in Allied operating expenses – (2.0% Labor; .78% Fuel and Maintenance; .30% Insurance; .32% Corporate overhead and G&A)
- .20% elimination of State subsidy of curbside collection paid for by CRV deposits
- .45% increase in landfill fees charged by the County of San Mateo

Hilton, Farnkopf, & Hobson (HF&H), the Town's rate consultant, would be able to provide you with a greater level of detail on what makes up the remaining 8.95% of the 16.9% increase. Presumably, the remaining 8.95% consists of the debt that has accumulated since 2009 when expenses surpassed revenues and revenue surpluses.

In addition to the 16.9% rate increase on March 17, 2010, the City Council adopted a resolution that provided for the implementation of a \$20 per month charge for any resident who did not bring their garbage container to the curb. Atherton, not unlike a couple of other cities in the South Bayside Waste Management Authority's (SBWMA) service area (i.e., Hillsborough and Redwood City), implemented this charge for two primary reasons; 1) backyard garbage service is more time consuming and therefore more costly; 2) to encourage people to begin to bring their containers to the curb in preparation for new automated services slated to begin in January 2011.

Traditionally, Allied has provided backyard service at no extra charge to the customer, but what many cities were finding is that physically providing this service takes nearly five times longer than providing service to a customer who brings their container to the curb. Essentially, meaning that customers bringing their containers to the curb were subsidizing those customers who were enjoying backyard service. To rectify this inequity, the Town of Atherton implemented the \$20 per month service charge for any container not brought to the curb for service.

Since the inception of this charge, many residents have called stating that they are physically incapable of bringing their container to the curb. Allied has and will continue to accommodate customers who are physically incapable of bringing their container to the curb. Residents who wish to have this \$20 per month charge waived should contact Allied's Customer Service Department at (650) 592-2411 and inform them that their backyard service fee should be waived due to medical reasons.

Customers who wish to continue to receive backyard service because they are physically unable to bring their container to the curb can do so by simply providing a recent doctor's note stating

that they are physically incapable of bringing their container to the curb and/or provide a signed and approved copy of their DMV application required to receive a handicap placard.

In an effort to correct the debt situation that was created, the Town of Atherton adopted new garbage rates effective March 17, 2010. Due to Allied's billing cycle for residential services, quarterly in advance, the timing of the implementation of these rates created a scenario where residents would be charged retroactively for services. Below is a breakdown of a bill that an Atherton resident received last month with the most common level (32-gallon) of garbage service. This particular customer also utilizes backyard service.

- Container Access 3/19/10 – 4/30/10 @ \$28.55 = the pro-rated retro-active charges for backyard service from the implementation date to the end of the last billing cycle.
- Container Access 5/1/10 – 7/31/10 @ \$60.00 = backyard service for the months of May, June, July (current billing cycle). Please remember bills are done quarterly in advance.
- Rate Adjustment 3/19/10 – 4/30/10 @ \$5.73 = the pro-rated retro-active charges for the 16.9% increase made effective in mid-March.
- Residential Service 5/1/10 – 7/31/10 @ \$83.07 = the current quarterly cost for service for one 32 gallon container.

On this customers next bill they will not have the \$34.28 (i.e., \$28.55+\$5.73) in retro-active charges. This customer's next quarterly bill for August, September, and October service will be \$83.07, which is 16.9% above the customer's old rate of \$71.04, per the Council's March Resolution on garbage rates. In addition, this customer would be charged an additional charge of \$60, or \$20 per month for three months, for backyard service for a total bill of \$143.07 or a 101% increase over their old 32-gallon service rate of \$71.04 per quarter.

I hope this information has provided you with some background and some reasoning as to why these rates may have been adopted. Additionally, I hope this information has demonstrated to you the significant impact that these new rates have had on ratepayers in the Town of Atherton. If you have any questions about this information or would like to discuss this information in more detail please feel free to contact me at (650) 596-6401. Thank you.

Best regards,



Evan E. Boyd
General Manager



DRAFT MINUTES
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
MAY 19, 2010
7:00 p.m.
TOWN COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California
REGULAR MEETING

Mayor McKeithen called the meeting to order at 7:00 p.m.

McKeithen stated that an error in a notice that was sent to some neighborhoods regarding the rezoning issue caused residents to show up for a 6:00 p.m. meeting. McKeithen suggested moving item 25 earlier up on the Agenda.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL Lewis, Dobbie, Marsala, McKeithen, J. Carlson

3 PRESENTATIONS

NATIONAL POLICE WEEK – Chief Mike Guerra

Chief Guerra informed Council that National Police week was held the prior week. Guerra said he wanted to reflect on the week which is to honor California Peace Officers' who gave their lives in the line of duty.

4. PUBLIC COMMENTS

John Ruggeiro, Atherton resident, said there is a proposed medical marijuana facility at El Camino and Selby Lane which is on the Atherton border. Ruggeiro read a letter from Charles Ramorino, a 47 year resident, for the record.

Melinda Tevis, Atherton resident, asked why Council Member Marsala did not recuse himself when the Buckheit issue came up in Closed Session. Tevis added that she is disturbed by the conflict of interest issues with the Committee appointments.

Jon Buckheit, Atherton resident, questioned why there is a Town Center Task Force to discuss a new town center when there is no funding for a new center. Buckheit concluded that Council should research a two-tier pension as other Cities are doing.

5. REPORT OUT OF CLOSED SESSION

**A. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION
(Subsection (b) of Government Code Section 54956.9):**

One (1) potential case:

Jonathan B. Buckheit v. Tony Dennis, Dean DeVlugt, The Town of Atherton, The County of San Mateo, and Does 1-500, inclusive - U.S. District Court for the Northern District of California, San Francisco Division, Case No. CV 09-5000

**B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED
LITIGATION: (Significant exposure to litigation pursuant to subsection
(b) of Government Code Section 54956.9): One potential case:**

City Attorney Furth said Item A is continued to after the regular meeting and there is no reportable action from Item B.

6. CITY MANAGER’S REPORT

Council Member Carlson stated that he read an article about the new garbage company giving staff pay raises and said he is advocating with the Board of Supervisors to get elected oversight of the SBWMA. Gruber said the SBWMA Board member would have to recommend to their individual governing bodies that changes be made. Gruber concluded that he will echo Council Member Carlson’s concerns at the next SBWMA meeting.

Council Member Dobbie requested further clarification on the twenty dollar surcharge for backyard service. Dobbie said it is very unfair to charge older people the surcharge if they are physically unable to bring their garbage cans to the sidewalk. Dobbie requested that the City Manager report back to Council on the provisions of the twenty dollar surcharge and to send a letter to resident’s with an explanation.

City Attorney Furth reported that she received an inquiry about when a public official has a conflict with the respect to the railroad right-of-way. Furth said there is a four-part test which includes being 300 feet away from the railroad; house has to be not more than 1 ¼ times the median residential lot size in Atherton. Furth said once staff verifies the median lot size she will report back.

7. COMMUNITY ORGANIZATION ROUNDTABLE REPORT

Library eBranch Presentation – Presented by Atherton Branch Manager Carine Risley

Carine Risley, Atherton Library Branch Manager, presented the new eBranch website to the Council and highlighted the various elements of the new site. [A copy of the presentation is available in the City Clerks office].

Vice Mayor Dobbie asked if books can be transferred from one library to the other online. Risley said the new website gives the user the ability to request a transfer.

Council Member Marsala asked if the hits and the activities on the website are measured. Risley said yes.

Council Member Lewis asked how the Library is conducting public outreach to get the community to the new website. Risley said they are still ironing out details but a large public outreach will come soon.

Mayor McKeithen said it would not serve anyone for the people who show up later to speak about Item 25. McKeithen said Item 25 will stay where it is on the Agenda.

CONSENT CALENDAR (Items 8-17)

Council Member Lewis pulled Items 10 and 12.

Public Works Director Jones requested removing Item 11 and 14. Jones said Item 11 is within the Gann limit and does not need any action and Item 14 because the lowest bidder is not responsive.

Atherton resident Jon Buckheit requested removal of Item 17.

8. APPROVAL OF APRIL 7, 2010 SPECIAL, APRIL 21, 2010 REGULAR MEETING AND APRIL 21, 2010 6PM AND 7PM SPECIAL MEETING MINUTES

Recommendation: Approve April 7, 2010 special, April 21, 2010 regular and April 21, 2010 6PM and 7PM special meeting minutes

9. APPROVAL OF BILLS AND CLAIMS FOR MARCH 2010 IN THE AMOUNT OF \$1,042,335

Recommendation: Approve Bills and Claims in the amount of \$1,042,335

10. APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZATION TO ADVERTISE STREET RECONSTRUCTION PHASE 7 PROJECT NUMBER 56006

Report: Public Works Director Duncan Jones

Recommendation: Approve the plans and specifications and authorize advertisement for bids for the Street Reconstruction Phase 7 Project, Project No. 56006

Council Member Lewis felt Council should push back on some construction projects because of the current budget situation.

Public Works Director Jones said this item is only asking for approval to advertise the project and the Town has not spent enough to satisfy the GANN limit. Lewis asked how much the Town needs to spend. Jones said approximately \$200,000, but staff would feel more comfortable going slightly over so when the Town is audited Staff knows the Town has satisfied the limit.

Finance Director Ho explained the GANN limit as it relates to the project. Ho said spending 1.9 million would be the safest approach for satisfying the limit.

11. REMOVE THE CONTINGENCY THAT THE AWARD OF THE FLETCHER/RIDGEVIEW DRAINAGE AND STREET PROJECT NUMBER 08-010 BE WITHIN THE GANN LIMIT

Report: Public Works Director Duncan Jones

Recommendation: Remove the contingency that the award of the Fletcher/Ridgeview Drainage and Street Project be within the GANN limit

12. APPROVAL OF AGREEMENT WITH CSG CONSULTANTS FOR CODE ENFORCEMENT IN AN AMOUNT NOT TO EXCEED \$56,925

Report: City Manager Jerry Gruber

Recommendation: Approve a Professional Services Agreement with CSG Consultants, Inc. to provide Code Enforcement Services to the Town of Atherton in the amount of \$56,925.00 for fiscal year 2010-11

Council agreed to defer this item to the June Agenda when the Fiscal Year 2010/11 budget is approved.

13. RESCIND AWARD OF CONTRACT TO METHOD CONSTRUCTION FOR THE GARDEN ROOM RENOVATION PROJECT NUMBER 09-025 AND REJECT ALL BIDS FOR THE GARDEN ROOM RENOVATION PROJECT

Report: Public Works Director Duncan Jones

Recommendation: Rescind the contract for Garden Room Renovation Project, project number 09-025 to Method Construction; and reject all bids for the Garden Room Renovation Project.

14. AWARD OF CONTRACT TO GALLAGHER & BURK, INC. FOR THE MIDDLEFIELD ROAD AT ENCINAL AVENUE INTERSECTION IMPROVEMENT PROJECT NUMBER 56009 IN AN AMOUNT NOT TO EXCEED \$326,021.00 PLUS A TEN PERCENT CONSTRUCTION CONTINGENCY, FOR A TOTAL AUTHORIZATION OF \$358,623.10

Report: Public Works Director Duncan Jones

Recommendation: Award the contract for Middlefield Road at Encinal Avenue Intersection Improvement Project, project number 56009 to Gallagher & Burk, Inc., the low bidder on the May 12, 2010 bids, for \$326,021.00, with a 10% construction contingency of \$32,602.10, for a total authorization of \$358,623.10; and to authorize the City Manager to sign the contract on behalf of the Town

15. PROCLAMATION DECLARING ATHERTON POLLINATOR WEEK JUNE 21 THROUGH JUNE 27, 2010

Recommendation: Approve Proclamation Declaring Atherton Pollinator Week June 21 through June 27, 2010

16. ADOPT A RESOLUTION TO REDUCE THE SPEED LIMIT ON ALAMEDA DE LAS PULGAS FROM 35 MPH TO 30 MPH

Report: Public Works Director Duncan Jones

Recommendation: Approve Resolution 10-25 reducing the speed limit on Alameda de las Pulgas from 35 mph to 30 mph.

17. ADOPT RESOLUTION APPROVING POLICY 1.6 – RECORDS RETENTION AND DESTRUCTION

Staff Report: Deputy City Clerk Theresa DellaSanta

Recommendation: Approve Resolution 10-26 adopting Policy 1.1 Records Management

Jon Buckheit, stated that there should be a discussion about certain police misconduct records and how they are destroyed.

Mayor McKeithen asked if the schedule follows current California guidelines. Assistant City Manager Wilkerson said that each item follows either Federal, State and/or Local guidelines and staff either chose the minimum requested retention or increased the minimum retention for specific items.

Buckheit asked if police misconduct complaints are being destroyed at the minimum. Buckheit said Penal Code 832.7 permits, but does not require the Police Department to maintain complaint records in a separate file from the personnel file and asked which retention schedule Atherton would follow.

Chief Guerra said the complaint files are kept separate and kept for the minimum amount of time which is five years.

Buckheit asked if an Officer got into trouble in Atherton and wanted to get a job somewhere else would the complaint follow him. Guerra said it would surface during a background investigation of an applicant.

City Attorney Furth said that staff needs written approval of the City Attorney and Council authorization before any records can actually get destroyed.

MOTION by Lewis, second by Dobbie to approve Consent Calendar Items 8, 9, 10 13, 15, and 16 and remove Items 11 and 14 indefinitely and table Item 12 to the June Agenda. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

PUBLIC HEARINGS (18)

18. FISCAL YEAR 2010-2011 OPERATING AND CAPITAL IMPROVEMENT BUDGET

Report: Finance Director Louise Ho

Recommendation: Take public testimony and continue public hearing on the proposed Town of Atherton Operating and Capital Improvement Budget for Fiscal Year 2010-11 to June 16, 2010

City Manager Gruber said the draft budget has been updated since Council last met on April 26 to discuss and review the draft FY2010/11 budget.

Finance Director Ho said the Town is projecting operating revenue of 9,156,696 and the Town has a parcel tax use of \$888,470 and building department reserve use of \$499,221; the sum of these three equals \$10,544,387 which is the proposed general fund operating expenditure.

Ho stated that the General Fund budget was prepared with the assumption of 1.25% increase in secure property tax revenue, but today the County's website shows the Town's projected property tax revenue to drop between 1.0 and 1.5 percent. Ho said the unexpected decline from the property tax revenue would be offset by a higher-than-expected pay-out to the town from the ERAF (Educational Revenue Augmentation Funds) refunds from the county. The Excess ERAF revenue had been projected at \$530,000, but is now projected at \$630,000. Ho added that this budget is

prepared with the assumption that the State does not borrow from the local governments, no salary increases, and that GASB 45 is funded at 50%.

Ho said the Building Department has a projected revenue shortfall of \$499,000. The Building Department, in the past, has had a reserve of almost \$1,000,000; staff is recommending a 50% funding of annual required contribution (ARC) for GASB 45 (unfunded retiree health care liabilities), use of \$888,470 from Special Parcel Tax Fund for police services and \$499,221 from Building Department Operating Reserve to make up for the projected revenue shortfall from the Building Department.

Ho discussed and reviewed the expenditures for the draft FY2010/11 budget. A chart was passed out which shows the General Fund Expenditures by Department.

Mayor McKeithen asked what the recommendation was based on to use the building department reserve bringing it down by approximately a half a million dollars. City Attorney Furth said the building department fees need to be set at a level that covers the reasonable cost of that service so the Town can show that revenues and expenditures balance out. Furth said fees should be set at a level that makes some use of reserves.

Mayor McKeithen said the biggest expenses for the Town are employees; furloughs, percentage cuts and pension reform need to be discussed. McKeithen concluded that she believes GASB 45 should be funded in total and should not be pushed into the future.

Vice Mayor Dobbie said it is unacceptable to have a budget that shows expense to be nearly \$1.5 million more than revenue and said he would like to see a budget that shows several different alternatives for balancing the budget.

City Manager Gruber said staff has brought a balanced budget. Gruber said the parcel tax is to be used as a revenue source and to balance the budget and Council has, historically, not acknowledged that it is a revenue source passed by a majority of Atherton residents.

Council Member Carlson said the Town can not continue on as it is now and needs to figure out how to stabilize the General Fund. Carlson said he has not been persuaded to fund GASB 45 at 100% and this should be reviewed by the Audit and Finance Committee. Carlson concluded that there is a need for a mechanism to be able to size the building department cost to projected income.

Council Member Marsala said when it was passed the parcel tax said it would fund to balance the budget for police services and there is an obligation to residents to do that. Marsala said that in the future that parcel tax will not be sufficient enough to cover expenses and the Town will have to look to other revenue sources.

Vice Mayor Dobbie reiterated his support for a five-year financial plan.

Council Member Lewis said in the past the Building Department was providing a much larger percentage of the revenue, and since several excessive fees have been rescinded, the Town may have to go out and look at another special tax if the budget is not balanced. Lewis concluded that several items need to be cut from the draft budget.

Valerie Gardner, Environmental Programs Committee (EPC) member, gave Council a brief overview of discussion the EPC has held about a possible user's utility tax (UUT) where residents would be taxed on their usage. Gardner said the tax would address environmental concerns and help to get people to conserve.

Denise Kupperman, Atherton resident, said a survey to the residents asking them what type of services they want from the parcel tax should be done. Kupperman said she does not believe there was ever a clear determination that road impact fees are illegal and road usage should be studied.

Council discussed sending the draft FY2010/11 budget to the Finance Committee for their input and encouraged the public to attend and participate.

Council Member Marsala said staff needs to explain staff salaries and the limitations Council has with Town Unions and MOU's. City Manager Gruber said there is a process that needs to be adhered to for staff reductions. McKeithen said that a memo with information pertaining to the duties the Town is under to negotiate with each labor groups should be given when the Finance committee is ready to review.

Council agreed that the classification study is a critical element to the budget.

MOTION by Lewis, second by Carlson to review the draft FY2010/11 budget in detail with all necessary reports, memorandum's and contracts that relate to staff. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

REGULAR AGENDA (Items 19-28)

MOTION by Dobbie, second by Lewis to take up Item 25 next. The motion passed unanimously.

25. REPORT FROM PLANNING COMMISSION ON POSSIBLE CHANGES TO THE R1-A ZONING DISTRICT FOR LOTS THAT ARE LESS THAN 10,000 SQUARE FEET IN AREA

Report: Deputy Planner Lisa Costa Sanders

Recommendation: The Planning Commission recommends the City Council take no further action regarding possible changes to the R1-A zoning regulations for lots with an area less than 10,000 square feet

Deputy Town Planner Costa Sanders said the Council requested the Planning Commission review the provisions contained in the R1-B zoning district to determine if these provisions should also be included in the R1-A zoning district for properties that are less than 10,000 square feet in area. The Planning Commission discussed this at their April meeting where three people who spoke under public comment in support of changes and eight people were opposed to changes. Costa Sanders concluded that the Planning Commission voted 3-0 to not recommend any changes to the R1-A zoning regulations for lots that are less than 10,000 square feet in area.

Council Member Carlson asked for clarifications of what was being requested by the residents at the Planning Commission meeting. Costa Sanders said residents spoke about what kind of changes they wanted to see personally such to have a reduced front yard setback when compared to the

current R1-A zoning regulations to accommodate a garage in the front yard, to retain the rear yard setbacks as it exists today to have a larger buffer from the R1- residence and to maintain the current height limit which is currently in the R1-A district to have the floor area of R1-B and eliminate the second floor limitation in the R1-A.

Mayor McKeithen asked if R1-A were to be rezoned to R1-B with the rear setbacks to remain as is would this be considered spot zoning. City Attorney Furth said spot zoning is illegal, but if the Town can state a rationale basis for treating a particular set of property owners differently then its not spot zoning.

The following members spoke during public comment.

John Freschini
Jeff Wise
Phil Lively
Ann Anderson
Barb Corson
Jon Buckheit
Kathy Huo
Jeannette Frenster
Colleen Anderson
Richard Pike

Council Member Lewis said she does not believe the Town should impose R1-A zoning on lots less than 10,000 square feet because it is not fair and not equitable. Lewis said all residents should be treated fairly to every extent possible. Lewis concluded that she would like to see an ordinance amending the R1-A zoning regulations to incorporate provisions of the R1-B zoning district for lots in the R1A district for lots with less than 10,000 square feet.

Vice Mayor Dobbie said last year he voted against this, but felt at that time he hadn't done enough research. Dobbie said he is sympathetic towards the people on Parker Avenue; but he felt that if the regulations are changed there should be a public hearing to include all the people who have lots with less than 10,000 square feet.

Mayor McKeithen said there are 160 properties with a lot size less than 10,000 square feet; 132 are R1-B, and 28 are R1-A and approximately 20 of the R1-A are on Parker Ave; McKeithen said she believed it is a mistake to look into lot size only when these are neighborhoods with properties clustered together that are so similar in size that they have a commonality of issues that are related to size. McKeithen concluded that there have been changes to zoning throughout time and they should be looked at from time to time to make sure they are conducive to the community.

Council Member Marsala said in the past he has leaned towards allowing garages in the front and he is staying with that as a compromise since this is a very sensitive and divided issue. Marsala added that by changing the zoning for R1-A district could cause issues with other lots to open up.

Mayor McKeithen asked if a compromise can be made to leave the front setback at a R1-B and keep the R1-A setback.

Council Member Lewis said a compromise would be to make it all R1-B so the height limit goes down overall and it would be a better deal for adjacent residents in the back. Lewis concluded that it would be cleaner to make it globally R1-B for all lots less than 10,000 square feet.

MOTION by Lewis, second by McKeithen to direct staff to prepare a resolution for consideration at the next Council meeting to initiate an ordinance to amend the R1-A zoning regulations to incorporate provisions of the R1-B provisions to lots with less than 10,000 square feet.

Ayes: 3 Nays: 1 (Carlson) Abstain: 1 (Dobbie) Absent: 0

City Attorney Furth clarified that a resolution will be brought to Council at their next meeting and if the resolution is passed that will initiate the hearing process before the Planning Commission.

19. APPROVE RESOLUTION 10-20 RESCINDING RESOLUTION 09-26 AND APPROVING A MODIFICATION TO THE ESTABLISHMENT OF THE GENERAL FUND RESERVE POLICY

Report: Finance Director Louise Ho

Recommendation: Adopt Resolution 10-20 Rescinding Resolution 09-26 and Approving a Modification to the Establishment of the General Fund Reserve Policy

Council Member Carlson said he is in support of the change because the budget is adopted each year with a simple majority of the Council so it should be consistent. Carlson said he would like to change the recommendation in Exhibit A from a 3/5 vote to a simple majority vote.

Council Member Marsala said the policy reads that a plan for replenishment must be brought to Council when reserves are recommended for use. Marsala questioned what the plan is for replenishment if the Town runs into a catastrophe.

Council Member Lewis said the City Manager is supposed to bring scenarios to Council for discussions and approval. Lewis said the word “plan” should be changed to “proposal.”

Mayor McKeithen said she felt the policy should be left as is with a supermajority vote for approval of use of reserves and only in very special circumstances should Council choose to utilize reserves.

Vice Mayor Dobbie said that taking money from reserves is very serious and the Town should steer away from doing this on a continuous basis.

Council Member Lewis said the condition for the use of reserves is limited to unanticipated non-recurring needs or anticipated future obligations. Lewis said the inappropriate use of funds from one account to fund capital improvements is clearly an unanticipated, non-recurring event that should be corrected.

Jon Buckheit, Atherton resident, questioned how Council could overturn a 4/5 vote with a 3/5 vote.

Denise Kupperman, Atherton resident, said a lot of things in this State are held up by a supermajority requirement and felt that a simple majority should be sufficient enough. Kupperman said that a proposal for replenishing road impact fees, if used from reserves, should be projected.

MOTION by Carlson, second by Lewis to adopt Resolution 10-20 rescinding resolution 09-26 and approving a modification to the establishment of the General Fund Reserve Policy. The modification will be amended to require a simple majority vote for use of reserves and to change the word “plan” to “proposal” when referring to replenishment of the reserves. The motion passed.

Ayes: 3 Nays: 2 (McKeithen, Dobbie) Abstain: 0 Absent: 0

Mayor McKeithen said she questions the legality of the action Council is taking and should it be found to be an illegal action she would propose that any money removed by this action be returned immediately.

City Attorney Furth said it is not an illegal action.

20. ADOPTION OF A RESOLUTION APPROVING BUDGET AMENDMENT FOR FY 2009-10

Report: Finance Director Louise Ho

Recommendation: Adopt Resolution 10-27 approving the budget amendment for FY 2009-10 for the General Fund

(Needs 4/5 vote for approval, unless Item 19 is passed then it only needs a majority vote for approval)

Council Member Marsala asked if we foresee any other large bills that the Town can not fund.

City Manager Gruber said the City Manager has authority to move funds within an existing department but to move funds from one department to another would need Council approval. Gruber said there may be certain areas in departments where reallocation can take place; however historically the Town has come to Council with mid year and year-end budget adjustments.

Jeff Wise, Atherton resident, noted that the previous item is on this Agenda in order to pass this item and not specifically to pass the road impact fee refunds coming in June.

MOTION by Carlson to Adopt Resolution 10-27 approving the budget amendment for Fiscal Year 2009-10 for the General Fund. The motion failed due to lack of a second.

City Attorney Furth said the money has already been paid and the expenditure was authorized by Council when they approved the settlement agreement.

MOTION by Carlson to reconsider the prior motion. No second was made.

Council Member Carlson asked his colleagues why they are not supporting this. Mayor McKeithen requested that staff look into whether there is any other source for these funds. Finance Director Ho said staff will not know if there are excess funds until the books are closed for the year.

Mayor McKeithen amended the Motion to authorize the expenditure from reserves with the understanding that if there is any money left over in any account that it would be used to replenish this amount in the reserves. The Motion failed.

Ayes: 2 Nays: 3 (Lewis, Marsala, Dobbie) Abstain: 0 Absent: 0

21. MODIFICATION TO FY 2009-10 CAPITAL IMPROVEMENT PROJECT (CIP) BUDGET

Report: Public Works Director Duncan Jones

Recommendation: Approve a modified 2009-2010 Capital Improvement Program (CIP) to reflect the reduction in Road Impact Fee funds due to the cancellation of the Road Impact Fee

MOTION by Dobbie, second by Carlson to approve a modified 2009-2010 Capital Improvement Program (CIP) to reflect the reduction in Road Impact Fee funds due to the cancellation. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

22. SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON ADDING CHAPTER 1.21 TO THE ATHERTON MUNICIPAL CODE ESTABLISHING ADMINISTRATIVE CITATIONS FOR VIOLATIONS OF THE ATHERTON MUNICIPAL CODE, RELATED STATE CODES AND CONDITIONS ON ENTITLEMENTS

Report: City Manager Jerry Gruber

Recommendation: Waive further reading, and adopt Ordinance Adding Chapter 1.21 to the Atherton Municipal Code Establishing Administrative Citations for Violations of the Atherton Municipal Code, Related State Codes and Conditions of Entitlements; and Approve Resolution 10-28 Adopting Administrative Fines and Penalties for Violations of the Atherton Municipal Code, other Town Ordinances, Applicable State Codes, and Applicable Conditions on Entitlements and Land Use Approvals

(Needs Roll Call Vote and Ordinance to be read by Title)

Council Member Lewis asked who wrote the ordinance. Furth said Assistant Attorney Ben Winig wrote it. Lewis asked who the hearing officer is. Furth said typically Hearing Officers are lawyers who are specialized in administrative procedures. Lewis said she felt the Town would spend more money enforcing this.

Council Member Marsala said the code enforcement is complaint driven and this program could lead to the ability to leverage fines. Marsala said the negatives outweigh the positives of this program.

Vice Mayor Dobbie said he believes some form of ultimate authority is needed.

Denise Kupperman said enforcement in Atherton is weak and this would be a good way to enforce simple rules and obtain compliance.

Council member Marsala asked what the procedure would be if you cited a home for something that several other homes are in violation of.

Furth said if you are trying to bring a large number of people in compliance you would do this with public outreach and meetings.

MOTION by Dobbie, second by Carlson to Waive further reading, and adopt Ordinance Adding Chapter 1.21 to the Atherton Municipal Code Establishing Administrative Citations for Violations of the Atherton Municipal Code, Related State Codes and Conditions of Entitlements; and Approve Resolution 10-28 Adopting Administrative Fines and Penalties for Violations of the Atherton Municipal Code, other Town Ordinances, Applicable State Codes, and Applicable Conditions on Entitlements and Land Use Approvals. The motion passed.

Ayes: 4 Nays: 1 (Marsala) Abstain: 0 Absent: 0

- 23. APPOINTMENT OF ONE MEMBER TO THE TOWN CENTER TASK FORCE**
Report: City Manager Jerry Gruber
Recommendation: To Be Determined

Council Member Lewis said the Task Force is recommending appointment of Pat Haines to take the place of William Grindley. Lewis said Pat Haines was a member of the Blue Ribbon Task Force and part of the Central Atherton Residents Association (CARA).

Vice Mayor Dobbie said he is in support of Pat Haines, but believes the Lindenwood area needs representation on the Task Force and recommended Phil Lively as the representative.

Mayor McKeithen asked if the Task Force members would be willing to appoint another member to the Committee to represent the Lindenwood area.

Council Members Carlson and Lewis both welcomed appointing Phil Lively to the Task Force as a Lindenwood representative.

MOTION by Carlson, second by Lewis to appoint Pat Haines to the Town Center Task Force and bring back an item to the June Agenda to modify Resolution 10-13 to expand the Task Force with the understanding of appointing Phil Lively. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

Denise Kupperman, Atherton resident, reminded Council that a mailing was sent out, an ad was placed and criteria was chosen in the selection process and no where did it mention that someone from each neighborhood should be represented.

- 24. CONSIDERATION OF ADDING A SECOND MEETING DATE PER MONTH FOR CITY COUNCIL MEETINGS IN LIEU OF SPECIAL MEETINGS**
Recommendation: To Be Determined
(Continued from March 17, 2010)

Council Member Carlson said that if a second meeting or study session per month is scheduled it will help Council get through the items that they keep deferring and tabling to future agendas.

Council Member Marsala said he would support that, however, if there is a second meeting per month then Council should not meet passed 10:30 p.m., particularly so residents know when their items may be taken up.

Mayor McKeithen said she does not support a second meeting because it requires additional staff time and extra work in getting another agenda packet created and distributed. McKeithen said Council should limit the time they talk.

Council Member Lewis suggested dividing items by Department so the Departments don't have to attend both meetings per month.

Vice Mayor Dobbie said he concurs with McKeithen and felt that Council should talk less and prevent pontification in order to be a more effective Council. Dobbie concluded the only way he would support a second meeting is if they are on consecutive days.

Council Member Carlson felt the number of special meetings held has grown tremendously and it is very difficult to plan ahead when you know special meetings will be held.

Mayor McKeithen suggested that the City Manager consult staff on their thoughts and concerns.

MOTION by Lewis, second by Carlson to defer this item to the June Agenda in order for staff to discuss their concerns with the City Manager.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

Jeff Wise, Atherton resident, stated that he had to leave the meeting, but wanted to voice his support of Item 30A.

**26. RESPONSE TO COUNCIL QUERY REGARDING CIVIL GRAND JURY REPORT
ON SPECIAL EVENTS ORDINANCE**

Report: City Attorney Wynne Furth

No Action taken.

**27. CONSIDERATION OF THE REQUEST TO REFER THE REVIEW OF HOME
OCCUPATION REGULATIONS TO THE GENERAL PLAN COMMITTEE**

Report: Deputy Planner Lisa Costa Sanders

Recommendation: Discuss the request and provide direction to staff as appropriate

Council agreed that this should be taken up when revenues are looked at in more detail.
No action taken.

**28. APPROVE A CONTRACT CHANGE ORDER FOR BLOSSOM VALLEY
CONSTRUCTION FOR THE HOLBROOK-PALMER PARK MASTER
IRRIGATION PROJECT, PROJECT NUMBER 09-006 IN THE AMOUNT OF
\$23,579.56**

Report: Public Works Director Duncan Jones

Recommendation: Approve a Contract Change Order for Blossom Valley Construction for Holbrook-Palmer Park Master Irrigation Project, project number 09-006 in the amount of \$23,579.56

MOTION by Carlson, second by Dobbie to approve a Contract Change Order for Blossom Valley Construction for Holbrook-Palmer Park Master Irrigation Project, project number

09-006 in the amount of \$23,579.56. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

29. COUNCIL REPORTS

Nothing further to add to written report.

30. FUTURE AGENDA ITEMS

**A. APPROVE ALAIN ENTHOVEN TO FILL THE OPEN SEAT OF THE TOWN
FINANCE COMMITTEE**

Report: Council Members Carlson and Lewis

**MOTION by Carlson, second by Lewis to add approval of Alain Enthoven to fill the open seat
of the Town Finance Committee to the June Agenda. The motion passed.**

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

31. PUBLIC COMMENTS

None.

32. ADJOURN

MOTION by Lewis, second by Carlson to adjourn the meeting. The motion passed unanimously.

Mayor McKeithen adjourned the meeting at 12:01 a.m.

Respectfully submitted,

**Theresa DellaSanta
Deputy City Clerk**



Draft Minutes
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL
DRAINAGE DISTRICT
May 25, 2010
10:00 A.M.
Town Council Chambers
91 Ashfield Road
Atherton, California
Special Meeting

Mayor McKeithen called the meeting to order at 10:03 a.m.

ROLL CALL Lewis, Dobbie, Marsala, McKeithen, Carlson

PUBLIC COMMENTS

None.

REGULAR AGENDA

- 1. AWARD OF CONTRACT TO G. BORTOLOTTO & CO. FOR THE MIDDLEFIELD ROAD AT ENCINAL AVENUE INTERSECTION IMPROVEMENT PROJECT NUMBER 56009 IN AN AMOUNT NOT TO EXCEED \$356,251.39 PLUS A TEN PERCENT CONSTRUCTION CONTINGENCY, FOR A TOTAL AUTHORIZATION OF \$391,876.53.**

Report: Public Works Director Duncan Jones

Recommendation: Award the contract for Middlefield Road at Encinal Avenue Intersection Improvement Project, project number 56009 to G. Bortolotto & Co., the lowest responsive bidder on the May 12, 2010 bids, for \$356,251.39, with a 10% construction contingency of \$35,625.14, for a total authorization of \$391,876.53; and to authorize the City Manager to sign the contract on behalf of the Town.

Public Works Director Jones informed Council that this item was pulled from the regular City Council meeting the previous week because the bids from the four low bidders were non-responsive. Three of the four (Gallagher & Burk, O'Grady Paving and Pavex Construction) did not meet the Town's fifty percent fulfillment requirement (the prime contractor must perform more than 50% of the work) and Redgwick Construction did not have the required bid bond at the time of the bid opening.

Council Member Carlson asked why so many of the bidders were confused and missed the Town's requirements. Jones said several bidders thought it was a specialty item and it was not.

Council Member Lewis was concerned that the RFP was not clear.

Mike, Gallagher and Burk, said they were not aware of the 50% clause because it was in the standard specifications and not the special provisions. He added that four out of seven bidders missed it and that the fifth bidder, Bortolotto & Co. has almost identical sub listings to his bid; however there is a large percentages difference for the underground work.

Vice Mayor Dobbie was concerned that figures may have been misrepresented in some bids.

Public Works Director Jones assured Council that staff inspects and monitors during construction and subcontractors would be sure to tell him if they are not getting the work that was agreed to.

Robert Bortolotto, fifth lowest bidder, said his firm has the ability to do trenching and supply the subcontractors with all equipment and whatever else is needed to the job beyond the figure they were subcontracted to perform.

Mayor McKeithen asked what it would take to rebid the entire project. Jones said staff would need at least three weeks. McKeithen said if we rebid the project it gives the Town a chance to make a good faith effort to get the lowest possible bid with everyone aware of the provisions.

Council Member Marsala asked if there are any legal issues with rebidding the project. Jones said Council has the right to reject all bids and rebid the project, but it will give less working days for the project.

Council Member Carlson asked if the project is rebid will it be possible for the lowest bidder to get the work done by the deadline. Jones said the working days would be reduced but it is possible.

MOTION by Carlson, second by Dobbie to reject all bids, rebid the project and bring it back to Council at their regular meeting on June 16, 2010. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

PUBLIC COMMENT

None.

ADJOURN

MOTION by Carlson, second by Lewis to adjourn the meeting. The motion passed unanimously.

Mayor McKeithen adjourned the meeting at 10:50 a.m.

Respectfully submitted,

**Theresa DellaSanta
Deputy City Clerk**



Draft Minutes
Town of Atherton
JOINT MEETING BETWEEN THE
CITY COUNCIL
AND
PARK & RECREATION COMMISSION
June 8, 2010
6:00 P.M.
Town Council Chambers
91 Ashfield Road
Atherton, California
Special Meeting

ROLL CALL

Lewis, Dobbie, Marsala, McKeithen, Carlson
Awbrey, Carlson, Crittenden, Davey, Moore,
Timpson, Wright

Crittenden, Timpson and Wright were excused.

PUBLIC COMMENTS

None.

REGULAR AGENDA

1. **FISCAL YEAR 2010/2011 OPERATING/CAPITAL BUDGET**
Report: City Manager Jerry Gruber, Finance Director Louise Ho

Public Works Director Duncan Jones presented the park budget to Council and Commission.

The following topics were discussed:

- Retiree healthcare
- Job duties and maintenance in the park
- Events in the park
- Trash enclosures and POD's
- Library in the park

The Council and Commission were concerned that the park is being over used for weddings and the cost of maintenance and staff is not being covered.

Mayor McKeithen directed the Park and Recreation Commission to hold a meeting and discuss the specific issued they want Council to address and give suggestions and solutions to the issue for Council review.

2. POTENTIAL FUTURE CHANGES AT HOLBROOK-PALMER PARK
Report: City Manager Jerry Gruber

No action taken.

PUBLIC COMMENT

Joanne Sanders, Atherton resident, cautioned Council from taking further cuts to diminish the park maintenance temporary help.

John Davey thanked Council for meeting with Park & Recreation to discuss the park matters.

ADJOURN

MOTION by S. Carlson, second by Dobbie to adjourn the meeting. The motion passed unanimously.

Mayor McKeithen adjourned the meeting at 8:01 p.m.

Respectfully submitted,

Theresa DellaSanta
Deputy City Clerk

TOWN OF ATHERTON
CLAIMS LIST MAY 2010

	<u>Amount</u>
A/P Checks (#10261-10408)	\$ 468,242
Payroll Checks (# 41-53)	5,603
Direct Deposit - Payroll	275,566
Electronic Transfer - A/P & Payroll	134,965
MAY 2010 Total	884,376

I, Jerome D. Gruber, City Manager of the Town of Atherton, do hereby certify under penalty of perjury that the demands listed above, check numbers 41-53 (payroll), and 10261-10408 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$884,376 are true and correct, and that there are sufficient funds for payment.

Jerome D. Gruber
City Manager

The above claims, check numbers 41-53 (payroll), and 10261-10408 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$884,376 are true and correct, and are authorized for payment.

Kathy McKeithen
Mayor, Town of Atherton

SOURCE OF FUNDS

101	General Fund	\$ 651,758
105	Tennis	1,169
201	Special Parcel Tax	160,995
202	Measure A	600
203	Gas Tax	1,672
210	Road Const. Impact	4,572
213	Library	1,069
401	GF Projects	43,994
403	Ath. Channel Drainage Dt.	18,031
616	Employee Benefits	241
715	Evans Estate	275
TOTAL		884,376

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 10261	Check Date: 05/11/2010	Vendor: 01260	SANTA CLARA COUNTY/CITIES MANA	
ICMA SEMINARSPEED COACHING & SEMINAR T			05/10/2010	54.00
			Check Total:	54.00
Check No: 10262	Check Date: 05/17/2010	Vendor: 01318	STATE CA DEPT. FISH & GAME	
PERMIT APPLI CHANNEL STREAMBANK STABI			05/14/2010	2,600.00
			Check Total:	2,600.00
Check No: 10263	Check Date: 05/17/2010	Vendor: 01319	STATE CA REGIONAL WATER QUALIT	
PERMIT FEE RESTORATION CHANNEL STRE			05/14/2010	640.00
			Check Total:	640.00
Check No: 10264	Check Date: 05/17/2010	Vendor: 00194	CA PEACE OFFICERS' ASSN	
1004057 MEMBERSHIP DUES, M.GUERRA			11/06/2009	85.00
			Check Total:	85.00
Check No: 10265	Check Date: 05/17/2010	Vendor: 00205	CAL WATER SERVICE	
62126158/4-10 94 Ashfield 3/5-4/2/10			04/29/2010	45.49
91512681/4-10 91 Ashfield 3/5-4/2/10			04/29/2010	16.24
91512699/4-10 Station Lane Meter 3/5-4/2/10			04/29/2010	2.35
91512699/4-10 Station Lane Meter 3/5-4/2/10			04/29/2010	14.13
91512664/4-10 83 Ashfield 3/5-4/2/10			04/29/2010	27.20
91512699/4-10 Station Lane Meter 3/5-4/2/10			04/29/2010	7.07
62051509/4-10 Alameda/Atherton 3/5-4/2/10			04/29/2010	54.77
62061499/4-10 El Camino Real 3/5-4/2/10			04/29/2010	54.77
97947324/4-10 El Camino Real (2) 3/26-4/23/10			04/29/2010	54.77
89783897/4-10 Maple 3/5-4/2/10			04/29/2010	24.47
62051537/4-10 150 Watkins 03/26-04/23/10			04/29/2010	197.38
6051537FirePro/ 50 Watkins (Fire Protection) 3/26-4/			04/29/2010	26.37
97127159/4-10 2 Station Lane 3/5-4/2/10			04/29/2010	34.52
			Check Total:	559.53
Check No: 10266	Check Date: 05/17/2010	Vendor: 00227	CAPITOL ADVOCATES, INCORPORATE	
APR 2010 CONSULTING SERVICE HSR 3/18			04/19/2010	10,060.99
			Check Total:	10,060.99
Check No: 10267	Check Date: 05/17/2010	Vendor: 00229	JEAN CARDONA	
APR 2010 REIMB FLOWERS FOR WEDDIN			04/30/2010	78.27
APR 2010 REIMB FLOWERS FOR WEDDIN			04/30/2010	143.65
APR 2010 REIMB COUPLERS/PLUG PAVILI			04/30/2010	14.18
			Check Total:	236.10
Check No: 10268	Check Date: 05/17/2010	Vendor: 00281	CITY OF REDWOOD CITY	
BR24489 I.T. SUPPORT APRIL 2010			04/30/2010	2,262.00
			Check Total:	2,262.00
Check No: 10269	Check Date: 05/17/2010	Vendor: 00289	CLARK PEST CONTROL	
9671289 PEST CONTROL TOWN HALL AP			04/20/2010	200.00
9744503 PEST CONTROL LIBRARY APR 2			04/20/2010	95.00
			Check Total:	295.00
Check No: 10270	Check Date: 05/17/2010	Vendor: 00330	COMPUTER TECHNICIANS, INC	
32955 REPAIR HP-2600 LASER PRINTE			04/14/2010	221.67
			Check Total:	221.67
Check No: 10271	Check Date: 05/17/2010	Vendor: 00405	TONY DENNIS	
APR 2010 REIMB MEALS, ROBBERY INVE			05/04/2010	52.79
APR 2010 REIMB MEALS, SXUAL ASSLT IN			05/04/2010	46.22
APR 2010 REIMB MILG, ROBBERY INVEST			05/04/2010	39.55

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
APR 2010	REIMB MILG,SEXUAL ASSLT IN		05/04/2010	65.00
			Check Total:	203.56
Check No: 10272	Check Date: 05/17/2010	Vendor: 00426	DLT SOLUTIONS LLC	
SI107134	BALANCE-AUTO CAD LIC. 1/6/10		01/11/2010	315.40
			Check Total:	315.40
Check No: 10273	Check Date: 05/17/2010	Vendor: 00493	FEDERAL EXPRESS CORP	
7-058-53641	EXPRESS SHIPPING, SIERRA CO		04/16/2010	20.10
			Check Total:	20.10
Check No: 10274	Check Date: 05/17/2010	Vendor: 00617	HORIZON DISTRIBUTORS, INC.	
1N005832	LANDSCAPE SUPPLIES		04/23/2010	177.21
			Check Total:	177.21
Check No: 10275	Check Date: 05/17/2010	Vendor: 00713	EDWARD A. JASMIN	
AT 0414010-01	GRAPHIC DESIGN ATHERTONIA		04/14/2010	1,864.00
			Check Total:	1,864.00
Check No: 10276	Check Date: 05/17/2010	Vendor: 00798	TIM LYNCH	
APR 2010	MEALS/BRDG TOLL,K-9 MGMT		04/19/2010	90.65
			Check Total:	90.65
Check No: 10277	Check Date: 05/17/2010	Vendor: 00869	MCDONOUGH HOLLAND & ALLEN PC	
222295	ADDTNL LEGAL SVC, SACRED H		04/30/2010	1,656.72
222295	RETAINER MARCH 2010		04/30/2010	11,000.00
222295	ADDITIONAL LEGAL SVC, PLAN		04/30/2010	769.60
222295	ADDITIONAL LEGAL SVC, DPW		04/30/2010	2,997.80
222295	ADDITIONAL LEGAL SVC, OTHE		04/30/2010	33,969.04
			Check Total:	50,393.16
Check No: 10278	Check Date: 05/17/2010	Vendor: 00918	MIR DEVELOPEMENT, INC.	
377 STOCKBRID	HMB 2ND UTLTY,377 STOCKB		05/11/2010	5,000.00
			Check Total:	5,000.00
Check No: 10279	Check Date: 05/17/2010	Vendor: 00921	THE MOTOR CAFE	
61380	MT & BAL BOTH TIRES, 07 HON		04/14/2010	491.91
			Check Total:	491.91
Check No: 10280	Check Date: 05/17/2010	Vendor: 00929	MUNI SERVICES LLC	
R B FLOORS,IN	BUS. LIC. 1/1-6/30/10 R B FLOOR		04/07/2010	50.00
			Check Total:	50.00
Check No: 10281	Check Date: 05/17/2010	Vendor: 00974	O'NELSON & SON	
366 WALSH	REFUND ENCRCHMNT BP APWO		04/20/2010	2,500.00
			Check Total:	2,500.00
Check No: 10282	Check Date: 05/17/2010	Vendor: 00977	OFFICE DEPOT	
514782398001	COPY PAPER, ADMIN		04/02/2010	164.19
514782398001	BINDERS, FINANCE		04/02/2010	35.07
514782398001	FAN, PAPER, INJECT CARTRDGE		04/02/2010	129.44
514782398001	ENVELOPES,PAPER,LABELS,IND		04/02/2010	164.90
			Check Total:	493.60
Check No: 10283	Check Date: 05/17/2010	Vendor: 00993	ORCHARD SUPPLY HARDWARE	
1359/ APR 2010	PRESTONE ANTIFREEZE - EQUIP		05/03/2010	30.57
1359/ APR 2010	REPLACE LIGHTS PLAYSCHOOL		05/03/2010	66.73
1359/ APR 2010	GARDEN SOIL & SUPPLIES HP P		05/03/2010	46.92

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
1359/ APR 2010	LANDSCAPE FLOWERS HP PAR		05/03/2010	27.28
1359/ APR 2010	MEETING EQUIP/AUDIO HP PAR		05/03/2010	40.32
1359/ APR 2010	CARPET FRESHNER FOR P.D.		05/03/2010	4.79
1359/ APR 2010	WINDOW SOUNDPROOFING-FIN		05/03/2010	67.19
Check Total:				283.80
Check No: 10284	Check Date: 05/17/2010	Vendor: 01028	G. L. PERRY CONSTRUCTION	
377 FLETCHER REFUND C&D DEP,377 FLETCHER			04/14/2010	1,000.00
Check Total:				1,000.00
Check No: 10285	Check Date: 05/17/2010	Vendor: 01037	PG & E	
3457969588-2/4- Signal El Camino/Atherton 03/27-04/			04/26/2010	44.90
9291302548-9/4- Station Lane 03/27-04/26/10			04/27/2010	88.09
9166302556-6/04Atherton Library 3/27-4/26/10			04/27/2010	442.89
Check Total:				575.88
Check No: 10286	Check Date: 05/17/2010	Vendor: 01061	BRUCE POTTS	
APR 2010 REIMB DARE SUPPLS, ENCINAL			04/28/2010	618.91
Check Total:				618.91
Check No: 10287	Check Date: 05/17/2010	Vendor: 01155	ROBERT ROSSELLI GENERAL CONTRACTOR	
84 GREEN OAK REIMB 2ND UTIL DEP 84 GREEN			05/11/2010	5,000.00
Check Total:				5,000.00
Check No: 10288	Check Date: 05/17/2010	Vendor: 01212	SAN MATEO CNTY CONTROLLERS OFF	
ATHERTON ALLOCATION OF PARKING PEN			04/01/2010	386.10
Check Total:				386.10
Check No: 10289	Check Date: 05/17/2010	Vendor: 01270	STEPHANIE SCHMIDT	
72 MAPLE C&D REFUND 72 MAPLE ADD/A			05/04/2010	1,024.80
72 MAPLE C&D REFUND 72 MAPLE DEMO			05/04/2010	1,000.00
Check Total:				2,024.80
Check No: 10290	Check Date: 05/17/2010	Vendor: 01325	STEAM SYSTEM	
APR 2010 STEAM CLEAN ALL CARPETS M			04/09/2010	250.00
APR 2010 STEAM CLEAN ALL CARPETS P			04/09/2010	280.00
Check Total:				530.00
Check No: 10291	Check Date: 05/17/2010	Vendor: 01421	UNITED RENTALS NORTHWEST INC	
86733183-001 RENT, ARROW BOARD SOLAR 3/			04/13/2010	834.24
86733183-001 CREDIT RENTAL PROTECTION			04/13/2010	-94.36
Check Total:				739.88
Check No: 10297	Check Date: 05/17/2010	Vendor: 00009	A-A LOCK & ALARM INC	
206481 LOCKSMITH SVC INTLL LOCK			04/06/2010	229.35
206648 REPLACED THE CLUTCH AND C			04/28/2010	339.26
Check Total:				568.61
Check No: 10298	Check Date: 05/17/2010	Vendor: 00013	A-A-A RENTALS INC	
522373 PARK BOLLARDS, HP PARK, CH			03/05/2010	76.35
Check Total:				76.35
Check No: 10299	Check Date: 05/17/2010	Vendor: 00017	ABAG POWER PURCHASING POOL	
8002866 ADMIN MAY 2010			05/01/2010	23.89
8002866 STATION LN PLANNING MAY 20			05/01/2010	6.38
8002866 STATION LN BLDG MAY 2010			05/01/2010	38.28
8002866 POLICE DEPT MAY 2010			05/01/2010	40.68
8002866 STATION LN DPW MAY 2010			05/01/2010	19.14
8002866 CORP OFFICE/STORAGE MAY 20			05/01/2010	42.07

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
8002866	HP ACTIVITIES BLDG MAY 2010		05/01/2010	24.60
8002866	HP PARK 150 WATKINS MAY 201		05/01/2010	172.24
8002866	HP PARK 160 WATKINS MAY 201		05/01/2010	165.86
8002866	STATION LN LIBRARY MAY 201		05/01/2010	26.80
Check Total:				559.94
Check No: 10300	Check Date: 05/17/2010	Vendor: 00025	ACCONTEMP	
30964166	TEMP SANGHVI, DIVYA 4/6-4/7/1		04/12/2010	480.34
30987153	TEMP SANGHVI, DIVYA 3/05/201		04/13/2010	-18.00
Check Total:				462.34
Check No: 10301	Check Date: 05/17/2010	Vendor: 00041	AGI PUBLISHING	
MAY 2010	MAY 2010 MONTHLY		05/01/2010	720.00
Check Total:				720.00
Check No: 10302	Check Date: 05/17/2010	Vendor: 00057	AMERICAN PUBLIC WORKS ASSN	
159227	2010 - 2011 MEMBERSHIP DUNC		03/11/2010	232.00
Check Total:				232.00
Check No: 10303	Check Date: 05/17/2010	Vendor: 00059	KATHY ANDERSON	
KATHY 04/17/10EPC RAFFLE DONATION REIMB			04/17/2010	72.16
Check Total:				72.16
Check No: 10304	Check Date: 05/17/2010	Vendor: 00077	AT&T CALNET 2	
000001350396	688-6500 04/10/2010 - 05/09/2010		05/10/2010	621.29
000001308111	451-6691 03/20/2010 - 04/19/2010		04/20/2010	76.61
000001308109	451-6689 03/20/2010 - 04/19/2010		04/20/2010	66.31
000001308107	271-5840 03/20/2010 - 04/19/2010		04/20/2010	265.73
000001308108	271-7360 03/20/2010 - 04/19/2010		04/20/2010	348.29
000001308106	252-8343 03/20/2010 - 04/19/2010		04/20/2010	56.61
000001308110	451-6690 03/20/2010 - 04/19/2010		04/20/2010	66.31
000001320820	322-8691 03/25/2010 - 04/24/2010		04/25/2010	15.80
000001322979	752-0600 03/27/2010 - 04/26/2010		04/27/2010	112.18
000001322980	752-8099 03/27/2010 - 04/26/2010		04/27/2010	523.19
000001322978	566-0280 03/27/2010 - 04/26/2010		04/27/2010	213.43
000001322977	330-0686 03/27/2010 - 04/26/2010		04/27/2010	31.52
000001334557	327-4859 04/01/2010 - 04/30/2010		05/01/2010	55.49
000001334556	327-3232 04/01/2010 - 04/30/2010		05/01/2010	15.81
000001334558	327-4866 04/01/2010 - 04/30/2010		05/01/2010	15.88
Check Total:				2,484.45
Check No: 10305	Check Date: 05/17/2010	Vendor: 00094	JEFFREY D. BASKINS	
42037	CAR # 8 LIC # 959132		04/07/2010	190.00
Check Total:				190.00
Check No: 10306	Check Date: 05/17/2010	Vendor: 00125	BKF ENGINEERS	
10040344	CONSULTING SERVICES 2/22/10		04/15/2010	18,031.18
Check Total:				18,031.18
Check No: 10307	Check Date: 05/17/2010	Vendor: 00128	BMI IMAGING SYSTEMS, INC.	
287730	MICROFILMING DOCUMENTS B		04/26/2010	2,856.43
Check Total:				2,856.43
Check No: 10308	Check Date: 05/17/2010	Vendor: 00141	BPS DOCUMENT SOLUTIONS	
808770	SPEC BOOK DOUBLE SIDED, DR		04/30/2010	457.49
808771	SPEC BOOK, SPECS STAPLING		04/30/2010	388.78
Check Total:				846.27

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 10309	Check Date: 05/17/2010	Vendor: 00205	CAL WATER SERVICE	
90069321/5-10	STATION LANE 4/3-5/4/10		05/05/2010	57.37
62040688/5-10	99 ASHFIELD 4/3-5/4/10		05/05/2010	43.47
			Check Total:	100.84
Check No: 10310	Check Date: 05/17/2010	Vendor: 00230	CARPETWORKS INC	
33544	Replace flooring in PD		05/18/2010	1,115.00
			Check Total:	1,115.00
Check No: 10311	Check Date: 05/17/2010	Vendor: 00289	CLARK PEST CONTROL	
9735905	150 WATKINS AVE WEED CONT		04/29/2010	855.00
9753878	AGRICULTURAL WEED CONTRO		04/29/2010	325.00
			Check Total:	1,180.00
Check No: 10312	Check Date: 05/17/2010	Vendor: 00341	CONTRACT SWEEPING SERVICES	
INV100000392	SWEEP PER CONTRACT, APRIL 2		04/28/2010	992.70
			Check Total:	992.70
Check No: 10313	Check Date: 05/17/2010	Vendor: 00665	COUNTY OF SAN MATEO-INFORMATIO	
1YAT11003	MICROWAVE MESSAGESWITCH		03/31/2010	1,313.42
			Check Total:	1,313.42
Check No: 10314	Check Date: 05/17/2010	Vendor: 00377	CSG CONSULTANTS INC	
017981	64 MOULTON-PC2 &3 REVIEWE		04/14/2010	177.50
017980	69-75 CATALPA LOT ADJ 02/27/1		04/14/2010	430.00
			Check Total:	607.50
Check No: 10315	Check Date: 05/17/2010	Vendor: 00393	DELL MARKETING L.P.	
XDRN3NTX5	COMPUTER FOR PW RECEPTION		04/28/2010	1,499.29
			Check Total:	1,499.29
Check No: 10316	Check Date: 05/17/2010	Vendor: 00397	THERESA DELLASANTA	
DSANTA/04-28-10TY	CLERK'S CONF MILEAGE R		04/28/2010	357.00
			Check Total:	357.00
Check No: 10317	Check Date: 05/17/2010	Vendor: 00409	DEPT OF JUSTICE ACCOUNTING OFF	
789869	FINGERPRINTS APPS, H. DEAN A		05/05/2010	32.00
			Check Total:	32.00
Check No: 10318	Check Date: 05/17/2010	Vendor: 00420	CRISTINA CANTU DIAZ	
65 WILBURN	EXCEPTION REVIEW 65 WILBUR		04/01/2010	1,919.00
65 WILBURN	EXCEPTION REVIEW 65 WILBUR		04/01/2010	2,000.00
			Check Total:	3,919.00
Check No: 10319	Check Date: 05/17/2010	Vendor: 00427	DMS FACILITY SERVICES, INC	
RC -D062079	JANITORIAL SERVICE MAY 2010		05/01/2010	1,245.06
RC -D062079	JANITORIAL SERVICE MAY 2010		05/01/2010	470.10
			Check Total:	1,715.16
Check No: 10320	Check Date: 05/17/2010	Vendor: 00439	DRYCO CONSTRUCTION, INC	
F00377	CONCRETE PAD FOR POLICE DE		04/27/2010	2,548.00
			Check Total:	2,548.00
Check No: 10321	Check Date: 05/17/2010	Vendor: 00461	ELLISON'S TOWING	
25965	INSTALL SPARO SVC CALL COM		01/20/2010	40.00
			Check Total:	40.00

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 10322	Check Date: 05/17/2010	Vendor: 00486	AGUSTIN ESTRADA	
ESTRAD/04-22-10	BANK CHARGE REIMB FOR PAY		04/22/2010	25.00
			Check Total:	25.00
Check No: 10323	Check Date: 05/17/2010	Vendor: 00501	FIRST CHOICE SERVICES	
286795	COFFEE ADMIN		05/03/2010	31.08
274135	DELIV CHARGE, SPLEND, EAR		03/08/2010	62.84
286796	COFFEE/TEA PERMIT CENTER		05/03/2010	61.69
286799	FILTER WIDE BASE, PACIFIC GO		05/03/2010	22.71
			Check Total:	178.32
Check No: 10324	Check Date: 05/17/2010	Vendor: 00505	FOLGER GRAPHICS, INC	
63762	TOWN OF ATHERTON NEWSLET		04/23/2010	1,712.00
			Check Total:	1,712.00
Check No: 10325	Check Date: 05/17/2010	Vendor: 00515	PETER R GAETA	
GAETA/04-22-10	BANK CHARGE REIMB FOR PAY		04/22/2010	25.00
			Check Total:	25.00
Check No: 10326	Check Date: 05/17/2010	Vendor: 00613	HOPSCOTCH PRESS	
22731	HCTG FACILITY PACKAGE 12TH		04/01/2010	2,200.00
			Check Total:	2,200.00
Check No: 10327	Check Date: 05/17/2010	Vendor: 00617	HORIZON DISTRIBUTORS, INC.	
1N005659	STEVEN TYLER IRRIGATION RE		04/22/2010	226.15
1N006075	JAVIER BARRERA IRRIGATION		04/26/2010	137.21
1N006433	SCH80 NIPPLE, MARLEX TT SCH		04/29/2010	159.72
1N006314	SCH80 NIPPLE, PIPE CUTTER, SC		04/28/2010	146.85
1N004605	H.P. PARK TROWEL,GARD,HOSE		04/13/2010	305.80
			Check Total:	975.73
Check No: 10328	Check Date: 05/17/2010	Vendor: 00649	IEDA INC	
MAY 2010	LABOR RELATIONS CONSULTIN		05/01/2010	1,000.00
			Check Total:	1,000.00
Check No: 10329	Check Date: 05/17/2010	Vendor: 00657	IMPAC. GOVERNMENT SERVICES	
4324/04-22-10	LUNCH J. GRUBER		04/22/2010	11.12
4832/04-22-10	FRED PRYOR CUSTOMER SVC C		04/22/2010	179.00
7190/04-22-10	SPRINGBROOK CONFERENCE AI		04/22/2010	151.70
7190/04-22-10	SPRINGBROOK CONFERENCE AI		04/22/2010	89.70
7190/04-22-10	MICROSOFT SERVICES LICENSE		04/22/2010	165.45
4324/04-22-10	CITY WEBSITE		04/22/2010	15.00
4832/04-22-10	DOMAIN NAME RENEWAL		04/22/2010	10.87
7190/04-22-10	REMOTE DESKTOP CAL		04/22/2010	473.33
5432/04-22-10	ENTERSECT - FEB		04/22/2010	88.95
5432/04-22-10	ENTERSECT - MARCH		04/22/2010	88.95
5432/04-22-10	10 EPO SEARCHES		04/22/2010	42.50
5465/04-22-10	ALARM SUBSCRIPTION		04/22/2010	19.95
5432/04-22-10	LEGAL SOURCE BOOKS		04/22/2010	170.00
5432/04-22-10	LODGING -K-9 MGMT COURSE 0		04/22/2010	404.64
5432/04-22-10	EMGNKY MGMT K NICHOLAS 5/		04/22/2010	650.00
5432/04-22-10	LODGING K NICHOLAS 5/16-5/20		04/22/2010	422.04
5432/04-22-10	GOT CREDIT FOR OVERCHARGE		04/22/2010	422.04
5465/04-22-10	LAB WORK FOR CASE 10-53		04/22/2010	702.00
0612/04-22-10	MAY MANAGER ASSOC LUNCH		04/22/2010	25.00
5432/04-22-10	OFFICE SUPPLIES		04/22/2010	23.25
5432/04-22-10	OFFICE SUPPLIES		04/22/2010	13.04
5432/04-22-10	OFFICE SUPPLIES		04/22/2010	93.81
5465/04-22-10	COPY PAPER & PD SUPPLIES		04/22/2010	287.73

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
5432/04-22-10	DEFIB REPLACEMENT PACKS		04/22/2010	114.11
5432/04-22-10	K-9 CRATE		04/22/2010	164.40
5432/04-22-10	DOG SCOOP - BACK LOT		04/22/2010	27.30
5465/04-22-10	CAUTION TAPE		04/22/2010	50.59
5465/04-22-10	ABANDONED VEHICLES NOTIC		04/22/2010	71.57
5465/04-22-10	COFFEE FOR PD		04/22/2010	165.00
5465/04-22-10	PAPER TOWELS, PD SUPPLIES		04/22/2010	216.51
5432/04-22-10	SEAT COVERS - EXPEDITION		04/22/2010	149.95
5432/04-22-10	CHAMBER BLOCKING DEVICE		04/22/2010	210.13
5432/04-22-10	WORKBENCH - WEAPON MAINT		04/22/2010	142.01
5432/04-22-10	RUBBER TOP FOR WORKBENCH		04/22/2010	14.17
5465/04-22-10	EXTERNAL HARD DRIVE - SHER		04/22/2010	169.00
4832/04-22-10	HEADREST FOR J.MATTES, CHAI		04/22/2010	95.00
5408/04-22-10	RENTAL PICK UP TRKS -OTHER		04/22/2010	839.71
5408/04-22-10	RE-CERTIFICATION S.TYLER		04/22/2010	100.00
5408/04-22-10	PARK DIRECTIONAL SIGN		04/22/2010	131.10
4954/04-22-10	PAVILION STORAGE APRIL 2010		04/22/2010	382.38
5408/04-22-10	DETECT WATER LEAK AT PD		04/22/2010	55.00
5408/04-22-10	SOUNDPROOF FIN.DIR. WINDO		04/22/2010	200.41
4324/04-22-10	DRPINO - G/M HOUSE		04/22/2010	9.82
Check Total:				7,858.23

Check No: 10330 7577	Check Date: 05/17/2010 HAT BADGE M.GUERRA CHIEF	Vendor: 00685	IRVINE & JACHENS INC. A CALIFO 04/20/2010	93.90
Check Total:				93.90

Check No: 10331 3269	Check Date: 05/17/2010 IWORQ INTERNET PAVEMENT	Vendor: 00689	IWORQ SYSTEMS, INC 04/16/2010	75.00
Check Total:				75.00

Check No: 10332 61560	Check Date: 05/17/2010 CUSTOM XSTAMPER TOWN OF	Vendor: 00701	J.P. COOKE CO 04/02/2010	49.89
Check Total:				49.89

Check No: 10333 APR 2010	Check Date: 05/17/2010 PROF LANDSCAPE ARCHT SVCS	Vendor: 00737	KIKUCHI & ASSOCIATES, INC 05/04/2010	664.20
Check Total:				664.20

Check No: 10334 4142155 4093918 4126263 4131918	Check Date: 05/17/2010 FAIR OAKS LANE TRAFFIC MAR FAIR OAKS LANE TRAFFIC JAN VALPARAISO AVE CROSSWALK ATHERTON ENC_MID SIGNAL M	Vendor: 00741	KIMLEY-HORN & ASSOC INC 03/31/2010 01/31/2010 03/31/2010 03/31/2010	1,515.90 1,395.87 2,016.85 43,330.00
Check Total:				48,258.62

Check No: 10335 792677 792612 793474	Check Date: 05/17/2010 HP PARK LEVEL OFF BENCH SIT HP PARK BENCHES SMALL FIR PARK 1/4 X 3/4	Vendor: 00801	LYNGSO GARDEN MATERIALS, INC 04/15/2010 04/14/2010 04/29/2010	148.58 148.58 101.60
Check Total:				398.76

Check No: 10336 13154	Check Date: 05/17/2010 TOPOGRAPHIC SURVEYING SV	Vendor: 00829	MARK THOMAS & CO INC 03/11/2010	26,114.00
Check Total:				26,114.00

Check No: 10337 MERCER/01-01-JAN TO MAR PLAN 2010 RETIRE	Check Date: 05/17/2010	Vendor: 00893	JOSEPH MERCER 01/01/2010	241.14
Check Total:				241.14

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 10338 40281	Check Date: 05/17/2010 EMPLOYEE ASSIST SVCS 4/01/10	Vendor: 00917	MILLS-PENINSULA HEALTH SERVICE 04/12/2010	551.25
			Check Total:	551.25
Check No: 10339 NCCA- 06-18-10	Check Date: 05/17/2010 RECORDS MGMT PROG THERES	Vendor: 00938	NCCCA 05/10/2010	40.00
			Check Total:	40.00
Check No: 10340 12008	Check Date: 05/17/2010 REPAIR FENCE ON MARSH ROA	Vendor: 00965	NORTHERN CA FENCE 04/29/2010	1,200.00
			Check Total:	1,200.00
Check No: 10341 516150121001 518239455001 515920747001 518277835001 518239455001 518239455001	Check Date: 05/17/2010 TAPE, AUDIO COUNCIL PAPER CASE, MANILA ENVELO BINDER, TAPE, CORRECTION, R CARTRIDGE,PRINT SMRT,C8061 LAMINATOR, RUBBER BANDS- BINDERS, LASER INSERT TABBS	Vendor: 00977	OFFICE DEPOT 04/16/2010 05/06/2010 04/14/2010 05/06/2010 05/06/2010 05/06/2010	19.14 334.41 69.23 227.74 378.95 91.63
			Check Total:	1,121.10
Check No: 10342 2 COWELL	Check Date: 05/17/2010 LANDSCAPE DEP REFND, 2 COW	Vendor: 01019	BHUPENDRA PATEL 05/11/2010	5,000.00
			Check Total:	5,000.00
Check No: 10343 1 TOYON 1 TOYON	Check Date: 05/17/2010 PERMIT FEE , 1 TOYON BP09-001 PERMIT FEE , 1 TOYON BP09-001	Vendor: 01020	SUNIL PAUL 03/16/2010 03/16/2010	3,917.75 4,572.40
			Check Total:	8,490.15
Check No: 10344 22494	Check Date: 05/17/2010 ALARM SIGNS P.D	Vendor: 01021	PAW PRINTS, INC 04/23/2010	54.63
			Check Total:	54.63
Check No: 10345 MAY 2010 MAY 2010 MAY 2010 MAY 2010 MAY 2010 MAY 2010 MAY 2010 MAY 2010 MAY 2010 MAY 2010	Check Date: 05/17/2010 COMMUTER LUNCH - PAS TMG COMMUTER LUNCH - PAS TMG COMMUTER LUNCH - OIS TMG OFFICE SUPPLIES TABS - DISPATCH FLY PAPER - SQUAD ROOM SUV SAFETY MIRRORS KEY MADE - DEFECTIVE OFFIC CELL PHONE HOLDER - SUV	Vendor: 01029	PETTY CASH 05/13/2010 05/13/2010 05/13/2010 05/13/2010 05/13/2010 05/13/2010 05/13/2010 05/13/2010 05/13/2010 05/13/2010	8.55 8.55 20.38 11.25 8.06 6.27 4.36 3.55 7.65 78.62
			Check Total:	78.62
Check No: 10346 INV29021 INV29021	Check Date: 05/17/2010 trunk wall mount - #QT001244 partition wall set up -	Vendor: 00034	PROFESSIONAL POLICE SUPPLY, IN 05/18/2010 05/18/2010	239.34 1,300.08
			Check Total:	1,539.42
Check No: 10347 2882/05-30-10	Check Date: 05/17/2010 METER RENTAL, STATE & CNTY	Vendor: 01089	PURCHASE POWER 05/03/2010	262.20
			Check Total:	262.20
Check No: 10348 2303088538	Check Date: 05/17/2010 CONTRACT SVCS FOR 03/19/10 -	Vendor: 01113	RECALL SECURE DESTRUCTION SERV 04/24/2010	126.52
			Check Total:	126.52

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 10349	Check Date: 05/17/2010	Vendor: 01145	REPUBLIC ITS	
1003533	TRAFFIC SIGNAL RESPONSE RE		04/11/2010	951.54
1003534	TRAFFIC SIGNAL MAINTENANC		04/11/2010	314.01
			Check Total:	1,265.55
Check No: 10350	Check Date: 05/17/2010	Vendor: 01157	ROTO ROOTER SERVICES CO	
19315492664	MAIN SEWER LINE RPL KIT FIX		04/05/2010	449.41
			Check Total:	449.41
Check No: 10351	Check Date: 05/17/2010	Vendor: 01158	ROTO ROOTER SERVICES COMPANY	
R2505	ROAD BOND PERMIT AP W10-00		01/08/2010	2,500.00
			Check Total:	2,500.00
Check No: 10352	Check Date: 05/17/2010	Vendor: 01205	SAN MATEO CNTY CHAPLAINCY	
APR 2010	CHAPLAINCY APR 2010		04/30/2010	250.00
MAR 2010	CHAPLAINCY SERVICE MAR 201		03/31/2010	250.00
			Check Total:	500.00
Check No: 10353	Check Date: 05/17/2010	Vendor: 01228	SAN MATEO CNTY LEGAL SECRETAIR	
DSANTA/06-23-MUNICIPAL LAW SEMINAR T. D			05/11/2010	15.00
			Check Total:	15.00
Check No: 10354	Check Date: 05/17/2010	Vendor: 01237	SAN MATEO CNTY SHERIFF'S OFFIC	
8468	LIVE SCAN SERVICE H. DEAN A		05/07/2010	18.00
CL02415	FOREN LAB NARCOTIC,TOXICO		04/30/2010	87.00
			Check Total:	105.00
Check No: 10355	Check Date: 05/17/2010	Vendor: 01257	SAN MATEO REGIONAL NETWORK INC	
18792	SAN MATEO REG NETWORK(FE		04/10/2010	385.00
			Check Total:	385.00
Check No: 10356	Check Date: 05/17/2010	Vendor: 01261	SBRPSTC	
COURSE FEES SUPERVISORY COURSE 6/7-6/18/			05/10/2010	187.00
BCKGND INVEBACKGROUND INVES 6/14-6/18/1			05/10/2010	95.00
			Check Total:	282.00
Check No: 10357	Check Date: 05/17/2010	Vendor: 01274	SELBY LANE SCHOOL	
SELBY 05-06-10ART PROJECT DONATION			05/06/2010	275.00
			Check Total:	275.00
Check No: 10358	Check Date: 05/17/2010	Vendor: 01289	SHARP ELECTRONICS CORPORATION	
AR267426	CONTRACT OVRAGE 03/16/10 T		04/13/2010	143.73
			Check Total:	143.73
Check No: 10359	Check Date: 05/17/2010	Vendor: 01313	SPRINT	
130538811-029 MAR 26 - APR 25, 2010 MOBILE D			04/29/2010	480.49
			Check Total:	480.49
Check No: 10360	Check Date: 05/17/2010	Vendor: 01321	STATE CONTROLLERS OFFICE	
9692	ANNUAL STREET REPORT FY 08		04/09/2010	1,671.52
			Check Total:	1,671.52
Check No: 10361	Check Date: 05/17/2010	Vendor: 01361	TELECOMMUNICATIONS ENGINEERING	
40649	PUSH TO MUTE TELEPHONE HA		04/07/2010	105.64
40615	MGMT, MAINT COMM CENTER		04/10/2010	934.00
40654	PUSH TO MUTE TELEPHONE HA		04/25/2010	105.74
			Check Total:	1,145.38

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 10362	Check Date: 05/17/2010	Vendor: 01368	JOANNE THOMAS-SMITH	
THOMAS 04/12/2010	POLICE PROTOCOL WORKSHOP		04/12/2010	42.00
			Check Total:	42.00
Check No: 10363	Check Date: 05/17/2010	Vendor: 01381	TOWNE FORD SALES	
FOCS177241	CAR SERVICE FOR TROY HEND		04/21/2010	369.61
FOCS177274	CAR SERVICE FOR TROY HEND		04/21/2010	378.20
			Check Total:	747.81
Check No: 10364	Check Date: 05/17/2010	Vendor: 01401	TURBO DATA SYSTEMS INC	
16584	PROCESSED CITATION APRIL 20		04/30/2010	94.51
			Check Total:	94.51
Check No: 10365	Check Date: 05/17/2010	Vendor: 01417	UNIFIRST CORPORATION	
380 0369986	UNIFORM SERVICE DPW STREE		05/05/2010	43.61
380 0369044	UNIFORM SERVICE DPW STREE		04/28/2010	56.48
380 0367187	UNIFORM SERVICE DPW STREE		04/14/2010	54.54
380 0368129	UNIFORM SERVICE DPW STREE		04/21/2010	56.48
380 0365305	UNIFORM SERVICE DPW STREE		03/31/2010	56.48
380 0366255	UNIFORM SERVICE DPW STREE		04/07/2010	67.25
380 0364361	UNIFORM SERVICE DPW STREE		03/24/2010	56.48
380 0369045	UNIFORM SERVICE DPW PARKS		04/28/2010	17.39
380 0366256	UNIFORM SERVICE DPW PARKS		04/07/2010	18.42
380 0367188	UNIFORM SERVICE DPW PARKS		04/14/2010	17.39
380 0364362	UNIFORM SERVICE DPW PARKS		03/24/2010	17.31
380 0365306	UNIFORM SERVICE DPW PARKS		03/31/2010	17.31
380 0369045	UNIFORM SERVICE DPW HP PA		04/28/2010	17.39
380 0366256	UNIFORM SERVICE DPW HP PA		04/07/2010	18.43
380 0367188	UNIFORM SERVICE DPW HP PA		04/14/2010	17.39
380 0364362	UNIFORM SERVICE DPW HP PA		03/24/2010	17.31
380 0365306	UNIFORM SERVICE DPW HP PA		03/31/2010	17.31
380 0369045	MATS HP PARK 04/28/10		04/28/2010	7.48
380 0369986	MATS HP PARK 05/05/10		05/05/2010	20.97
380 0366256	MATS HP PARK 04/07/10		04/07/2010	18.74
380 0367188	MATS HP PARK 04/14/10		04/14/2010	7.48
380 0364362	MATS HP PARK		03/24/2010	7.50
380 0365306	MATS HP PARK 03/31/10		03/31/2010	13.20
380 0367187	MATS HP PARK 04/14/10		04/14/2010	59.47
			Check Total:	701.81
Check No: 10366	Check Date: 05/17/2010	Vendor: 01445	VERIZON WIRELESS	
0863608548	CELLPHONE 3/22 - 4/21/10		04/21/2010	45.01
0863608548	BKLG 3/22 - 4/21/10		04/21/2010	133.52
0863608548	PD 3/22 - 4/21/10		04/21/2010	517.42
0863608548	DPW ENGR 3/22 - 4/21/10		04/21/2010	125.28
0863608548	DPW STREET 3/22 - 4/21/10		04/21/2010	225.30
0863608548	DPW PARKS 3/22 - 4/21/10		04/21/2010	41.82
0863608548	HP PARK 3/22 - 4/21/10		04/21/2010	83.44
			Check Total:	1,171.79
Check No: 10367	Check Date: 05/17/2010	Vendor: 01453	VOYAGER FLEET SYSTEMS INC.	
869016477004	MOTORCYCLE FUEL APRIL 2010		04/08/2010	131.03
			Check Total:	131.03
Check No: 10368	Check Date: 05/17/2010	Vendor: 01465	WATER WORKS WEST, LLC	
MAR 2010	CAR WASH P.D. MARCH 2010		04/01/2010	120.00
			Check Total:	120.00

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 10369 94960822	Check Date: 05/17/2010 RENT P.D. MODULAR 04/29/10 T	Vendor: 01273	WILLIAMS SCOTSMAN, INC 04/29/2010 Check Total:	 724.97 724.97
Check No: 10370 T7922	Check Date: 05/17/2010 MONTHLY MAINT TRAINING FO	Vendor: 01477	WITMER-TYSON IMPORTS INC 05/04/2010 Check Total:	 805.56 805.56
Check No: 10371 165 PATRICIA	Check Date: 05/17/2010 REVISED FEE 165 PATRICIA DR	Vendor: 01484	LIAO YEECHIN 05/10/2010 Check Total:	 385.84 385.84
Check No: 10372 PR Batch 502 4 2010 Dental Insuran PR Batch 501 4 2010 Dental Insuran Dental May 2010 Erich Enberg May 2010 Premium	Check Date: 05/27/2010	Vendor: 01349	TEAMSTERS LOCAL 856 H & W 04/21/2010 04/07/2010 05/27/2010 Check Total:	 3,360.50 3,360.50 143.00 6,864.00
Check No: 10373 58179	Check Date: 05/27/2010 TIRE CHANGE VEHICLE # 5, 10 C	Vendor: 00021	ABLE TOWING 05/15/2010 Check Total:	 45.00 45.00
Check No: 10374 GH050610	Check Date: 05/27/2010 HIGH ENERGY HOME PROG 2ND	Vendor: 00029	ACTERRA 05/06/2010 Check Total:	 7,000.00 7,000.00
Check No: 10375 05102799391	Check Date: 05/27/2010 WATER POLICE DEPT 04/19/10 -	Vendor: 00049	ALHAMBRA & SIERRA SPRINGS 05/05/2010 Check Total:	 97.96 97.96
Check No: 10376 000001350392 000001350389 000001350390 000001350391 000001334555 000001349748 000001350387 000001350386 000001350395 000001350393 000001350394 000001350388 000001355996 000001352950	Check Date: 05/27/2010 323-7653 PD FAX SVC 04/10-05/09 323-3612 TELEMINDER LINE 04/1 323-6131 EMERGENCY LINE 04/1 323-6452 VOICE PRINT 911 04/10 323-5396 PD ESL SVC LINE 04/01- 289-9297 ALARM LINE 04/10- 05/ 323-1801 POLICE DEPT 04/10-05/0 323-1014 ANALOG LINE PD 04/10 473-9743 DIRECT FAX LINE 04/10 326-2801 POLICE TRAILER 04/10- 328-3220 PD FAX ADMIN 04/10-0 323-1802 POLICE DEPT 04/10-05/0 326-1167 TELEMINDER LINE 04/1 462-1470 DINKELSPIEL PH 04/11	Vendor: 00077	AT&T CALNET 2 05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/01/2010 05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/13/2010 05/11/2010 Check Total:	 29.62 30.62 114.68 15.84 111.50 15.85 14.55 30.35 16.35 155.48 30.40 45.40 16.05 23.07 649.76
Check No: 10377 637207	Check Date: 05/27/2010 DIESEL FUEL	Vendor: 00137	BOSCO OIL INC 03/30/2010 Check Total:	 818.09 818.09
Check No: 10378 MAY 2010	Check Date: 05/27/2010 CONSULTING SERVICES HSR 04/	Vendor: 00227	CAPITOL ADVOCATES, INCORPORATE 05/18/2010 Check Total:	 7,060.33 7,060.33
Check No: 10379 627	Check Date: 05/27/2010 Polhemus Ave. drainage project 08-0	Vendor: 00231	CASEY CONSTRUCTION, INC 05/28/2010 Check Total:	 125,267.40 125,267.40

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 10380	Check Date: 05/27/2010	Vendor: 00252	FRANCISCO CHECANO	
14171	PAVILION FRIDGE REPAIR		04/14/2010	177.00
14170	MAIN HOUSE FRIDGE REPAIR		04/12/2010	130.00
			Check Total:	307.00
Check No: 10381	Check Date: 05/27/2010	Vendor: 00281	CITY OF REDWOOD CITY	
BR24457	FUEL CHARGES 03/16/10 - 04/15/1		04/30/2010	44.52
BR24416	VEHICLE REPAIR MAINT PD 03/1		04/30/2010	794.96
BR24457	FUEL CHARGES 03/16/10 - 04/15/1		04/30/2010	4,001.12
BR24457	FUEL CHARGES 03/16/10 - 04/15/1		04/30/2010	17.81
BR24416	VEHICLE REPAIR MAINT PD 03/1		04/30/2010	1,431.99
BR24457	FUEL CHARGES 03/16/10 - 04/15/1		04/30/2010	697.50
BR24457	FUEL CHARGES 03/16/10 - 04/15/1		04/30/2010	132.32
			Check Total:	7,120.22
Check No: 10382	Check Date: 05/27/2010	Vendor: 00665	COUNTY OF SAN MATEO-INFORMATIO	
IYAT11004	MICROWAVE MESSAGESWITCH		04/10/2010	1,313.42
			Check Total:	1,313.42
Check No: 10383	Check Date: 05/27/2010	Vendor: 00377	CSG CONSULTANTS INC	
018080	SR CODE ENFORCEMENT 03/27 -		05/12/2010	4,327.42
			Check Total:	4,327.42
Check No: 10384	Check Date: 05/27/2010	Vendor: 00384	CUTWATER INVESTOR SERVICES COR	
13155A	INVEST ADVISORY SVC 04/01 - 0		05/15/2010	1,000.00
			Check Total:	1,000.00
Check No: 10385	Check Date: 05/27/2010	Vendor: 00405	TONY DENNIS	
MAY 2010	ICI CORE INVEST COURSE 05/03		05/21/2010	88.88
MAY 2010	REIMB MILEAGE 05/03 - 05/14/10		05/21/2010	132.00
			Check Total:	220.88
Check No: 10386	Check Date: 05/27/2010	Vendor: 00678	INTERNAL REVENUE SERVICE	
FORM 941-20070	FORM 941 MARCH 31 2007 INTE		06/02/2010	123.47
FORM 941-20070	FORM 941 JUNE 30 2007 INTERE		06/02/2010	92.65
FORM 941-20070	FORM 941 SEPTEMBER 30 2007 I		06/02/2010	93.00
FORM 941-20080	FORM 941 MARCH 31 2008 INTE		06/02/2010	64.15
FORM 941-20080	FORM 941 JUNE 30 2008 INTERE		06/02/2010	49.38
FORM 941-20080	FORM 941 SEPTEMBER 30 2008 I		06/02/2010	47.91
FORM 941-20080	FORM 941 DECEMBER 31 2008 IN		06/02/2010	32.35
			Check Total:	502.91
Check No: 10387	Check Date: 05/27/2010	Vendor: 00829	MARK THOMAS & CO INC	
13361	TOPOGRAPHIC SURVEYING SV		04/20/2010	1,445.00
			Check Total:	1,445.00
Check No: 10388	Check Date: 05/27/2010	Vendor: 00833	TIM MARKS	
MAY 2010	RADAR /LIDAR COURSE 05/11 - 0		05/21/2010	51.23
MAY 2010	REIMB MILEAGE 05/11 - 05/14/10		05/21/2010	27.24
			Check Total:	78.47
Check No: 10389	Check Date: 05/27/2010	Vendor: 00857	MAZE & ASSOCIATES	
24761	FY 2010 Town audit and related repo		05/10/2010	17,925.53
24761	FY 2010 Measure A		05/10/2010	600.00
			Check Total:	18,525.53
Check No: 10390	Check Date: 05/27/2010	Vendor: 00877	MCKINLEY ELEVATOR CORP	
A034031-IN	PM LABOR, SERV GAS AND SER		03/26/2010	321.16

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
			Check Total:	321.16
Check No: 10391	Check Date: 05/27/2010	Vendor: 00891	DAVE METZGER	
MAY 2010	TRAINING PAS COURSE REIMB		05/03/2010	11.98
MAY 2010	TRAINING MILEAGE REIMBURS		05/03/2010	66.20
			Check Total:	78.18
Check No: 10392	Check Date: 05/27/2010	Vendor: 00901	MICRO KEY SOLUTIONS	
990067	ALARM SOFTWARE MAINT 05/0		04/05/2010	1,265.00
			Check Total:	1,265.00
Check No: 10393	Check Date: 05/27/2010	Vendor: 00929	MUNI SERVICES LLC	
LYONS 05/12/10	BUSINESS LICENSE KENNETH L		05/12/2010	75.00
TRANS 05/12/10	BUSINESS LICENSE LARRY VIG		05/12/2010	100.00
IDEAL 05/11/10	BUSINESS LICENSE JOSE ZACDI		05/11/2010	75.00
SAGRER 05/12/10	BUSINESS LICENSE EFRAIN SAG		05/12/2010	50.00
MILES 05/10/10	BUSINESS LICENSE CRAIG MILE		05/10/2010	150.00
ENEA 05/11/10	BUSINESS LICENSE ANN ENEA 0		05/11/2010	50.00
			Check Total:	500.00
Check No: 10394	Check Date: 05/27/2010	Vendor: 00941	NEAL MARTIN & ASSOCIATES	
1045	PLANNING SERVICES 3/1-3/31/10		03/31/2010	2,922.76
1045	PLANNING SERVICES 3/1-3/31/10		03/31/2010	14,005.47
1046	HOUSING ELEMENT 3/1-3/31/10		03/31/2010	1,392.13
1047	GARBAGE/RECYCLING 3/1-3/31/		03/31/2010	666.25
			Check Total:	18,986.61
Check No: 10395	Check Date: 05/27/2010	Vendor: 00985	OJO TECHNOLOGY	
2169	1 YR PRODUCT MAINT, CAMERA		04/26/2010	1,144.00
			Check Total:	1,144.00
Check No: 10396	Check Date: 05/27/2010	Vendor: 01013	SIMONE PARDORLA	
SIMONE 05/21/10	REIMB MILEAGE CAPE CONF 05/		05/21/2010	238.38
			Check Total:	238.38
Check No: 10397	Check Date: 05/27/2010	Vendor: 01025	PENINSULA UNIFORMS & EQUIPMENT	
52703	SHIRT POLY LYCRA, ZIPPER, NA		04/19/2010	163.74
52704	SHIRT POLY LYCRA, ZIPPER, NA		04/19/2010	163.74
52916	SHIRT POLY RAYON L/S MENS,		04/26/2010	90.51
52320	BODY ARMOR LEVEL IIIA		04/07/2010	819.32
			Check Total:	1,237.31
Check No: 10398	Check Date: 05/27/2010	Vendor: 01045	PITNEY BOWES INC	
382522	RENTAL JUN 16 2010 - SEP 15 201		05/16/2010	330.00
			Check Total:	330.00
Check No: 10399	Check Date: 05/27/2010	Vendor: 01040	PLANTAG INC	
PLANTAG 4/27/10	LAN TAGS FOR OFFICE		04/27/2010	32.50
			Check Total:	32.50
Check No: 10400	Check Date: 05/27/2010	Vendor: 01142	RENNE SLOAN HOLTZMAN SAKAI LLP	
16809	P.D. INTERNAL INVESTIGATION		04/30/2010	1,263.00
			Check Total:	1,263.00
Check No: 10401	Check Date: 05/27/2010	Vendor: 01212	SAN MATEO CNTY CONTROLLERS OFF	
ATH - FEBRUARY	ALLOCATION OF PARKING PEN		03/01/2010	414.50
			Check Total:	414.50

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 10402	Check Date: 05/27/2010	Vendor: 01226	SAN MATEO CNTY HUMAN RESOURCE	
CI10-0034	CRYSTAL REPORTS INTRODUCT		05/10/2010	115.00
CI10-0034	EXCEL 2003 INTERMEDIATE J. A		05/10/2010	115.00
			Check Total:	230.00
Check No: 10403	Check Date: 05/27/2010	Vendor: 01257	SAN MATEO REGIONAL NETWORK INC	
18850	SAN MATEO REG NETWORK FE		05/10/2010	385.00
			Check Total:	385.00
Check No: 10404	Check Date: 05/27/2010	Vendor: 01272	SEAT SAVERS PLUS, INC.	
40171	EXPEDITION L/B BUCKET W/AIR		04/07/2010	149.95
			Check Total:	149.95
Check No: 10405	Check Date: 05/27/2010	Vendor: 01289	SHARP ELECTRONICS CORPORATION	
AR274932	CONTRACT OVERCHARGE 4/16-		05/11/2010	171.41
			Check Total:	171.41
Check No: 10406	Check Date: 05/27/2010	Vendor: 01357	TEE'S PLUS	
327279	DARE LARGE MEDALLION, BUM		05/10/2010	-6.18
327279	DARE LARGE MEDALLION, BUM		05/10/2010	76.38
			Check Total:	70.20
Check No: 10407	Check Date: 05/27/2010	Vendor: 01361	TELECOMMUNICATIONS ENGINEERING	
40664	MGMT, MAINT COMM CENTER		05/10/2010	934.00
			Check Total:	934.00
Check No: 10408	Check Date: 05/27/2010	Vendor: 01489	YOUTH & FAMILY ENRICHMENT SERV	
1372	FIRST CHANCE PROG APR 2010 -		04/30/2010	3,078.00
			Check Total:	3,078.00
			Report Total:	468,242.56



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME GRUBER, CITY MANAGER**

FROM: LOUISE HO, FINANCE DIRECTOR

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: FINANCIAL REPORT FOR THE ELEVEN MONTHS ENDED MAY 31,
2010**

RECOMMENDATION

Receive the General Fund Financial Report for the eleven months ended May 31, 2010.

DISCUSSION

Staff revised the format on how the financial report is to be presented. The new format incorporates a column “**Accrual**” to account for revenues and expenditures that need to be included to more accurately reflect the actual data. For the eleven months ended May 31, 2010, if revenues and expenditures are assumed to be distributed evenly, 91.7% of the annual FY 2009-10 Budget (11/12) should be earned or incurred.

The accrual amounts only reflect data up to June 9, 2010.

This report included the mid-year budget adjustments approved by the City Council on the February 17, 2010, meeting.

General Fund Revenues

For the eleven months ended May 31, 2010, the General Fund reported revenues of \$9,660,070 which is 95.7% of the annual revenue budget for FY 2009-10.

General Fund Expenditures

Monthly Financial Report

As to the expenditures for the nine months ended May 31, 2010, the General Fund reported \$10,441,377, which is 93.8% of the annual expenditure budget for FY 2009-10.

The City Attorney Department expended 100.8% of the annual budget as of May 31, 2010. A request for additional appropriation to cover June 2010 legal cost is being submitted to the City Council for their approval in the June 2010 meeting.

The Finance Department expended 124.8% of the annual budget as of May 31, 2010. This is due to legal settlement of \$225,000 authorized by the City Council to the former Finance Director for which the City Council did not approve additional appropriation to cover the settlement expense. Excluding the settlement expense, the Finance Department expenditures would be 88.2% of annual budget.

FISCAL IMPACT

None

Prepared by:

Approved by:

Louise Ho
Finance Director

Jerome D. Gruber
City Manager

Attachment: Financial Report

Town of Atherton											
General Fund											
Financial Report for the Eleven Months Ended May 31, 2010											
(Excl. Encumbrances)											
Dept	Description	Adjusted Budget FY09/10	11/12 of Budget	Actual July 09 to May 10	Accrual	Adj. Actual July 09 to May 10	% of 11/12 Budget	Year-To-Date Variance	% of Annual Budget	Actual July 08 to May 09	
			91.7%								
		(a)	(b)	(c)	(d)	(e)	(e/b)	(a-e)	(e/a)	(f)	
	Revenues										
	Secured	4,740,000	4,345,000	4,058,592	428,640	4,487,232	103.3%	252,768	94.7%	4,275,985	
	Unsecured	298,475	273,602	305,752		305,752	111.8%	(7,277)	102.4%	276,459	
	Prop 1A Loan	(442,363)	(405,499)	(221,181)		(221,181)	54.5%	(221,182)	50.0%	0	
	Prop 1A securitization	442,363	405,499	221,181		221,181	54.5%	221,182	50.0%	0	
	SB813 Redemption	30,000	27,500	54,036	11,070	65,107	236.8%	(35,107)	217.0%	128,896	
	Home Owners Prop Tax Re	40,616	37,231	28,404		28,404	76.3%	12,212	69.9%	26,989	
	Local Sales & Use Tax	30,000	27,500	56,342	7,400	63,742	231.8%	(33,742)	212.5%	84,448	
	Public Safety Sales Tax(Prop 172)	50,000	45,833	49,120	5,815	54,934	119.9%	(4,934)	109.9%	66,493	
	IN LIEU SALES TAX/TRIPLE FLIP	26,698	24,473	26,698		26,698	109.1%	0	100.0%	31,528	
	Franchise Taxes-PG&E	220,000	201,667	220,915		220,915	109.5%	(915)	100.4%	220,512	
	Franchise Tax-Cal Water	73,000	66,917	79,932		79,932	119.5%	(6,932)	109.5%	72,912	
	Franchise Tax-BFI	175,000	160,417	121,304		121,304	75.6%	53,696	69.3%	140,528	
	Franchise Taxes-Cable	102,000	93,500	75,601		75,601	80.9%	26,399	74.1%	101,138	
	Document Trsf Tax	225,000	206,250	206,692		206,692	100.2%	18,308	91.9%	115,236	
	Motor Vehicle In-Lieu	606,503	555,961	663,998		663,998	119.4%	(57,495)	109.5%	623,670	
	Motor Veh. Lic Fees (MVLF)	15,000	13,750	15,136		15,136	110.1%	(136)	100.9%	17,506	
	Business Licenses	150,000	137,500	108,358		108,358	78.8%	41,642	72.2%	134,758	
	Bus Lic Refund -FY 06/07	35,000	32,083			-	0.0%	35,000	0.0%	(20,166)	
	Bus Lic Refund -FY 07/08	40,000	36,667			-	0.0%	40,000	0.0%	(89,394)	
	Bus Lic Refund -FY 08/09	-	-	-		-	0.0%	-	0.0%	(30,072)	
	Home Occupation	500	458	200		200	43.6%	300	40.0%	1,950	
	Building Permit	484,839	444,436	385,423		385,423	86.7%	99,416	79.5%	570,780	
	Encroachment	125,000	114,583	129,592		129,592	113.1%	(4,592)	103.7%	149,697	
	Grading & Drainage	58,000	53,167	50,425		50,425	94.8%	7,575	86.9%	0	
	Other Licenses & Permit	500	458	720		720	157.1%	(220)	144.0%	475	
	Landscape Fee	-	-	-		-	0.0%	-	0.0%	(5,000)	
	Vehicle Code Fines (Parking)	2,069	1,897	4,378		4,378	230.8%	(2,309)	211.6%	9,743	
	Other Fines & Forfeit (County)	17,456	16,001	22,213	2,118	24,331	152.1%	(6,875)	139.4%	24,360	
	ERAF Subvention	730,000	669,167	750,175		750,175	112.1%	(20,175)	102.8%	543,116	
	POST Reimb	8,000	7,333	13,256		13,256	180.8%	(5,256)	165.7%	9,865	
	CALNENA Reimbursement	3,000	2,750	-		-	0.0%	3,000	0.0%	0	
	CLEARs Reimbursement	395	362	-		-	0.0%	395	0.0%	0	
	DOJ Grant (vest)	1,500	1,375	406		406	29.5%	1,094	27.1%	0	
	DOC Grant	5,000	4,583	-		-	0.0%	5,000	0.0%	0	

Town of Atherton											
General Fund											
Financial Report for the Eleven Months Ended May 31, 2010											
(Excl. Encumbrances)											
Dept	Description	Adjusted Budget FY09/10	11/12 of Budget	Actual July 09 to May 10	Accrual	Adj. Actual July 09 to May 10	% of 11/12 Budget	Year-To-Date Variance	% of Annual Budget	Actual July 08 to May 09	
			91.7%								
		(a)	(b)	(c)	(d)	(e)	(e/b)	(a-e)	(e/a)	(f)	
	ABAG Grant	10,000	9,167	18,338		18,338	200.1%	(8,338)	183.4%	0	
	Other Reimbursements	35,700	32,725	56,869	2,125	58,994	180.3%	(23,294)	165.2%	8,606	
	SB 90 reimbursement	-	-	1,219		1,219	100.0%	(1,219)	100.0%	0	
	Grants	-	-	9,901		9,901	100.0%	(9,901)	100.0%	54,556	
	React Task Force Reimb	-	-	-		-	0.0%	-	0.0%	55,819	
	NARCOTICS Task Force	-	-	-		-	0.0%	-	0.0%	0	
	Elections Processing Fee	-	-	-		-	0.0%	-	0.0%	2,000	
	Document/Research Fee	-	-	-		-	0.0%	-	0.0%	0	
	Photocopy Fee	6,000	5,500	6,190		6,190	112.6%	(190)	103.2%	7,203	
	Alarm Sign Fees	600	550	1,110		1,110	201.8%	(510)	185.0%	810	
	Vehicle Release	1,000	917	820		820	89.5%	180	82.0%	2,400	
	Fingerprinting Fee	-	-	57		57	100.0%	(57)	100.0%	30	
	Affidavit of Cost	2,000	1,833	200		200	10.9%	1,800	10.0%	4,737	
	Police Report	2,500	2,292	4,190		4,190	182.8%	(1,690)	167.6%	2,320	
	Special Service Fee	525	481	1,909		1,909	396.7%	(1,384)	363.7%	372	
	DUI Recovery (Enforcement)	1,200	1,100	-		-	0.0%	1,200	0.0%	0	
	Post Office	31,768	29,121	47,449		47,449	162.9%	(15,681)	149.4%	47,449	
	Solicitor's Permit	400	367	127		127	34.6%	273	31.8%	0	
	Application Fee	-	-	800		800	100.0%	(800)	100.0%	675	
	Zoning & Planning Fees	75,000	68,750	106,952		106,952	155.6%	(31,952)	142.6%	63,750	
	Plan Check	292,000	267,667	335,879		335,879	125.5%	(43,879)	115.0%	360,543	
	Social Fees	60,000	55,000	42,725		42,725	77.7%	17,275	71.2%	99,068	
	Meeting Fees	60,000	55,000	61,544		61,544	111.9%	(1,544)	102.6%	46,604	
	Class Fees	15,000	13,750	13,690		13,690	99.6%	1,310	91.3%	10,080	
	Weddings	140,000	128,333	81,085		81,085	63.2%	58,915	57.9%	53,273	
	Misc. Use Fee	1,400	1,283	2,285		2,285	178.1%	(885)	163.2%	1,349	
	Interest Income	60,000	55,000	36,955		36,955	67.2%	23,045	61.6%	135,991	
	Cellular One	36,000	33,000	31,430	3,189	34,618	104.9%	1,382	96.2%	33,114	
	Property Rental-Playscl	77,580	71,115	77,575		77,575	109.1%	5	100.0%	64,906	
	Sale of Property	-	-	502		502	100.0%	(502)	100.0%	2,246	
	Donations/Contributions	14,286	13,096	14,286		14,286	109.1%	(0)	100.0%	12,176	
	Miscellaneous Income	10,000	9,167	26,326		26,326	287.2%	(16,326)	263.3%	16,718	
	Trsf in from Spec Parcel Tax	780,863	715,791	715,791		715,791	100.0%	65,072	91.7%	0	
	Transfers in from Gas Tax	-	-	-		-	0.0%	-	0.0%	0	
	Transfers in from GFCIP	-	-	-		-	0.0%	-	0.0%	0	

Town of Atherton											
General Fund											
Financial Report for the Eleven Months Ended May 31, 2010											
(Excl. Encumbrances)											
Dept	Description	Adjusted Budget FY09/10	11/12 of Budget	Actual July 09 to May 10	Accrual	Adj. Actual July 09 to May 10	% of 11/12 Budget	Year-To-Date Variance	% of Annual Budget	Actual July 08 to May 09	
			91.7%								
		(a)	(b)	(c)	(d)	(e)	(e/b)	(a-e)	(e/a)	(f)	
	Transfers in from Facilities Construction Fund	82,735	75,840	75,840		75,840	100.0%	6,895	91.7%	0	
	Total Revenues	10,090,108	9,249,266	9,199,713	460,357	9,660,070	104.4%	430,038	95.7%	8,569,207	
	EXPENDITURES					-					
City Council	Advertising/Publishing	2,000	1,833	-		-	0.0%	2,000	0.0%	435	
	Other Contract Services	-	-	-		-	0.0%	-	0.0%	9,400	
	Office Supplies	1,950	1,788	2,049		2,049	114.6%	(99)	105.1%	3,792	
	Membership/Dues	8,407	7,706	8,400		8,400	109.0%	7	99.9%	16,304	
	Utilities-Electricity & Water	625	573	298		298	52.1%	327	47.7%	0	
	Conferences	5,000	4,583	2,155		2,155	47.0%	2,845	43.1%	6,543	
	Mileage Reimbursement	1,300	1,192	57		57	4.8%	1,243	4.4%	0	
	Bus Meeting & Meal	1,100	1,008	80		80	7.9%	1,020	7.3%	0	
	Boards & Commissions	2,000	1,833	-		-	0.0%	2,000	0.0%	0	
	Special Events & Awards	-	-	139		139	100.0%	(139)	100.0%	438	
	Office Machines & Furniture	7,000	6,417	368		368	5.7%	6,632	5.3%	0	
	Administrative Services	-	-	-		-	0.0%	-	0.0%	349	
	Computer Services Charge	-	-	-		-	0.0%	-	0.0%	730	
	City Council Totals:	29,382	26,934	13,546	-	13,546	50.3%	15,836	46.1%	37,991	
Administrat (CM,CC,HR)	Salaries & Benefits	730,875	669,969	677,879	17,533	695,412	103.8%	35,463	95.1%	486,508	
	Contract Services	29,668	27,196	20,963	1,855	22,818	83.9%	6,850	76.9%	103,269	
	Supplies & Materials	3,800	3,483	5,845		5,845	167.8%	(2,045)	153.8%	4,601	
	General Expenses	41,045	37,625	35,425	84	35,509	94.4%	5,536	86.5%	60,669	
	Facility & Equipment	3,500	3,208	1,836		1,836	57.2%	1,664	52.5%	520	
	Reimbursements	-	-	-		-	0.0%	-	0.0%	27,789	
	Administration Totals:	808,888	741,481	741,948	19,472	761,420	102.7%	47,468	94.1%	683,357	
City Attorney	Contract Services	423,000	387,750	367,150	59,160	426,310	109.9%	(3,310)	100.8%	299,737	
	General Expenses	-	-	-		-	0.0%	-	0.0%	162	
	Supplies & Materials	-	-	-		-	0.0%	-	0.0%	0	
	Reimbursements	-	-	-		-	0.0%	-	0.0%	5,709	
	City Attorney Totals:	423,000	387,750	367,150	59,160	426,310	109.9%	(3,310)	100.8%	305,608	

Town of Atherton											
General Fund											
Financial Report for the Eleven Months Ended May 31, 2010											
(Excl. Encumbrances)											
Dept	Description	Adjusted Budget FY09/10	11/12 of Budget	Actual July 09 to May 10	Accrual	Adj. Actual July 09 to May 10	% of 11/12 Budget	Year-To-Date Variance	% of Annual Budget	Actual July 08 to May 09	
			91.7%								
		(a)	(b)	(c)	(d)	(e)	(e/b)	(a-e)	(e/a)	(f)	
Finance	Salaries & Benefits	429,085	393,328	386,576	8,925	395,501	100.6%	33,584	92.2%	305,025	
	Contract Services	155,205	142,271	131,613	627	132,239	92.9%	22,966	85.2%	32,003	
	Supplies & Materials	4,250	3,896	3,074		3,074	78.9%	1,176	72.3%	5,231	
	General Expenses	16,605	15,221	9,221		9,221	60.6%	7,384	55.5%	1,512	
	Rents & Leases	-	-	-		-	0.0%	-	0.0%	590	
	Facility & Equipment	3,000	2,750	-		-	0.0%	3,000	0.0%	660	
	Reimbursements	10,000	9,167	5,000		5,000	54.5%	5,000	50.0%	17,963	
	Settlement Expense	-	-	226,305		226,305	100.0%	(226,305)	100.0%	0	
	Finance Totals:	618,145	566,633	761,789	9,551	771,340	136.1%	(153,195)	124.8%	362,984	
					-	-					
Planning	Contract Services	191,327	175,383	146,144	30,474	176,618	100.7%	14,709	92.3%	188,456	
	Supplies & Materials	2,000	1,833	1,114	-	1,114	60.8%	886	55.7%	53	
	General Expenses	2,930	2,686	640	-	640	23.8%		21.8%		
	Planning Totals:	196,257	179,902	147,898	30,474	178,372	99.1%	15,595	90.9%	188,508	
Building	Salaries & Benefits	1,009,166	925,069	925,796	23,875	949,671	102.7%	59,495	94.1%	706,744	
	Contract Services	19,824	18,172	16,263		16,263	89.5%	3,561	82.0%	161,634	
	Supplies & Materials	20,790	19,058	12,612		12,612	66.2%	8,178	60.7%	16,230	
	General Expenses	8,375	7,677	6,792		6,792	88.5%	1,583	81.1%	9,748	
	Facility & Equipment	4,500	4,125	-		-	0.0%	4,500	0.0%	436	
	Reimbursements	10,000	9,167	5,000	-	5,000	54.5%	5,000	50.0%	44,328	
	Building Totals:	1,072,655	983,267	966,463	23,875	990,339	100.7%	82,316	92.3%	939,120	
Non-Dept	Retiree Health Care	-	-			-		-		113,002	
	Contract Services	210,179	192,664	138,126	2,262	140,388	72.9%	69,791	66.8%	2	
	Supplies & Materials	21,167	19,403	16,821		16,821	86.7%	4,346	79.5%	0	
	General Expenses	305,638	280,168	288,148		288,148	102.8%	17,490	94.3%	0	
	Non-Dept. Totals:	536,984	492,235	443,095	2,262	445,357	90.5%	91,627	82.9%	113,004	
Police	Salaries & Benefits	4,719,697	4,326,389	4,204,775	99,690	4,304,465	99.5%	415,232	91.2%	3,628,083	
	Contract Services	221,033	202,614	245,911	6,919	252,831	124.8%	(31,798)	114.4%	221,624	
	Supplies & Materials	147,665	135,360	111,140	1,235	112,374	83.0%	35,291	76.1%	124,020	
	General Expenses	76,238	69,885	89,314	8,697	98,010	140.2%	(21,772)	128.6%	119,822	

Town of Atherton											
General Fund											
Financial Report for the Eleven Months Ended May 31, 2010											
(Excl. Encumbrances)											
Dept	Description	Adjusted Budget FY09/10	11/12 of Budget	Actual July 09 to May 10	Accrual	Adj. Actual July 09 to May 10	% of 11/12 Budget	Year-To-Date Variance	% of Annual Budget	Actual July 08 to May 09	
			91.7%								
		(a)	(b)	(c)	(d)	(e)	(e/b)	(a-e)	(e/a)	(f)	
	Rent & lease	8,590	7,874	5,811		5,811	73.8%	2,779	67.7%	0	
	Facility & Equipment	44,671	40,948	48,658	546	49,205	120.2%	(4,534)	110.1%	65,385	
	Reimbursement	69,800	63,983	34,900		34,900	54.5%	34,900	50.0%	130,062	
	Settlement Expense	230,000	210,833	230,000		230,000	109.1%	-	100.0%	0	
	Police Totals:	5,517,694	5,057,886	4,970,510	117,087	5,087,596	100.6%	430,098	92.2%	4,288,996	
Public Works & Parks	Salaries & Benefits	1,399,338	1,282,727	1,349,752	40,769	1,390,521	108.4%	8,817	99.4%	1,312,263	
	Contract Services	288,000	264,000	127,479	7,856	135,335	51.3%	152,665	47.0%	476,926	
	Supplies & Materials	70,800	64,900	47,954	1,770	49,724	76.6%	21,076	70.2%	58,741	
	General Expenses	107,393	98,444	147,538	4,635	152,173	154.6%	(44,780)	141.7%	118,093	
	Rent & Leases	27,000	24,750	21,678	-	21,678	87.6%	5,322	80.3%	35,531	
	Facility & Equipment	16,000	14,667	7,719	-	7,719	52.6%	8,281	48.2%	3,697	
	Reimbursements	19,892	18,234	9,946	-	9,946	54.5%	9,946	50.0%	53,813	
	Public Works Totals:	1,928,423	1,767,721	1,712,065	55,031	1,767,096	100.0%	161,327	91.6%	2,059,065	
	Total Expenditures	11,131,428	10,203,809	10,124,465	316,912	10,441,377	102.3%	687,761	93.8%	8,978,632	
	Excess (Deficiency) of Revenues over	(1,041,320)	(954,543)	(924,751)	143,445	(781,307)	81.9%	(257,723)	75.0%	(409,424)	
	Beg. Fund Balance	7,203,277				7,203,277					
	Proj. Ending Fund Balance	6,161,957				6,421,970					



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME GRUBER, CITY MANAGER**

FROM: LOUISE HO, FINANCE DIRECTOR

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: TREASURER'S REPORT FOR THE THIRD QUARTER ENDED
MARCH 31, 2010**

RECOMMENDATION

Accept the Treasurer's Report for the Third Quarter Ended March 31, 2010.

DISCUSSION

Based on the Town's Statement of Investment Policy, the City Manager or designee is required to submit quarterly and annual Treasurer's Report to the City Council. The Treasurer's Report provides an update on the cash and investment position of the Town of Atherton.

The Town engaged MBIA in January 2009 to provide non-discretionary investment advisory services. Due to the current economic climate, MBIA is continuing to take a conservative approach to meet the Town's investment goals in the order of safety, liquidity, and yield.

To facilitate the trading and safekeeping of securities, Wells Fargo Bank serves as the safekeeping agent for the Town.

As part of the Treasurer's Report, a detail cash and investment balance by fund is also attached. It is important to note that even though \$8,524,825 is listed as "non-restricted" fund, this amount is not all available for spending. "Non-restricted" is to mean not legally restricted but the Town does have obligations and unfunded liabilities that must be met with the non-restricted fund.

FISCAL IMPACT

None

Prepared by:

Approved by:

Louise Ho, Finance Director

Jerome D. Gruber, City Manager

Attachment: Treasurer's Report for Third Quarter Ended March 31, 2010.

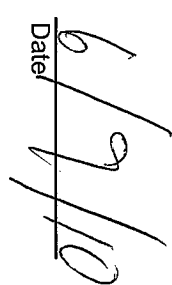
Town of Atherton
Quarterly Treasurer's Report
Portfolio Summary
March 31, 2010

	Par Value	Market Value	Book Value	% of Portfolio
Cash In Bank (Schedule A)	1,502,479	1,502,479	1,502,479	8.3%
Investments (Schedule B)	16,493,357	16,510,243	16,511,398	91.7%
Total Cash and Investments	17,995,836	18,012,723	18,013,877	100%

The above investments are consistent with the Town's Statement of Investment Policy and are allowable under current legislation of the State of California. Investments are selected using safety, liquidity, and yield as the criteria. The Town has sufficient cash flow to cover anticipated expenditures through the next six months.



 Louise Ho, Finance Director



 Date

Town of Atherton
Quarterly Treasurer's Report
Portfolio Details - Cash In Bank
March 31, 2010

Schedule A

Name of Depository	Investment Type	Reconciled Bank Balance
Comerica Bank	Checking - Operating	1,072,418
Wells Fargo	General Account	389,018
Wells Fargo	Wells Fargo Adv Treasury Plus MMF	41,043
Total		1,502,479

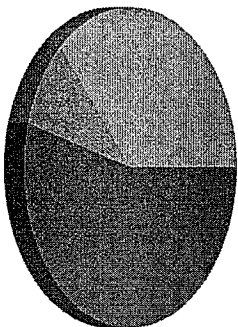
**Town of Atherton
Recap of Securities Held
March 31, 2010**

Schedule B

	Historical Cost	Amortized Cost	Fair Value	Unrealized Gain (Loss)	Weighted Average Final Maturity (Days)	Weighted Average Effective Maturity (Days)	% Portfolio/ Segment	Weighted Average Yield *	Weighted Average Market Duration (Years)
Cash and Equivalents	8,993,356.81	8,993,356.81	8,993,356.81	0.00	1	1	54.47	0.58	0.00
U.S. Treasury	1,499,103.68	1,500,522.05	1,500,887.50	365.45	387	387	9.08	0.66	1.05
U.S. Instrumentality	6,018,937.20	6,010,032.65	6,015,999.00	5,966.35	549	313	36.45	1.09	0.84
TOTAL	16,511,397.69	16,503,911.51	16,510,243.31	6,331.80	236	150	100.00	0.77	0.40

* Weighted Average Yield is calculated on a "yield to worst" basis.

Portfolio / Segment Diversification



Cash and Equivalents	54.5%
U.S. Treasury	9.1%
U.S. Instrumentality	36.5%
Total:	100.0%

Town of Atherton
Activity and Performance Summary
for the period March 1, 2010 - March 31, 2010

<u>Amortized Cost Basis Activity Summary</u>	
Beginning Amortized Cost Value	16,504,411.08
Additions	
Contributions	0.00
Interest Received	4,375.00
Accrued Interest Sold	1,250.00
Gain on Sales	1,680.31
Total Additions	7,305.31
Deductions	
Withdrawals	5,153.20
Fees Paid	1,000.00
Accrued Interest Purchased	213.99
Loss on Sales	0.00
Total Deductions	(6,367.19)
Accretion (Amortization) for the Period	(1,437.69)
Ending Amortized Cost Value	16,503,911.51
Ending Fair Value	16,510,243.31
Unrealized Gain (Loss)	6,331.80

<u>Detail of Amortized Cost Basis Return</u>				
	Interest Earned	Accretion (Amortization)	Realized Gain (Loss)	Total Income
Current Holdings				
Cash and Equivalents	4,262.13	0.00	0.00	4,262.13
U.S. Treasury	541.10	75.39	0.00	616.49
U.S. Instrumentality	6,972.91	(1,529.53)	0.00	5,443.38
Sales and Maturities				
U.S. Instrumentality	236.11	16.45	1,680.31	1,932.87
Total	12,012.25	(1,437.69)	1,680.31	12,254.87

<u>Annualized Comparative Rates of Return</u>			
	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.15%	0.13%	0.16%
Overnight Repo	0.07%	0.05%	0.08%
3 Month T-Bill	0.12%	0.08%	0.15%
6 Month T-Bill	0.23%	0.17%	0.22%
1 Year T-Note	0.42%	0.36%	0.40%
2 Year T-Note	0.95%	0.89%	0.95%
5 Year T-Note	2.36%	2.36%	2.44%

<u>Summary of Amortized Cost Basis Return for the Period</u>			
	Total Portfolio	Excl. Cash Eq.	
Interest Earned	12,012.25	7,750.12	
Accretion (Amortization)	(1,437.69)	(1,437.69)	
Realized Gain (Loss) on Sales	1,680.31	1,680.31	
Total Income on Portfolio	12,254.87	7,992.74	
Average Daily Historical Cost	16,513,472.34	7,520,115.53	
Annualized Return	0.87%	1.25%	
Annualized Return Net of Fees	0.80%	1.09%	
Annualized Return Year to Date Net of Fees	0.92%	0.92%	
Weighted Average Effective Maturity in Days	150	327	

Town of Atherton
Activity and Performance Summary
for the period March 1, 2010 - March 31, 2010

Fair Value Basis Activity Summary

Beginning Fair Value	16,523,469.31
Additions	
Contributions	0.00
Interest Received	4,375.00
Accrued Interest Sold	1,250.00
Total Additions	5,625.00
Deductions	
Withdrawals	5,153.20
Fees Paid	1,000.00
Accrued Interest Purchased	213.99
Total Deductions	(6,367.19)
Change in Fair Value for the Period	(12,483.81)
Ending Fair Value	16,510,243.31

Detail of Fair Value Basis Return

	Interest Earned	Change in Fair Value	Total Income
Current Holdings			
Cash and Equivalents	4,262.13	0.00	4,262.13
U.S. Treasury	541.10	(1,016.81)	(475.71)
U.S. Instrumentality	6,972.91	(11,344.00)	(4,371.09)
Sales and Maturities			
U.S. Instrumentality	236.11	(123.00)	113.11
Total	12,012.25	(12,483.81)	(471.56)

Annualized Comparative Rates of Return

	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.15%	0.13%	0.16%
Overnight Repo	0.07%	0.05%	0.08%
3 Month T-Bill	0.19%	0.10%	0.12%
6 Month T-Bill	0.51%	0.30%	0.12%
1 Year T-Note	0.88%	0.58%	(0.24%)
2 Year T-Note	1.57%	1.68%	(3.30%)
5 Year T-Note	(0.11%)	2.23%	(11.07%)

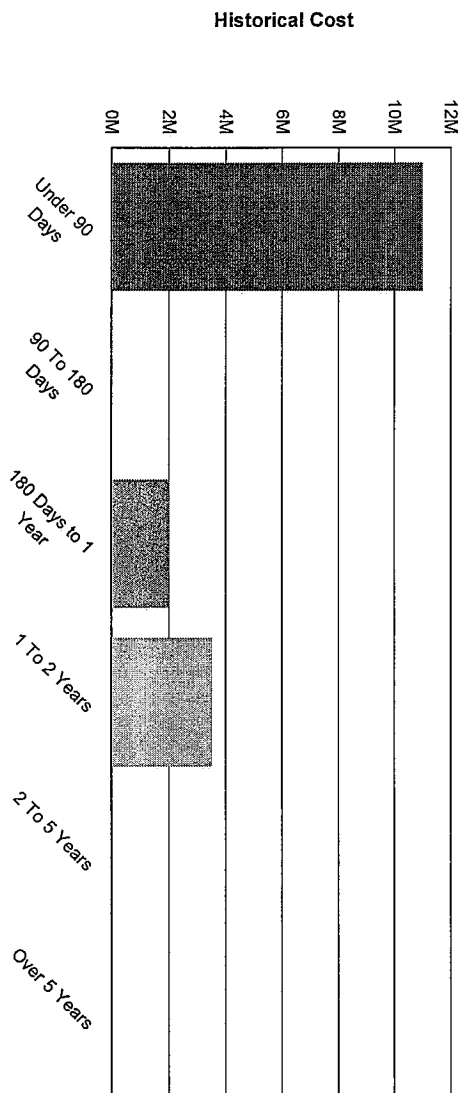
Summary of Fair Value Basis Return for the Period

	Total Portfolio	Excl. Cash Eq.
Interest Earned	12,012.25	7,750.12
Change in Fair Value	(12,483.81)	(12,483.81)
Total Income on Portfolio	(471.56)	(4,733.69)
Average Daily Historical Cost	16,513,472.34	7,520,115.53
Annualized Return	(0.03%)	(0.74%)
Annualized Return Net of Fees	(0.10%)	(0.90%)
Annualized Return Year to Date Net of Fees	0.94%	0.98%
Weighted Average Effective Maturity in Days	150	327

Town of Atherton
Maturity Distribution of Securities Held
March 31, 2010

Maturity	Historical Cost	Percent
Under 90 Days	10,999,347.37	66.62%
90 To 180 Days	0.00	0.00%
180 Days to 1 Year	2,011,715.00	12.18%
1 To 2 Years	3,500,335.32	21.20%
2 To 5 Years	0.00	0.00%
Over 5 Years	0.00	0.00%
	16,511,397.69	100.00%

Maturity Distribution



**Town of Atherton
Securities Held
March 31, 2010**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
Cash and Equivalents													
LAIIF	03/31/10	0.577 V		7,482,819.52	7,482,819.52	0.00	7,482,819.52	0.00	0.00	3,546.25	8,816.61	45.32	0.58
San Mateo County Pool	03/31/10	0.577 V		1,510,537.29	1,510,537.29	0.00	1,510,537.29	0.00	0.00	715.88	1,507.65	9.15	0.58
TOTAL				8,993,356.81	8,993,356.81	0.00	8,993,356.81	0.00	0.00	4,262.13	10,324.26	54.47	
U.S. Treasury													
912795U58 T-Bill	06/04/09	0.000	06/03/10	500,000.00	497,775.56	499,615.00	499,871.50	256.50	0.00	0.00	0.00	3.01	0.45
					0.00	189.44	37.50						
912828K13 T-Note	12/17/09	0.875	04/30/11	500,000.00	502,070.31	501,634.67	502,051.00	416.33	0.00	374.66	1,837.02	3.04	0.57
					568.02	(128.62)	(761.50)						
912828W00 T-Note	03/18/10	0.875	02/29/12	500,000.00	499,257.81	499,272.38	498,965.00	(307.38)	0.00	166.44	380.43	3.02	0.95
					213.99	14.57	(292.81)						
TOTAL				1,500,000.00	1,499,103.68	1,500,522.05	1,500,887.50	365.45	0.00	541.10	2,217.45	9.08	
					782.01	75.39	(1,016.81)						
U.S. Instrumentality													
31398APV8 FNNMA	04/24/09	2.375	05/20/10	500,000.00	508,340.00	501,045.17	501,444.00	398.83	0.00	989.58	4,321.18	3.08	0.81
					0.00	(661.22)	(1,017.50)						
3133XTTF3 FHLB	08/10/09	0.850	12/03/10	500,000.00	499,215.00	499,597.69	500,903.50	1,305.81	0.00	354.17	1,393.06	3.02	0.97
					0.00	50.70	(928.00)						
31398AVQ2 FNNMA	10/26/09	1.750	03/23/11	500,000.00	506,830.00	504,739.73	505,695.50	955.77	4,375.00	729.16	194.44	3.07	0.77
					0.00	(412.73)	(1,078.50)						
3128X8WC2 FHLMC	04/20/09	1.750	04/20/11	500,000.00	499,875.00	499,934.25	500,279.00	344.75	0.00	729.16	3,913.19	3.03	1.76
					0.00	5.31	(506.00)						
3133XTV45 FHLB	06/08/09	1.125	06/03/11	500,000.00	496,367.20	497,855.40	502,605.50	4,750.10	0.00	468.75	1,843.75	3.01	1.50
					0.00	155.34	(845.00)						
31331GXR5 FPCB	12/02/09	1.150	06/08/11	500,000.00	504,070.00	503,186.82	502,738.50	(448.32)	0.00	479.17	1,804.86	3.05	0.61
					0.00	(228.15)	(652.50)						
31331JDD2 FPCB	02/11/10	0.680	08/03/11	1,000,000.00	999,460.00	999,509.18	998,745.00	(764.18)	0.00	566.67	1,095.56	6.05	0.72
					151.11	31.11	(769.00)						
3137EACF4 FHLMC	10/22/09	1.125	12/15/11	500,000.00	499,110.00	499,292.77	501,142.00	1,849.23	0.00	468.75	2,500.00	3.02	1.21
					15.63	35.19	(1,081.50)						
3133XWTF9 FHLB	01/26/10	1.000 V	01/15/13	500,000.00	500,000.00	500,000.00	500,044.00	44.00	0.00	416.67	1,055.56	3.03	1.00
					152.78	0.00	(129.00)						

**Town of Atherton
Securities Held
March 31, 2010**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
U.S. Instrumentality													
31398AD33 FNMMA	Call	02/11/10	2.125	01/25/13 01/25/11	1,000,000.00	1,005,670.00 944.44	1,004,871.64 (505.08)	1,002,402.00 (4,337.00)	(2,469.64)	0.00	1,770.83	3,895.83	6.09
													1.52
TOTAL					6,000,000.00	6,018,937.20 1,263.96	6,010,032.65 (1,529.53)	6,015,999.00 (11,344.00)	5,966.35	4,375.00	6,972.91	22,017.43	36.45
GRAND TOTAL					16,493,356.81	16,511,397.69 2,045.97	16,503,911.51 (1,454.14)	16,510,243.31 (12,360.81)	6,331.80	4,375.00	11,776.14	34,559.14	100.00

V = variable rate, current rate shown, average rate for Cash & Equivalents

Town of Atherton
Quarterly Treasurer's Report
Cash & Investments Balance By Fund
March 31, 2010

Fund No.	Fund Name	March Balance
101	General Fund	7,030,058
105	Tennis Fund	21,339
610	Equipment Replacement Fund	459,914
614	Worker's Compensation	473,354
615	General Liability	137,205
616	Employee Benefits	402,955
Total Non-Restricted		<u>8,524,825</u>
201	Special Tax Fund	2,674,638
202	County Measure A Fund	17,796
203	Gas Tax Fund	54,219
209	SLES/COPS Grant	67,358
210	Road Constructions Impact Fee	537,940
213	Library Fund	4,004,955
220	Traffic Congest. Relief	(58,871)
401	GF Projects	64,790
402	Storm Drainage	33,563
403	Atherton Channel Drainage District	116,946
406	Facilities Construction	1,838,013
715	Evans Estate	106,644
730	H-P Park Improvement	5,856
740	Tree Committee	25,204
Total Restricted		<u>9,489,052</u>
Total Cash & Investments		<u><u>18,013,877</u></u>



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME GRUBER, CITY MANAGER**

FROM: KATHY HUGHES ANDERSON

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: APPROVAL FOR THE TOWN ARBORIST TO ATTEND THE
INTERNATIONAL SOCIETY OF ARBORICULTURE 86TH ANNUAL
INTERNATIONAL CONFERENCE AND TRADE SHOW**

RECOMMENDATION

Approve the request for the Town Arborist to attend the ISA International Conference and Trade Show in Chicago, Illinois, July 26-28, 2010.

DISCUSSION

The Town Arborist has been attending ISA conferences for the past fifteen years. In order to retain my arborist certification, attendance at conferences and/or workshops is required to earn CEU'S (continuing education units). Thirty CEUs are required every three years to become re-certified by the ISA. My current certification expires December 31, 2010. I need an additional 6 CEU's to be eligible for recertification. By attending the ISA International Conference, I will be able to earn all of the CEU's I need for recertification and will not need to attend any more conferences for the rest of the year. Most local ISA meetings only offer 2-3 CEU's. In past years, I have had more than 30 CEU's by the time my certification was up. In the last three years I have attended fewer conferences due to time constraints and conflicts with work commitments. Money was budgeted in the FY 2009/10 budget for the ISA conference, but I was unable to attend last year

FISCAL IMPACT

The conference is estimated to cost:

Registration	\$	395
Lodging		640
Travel		250 (one way airfare)
Total	\$	1,285

There is \$1,000.00 budgeted in the FY 2010-11 Building Department Conferences budget for the Town Arborist to attend the ISA conference. The expense exceeding the budgeted amount will be paid by the Town Arborist. I will be leaving from Chicago to travel to my hometown in downstate Illinois for vacation time and will pay for the return trip.

Prepared by:

Reviewed by:

Kathy Hughes Anderson
Town Arborist

Mike Wasman
Building Official

Approved by:

Jerome D. Gruber
City Manager



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MENLO PARK CA 94025-4409

ISA 86TH ANNUAL INTERNATIONAL CONFERENCE & TRADE SHOW

CHICAGO, ILLINOIS | JULY 23-28, 2010



86TH ANNUAL ISA CONFERENCE KEYNOTE SPEAKER

DR. NALINI NADKARNI
"QUEEN OF THE CANOPY"

PROFESSOR, THE EVERGREEN STATE COLLEGE
OLYMPIA, WASHINGTON
PRESIDENT, INTERNATIONAL CANOPY NETWORK

- Co-Founder and President of the International Canopy Network
- Featured in Emmy Award-winning National Geographic documentary, *Heroes of the High Frontier*
- Author of more than 80 articles and books, including *Between Earth and Sky: Our Intimate Connections to Trees*
- Guggenheim Fellow for excellence in scholarship and creativity; winner of the J. Sterling Morton Award; Aldo Leopold Leadership Fellow; former President of the Association for Tropical Biology
- Innovator in bringing the beauty and science of trees to non-scientists

For full program details and to register visit
www.isa-arbor.com/conference

Hosted
by



ISA
BUILDING THE ROOTS
OF ARBORICULTURE

CHICAGO, IL • JULY 23-28, 2010

See You in
Chicago!

Win a chance to get your
Full Conference Registration
FREE by registering online
by July 8th

ATTENDEE INFORMATION

Full Conference Package:

\$395 member rate**

INCLUDES

- Monday-Wednesday educational sessions
- Monday-Tuesday Trade Show and Climbers' Corner
- The Opening Ceremony and Welcome Reception on the Trade Show Floor

(Transportation not included)

Register online today at:
www.isa-arbor.com/conference

**Register by July 8. See complete registration prices and options online at www.isa-arbor.com/conference or on the ISA Conference registration form.



ISA Going Green: *Bring your walking shoes!*

In an effort to be environmentally friendly in a green city, ISA will not be providing transportation between the hotels and Navy Pier.

The hotels are within walking distance to Navy Pier, however, Chicago has numerous public transportation options as well. For information on public transportation visit:
www.explorechicago.org

Please plan for inclement weather by bringing an umbrella or rain coat.

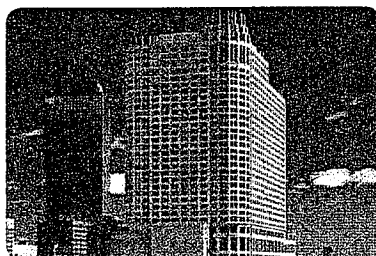
If you plan to rent a car, parking is available downtown.

Parking Rates:

Navy Pier
\$20-\$24/day

ISA Sheraton Guests
\$30/day (Valet)

ISA Doubletree Guests
\$41/day (Self-Park)



Hotel Reservation Info

HEADQUARTERS HOTEL
THE SHERATON CHICAGO
HOTEL AND TOWERS
301 E. North Water Street
Chicago, IL 60611

www.sheratonchicago.com

Single/Double... \$191/night*

Reservations:

1-800-233-4100 or 312-329-7000
Reference "International Society of Arboriculture"

Reservation Cut Off Date:

July 1, 2010

Additional Rooms also available at:

DOUBLETREE HOTEL
CHICAGO MAGNIFICENT MILE
300 E. Ohio Street
Chicago, IL 60611

www.doubletreemagmile.com

Single/Double... \$139/night*

Reservations:

312-787-6100, Reference "ISA" or "International Society of Arboriculture"

Reservation Cut Off Date:

July 1, 2010

* Taxes not included.

Want a little more hands on education?



TREE ACADEMY WORKSHOPS

Saturday-Sunday. Add sessions to your conference package with the registration form (right)

SATURDAY, JULY 24

TREE ACADEMY WORKSHOPS

9:00 a.m.-12 noon Hone Your Diagnostic Skills Michael Raupp, Ph.D. 3.0 A, U, T, M, L, Bs	9:00 a.m.-12 noon Wood Decay Fungi: The Good, the Bad and the Ugly Jessie Glaeser, Ph.D. 3.0 A, U, T, M, L, Bs	9:00 a.m.-12 noon The Applied Use of a Tree Inventory Mark Duntemann 3.0 A, U, T, M, Bp
12 noon-1:00 p.m. Break		
1:00 p.m.-4:00 p.m. Why Did My Good Tree Go Bad? 21 Questions of Plant Diagnostics Jim Chatfield, Ph.D. 3.0 A, U, T, M, L, Bs	1:00 p.m.-4:00 p.m. Tomography and Resistance Drilling Frank Rinn 3.0 A, U, T, M, L, Bp	1:00 p.m.-4:00 p.m. i-Tree: Urban Forest Analysis and Benefits Assessment Tools David Bloniarz, Ph.D. 3.0 A, U, T, M, L, Bm

4PM

SUNDAY, JULY 25

TREE ACADEMY WORKSHOPS

9:00 a.m.-12 noon Morton Tree ID and Collections Tour Kunsa Kim 3.0 A, U, T, M, L, Bp	9:00 a.m.-12 noon Decay Assessment: VTA and Load Analysis (Decay Detection) Chris Luley Ph.D. and Jerry Bond Ph.D. 3.0 A, U, T, M, L, Bs	9:00 a.m.-12 noon ASCA's Introduction to Consulting James Allen, Ed Milhous, and Torrey Young  3.0 A, U, T, M, L, Bm

12PM

ISA and the Illinois Arborist Association are pleased to bring you the quality educational and networking opportunities you have come to expect.



Conference Activities to Support the Tree Fund:



Tour des Trees
Saturday, July 24 at the Morton Arboretum

ASPLUNDH Golf Outing Sunday, July 25

Raise Your Hand for Research Gala Auction
Monday, July 26

To find out more about these events visit www.treefund.org



To learn more about the Morton Arboretum visit www.mortonarb.org

Visit the world famous Morton Arboretum in Lisle, IL Saturday and Sunday, July 24-25

The Morton Arboretum is home to over 4,000 different kinds of trees, shrubs, and other plants from 40 countries. Additionally, 90 different kinds of plants on the grounds are considered threatened or endangered on state, federal, or world lists.

The collections are displayed in beautiful landscape settings and are designed for both enjoyment and educational purposes. Plants are selected for their ability to perform well in Northern Illinois' challenging climate of hot summers and freezing cold winters, as well as for their adaptation to our soils.

Morton Arboretum Transportation Pass

Watch the International Tree Climbing Championship and participate in Saturday's Arbor Fair and Fun Climb. Cheer on the Tour des Trees riders as they arrive on Saturday. And don't forget to visit the arboretum collections and gift shop.

\$40 per person (Includes transportation from the Sheraton Hotel to the Morton Arboretum and entrance to the arboretum. Good for Saturday and Sunday) **One day pass available for \$25 per person.**

AGENDA AT A GLANCE*

For details on these and other activities visit www.isa-arbor.com/conference

*Schedule is tentative and subject to change.

Monday-Wednesday Educational Sessions held at Navy Pier in downtown Chicago.

Friday, July 23

Morton Arboretum, Lisle, IL
8:30 a.m.-5:00 p.m. Up by Roots Workshop Jim Urban

Saturday, July 24

Morton Arboretum, Lisle, IL
8:00 a.m.-4:30 p.m.
ITCC- Masters' Qualifying Events
Presented by **DAVEY**

9:00 a.m.-4:00 p.m.
Tree Academy Workshops
(Registration Required)

10:00 a.m.-4:00 p.m.
Arbor Fair and Fun Climb

2:00 p.m.-2:30 p.m.
Stihl Tour des Trees Arrival



Sunday, July 25

Seven Bridges Golf Course
7:30 a.m. shotgun
ASPLUNDH Tree Fund Golf Outing (Ticketed Event)

Morton Arboretum, Lisle, IL
8:30 a.m.-9:30 a.m.
ITCC Head-to-Head Footlock

Morton Arboretum, Lisle, IL
9:00 a.m.-12 noon
Tree Academy Workshops
(Registration Required)

10:00 a.m.-12 noon
ITCC Women's Masters' Challenge

12:30 p.m.-3:30 p.m.
ITCC Men's Masters' Challenge

Navy Pier, Downtown Chicago
6:30 p.m.-7:30 p.m.
Opening Ceremony

7:30 p.m.-9:30 p.m.
Welcome Reception on the Trade Show Floor

Monday, July 26

Navy Pier, Downtown Chicago
8:00 a.m.-5:00 p.m.
Educational Sessions

10:00 a.m.-4:00 p.m.
Trade Show & Climbers' Corner Demo Tree

Sheraton Chicago Hotel and Towers
5:30 p.m.-8:30 p.m.
TREE Fund Auction and Reception (Ticketed Event)

Illinois Arborist Association Post Conference Tour

Thursday, July 29 8:00 a.m.-12 noon

City in the Garden Tour—Tour of Chicago Green Spaces
See how the city came to earn its name the "City in the Garden." Registrants may choose to tour Northern Chicago or Southern Chicago. **\$50 per person**

To register visit www.illinoisarborist.org

Tuesday, July 27

Sheraton Chicago Hotel and Towers
7:00 a.m.-8:00 a.m.
Women in Arboriculture Breakfast (Ticketed Event)

Navy Pier, Downtown Chicago
8:00 a.m.-5:00 p.m.
Educational Sessions

10:00 a.m.-4:00 p.m.
Trade Show & Climbers' Corner Demo Tree

12 noon-2:30 p.m.
UAA Luncheon & Business Meeting (Ticketed Event)

Wednesday, July 28

Leave from the Sheraton
8:00 a.m.-4:30 p.m.
SCA Luncheon and Tour
(Ticketed Event)

Navy Pier, Downtown Chicago
8:00 a.m.-5:00 p.m.
Educational Sessions

Leave from Navy Pier
11:00 a.m.-4:30 p.m.
SMA Luncheon and Tour
(Ticketed Event)
Walking Tour of Millennium Park, Laurie Gardens and The Chicago City Hall Roof Top

12 noon-1:00 p.m.
AREA Annual Business Luncheon (Ticketed Event)

1:00 p.m.-5:00 p.m.
UAA Commonwealth Edison's Lake County Tour
(Ticketed Event)

2010 EDUCATIONAL SESSIONS*

Monday–Wednesday Educational Sessions held at Navy Pier at downtown Chicago.

* Session schedule as of 03/05/10. Educational programming is subject to change.

TREE
ACADEMY
WORKSHOPS

Hands-on Sessions
SATURDAY-SUNDAY
See inside back panel for details.

SCIENCE

MONDAY, JULY 26

Opening General Session

8:00 a.m.-8:15 a.m. Opening Remarks

8:15 a.m.-9:15 a.m.
Featured Keynote Speaker
Nalini M. Nadkarni, Ph.D.
"Life in the Treetops: Three
Decades of Forest Canopy"
1.0 A, U, T, M, L, Bs

9:15 a.m.-10:00 a.m.
Research
Award Winner
.50 A, U, T, M, L, Bs

10:00 a.m.-12 noon
Break on Trade
Show Floor



**Tree Biology and
Anatomy**
2.0 A, U, T, M, L, Bs

**Community
Forestry**
2.0 A, U, T, M, L, Bm

**The Gray and
the Green**
2.0 A, U, T, M, L, 1.0 Bp, Bm

12 noon-1:00 p.m.
Root Strength and
Tree Anchorage
Kim Coder, Ph.D.

12 noon-1:00 p.m.
Managing the Urban
Forest as a Commons
Sarah Mincey

12 noon-1:00 p.m.
Growing Large Urban
Trees for Stormwater
Management
Peter MacDonagh

1:00 p.m.-2:00 p.m.
Tree Biology Through the
Seasons
Joe Murray

1:00 p.m.-2:00 p.m.
Green Space, Green Place,
Green Face—Perspectives
for Planning and Manag-
ing Urban Forests **Cecil
Konijnendijk, Ph.D.**

1:00 p.m.-2:00 p.m.
Trees and Utilities
**Christoph
Bennerscheidt**

2:00 p.m.-3:00 p.m.
Break on Trade Show Floor

Transplanting
2.0 A, U, T, M, L
1.0 Bs, 1.0 Bp

Urban Forestry
2.0 A, U, T, M, L
1.5 Bm, 0.5 Bp

**Soil and Risk
Management**
2.0 A, U, T, M, L, 1.0 Bp, 1.0 Bs

3:00 p.m.-4:00 p.m.
Root Crown Form, Root
Defects, and Tree Stability
Ed Gilman, Ph.D.

3:00 p.m.-3:30 p.m. The Chicago
Trees Initiative **Scott McHaffey
and Aaron Durnbough**
3:30 p.m.-4:00 p.m.
Millennium Park: Creating a
Chicago Landmark **Ed Uhler**

3:00 p.m.-4:00 p.m.
Organic Science
Roger Funk, Ph.D.

4:00 p.m.-5:00 p.m.
Transplanting Large
Diameter Trees
Bareroot: Old Concepts
and New Technology
Jim Flott

4:00 p.m.-5:00 p.m.
Greening Sydney—Strate-
gies to Achieve a Green,
Global and Connected City
Karen Sweeney

4:00 p.m.-5:00 p.m.
Emerging A300
Developments:
Root Zone Management
and Tree Risk
Tom Smiley, Ph.D.

TUESDAY, JULY 27

Emerald Ash Borer
3.0 A, U, T, M, L, 2.0 Bs,
1.0 Bm

**Veteran Tree
Management**
3.0 A, U, T, M, L, Bp

**Science and Practice
of Arboriculture**
3.0 A, U, T, M, L, Bp

8:00 a.m.-9:00 a.m.
Evaluation of Neonicotinoid
Class Insecticides for Control
of the EAB **Fredric Miller, Ph.D.**

8:00 a.m.-9:00 a.m.
Using Extraordinary
Measures to Preserve
Structurally-Deficient
Heritage Trees **Torrey Young**

8:00 a.m.-9:00 a.m.
Development of Risk As-
sessment Criteria for Branch
Failures Within the Tree
Crowns **John Goodfellow**

9:00 a.m.-10:00 a.m.
Evaluation of Soil Injection
Insecticides for Management
of EAB **Shawn Bernick**

9:00 a.m.-10:00 a.m.
UK Perspective of Mature
and Veteran Tree Manage-
ment **Colin Bashford**

9:00 a.m.-10:00 a.m.
Estimating Tree Health:
A Better Way
Jerry Bond, Ph.D.

10:00 a.m.-11:00 a.m.
Mapping the Future for EAB
Readiness and Response
Planning **David Sivyer and
Ian Hanou**

10:00 a.m.-11:00 a.m.
Conservation Arboriculture
Philip Van Wassener

10:00 a.m.-11:00 a.m.
From Tree Science to Tree
Practice—New Thinking
About Arboricultural
Technology Transfer
R. Bruce Allison, Ph.D.

11:00 a.m.-12:30 p.m.
Break on Trade Show Floor

Biotic Disorders
2.0 A, U, T, M, L, Bp

Pruning
2.0 A, U, T, M, L, Bs

**Planning the
Urban Forest**
2.0 A, U, T, M, L, Bm

12:30 p.m.-1:30 p.m.
Thousand Cankers Disease in
Walnuts **Ned Tisserat, Ph.D.**

12:30 p.m.-1:30 p.m.
What Does Research Tell Us
About Pruning?
Jim Clark, Ph.D.

12:30 p.m.-1:30 p.m.
New Opportunities for
Expertise: Land Use,
Transportation Changes and You
Dan Staley

1:30 p.m.-2:30 p.m.
The Galling of America
Jim Chatfield, Ph.D.

1:30 p.m.-2:30 p.m.
The CODIT Principal -
New Results About the
Wound Reactions of Trees
Dirk Dujesiefken, Ph.D.

1:30 p.m.-2:30 p.m.
Planning for a New
Approach to Street Tree
Planting **Stan Kochanoff**

2:30 p.m.-3:00 p.m. Break on Trade Show Floor

**Arboriculture: Online
and Worldwide**
2.0 A, U, T, M, L, 1.0 Bp, Bm

**Technology and Prac-
tice in Arboriculture**
2.0 A, U, T, M, L, Bp

**Tree Program Plan-
ning and Assessment**
2.0 A, U, T, M, L, Bm

3:00 p.m.-3:30 p.m. Internet
Technology for Arboriculture
David Blomiarz, Ph.D.

3:00 p.m.-4:00 p.m.
A New Tool for Measuring
Water Stress on Trees
Scott Shultz

3:00 p.m.-4:00 p.m.
What Your Mayor Should
Know Before Launching
a Million Tree Planting
Initiative
Greg McPherson, Ph.D.

3:30 p.m.-4:00 p.m.
Urban Forestry Images
Joe LaForest

4:00 p.m.-5:00 p.m.
The Historical Development
of Tree Climbing Techniques
Mark Bridge

4:00 p.m.-5:00 p.m.
Advancing our Understanding
of Urban Forest Management:
The Chicago Wilderness
Approach **Liam Henegham,
Ph.D.**

MANAGEMENT

PRACTICE

A



U



T



M



L

AERIAL
LIFT
SPECIALIST

B

(cpm)



WEDNESDAY, JULY 28

**Utility Vegetation
Management**

4.5 A, U, T, M, L, Bm

8:00 a.m.-9:00 a.m.
Utility Easements and Impact
to Utilities *Tom Walker*

9:00 a.m.-10:00 a.m.
Utility Easements and
UVM—Where Tree Lawsuits
are Headed and Where They
Should Be Headed
Brian Tomasovic

10:00 a.m.-10:30 a.m. UVM—
Prescription Management^A
Alastair Jenkins

10:30 a.m.-11:00 a.m. Impact
of Nonchemical Alternatives^A
Jimmie Cobb

11:00 a.m.-12 noon
Break on Trade Show Floor

12 noon-2:30 p.m.
UAA Lunch and
Business Meeting
(Ticketed Reception)

"Meeting the
Challenge Ahead"

Keynote Speech by
Pete Jackson

Utility Arboriculture

2.0 A, U, T, M, L, Bm

3:00 p.m.-4:00 p.m.
Why a Realistic Understand-
ing of Utility Arboriculture is
Important to All Arborists
Geoff Kemper

4:00 p.m.-5:00 p.m.
Aerial Rescue Needs
of the Line Clearance Industry
John Ball, Ph.D.

**AREA Research and
Education Session**

7.5 A, U, T, M, L, 6.0 Bs, 1.5 Bp

8:00 a.m.-10:00 a.m.
Student Research
Presentations
*Julia Bartens,
Mac Cloyes,
Jason Miesbauer,
Elaine Mitcheiner,
Dan Richart,
and Jessica Sanders*

SCA Commercial Session

5.5 A, U, T, M, L, Bp

8:00 a.m.-4:30 p.m.
SCA Tour (Ticketed Event)
SCA presents a full day of commercial
arboriculture with a tour of Kramer Tree
Specialists, Inc., facilities and a hands-
on roots presentation at The Morton
Arboretum. A full, fun, and educational
day is expected. Tickets are required
for transportation and a box lunch.

**SMA Municipal
Session**

5.0 A, U, T, M, L, 3.0 Bp 2.0 Bm

8:00 a.m.-9:00 a.m. The
Growth of Urban Street
Trees: Preliminary Informa-
tion from the Chicago Area
John Dwyer, Ph.D.

9:00 a.m.-10:00 a.m.
Engaging Community with
Openland's TreeKeepers
Glenda Daniel

**UAA Utility
Session**

6.5 A, U, T, M, L, 3.0 Bs, 3.0 Bm, 0.5 Bp

8:00 a.m.-9:00 a.m.
Web-Based UVM—The
Future of Arboriculture
Cameron Shankland

9:00 a.m.-10:00 a.m.
Outage Prediction Models
and Methods
Sig Guggenmoos

10:00 a.m.-10:30 a.m. Break

Arboricultural Education

10:30 a.m.-11:00 a.m. Going Online with Arboricultural Education
Mark Johnston, Ph.D.

11:00 a.m.-11:30 a.m. Collegiate Arboriculture Courses in the U.S.:
A Syllabus-Level Review *Eric Wiseman, Ph.D.*

11:30 a.m.-12 noon Urban Forestry 2.0: How Online Learning and Social
Media Are Changing Our Profession *Paul Ries*

12 noon-1:00 p.m. AREA Luncheon (Ticketed Event)

Research Presentations

1:00 p.m.-1:30 p.m. Visualization of Decay in Two Oak Species Five Years
After Reduction Pruning *Jason Grabosky, Ph.D.*

1:30 p.m.-2:00 p.m. Wind Tunnel Testing to Further Assess Fine Particulate
Matter Filtering Capacity of Trees and Its Effect on Urban Tree Management
Planning *Joris Voeten*

2:00 p.m.-2:30 p.m. Effect of Specific Mycorrhizae and Water Deficit on
Growth and Physiology of Container-Grown Shade Tree Species *Alessio Fini*

2:30 p.m.-3:00 p.m. What do People (and You) Know About Trees?
Mike Kuhns, Ph.D.

3:00 p.m.-3:30 p.m. Evaluation of Shrubs for Slope Consolidation in Urban
Landscapes *Francesco Ferrini, Ph.D.*

3:30 p.m.-4:00 p.m. Roadmap to Planning and Planting with Trees
Janette Monear

4:00 p.m.-4:30 p.m. Arboriculture and Compost Tea
Bryant Scharenbroch, Ph.D.

4:30 p.m.-5:00 p.m. Aerated Compost Tea Use in Nursery Container
Production *Laura Jull, Ph.D.*

11:00 a.m.-4:00 p.m. SMA
Luncheon
and Tour
(Ticketed Event)

Walking Tour of Millennium
Park, Laurie Gardens, and
The Chicago City Hall
Roof Top

12 noon-5:00 p.m.
UAA Tour:
Lake County
Research Project
*ComEd and Richard
Yahner, Ph.D.*
(Ticketed Event)

^AFull Titles Abbreviated for Space:

Tuesday, 10:00 a.m.-10:30 a.m.
UVM—Optimized Approach to Prescription
Management *Alastair Jenkins*

Tuesday, 10:30 a.m.-11:00 a.m.
Environmental Impacts of
Nonchemical Alternatives *Jimmie Cobb*



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: AWARD OF CONTRACT FOR THE MIDDLEFIELD ROAD AT
ENCINAL AVENUE INTERSECTION IMPROVEMENT PROJECT
NUMBER 56009.**

RECOMMENDATION:

Pass a motion to award the contract for Middlefield Road at Encinal Avenue Intersection Improvement Project, project number 56009 to the lowest responsive bidder on the June 16, 2010 bids; and to authorize the City Manager to sign the contract on behalf of the Town.

INTRODUCTION:

The FY 2009-10 adopted Capital Improvement Program includes funds for constructing the Encinal Traffic Signal Project. The need for this project resulted from the expansion of the Encinal Elementary School Project; however the intersection is already impacted by traffic.

The Town of Atherton and the City of Menlo Park hired traffic engineering consultants (DKS) to study the signals on Middlefield Road from Ringwood Avenue to Marsh Road. A signal at Encinal Avenue was an alternative considered by the DKS study. The study found that the Encinal Avenue intersection is currently operating at level of service F during the AM, afternoon and PM peak hours, with an average delay exceeding 60 seconds. The intersection currently meets standard warrants for installation of a traffic signal.

The Menlo Park School District (MPSD) is expanding the Encinal Elementary School campus to accommodate an increase in enrollment from the current level of approximately 395 students to a new capacity of 704 students. As a part of the traffic studies, MPSD determined that the intersection of Middlefield Road and Encinal Avenue would be significantly degraded by the increased vehicle and pedestrian traffic to and from the school. Traffic projections indicate an increase in peak trips to and from the school of 115 in the AM (115 in/120 out) and 90 (93 in/90

out) in the afternoon. The result is an increase in average delay per vehicle at the Encinal/Middlefield intersection from 28.6 seconds (Level of Service D) to 50.4 seconds (Level of Service F) in the AM. The mid-afternoon peak trips do not coincide with other peak trips, so the level of service at the intersection remains at B, with delay only increasing from 11.5 seconds to 13 seconds.

The City of Menlo Park has several developments on and near El Camino Real that are projected to increase traffic on Middlefield Road, Encinal Avenue and other streets leading to Middlefield Road. Several of these developments have been or will be charged traffic impact fees. Menlo Park has assigned a portion of these impact fees to mitigating traffic impacts on Middlefield Road by contributing towards a signal at Encinal Avenue, and the City has agreed to participate in the cost because the signal would benefit Menlo Park residents.

It is clear from the traffic studies that the intersection is already operating at a substandard level of service and would benefit greatly from signalization. The school expansion and the Menlo Park developments will impact this intersection, further degrading the level of service. The school and the residents of both Menlo Park and Atherton will benefit from the installation of a traffic signal at the intersection.

Not only would a signal allow traffic to move in and out of Encinal Avenue much easier, the signal would create traffic platoons in the currently unsignalized one-mile section of Middlefield Road from Marsh Road to Oak Grove Avenue. These platoons would provide gaps in traffic allowing easier movements at other intersections such as Watkins Avenue, Lane Place, James Avenue, Prior Lane, Surrey Lane, Glenwood Avenue and Linden Avenue. These gaps would benefit Lindenwood residents and Atherton and Menlo Park residents west of Middlefield Road.

This is very similar in concept to the signal installed in 2003 on Valparaiso Avenue at University Avenue. That signal had the dual purpose of improving access to Menlo School and platooning vehicles on Valparaiso Avenue to provide improved access to and from Emilie Avenue and other side streets. The Town of Atherton, the City of Menlo Park, Menlo School and Sacred Heart Academy shared in the cost of installing that signal.

The Encinal Traffic Signal Project is budgeted for construction in FY 2009-10. Kimley-Horn prepared the design for the project. The Encinal Traffic Signal Project plans and specifications are ready to be advertised for construction.

ANALYSIS:

Construction was scheduled for the Encinal Elementary School summer break, which began in early June. The award was originally scheduled and bid in May in order to start at the end of school and to order the signal controllers and mast arms, which have a fairly long lead time, so that they will be fabricated and delivered when needed during the summertime construction. The May bids were rejected by Council due to bid irregularities of the lowest four bidders. The specifications have been revised to avoid the potential for bid irregularities. The project is being rebid with the shortest possible timeline for advertisement.

Project bids are scheduled to be received on June 16, 2010. This is a 50 working day contract, which is about 2½ months. An award on July 21 would result in construction well into the school year. For this reason, staff is requesting that the City Manager be authorized to award the contract to the lowest responsible bidder from the June 16 bid opening. This will allow work to begin in late June, with the street work completed before school starts in August and completion and operation of the signal anticipated by mid-September, still reasonably early in the school season. The existing pedestrian signal will continue to operate until the new signal is fully operational.

Bid results will be provided at the June City Council Meeting.

FISCAL IMPACT:

Measure A funds in the amount of \$126,667 are budgeted for this project in FY 2009-10 for Atherton's portion of the project. Menlo Park has executed a Memorandum of Understanding (MOU) to contribute up to \$126,667 in matching funds towards the traffic signal. The Menlo Park School District has executed an MOU for their portion of the traffic signal and intersection improvements up to \$187,167. Total funding available is therefore \$440,500. To date, \$70,785 has been allocated for design, leaving \$369,715 available for construction.

Prepared By:

Approved:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: AWARD OF CONTRACT FOR THE HOLBROOK-PALMER PARK
BRIDGE LANDSCAPING PROJECT NUMBER 56046**

RECOMMENDATION:

Pass a motion to award the contract for Holbrook-Palmer Park Bridge Landscaping Project, project number 56046 to Commercial Environmental Landscaping, the low bidder on the May 27, 2010 bids, for \$16,961.33, with a 10% construction contingency of \$1,696.13, for a total authorization of \$18,657.46; and to authorize the City Manager to sign the contract on behalf of the Town.

INTRODUCTION:

The FY 2009-10 adopted Capital Improvement Program includes federal grant funds for constructing the Holbrook-Palmer Park Trail and Bridge Project. The need for this project resulted from the Landscape Master Plan for Holbrook-Palmer Park including a bridge over the Atherton Channel to the park. The project also includes a trail connecting the walking path at the west end the park with the upgraded pedestrian crossing of the Caltrain tracks, as well as a trail connection on the west side of the tracks to get pedestrians past the steep banks adjacent to the open Atherton Channel segment.

The bridge and trails were installed without landscaping because the original estimate used all the grant funds. The low bid for construction left sufficient grant funding to add landscaping to the project.

ANALYSIS:

4 bids were received for the Holbrook-Palmer Park Bridge Landscaping Project as follows:

CONTRACTOR	LOCATION	BASE BID	ALT.#1	ALT.#2
Commercial Environmental Landscaping	Gilroy, CA	\$16,961.33	\$2,331.24	\$2,584.92
Scapes, Inc.	Half Moon Bay, CA	\$21,855.57	\$2,505.10	\$2,328.35
Pacheco Brothers	Hayward, CA	\$27,684.97	\$4,946.80	\$3,911.50
Blossom Valley Co.	San Jose, CA	\$28,836.28	\$6,871.00	\$8,099.50

The low base bid is above the minimum to cover the federal funds, therefore the bid alternatives will not be included.

FISCAL IMPACT:

Regional Trails Program (RTP) federal funds and Atherton Dames funds in the amount of \$14,026.41 remain from the original \$131,000 budgeted for this project in FY 2009-10. Bids were received for the project on May 27, 2010. Commercial Environmental Landscaping was the low bidder at \$16,961.33. This bid was 17.6% below the engineer's estimate prepared by Kikuchi & Associates, the designer of the project, of \$20,591.65. A 10% construction contingency of \$1,696.13 would bring the total authorization to \$18,657.46, which is \$4,631.05 (33%) above the FY 2009-10 budget.

The remaining \$4,631.05 is recommended to be funded from additional Atherton Dames matching funds in order to fully leverage the federal grant funds by awarding a contract slightly in excess of the grant funds.

Prepared By:

Approved:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE
OF COMPLETION AND APPROVAL OF CONTRACT CHANGE
ORDERS FOR THE HOLBROOK-PALMER PARK WATER TOWER
LAWN PHASE 2 PROJECT, PROJECT NUMBER 08-026**

RECOMMENDATION

Pass a motion accepting work, authorizing recording of a notice of completion and approving contract change orders for the Holbrook-Palmer Park Water Tower Lawn Phase 2 Project, Project Number 08-026.

INTRODUCTION

The Council awarded a contract in July 2009 to JJ Nguyen, Inc. for \$48,044.40, with a \$4,804.44 construction contingency, for a total authorized amount of \$52,848.84. A Contract Change Order was approved by Council on September 16, 2009 in the amount of \$6,952 bringing the total authorized amount to \$59,800.40. Work under the contract has been completed.

ANALYSIS

The original contract price was for \$48,044.00. The amended contract amount from CCO #1 was \$54,996.40. There were 2 field directive change orders totaling \$3,509.00 and quantity adjustments of \$1,415.90 bringing the total contract to \$59,920.90. The contract changes were as follows:

1. Original Contract	\$48,044.00
2. Quantity Adjustments	\$ 1,415.90

3. Change Order No. 1	\$6,952.00
Increase contract for Mobilization and Staging and Installation conduits for future electrical wiring (Previously approved at the September 2009 Council Meeting)	
4. Change Order No. 2	\$1,192.88
Installation of green safety fencing and replacement of Aluminum to steel headerboard	
5. Change Order No. 3	\$2,316.12
Installation additional irrigation for additional trees	
TOTAL	\$59,920.90

FISCAL IMPACT

Atherton Dames funds in the amount of \$75,000 and Parcel Tax funds in the amount of \$25,000 are budgeted for this project in FY 2009-10. The final cost of this segment of work is \$59,920.90. Phase 1 cost \$31,967.21 for a total project cost of \$91,888.11, which is \$8,111.89 (8.11%) below the total project budget. The total project cost will be prorated 75% Atherton Dames (\$68,916.08) and 25% Parcel Tax (\$22,972.03).

CONCLUSION:

It is appropriate for the Council to accept the work and authorize recording a Notice of Completion at this time.

Prepared By:

Approved:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager

Attachment: Notice of Completion
Certificate of Completion

RECORD REQUESTED BY:

TOWN OF ATHERTON

AND WHEN RECORDED MAIL TO:

CITY CLERK, TOWN OF ATHERTON

91 ASHFIELD ROAD

(Street Address)

ATHERTON, CALIFORNIA 94027

(City, State and Zip Code)

No fee pursuant to Government Code Section 6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**TOWN OF ATHERTON
NOTICE OF COMPLETION**

**Holbrook-Palmer Park Water Tower Lawn - Phase 2
PROJECT NO. 08-026
ATHERTON, CALIFORNIA**

NOTICE IS HEREBY GIVEN THAT Duncan L. Jones, Engineer of Work for the Town of Atherton, County of San Mateo, California, on the 16th day of June 2010 did file with the City Clerk of said Town a Certificate of Completion for the work described in the construction contract awarded to JJ Nguyen, Inc. on the 15th day of July, 2009, said contract being executed on the 30th day of July, 2009.

That said work and improvements were accepted as completed on the 17th day of April, 2010 and that acceptance for completion of said work was ordered by Motion of the City Council of said Town, adopted on the 16th day of June, 2010, and that the name of the surety on the Contractor's bond for performance, labor and materials on said project is Allegheny Casualty Company, 205 East Third Ave., Suite 314, San Mateo, CA 94401.

That said work and improvements consisted of Landscaping and irrigation system installation as described in the plans and specifications approved by the City Council of the Town of Atherton pursuant to motion, adopted the 18th day of February 2009.

That I, Duncan L. Jones, City Engineer of the Town of Atherton, am authorized by said Motion to execute and file this notice with the County Recorder of the County of San Mateo.

BY: _____
City Engineer

Date

ATTEST: _____
City Clerk

Date

'I declare under penalty of perjury that the foregoing is true and correct.'

(Date and Place)

(Signature)

**TOWN OF ATHERTON
CERTIFICATE OF COMPLETION**

PROJECT NAME: Holbrook-Palmer Park Water Tower Lawn - Phase 2
PROJECT NUMBER: 08-026
LOCATION: Holbrook-Palmer Park, 150 Watkins Avenue
Atherton, Ca 94027

NOTICE IS HEREBY GIVEN:

1. That on April 17, 2007, the Public Works project known as Holbrook-Palmer Park Water Tower Lawn - Phase 2 Project Number 08-026 was completed in accordance with the plans and specifications as required by the Town of Atherton.
2. That the name and address of the party filling this notice is:
Town of Atherton
91 Ashfield Road
Atherton, California 94027.
3. That the name and address of the Contractor responsible for the construction of the project is:
JJ Nguyen, Inc.
3172 Salem Drive
San Jose, CA 95127
4. That the name and address of the Contractor's surety is:
Allegheny Casualty Company
205 East Third Ave.
Suite 314
San Mateo, CA 94401
5. That the project is described as:
Landscaping and irrigation system installation, as more particularly described in the plans and specification approved by the City Council of the Town of Atherton pursuant to Motion, adopted the 16th day of June 2010.

BY:

Duncan L. Jones, P.E.
Public Works Director

Date

ATTEST:

Theresa N. DellaSanta
Deputy City Clerk

Date



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER

FROM: DUNCAN L. JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF JUNE 16, 2010

SUBJECT: APPROVE A ONE-WAY ENTRANCE ROADWAY AT
HOLBROOK-PALMER PARK

RECOMMENDATION:

Approve a one-way entrance roadway at Holbrook-Palmer Park.

INTRODUCTION:

During the Park Master Planning process, a one-way entrance and exit roadway was proposed to avoid conflicts between vehicles entering the narrow entrance driveway. Staff prepared a concept plan which was reviewed by the Park and Recreation Commission and revised according to their comments.

The fire department was consulted regarding parking on the roadways. It was determined that the entire entrance roadway width would be needed for fire truck access; therefore the parking shown on the original concept would not be possible without widening the roadway. This parking was converted to the loading zone. The fire apparatus would exit via the entrance, so parking could be allowed on the exit roadway.

A final plan was recommended for approval by the Park and Recreation Commission at their June 2, 2010 meeting.

ANALYSIS:

The proposed one-way roadway will provide for entrance to the park at the current main entrance, and require exiting traffic to use the other driveway. The new configuration will eliminate conflicting traffic at both entrances and at the intersection. The entrance roadway will be striped to provide for a drop-off/pick-up area for the sports fields, and the exit roadway will be striped to provide for additional parking. The intersection will be striped to channelize traffic. Seven signs will be added to direct traffic and to restrict drop-off/pick-up parking to 5 minutes. In the future, a tree and curbed island can be added in the intersection.

FISCAL IMPACT:

The seven signs will cost approximately \$300 each for a total of \$2100. Staff will place all the striping at the cost of approximately one day's labor, use of the Town-owned striping machine and a small amount of paint.

Prepared By:

Approved:

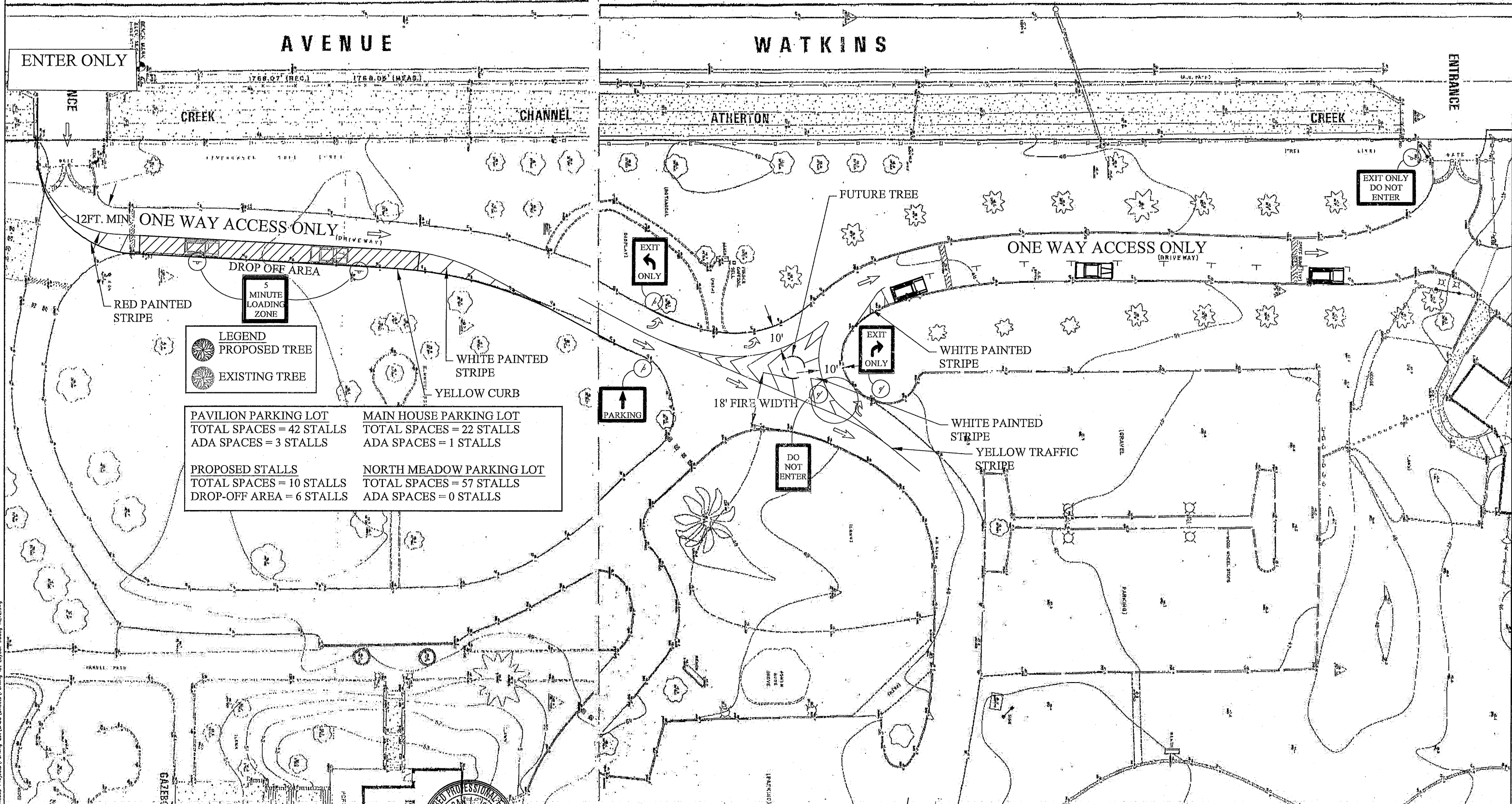
Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager

Attachments: HP Park – Parking Improvement Plan

HERTTON SUBDVN.

VILLA OAKS ATHERTON SUBDV

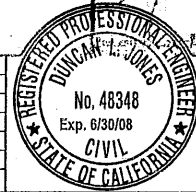


LEGEND
PROPOSED TREE
EXISTING TREE

PAVILION PARKING LOT
TOTAL SPACES = 42 STALLS
ADA SPACES = 3 STALLS
PROPOSED STALLS
TOTAL SPACES = 10 STALLS
DROP-OFF AREA = 6 STALLS
MAIN HOUSE PARKING LOT
TOTAL SPACES = 22 STALLS
ADA SPACES = 1 STALLS
NORTH MEADOW PARKING LOT
TOTAL SPACES = 57 STALLS
ADA SPACES = 0 STALLS

DWG File: S:\Park\Miscellaneous Projects\Parking Lot\000\Sheet\Parking lot Layout 90day REV2.dwg

NO.	DATE	DESCRIPTION	BY
1	01/15/2010	CONCEPTUAL DESIGN	DGH



REGISTERED CIVIL ENGINEER
DATE
PLANS APPROVAL DATE
TOWN OF ATHERTON
DEPARTMENT OF PUBLIC WORKS
91 ASHFIELD ROAD
ATHERTON, CA 94027

THIS PLAN WAS PREPARED
UNDER MY DIRECTION
APPROVED BY:
DUNCAN L. JONES R.C.E. 48348
DIRECTOR OF PUBLIC WORKS

DRAWN By D. HUYNH Checked D. JONES
DESIGN By D. HUYNH Checked D. JONES
QUANTITIES By Checked
SCALE: HORIZONTAL: 1"=40' VERTICAL: 1"=40'
ORIGINAL SCALE IS IN INCHES FOR REDUCED PLANS

TOWN OF ATHERTON
DEPARTMENT OF PUBLIC WORKS



HOLBROOK-PALMER PARK
HP PARK - PARKING IMPROVEMENT
DISREGARD PRINTS BEARING
EARLIER PLOT DATES
DATE PLOTTED 04/22/10
SHEET 1 OF 1



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN L. JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: AWARD OF CONTRACT FOR THE 2010 STREET PATCHING
CONTRACT PROJECT NUMBER 56047**

RECOMMENDATION:

Pass a motion to award the contract for the 2010 Street Patching Contract, project number 56047 to the lowest responsible bidder on the June 16, 2010 bids; and to authorize the City Manager to sign the contract on behalf of the Town.

INTRODUCTION:

Grind and replace approximately 33,035 square feet of asphalt to a six-inch depth to remediate local pavement failures. This work to include all necessary traffic control and will involve grinding, sweeping, tack coating, replacing asphalt to appropriate depth in an appropriate number of lifts and finish rolling per town of Atherton Standard specifications and special provisions.

ANALYSIS:

Project bids are scheduled to be received on June 16, 2010. This is a 15 working day contract. This will allow work to begin in late June or early July, with the street work completed before school starts in August.

Bid results will be provided at the June City Council Meeting.

FISCAL IMPACT:

Parcel Tax, Measure A, Gas Tax and Proposition 42 funds in the amount of \$500,000 are budgeted for street patch, seal and overlay projects in FY 2009-10. To date, \$299,771.26 has been authorized for the cape seal project, leaving \$200,228.74 available for this project. The engineer's estimate prepared by staff, the designer of the project, is \$190,791. Bids will be received on June 16, 2010.

Prepared By:

Approved:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JEROME D. GRUBER

DATE: FOR THE MEETING OF MAY 19, 2010

SUBJECT: APPROVE CONSULTANT SERVICES AGREEMENT WITH CSG CONSULTANTS, INC. FOR CODE ENFORCEMENT

RECOMMENDATION

Approve Consultant Services Agreement with CSG Consultants, Inc. to provide Code Enforcement Services to the Town of Atherton in the amount of \$56,925.00 for the fiscal year 2010-11.

BACKGROUND

The Town of Atherton currently employs a part-time Code Enforcement Officer from CSG Consultants, Inc., to enforce the municipal code on a complaint basis.

The Code Enforcement Officer will continue to work in response to service requests from residents on a regularly scheduled day to provide the best access for the public with the ability to increase or decrease the schedule or to vary the schedule for a maximum of eight hours per week. This level of service is consistent with the level of service provided last fiscal year. Mr. Robert Cushing will continue as the Town's Code Enforcement Officer. The agreement has been reviewed by the City Attorney.

FISCAL IMPACT

The hourly rate remains at \$103/hour. Sufficient funds to provide these services are included in the draft 2010-11 budget.

Attachment: 1- CSG Proposal
2- Professional Service Agreement

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is entered into as of the _____ day of _____, _____ by and between the TOWN OF ATHERTON, herein called the "Town", and CSG Consultants, Inc., herein called the "Consultant".

Recitals

WHEREAS, Town desires to obtain assessment, field investigations, follow-up, correspondence logging and tracking of complaints and cases, public information and related duties in connection with Code Enforcement Services; and

WHEREAS, Consultant hereby warrants to the Town that Consultant is skilled and able to provide such services described in Section 3 of this Agreement; and

WHEREAS, Town desires to retain Consultant pursuant to this Agreement to provide the services described in Section 3 of this Agreement.

Agreement

NOW, THEREFORE, in consideration of their mutual covenants, the parties hereto agree as follows:

1. Incorporation of Recitals. The recitals set forth above, and all defined terms set forth in such recitals and in the introductory paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.

2. Project Coordination.

A. Town. The City Manager or his/her designee, shall represent Town for all purposes under this Agreement. The City Manager or designee is hereby designated as the Project Manager. The Project Manager shall supervise the progress and execution of this Agreement.

B. Consultant. The Consultant shall assign Building Official Mike Wasmann to have overall responsibility for the progress and execution of this Agreement for Consultant.

3. Scope and Performance of Services

A. Scope of Services. Subject to such policy direction and approvals as the Town through its staff may determine from time to time, Consultant shall perform the services set out in the "Scope of Work" attached hereto as Exhibit A and incorporated herein by reference.

B. Time of Performance. The services of Consultant are to commence no sooner than July 1, 2010 and be completed not later than June 30, 2011. Consultant shall perform its services in accordance with the schedule attached hereto as Exhibit B, and

incorporated herein by reference. Any changes to these dates in either this Section 3 or Exhibit B must be approved in writing by the Project Manager.

C. Standard of Quality. Town relies upon the professional ability of Consultant as a material inducement to entering into this Agreement. All work performed by Consultant under this Agreement shall be in accordance with all applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

4. Compensation and Method of Payment.

A. Compensation. The compensation to be paid to Consultant, including both payment for professional services and reimbursable expenses, shall be at the rate and schedules attached hereto as Exhibit C, and incorporated herein by reference. However, in no event shall the amount Town pays Consultant exceed fifty-six thousand nine hundred and twenty-five Dollars (\$56,925.00). Payment by Town under this Agreement shall not be deemed a waiver of unsatisfactory work, even if such defects were known to the Town at the time of payment.

B. Timing of Payment. Consultant shall submit itemized monthly statements for work performed. Town shall make payment, in full, within thirty (30) days after approval of the invoice by the Project Manager.

C. Changes in Compensation. Consultant will not undertake any work that will incur costs in excess of the amount set forth in Paragraph 4(A) without prior written amendment to this Agreement.

D. Taxes. Consultant shall pay all taxes, assessments and premiums under the federal Social Security Act, any applicable unemployment insurance contributions, Workers Compensation insurance premiums, sales taxes, use taxes, personal property taxes, or other taxes or assessments now or hereafter in effect and payable by reason of or in connection with the services to be performed by Consultant.

E. No Overtime or Premium Pay. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, i.e., hours that exceed forty (40) hours per work week, or work performed during non-standard business hours, such as in the evenings or on weekends. Consultant shall not receive a premium or enhanced pay for work performed on a recognized holiday. Consultant shall not receive paid time off for days not worked, whether it be in the form of sick leave, administrative leave, or for any other form of absence.

F. Litigation Support. Consultant agrees to testify at Town's request if litigation is brought against Town in connection with Consultant's work product. Unless the action is brought by Consultant or is based upon Consultant's negligence, Town will compensate Consultant for the preparation and the testimony at Consultant's standard hourly rates, if requested by Town and not part of the litigation brought by Town against Consultant.

5. Amendment to Scope of Work. Town shall have the right to amend the Scope of Work within the Agreement by written notification to the Consultant. In such event, the compensation and time of performance shall be subject to renegotiation upon written demand of either party to the Agreement. Consultant shall not commence any work exceeding the Scope of Work without prior written authorization from the Town. Failure of the Consultant to secure Town's written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the contract price or time due, whether by way of compensation, restitution, quantum meruit, etc. for work done without the appropriate Town authorization.

6. Term. This Agreement shall commence upon its execution and shall continue in full force and effect until completed, amended pursuant to Section 21, or otherwise terminated as provided herein.

7. Inspection. Consultant shall furnish Town with every reasonable opportunity for Town to ascertain that the services of Consultant are being performed in accordance with the requirements and intentions of this Agreement. All work done and all materials furnished, if any, shall be subject to the Project Manager's inspection and approval. The inspection of such work shall not relieve Consultant of any of its obligations to fulfill the Agreement as prescribed.

8. Ownership of Documents. Title to all plans, specifications, maps, estimates, reports, manuscripts, drawings, descriptions and other final work products compiled by the Consultant under the Agreement shall be vested in Town, none of which shall be used in any manner whatsoever, by any person, firm, corporation, or agency without the expressed written consent of the Town. Basic survey notes and sketches, charts, computations, and other data prepared or obtained under the Agreement shall be made available, upon request, to Town without restriction or limitations on their use. Consultant may retain copies of the above-described information but agrees not to disclose or discuss any information gathered, discussed or generated in any way through this Agreement without the written permission of Town during the term of this Agreement, unless required by law.

9. Employment of Other Consultants, Specialists or Experts. Consultant will not employ or otherwise incur an obligation to pay other consultants, specialists, or experts for services in connection with this Agreement without the prior written approval of the Town.

10. Conflict of Interest.

A. Consultant covenants and represents that neither it, nor any officer or principal of its firm, has, or shall acquire any investment, income, business entity, interest in real property, or other interest, directly or indirectly, which would conflict in any manner with the interests of Town, hinder Consultant's performance of services under this Agreement, or be affected in any manner or degree by performance of Consultant's services hereunder. Consultant further covenants that in the performance of the Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the Town. Consultant agrees to at all times avoid conflicts of interest, or the appearance of any conflicts of interest, with the interests of the Town in the performance of the Agreement.

B. Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

(1) will conduct research and arrive at conclusions with respect to its rendition of information, advice, recommendation, or counsel independent of the control and direction of the Town or of any Town official, other than normal contract monitoring; and

(2) possesses no authority with respect to any Town decision beyond the rendition of information, advice, recommendation, or counsel. (2 Cal. Code Regs. § 18700(a)(2).)

11. Liability of Members and Employees of Town. No member of the Town and no other officer, employee or agent of the Town shall be personally liable to Consultant or otherwise in the event of any default or breach of the Town, or for any amount which may become due to Consultant or any successor in interest, or for any obligations directly or indirectly incurred under the terms of this Agreement.

12. Indemnity. To the fullest extent permitted by law, Consultant hereby agrees to defend (by counsel reasonably satisfactory to the Town), indemnify, and hold harmless the Town, its officers, agents, employees, volunteers, and servants, from and against any and all claims, demands, damages, costs, liabilities, or obligations brought on account of or arising out of any acts, errors, or omissions of Consultant, its officers, employees, agents, and subcontractors undertaken pursuant to this Agreement excepting liabilities due to the sole negligence or willful misconduct of Town. The Town has no liability or responsibility for any accident, loss, or damage to any work performed under this Agreement whether prior to its completion and acceptance or otherwise. Consultant's duty to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in California Civil Code § 2778. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for Consultant under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by Consultant and shall continue to bind the parties after termination/completion of this agreement.

13. Consultant Not an Agent of Town. Consultant, its officers, employees and agents shall not have any power to bind or commit the Town to any decision.

14. Independent Contractor. It is expressly agreed that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent contractor and not an agent or employee of Town; and as an independent contractor, Consultant shall obtain no rights to retirement benefits or other benefits which accrue to Town's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

15. Compliance with Laws.

A. General. Consultant shall use the standard of care in its profession to comply with all applicable federal, state, and local laws, codes, ordinances, and regulations.

Consultant represents and warrants to Town that it has and shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals which are legally required for Consultant to practice its profession. Consultant shall maintain a Town business license. The Town is not responsible or liable for Consultant's failure to comply with any or all of the requirements contained in this paragraph.

B. Workers' Compensation. Consultant certifies that it is aware of the provisions of the California Labor Code which require every employee to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and Consultant certifies that it will comply with such provisions before commencing performance of the Agreement and at all times in the performance of the Agreement.

C. Prevailing Wage. Consultant and Consultant's subconsultants (if any) shall, to the extent required by the California Labor Code, pay not less than the latest prevailing wage rates to workers and professionals as determined by the Director of Industrial Relations of the State of California pursuant to California Labor Code, Part 7, Chapter 1, Article 2. Copies of the applicable wage determination are on file at the Town's Public Works Department office.

D. Injury and Illness Prevention Program. Consultant certifies that it is aware of and has complied with the provisions of California Labor Code § 6401.7, which requires every employer to adopt a written injury and illness prevention program.

E. Town Not Responsible. Town is not responsible or liable for Consultant's failure to comply with any and all of its requirements under this section and Agreement.

F. Waiver of Subrogation. Consultant and Consultant's insurance company agree to waive all rights of subrogation against Town, its elected or appointed officials, officers, agents, employees, and volunteers for losses paid under Consultant's workers' compensation insurance policy which arise from the work performed by Consultant for the Town.

16. Confidential Information. All data, documents, discussions or other information developed or received by or for Consultant in performance of this Agreement are confidential and not to be disclosed to any person except as authorized by the Town, or as required by law.

17. Assignment; Subcontractors; Employees

A. Assignment. Consultant shall not assign, delegate, transfer, or convey its duties, responsibilities, or interests in this Agreement or any right, title, obligation, or interest in or to the same or any part thereof without the Town's prior written consent. Any assignment without such approval shall be void and, at the Town's option, shall immediately cause this Agreement to terminate.

B. Subcontractors; Employees. Consultant shall be responsible for employing or engaging all persons necessary to perform the services of Consultant hereunder. No subcontractor of Consultant shall be recognized by the Town as such; rather, all subcontractors are deemed to be employees of the Consultant, and Consultant agrees to be

responsible for their performance. Consultant shall give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subcontractors, if any, and shall keep the work under its control. If any employee or subcontractor of Consultant fails or refuses to carry out the provisions of this Agreement or appears to be incompetent or to act in a disorderly or improper manner, it shall be discharged immediately from the work under this Agreement on demand of the Project Manager.

18. Insurance.

A. Minimum Scope of Insurance.

(1) Consultant agrees to have and maintain, for the duration of this Agreement, a General Liability insurance policy insuring it and its firm to an amount not less than \$2,000,000 (Two Million Dollars) combined single limit per occurrence and in the aggregate for bodily injury, personal injury, and property damage.

(2) Consultant agrees to have and maintain, for the duration of this Agreement, an Automobile Liability insurance policy insuring it and its staff to an amount not less than \$1,000,000 (One Million Dollars) combined single limit per accident for bodily injury and property damage.

(3) Consultant shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from Consultant's operations under this Agreement, whether such operations be by Consultant or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than \$1,000,000 (One Million Dollars) on a claims-made annual aggregate basis.

(4) A Workers' Compensation and Employers' Liability policy written in accordance with the laws of the State of California and providing coverage for any and all employees of Consultant:

(a) This policy shall provide coverage for Workers' Compensation (Coverage A).

(b) This policy shall also provide required coverage for Employers' Liability (Coverage B).

(5) All of the following endorsements are required to be made a part of each of the required policies, except for the Professional Liability and Workers' Compensation and Employers' Liability policies, as stipulated below:

(a) "The Town of Atherton, its officials, officers, agents, employees, and volunteers are hereby added as additional insureds, but only as respects work done by, for, or on behalf of the named insured."

(b) “This policy shall be considered primary insurance as respects any other valid and collectible insurance the Town may possess, including any self-insured retention the Town may have, and any other insurance the Town does possess shall be considered excess insurance only and shall not contribute with it.”

(c) “This insurance shall act for each insured and additional insured as though a separate policy had been written for each. This, however, will not act to increase the limit of liability of the insuring company.”

(6) Consultant shall provide to Town all certificates of insurance with original endorsements effecting coverage required by this paragraph. Certificates of such insurance shall be filed with Town on or before commencement of performance of this Agreement. Town reserves the right to require complete, certified copies of all required insurance policies at any time.

(7) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Town, its officials, officers, agents, employees, and volunteers.

(8) Consultant’s insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer’s liability.

B. All Coverages. Each insurance policy required shall provide that coverage shall not be canceled, except after 30-days’ prior written notice by certified mail, return receipt requested, has been given to Town. Current certification of such insurance shall be kept on file with the City Manager at all times during the term of this Agreement.

C. Acceptability of Insurers. Insurance is to be placed with insurers with a Best’s rating of no less than A:VII.

D. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the Town. At the Town’s option, Consultant shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

E. Verification of Coverage. Consultant shall furnish the Town with original Certificate(s) of Insurance verifying Consultant's receipt of the insurance coverage required herein.

19. Termination of Agreement; Default.

A. This Agreement and all obligations hereunder may be terminated at any time, with or without cause, by the Town upon 5-days’ written notice to Consultant.

B. If Consultant fails to perform any of its obligations under this Agreement within the time and in the manner herein provided or otherwise violate any of the terms of this Agreement, in addition to all other remedies provided by law, Town may terminate this

Agreement immediately upon written notice. In such event, Consultant shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the Agreement as the services satisfactorily rendered hereunder by Consultant bear to the total services otherwise required to be performed for such total fee; provided, however, that the Town shall deduct from such amount the amount of damages, if any, sustained by Town by virtue of the breach of the Agreement by Consultant.

C. In the event this Agreement is terminated by Town without cause, Consultant shall be entitled to any compensation owing to it hereunder up to the time of such termination, it being understood that any payments are full compensation for services rendered prior to the time of payment.

D. Upon termination of this Agreement with or without cause, Consultant shall turn over to the City Manager immediately any and all copies of studies, sketches, drawings, computations, and other data, whether or not completed, prepared by Consultant or its subcontractors, if any, or given to Consultant or its subcontractors, if any, in connection with this Agreement. Such materials shall become the permanent property of the Town. Consultant, however, shall not be liable for the Town's use of incomplete materials nor for the Town's use of complete documents if used for other than the project contemplated by this Agreement.

20. Suspension. The Town shall have the authority to suspend this Agreement and the services contemplated herein, wholly or in part, for such period as it deems necessary due to unfavorable conditions or to the failure on the part of the Consultant to perform any provision of this Agreement. Consultant will be paid for satisfactory Services performed through the date of temporary suspension.

21. Merger; Amendment. This Agreement constitutes the complete and exclusive statement of the agreement between the Town and Consultant and shall supersede all prior negotiations, representations, or agreements, either written or oral. This document may be amended only by written instrument, signed by both the Town and Consultant. All provisions of this Agreement are expressly made conditions.

22. Interpretation. This Agreement shall be interpreted as though it was a product of a joint drafting effort and no provisions shall be interpreted against a party on the ground that said party was solely or primarily responsible for drafting the language to be interpreted.

23. Litigation Costs. If either party becomes involved in litigation arising out of this Agreement or the performance thereof, the court in such litigation shall award reasonable costs and expenses, including attorneys' fees, to the prevailing party. In awarding attorneys' fees, the court will not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' fees paid or incurred in good faith.

24. Time of the Essence. Time is of the essence of this Agreement.

25. Written Notification. Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in

writing and either served personally or sent by prepaid, first class mail. Any such notice, demand, etc. shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 72 hours from the time of mailing if mailed as provided in this section.

If to Town:	City Clerk Town of Atherton - Town Hall 91 Ashfield Road Atherton, CA 94027
If to Consultant:	Richard Mao, P.E. President CSG Consultants, Inc. 1700 South Amphlett Blvd., 3 rd Floor San Mateo, CA 94402

26. Consultant's Books and Records.

A. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to the Town and all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

B. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Attorney, City Auditor, City Manager, or a designated representative of any of these officers. Copies of such documents shall be provided to the Town for inspection when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.

C. The Town may, by written request by any of the above-named officers, require that custody of the records be given to the Town and that the records and documents be maintained in the City Manager's office.

27. Agreement Binding. The terms, covenants, and conditions of this Agreement shall apply to, and shall bind, the heirs, successors, executors, administrators, assigns, and subcontractors of both parties.

28. Equal Employment Opportunity. Consultant is an equal opportunity employer and agrees to comply with all applicable state and federal regulations governing equal employment opportunity. Consultant will not discriminate against any employee or applicant for employment because of race, age, sex, creed, color, sexual orientation, marital status or national origin. Consultant will take affirmative action to ensure that applicants are treated during such

employment without regard to race, age, sex, creed, color, sexual orientation, marital status, or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant further agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

29. Town Not Obligated to Third Parties. The Town shall not be obligated or liable for payment hereunder to any party other than the Consultant.

30. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder.

31. Severability. If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had not been contained herein.

32. Exhibits. The following exhibits are attached to this Agreement and incorporated herein by this reference:

A. Exhibit A: Scope of Work, Schedule of Performance, Compensation

33. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

34. News Releases/Interviews. All Consultant and subconsultant news releases, media interviews, testimony at hearings and public comment shall be prohibited unless expressly authorized by the Town.

35. Applicable Law; Venue. This Agreement shall be construed and interpreted according to California law. In the event that suit shall be brought by either party hereunder, the parties agree that trial of such action shall be held exclusively in a state court in the County of San Mateo, California.

36. Authority. Each individual executing this Agreement on behalf of one of the parties represents that he or she is duly authorized to sign and deliver the Agreement on behalf of such party and that this Agreement is binding on such party in accordance with its terms.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement as of the date first above written.

TOWN OF ATHERTON

CONSULTANT

By: _____
City Manager

By: _____
Title: _____

Date:

Date:

APPROVED AS TO FORM:

By: _____
City Attorney

ATTEST:

By: _____
City Clerk

EXHIBIT A

Scope of Work

See Attached



May 4, 2010

Mr. Jerry Gruber, City Manager
Town of Atherton
91 Ashfield Road
Atherton, CA 94027

Re: FY 2010/11 Contract Code Enforcement Services

Dear Mr. Gruber

CSG Consultants, Inc. is pleased to provide this proposal to continue to provide code enforcement services for the Town of Atherton. Mr. Robert Cushing will continue to serve in this position. We understand that the Town currently requires these services 8 hours per week, with additional hours as needed. The fee for these services will continue to be billed at \$103 per hour as they have been for the past three years. We propose that Bob's time be scheduled in an 8 hour block every Wednesday (one full day per week). In addition, Bob will be respond to phone calls and emails on behalf of the City. Given the fact that Bob will be taking vacation during the 52 week period, charges for any additional services will be absorbed in our estimated schedule. As requested, we are also including expenses (mileage, etc) as well as phone availability. The estimated annual fee for these services is as follows:

Fee Schedule: 8 hours per week; 119 hours phone calls/year

\$103/hr x 8 hours per week @ 52 weeks = \$42,848

Estimate average of \$35 daily expenses (mileage, etc.) @ 52 weeks = \$1,820

\$103/hour - Phone calls at 119 hours per year = \$12,257

Total Estimated Expenses: \$56,925

The contract will be in effect from July 1, 2010 until June 30, 2011. CSG will obtain prior approval from the City Manager before performing any work in excess of the above noted schedule. Additional hours will not exceed 10% over the agreed upon time period without Council approval. The following outlines our proposed scope of work:

Scope of Service

Code enforcement services will include assessment, field investigation, follow-up, correspondence, logging and tracking of complaints and cases, public information and related duties as assigned by the City Manager or designee. CSG will schedule and conduct subsequent inspections until violations are in compliance with Town requirements.

Thank you again for the opportunity to further serve the Town of Atherton. Should you have any questions, please contact me at (650) 522-2500.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Mao", is written over a horizontal line.

Richard Mao, P.E.
President



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME GRUBER, CITY MANAGER**

FROM: EILEEN M. WILKERSON, ASSISTANT CITY MANAGER

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH THE
CITY OF REDWOOD CITY TO PROVIDE INFORMATION
TECHNOLOGY SUPPORT**

RECOMMENDATION

Approve the agreement for information technology support between the City of Redwood City and the Town of Atherton; authorize the City Manager to execute the agreement.

DISCUSSION

The Town of Atherton has contracted the City of Redwood City since July 1, 2007, to provide information technology support to the Town. The agreement for FY 2009-10 expires on June 30, 2010. Staff is recommending that the City Council continue to select the City of Redwood City to provide the support service.

The Redwood City contract for FY 2009-10 was for 250 hours at an hourly rate of \$135.72. For FY 2010-11, the hourly rate requested by the City of Redwood City is \$138.43, an increase of 2%. With the formation of the Staff IT Committee and in house services by Police Sergeant Sherman Hall, staff is able to maintain the support hours of 200 hours at the same level in FY 2009-10 for FY 2009-10.

FISCAL IMPACT

The cost for 200 hours of IT support is \$27,686. This amount is budgeted in FY 2010-11 Non-Department Budget for FY 2010-11. Payments will be made in equal monthly installments of \$2,307.17 per month.

During July 2011, the City of Redwood City will reconcile the previous fiscal year's purchased hours (200) against the worked hours. They will refund the Town for all invoiced but non-worked hours.

Language has been added this year to say:

Unless TOA engages RWC for services during non-business hours or for other special projects, the total costs incurred by TOA under this Agreement shall not exceed \$27,686.

The understanding is that hours will be monitored by the Town throughout the year and the Town will know when the maximum hours are used. After the maximum hours are exhausted, all service will be on a "special project" basis.

Prepared by:

Approved by:

Eileen M. Wilkerson
Assistant City Manager

Jerome D. Gruber
City Manager

Attachment: Agreement
Purchase Requisition

**AGREEMENT FOR
INFORMATION TECHNOLOGY SUPPORT BETWEEN THE CITY OF
REDWOOD CITY AND THE TOWN OF ATHERTON**

THIS AGREEMENT is made and entered into this ____ day of _____, 2010, by and between the **CITY OF REDWOOD CITY**, hereinafter referred to as "RWC", and **THE TOWN OF ATHERTON**, hereinafter referred to as "**TOA**," and collectively herein called the "**Parties**."

RECITALS

This Agreement is entered into with reference to the following facts and circumstances:

WHEREAS, TOA desires to engage RWC to render certain Information Technology services to TOA related to carrying on the day to day technology related operations of TOA; and

WHEREAS, RWC is qualified to provide such services to TOA; and

WHEREAS, TOA has elected to engage the services of RWC upon the terms and conditions as hereinafter set forth.

TERMS AND CONDITIONS

1. Services.

The services to be performed by RWC under this Agreement shall include those services set forth in **Exhibit A**, which is by this reference incorporated herein and made a part hereof as though it were fully set forth herein.

Performance of the work specified in said Exhibit A is hereby made an obligation of RWC under this Agreement, subject to any changes that may be made subsequently hereto upon the mutual written agreement of said Parties.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in Exhibit A.

2. Term of Agreement.

The term of this agreement shall be for one (1) year, commencing July 1, 2010 and

shall expire on June 30, 2011, or until terminated by sixty (60) days prior written notice by either party.

3. Compensation.

The normal business hours hourly rate for fiscal year 2010-2011 (July 1, 2010 through June 30, 2011) for services by RWC under this Agreement shall be \$138.43.

4. Effective Date of Agreement.

This Agreement becomes effective on July 1, 2010

5. Reliance of Professional Skill of RWC.

RWC represents that it has the necessary professional skills to perform the services required and TOA shall rely on such skills of RWC to do and perform the work.

6. Relationship of Parties.

It is understood that the relationship of RWC to TOA is that of an independent contractor and all persons working for or under the direction of RWC are its agents or employees and not agents or employees of TOA.

7. Nonassignment.

This Agreement is not assignable either in whole or in part.

8. Amendments.

This Agreement may be amended or modified only by written agreement signed by both Parties.

9. Validity.

The invalidity, in whole or in part, of any provisions of this Agreement shall not void or affect the validity of any other provisions of this Agreement.

10. Governing Law/Litigation.

This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either Party shall be brought in the County of San Mateo, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the

unsuccessful Party will pay the reasonable expenses of litigation of the successful Party.

11. Mediation.

Should any dispute arise out of this Agreement, the Parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached, neither Party shall be deemed the prevailing party for purposes of the settlement and each Party shall bear its own legal costs.

12. Entire Agreement.

This Agreement, including Exhibit A, comprises the entire Agreement.

13. Indemnity.

RWC shall defend, indemnify and hold TOA and its officers and employees harmless from any and all claims and liabilities related to or as a result of RWC's performance of this Agreement, to the extent they are caused by RWC's negligent acts, or willful wrongful acts.

14. Insurance.

RWC shall not commence work under this Agreement until all insurance required under this paragraph has been obtained. Upon request, RWC shall furnish TOA with certificates of insurance evidencing the required coverage.

A. Workers' Compensation and Employers' Liability Insurance.

RWC shall have in effect during the entire life of this Agreement Workers' Compensation and Employers' Liability Insurance providing full statutory coverage. In signing this Agreement, RWC makes the following certification, required by Section 1861 of the California Labor Code:

I am aware of the provisions of Section 37900 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

B. Liability Insurance.

RWC shall take out and maintain during the life of this Agreement such bodily injury liability and property damage liability insurance as shall protect RWC while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from RWC's work under this Agreement, whether such work be by RWC or by any subcontractor or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be One Million and no/100 Dollars (\$1,000,000.00) combined single limit bodily injury and property damage for each occurrence. TOA, its officers, employees and agents shall be maintained as additional insured's on said policy, and a certificate of said coverage shall be delivered to TOA before any work commences. All insurance shall be with insurance carriers licensed in the State of California and in good standing with the California Department of Insurance.

C. Notwithstanding the above, RWC shall have the right to self-insure against any and all perils and/or liabilities against which it would otherwise be required to insure and shall also have the right to effect any such insurance by means of so called "blanket" or "umbrella" policies of insurance. If RWC decides to self-insure, RWC must provide TOA with written notice of self-insurance identifying the type of policy coverage and the amount for which it shall self-insure.

15. Notice.

All notices required by this Agreement shall be given to RWC and TOA in writing, by first class mail, postage paid, addressed as follows:

RWC: The City of Redwood City
Attention: IT Manager
1017 Middlefield Road
Redwood City, CA 94063

TOA: TOWN OF ATHERTON
Attention: City Manager

91 Ashfield Road
Atherton, CA 94027

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date indicated on page one (1).

DATED: _____, 20__

CITY OF REDWOOD CITY:

BY:

Peter Ingram, CITY MANAGER

DATED: _____, 20__

TOWN OF ATHERTON:

BY:

Jerry Gruber, CITY MANAGER

EXHIBIT A

A. SCOPE OF SERVICES

1. Definitions:

A. Normal Business Hours: Defined as Monday through Friday, 8:00 a.m. through 5:00 p.m. except the following currently recognized RWC holidays (calendar dates vary depending on the year):

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- 4th of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

Rates for hours worked by RWC during normal business hours will be at the current rate in which they are worked.

B. Non-business hours: All hours worked outside of normal business hours. TOA requested work to be performed during non-business hours will be invoiced at a rate equal to one-and-one-half times the then current rate. Examples: A request from TOA for RWC to install new equipment during a weekend to minimize disruption during TOA normal business hours; An after-hours call to RWC to fix a downed server or internet connection.

- C. Maintain and support:** RWC will keep the type of equipment or specific named equipment operational as defined by its purpose. If RWC staff is unable to resolve an issue without external vendor support, RWC will contact and work with the appropriate vendor until the malfunctioning equipment is operational. RWC staff will keep the same equipment optimized and its firmware/software current as deemed appropriate to maintain optimized operations, while minimizing down time.
- 2. Internet Access Support:** RWC will maintain and support this connection.
 - 3. Firewall Support:** RWC will maintain and support this appliance and in some instances make recommendations to improve security to reduce network vulnerabilities.
 - 4. Network Support:** RWC will maintain and support all the switches and other networking devices in TOA.
 - 5. Server Support:** RWC will maintain and support all servers used in TOA. RWC staff will provide full support for the following:
 - Operating systems
 - File and print services
 - Email
 - Antivirus and spam filtering
 - Internet blocking
 - Applications running on the servers
 - 6. Desktop, Laptop, and Mobile Computing Device Support (DLM):** RWC will maintain and support all DLM on the TOA network including future connected or non-connected DLM. Support will include, but not be limited to: developing and providing specifications; purchasing, setting up, and installing; optimizing and patching; and protecting against unwanted intrusion – spyware, viruses, etc.
 - 7. Other:** Technologies not currently named will be maintained and supported upon written agreement by TOA and RWC. Written agreement can be in the form of an email request.
 - 8. For all supported technologies,** RWC will work with manufacturers and vendors to purchase new, as well as return and replace failed parts, such as hard drives, monitors, printers, etc. From time to time additional external contractors may be required, such as for larger cabling or electrical work. RWC will find, coordinate, and schedule the efforts of

external contractors. For all emergency and non-emergency issues during normal business hours, RWC will respond within four (4) hours, usually faster. RWC will respond with its best effort for all emergencies during non-business hours.

B. COMPENSATION

1. TOA agrees to pay to RWC the full cost of providing technology services as shown in this Exhibit A, as the same may be amended from time to time by written agreement between the Parties.
2. TOA and RWC acknowledge and agree that compensation paid by TOA to RWC under this Agreement is based upon RWC's cost of providing the services required hereunder, including salaries and benefits of employees.
3. TOA agrees to compensate RWC for Information Technology services. Direct external costs such as external contractors and equipment purchases on behalf of TOA are borne by TOA. Information Technology services costs include those expenses necessary to administer this Agreement. RWC will provide these services for an hourly rate of \$138.43 during fiscal year 2010-2011 (July 1, 2010 to June 30, 2011). The hourly rate will be adjusted on an annual fiscal year basis.
4. Remote support will be billed in fifteen (15) minute intervals.
5. **Terms of Payment.** RWC shall invoice in arrears on the first of each month the amount of \$2,307.17 (200 hours per year, times \$138.43 per hour, divided by 12 months).
6. **Charges for other services and special projects:** Additional hours for special projects requested of RWC will be at the current rate in which the work was done and will be invoiced in the month following the completion of the requested service or incurred expense. Special projects are typically projects requested by TOA that require RWC resources well-above the initially agreed upon five hours per week, and where TOA wants to save the five hours for normal support, or where TOA wants RWC to track and invoice requested work separate from normal invoicing. Special projects are subject to RWC staff availability.

External vendor charges and equipment purchases will be paid directly by TOA or reimbursed by TOA if paid by RWC, and shall be without RWC overhead fees.

Unless TOA engages RWC for services during non-business hours or for other special projects, the total costs incurred by TOA under this Agreement shall not exceed \$27,686.

7. End of year reconciliation: During July 2011, RWC will reconcile the previous fiscal year's purchased hours (200) against the worked hours. RWC will invoice TOA for all worked and non-invoiced hours, or refund TOA for all invoiced but non-worked hours.

8. Reporting: Each month RWC will submit to TOA a spreadsheet showing and recording the hours worked to date, the name of the tech who worked the hours, and a brief description of the work completed.

9. Requesting Support:

- **Non-emergency support** – support request during normal business hours, as defined in Exhibit A, section A.1.A, and where RWC staff is not on-site, can be requested using one of the following three methods:

- i. Logging into RWC's online help desk system at <http://thecity.redwoodcity.org:8080/hd/index.htm>.
- ii. Calling or emailing the primary Analyst assigned to TOA.
- iii. Calling RWC help desk at (650) 780-7093

- **Emergency support** – non-planned support requests for services during non-business hours, as defined in Exhibit A, section A.1.B, to resolve issues in which a business function cannot be performed.

- i. Logging into RWC's online help desk system at <http://thecity.redwoodcity.org:8080/hd/index.htm>.
- ii. The highest ranking, on-site staff member from TOA calls the RWC Information Technology Manager at (650) 464-9575.

Important Note: Emergency support is considered a best effort as RWC is not a 24 X 7

shop. Emergency support is charged at one-and-one-half times the normal hourly rate.

TOWN OF ATHERTON



CHECK REQUISITION FORM

NEED CHECK BY: Monthly by Invoice

MAKE CHECK PAYABLE TO: *(must have complete address)*

Name of person or company: <u>The City of Redwood City</u>	
Additional payee line: <u>Attention: IT Manager</u>	
Street Address or PO Box: <u>1017 Middlefield Road</u>	
City, State, and Zip Code: <u>Redwood City, Ca 94063</u>	
Federal ID #	Or Social Security #

CHECK IN THE AMOUNT OF ⇒ \$	<u>\$138.43</u>

MAILING INSTRUCTIONS: *(Please check one)*

☒ Mail to Payee Direct ☐ Mail to Payee with Attachments ☐ Return to Requester's Mailbox ☐ Give to: _____

CHECK DESCRIPTION: *(20 Spaces Maximum)*

R	W	C		I	T		S	E	R	V	I	C	E	S					

FUND	DEPT	ACCOUNT	PROJ	DESCRIPTION	DOLLARS	CENTS
101	30	52019	030	200 hours IT Services	\$138	43

REQUESTED BY: <i>(Please print)</i> <u>Eileen Wilkerson</u>	APPROVED BY: <i>(Please print)</i>
REQUESTER SIGNATURE	DEPARTMENT SIGNATURE

DATE OF REQUEST: June 3, 2010

DEPARTMENT: Administration



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JEROME D. GRUBER, CITY MANAGER

DATE: FOR THE REGULAR MEETING OF JUNE 16, 2010

SUBJECT: APPOINT ALAIN ENTHOVEN TO THE FINANCE COMMITTEE

RECOMMENDATION:

Appoint Alain Enthoven to the Finance Committee for a term to take effect immediately and expires on April 30, 2011

BACKGROUND:

City Council held a special meeting on April 21st at 6:00 p.m. to conduct interviews for the various Town Committees that had terms expiring on May 1, 2010.

The Town received six applications for three openings of the Finance Committee. During the meeting Council was given ballots to vote on the applicants. Council Member Marsala recused himself due to a conflict of interest.

Council voted to recommend Jeff Wise and Greg Conlon, but was deadlocked on the third seat. The third seat was tied between residents Jon Buckheit and Alain Enthoven. Mr. Buckheit withdrew his application.

At the May 19, 2010 meeting Council Members Lewis and Carlson brought forth a colleagues memo recommending that Council add an Agenda item to the June Agenda to appoint Alain Enthoven to fill the open seat on the Finance Committee.

Council voted unanimously to accept the recommendation and add the item to the June agenda.



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN L. JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: APPROVE A LETTER TO THE CALIFORNIA HIGH
SPEED RAIL AUTHORITY PROVIDING COMMENTS ON
THE PRELIMINARY ALTERNATIVES ANALYSIS
REPORT**

RECOMMENDATION:

Approve a letter to the California High Speed Rail Authority (CHSRA) providing comments on Preliminary Alternatives Analysis Report (PAAR), and authorize the Mayor to sign the letter.

INTRODUCTION:

The Town of Atherton made comments on the original Bay Area to Central Valley Program Level EIR (PEIR) on October 25, 2007. Based on a lawsuit in which Atherton participated, the PEIR was amended and the Town commented on the revised materials on April 26, 2010. The Town also commented on the scope of work for the project level EIR on March 3, 2009. To date these comments have been largely ignored by the CHSRA, with only token responses that essentially dismiss the Town's concerns.

ANALYSIS:

The Town now has another opportunity to comment on a document produced by the CHSRA. The PAAR is an incomplete document. Other cities on the Peninsula concur with this finding. See attached Palo Alto letter. The Rail Committee has reviewed the document and provided staff with significant comments. Staff has prepared a draft letter

which is attached. The previous comment letters and Council Resolutions will be attached to the letter. They were previously approved by Council so they are not included in the agenda packet to save paper.

It is the intent of this letter to not only comment on the materials presented by the CHSRA, but also to point out the material and analysis that are missing, to reintroduce the Town's original comment letters and to ask that alternatives to the Caltrain corridor be analyzed to the same extent as the Caltrain corridor is being studied before decisions are made.

It is also the intent to once again focus on the I-280 and US-101 alternatives that were summarily dismissed in the original DEIR and on the ridership studies that have been found to be flawed. Experts indicate that if the ridership is significantly lower than projected, the High Speed Trains can operate with Caltrain on the existing tracks, provided some upgrades are included such as electrification and train control systems are included.

Staff recommends that Council approve the topics and tone of the letter, and authorize staff to make editorial revisions based on comments from Council and Rail Committee members.

Prepared By:

Approved:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager

Attachments: Draft Comment Letter
Palo Alto Letter



Town of Atherton

91 Ashfield Road
Atherton, California 94027
650-752-0500
Fax 650-688-6528

June 17, 2010

Mr. Robert Doty
California High-Speed Rail Authority
925 L Street, Suite 1425
Sacramento, CA 95814

Subject: California High-Speed Train (HST) Project - San Francisco to San Jose Section
Preliminary Alternatives Analysis Report Comments

Dear Mr. Doty:

The Atherton City Council, Rail Committee and staff have the following comments and suggestions regarding the San Francisco to San Jose Section Preliminary Alternatives Analysis Report for the California High-Speed Train (HST) Project

PURPOSE

The purpose of this document is to present the Town of Atherton's comments on the Preliminary Alternatives Analysis Report. Some of the comments which follow relate to the overall section from San Jose to San Francisco, but most address areas of particular concern to Atherton and in many cases include nearby communities. Many of these are comments previously made that have yet to be addressed.

SUMMARY

The following comments were made for the scoping of the environmental impact study. These comments have to date not been incorporated in the alternatives analysis, a natural location for them to be covered:

Step 1 - determine how many tracks and how wide the right of way needs to be. Include shoofly tracks needed to construct the project with Caltrain service maintained. No evaluations or decisions on alignments and impacts can be made until this basic critical decision is made.

Step 2 - determine impacts and economics of the Peninsula segment. Design to avoid all environmental impacts possible, such as by trenching or tunneling, before considering

mitigation. Include the true costs of right of way and economic impacts to the communities, and the true costs of mitigation of unavoidable impacts. Many of Atherton's comments to the Program level EIR/EIS were not adequately addressed and should be reconsidered.

Step 3 - re-evaluate the decision to run the HST in the Caltrain corridor. This evaluation can only be correctly done once the true impacts and economics are known.

Step 4 - choose the correct alignment, from an environmental aspect, from an economic aspect, and giving due consideration to community disruption. If studied appropriately and thoroughly, this will not be the Caltrain corridor.

Step 5 - only start final design on the correct alignment, not on the Caltrain corridor.

Atherton has also commented on the no project alternative for this corridor. To date, those comments have been misconstrued as meaning not to run the HST on the Peninsula. Atherton has clarified its position on this before, that this is actually the "No-Build" alternative and does not mean HST stops in San Jose, it means the HST runs at normal train speeds on existing tracks. This alternative needs to be considered, either as an initial phase or perhaps as the final solution.

PREVIOUS COMMENTS

Comments were made previously in reviewing the scope of work for the Project-Level EIR, but they have not been included in the alternatives where they are most applicable. For that reason they are repeated here so they can be covered. The above determinations should be made as a prerequisite to evaluation of environmental and economic impacts and, therefore, represent a major milestone in the Project-Level Alternatives Analysis. The Alternatives Analysis Report should define all decisions, assumptions and build-out parameters on which subsequent evaluations of alternatives will be based and explain how they were determined. It should include items such as the following:

- Ridership forecasts for both HST and Caltrain
- Peninsula stops decision
- Dumbarton Rail decision
- Train schedule examples including peak hour headways, stops and train frequencies for HST and Caltrain
- Number of tracks and ROW widths for each segment
- Eminent Domain property acquisition required
- Track sharing arrangements including responsibility for scheduling and dispatching. (Include UP freight, Capital Corridor, ACE, Amtrak interfaces near San Jose)
- Shoo-Fly tracks and "temporary" property required during construction.

These determinations should be considered in the evaluation of alternatives and their relative impacts. Property owners will be in a much better position to submit meaningful comments after tracks and ROW are defined as related to their property.

Only after this basic footprint information is defined can the real work on environmental and economic studies begin.

It should be noted that comments regarding additional scope for the project level EIR/EIS were the same as the comments previously made on the program level EIR/EIS. Those comments, along with discussion of the previous responses, need to be reconsidered with the Alternatives Analysis.

PROGRAM LEVEL EIR/EIS COMMENTS

The Town of Atherton previously reviewed and commented on the Bay Area to Central Valley HST Draft Program EIR/EIS for the Proposed California High-Speed Train System by letter dated October 25, 2007. Most of those comments are also applicable to the Alternatives Analysis, along with our comments on the response to those comments. These comments need to be reconsidered as a part of the Alternatives Analysis because they were not adequately addressed at the program level or in the responses to comments, and therefore need to be addressed in the project level Alternatives Analysis. The project-level study needs to consider all of the comments previously made.

These comments are specifically designed to show that a more detailed project analysis could find that the Pacheco route using the Peninsula Caltrain Corridor has significantly greater adverse impacts than previously found, and that the Altamont route or another alignment alternative is not only the Least Environmentally Damaging Preferred Alternative (LEDPA), but also the most economically feasible alternative.

An Atherton City Council Resolution stating the Town's position on the program level EIR/EIS is attached. The Town of Atherton requests that the Project-Level study provide for reopening and reconsideration of the Altamont route and alternative routes for reaching San Francisco and San Jose.

RIDERSHIP

The Alternatives Analysis report starts with an invalid premise because it is based on traveler ridership estimates that were taken directly from the November 2005 Service Plan that predicted system wide ridership of 159,000 trips per day, with San Francisco boardings of 32,890 per day. In December 2009, CHSRA lowered its ridership estimates to reflect increased fares. System wide ridership was lowered to 121,000 riders per day, and San Francisco boardings were reduced to 24,100 per day. The Preliminary Alternatives Analysis report was not modified to reflect this reduced traffic. Instead of basing the design on 10 San Francisco departures per hour during

peak hours, the departures per hour should have been reduced to 8 to be consistent with the revised ridership estimate. Off peak departures should have been appropriately reduced. Such a reduction may have eliminated the need for double trains during peak periods, thus reducing the required length of station platforms in San Francisco and San Jose. This would be particularly important in the design of the Trans Bay Terminal in San Francisco.

It is highly unlikely that high speed rail demand will ever approach the level predicted in the December 2009 Business Plan. All of the unbiased experts who have examined the ridership estimates have judged them to be vastly overstated. This judgment is confirmed by worldwide high speed rail experience, where actual ridership is one quarter to one half of the predicted ridership. It is noteworthy that in China the Wuhan to Guangzhou high speed rail line, which connects two population centers with more than 20 million people each at a distance of about 500 miles, is carrying only 11 percent of the riders that were expected and using only about one fifth of its purchased trainsets. If the San Francisco Peninsula line carries only one quarter to one half of the traffic that CHSRA has predicted, it will be necessary to dispatch only two to three trains per rush hour from San Francisco. This level of traffic can easily be accommodated by the existing Caltrain tracks. Interim upgrades to the geometry, adding station tracks for local service and grade separations can be completed as a part of the initial project or as future steps to upgrade the capacity of the system.

Surely it is in the financial and environmental interests of CHSRA and the Peninsula cities to use existing facilities to support high speed rail at least until travel demand shows them to be inadequate. With most of the high speed rail funding in doubt, is it not prudent to use the available money to build high speed rail lines where there are no available and suitable existing rail lines?

Ridership drives the train. The scope of the project with reduced ridership, one-half and one-quarter of that projected, should be evaluated. On the Peninsula, phased implementation should be considered with early phases using the existing Caltrain tracks. Later phases would be driven by actual increased ridership demand, if it ever occurs. Those later phases may be expansion of the Caltrain Corridor, but more likely they would be construction of a separate HST corridor, such as I-280 or US 101, while running HST trains in the Caltrain corridor. Spending funds that we don't have on a segment of the HST system that is already usable is not an efficient use of limited funds. An initial phase on the Peninsula to free funds for segments with no tracks is an essential strategy for the success of the total HST project.

ALTERNATIVES

The Alternatives Analysis should address alternatives that would avoid, minimize or mitigate the anticipated significant impacts as noted in our previous comments. Design of the project to eliminate or reduce impacts is avoidance or minimization, and is to be preferred and prioritized over mitigation.

Peninsula Alignment using I-280/380 or 101 Corridors

It is apparent that the CHSRA consultants took only a cursory look at the opportunities offered by horizontal alignments that follow the I280 and US 101 corridors. These alternative alignments were dismissed with a wave of the hand as soon as difficult interchanges and sharp curves were identified. There appears to have been no serious look at opportunities to take adjacent land to avoid these obstacles. It should be noted that land adjacent to major freeways is much cheaper than land adjacent to the Caltrain corridor. Interchanges can be passed on one side of the freeway or another, or even by tunneling. Close access to the San Francisco and San Jose airports could be used to great advantage. Access to the San Francisco airport from the Milbrae station is awkward, inconvenient, and time consuming.

It has been stated by the CHSRA consultant team to the residents of the Peninsula, “tell us how to make an alternative work for you”. The Alternatives Analysis Appendix A for the I-280 and US 101 alternatives needs to practice what is preached. The entire appendix is devoted to listing reasons why these alignments cannot be done.

Instead, a proper engineering analysis of any alternative is to analyze and describe what it will take to make it work. Once that is done, the cost and environmental impacts of that alternative can be adequately evaluated. That is the purpose of the Alternatives Analysis, to develop all viable alternatives to such a state of design that impacts and costs can be determined. Once that is done it may well be that the alternative is not the least impact alternative, or, it may be.

For example, one of the reasons for rejecting the alternative is that a Caltrain corridor alignment avoids “new impacts that currently do not exist”. It is obvious that “new impacts” will also be created with a viaduct along the Caltrain Corridor. However, the impacts for the I-280 and US 101 alternatives have not been developed sufficiently to allow comparison with the Caltrain corridor. These alternatives need to be developed to the same level of engineering as the Caltrain corridor, that being sufficient to allow a true determination of the impacts and costs.

No-Build HST Alternative

Once adequate and supportable ridership and scheduling estimates are produced, the Alternatives Analysis needs to evaluate a “No-Build” Alternative. This is not the “No-Project” alternative. In the “No Project” alternative, the HST terminates in San Jose and riders transfer to alternative transit, such as Caltrain, BART or VTA light rail. Under the “No-Build” alternative, the HST trains do not terminate in San Jose. Instead the existing tracks are used by HST trains to continue to San Francisco. The alternative is “No-Build” by not building the dramatically expensive tracks and structures. The Alternatives Analysis would need to consider what improvements would be needed to accommodate the HST, such as enhanced train control, four-quadrant gates at all at-grade crossings, grade separations at high volume crossings, and passing tracks for higher speed trains to pass local service Caltrain trains.

Under the “No-Build” alternative, Caltrain would no longer be in the “Baby Bullet” business. What need is there for a “Baby” bullet train when you have an “Adult” bullet train. A significant portion of the ridership on the HST between San Jose and San Francisco will come from current Caltrain riders who will switch to the faster service. This modal shift needs to be clearly presented in the ridership and scheduling forecasts. There may continue to be the demand for “Express” Caltrain service, or the model of local service connecting all riders to HST stations may provide far faster and more efficient service to all riders, and a simpler scheduling model.

An evaluation is needed to determine if the existing tracks are sufficient to handle the passenger demand in the corridor. HST and Caltrain Baby Bullet are redundant services. The large number of passengers on Caltrain that desire to go directly from San Jose to San Francisco, or vice versa, will move to HST because it will be faster. There will be no demand for the Baby Bullet. The time slots occupied by Baby Bullet can then be used by HST on the existing tracks. With ridership projections reduced to reasonable levels, these time slots are likely able to handle HST with upgraded train control.

HST running at normal train speeds on standard tracks in urban areas is a standard operational method throughout Europe and on the east coast. Improvements to the existing Caltrain tracks to improve rail geometry, such as increasing curve radii and adding passing tracks could easily result in increased speeds over the current Caltrain speeds. For this alternative it is critical to evaluate the true demand in the corridor, which means that accurate non-inflated ridership numbers need to be developed and appropriately peer reviewed.

The travel demand evaluation also needs to determine at what point in the future, if any, additional tracks will be needed to meet that demand. At that time, additional funding from HST operations can fund expansion of the corridor, or construction of an independent HST system on another corridor.

This alternative needs to be included, with all necessary improvements required to make it work.

COSTS

Costs are presented only for those alternatives that use the Caltrain corridor. Costs presented for the vertical alignment options using the Caltrain corridor appear to be distorted to favor at-grade construction. Costs for at-grade are based on two tracks only, while costs for elevated, trench, and underground options include four tracks—high speed rail and Caltrain. The costs for trench and tunnel construction appear to contain generous contingencies to cover unknown soil conditions and problems associated with utility lines and drainage channels.

The use of unit costs to estimate the relative costs of different vertical alignments is very dangerous. Some obstacles have been identified and costed; others have been ignored. Under actual construction, no two segments of route will experience the same unit costs. Elimination of alternatives or preference for alternatives before detailed cost estimates are performed is not

advisable. Once alternatives are eliminated, such as the I-280 and US 101 alternatives, they will not be brought back in future iterations even though ultimately they may turn out to be the least cost and least impact alternative.

Mitigation

The costs included in the program-level EIR/EIS included a “rough estimate” of mitigation costs at 3% of the “line costs”, but “no specific mitigation costs are identified”. This amounts to about \$7.5 million for all mitigation (traffic, air quality, noise, energy, electromagnetic, land use, aesthetics, visual, utilities, cultural resources, geology, hydrology, biology, parks and construction impacts) through Atherton and Menlo Park, including portions of Redwood City and Palo Alto. This is certainly not enough, and the true magnitude of these costs could very well show that a different alignment or a different corridor is the more cost-effective, as well as environmentally superior, alternative.

Mitigation costs need to be broken down and detailed, similar to construction costs, for all mitigation elements in each segment of the project. Only then can true comparison of alternatives be accomplished. Elimination of any alternative before this is accomplished is inappropriate.

Right of Way

In Section 4.3 and Appendix L, estimated capital costs in 2009 dollars are presented for Alternatives Carried Forward for each sub-section from San Francisco to San Jose. These costs appear to be limited to construction costs and exclude costs for acquisition of Right-Of-Way (ROW). Acquisition Cost of Permanent ROW is presented qualitatively as: “Lowest”, “Medium”, and “Highest”. Costs for “temporary” acquisition of ROW are not addressed at all.

It is impossible to make meaningful comparisons of costs for the various alternatives unless all relevant costs are developed and the total cost of each alternative, including ROW acquisition costs, is expressed in dollars.

There are no estimates of the amount of land that will be required to support construction of the high speed railroad. Shoofly tracks will be needed to keep Caltrain operating during construction. Access and staging areas will be needed throughout the Caltrain corridor. Temporary takings cannot be restored in a short time after construction is complete. Trees take many years to grow.

Appendix L includes detailed development of construction costs for each sub-section of ROW for each alternative carried forward. Approximately 75 distinct construction cost elements, with unit price data for each, are applied as applicable to develop total estimated construction costs for each alternative for each sub-section. ROW acquisition costs, with no breakdown into meaningful categories or elements, are presented as overall undefined assessments of “Lowest”,

“Medium” or “Highest”. These ratings, although interesting, are subjective, non-quantified and virtually useless for decision making.

It is essential that categories of ROW acquisition costs be identified and estimates be developed for each in detail and in a manner comparable to that used for construction costs. This should be included in the 15% design study before final selection of preferred alternatives. Recommendations are presented in the next section.

The comparisons presented in the Report among alternative alignments are all qualitative and descriptive making any judgment hazy at best. The two quantified measures, acres of land taken and cost, appear to be grossly distorted. Acres of land taken are an imperfect measure because the value of land depends on its location, its shape, its potential alternative use, and its impact on adjacent property. Land values along the San Francisco Peninsula vary widely in cost per acre, with the difference between the cheapest and the most expensive land being a factor of 100 or more.

Appendix L tables include values per acre for various types of property ranging from “Dense Urban” to “Undeveloped”. Fortunately these were not applied to develop ROW acquisition costs. However, it is significant to note that the value for “Suburban” property was \$208,418 per acre. This is completely unrealistic for most suburban properties along the Caltrain ROW where current depressed values are ten to twenty times that amount and in some cases even more. It is essential that in developing ROW acquisition costs, per acre property values should accurately reflect local realities.

Right of Way Acquisition Cost Categories

The report needs to break down right of way acquisition, in a similar manner to the break down of construction costs, into the various categories and cost factors applicable. Some representative (and perhaps not exhaustive) categories include:

Permanent Property Acquisition

- Property actually taken
- Severance damages on remainder portions of property actually taken (These costs could exceed the value of the portion actually taken.)
- Property not taken, but access denied or reduced
- Trees removed on property not actually taken
- Lost income on business property taken
- Lost income on business property with limited or denied access
- Inverse condemnation costs for properties not taken but sufficiently impacted
- Litigation costs related to above

Temporary Property Acquisition (Estimate duration of temporary takes)

This includes property “temporarily” taken for such purposes as:

- Shoofly tracks required to maintain Caltrain service
- Temporary easements for grade separation construction
- Equipment and material storage during construction
- Construction worker parking
- Access to construction sites
- Value of trees removed from temporary property takes
- Losses to businesses caused by complete or partial loss of access
- Litigation costs related to above

There are also categories of cost that need to be quantified as economic impacts of the project. Whether these are compensable is still to be determined, but the magnitude of the economic impact should be included in the analysis of each alternative. These include:

- Property value losses based on anticipation of the project (this impact can extend a fair distance from the corridor due to years of uncertainty)
- Damage to city streets used for access to construction
- Where alternatives provide opportunities for air rights value, these values should be presented as an offset to costs

Construction Costs

The grossly unrealistic property values in the data base also call into question the viability of the entire set of construction cost numbers in Appendix L. All of these construction cost estimates need to be validated for their applicability to the San Francisco Bay Area where construction costs are among the highest in the nation.

OTHER ISSUES TO BE CONSIDERED

Atherton/Menlo Park Subsection 5 A, B, and C

The vertical alignment options presented for Subsection 5 are all woefully inadequate. Because only an at-grade option is offered for the North Fair Oaks neighborhood, grade change to tunnel or aerial structure does not begin until reaching the Atherton border the tunnel portal would not be reached until well south of the Atherton Caltrain station. In this fashion, the high speed rail would not be underground through Atherton at all. It is noteworthy that the consultants elected to use a 1 percent grade to the tunnel for this approach, but in San Jose, they used a 2 percent approach gradient to the tunnel. If the Atherton tunnel approach began immediately after the Dumbarton turn off and proceeded down a 2 percent gradient, Atherton would have the underground high speed rail that it prefers.

At the conclusion of the October workshop, the Atherton group expressed a strong desire to have both high speed rail and Caltrain underground in a trench stacked with Caltrain above high speed

rail. This preference has been completely omitted from the Preliminary Alternatives Analysis Report, yet it is offered in Subsection 6 in Palo Alto.

Union Pacific Railroad

The only vertical alignment alternative that gives Union Pacific full access to its service tracks is the at-grade option. Even this option requires that UP trains cross high speed tracks to reach some service tracks. This can be done at night but the assurance that switches are correctly set for high speed operation is very critical.

Other vertical alignment options will either require separate UP tracks maintained at grade, or require long access leads to reach grade. In either case, a great deal of additional land will be required to support UP operations. Only some of this can come from existing rights of way.

There is no evidence that serious negotiations have been conducted with UP. By the terms of its trackage rights, UP has the right to veto any intercity service over Caltrain rights of way.

Impact Mitigation

The mitigation measures presented in the Report are very general and not very convincing. Noise is not necessarily mitigated by barriers. Years of experience with walls along freeways has demonstrated that noise behaves in strange ways, and is very difficult to contain. Vibration mitigation has not been treated in the Report at all. Loss of heritage trees near the right of way has also been disregarded. Some of these impacts were required by the court to be reconsidered by the Program Level EIR. The Revised Program Level EIR Materials did not include any reconsideration of these issues, and the Alternatives Analysis is likewise lacking. It is essential that all alternatives be developed sufficiently to satisfy the court order before further design work continues on what may be a less desirable alternative.

Urban Design

The Alternatives Analysis needs to evaluate the additional requirements and costs from cutting a swath through the urban core of the Peninsula. Many cities and towns have their city center at or near the Caltrain tracks. Any project constructed in these areas needs to include urban design elements to mitigate the appearance and other impacts of the project.

If any portion is constructed above grade, it needs to be designed to harmonize with its surroundings. Urban design may require that the rail line be constructed on bridge instead of embankment to avoid severing the community. Raised walls will require extensive and expensive treatments appropriate to the urban environment of the Peninsula. Differing treatments will be required in each community, depending on its character and culture.

If the HST is anywhere constructed in a trench, covers for portions of the trench can extend the urban core instead of cutting it in two. Adjacent to parks and sensitive receptors covers can

reduce some of the environmental impacts, especially noise, but also air quality (dust) and visual aesthetics. Note that covers can be used even with freight so long as the covered sections are ventilated either by mechanical means or by appropriately spaced openings beyond the covered area. Raised covers or structures may be incorporated over the trench to expand and enhance the area, rather than blight it with an open noisy hole in the ground.

It is necessary that these and other urban design elements are considered during the project-level studies to develop a more accurate presentation of the project, and to more truly develop the costs of the Caltrain Corridor alternative when comparing it to other alternatives that do not bisect the urban core of so many communities. We also suggest that a national or internationally recognized urban designer, such as Lawrence Halprin or Shlomo Aronson, be retained on the team to provide the creativity needed for such a sensitive project location. This is the only way that Context Sensitive Solutions can truly be implemented. Subjecting city staff and residents of the Peninsula to “make-work” CSS “tool-kits” is not an adequate means to develop CSS solutions, and should not replace inclusion of true experts in the design team.

CONCLUSION

It is impossible to proceed with any of the high speed rail design because of the many omissions and imperfections in the Preliminary Alternatives Analysis Report. Some of the principal omissions and errors are:

- In the absence of a Court approved Program Level EIR/EIS, it is imperative that I-280 and US 101 horizontal alternatives be explored in sufficient detail to identify a preferred route to be compared with the Caltrain Corridor.
- The ridership estimates must be peer reviewed and revised to reflect a reasonable level of passenger demand on the high speed rail segments. Furthermore, the design must consider route alternatives associated with ridership levels that are one half and one quarter of the estimated values.
- The high speed train operations must be modified to conform to the revised ridership levels and one half and one quarter of these levels.
- Realistic mitigation actions must be developed for all of the environmental impacts that will be imposed by the high speed rail construction and operation.
- Each vertical alignment option must be accompanied by a realistic scheme for continued operation of Union Pacific freight trains and access to UP service tracks.
- The cost of land takings for construction and operation of the high speed rail system must be ascertained to support realistic comparisons of the costs associated with the different vertical alignments and the alternative corridors.

- It is important for CHSRA to recognize that it has absolutely no stake in upgrading and improving Caltrain. High speed rail decisions must be made only on the merits and impacts of high speed rail.

As the preferred vertical alignment Atherton strongly favors undergrounding of tracks and electric power conduits in a tunnel or trench with cross streets at grade level. Other vertical alternatives have far greater adverse impacts which cannot be adequately mitigated including:

- Visual blight of elevated track retaining walls, 40 foot poles, catenary wires and high sound walls.
- Loss of far more heritage and other trees than would be lost with a tunnel or trench. There is no practical way to mitigate loss of trees as old as a century or more.
- Noise, which might be partially mitigated by sound walls. However, sound walls add to the visual blight mentioned above.
- Properties facing depressed cross streets passing under tracks would be adversely impacted. So would properties along streets intersecting these cross streets close to the tracks. Some parallel streets adjacent to the right-of-way could lose access at one or both ends. (Station Lane, Lloyd Drive)
- Impacts to parks and public facilities adjacent to the tracks.
- Risks of death and property devastation from derailment of a 120 mph elevated train. A tunnel or trench should restrict losses.
- Lower property values proportional to proximity of the tracks.

There may be a perception that undergrounding is too costly. All relevant costs and impacts of each vertical alternative must be considered, particularly on cross streets. When this is done, the cost differential for undergrounding may not be very significant. It should also be recognized that the alternative which most effectively avoids adverse impacts must be selected even if it involves a higher cost.

Likewise all relevant costs of alternative corridors need to be fully vetted. Once all the impacts and costs are known, another less impacted alternative corridor should be chosen, such as I-280 or US-101. The Caltrain corridor may be appropriate for an interim solution using the existing tracks, but ultimately, the impacts and disruption to the Peninsula are too great to construct the full HST project here.

Thank you for your consideration.

California High-Speed Train
San Francisco to San Jose
Preliminary Alternatives Analysis Report Comments
Draft June 17, 2010
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Sincerely,
Town of Atherton

Kathy McKeithen
Mayor

Attached: Atherton City Council Resolution 07-26
 Atherton City Council Resolution 08-54
 Atherton Draft Program Level EIR Comments 10-25-07
 Atherton Project Level EIR Scoping Comments 4-3-09
 Atherton Revised Program Level EIR Comments 4-26-10

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June 7, 2010

Robert Doty, Program Director
Peninsula Rail Program
1250 San Carlos Avenue
San Carlos, CA 94705

Dear Mr. Doty:

The City of Palo Alto requests that the High Speed Rail Authority (HSRA) postpone consideration of the Alternatives Analysis (AA) for the San Jose to San Francisco segment until the numerous deficiencies in it and the CSS Tool Kit are corrected and the documents then resubmitted to stakeholders. The AA and the CSS Tool Kit at present are so flawed that any responses will have limited value.

While Palo Alto will soon be submitting a more detailed letter specifying the missing and erroneous information in the CSS Tool Kit and the AA, the following examples are provided to highlight our concerns with the present process:

1. The cost estimates in the AA for the aerial alignments are based on a two track system although four tracks are called for in this alternative.
2. There is a significant discrepancy between the trench and the cut and cover alternatives which is not explained in the AA.
3. No detail is given as to what properties may need to be purchased under different alternatives and at what cost. No impacts on properties values adjacent to the Right-of-Way were included.
4. The CSS Tool Kit does not provide a clear timeline or process for effective decision making; it lacks a methodology for evaluating preferred alternatives and provides no milestones.
5. The Values, Issues and Goals Matrix is extremely cumbersome and confusing to use. Stakeholders should be given the opportunity to participate in defining community values and not have them determined by the HSRA.
6. The Tool Kit limits the range of alternatives and ignores the fundamental CSS precept which involves the community in the identification of solutions.
7. It is not clear that there is complete and timely inclusion of important stakeholders. The Tool Kit relies on voluntary stakeholder identification and ignores the fact that cities do not have sufficient resources to supplement what should be a HSRA responsibility.

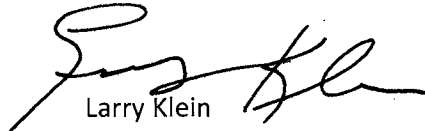
We appreciate that HSRA believes that it must meet certain time lines if it is to obtain federal funding. However, this artificial deadline must be subordinate to doing properly the largest transportation project in California history. We have confidence that if this project is done properly federal funding will be available. We have confidence that if it's not done properly, merely meeting a deadline will not assure federal financing.

We have heard that this is an iterative process and that corrected information and more detail will be provided in the next iteration. Such an argument misses the point. The Alternatives Analysis is meant to reduce the number of alternatives to be studied; an alternative eliminated

on the basis of incorrect or incomplete information will not be brought back to life in the next iteration.

In light of the above concerns, Palo Alto respectfully requests that the AA and the Tool Kit be withdrawn, corrected and expanded and that the process be restarted.

Sincerely,


Larry Klein
Chair High Speed Rail Committee


Pat Burt
Mayor

Cc: City Council
James Keene, Palo Alto City Manager
Santa Clara County Board of Supervisors
San Mateo County Board of Supervisors:
Congresswoman Jackie Speier
Congresswoman Anna Eshoo
Assemblymember Ira Ruskin
Senator Joe Simitian
Dominic Spaethling
Seamus Murphy
Vice Mayor Jerry Carlson
Mayor Rich Cline
Council Member Jerry Deal
Mayor Christine Wozniak
Mayor Kathy McKeithen
Council Member Kelly Fergusson
Vice Mayor Terry Nagel
Vice Mayor Coralin Feierbach
Bruce Fukuji





Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JEROME D. GRUBER, CITY MANAGER

DATE: FOR THE REGULAR MEETING OF JUNE 16, 2010

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON REQUESTING THAT THE COUNTY OF SAN MATEO DENTY THE APPLICATION FOR A NEW FACILITY AT 2991 EL CAMINO REAL AND REVISE THE ORDINANCE RELATING TO REGULATION OF COLLECTIVE CULTIVATION AND DISTRIBUTION OF MEDICAL MARIJUANA

RECOMMENDATION:

Approve Resolution No. 10-29 requesting that the County of San Mateo deny the application for a new facility at 2991 El Camino Real and revise the ordinance relating to regulation of collective cultivation and distribution of medical marijuana.

BACKGROUND:

The San Mateo County Board of Supervisors passed an Ordinance in 2009 to regulate collective cultivation and distribution of medical marijuana within the County unincorporated areas.

The County has received an application to operate a medical marijuana facility at 2991 El Camino Real. The business license for this facility is currently scheduled for review at the June 21, 2010 hearing of the County Business License Board.

An Atherton resident expressed concern with the process for approving a new medical marijuana facility and requested Atherton's assistance in addressing the County.

ANALYSIS

The County Ordinance requires medical marijuana collectives to obtain a license to operate within the unincorporated area of the County of San Mateo. The license requires review by the County Business License Board and is subject to the following findings;

- That the requested use at the proposed location will not adversely affect the economic welfare of the nearby community;
- That the requested use at the proposed location will not adversely affect the use of any property used for a school, playground, park, youth facility, child care facility, place of religious worship, or library;
- That the requested use at the proposed location is sufficiently buffered in relation to any residential area in the immediate vicinity so as not to adversely affect said area; and
- That the exterior appearance of the structure is compatible with the exterior appearance of structures already constructed or under construction within the immediate area and shall be maintained so as to prevent blight or deterioration, or substantial diminishment or impairment of property values within the immediate area.

The use is required to be located at least 1000 feet from the grounds of a school, recreation center or youth center.

Although the County has established a discretionary review process, the review of these new establishments is quite limited. Approving a new business of this nature should require a thorough a public review process, with notice provided to all property owners within at least 1,000' of the subject site. In addition, performance standards should be included in the review and approval process to ensure the new business will not have a negative impact on the neighborhood and community. The performance standards should include limited hours of operation, distance from residences, review of parking and circulation plans, and annual inspections by the Sheriff.

Staff understands the County Sheriff's office is recommending denial of the proposed new facility at 2991 El Camino Real from a public safety perspective.

The attached Resolution requests the County of San Mateo deny the application for a new medical marijuana facility at 2991 El Camino Real based on the recommendation of the County Sheriff and further, that the County revise the ordinance regulating the collective cultivation and distribution of medical marijuana.

ALTERNATIVES:

- Adopt the Resolution as drafted
- Adopt the Resolution with modifications
- Take no action

Attachments

1. Resolution
2. Letter from Louis S. Berman dated June 1, 2010
3. County Ordinance 04468; an Ordinance adding Chapter 5.148 to Title 5 of the San Mateo County Ordinance Code, Relating to Regulation of Collective Cultivation and Distribution of Medical Marijuana



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JEROME D. GRUBER, CITY MANAGER

DATE: FOR THE REGULAR MEETING OF JUNE 16, 2010

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON REQUESTING THAT THE COUNTY OF SAN MATEO DENTY THE APPLICATION FOR A NEW FACILITY AT 2991 EL CAMINO REAL AND REVISE THE ORDINANCE RELATING TO REGULATION OF COLLECTIVE CULTIVATION AND DISTRIBUTION OF MEDICAL MARIJUANA

RECOMMENDATION:

Approve Resolution No. 10-29 requesting that the County of San Mateo deny the application for a new facility at 2991 El Camino Real and revise the ordinance relating to regulation of collective cultivation and distribution of medical marijuana.

BACKGROUND:

The San Mateo County Board of Supervisors passed an Ordinance in 2009 to regulate collective cultivation and distribution of medical marijuana within the County unincorporated areas.

The County has received an application to operate a medical marijuana facility at 2991 El Camino Real. The business license for this facility is currently scheduled for review at the June 21, 2010 hearing of the County Business License Board.

An Atherton resident expressed concern with the process for approving a new medical marijuana facility and requested Atherton's assistance in addressing the County.

ANALYSIS

The County Ordinance requires medical marijuana collectives to obtain a license to operate within the unincorporated area of the County of San Mateo. The license requires review by the County Business License Board and is subject to the following findings;

- That the requested use at the proposed location will not adversely affect the economic welfare of the nearby community;
- That the requested use at the proposed location will not adversely affect the use of any property used for a school, playground, park, youth facility, child care facility, place of religious worship, or library;
- That the requested use at the proposed location is sufficiently buffered in relation to any residential area in the immediate vicinity so as not to adversely affect said area; and
- That the exterior appearance of the structure is compatible with the exterior appearance of structures already constructed or under construction within the immediate area and shall be maintained so as to prevent blight or deterioration, or substantial diminishment or impairment of property values within the immediate area.

The use is required to be located at least 1000 feet from the grounds of a school, recreation center or youth center.

Although the County has established a discretionary review process, the review of these new establishments is quite limited. Approving a new business of this nature should require a thorough a public review process, with notice provided to all property owners within at least 1,000' of the subject site. In addition, performance standards should be included in the review and approval process to ensure the new business will not have a negative impact on the neighborhood and community. The performance standards should include limited hours of operation, distance from residences, review of parking and circulation plans, and annual inspections by the Sheriff.

Staff understands the County Sheriff's office is recommending denial of the proposed new facility at 2991 El Camino Real from a public safety perspective.

The attached Resolution requests the County of San Mateo deny the application for a new medical marijuana facility at 2991 El Camino Real based on the recommendation of the County Sheriff and further, that the County revise the ordinance regulating the collective cultivation and distribution of medical marijuana.

ALTERNATIVES:

- Adopt the Resolution as drafted
- Adopt the Resolution with modifications
- Take no action

Attachments

1. Resolution
2. Letter from Louis S. Berman dated June 1, 2010
3. County Ordinance 04468; an Ordinance adding Chapter 5.148 to Title 5 of the San Mateo County Ordinance Code, Relating to Regulation of Collective Cultivation and Distribution of Medical Marijuana



SAN MATEO COUNTY LIBRARY
share the world
smcl.org

To: Atherton City Council

From: Atherton Library Task Force

Date: June 16th, 2010

Subject: Library Task Force Report

Background

Based on expressed interest in the improvement of the Atherton Library and recent completion by the Town of a Structural Facility Evaluation, the San Mateo County Library (SMCL) engaged the services of Anderson Brule Architects (ABA) to complete a needs assessment for the Atherton Library.

A Library Needs Assessment has two primary goals. The first is to describe how the building enables or limits the provision and enjoyment of the library's collections and services. The second is to describe the recommended space required to provide for the library's collections and services at present and into the future. When considering new or improved library spaces, a Library Needs Assessment is an important first step in the planning process.

On February 17, 2010 the Library and ABA presented the Atherton Library Needs Assessment Report (see Attachment 1) to the Atherton Town Council. Based on the findings in the report, a recommendation was made that the Town partner with SMCL, Friends of the Atherton Library and other key stakeholders to create a task force to review the Needs Assessment and two other reports associated with the Atherton Library facility. The Council supported the recommendation for creating a Library Task Force.

Library Task Force

The Library Needs Assessment Task Force includes members representing the Town of Atherton, the San Mateo County Library, the Friends of the Atherton Library, and the residents of Atherton. The Task Force was charged with reviewing and discussing the studies and issues regarding the current Atherton Library and subsequently generating a clear and agreed upon formal set of recommendations for action to the Atherton Town Council and the San Mateo County Library JPA Governing Board.

The Task Force has reached consensus and makes the following final recommendations:

- Build a new library that meets the current and future needs of the community.
- Establish a Library Building Steering Committee to oversee the planning and design process.

Resolution

The Town of Atherton partner with the San Mateo County Library, Friends of the Library and other key stakeholders to support and participate in the process of planning and building a new library and establish an Atherton Library Building Steering Committee based on recommendations from the Atherton Library Needs Assessment Task Force.

The mission of the Atherton Library Building Steering Committee will be to oversee the planning and design process of a new Library that meets the current and future needs of the community. Ensuring that:

1. the new facility will be a source of pride for generations to come and ideally be energy and space efficient and retain the building style elements that are important to Atherton residents;
2. the library furthers the community's desire to enhance the civic use of the park by relocating the library to Holbrook Palmer Park;
3. an RFP is completed and architects with library design experience are hired to complete a Building Program, Conceptual Design Plans and Cost Models;
4. the community is engaged in the process and public input is drawn from multiple sources including focus group meetings, interviews, surveys and charrettes/design workshops that will offer the community the opportunity to participate in the concept design process;
5. and existing Library Donor Revenue will fund the project. (Current estimates show the balance of Library Donor Revenue to be \$4.9 million as of June 30th, 2010.)

Attachments

Attachment 1: Atherton Library Needs Assessment, Executive Summary.

Attachment 2: Analysis of Relocating the Atherton Library to Holbrook-Palmer Park.

Atherton Library Needs Assessment

February 10, 2010



San Mateo County Library
Atherton Library Needs Assessment



Anderson Brulé Architects, Inc.
February 10, 2010

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Executive Summary

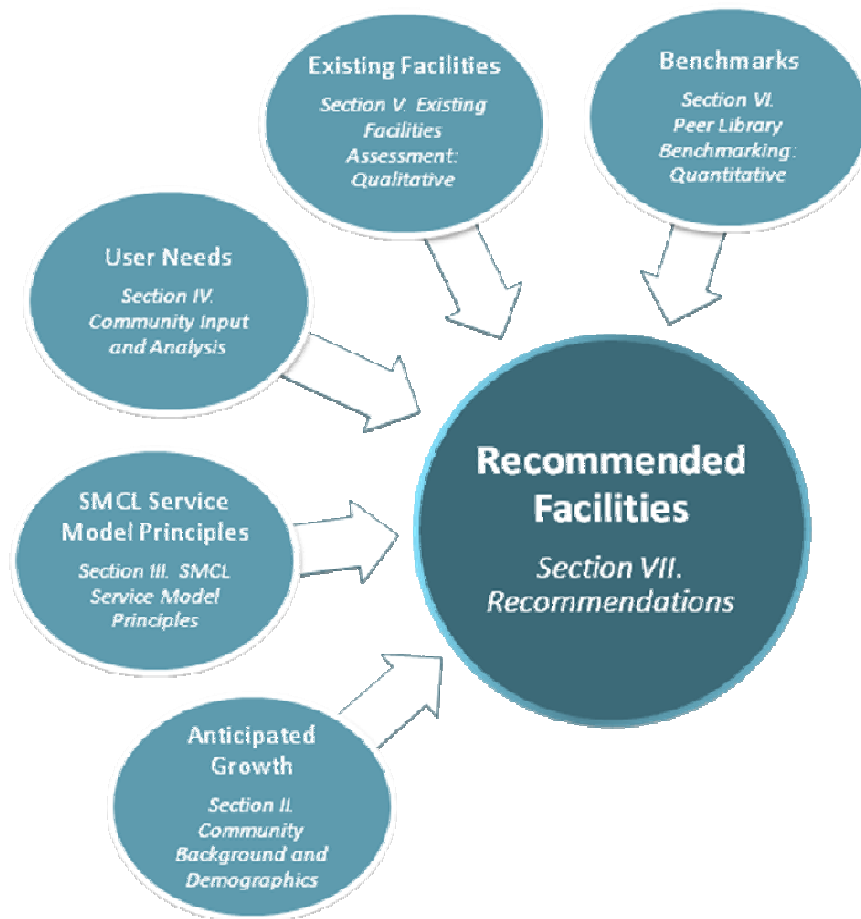
Introduction

The San Mateo County Library (SMCL) has completed a Needs Assessment at the Atherton Library with two primary goals.

- Describe how the building enables or limits the provision and enjoyment of the library's collections and services.
- Describe the minimum space required to provide for the library's collections and services, both currently and in the future.

This Library Needs Assessment has considered numerous sources of information and influences, as they pertain to the delivery of library services at the Atherton Library:

- Anticipated Growth
- SMCL Service Model Principles
- User Needs
- Benchmarking
- Existing Facilities (review from a service delivery perspective)



Executive Summary

Community Background

The Town of Atherton, California, is a residential community with a predominantly uniform demographic profile. The size of its population is relatively steady, but is influenced by the surrounding communities. The service population includes the Town of Atherton and surrounding unincorporated areas of San Mateo County, including Menlo Oaks, Sequoia Tract, Weekend Acres, and West Menlo. (See map on page 12.)

San Mateo County Library Service Model Principles

The San Mateo County Library Vision, developed prior to this Needs Assessment, is driven by these primary principles:

- A welcoming environment which offers a variety of settings and options
- Defined spaces that excite and inspire
- Intuitive systems and layout
- Maximization of self-service and operational efficiencies
- Customer driven service

To address those goals, several spaces are now being included in the San Mateo County Library facilities:

- Marketplace – vibrant entry area with materials displayed
- Kids & Family Place – welcoming, comfortable space for families and children to celebrate books and reading
- Teen Zone – uniquely teen space that supports their educational needs, group study, computer access, and recreational reading
- Community Living Room – comfortable, relaxed, and quiet atmosphere for reading
- Gathering Space – environment for people to gather and relax with one another
- Computer and Homework Centers – provides community access to tools and supports lifelong learning

Community Input and Analysis

Multiple methods of outreach were employed to gain community insight and priorities. These include a survey, a focus group, and key informant interviews.

The Atherton Library is greatly appreciated by the community. Its small and intimate nature makes it distinct from other local libraries. Staff service is also seen as excellent. Overall satisfaction with the services and programs available is high. However, there are consistent concerns with acoustics for different types of activities. Additional requests include: improving the civic presence and entry of the library; adding space for gathering, technology, and seating; and increasing the materials collection on hand.

Existing Facilities Assessment: Qualitative

Research was conducted and compiled on existing services and facilities documentation. The current Atherton Library facilities are located in a remodeled residence. Despite various renovations, issues with



Executive Summary

Peer Library Benchmarking: Quantitative

accessibility still exist. The open floor plan creates acoustical issues for different types of use, especially when activities are taking place concurrently. The entry lobby and main market space are undersized and overcrowded. In addition, staff space is laid out inefficiently.

The facilities are deficient in several key library metrics, compared to the recommended target metrics and other benchmarked peer libraries. There are inadequate amounts of collection, seating, computer stations, and room for programs.

Recommendations

This Library Needs Assessment has considered numerous sources of information and influences, as they pertain to the delivery of library services at the Atherton Library:

- Anticipated Growth
- SMCL Service Model Principles
- User Needs
- Benchmarks
- Existing Facilities (from a service delivery perspective)

Collections

- Total items to increase from ~33,097 to ~51,797;
- Increase space provided from approximately 1,220 square feet to approximately ~4,200 square feet.

Seating

- Total reader seating to increase from 28 to 68;
- Increase space provided from approximately 775 square feet to approximately ~1,541 square feet.

Technology

- Increase technology seating from 6 to 17;
- Provide power with seating for individual laptop use;
- Increase space provided from approximately 150 square feet to approximately ~513 square feet.

Entry

- Provide space for welcoming entry;
- Create appropriate space for Community Information;
- Relocate exterior bookdrop to enclosed space, with a preference for access directly into staff work space;
- Create easy access to accessible restrooms.

Library Program Room

- Add a Program Room to accommodate up to 50 people.



Executive Summary

Quiet Zone

- Provide a quiet zone for up to 8 people.

Friends of the Atherton Library

- Provide approximately 50 square feet of space for collection and sales.

Children's Programming

- The typical programming will be accommodated in other growth recommendations;
- For larger and special events, allow for overflow and use of the library program room by the children's area.

Marketplace

- Improve sense of entry and path of arrival to the Marketplace;
- This is accommodated within the overall area increase recommendations.

Community Living Room

- Provide comfortable seating and a quiet place for reading;
- This space is included in recommendations for growth in seating.

Gathering Space

- Allow and encourage gathering with an emphasis on social interaction and discussion.

Teen Space

- Provide space for the teen collection as well as adjacent seating;
- This space is included in recommendations for growth in collections and seating;
- If a separate teen room is preferred, additional space of up to 400 SF will be required.

Staff Spaces and Functionality

- Reconfigure and provide approximately 950 – 1,000 square feet for staff functions;
- Provide spaces that are on one level and adjacent to one another.

Accessibility

- Space for these required accessibility improvements is accommodated within the overall recommendations.

Total Square Feet of Building

- Provide for approximately 11,100 square feet minimum, compared to the existing 4,790 square feet.



Library Task Force Report

Attachment 2: Analysis of Relocating the Atherton Library to Holbrook-Palmer Park



Pros

A library in Holbrook-Palmer Park would:

- Further the community's desire, expressed during the Park Landscape Master Plan process, to increase the civic use of the park.
- A library would greatly enhance the experience of park users and provide opportunities for the community to enjoy the park and a library in a scenic, rural setting.
- Significantly reduce costs associated with park facility rentals.
- Provide the opportunity for the town to use the existing library site for other town functions.
- Reduce the train noise levels library users' experience at the current location, which is very proximate to the rail line.
- Allow for the existing library to remain open and operational while the new library is planned and constructed. This would eliminate disruption to library services.
- Be a compatible and complimentary use with the Day School.
- Provide new and up to date community meeting spaces in an ideal setting. It could afford the community an opportunity to house other civic groups such as the Arts Committee, and Heritage Association in a new and engaging civic space.
- Library Donor Revenue will fund the construction of the new Atherton Library. Current information on construction costs ranges from \$370 to \$720 per square foot. For planning purposes, we have been advised to estimate \$500 per square foot, which would yield a construction cost of approximately \$5.5 million. Current estimates show the balance of Library Donor Revenue to be \$4.9 million as of June 30th, 2010.
- Costs the town incurs to maintain and improve an aging building (main house) that is in decline would be eliminated.
- Reduce storage needs in the park, and eliminate the need to build additional storage space for private rental related events.
- Eliminate the current conflict between community use and private rental use on weekends. Less noise from weekend events would make the park a better neighbor to the surrounding community.
- Reduce park traffic and parking needs on weekends, when the community is most interested in using the park. Library use would generate much less traffic on average than the traffic associated with large private events, particularly on weekends.

Pros Continued:

- Eliminates the need for the library to build additional parking spaces. For planning purposes, approximately 1 parking space is needed for every 300 feet of public space. This would yield approximately 31-32 spaces for the maximum potential library building size of 11,100 square feet.
- Library supporters could become park supporters.
- Mass together the community's cultural and recreational offerings in one convenient location.

Cons

A library in Holbrook-Palmer Park would:

- Require gaining community consensus for the project.
- Require alternative office space for park staff.
- Require tearing down the existing main house building at the park. This may be difficult for some to accept.
 - Temporarily limit community use of the main house area during the library construction process.
 - Reduce potential rental income (income defined as revenue less expenses) from facility rentals. (Currently, rental income does not exceed costs associated with rental activity, if at all).
 - Reduce rental facility space that is used by the broader community.

RESOLUTION NO. 10-30

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN PARTNERING WITH THE SAN MATEO COUNTY LIBRARY, FRIENDS OF THE LIBRARY AND OTHER KEY STAKEHOLDERS TO SUPPORT AND PARTICIPATE IN THE PROCESS OF PLANNING AND BUILDING A NEW LIBRARY AND ESTABLISH AN ATHERTON LIBRARY BUILDING STEERING COMMITTEE BASED ON RECOMMENDATIONS FROM THE ATHERTON LIBRARY NEEDS ASSESSMENT TASK FORCE

WHEREAS, The Town of Atherton partner with the San Mateo County Library, Friends of the Library and other key stakeholders to support and participate in the process of planning and building a new library and establish a Atherton Library Building Steering Committee based on recommendations from the Atherton Library Needs Assessment Task Force.

WHEREAS, The mission of the Atherton Library Building Steering Committee will be to oversee the planning and design process of a new Library that meets the current and future needs of the community. Ensuring that:

- 1) the new facility will be a source of pride for generations to come and ideally be energy and space efficient and retain the building style elements that are important to Atherton residents;
- 2) the library furthers the community's desire to enhance the civic use of the park by relocating the library to Holbrook Palmer Park;
- 3) an RFP is completed and architects with library design experience are hired to complete a Building Program, Conceptual Design Plans and Cost Models;
- 4) the community is engaged in the process and public input is drawn from multiple sources including focus group meetings, interviews, surveys and charrettes/design workshops that will offer the community the opportunity to participate in the concept design process;
- 5) and existing Library Funds (donor city) will fund the project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton hereby partner with the San Mateo County Library, Friends of the Library and other key stakeholders to support and participate in the process of planning and building a new library and establish a Atherton Library Building Steering Committee based on recommendations from the Atherton Library Needs Assessment Task Force.

* * * * *

I hereby certify that the foregoing Resolution passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on this 16th day of June 2010 by the following vote:

AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members:

Kathy McKeithen, Mayor

ATTEST:

Theresa DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

Wynne Furth, City Attorney



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME GRUBER, CITY MANAGER**

FROM: LOUISE HO, FINANCE DIRECTOR

DATE: FOR THE MEETING OF JUNE 16, 2010

SUBJECT: REVISED OVERHEAD COST ALLOCATION PLAN

RECOMMENDATION

Accept and approve the revised overhead cost allocation plan developed by NBS.

DISCUSSION

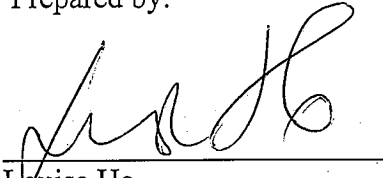
On June 10, 2009, the City Council approved the cost allocation plan developed by NBS. On February 1, 2010, the City Council directed NBS to exclude the followings from the Town-wide overhead allocation plan.

1. Exclude City Council Department cost.
2. Exclude 50% of City Manager, 20% of Assistant City Manager, 85% of Deputy City Clerk costs.
3. Calculate Planning and Building Department overhead recovery at 74% and 75%, respectively.

FISCAL IMPACT

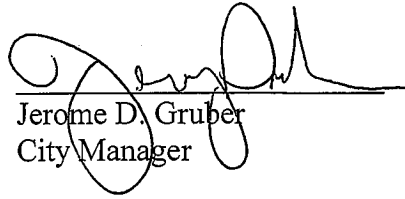
None.

Prepared by:



Louise Ho
Finance Director

Approved by:



Jerome D. Gruber
City Manager

Attachment: Overhead Allocation Plan (revised)
Staff Report and Overhead Allocation Plan adopted on June 10, 2009

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
City Organization and Financial Structure

Revised 6/16/2010 **Worksheet A**

Dept Number	Department Name [a]	Program Name [a]	Complete Name for Overhead Cost Allocation Plan
11	City Council		11 City Council
12	Administration		12 Administration
16	City Attorney		16 City Attorney
18	Finance		18 Finance
20	Planning		20 Planning
25	Building		25 Building
30	Non-Department		30 Non-Department
40	Police		40 Police
50	Public Works	Engineering	50 Public Works - Engineering
53	Public Works	Street Maintenance	53 Public Works - Street Maintenance
57	Public Works	Park Maintenance	57 Public Works - Park Maintenance
58	Public Works	Park Programs	58 Public Works - Park Programs
59	Public Works	Building Maintenance	59 Public Works - Building Maintenance
	Other	Other	Other - Other
	Other	Other	Other - Other

Notes:
[a] Funds/budget units strictly related to capital expenditures and debt service have been excluded from the organizational structure listed for cost allocation purposes. This implies that capital and debt service funds/budget units neither allocate nor receive overhead costs through this plan.

Budget Items Outside of Overhead Cost Allocation Scope

Dept Number	Department Name	Program Name	Complete Name
	Public Works	Tennis Fund	Public Works - Tennis Fund
401	Capital Projects	Capital Improvement	401 Capital Projects - Capital Improvement
402	Capital Projects	Storm Drainage	402 Capital Projects - Storm Drainage
403	Capital Projects	Channel Drainage District	403 Capital Projects - Channel Drainage District
406	Capital Projects	Facilities Construction	406 Capital Projects - Facilities Construction

Internal Service Funds

Dept Number	Department Name	Program Name	Complete Name
184	Finance	Fleet Management (Equip. Repair & Replace.)	184 Finance - Fleet Management (Equip. Repair & Replace.)
	Finance	Employee Benefits/Compensated Absences	Finance - Employee Benefits/Compensated Absences
	Finance	GASB 45	Finance - GASB 45

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

11 City Council		Allocation of Staff Time to Functions of Indirect Service or Overhead				
Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		City Council		
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]
X Mayor		0.0%	100.0%	0.0%	0.0%	0.0%
X Vice Mayor		0.0%	100.0%	0.0%	0.0%	0.0%
X Council Member		0.0%	100.0%	0.0%	0.0%	0.0%
X Council Member		0.0%	100.0%	0.0%	0.0%	0.0%
X Council Member		0.0%	100.0%	0.0%	0.0%	0.0%
X Position		0.0%	100.0%	0.0%	0.0%	0.0%
X Position		0.0%	100.0%	0.0%	0.0%	0.0%
Total	-	0.0%	100.0%	0.0%	0.0%	0.0%

Notes:

12 Administration

Personnel Number and Position Description	Total Salary/Wage & Benefits	Allocation of Staff Time to Functions of Indirect Service or Overhead				
		Distribution to Service Type		Administration		
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]
X City Manager		50.0%	50.0%	0.0%	0.0%	0.0%
X Assistant City Manager		80.0%	20.0%	0.0%	0.0%	0.0%
X Executive Assistant/Deputy City Clerk		15.0%	85.0%	0.0%	0.0%	0.0%
X Office Specialist		0.0%	100.0%	0.0%	0.0%	0.0%
X Position		0.0%	100.0%	0.0%	0.0%	0.0%
X Position		0.0%	100.0%	0.0%	0.0%	0.0%
Total	614,770	46.3%	53.7%	0.0%	0.0%	0.0%

Notes:

TOWN OF ATLANTA, GEORGIA
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

16 City Attorney

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead				
		Indirect Service or Overhead	Direct Service	General Counsel	Planning Counsel	Building Counsel	DPW Engineering Counsel	Litigation
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	-	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

18 Finance

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead				
		Indirect Service or Overhead	Direct Service	Finance	[Other]	[Other]	[Other]	[Other]
x Finance Director		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Asst Finance Director		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Accountant		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Finance Assistant (6)		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	373,858	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

TOWN OF AUSTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

20 Planning

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	-	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

25 Building

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x Building Official		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Senior Bldg Inspector		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Building Inspector		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Building Inspector		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Arborist		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Permit Technician		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Office Specialist		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	870,309	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

TOWN OF AUSTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

30 Non-Department									
Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead					[Other]
		Indirect Service or Overhead	Direct Service	General Indirect Activities	Information Technology	Code Enforcement	[Other]	[Other]	
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	-	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Notes:									

TOWN OF AUSTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

40 Police		Total Salary/Wage & Benefits		Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
Personnel Number and Position Description		Total Salary/Wage & Benefits		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x	Chief of Police			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Lieutenant			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Sergeant (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Sergeant (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Sergeant (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Sergeant (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Sergeant (80 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (80 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (80 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs) - Vacant			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Officer (84 hrs)			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Com Supervisor			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Dispatcher			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Dispatcher			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Dispatcher			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Dispatcher - Vacant			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	CSO/Dispatcher			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x	Police Lieutenant			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

40 Police (Continued)

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Reserve Officer		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Reserve Officer		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Reserve Officer		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Reserve Officer		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Reserve Officer		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Administrative Assistant		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	3,920,084	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

TOWN OF A. .TON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

50 Public Works - Engineering

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x PW Director (.6)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Superintendent (.1)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Assistant Engineer		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Supervisor (.5)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Office Specialist		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	396,552	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

53 Public Works - Street Maintenance

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x PW Director (.1)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Superintendent (.4)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Supervisor (.5)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Maint Worker I (.8)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Maint Worker II (.9)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Maint Worker II (.9)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	405,551	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

TOWN OF A.
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

57 Public Works - Park Maintenance

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x PW Director (.1)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Superintendent (.2)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Park Supervisor		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Park/Facil Maint Worker II (.1)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	189,350	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

58 Public Works - Park Programs

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x PW Director (.1)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Park Program Manager (.8)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Park/Facil Maint Worker II (.5)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	168,721	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

TOWN OF AUSTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

59 Public Works - Building Maintenance

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	Building Maintenance	[Other]	[Other]	[Other]
x PW Director (.1)		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x PW Superintendent (.3)		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Park Program Manager (.2)		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x PW Maint Worker I (.2)		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Park/Facil Maint Worker II (.3)		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x PW Maint Worker II (.1)		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x PW Maint Worker II (.1)		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Total	165,797	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%

Notes:

TOWN OF AUSTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

11 City Council

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor		City Council	[Other]	[Other]	[Other]
Advertising/Publishing	\$ 2,000	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Bus Meeting & Meals	1,100	0.0%	0.0%	-	-	-	-	-
Other Contract Services	-	0.0%	0.0%	-	-	-	-	-
Office Supplies	1,950	0.0%	0.0%	-	-	-	-	-
Membership/Dues	8,407	0.0%	0.0%	-	-	-	-	-
Utilities - Water	625	0.0%	0.0%	-	-	-	-	-
Conferences	5,000	0.0%	0.0%	-	-	-	-	-
Mileage Reimbursement	1,300	0.0%	0.0%	-	-	-	-	-
Boards & Commissions	2,000	0.0%	0.0%	-	-	-	-	-
Special Events & Awards	-	0.0%	0.0%	-	-	-	-	-
Office Equip & Furniture	7,000	0.0%	0.0%	-	-	-	-	-
Administrative Services	-	0.0%	0.0%	-	-	-	-	-
Computer Services Charge	-	0.0%	0.0%	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-
Total	29,382							

Notes:

TOWN OF AUSTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

12 Administration

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor		Administration	[Other]	[Other]	[Other]
Regular Salaries	\$ 453,964	46.3%	0.0%	\$ 210,022	\$ 210,022	\$ -	\$ -	\$ -
Part-Time Permanent	-	46.3%	0.0%	-	-	-	-	-
Temporary Help	-	46.3%	0.0%	-	-	-	-	-
Overtime	5,000	46.3%	0.0%	2,313	2,313	-	-	-
Medicare Tax	6,582	46.3%	0.0%	3,045	3,045	-	-	-
Social Security Tax	-	46.3%	0.0%	-	-	-	-	-
PERS Retire Contrib- ER	59,483	46.3%	0.0%	27,519	27,519	-	-	-
PERS Retire Contrib- EE	31,777	46.3%	0.0%	14,702	14,702	-	-	-
Deferred Compensation	-	46.3%	0.0%	-	-	-	-	-
Health Insurance	46,442	46.3%	0.0%	21,486	21,486	-	-	-
Retiree Healthcare	91,898	46.3%	0.0%	42,515	42,515	-	-	-
Dental Insurance	6,778	46.3%	0.0%	3,136	3,136	-	-	-
Vision Insurance	636	46.3%	0.0%	294	294	-	-	-
Workers' Compensation	754	46.3%	0.0%	349	349	-	-	-
Life & ADD Insurance	890	46.3%	0.0%	412	412	-	-	-
LTD Insurance	2,663	46.3%	0.0%	1,232	1,232	-	-	-
Unemployment Insurance	4,540	46.3%	0.0%	2,100	2,100	-	-	-
Auto Allowance	4,800	46.3%	0.0%	2,221	2,221	-	-	-
Educational Reimbursement	1,000	46.3%	0.0%	463	463	-	-	-
EE Benefits Earned	4,540	46.3%	0.0%	2,100	2,100	-	-	-
Recruitment Costs	1,000	46.3%	0.0%	463	463	-	-	-
Labor Relation Services	14,000	46.3%	0.0%	6,477	6,477	-	-	-
Repair Machinery & Equip	4,800	46.3%	0.0%	2,221	2,221	-	-	-
Facility Repair	-	46.3%	0.0%	-	-	-	-	-
Advertising - Noticing	2,500	46.3%	0.0%	1,157	1,157	-	-	-
Training and Workshops	5,668	46.3%	0.0%	2,622	2,622	-	-	-
Other Contract Services	-	46.3%	0.0%	-	-	-	-	-
Disaster Preparedness	-	46.3%	0.0%	-	-	-	-	-
Human Resources Services	-	46.3%	0.0%	-	-	-	-	-
Office Supplies	3,000	46.3%	0.0%	1,388	1,388	-	-	-
Subscriptions	800	46.3%	0.0%	370	370	-	-	-
Memberships & Dues	15,280	46.3%	0.0%	7,069	7,069	-	-	-
External Printing Services	12,000	46.3%	0.0%	5,552	5,552	-	-	-
Postage	1,000	46.3%	0.0%	463	463	-	-	-

TOWN OF ANDOVER
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

12 Administration (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor	Administration	[Other]	[Other]	[Other]
Utilities - Electricity	\$ 6,000	46.3%	0.0%	\$ 2,776	\$ -	\$ -	\$ -
Utilities - Gas	650	46.3%	0.0%	301	-	-	-
Utilities - Water	485	46.3%	0.0%	224	-	-	-
Utilities - Telephone	600	46.3%	0.0%	278	-	-	-
Conferences	2,000	46.3%	0.0%	925	-	-	-
Business Meetings & Meals	1,230	46.3%	0.0%	569	-	-	-
Special Events & Awards	1,800	46.3%	0.0%	833	-	-	-
Election Expense	-	46.3%	0.0%	-	-	-	-
Computer Equipment	3,000	46.3%	0.0%	1,388	-	-	-
Office Equip & Furn	500	46.3%	0.0%	231	-	-	-
Administrative Services	-	46.3%	0.0%	-	-	-	-
Computer Services	-	46.3%	0.0%	-	-	-	-
OTHER	-	46.3%	0.0%	-	-	-	-
OTHER	-	46.3%	0.0%	-	-	-	-
Total	798,060			369,214	-	-	-

Notes:

TOWN OF AUSTIN
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

16 City Attorney

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		General Counsel	Planning Counsel	Building Counsel	DPW Engineering Counsel	Litigation
City Attorney - Retainer	\$ 132,000	100.0%	0.0%	\$ 132,000	\$ 132,000	-	\$ -	-	-
City Attorney - Planning	48,000	100.0%	0.0%	48,000	-	48,000	-	-	-
City Attorney - Building	27,500	100.0%	0.0%	27,500	-	-	27,500	-	-
City Attorney - DPW Eng	15,000	100.0%	0.0%	15,000	-	-	-	15,000	-
City Attorney - Other Services	200,500	100.0%	0.0%	200,500	-	-	-	-	200,500
Attorney - Other Legal	-	100.0%	0.0%	-	-	-	-	-	-
Labor Relations Service	-	100.0%	0.0%	-	-	-	-	-	-
Litigation Services	-	100.0%	0.0%	-	-	-	-	-	-
Other Contract Services	-	100.0%	0.0%	-	-	-	-	-	-
Facility Repair	-	100.0%	0.0%	-	-	-	-	-	-
Membership/Dues	-	100.0%	0.0%	-	-	-	-	-	-
Travel & Meetings	-	100.0%	0.0%	-	-	-	-	-	-
Liability Claims	-	100.0%	0.0%	-	-	-	-	-	-
Administrative Services	-	100.0%	0.0%	-	-	-	-	-	-
Computer Service Charge	-	100.0%	0.0%	-	-	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-	-
Total	423,000			423,000	132,000	48,000	27,500	15,000	200,500

Notes:

TOWN OF ALBANY
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

18 Finance									
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		Finance	[Other]	[Other]	[Other]	[Other]
Regular Salaries	\$ 261,601	100.0%	0.0%	\$ 261,601	\$		\$		\$
Part-Time Permanent Salaries	-	100.0%	0.0%	-	-		-		-
Temporary Help	-	100.0%	0.0%	-	-		-		-
Overtime	-	100.0%	0.0%	-	-		-		-
Medicare	3,793	100.0%	0.0%	3,793	3,793		-		-
Social Security Tax	-	100.0%	0.0%	-	-		-		-
PERS Retire Contrib- ER	34,278	100.0%	0.0%	34,278	34,278		-		-
PERS Retire Contrib- EE	18,312	100.0%	0.0%	18,312	18,312		-		-
Health Insurance	48,279	100.0%	0.0%	48,279	48,279		-		-
Retiree Health	34,434	100.0%	0.0%	34,434	34,434		-		-
Dental Insurance	4,462	100.0%	0.0%	4,462	4,462		-		-
Vision Insurance	674	100.0%	0.0%	674	674		-		-
Workers' Compensation	434	100.0%	0.0%	434	434		-		-
Life & ADD Insurance	406	100.0%	0.0%	406	406		-		-
LTD Insurance	1,621	100.0%	0.0%	1,621	1,621		-		-
Unemployment Insurance	2,616	100.0%	0.0%	2,616	2,616		-		-
EE Benefits Earned	2,616	100.0%	0.0%	2,616	2,616		-		-
Audit & Financial	42,057	100.0%	0.0%	42,057	42,057		-		-
Technical Services	24,584	100.0%	0.0%	24,584	24,584		-		-
Repair Machinery & Equip	1,000	100.0%	0.0%	1,000	1,000		-		-
External Printing Service	3,000	100.0%	0.0%	3,000	3,000		-		-
Training and Workshops	5,084	100.0%	0.0%	5,084	5,084		-		-
Other Contract Services	14,480	100.0%	0.0%	14,480	14,480		-		-
Office Supplies	3,000	100.0%	0.0%	3,000	3,000		-		-
Subscriptions	750	100.0%	0.0%	750	750		-		-
Misc. Computer Parts	500	100.0%	0.0%	500	500		-		-
Memberships & Dues	1,205	100.0%	0.0%	1,205	1,205		-		-
Postage	-	100.0%	0.0%	-	-		-		-
Utilities - Telephone	-	100.0%	0.0%	-	-		-		-
Conferences	1,300	100.0%	0.0%	1,300	1,300		-		-
Mileage Reimbursement	600	100.0%	0.0%	600	600		-		-
Banking Services	10,500	100.0%	0.0%	10,500	10,500		-		-
Computer Equipment	3,000	100.0%	0.0%	3,000	3,000		-		-
Office Machines & Furniture	-	100.0%	0.0%	-	-		-		-
Administrative Services	-	100.0%	0.0%	-	-		-		-

TOWN OF AUSTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

18 Finance (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor		Finance	[Other]	[Other]	[Other]
Trsfir to Computer Services Fd	-	100.0%	0.0%	-	-	-	-	-
Trsfir to Equip Replace Fund	10,000	100.0%	0.0%	10,000	10,000	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-
Total	534,584			534,584	534,584	-	-	-

Notes:

20 Planning

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]
Contract Planner	\$ 177,077	0.0%	0.0%	-	-	-	-	-
Zoning Code Update	-	0.0%	0.0%	-	-	-	-	-
General Plan Update	4,900	0.0%	0.0%	-	-	-	-	-
Housing Element	7,350	0.0%	0.0%	-	-	-	-	-
Historical Artifacts	-	0.0%	0.0%	-	-	-	-	-
Advertising/Noticing	2,000	0.0%	0.0%	-	-	-	-	-
Plan Review	-	0.0%	0.0%	-	-	-	-	-
Other Contract Services	-	0.0%	0.0%	-	-	-	-	-
Printing - External Service	2,500	0.0%	0.0%	-	-	-	-	-
Office Supplies	2,000	0.0%	0.0%	-	-	-	-	-
Postage	-	0.0%	0.0%	-	-	-	-	-
Utilities - Electricity	230	0.0%	0.0%	-	-	-	-	-
Utilities - Gas	150	0.0%	0.0%	-	-	-	-	-
Utilities - Water	50	0.0%	0.0%	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-
Total	196,257			-	-	-	-	-

Notes:

TOWN OF AUSTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

25 Building

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]	[Other]
Regular Salaries	\$ 597,738	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Temporary Help	-	0.0%	0.0%	-	-	-	-	-	-
Overtime	-	0.0%	0.0%	-	-	-	-	-	-
Medicare	8,667	0.0%	0.0%	-	-	-	-	-	-
Social Security Tax	-	0.0%	0.0%	-	-	-	-	-	-
PER Retire Contrib- ER	78,322	0.0%	0.0%	-	-	-	-	-	-
PERS Retire Contrib- EE	41,842	0.0%	0.0%	-	-	-	-	-	-
Health Insurance	83,686	0.0%	0.0%	-	-	-	-	-	-
Retiree Healthcare	74,878	0.0%	0.0%	-	-	-	-	-	-
Dental Insurance	11,497	0.0%	0.0%	-	-	-	-	-	-
Vision Insurance	1,413	0.0%	0.0%	-	-	-	-	-	-
Workers' Compensation	25,454	0.0%	0.0%	-	-	-	-	-	-
Life & ADD Insurance	909	0.0%	0.0%	-	-	-	-	-	-
LTD Insurance	4,282	0.0%	0.0%	-	-	-	-	-	-
Unemployment Insurance	5,977	0.0%	0.0%	-	-	-	-	-	-
Uniforms	600	0.0%	0.0%	-	-	-	-	-	-
Auto Allowance	15,900	0.0%	0.0%	-	-	-	-	-	-
EE Benefits Earned	5,977	0.0%	0.0%	-	-	-	-	-	-
Technical Service	8,000	0.0%	0.0%	-	-	-	-	-	-
City Attorney Retainer	-	0.0%	0.0%	-	-	-	-	-	-
Contract Planner	-	0.0%	0.0%	-	-	-	-	-	-
Plan Reviewer	-	0.0%	0.0%	-	-	-	-	-	-
Vehicle Repair & Maint	600	0.0%	0.0%	-	-	-	-	-	-
Equip Repair & Maint	2,000	0.0%	0.0%	-	-	-	-	-	-
Custodial Services	-	0.0%	0.0%	-	-	-	-	-	-
Advertising/Publishing	-	0.0%	0.0%	-	-	-	-	-	-
Training & Workshop	5,640	0.0%	0.0%	-	-	-	-	-	-
Plan Review	-	0.0%	0.0%	-	-	-	-	-	-
Code Enforcement	-	0.0%	0.0%	-	-	-	-	-	-
Other Contract Services	-	0.0%	0.0%	-	-	-	-	-	-
Environment Programs	-	0.0%	0.0%	-	-	-	-	-	-
Building Inspection	-	0.0%	0.0%	-	-	-	-	-	-
Environ Report Service	-	0.0%	0.0%	-	-	-	-	-	-
Office Supplies	6,000	0.0%	0.0%	-	-	-	-	-	-
Subscriptions	905	0.0%	0.0%	-	-	-	-	-	-
Microfilms	7,500	0.0%	0.0%	-	-	-	-	-	-
Safety Supplies & Mats	5,785	0.0%	0.0%	-	-	-	-	-	-

TOWN OF AUSTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

25 Building (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor	[Other]	[Other]	[Other]	[Other]	[Other]
Computer Software	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Oil & Gasoline	600	0.0%	0.0%	-	-	-	-	-
Recycling	-	0.0%	0.0%	-	-	-	-	-
Memberships & Dues	2,145	0.0%	0.0%	-	-	-	-	-
Utilities - Electricity	1,380	0.0%	0.0%	-	-	-	-	-
Utilities - Gas	900	0.0%	0.0%	-	-	-	-	-
Utilities - Water	300	0.0%	0.0%	-	-	-	-	-
Communication	1,650	0.0%	0.0%	-	-	-	-	-
Conferences	2,000	0.0%	0.0%	-	-	-	-	-
Computer Equipment	2,500	0.0%	0.0%	-	-	-	-	-
Office Equip & Furniture	2,000	0.0%	0.0%	-	-	-	-	-
Administrative Services	-	0.0%	0.0%	-	-	-	-	-
Trsf to Computer Service	-	0.0%	0.0%	-	-	-	-	-
Trsf to Equip Replace Fd	10,000	0.0%	0.0%	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-
Total	1,017,047							

Notes:

TOWN OF AUSTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

30 Non-Department

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor		General Indirect Activities	Information Technology	Code Enforcement	[Other]
Retiree Health	\$ -	100.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Audit & Financial	-	100.0%	0.0%	-	-	-	-	-
Code Enforcement Services	56,985	100.0%	0.0%	56,985	-	-	56,985	-
Environmental Programs Committee	29,900	0.0%	0.0%	-	-	-	-	-
IT Support	32,324	100.0%	0.0%	32,324	-	32,324	-	-
Misc Computer Parts & Supplies	7,300	100.0%	0.0%	7,300	-	7,300	-	-
Other Supplies & Materials	4,000	100.0%	0.0%	4,000	4,000	-	-	-
Memberships & Dues	5,719	100.0%	0.0%	5,719	5,719	-	-	-
Liability Insurance	190,937	100.0%	0.0%	190,937	190,937	-	-	-
Property Insurance	5,139	100.0%	0.0%	5,139	5,139	-	-	-
Employment Practice Liability Insurance	36,000	100.0%	0.0%	36,000	36,000	-	-	-
Employee Assistance Program	3,510	100.0%	0.0%	3,510	3,510	-	-	-
Contribution - SSV	500	0.0%	0.0%	-	-	-	-	-
Contribution - HIP	2,500	0.0%	0.0%	-	-	-	-	-
Contribution - Sustainable San Mateo Cty	1,500	0.0%	0.0%	-	-	-	-	-
Postage	16,843	100.0%	0.0%	16,843	16,843	-	-	-
Utilities - Telephone	23,500	100.0%	0.0%	23,500	23,500	-	-	-
Election Cost	13,000	100.0%	0.0%	13,000	13,000	-	-	-
Post Office Expense	3,820	0.0%	0.0%	-	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-
Total	433,477			395,257	298,648	39,624	56,985	-

Notes:

TOWN OF AUSTIN
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

40 Police

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor	Indirect Services Expenditures	[Other]	[Other]	[Other]	[Other]
Regular Salaries	\$ 2,026,451	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Part-time Permanent	-	0.0%	0.0%	-	-	-	-	-
Dispatcher Salaries	319,280	0.0%	0.0%	-	-	-	-	-
Reserve Salaries	39,872	0.0%	0.0%	-	-	-	-	-
Temporary Help	82,673	0.0%	0.0%	-	-	-	-	-
Overtime	161,000	0.0%	0.0%	-	-	-	-	-
Reimbursed Salaries	-	0.0%	0.0%	-	-	-	-	-
Medicare Tax	37,240	0.0%	0.0%	-	-	-	-	-
Social Security	1,490	0.0%	0.0%	-	-	-	-	-
PERS Retire Contr - ER	718,922	0.0%	0.0%	-	-	-	-	-
PERS Retire Contr - EE	182,971	0.0%	0.0%	-	-	-	-	-
Deferred Comp-ER Paid	6,386	0.0%	0.0%	-	-	-	-	-
Health Insurance	328,296	0.0%	0.0%	-	-	-	-	-
Retiree Healthcare	359,631	0.0%	0.0%	-	-	-	-	-
Dental Insurance	38,953	0.0%	0.0%	-	-	-	-	-
Vision Insurance	6,072	0.0%	0.0%	-	-	-	-	-
Workers' Compensation	94,506	0.0%	0.0%	-	-	-	-	-
Life & ADD Insurance	3,251	0.0%	0.0%	-	-	-	-	-
LTD Insurance	17,572	0.0%	0.0%	-	-	-	-	-
Unemployment Insurance	25,683	0.0%	0.0%	-	-	-	-	-
Uniforms	16,150	0.0%	0.0%	-	-	-	-	-
Educational Reimbursement	2,000	0.0%	0.0%	-	-	-	-	-
EE Benefits Earned	48,915	0.0%	0.0%	-	-	-	-	-
Technical Services	57,905	0.0%	0.0%	-	-	-	-	-
Animal Control Services	50,951	0.0%	0.0%	-	-	-	-	-
Equip Maint - Vehicles	35,000	0.0%	0.0%	-	-	-	-	-
Equip Maint - Other	4,000	0.0%	0.0%	-	-	-	-	-
Facility Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Custodial Services	-	0.0%	0.0%	-	-	-	-	-
Training & Workshops	6,300	0.0%	0.0%	-	-	-	-	-
SMC Booking Fees	4,139	0.0%	0.0%	-	-	-	-	-
Citation Processing	541	0.0%	0.0%	-	-	-	-	-
Other Contract Services	57,197	0.0%	0.0%	-	-	-	-	-
Recruitment Cost	5,000	0.0%	0.0%	-	-	-	-	-
Printing - External Service	2,000	0.0%	0.0%	-	-	-	-	-
Office Supplies	5,850	0.0%	0.0%	-	-	-	-	-
Subscriptions	746	0.0%	0.0%	-	-	-	-	-

TOWN OF AUBURN
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

40 Police (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor	Indirect Services Expenditures	[Other]	[Other]	[Other]	[Other]
Safety Supplies & Materials	\$ 6,000	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
POST Training	20,000	0.0%	0.0%	-	-	-	-	-
K-9 Expenses	22,269	0.0%	0.0%	-	-	-	-	-
Vehicles Supplies	-	0.0%	0.0%	-	-	-	-	-
Oil and Gasoline	61,800	0.0%	0.0%	-	-	-	-	-
Other Supplies & Mats	31,000	0.0%	0.0%	-	-	-	-	-
Memberships & Dues	2,101	0.0%	0.0%	-	-	-	-	-
Postage	-	0.0%	0.0%	-	-	-	-	-
Utilities - Electricity	21,000	0.0%	0.0%	-	-	-	-	-
Utilities - Gas	1,100	0.0%	0.0%	-	-	-	-	-
Utilities - Water	500	0.0%	0.0%	-	-	-	-	-
Communication	40,622	0.0%	0.0%	-	-	-	-	-
Conferences	5,815	0.0%	0.0%	-	-	-	-	-
Mileage Reimbursement	300	0.0%	0.0%	-	-	-	-	-
Disaster/Emergency	2,800	0.0%	0.0%	-	-	-	-	-
Special Events & Awards	-	0.0%	0.0%	-	-	-	-	-
Rent Facilities	8,590	0.0%	0.0%	-	-	-	-	-
Non-Cap Off Mach & Furn	-	0.0%	0.0%	-	-	-	-	-
Non-Cap Tools & Equip	-	0.0%	0.0%	-	-	-	-	-
Misc. Capital Outlay	14,286	0.0%	0.0%	-	-	-	-	-
Building Improvements	-	0.0%	0.0%	-	-	-	-	-
Mach & Equip	25,185	0.0%	0.0%	-	-	-	-	-
Vehicles & Accessories	-	0.0%	0.0%	-	-	-	-	-
Computer Equip	4,500	0.0%	0.0%	-	-	-	-	-
Office Equip & Furniture	700	0.0%	0.0%	-	-	-	-	-
Administrative Services	-	0.0%	0.0%	-	-	-	-	-
Computer Svs Charge	-	0.0%	0.0%	-	-	-	-	-
Trsf to Equip Replace Fd	69,800	0.0%	0.0%	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-
Total	5,085,310							

Notes:

50 Public Works - Engineering

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]	[Other]
Regular Salaries	\$ 295,213	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Part-Time Permanent	-	0.0%	0.0%	-	-	-	-	-	-
Temporary Help	-	0.0%	0.0%	-	-	-	-	-	-
Overtime	-	0.0%	0.0%	-	-	-	-	-	-
Standby Pay	1,475	0.0%	0.0%	-	-	-	-	-	-
Medicare Insurance	4,281	0.0%	0.0%	-	-	-	-	-	-
Social Security	-	0.0%	0.0%	-	-	-	-	-	-
PERS Retire Contr - ER	38,682	0.0%	0.0%	-	-	-	-	-	-
PERS Retire Contr - EE	20,665	0.0%	0.0%	-	-	-	-	-	-
Health Insurance	22,297	0.0%	0.0%	-	-	-	-	-	-
Retiree Healthcare	46,091	0.0%	0.0%	-	-	-	-	-	-
Dental Insurance	5,277	0.0%	0.0%	-	-	-	-	-	-
Vision Insurance	466	0.0%	0.0%	-	-	-	-	-	-
Workers Compensation	3,607	0.0%	0.0%	-	-	-	-	-	-
Life & ADD Insurance	437	0.0%	0.0%	-	-	-	-	-	-
LTD Insurance	1,994	0.0%	0.0%	-	-	-	-	-	-
Unemployment Insurance	2,952	0.0%	0.0%	-	-	-	-	-	-
Uniforms	-	0.0%	0.0%	-	-	-	-	-	-
Auto Allowance	2,160	0.0%	0.0%	-	-	-	-	-	-
EE Benefits Earned	2,952	0.0%	0.0%	-	-	-	-	-	-
Salary Allocated to CIP	(214,060)	0.0%	0.0%	-	-	-	-	-	-
Salary Savings	(64,140)	0.0%	0.0%	-	-	-	-	-	-
Contract Engineering	3,000	0.0%	0.0%	-	-	-	-	-	-
Contract Plan Reviewer	-	0.0%	0.0%	-	-	-	-	-	-
Vehicle Repair & Maint	400	0.0%	0.0%	-	-	-	-	-	-
Equipment Repair & Maint	100	0.0%	0.0%	-	-	-	-	-	-
Building Security	-	0.0%	0.0%	-	-	-	-	-	-
Facility Repair & Maint	-	0.0%	0.0%	-	-	-	-	-	-
Catering Services	-	0.0%	0.0%	-	-	-	-	-	-
Custodial Services	-	0.0%	0.0%	-	-	-	-	-	-
HVAC Repair & Maint	-	0.0%	0.0%	-	-	-	-	-	-
Electrical Repair & Maint	-	0.0%	0.0%	-	-	-	-	-	-
Roof Repair & Maint	-	0.0%	0.0%	-	-	-	-	-	-
Tree Maintenance	-	0.0%	0.0%	-	-	-	-	-	-
Pesticides & Fertilizer	-	0.0%	0.0%	-	-	-	-	-	-
Street Sweeping	-	0.0%	0.0%	-	-	-	-	-	-
Contract Lndscp Maint.	-	0.0%	0.0%	-	-	-	-	-	-

TOWN OF ARLINGTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

50 Public Works - Engineering (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]	[Other]
Traffic Signal Repair & Maint	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Street Light Repair & Maint	-	0.0%	0.0%	-	-	-	-	-	-
Advertising/Publishing	5,000	0.0%	0.0%	-	-	-	-	-	-
Training & Workshops	2,000	0.0%	0.0%	-	-	-	-	-	-
Inspection & Testing	-	0.0%	0.0%	-	-	-	-	-	-
Other Contract Services	2,000	0.0%	0.0%	-	-	-	-	-	-
Disaster Preparedness	-	0.0%	0.0%	-	-	-	-	-	-
Technical Services	6,000	0.0%	0.0%	-	-	-	-	-	-
Office Supplies	3,000	0.0%	0.0%	-	-	-	-	-	-
Safety Supplies & Mats	1,000	0.0%	0.0%	-	-	-	-	-	-
Computer Software	6,000	0.0%	0.0%	-	-	-	-	-	-
Computer Supplies	500	0.0%	0.0%	-	-	-	-	-	-
Custodial Supplies	-	0.0%	0.0%	-	-	-	-	-	-
Landscape Supplies	-	0.0%	0.0%	-	-	-	-	-	-
Construction Mats	-	0.0%	0.0%	-	-	-	-	-	-
Minor Tools & Equip	250	0.0%	0.0%	-	-	-	-	-	-
Gas & Oil	750	0.0%	0.0%	-	-	-	-	-	-
Other Supplies & Mats	-	0.0%	0.0%	-	-	-	-	-	-
Membership/Dues	6,366	0.0%	0.0%	-	-	-	-	-	-
Postage	200	0.0%	0.0%	-	-	-	-	-	-
Utilities - Electricity	690	0.0%	0.0%	-	-	-	-	-	-
Utilities - Gas	450	0.0%	0.0%	-	-	-	-	-	-
Utilities - Water	150	0.0%	0.0%	-	-	-	-	-	-
Utilities - Sewer	-	0.0%	0.0%	-	-	-	-	-	-
Communication	1,550	0.0%	0.0%	-	-	-	-	-	-
Conferences	264	0.0%	0.0%	-	-	-	-	-	-
Credit Card Merchant Fees	-	0.0%	0.0%	-	-	-	-	-	-
Rent - Facilities	-	0.0%	0.0%	-	-	-	-	-	-
Rent - Tools & Equipment	-	0.0%	0.0%	-	-	-	-	-	-
Building Improvements	-	0.0%	0.0%	-	-	-	-	-	-
Machinery & Equipment	-	0.0%	0.0%	-	-	-	-	-	-
Computer Equipment	2,000	0.0%	0.0%	-	-	-	-	-	-
Office Machines & Furn	500	0.0%	0.0%	-	-	-	-	-	-

TOWN OF ANDOVER
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

50 Public Works - Engineering (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]	[Other]
Administrative Services	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Services Charge	-	0.0%	0.0%	-	-	-	-	-	-
Equip Replace Charges	-	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
Total	212,517								

Notes:

TOWN OF AUSTIN
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

53 Public Works - Street Maintenance

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor	[Other]	[Other]	[Other]	[Other]	[Other]
Regular Salaries	\$ 260,692	0.0%	0.0%	\$	\$	\$	\$	\$
Part-Time Permanent	-	0.0%	0.0%	-	-	-	-	-
Temporary Help	10,165	0.0%	0.0%	-	-	-	-	-
Overtime	2,305	0.0%	0.0%	-	-	-	-	-
Standby Pay	9,145	0.0%	0.0%	-	-	-	-	-
Medicare Insurance	3,927	0.0%	0.0%	-	-	-	-	-
Social Security	630	0.0%	0.0%	-	-	-	-	-
PERS Retire Contr - ER	34,159	0.0%	0.0%	-	-	-	-	-
PERS Retire Contr - EE	18,248	0.0%	0.0%	-	-	-	-	-
Health Insurance	52,597	0.0%	0.0%	-	-	-	-	-
Retiree Healthcare	43,415	0.0%	0.0%	-	-	-	-	-
Dental Insurance	5,912	0.0%	0.0%	-	-	-	-	-
Vision Insurance	873	0.0%	0.0%	-	-	-	-	-
Workers Compensation	14,556	0.0%	0.0%	-	-	-	-	-
Life & ADD Insurance	445	0.0%	0.0%	-	-	-	-	-
LTD Insurance	1,891	0.0%	0.0%	-	-	-	-	-
Unemployment Insurance	2,709	0.0%	0.0%	-	-	-	-	-
Uniforms	3,450	0.0%	0.0%	-	-	-	-	-
Auto Allowance	360	0.0%	0.0%	-	-	-	-	-
EE Benefits Earned	2,607	0.0%	0.0%	-	-	-	-	-
Salary Savings	(18,098)	0.0%	0.0%	-	-	-	-	-
Salary Allocated to CIP	-	0.0%	0.0%	-	-	-	-	-
Contract Engineering	-	0.0%	0.0%	-	-	-	-	-
Contract Plan Reviewer	-	0.0%	0.0%	-	-	-	-	-
Vehicle Repair & Maint	2,500	0.0%	0.0%	-	-	-	-	-
Equipment Repair & Maint	500	0.0%	0.0%	-	-	-	-	-
Building Security	-	0.0%	0.0%	-	-	-	-	-
Facility Repair & Maint	6,000	0.0%	0.0%	-	-	-	-	-
Catering Services	-	0.0%	0.0%	-	-	-	-	-
Custodial Services	-	0.0%	0.0%	-	-	-	-	-
HVAC Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Electrical Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Roof Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Tree Maintenance	50,000	0.0%	0.0%	-	-	-	-	-
Pesticides & Fertilizer	5,000	0.0%	0.0%	-	-	-	-	-
Street Sweeping	21,000	0.0%	0.0%	-	-	-	-	-

TOWN OF AUSTINTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

53 Public Works - Street Maintenance (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]	[Other]
Contract Lndscp Maint.	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Signal Repair & Maint	20,000	0.0%	0.0%	-	-	-	-	-	-
Street Light Repair & Maint	35,000	0.0%	0.0%	-	-	-	-	-	-
Advertising/Publishing	-	0.0%	0.0%	-	-	-	-	-	-
Training & Workshops	1,500	0.0%	0.0%	-	-	-	-	-	-
Inspection & Testing	500	0.0%	0.0%	-	-	-	-	-	-
Other Contract Services	5,000	0.0%	0.0%	-	-	-	-	-	-
Disaster Preparedness	-	0.0%	0.0%	-	-	-	-	-	-
Technical Services	-	0.0%	0.0%	-	-	-	-	-	-
Office Supplies	100	0.0%	0.0%	-	-	-	-	-	-
Safety Supplies & Malls	1,000	0.0%	0.0%	-	-	-	-	-	-
Computer Software	1,000	0.0%	0.0%	-	-	-	-	-	-
Computer Supplies	250	0.0%	0.0%	-	-	-	-	-	-
Custodial Supplies	-	0.0%	0.0%	-	-	-	-	-	-
Landscape Supplies	500	0.0%	0.0%	-	-	-	-	-	-
Construction Malls	15,000	0.0%	0.0%	-	-	-	-	-	-
Minor Tools & Equip	1,000	0.0%	0.0%	-	-	-	-	-	-
Gas & Oil	10,000	0.0%	0.0%	-	-	-	-	-	-
Other Supplies & Malls	-	0.0%	0.0%	-	-	-	-	-	-
Membership/Dues	258	0.0%	0.0%	-	-	-	-	-	-
Postage	-	0.0%	0.0%	-	-	-	-	-	-
Utilities - Electricity	52,000	0.0%	0.0%	-	-	-	-	-	-
Utilities - Gas	1,200	0.0%	0.0%	-	-	-	-	-	-
Utilities - Water	10,000	0.0%	0.0%	-	-	-	-	-	-
Utilities - Sewer	-	0.0%	0.0%	-	-	-	-	-	-
Communication	2,700	0.0%	0.0%	-	-	-	-	-	-
Conferences	2,000	0.0%	0.0%	-	-	-	-	-	-
Credit Card Merchant Fees	-	0.0%	0.0%	-	-	-	-	-	-
Rent - Facilities	-	0.0%	0.0%	-	-	-	-	-	-
Rent - Tools & Equipment	20,000	0.0%	0.0%	-	-	-	-	-	-
Building Improvements	-	0.0%	0.0%	-	-	-	-	-	-
Machinery & Equipment	3,000	0.0%	0.0%	-	-	-	-	-	-

TOWN OF ALEXANDRIA
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

53 Public Works - Street Maintenance (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]	[Other]
Computer Equipment	\$ 2,000	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Machines & Furn	500	0.0%	0.0%	-	-	-	-	-	-
Administrative Services	-	0.0%	0.0%	-	-	-	-	-	-
Computer Services Charg	-	0.0%	0.0%	-	-	-	-	-	-
Equip Replace Charges	17,361	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
Total	736,857								

Notes:

TOWN OF ALBANY
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

57 Public Works - Park Maintenance

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor	[Other]	[Other]	[Other]	[Other]	[Other]
Regular Salaries	\$ 133,984	0.0%	0.0%	\$	\$	\$	\$	\$
Part-Time Permanent	-	0.0%	0.0%	-	-	-	-	-
Temporary Help	22,540	0.0%	0.0%	-	-	-	-	-
Overtime	819	0.0%	0.0%	-	-	-	-	-
Standby Pay	2,950	0.0%	0.0%	-	-	-	-	-
Medicare Insurance	2,270	0.0%	0.0%	-	-	-	-	-
Social Security	1,397	0.0%	0.0%	-	-	-	-	-
PERS Retire Contr - ER	17,556	0.0%	0.0%	-	-	-	-	-
PERS Retire Contr - EE	9,379	0.0%	0.0%	-	-	-	-	-
Health Insurance	11,866	0.0%	0.0%	-	-	-	-	-
Retiree Healthcare	11,078	0.0%	0.0%	-	-	-	-	-
Dental Insurance	2,308	0.0%	0.0%	-	-	-	-	-
Vision Insurance	218	0.0%	0.0%	-	-	-	-	-
Workers Compensation	8,009	0.0%	0.0%	-	-	-	-	-
Life & ADD Insurance	182	0.0%	0.0%	-	-	-	-	-
LTD Insurance	1,018	0.0%	0.0%	-	-	-	-	-
Unemployment Insurance	1,565	0.0%	0.0%	-	-	-	-	-
Uniforms	813	0.0%	0.0%	-	-	-	-	-
Auto Allowance	360	0.0%	0.0%	-	-	-	-	-
EE Benefits Earned	1,340	0.0%	0.0%	-	-	-	-	-
Salary Allocated to CIP	-	0.0%	0.0%	-	-	-	-	-
Contract Engineering	-	0.0%	0.0%	-	-	-	-	-
Contract Plan Reviewer	-	0.0%	0.0%	-	-	-	-	-
Vehicle Repair & Maint	500	0.0%	0.0%	-	-	-	-	-
Equipment Repair & Maint	2,500	0.0%	0.0%	-	-	-	-	-
Building Security	-	0.0%	0.0%	-	-	-	-	-
Facility Repair & Maint	2,500	0.0%	0.0%	-	-	-	-	-
Catering Services	-	0.0%	0.0%	-	-	-	-	-
Custodial Services	-	0.0%	0.0%	-	-	-	-	-
HVAC Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Electrical Repair & Maint	500	0.0%	0.0%	-	-	-	-	-
Roof Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Tree Maintenance	10,000	0.0%	0.0%	-	-	-	-	-
Pesticides & Fertilizer	10,000	0.0%	0.0%	-	-	-	-	-
Street Sweeping	-	0.0%	0.0%	-	-	-	-	-

TOWN OF AUSTIN
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

57 Public Works - Park Maintenance (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]
Contract Landscap Maint.	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Signal Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Street Light Repair & Maint	2,500	0.0%	0.0%	-	-	-	-	-
Advertising/Publishing	-	0.0%	0.0%	-	-	-	-	-
Training & Workshops	500	0.0%	0.0%	-	-	-	-	-
Inspection & Testing	3,000	0.0%	0.0%	-	-	-	-	-
Other Contract Services	2,000	0.0%	0.0%	-	-	-	-	-
Disaster Preparedness	-	0.0%	0.0%	-	-	-	-	-
Technical Services	-	0.0%	0.0%	-	-	-	-	-
Office Supplies	100	0.0%	0.0%	-	-	-	-	-
Safety Supplies & Mats	750	0.0%	0.0%	-	-	-	-	-
Computer Software	1,200	0.0%	0.0%	-	-	-	-	-
Computer Supplies	100	0.0%	0.0%	-	-	-	-	-
Custodial Supplies	2,000	0.0%	0.0%	-	-	-	-	-
Landscape Supplies	5,000	0.0%	0.0%	-	-	-	-	-
Construction Mats	2,500	0.0%	0.0%	-	-	-	-	-
Minor Tools & Equip	500	0.0%	0.0%	-	-	-	-	-
Gas & Oil	1,500	0.0%	0.0%	-	-	-	-	-
Other Supplies & Mats	-	0.0%	0.0%	-	-	-	-	-
Membership/Dues	200	0.0%	0.0%	-	-	-	-	-
Postage	-	0.0%	0.0%	-	-	-	-	-
Utilities - Electricity	3,500	0.0%	0.0%	-	-	-	-	-
Utilities - Gas	-	0.0%	0.0%	-	-	-	-	-
Utilities - Water	-	0.0%	0.0%	-	-	-	-	-
Utilities - Sewer	-	0.0%	0.0%	-	-	-	-	-

TOWN OF ANDOVER
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

57 Public Works - Park Maintenance (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor	Indirect Services Expenditures	[Other]	[Other]	[Other]	[Other]
Communication	\$ 515	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences	100	0.0%	0.0%	-	-	-	-	-
Credit Card Merchant Fees	-	0.0%	0.0%	-	-	-	-	-
Rent - Facilities	-	0.0%	0.0%	-	-	-	-	-
Rent - Tools & Equipment	500	0.0%	0.0%	-	-	-	-	-
Building Improvements	-	0.0%	0.0%	-	-	-	-	-
Machinery & Equipment	1,000	0.0%	0.0%	-	-	-	-	-
Computer Equipment	-	0.0%	0.0%	-	-	-	-	-
Office Machines & Furn	500	0.0%	0.0%	-	-	-	-	-
Administrative Services	-	0.0%	0.0%	-	-	-	-	-
Computer Services Charg	-	0.0%	0.0%	-	-	-	-	-
Equip Replace Charges	2,531	0.0%	0.0%	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-
Total	286,148							

Notes:

OVERHEAD COST ALLOCATION PLAN

Master Expenditure Detail for Source Fiscal Year 2009/2010

58 Public Works - Park Programs

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]	[Other]
Regular Salaries	\$ 116,262	0.0%	100.0%	\$ 116,262	\$ -	\$ -	\$ -	\$ -	\$ -
Part-Time Permanent	-	0.0%	100.0%	-	-	-	-	-	-
Temporary Help	55,687	0.0%	100.0%	55,687	-	-	-	-	-
Overtime	314	0.0%	100.0%	314	-	-	-	-	-
Standby Pay	-	0.0%	100.0%	-	-	-	-	-	-
Medicare Insurance	2,493	0.0%	100.0%	2,493	-	-	-	-	-
Social Security	3,453	0.0%	100.0%	3,453	-	-	-	-	-
PERS Retire Contr - ER	15,234	0.0%	100.0%	15,234	-	-	-	-	-
PERS Retire Contr - EE	8,138	0.0%	100.0%	8,138	-	-	-	-	-
Health Insurance	20,730	0.0%	100.0%	20,730	-	-	-	-	-
Retiree Healthcare	17,404	0.0%	100.0%	17,404	-	-	-	-	-
Dental Insurance	2,360	0.0%	100.0%	2,360	-	-	-	-	-
Vision Insurance	300	0.0%	100.0%	300	-	-	-	-	-
Workers Compensation	4,837	0.0%	100.0%	4,837	-	-	-	-	-
Life & ADD Insurance	171	0.0%	100.0%	171	-	-	-	-	-
LTD Insurance	884	0.0%	100.0%	884	-	-	-	-	-
Unemployment Insurance	1,719	0.0%	100.0%	1,719	-	-	-	-	-
Uniforms	813	0.0%	100.0%	813	-	-	-	-	-
Auto Allowance	360	0.0%	100.0%	360	-	-	-	-	-
EE Benefits Earned	1,163	0.0%	100.0%	1,163	-	-	-	-	-
Salary Allocated to CIP	-	0.0%	100.0%	-	-	-	-	-	-
Contract Engineering	-	0.0%	100.0%	-	-	-	-	-	-
Contract Plan Reviewer	-	0.0%	100.0%	-	-	-	-	-	-
Vehicle Repair & Maint	500	0.0%	100.0%	500	-	-	-	-	-
Equipment Repair & Maint	500	0.0%	100.0%	500	-	-	-	-	-
Building Security	-	0.0%	100.0%	-	-	-	-	-	-
Facility Repair & Maint	2,000	0.0%	100.0%	2,000	-	-	-	-	-
Catering Services	500	0.0%	100.0%	500	-	-	-	-	-
Custodial Services	-	0.0%	100.0%	-	-	-	-	-	-
HVAC Repair & Maint	-	0.0%	100.0%	-	-	-	-	-	-
Electrical Repair & Maint	1,000	0.0%	100.0%	1,000	-	-	-	-	-
Roof Repair & Maint	-	0.0%	100.0%	-	-	-	-	-	-
Tree Maintenance	-	0.0%	100.0%	-	-	-	-	-	-
Pesticides & Fertilizer	-	0.0%	100.0%	-	-	-	-	-	-
Street Sweeping	-	0.0%	100.0%	-	-	-	-	-	-

OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

58 Public Works - Park Programs (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]	[Other]
Contract Landscap Maint.	\$ -	0.0%	100.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Signal Repair & Maint	-	0.0%	100.0%	-	-	-	-	-	-
Street Light Repair & Maint	-	0.0%	100.0%	-	-	-	-	-	-
Advertising/Publishing	18,000	0.0%	100.0%	18,000	-	-	-	-	-
Training & Workshops	500	0.0%	100.0%	500	-	-	-	-	-
Inspection & Testing	-	0.0%	100.0%	-	-	-	-	-	-
Other Contract Services	-	0.0%	100.0%	-	-	-	-	-	-
Disaster Preparedness	-	0.0%	100.0%	-	-	-	-	-	-
Technical Services	-	0.0%	100.0%	-	-	-	-	-	-
Office Supplies	100	0.0%	100.0%	100	-	-	-	-	-
Safety Supplies & Mails	-	0.0%	100.0%	-	-	-	-	-	-
Computer Software	-	0.0%	100.0%	-	-	-	-	-	-
Computer Supplies	250	0.0%	100.0%	250	-	-	-	-	-
Custodial Supplies	6,000	0.0%	100.0%	6,000	-	-	-	-	-
Landscape Supplies	2,500	0.0%	100.0%	2,500	-	-	-	-	-
Construction Matis	1,000	0.0%	100.0%	1,000	-	-	-	-	-
Minor Tools & Equip	500	0.0%	100.0%	500	-	-	-	-	-
Gas & Oil	-	0.0%	100.0%	-	-	-	-	-	-
Other Supplies & Mails	-	0.0%	100.0%	-	-	-	-	-	-
Membership/Dues	-	0.0%	100.0%	-	-	-	-	-	-
Postage	-	0.0%	100.0%	-	-	-	-	-	-
Utilities - Electricity	11,650	0.0%	100.0%	11,650	-	-	-	-	-
Utilities - Gas	3,100	0.0%	100.0%	3,100	-	-	-	-	-
Utilities - Water	2,850	0.0%	100.0%	2,850	-	-	-	-	-
Utilities - Sewer	2,250	0.0%	100.0%	2,250	-	-	-	-	-

TOWN OF ALTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

58 Public Works - Park Programs (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor	[Other]	[Other]	[Other]	[Other]
Communication	\$ 1,050	0.0%	100.0%	\$ -	\$ -	\$ -	-
Conferences	-	0.0%	100.0%	-	-	-	-
Credit Card Merchant Fees	3,000	0.0%	100.0%	-	-	-	-
Rent - Facilities	4,500	0.0%	100.0%	-	-	-	-
Rent - Tools & Equipment	2,000	0.0%	100.0%	-	-	-	-
Building Improvements	-	0.0%	100.0%	-	-	-	-
Machinery & Equipment	-	0.0%	100.0%	-	-	-	-
Computer Equipment	-	0.0%	100.0%	-	-	-	-
Office Machines & Furn	500	0.0%	100.0%	-	-	-	-
Administrative Services	-	0.0%	100.0%	-	-	-	-
Computer Services Chrg	-	0.0%	100.0%	-	-	-	-
Equip Replace Charges	-	0.0%	100.0%	-	-	-	-
OTHER	-	0.0%	100.0%	-	-	-	-
OTHER	-	0.0%	100.0%	-	-	-	-
Total	316,571						

Notes:

TOWN OF ALEXANDRIA
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

59 Public Works - Building Maintenance

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor		Building Maintenance	[Other]	[Other]	[Other]
Regular Salaries	\$ 111,814	100.0%	0.0%	\$ 111,814	\$ 111,814	\$ -	\$ -	\$ -
Part-Time Permanent	-	100.0%	0.0%	-	-	-	-	-
Temporary Help	-	100.0%	0.0%	-	-	-	-	-
Overtime	-	100.0%	0.0%	-	-	-	-	-
Standby Pay	1,180	100.0%	0.0%	1,180	1,180	-	-	-
Medicare Insurance	1,621	100.0%	0.0%	1,621	1,621	-	-	-
Social Security	-	100.0%	0.0%	-	-	-	-	-
PERS Retire Contr - ER	14,651	100.0%	0.0%	14,651	14,651	-	-	-
PERS Retire Contr - EE	7,827	100.0%	0.0%	7,827	7,827	-	-	-
Health Insurance	20,049	100.0%	0.0%	20,049	20,049	-	-	-
Retiree Healthcare	-	100.0%	0.0%	-	-	-	-	-
Dental Insurance	2,171	100.0%	0.0%	2,171	2,171	-	-	-
Vision Insurance	335	100.0%	0.0%	335	335	-	-	-
Workers Compensation	4,763	100.0%	0.0%	4,763	4,763	-	-	-
Life & ADD Insurance	176	100.0%	0.0%	176	176	-	-	-
LTD Insurance	850	100.0%	0.0%	850	850	-	-	-
Unemployment Insurance	1,118	100.0%	0.0%	1,118	1,118	-	-	-
Uniforms	-	100.0%	0.0%	-	-	-	-	-
Auto Allowance	360	100.0%	0.0%	360	360	-	-	-
EE Benefits Earned	1,118	100.0%	0.0%	1,118	1,118	-	-	-
Salary Allocated to CIP	-	100.0%	0.0%	-	-	-	-	-
Contract Engineering	-	100.0%	0.0%	-	-	-	-	-
Contract Plan Reviewer	-	100.0%	0.0%	-	-	-	-	-
Vehicle Repair & Maint	-	100.0%	0.0%	-	-	-	-	-
Equipment Repair & Maint	500	100.0%	0.0%	500	500	-	-	-
Building Security	5,000	100.0%	0.0%	5,000	5,000	-	-	-
Facility Repair & Maint	15,000	100.0%	0.0%	15,000	15,000	-	-	-
Catering Services	-	100.0%	0.0%	-	-	-	-	-
Custodial Services	11,000	100.0%	0.0%	11,000	11,000	-	-	-
HVAC Repair & Maint	7,500	100.0%	0.0%	7,500	7,500	-	-	-
Electrical Repair & Maint	8,500	100.0%	0.0%	8,500	8,500	-	-	-
Roof Repair & Maint	5,000	100.0%	0.0%	5,000	5,000	-	-	-
Tree Maintenance	-	100.0%	0.0%	-	-	-	-	-
Pesticides & Fertilizer	1,500	100.0%	0.0%	1,500	1,500	-	-	-
Street Sweeping	-	100.0%	0.0%	-	-	-	-	-

TOWN OF AUSTIN
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

59 Public Works - Building Maintenance (Continued)									
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				[Other]
		Labor Distribution Factor	...or Other Allocation Factor		Building Maintenance	[Other]	[Other]	[Other]	
Contract Landscaping Maint.	\$ -	100.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	-
Traffic Signal Repair & Maint	-	100.0%	0.0%	-	-	-	-	-	-
Street Light Repair & Maint	-	100.0%	0.0%	-	-	-	-	-	-
Advertising/Publishing	-	100.0%	0.0%	-	-	-	-	-	-
Training & Workshops	-	100.0%	0.0%	-	-	-	-	-	-
Inspection & Testing	2,500	100.0%	0.0%	2,500	2,500	-	-	-	-
Other Contract Services	500	100.0%	0.0%	500	500	-	-	-	-
Disaster Preparedness	8,500	100.0%	0.0%	8,500	8,500	-	-	-	-
Technical Services	-	100.0%	0.0%	-	-	-	-	-	-
Office Supplies	-	100.0%	0.0%	-	-	-	-	-	-
Safety Supplies & Mats	100	100.0%	0.0%	100	100	-	-	-	-
Computer Software	-	100.0%	0.0%	-	-	-	-	-	-
Computer Supplies	-	100.0%	0.0%	-	-	-	-	-	-
Custodial Supplies	3,500	100.0%	0.0%	3,500	3,500	-	-	-	-
Landscape Supplies	250	100.0%	0.0%	250	250	-	-	-	-
Construction Mats	2,500	100.0%	0.0%	2,500	2,500	-	-	-	-
Minor Tools & Equip	100	100.0%	0.0%	100	100	-	-	-	-
Gas & Oil	-	100.0%	0.0%	-	-	-	-	-	-
Other Supplies & Mats	-	100.0%	0.0%	-	-	-	-	-	-
Membership/Dues	-	100.0%	0.0%	-	-	-	-	-	-
Postage	-	100.0%	0.0%	-	-	-	-	-	-
Utilities - Electricity	-	100.0%	0.0%	-	-	-	-	-	-
Utilities - Gas	-	100.0%	0.0%	-	-	-	-	-	-
Utilities - Water	-	100.0%	0.0%	-	-	-	-	-	-
Utilities - Sewer	-	100.0%	0.0%	-	-	-	-	-	-
	1,350	100.0%	0.0%	1,350	1,350	-	-	-	-

TOWN OF ARLINGTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

59 Public Works - Building Maintenance (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor		Building Maintenance	[Other]	[Other]	[Other]
Communication	\$ -	100.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences	-	100.0%	0.0%	-	-	-	-	-
Credit Card Merchant Fees	-	100.0%	0.0%	-	-	-	-	-
Rent - Facilities	-	100.0%	0.0%	-	-	-	-	-
Rent - Tools & Equipment	-	100.0%	0.0%	-	-	-	-	-
Building Improvements	-	100.0%	0.0%	-	-	-	-	-
Machinery & Equipment	6,000	100.0%	0.0%	6,000	6,000	-	-	-
Computer Equipment	-	100.0%	0.0%	-	-	-	-	-
Office Machines & Furn	-	100.0%	0.0%	-	-	-	-	-
Administrative Services	-	100.0%	0.0%	-	-	-	-	-
Computer Services Charg	-	100.0%	0.0%	-	-	-	-	-
Equip Replace Charges	-	100.0%	0.0%	-	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-
Total	247,333			247,333	247,333	-	-	-

Notes:

TOWN OF AUSTIN
OVERHEAD COST ALLOCATION PLAN
Inventory of Available Allocation Factors

Data for All Budget Units	FTEs	City-Wide Budgeted Expenditures	Estimated IT Service Usage	Estimated Code Enforcement Time	Building Square Footage	City Attorney Planning Time	City Attorney Building Time	City Attorney DPW Engineering Time
<i>Factor Number to Reference in Worksheet E</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
11 City Council	-	29,382	5.0%	0.0%	966	0.0%	0.0%	0.0%
12 Administration	4.00	798,060	15.0%	11.0%	1,788	0.0%	0.0%	0.0%
16 City Attorney	0.50	423,000	20.0%	0.0%	-	0.0%	0.0%	0.0%
18 Finance	2.60	534,584	5.0%	0.0%	1,162	0.0%	0.0%	0.0%
20 Planning	0.50	196,257	5.0%	12.0%	650	100.0%	0.0%	0.0%
25 Building	7.00	1,017,047	5.0%	31.0%	1,200	0.0%	100%	0.0%
30 Non-Department	-	433,477	0.0%	0.0%	-	0.0%	0.0%	0.0%
40 Police	28.85	5,085,310	40.0%	9.0%	6,900	0.0%	0.0%	0.0%
50 Public Works - Engineering	3.20	212,517	2.0%	37.0%	1,100	0.0%	0.0%	100%
53 Public Works - Street Maintenance	3.60	736,857	2.0%	0.0%	1,300	0.0%	0.0%	0.0%
57 Public Works - Park Maintenance	1.40	286,148	0.5%	0.0%	-	0.0%	0.0%	0.0%
58 Public Works - Park Programs	1.40	316,571	0.5%	0.0%	9,991	0.0%	0.0%	0.0%
59 Public Works - Building Maintenance	1.30	247,333	0.0%	0.0%	-	0.0%	0.0%	0.0%
Other - Other	-	-	0.0%	0.0%	-	0.0%	0.0%	0.0%
Other - Other	-	-	0.0%	0.0%	-	0.0%	0.0%	0.0%
Total	54.35	10,316,543	100.0%	100.0%	25,057	100.0%	100.0%	100.0%

TOWN OF ALBANY, NEW YORK
OVERHEAD COST ALLOCATION PLAN
Inventory of Available Allocation Factors

Works, Series D

Distribution of Data Sets Across All Budget Units	FTEs	City-Wide Budgeted Expenditures	Estimated IT Service Usage	Estimated Code Enforcement Time	Building Square Footage	City Attorney Planning Time	City Attorney Building Time	City Attorney DPW Engineering Time
<i>Factor Number to Reference in Worksheet E</i>	1	2	3	4	5	6	7	8
11 City Council	0.0%	0.3%	5.0%	0.0%	3.9%	0.0%	0.0%	0.0%
12 Administration	7.4%	7.7%	15.0%	11.0%	7.1%	0.0%	0.0%	0.0%
16 City Attorney	0.9%	4.1%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18 Finance	4.8%	5.2%	5.0%	0.0%	4.6%	0.0%	0.0%	0.0%
20 Planning	0.9%	1.9%	5.0%	12.0%	2.6%	100.0%	0.0%	0.0%
25 Building	12.9%	9.9%	5.0%	31.0%	4.8%	100.0%	100.0%	0.0%
30 Non-Department	0.0%	4.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
40 Police	53.1%	49.3%	40.0%	9.0%	27.5%	0.0%	0.0%	0.0%
50 Public Works - Engineering	5.9%	2.1%	2.0%	37.0%	4.4%	0.0%	0.0%	100.0%
53 Public Works - Street Maintenance	6.6%	7.1%	2.0%	0.0%	5.2%	0.0%	0.0%	0.0%
57 Public Works - Park Maintenance	2.6%	2.8%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%
58 Public Works - Park Programs	2.6%	3.1%	0.5%	0.0%	39.9%	0.0%	0.0%	0.0%
59 Public Works - Building Maintenance	2.4%	2.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Other - Other	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Other - Other	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

TOWN OF ALBANY
OVERHEAD COST ALLOCATION PLAN
Inventory of Available Allocation Factors

Worksheet Series D

Distribution of Data Sets Across Direct Services Only	% of Direct Service	FTEs	City-Wide Budgeted Expenditures	Estimated IT Service Usage	Estimated Code Enforcement Time	Building Square Footage	City Attorney Planning Time	City Attorney Building Time	City Attorney DPW Engineering Time
<i>Factor Number to Reference in Worksheet E</i>		1	2	3	4	5	6	7	8
11 City Council	100%	0.0%	0.4%	7.3%	0.0%	4.2%	0.0%	0.0%	0.0%
12 Administration	54%	4.5%	5.2%	11.8%	6.2%	4.2%	0.0%	0.0%	0.0%
16 City Attorney	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18 Finance	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
20 Planning	100%	1.0%	2.4%	7.3%	12.6%	2.8%	100.0%	0.0%	0.0%
25 Building	100%	14.6%	12.2%	7.3%	32.7%	5.2%	0.0%	100.0%	0.0%
30 Non-Department	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
40 Police	100%	60.0%	61.2%	58.8%	9.5%	29.9%	0.0%	0.0%	0.0%
50 Public Works - Engineering	100%	6.7%	2.6%	2.9%	39.0%	4.8%	0.0%	0.0%	100.0%
53 Public Works - Street Maintenance	100%	7.5%	8.9%	2.9%	0.0%	5.6%	0.0%	0.0%	0.0%
57 Public Works - Park Maintenance	100%	2.9%	3.4%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
58 Public Works - Park Programs	100%	2.9%	3.8%	0.7%	0.0%	43.3%	0.0%	0.0%	0.0%
59 Public Works - Building Maintenance	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Other - Other	100%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Other - Other	100%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

OVERHEAD COST ALLOCATION PLAN

Summary of Allocable Overhead Expenditures and Selection of Allocation Factor

Budget Unit: Department Number and Name - Division	Indirect Service or Overhead Function	Allocable Overhead Expenditures	Selected Allocation Basis	
			No.	Factor Description
11 City Council	City Council	\$ -	2	City-Wide Budgeted Expenditures
12 Administration	Administration	369,214	2	City-Wide Budgeted Expenditures
16 City Attorney	General Counsel	132,000	2	City-Wide Budgeted Expenditures
16 City Attorney	Planning Counsel	48,000	6	City Attorney Planning Time
16 City Attorney	Building Counsel	27,500	7	City Attorney Building Time
16 City Attorney	DPW Engineering Counsel	15,000	8	City Attorney DPW Engineering Time
16 City Attorney	Litigation	-	0	n/a
18 Finance	Finance	534,584	2	City-Wide Budgeted Expenditures
20 Planning	--	-	0	n/a
25 Building	--	-	0	n/a
30 Non-Department	General Indirect Activities	298,648	1	FTEs
30 Non-Department	Information Technology	39,624	3	Estimated IT Service Usage
30 Non-Department	Code Enforcement	56,985	4	Estimated Code Enforcement Time
40 Police	--	-	0	n/a
50 Public Works - Engineering	--	-	0	n/a
53 Public Works - Street Maintenance	--	-	0	n/a
57 Public Works - Park Maintenance	--	-	0	n/a
58 Public Works - Park Programs	--	-	0	n/a
59 Public Works - Building Maintenance	--	-	0	n/a
	Building Maintenance	247,333	5	Building Square Footage
Total Allocable Overhead Expenditures		1,768,888		

TOWN OF ATTOLSON
OVERHEAD COST ALLOCATION PLAN
First Allocation of Overhead Expenditures

The results listed in the column "Total First Allocation" are the outcomes that may be used in the Town's budget process. All other allocations on subsequent worksheets are used for full cost recovery analyses, such as fee computations for direct services.

Allocation to All Budget Units Regardless of Service Type	Allocable Indirect Services / Overhead Functions											Total First Allocation
	City Council	Administration	General Counsel	Planning Counsel	Building Counsel	DPW Engineering Counsel	Finance	General Indirect Activities	Information Technology	Code Enforcement	Building Maintenance	
	11	12	16	16	16	16	18	30	30	30	59	
11 City Council	\$ -	\$ 1,052	\$ 376	\$ -	\$ -	\$ -	\$ 1,523	\$ -	\$ 1,981	\$ -	\$ 9,535	\$ 14,466
12 Administration	-	28,561	10,211	-	-	-	41,354	21,980	5,944	6,268	17,648	131,966
16 City Attorney	-	15,139	5,412	-	-	-	21,919	2,747	7,925	-	-	53,142
18 Finance	-	19,132	6,840	-	-	-	27,701	14,287	1,981	-	11,471	81,412
20 Planning	-	7,024	2,511	48,000	-	-	10,170	2,747	1,981	6,838	6,416	85,687
25 Building	-	36,399	13,013	-	27,500	-	52,701	38,464	1,981	17,665	11,845	199,569
30 Non-Department	-	15,514	5,546	-	-	-	22,462	-	-	-	-	43,522
40 Police	-	181,996	65,066	-	-	-	263,511	158,528	15,850	5,129	68,109	758,188
50 Public Works - Engineering	-	7,606	2,719	-	-	15,000	11,012	17,584	792	21,084	10,858	86,656
53 Public Works - Street Maintenance	-	26,371	9,428	-	-	-	38,183	19,782	792	-	12,832	107,388
57 Public Works - Park Maintenance	-	10,241	3,661	-	-	-	14,828	7,693	198	-	-	36,621
58 Public Works - Park Programs	-	11,330	4,051	-	-	-	16,404	7,693	198	-	98,619	138,295
59 Public Works - Building Maintenance	-	8,852	3,165	-	-	-	12,816	7,143	-	-	-	31,976
Other - Other	-	-	-	-	-	-	-	-	-	-	-	-
Other - Other	-	-	-	-	-	-	-	-	-	-	-	-
Total Allocable Overhead Expenditures	-	369,214	132,000	48,000	27,500	15,000	534,584	298,648	39,624	56,985	247,333	1,768,888

Costs Allocated to Indirect Services / Overhead Functions
to be Reallocated in Second Allocation on Worksheet G: \$ 210,052

WORKSPACE: Check to Total Allocable Overhead, Worksheet E - Should be zero: -

Allocation of Remaining Indirect Service/Overhead Costs to Direct Services Only	Allocable Indirect Services / Overhead Functions											Total Second Allocation
	City Council	Administration	General Counsel	Planning Counsel	Building Counsel	DPW Engineering Counsel	Finance	General Indirect Activities	Information Technology	Code Enforcement	Building Maintenance	
	11	12	16	16	16	16	18	30	30	30	59	
11 City Council	\$ -	\$ -	\$ 188	\$ -	\$ -	\$ -	\$ 288	\$ -	\$ -	\$ -	\$ 1,339	\$ 1,815
12 Administration	-	-	2,743	-	-	-	4,202	1,945	-	-	1,332	10,221
16 City Attorney	-	-	-	-	-	-	-	-	-	-	-	-
18 Finance	-	-	-	-	-	-	-	-	-	-	-	-
20 Planning	-	-	1,255	-	-	-	1,923	452	-	-	901	4,532
25 Building	-	-	6,505	-	-	-	9,965	6,334	-	-	1,663	24,467
30 Non-Department	-	-	-	-	-	-	-	-	-	-	-	-
40 Police	-	-	32,525	-	-	-	49,827	26,104	-	-	9,565	118,020
50 Public Works - Engineering	-	-	1,359	-	-	-	2,082	2,895	-	-	1,525	7,862
53 Public Works - Street Maintenance	-	-	4,713	-	-	-	7,220	3,257	-	-	1,802	16,992
57 Public Works - Park Maintenance	-	-	1,830	-	-	-	2,804	1,267	-	-	-	5,901
58 Public Works - Park Programs	-	-	2,025	-	-	-	3,102	1,267	-	-	13,849	20,243
59 Public Works - Building Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Other - Other	-	-	-	-	-	-	-	-	-	-	-	-
Other - Other	-	-	-	-	-	-	-	-	-	-	-	-
Total Allocable Overhead Expenditures	-	-	53,142	-	-	-	81,412	43,522	-	-	31,976	210,052

TOWN OF ARLINGTON
OVERHEAD COST ALLOCATION PLAN
Total Annual Allocated City-Wide Overhead to Direct Services

Total Indirect Service/Overhead Costs Allocated to Direct Services Only	Allocable Indirect Services / Overhead Functions										Total: All Allocations	Amount after Applying Council Cost Recovery Policy [a]
	City Council 11	Administration 12	General Counsel 16	Planning Counsel 16	Building Counsel 16	DPW Engineering Counsel 16	Finance 18	General Indirect Activities 30	Information Technology 30	Code Enforcement 30	Building Maintenance 59	
11 City Council	\$ -	\$ 1,052	\$ 564	\$ -	\$ -	\$ -	\$ 1,810	\$ -	\$ 1,981	\$ -	\$ 10,874	\$ 16,281
12 Administration	-	28,561	12,954	-	-	-	45,556	23,925	5,944	6,268	18,980	142,187
16 City Attorney	-	-	-	-	-	-	-	-	-	-	-	-
18 Finance	-	-	-	-	-	-	-	-	-	-	-	-
20 Planning	-	7,024	3,766	48,000	-	-	12,093	3,200	1,981	6,838	7,317	90,219
25 Building	-	36,399	19,518	-	27,500	-	62,667	44,798	1,981	17,665	13,508	224,036
30 Non-Department	-	-	-	-	-	-	-	-	-	-	-	-
40 Police	-	181,996	97,591	-	-	-	313,338	184,632	15,850	5,129	77,673	876,209
50 Public Works - Engineering	-	7,606	4,078	-	-	15,000	13,095	20,479	792	21,084	12,383	94,517
53 Public Works - Street Maintenance	-	26,371	14,141	-	-	-	45,402	23,039	792	-	14,634	124,380
57 Public Works - Park Maintenance	-	10,241	5,491	-	-	-	17,631	8,960	198	-	-	42,521
58 Public Works - Park Programs	-	11,330	6,075	-	-	-	19,506	8,960	198	-	112,469	158,537
59 Public Works - Building Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Other - Other	-	-	-	-	-	-	-	-	-	-	-	-
Other - Other	-	-	-	-	-	-	-	-	-	-	-	-
Total Allocable Overhead Expenditures	-	310,578	164,179	48,000	27,500	15,000	531,098	317,992	29,718	56,985	267,838	1,768,888

[a] Maximum planned amount recoverable in fees; the difference between this amount and the amount to the left is planned to be borne by the General Fund, regardless of resultant fee revenue.



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME GRUBER, CITY MANAGER**

FROM: LOUISE HO, FINANCE DIRECTOR

DATE: FOR THE MEETING OF JUNE 10, 2009

SUBJECT: OVERHEAD COST ALLOCATION PLAN

RECOMMENDATION

Accept and approve the model developed by NBS to calculate the Town of Atherton overhead cost.

DISCUSSION

On January 21, 2009, the Town engaged the services of NBS to develop an overhead cost allocation plan, fully burdened staff hourly labor rates, and a comprehensive fee study. NBS has completed the cost allocation plan and is presenting the plan to the City Council for acceptance and approval.

A Cost Allocation Plan is an internal analytical tool through which a Town can apportion costs which have either broad or specific benefit to individual departments within its organization. Allocated costs are typically considered overhead or indirect service. Most overhead/indirect service costs are those expenditures which provide support services or oversight to each department Town-wide and can include legislative, management, finance, administrative, legal, personnel, technology, facilities, and risk management activities. Allocated costs may also include services within non-administrative/support services departments that provide targeted benefit to specific departments. A general example of this would be specific skill sets from one department that actually exist to provide support to a department outside its own.

The methods for allocating costs within this analysis are described briefly below:

- An organizational analysis is conducted to identify entire departments or functions within departments Town-wide which provide either overhead or indirect services broadly or specifically to departments outside their own. (In addition to evaluating published data sources, NBS conferred with Town staff on multiple occasions to identify and consider allocable overhead and indirect services across all Town departments.)
- Line-item expenditures in each department are linked to the overhead/indirect services identified through the organizational analysis to create allocable cost pools for each.
- An allocation factor is assigned to each cost pool. An allocation factor is a data set used as the basis for distributing overhead/indirect service costs to departments receiving support or benefit from the cost pool. Allocation factors can include general data sets, such as employee count or budgeted expenditures in each department. Allocation factors can also include estimates of how time is spent across departments. Since this is a new process for the Town, many allocation factors are set to more general data sets; however, as the Cost Allocation Plan becomes regular practice for the Town in the years to come, collection of additional data sets and assignment of more varying allocation factors will occur, resulting in more refined cost allocations.
- Cost allocations are performed. Each cost pool is distributed across departments following the distribution inherent in the selected allocation factor for each pool. This results in a total share of overhead/indirect service costs for each department.
- Various outcomes are generated based on the total share of overhead/indirect service costs identified for each department.

Each allocable cost pool has been assigned a factor for use in apportionment across departments, as listed in Exhibit 1. The individual factors are described further as follows:

- **City-Wide Budgeted Expenditures:** This factor reflects the total operating budget of each individual department/division. Cost pools are allocated Town-wide following the proportion of each individual department's budget in relation to all others. Use of expenditures as a metric for allocating costs links to the broad benefit of general Town-wide services and oversight that touch each department.
 - **Full-Time Equivalent Employees (FTEs):** This factor reflects the total staffing in each individual department/division. Cost pools are allocated Town-wide following the proportion of each individual department's head-count in relation to all others. Use of FTEs as a metric for allocating costs attempts to best apportion costs that may have labor as the most significant underlying variable.
 - **Building Square Footage:** This factor reflects the building area occupied uniquely by each individual department/division. This metric is used to allocate the costs of building maintenance in proportion to the space needs of each department, both for its own use and the facilitation of programs it oversees.
-

- City Attorney Development Review Time: This factor reflects a 100% allocation to the Planning, Building, and Public Works Department of legal services budgeted for development review that are not reimbursable.
- Estimated Code Enforcement Time: This factor reflects estimated time spent by the Town's code enforcement contractor across the departments whose core service/activities relate most closely to the contractor's efforts. Costs are allocated following the distribution of that estimated time.
- Estimated Information Technology Service Usage: This factor reflects estimated time spent by the Town's information technology contractor across the departments served. Costs are allocated following the distribution of that estimate time.

Exhibit 1. Selected Allocation Factor by Allocable Cost Pool

Budget Unit: Department Number and Name - Division	Allocable Indirect Service or Overhead Function	Allocable Overhead Expenditures	Allocation Factor
11 City Council	City Council	\$ 29,382	City-Wide Budgeted Expenditures
12 Administration	Administration	798,060	City-Wide Budgeted Expenditures
16 City Attorney	General Counsel	332,500	City-Wide Budgeted Expenditures
16 City Attorney	Development Review Counsel	90,500	City Attorney Development Review Time
18 Finance	Finance	509,604	City-Wide Budgeted Expenditures
30 Non-Department	General Indirect Activities	323,628	Full-Time Equivalent Employees
30 Non-Department	Information Technology	39,624	Estimated IT Service Usage
30 Non-Department	Code Enforcement	56,985	Estimated Code Enforcement Time
59 Public Works - Building Maintenance	Building Maintenance	248,833	Building Square Footage
Total Allocable Expenditures		2,429,116	

DRAFT RESULTS FOR FISCAL YEAR 2009/2010

Under the Cost Allocation Plan, using prospective expenditures for 2009/2010, the resulting allocations of Town-wide overhead and other indirect services is listed in Exhibit 2.

Exhibit 2. Allocated Overhead and Indirect Costs for Use in Budget Presentation
(Refer also to attached Worksheet Series E for a larger view.)

Department Name-Division	Allocable Indirect Services / Overhead Functions									Total Allocation
	City Council	Administration	General Counsel	Dev. Review Counsel	Finance	General Indirect Activities	Info. Tech.	Code Enforce.	Building Maint.	
11 City Council	\$ 84	\$ 2,280	\$ 950	\$ -	\$ 1,456	\$ -	\$ 1,981	\$ -	\$ 9,593	\$ 16,345
12 Administration	2,280	61,938	25,806	-	39,551	23,818	5,944	6,704	17,755	183,796
16 City Attorney	1,209	32,830	13,678	-	20,963	2,977	7,925	-	-	79,582
18 Finance	1,456	39,551	16,478	-	25,255	15,482	1,981	-	11,541	111,744
20 Planning	561	15,232	6,346	90,500	9,726	2,977	1,981	6,704	6,455	140,482
25 Building	2,906	78,934	32,887	-	50,404	41,682	1,981	17,598	11,917	238,309
30 Non-Department	1,310	35,581	14,824	-	22,721	-	-	-	-	74,437
40 Police	14,490	393,568	163,974	-	251,314	171,788	15,850	5,028	68,522	1,084,534
50 Public Works - Engineering	693	18,815	7,839	-	12,015	19,054	792	4,190	10,924	74,323
53 Public Works - Street Maintenance	2,033	55,223	23,008	-	35,263	21,436	792	4,190	12,910	154,857
57 Public Works - Park Maintenance	797	21,653	9,021	-	13,827	8,336	198	4,190	99,217	157,240
58 Public Works - Park Programs	852	23,141	9,641	-	14,777	8,336	198	4,190	-	61,136
59 Public Works - Building Maintenance	711	19,312	8,046	-	12,332	7,741	-	4,190	-	52,332
Total Allocable Expenditures	29,382	798,060	332,500	90,500	509,604	323,628	39,624	56,985	248,833	2,429,116

It should be noted that secondary allocations are performed by the Cost Allocation Plan to express the fully-loaded costs of the Town's direct service and activities. These secondary allocations are used in setting full cost recovery rates, fees, and charges in other analyses; they are not used in the budget process and are therefore not discussed in this memo.

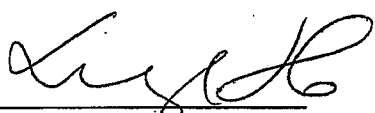
NEXT STEPS

The results described in this memo are labeled "draft." They are based on the Town's draft budget for Fiscal Year 2009/2010 which may change as the budget process proceeds. Furthermore, it is possible that refinements may be made in the Cost Allocation Plan itself as budget inputs are revised and as the complete integration of its results in all of the Town's financial planning activities is performed.

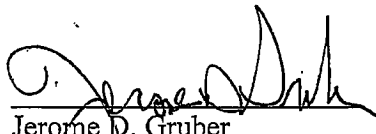
FISCAL IMPACT

None.

Prepared by:


Louise Ho
Finance Director

Approved by:


Jerome D. Gruber
City Manager

Attachment: Draft Overhead Allocation Plan

Adopted 6/10/2009

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
City Organization and Financial Structure

Worksheet A

-- Preliminary Draft: Subject to Material Revision --

Dept Number	Department Name [a]	Program Name [a]	Complete Name for Overhead Cost Allocation Plan
11	City Council	City Council	11 City Council - City Council
12	Administration	Manager, Clerk, Administration	12 Administration - Manager, Clerk, Administration
16	City Attorney	Legal Services	16 City Attorney - Legal Services
18	Finance	Accounting & Finance	18 Finance - Accounting & Finance
20	Community Development	Planning	20 Community Development - Planning
25	Building	Building	25 Building - Building
30	Non-Department		30 Non-Department
40	Police	Police Services	40 Police - Police Services
50	Public Works	Engineering	50 Public Works - Engineering
53	Public Works	Street Maintenance	53 Public Works - Street Maintenance
57	Public Works	Park Maintenance	57 Public Works - Park Maintenance
58	Public Works	Park Programs	58 Public Works - Park Programs
59	Public Works	Building Maintenance	59 Public Works - Building Maintenance
	Other	Other	Other - Other
	Other	Other	Other - Other

Notes:

[a] Funds/budget units strictly related to capital expenditures and debt service have been excluded from the organizational structure listed for cost allocation purposes. This implies that capital and debt service funds/budget units neither allocate nor receive overhead costs through this plan.

Budget Items Outside of Overhead Cost Allocation Scope

Dept Number	Department Name	Program Name	Complete Name
	Public Works	Tennis Fund	Public Works - Tennis Fund
401	Capital Projects	Capital Improvement	401 Capital Projects - Capital Improvement
402	Capital Projects	Storm Drainage	402 Capital Projects - Storm Drainage
403	Capital Projects	Channel Drainage District	403 Capital Projects - Channel Drainage District
406	Capital Projects	Facilities Construction	406 Capital Projects - Facilities Construction

Internal Service Funds

Dept Number	Department Name	Program Name	Complete Name
184	Finance	Fleet Management (Equip. Repair & Replace.)	184 Finance - Fleet Management (Equip. Repair & Replace.)
	Finance	Employee Benefits/Compensated Absences	Finance - Employee Benefits/Compensated Absences
	Finance	GASB 45	Finance - GASB 45

Worksheet Series B

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

11 City Council - City Council

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	City Council	[Other]	[Other]	[Other]
x Mayor		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Vice Mayor		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Council Member		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Council Member		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Council Member		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Total	-	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%

Notes:

12 Administration - Manager, Clerk, Administration

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	Administration	[Other]	[Other]	[Other]
x City Manager		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Assistant City Manager		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Executive Assistant/Deputy City Clerk		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Office Specialist		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Total	614,770	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%

Notes:

Worksheet Series B

**TOWN OF ATHONTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services**

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16 City Attorney - Legal Services				Allocation of Staff Time to Functions of Indirect Service or Overhead			
Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Development Review Counsel	[Other]	[Other]	[Other]
		Indirect Service or Overhead	Direct Service				
X Position		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
X Position		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
X Position		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	-	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Notes:

18 Finance - Accounting & Finance				Allocation of Staff Time to Functions of Indirect Service or Overhead			
Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Finance	[Other]	[Other]	[Other]
		Indirect Service or Overhead	Direct Service				
X Finance Director		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
X Asst Finance Director		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
X Accountant		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
X Finance Assistant (.6)		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
X Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
X Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Total	373,858	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

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20 Community Development - Planning

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	-	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

25 Building - Building

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x Building Official		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Senior Bldg Inspector		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Building Inspector		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Building Inspector		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Arborist		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Permit Technician		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Office Specialist		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	870,309	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

Worksheet Series B

**TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services**

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION – PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

30 Non-Department									
Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead					
		Indirect Service or Overhead	Direct Service	General Indirect Activities	Information Technology	Code Enforcement	[Other]	[Other]	[Other]
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
x Position		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	-	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Notes:

TOWN OF AThERTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

40 Police - Police Services						
Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead		
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]
X Chief of Police		0.0%	100.0%	0.0%	0.0%	0.0%
X Lieutenant		0.0%	100.0%	0.0%	0.0%	0.0%
X Sergeant (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Sergeant (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Sergeant (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Sergeant (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Sergeant (80 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (80 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (80 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (80 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (80 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (80 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (84 hrs) – Vacant		0.0%	100.0%	0.0%	0.0%	0.0%
X Officer (84 hrs)		0.0%	100.0%	0.0%	0.0%	0.0%
X Com Supervisor		0.0%	100.0%	0.0%	0.0%	0.0%
X Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%
X Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%
X Dispatcher – Vacant		0.0%	100.0%	0.0%	0.0%	0.0%
X CSO/Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%
X Police Lieutenant		0.0%	100.0%	0.0%	0.0%	0.0%

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

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40 Police - Police Services (Continued)

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Part-Time Temp Dispatcher		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Reserve Officer		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Reserve Officer		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Reserve Officer		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Reserve Officer		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Administrative Assistant		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	3,920,084	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

50 Public Works - Engineering

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x PW Director (.6)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Superintendent (.1)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Assistant Engineer		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Supervisor (.5)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Office Specialist		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	396,552	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

53 Public Works - Street Maintenance

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x PW Director (.1)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Superintendent (.4)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Supervisor (.5)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Maint Worker I (.8)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Maint Worker II (.9)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Maint Worker II (.9)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	405,551	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

Worksheet Series B

**TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services**

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

57 Public Works - Park Maintenance

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x PW Director (.1)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x PW Superintendent (.2)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Park Supervisor		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Park/Facil Maint Worker II (.1)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	189,350	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

58 Public Works - Park Programs

Personnel Number and Position Description	Total Salary/Wage & Benefits	Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
		Indirect Service or Overhead	Direct Service	[Other]	[Other]	[Other]	[Other]
x PW Director (.1)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Park Program Manager (.8)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Park/Facil Maint Worker II (.5)		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
x Position		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Total	188,721	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

Notes:

Worksheet Series B

**TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Labor Organization and Identification of Indirect Services**

Note: This page is not used to catalog the actual costs that will be allocated. It is used only to identify departments and/or functions that should be allocated as overhead. Refer to Worksheet C for the actual costs to be allocated.

CONFIDENTIAL INFORMATION -- PLEASE USE DISCRETION IF DISTRIBUTING THIS WORKSHEET.

59 Public Works - Building Maintenance		Total Salary/Wage & Benefits		Distribution to Service Type		Allocation of Staff Time to Functions of Indirect Service or Overhead			
Personnel Number and Position Description		Total Salary/Wage & Benefits		Indirect Service or Overhead	Direct Service	Building Maintenance	[Other]	[Other]	[Other]
x	PW Director (.1)			100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x	PW Superintendent (.3)			100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x	Park Program Manager (.2)			100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x	PW Maint Worker I (.2)			100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x	Park/Facil Maint Worker II (.3)			100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x	PW Maint Worker II (.1)			100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x	PW Maint Worker II (.1)			100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x	Position			100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
x	Position			100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Total		165,797		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

11 City Council - City Council							
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function		
		Labor Distribution Factor	...or Other Allocation Factor		City Council	[Other]	[Other]
Advertising/Publishing	\$ 2,000	100.0%	0.0%	\$ 2,000	\$ -	\$ -	\$ -
Bus Meeting & Meals	1,100	100.0%	0.0%	1,100	-	-	-
Other Contract Services	-	100.0%	0.0%	-	-	-	-
Office Supplies	1,950	100.0%	0.0%	1,950	-	-	-
Membership/Dues	8,407	100.0%	0.0%	8,407	-	-	-
Utilities - Water	625	100.0%	0.0%	625	-	-	-
Conferences	5,000	100.0%	0.0%	5,000	-	-	-
Mileage Reimbursement	1,300	100.0%	0.0%	1,300	-	-	-
Boards & Commissions	2,000	100.0%	0.0%	2,000	-	-	-
Special Events & Awards	-	100.0%	0.0%	-	-	-	-
Office Equip & Furniture	7,000	100.0%	0.0%	7,000	-	-	-
Administrative Services	-	100.0%	0.0%	-	-	-	-
Computer Services Charge	-	100.0%	0.0%	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-
Total	29,382			29,382	-	-	-

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

12 Administration - Manager, Clerk, Administration		Distribution of Indirect Service/Overhead Expenditures to Function				
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures		
		Labor Distribution Factor	Other Allocation Factor	Administration	[Other]	[Other]
Regular Salaries	\$ 453,964	100.0%	0.0%	\$ 453,964	\$ -	\$ -
Part-Time Permanent	-	100.0%	0.0%	-	-	-
Temporary Help	-	100.0%	0.0%	-	-	-
Overtime	5,000	100.0%	0.0%	5,000	-	-
Medicare Tax	6,582	100.0%	0.0%	6,582	-	-
Social Security Tax	-	100.0%	0.0%	-	-	-
PERS Retire Contrib- ER	59,483	100.0%	0.0%	59,483	-	-
PERS Retire Contrib- EE	31,777	100.0%	0.0%	31,777	-	-
Deferred Compensation	-	100.0%	0.0%	-	-	-
Health Insurance	46,442	100.0%	0.0%	46,442	-	-
Retiree Healthcare	91,898	100.0%	0.0%	91,898	-	-
Dental Insurance	6,778	100.0%	0.0%	6,778	-	-
Vision Insurance	636	100.0%	0.0%	636	-	-
Workers' Compensation	754	100.0%	0.0%	754	-	-
Life & ADD Insurance	890	100.0%	0.0%	890	-	-
LTD Insurance	2,663	100.0%	0.0%	2,663	-	-
Unemployment Insurance	4,540	100.0%	0.0%	4,540	-	-
Auto Allowance	4,800	100.0%	0.0%	4,800	-	-
Educational Reimbursement	1,000	100.0%	0.0%	1,000	-	-
EE Benefits Earned	4,540	100.0%	0.0%	4,540	-	-
Recruitment Costs	1,000	100.0%	0.0%	1,000	-	-
Labor Relation Services	14,000	100.0%	0.0%	14,000	-	-
Repair Machinery & Equip	4,800	100.0%	0.0%	4,800	-	-
Facility Repair	-	100.0%	0.0%	-	-	-
Advertising - Noticing	2,500	100.0%	0.0%	2,500	-	-
Training and Workshops	5,668	100.0%	0.0%	5,668	-	-
Other Contract Services	-	100.0%	0.0%	-	-	-
Disaster Preparedness	-	100.0%	0.0%	-	-	-
Human Resources Services	-	100.0%	0.0%	-	-	-
Office Supplies	3,000	100.0%	0.0%	3,000	-	-
Subscriptions	800	100.0%	0.0%	800	-	-
Memberships & Dues	15,280	100.0%	0.0%	15,280	-	-
External Printing Services	12,000	100.0%	0.0%	12,000	-	-
Postage	1,000	100.0%	0.0%	1,000	-	-

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

12 Administration - Manager, Clerk, Administration (Continued)									
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		Administration	[Other]	[Other]	[Other]	
Utilities - Electricity	\$ 6,000	100.0%	0.0%	\$ 6,000	\$ 6,000	-	\$ -	-	-
Utilities - Gas	650	100.0%	0.0%	650	650	-	-	-	-
Utilities - Water	485	100.0%	0.0%	485	485	-	-	-	-
Utilities - Telephone	600	100.0%	0.0%	600	600	-	-	-	-
Conferences	2,000	100.0%	0.0%	2,000	2,000	-	-	-	-
Business Meetings & Meals	1,230	100.0%	0.0%	1,230	1,230	-	-	-	-
Special Events & Awards	1,800	100.0%	0.0%	1,800	1,800	-	-	-	-
Election Expense	-	100.0%	0.0%	-	-	-	-	-	-
Computer Equipment	3,000	100.0%	0.0%	3,000	3,000	-	-	-	-
Office Equip & Furn	500	100.0%	0.0%	500	500	-	-	-	-
Administrative Services-	-	100.0%	0.0%	-	-	-	-	-	-
Computer Services	-	100.0%	0.0%	-	-	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-	-
Total	798,060			798,060	798,060	-	-	-	-

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

16 City Attorney - Legal Services

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or... Other Allocation Factor	General Counsel	Development Review Counsel	[Other]	[Other]
City Attorney - Retainer	\$ 132,000	100.0%	0.0%	\$ 132,000	\$ -	\$ -	\$ -
City Attorney - Planning	48,000	100.0%	0.0%	-	48,000	-	-
City Attorney - Building	27,500	100.0%	0.0%	-	27,500	-	-
City Attorney - DPW Eng	15,000	100.0%	0.0%	-	15,000	-	-
City Attorney - Other Services	200,500	100.0%	0.0%	200,500	-	-	-
Attorney - Other Legal	-	100.0%	0.0%	-	-	-	-
Labor Relations Service	-	100.0%	0.0%	-	-	-	-
Litigation Services	-	100.0%	0.0%	-	-	-	-
Other Contract Services	-	100.0%	0.0%	-	-	-	-
Facility Repair	-	100.0%	0.0%	-	-	-	-
Membership/Dues	-	100.0%	0.0%	-	-	-	-
Travel & Meetings	-	100.0%	0.0%	-	-	-	-
Liability Claims	-	100.0%	0.0%	-	-	-	-
Administrative Services	-	100.0%	0.0%	-	-	-	-
Computer Services Charge	-	100.0%	0.0%	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-
Total	423,000			332,500	90,500		

Notes:

TOWN OF A THERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

18 Finance - Accounting & Finance				Distribution of Indirect Service/Overhead Expenditures to Function			
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	[Other]		
		Labor Distribution Factor	...or Other Allocation Factor		Finance	[Other]	[Other]
Regular Salaries	\$ 261,601	100.0%	0.0%	\$ 261,601	\$ -	\$ -	\$ -
Part-Time Permanent Salaries	-	100.0%	0.0%	-	-	-	-
Temporary Help	-	100.0%	0.0%	-	-	-	-
Overtime	-	100.0%	0.0%	-	-	-	-
Medicare	3,793	100.0%	0.0%	3,793	3,793	-	-
Social Security Tax	-	100.0%	0.0%	-	-	-	-
PERS Retire Contrib-ER	34,278	100.0%	0.0%	34,278	34,278	-	-
PERS Retire Contrib-EE	18,312	100.0%	0.0%	18,312	18,312	-	-
Health Insurance	48,279	100.0%	0.0%	48,279	48,279	-	-
Retiree Health	34,434	100.0%	0.0%	34,434	34,434	-	-
Dental Insurance	4,462	100.0%	0.0%	4,462	4,462	-	-
Vision Insurance	674	100.0%	0.0%	674	674	-	-
Workers' Compensation	434	100.0%	0.0%	434	434	-	-
Life & ADD Insurance	406	100.0%	0.0%	406	406	-	-
LTD Insurance	1,621	100.0%	0.0%	1,621	1,621	-	-
Unemployment Insurance	2,616	100.0%	0.0%	2,616	2,616	-	-
EE Benefits Earned	2,616	100.0%	0.0%	2,616	2,616	-	-
Audit & Financial	42,057	100.0%	0.0%	42,057	42,057	-	-
Technical Services	24,584	100.0%	0.0%	24,584	24,584	-	-
Repair Machinery & Equip	1,000	100.0%	0.0%	1,000	1,000	-	-
External Printing Service	3,000	100.0%	0.0%	3,000	3,000	-	-
Training and Workshops	5,084	100.0%	0.0%	5,084	5,084	-	-
Other Contract Services	-	100.0%	0.0%	-	-	-	-
Office Supplies	3,000	100.0%	0.0%	3,000	3,000	-	-
Subscriptions	750	100.0%	0.0%	750	750	-	-
Misc. Computer Parts	500	100.0%	0.0%	500	500	-	-
Memberships & Dues	1,205	100.0%	0.0%	1,205	1,205	-	-
Postage	-	100.0%	0.0%	-	-	-	-
Utilities - Telephone	-	100.0%	0.0%	-	-	-	-
Conferences	1,300	100.0%	0.0%	1,300	1,300	-	-
Mileage Reimbursement	600	100.0%	0.0%	600	600	-	-
Computer Equipment	3,000	100.0%	0.0%	3,000	3,000	-	-
Office Machines & Furniture	-	100.0%	0.0%	-	-	-	-
Administrative Services	-	100.0%	0.0%	-	-	-	-

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

18 Finance - Accounting & Finance (Continued)									
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function					
		Labor Distribution Factor	...or Other Allocation Factor	Finance	[Other]	[Other]	[Other]	[Other]	[Other]
Trisfr to Computer Services Fd	\$ -	100.0%	0.0%	\$ -	-	\$ -	-	\$ -	-
Trisfr to Equip Replace Fund	10,000	100.0%	0.0%	10,000	-	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-	-	-
Total	509,604			509,604	-	-	-	-	-

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

20 Community Development - Planning									
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function					Indirect Services Expenditures
		Labor Distribution Factor	...or Other Allocation Factor	[Other]	[Other]	[Other]	[Other]	[Other]	
Contract Planner	\$ 177,077	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Zoning Code Update	-	0.0%	0.0%	-	-	-	-	-	-
General Plan Update	4,900	0.0%	0.0%	-	-	-	-	-	-
Housing Element	7,350	0.0%	0.0%	-	-	-	-	-	-
Historical Artifacts	-	0.0%	0.0%	-	-	-	-	-	-
Advertising/Noticing	2,000	0.0%	0.0%	-	-	-	-	-	-
Plan Review	-	0.0%	0.0%	-	-	-	-	-	-
Other Contract Services	-	0.0%	0.0%	-	-	-	-	-	-
Printing - External Service	2,500	0.0%	0.0%	-	-	-	-	-	-
Office Supplies	2,000	0.0%	0.0%	-	-	-	-	-	-
Postage	-	0.0%	0.0%	-	-	-	-	-	-
Utilities - Electricity	230	0.0%	0.0%	-	-	-	-	-	-
Utilities - Gas	150	0.0%	0.0%	-	-	-	-	-	-
Utilities - Water	50	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
Total	196,257								

Notes:

TOWN OF AThERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

25 Building - Building		Portion for Indirect/Overhead				Distribution of Indirect Service/Overhead Expenditures to Function			
Expenditure Description	Budgeted Expenditure	Labor Distribution Factor	...or Other Allocation Factor	Indirect Services Expenditures		[Other]	[Other]	[Other]	[Other]
Regular Salaries	\$ 597,738	0.0%	0.0%	\$ -		\$ -	\$ -	\$ -	\$ -
Temporary Help	-	0.0%	0.0%	-		-	-	-	-
Overtime	-	0.0%	0.0%	-		-	-	-	-
Medicare	8,667	0.0%	0.0%	-		-	-	-	-
Social Security Tax	-	0.0%	0.0%	-		-	-	-	-
PER Retire Contrib- ER	78,322	0.0%	0.0%	-		-	-	-	-
PERS Retire Contrib- EE	41,842	0.0%	0.0%	-		-	-	-	-
Health Insurance	83,686	0.0%	0.0%	-		-	-	-	-
Retiree Healthcare	74,878	0.0%	0.0%	-		-	-	-	-
Dental Insurance	11,497	0.0%	0.0%	-		-	-	-	-
Vision Insurance	1,413	0.0%	0.0%	-		-	-	-	-
Workers' Compensation	25,454	0.0%	0.0%	-		-	-	-	-
Life & ADD Insurance	909	0.0%	0.0%	-		-	-	-	-
LTD Insurance	4,282	0.0%	0.0%	-		-	-	-	-
Unemployment Insurance	5,977	0.0%	0.0%	-		-	-	-	-
Uniforms	600	0.0%	0.0%	-		-	-	-	-
Auto Allowance	15,900	0.0%	0.0%	-		-	-	-	-
EE Benefits Earned	5,977	0.0%	0.0%	-		-	-	-	-
Technical Service	8,000	0.0%	0.0%	-		-	-	-	-
City Attorney Retainer	-	0.0%	0.0%	-		-	-	-	-
Contract Planner	-	0.0%	0.0%	-		-	-	-	-
Plan Reviewer	-	0.0%	0.0%	-		-	-	-	-
Vehicle Repair & Maint	600	0.0%	0.0%	-		-	-	-	-
Equip Repair & Maint	2,000	0.0%	0.0%	-		-	-	-	-
Custodial Services	-	0.0%	0.0%	-		-	-	-	-
Advertising/Publishing	-	0.0%	0.0%	-		-	-	-	-
Plan Review	-	0.0%	0.0%	-		-	-	-	-
Code Enforcement	-	0.0%	0.0%	-		-	-	-	-
Other Contract Services	-	0.0%	0.0%	-		-	-	-	-
Environment Programs	-	0.0%	0.0%	-		-	-	-	-
Building Inspection	-	0.0%	0.0%	-		-	-	-	-
Environ Report Service	-	0.0%	0.0%	-		-	-	-	-
Office Supplies	6,000	0.0%	0.0%	-		-	-	-	-
Subscriptions	905	0.0%	0.0%	-		-	-	-	-
Microfilms	7,500	0.0%	0.0%	-		-	-	-	-
Safety Supplies & Mails	5,785	0.0%	0.0%	-		-	-	-	-
Computer Software	-	0.0%	0.0%	-		-	-	-	-

TOWN OF AThERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

25 Building - Building (Continued)									
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function					
		Labor Distribution Factor	...or Other Allocation Factor	Indirect Services Expenditures	[Other]	[Other]	[Other]	[Other]	[Other]
Oil & Gasoline	\$ 600	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	-
Recycling	-	0.0%	0.0%	-	-	-	-	-	-
Memberships & Dues	2,145	0.0%	0.0%	-	-	-	-	-	-
Utilities - Electricity	1,380	0.0%	0.0%	-	-	-	-	-	-
Utilities - Gas	900	0.0%	0.0%	-	-	-	-	-	-
Utilities - Water	300	0.0%	0.0%	-	-	-	-	-	-
Communication	1,650	0.0%	0.0%	-	-	-	-	-	-
Conferences	7,640	0.0%	0.0%	-	-	-	-	-	-
Computer Equipment	2,500	0.0%	0.0%	-	-	-	-	-	-
Office Equip & Furniture	2,000	0.0%	0.0%	-	-	-	-	-	-
Administrative Services	-	0.0%	0.0%	-	-	-	-	-	-
Trsfir to Computer Service	-	0.0%	0.0%	-	-	-	-	-	-
Trsfir to Equip Replace Fd	10,000	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
Total	1,017,047								

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

30 Non-Department

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor	Indirect Services Expenditures	General Indirect Activities	Information Technology	Code Enforcement
Retiree Health	\$ -	100.0%	0.0%	\$ -	\$ -	\$ -	\$ -
Audit & Financial	-	100.0%	0.0%	-	-	-	-
Code Enforcement Services	56,985	100.0%	0.0%	56,985	-	-	56,985
Other Contract Services	14,480	100.0%	0.0%	14,480	14,480	-	-
Environmental Programs Committee	29,900	0.0%	0.0%	-	-	-	-
IT Support	32,324	100.0%	0.0%	32,324	-	32,324	-
Misc Computer Parts & Supplies	7,300	100.0%	0.0%	7,300	-	7,300	-
Other Supplies & Materials	4,000	100.0%	0.0%	4,000	4,000	-	-
Memberships & Dues	5,719	100.0%	0.0%	5,719	5,719	-	-
Banking Services	10,500	100.0%	0.0%	10,500	10,500	-	-
Liability Insurance	190,937	100.0%	0.0%	190,937	190,937	-	-
Property Insurance	5,139	100.0%	0.0%	5,139	5,139	-	-
Employment Practice Liability Insurance	36,000	100.0%	0.0%	36,000	36,000	-	-
Employee Assistance Program	3,510	100.0%	0.0%	3,510	3,510	-	-
Contribution - SSV	500	0.0%	0.0%	-	-	-	-
Contribution - HIP	2,500	0.0%	0.0%	-	-	-	-
Contribution - Sustainable San Mateo Cty	1,500	0.0%	0.0%	-	-	-	-
Postage	16,843	100.0%	0.0%	16,843	16,843	-	-
Utilities - Telephone	23,500	100.0%	0.0%	23,500	23,500	-	-
Election Cost	13,000	100.0%	0.0%	13,000	13,000	-	-
Post Office Expense	3,820	0.0%	0.0%	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-
Total	458,457			420,237	323,628	39,624	56,985

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

40 Police - Police Services									
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function					Indirect Services Expenditures
		Labor Distribution Factor	...or Other Allocation Factor	[Other]	[Other]	[Other]	[Other]	[Other]	
Regular Salaries	\$ 2,026,451	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	-
Part-time Permanent	-	0.0%	0.0%	-	-	-	-	-	-
Dispatcher Salaries	319,280	0.0%	0.0%	-	-	-	-	-	-
Reserve Salaries	39,872	0.0%	0.0%	-	-	-	-	-	-
Temporary Help	82,673	0.0%	0.0%	-	-	-	-	-	-
Overtime	161,000	0.0%	0.0%	-	-	-	-	-	-
Reimbursed Salaries	-	0.0%	0.0%	-	-	-	-	-	-
Medicare Tax	37,240	0.0%	0.0%	-	-	-	-	-	-
Social Security	1,490	0.0%	0.0%	-	-	-	-	-	-
PERS Retire Contr - ER	718,922	0.0%	0.0%	-	-	-	-	-	-
PERS Retire Contr - EE	182,971	0.0%	0.0%	-	-	-	-	-	-
Deferred Comp-ER Paid	6,366	0.0%	0.0%	-	-	-	-	-	-
Health Insurance	328,296	0.0%	0.0%	-	-	-	-	-	-
Retiree Healthcare	359,631	0.0%	0.0%	-	-	-	-	-	-
Dental Insurance	38,953	0.0%	0.0%	-	-	-	-	-	-
Vision Insurance	6,072	0.0%	0.0%	-	-	-	-	-	-
Workers' Compensation	94,506	0.0%	0.0%	-	-	-	-	-	-
Life & ADD Insurance	3,251	0.0%	0.0%	-	-	-	-	-	-
LTD Insurance	17,572	0.0%	0.0%	-	-	-	-	-	-
Unemployment Insurance	25,683	0.0%	0.0%	-	-	-	-	-	-
Uniforms	16,150	0.0%	0.0%	-	-	-	-	-	-
Educational Reimbursement	2,000	0.0%	0.0%	-	-	-	-	-	-
EE Benefits Earned	48,915	0.0%	0.0%	-	-	-	-	-	-
Technical Services	57,905	0.0%	0.0%	-	-	-	-	-	-
Animal Control Services	50,951	0.0%	0.0%	-	-	-	-	-	-
Equip Maint - Vehicles	35,000	0.0%	0.0%	-	-	-	-	-	-
Equip Maint - Other	4,000	0.0%	0.0%	-	-	-	-	-	-
Facility Repair & Maint	-	0.0%	0.0%	-	-	-	-	-	-
Custodial Services	-	0.0%	0.0%	-	-	-	-	-	-
Training & Workshops	6,300	0.0%	0.0%	-	-	-	-	-	-
SMC Booking Fees	4,139	0.0%	0.0%	-	-	-	-	-	-
Citation Processing	541	0.0%	0.0%	-	-	-	-	-	-
Other Contract Services	57,197	0.0%	0.0%	-	-	-	-	-	-
Recruitment Cost	5,000	0.0%	0.0%	-	-	-	-	-	-
Printing - External Service	2,000	0.0%	0.0%	-	-	-	-	-	-
Office Supplies	5,850	0.0%	0.0%	-	-	-	-	-	-
Subscriptions	746	0.0%	0.0%	-	-	-	-	-	-

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

40 Police - Police Services (Continued)									
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function					
		Labor Distribution Factor	...or Other Allocation Factor	Indirect Services Expenditures	[Other]	[Other]	[Other]	[Other]	[Other]
Safety Supplies & Materials	\$ 6,000	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
POST Training	20,000	0.0%	0.0%	-	-	-	-	-	-
K-9 Expenses	22,269	0.0%	0.0%	-	-	-	-	-	-
Vehicles Supplies	-	0.0%	0.0%	-	-	-	-	-	-
Oil and Gasoline	61,800	0.0%	0.0%	-	-	-	-	-	-
Other Supplies & Mats	31,000	0.0%	0.0%	-	-	-	-	-	-
Memberships & Dues	2,101	0.0%	0.0%	-	-	-	-	-	-
Postage	-	0.0%	0.0%	-	-	-	-	-	-
Utilities - Electricity	21,000	0.0%	0.0%	-	-	-	-	-	-
Utilities - Gas	1,100	0.0%	0.0%	-	-	-	-	-	-
Utilities - Water	500	0.0%	0.0%	-	-	-	-	-	-
Communication	40,622	0.0%	0.0%	-	-	-	-	-	-
Conferences	5,815	0.0%	0.0%	-	-	-	-	-	-
Mileage Reimbursement	300	0.0%	0.0%	-	-	-	-	-	-
Disaster/Emergency	2,800	0.0%	0.0%	-	-	-	-	-	-
Special Events & Awards	-	0.0%	0.0%	-	-	-	-	-	-
Rent Facilities	8,590	0.0%	0.0%	-	-	-	-	-	-
Non-Cap Off Mach & Furn	-	0.0%	0.0%	-	-	-	-	-	-
Non-Cap Tools & Equip	-	0.0%	0.0%	-	-	-	-	-	-
Misc. Capital Outlay	-	0.0%	0.0%	-	-	-	-	-	-
Building Improvements	-	0.0%	0.0%	-	-	-	-	-	-
Mach & Equip	25,185	0.0%	0.0%	-	-	-	-	-	-
Vehicles & Accessories	-	0.0%	0.0%	-	-	-	-	-	-
Computer Equip	4,500	0.0%	0.0%	-	-	-	-	-	-
Office Equip & Furniture	700	0.0%	0.0%	-	-	-	-	-	-
Administrative Services	-	0.0%	0.0%	-	-	-	-	-	-
Computer Sys Charge	-	0.0%	0.0%	-	-	-	-	-	-
Trsf to Equip Replace Fd	69,800	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
Total	5,071,024								

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

50 Public Works - Engineering

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor	Indirect Services Expenditures	[Other]	[Other]	[Other]	[Other]
Regular Salaries	\$ 295,213	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Part-Time Permanent	-	0.0%	0.0%	-	-	-	-	-
Temporary Help	-	0.0%	0.0%	-	-	-	-	-
Overtime	-	0.0%	0.0%	-	-	-	-	-
Standby Pay	1,475	0.0%	0.0%	-	-	-	-	-
Medicare Insurance	4,281	0.0%	0.0%	-	-	-	-	-
Social Security	-	0.0%	0.0%	-	-	-	-	-
PERS Retire Contr - ER	38,682	0.0%	0.0%	-	-	-	-	-
PERS Retire Contr - EE	20,665	0.0%	0.0%	-	-	-	-	-
Health Insurance	22,297	0.0%	0.0%	-	-	-	-	-
Retiree Healthcare	11,864	0.0%	0.0%	-	-	-	-	-
Dental Insurance	5,277	0.0%	0.0%	-	-	-	-	-
Vision Insurance	466	0.0%	0.0%	-	-	-	-	-
Workers Compensation	3,607	0.0%	0.0%	-	-	-	-	-
Life & ADD Insurance	437	0.0%	0.0%	-	-	-	-	-
LTD Insurance	1,994	0.0%	0.0%	-	-	-	-	-
Unemployment Insurance	2,952	0.0%	0.0%	-	-	-	-	-
Uniforms	-	0.0%	0.0%	-	-	-	-	-
Auto Allowance	2,160	0.0%	0.0%	-	-	-	-	-
EE Benefits Earned	2,952	0.0%	0.0%	-	-	-	-	-
Salary Allocated to CIP	(214,060)	0.0%	0.0%	-	-	-	-	-
Contract Engineering	3,000	0.0%	0.0%	-	-	-	-	-
Contract Plan Reviewer	-	0.0%	0.0%	-	-	-	-	-
Vehicle Repair & Maint	400	0.0%	0.0%	-	-	-	-	-
Equipment Repair & Maint	100	0.0%	0.0%	-	-	-	-	-
Building Security	-	0.0%	0.0%	-	-	-	-	-
Facility Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Catering Services	-	0.0%	0.0%	-	-	-	-	-
Custodial Services	-	0.0%	0.0%	-	-	-	-	-
HVAC Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Electrical Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Roof Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Tree Maintenance	-	0.0%	0.0%	-	-	-	-	-
Pesticides & Fertilizer	-	0.0%	0.0%	-	-	-	-	-
Street Sweeping	-	0.0%	0.0%	-	-	-	-	-
Contract Landscp Maint	-	0.0%	0.0%	-	-	-	-	-
Traffic Signal Repair & Maint	-	0.0%	0.0%	-	-	-	-	-

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

50 Public Works - Engineering (Continued)									
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function					
		Labor Distribution Factor	...or Other Allocation Factor	[Other]	[Other]	[Other]	[Other]	[Other]	[Other]
Street Light Repair & Maint	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising/Publishing	5,000	0.0%	0.0%	-	-	-	-	-	-
Training & Workshops	2,000	0.0%	0.0%	-	-	-	-	-	-
Inspection & Testing	-	0.0%	0.0%	-	-	-	-	-	-
Other Contract Services	2,000	0.0%	0.0%	-	-	-	-	-	-
Disaster Preparedness	-	0.0%	0.0%	-	-	-	-	-	-
Technical Services	6,000	0.0%	0.0%	-	-	-	-	-	-
Office Supplies	3,000	0.0%	0.0%	-	-	-	-	-	-
Safety Supplies & Mats	1,000	0.0%	0.0%	-	-	-	-	-	-
Computer Software	6,000	0.0%	0.0%	-	-	-	-	-	-
Computer Supplies	500	0.0%	0.0%	-	-	-	-	-	-
Custodial Supplies	-	0.0%	0.0%	-	-	-	-	-	-
Landscape Supplies	-	0.0%	0.0%	-	-	-	-	-	-
Construction Mats	-	0.0%	0.0%	-	-	-	-	-	-
Minor Tools & Equip	250	0.0%	0.0%	-	-	-	-	-	-
Gas & Oil	750	0.0%	0.0%	-	-	-	-	-	-
Other Supplies & Mats	-	0.0%	0.0%	-	-	-	-	-	-
Membership/Dues	6,366	0.0%	0.0%	-	-	-	-	-	-
Postage	200	0.0%	0.0%	-	-	-	-	-	-
Utilities - Electricity	690	0.0%	0.0%	-	-	-	-	-	-
Utilities - Gas	450	0.0%	0.0%	-	-	-	-	-	-
Utilities - Water	150	0.0%	0.0%	-	-	-	-	-	-
Utilities - Sewer	-	0.0%	0.0%	-	-	-	-	-	-
Communication	1,550	0.0%	0.0%	-	-	-	-	-	-
Conferences	264	0.0%	0.0%	-	-	-	-	-	-
Credit Card Merchant Fees	-	0.0%	0.0%	-	-	-	-	-	-
Rent - Facilities	-	0.0%	0.0%	-	-	-	-	-	-
Rent - Tools & Equipment	-	0.0%	0.0%	-	-	-	-	-	-
Building Improvements	-	0.0%	0.0%	-	-	-	-	-	-
Machinery & Equipment	-	0.0%	0.0%	-	-	-	-	-	-
Computer Equipment	2,000	0.0%	0.0%	-	-	-	-	-	-
Office Machines & Furn	500	0.0%	0.0%	-	-	-	-	-	-

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

Worksheet Series C

50 Public Works - Engineering (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor	[Other]	[Other]	[Other]	[Other]
Administrative Services	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -
Computer Services Charge	-	0.0%	0.0%	-	-	-	-
Equip Replace Charges	-	0.0%	0.0%	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-
Total	242,431						

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

53 Public Works - Street Maintenance		Distribution of Indirect Service/Overhead Expenditures to Function				
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures		
		Labor Distribution Factor	...or Other Allocation Factor	[Other]	[Other]	[Other]
Regular Salaries	\$ 260,692	0.0%	0.0%	\$ -	\$ -	\$ -
Part-Time Permanent	-	0.0%	0.0%	-	-	-
Temporary Help	10,165	0.0%	0.0%	-	-	-
Overtime	2,305	0.0%	0.0%	-	-	-
Standby Pay	9,145	0.0%	0.0%	-	-	-
Medicare Insurance	3,927	0.0%	0.0%	-	-	-
Social Security	630	0.0%	0.0%	-	-	-
PERS Retire Contr - ER	34,159	0.0%	0.0%	-	-	-
PERS Retire Contr - EE	18,248	0.0%	0.0%	-	-	-
Health Insurance	52,597	0.0%	0.0%	-	-	-
Retiree Healthcare	-	0.0%	0.0%	-	-	-
Dental Insurance	5,912	0.0%	0.0%	-	-	-
Vision Insurance	873	0.0%	0.0%	-	-	-
Workers Compensation	14,556	0.0%	0.0%	-	-	-
Life & ADD Insurance	445	0.0%	0.0%	-	-	-
LTD Insurance	1,891	0.0%	0.0%	-	-	-
Unemployment Insurance	2,709	0.0%	0.0%	-	-	-
Uniforms	3,450	0.0%	0.0%	-	-	-
Auto Allowance	360	0.0%	0.0%	-	-	-
EE Benefits Earned	2,607	0.0%	0.0%	-	-	-
Salary Allocated to CIP	-	0.0%	0.0%	-	-	-
Contract Engineering	-	0.0%	0.0%	-	-	-
Contract Plan Reviewer	-	0.0%	0.0%	-	-	-
Vehicle Repair & Maint	2,500	0.0%	0.0%	-	-	-
Equipment Repair & Maint	500	0.0%	0.0%	-	-	-
Building Security	-	0.0%	0.0%	-	-	-
Facility Repair & Maint	6,000	0.0%	0.0%	-	-	-
Catering Services	-	0.0%	0.0%	-	-	-
Custodial Services	-	0.0%	0.0%	-	-	-
HVAC Repair & Maint	-	0.0%	0.0%	-	-	-
Electrical Repair & Maint	-	0.0%	0.0%	-	-	-
Roof Repair & Maint	-	0.0%	0.0%	-	-	-
Tree Maintenance	50,000	0.0%	0.0%	-	-	-
Pesticides & Fertilizer	5,000	0.0%	0.0%	-	-	-
Street Sweeping	21,000	0.0%	0.0%	-	-	-

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

53 Public Works - Street Maintenance (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]	[Other]
	\$	0.0%	0.0%	\$	\$	\$	\$	\$	\$
Contract Lndscp Maint.		0.0%	0.0%	-	-	-	-	-	-
Traffic Signal Repair & Maint	20,000	0.0%	0.0%	-	-	-	-	-	-
Street Light Repair & Maint	35,000	0.0%	0.0%	-	-	-	-	-	-
Advertising/Publishing	-	0.0%	0.0%	-	-	-	-	-	-
Training & Workshops	1,500	0.0%	0.0%	-	-	-	-	-	-
Inspection & Testing	500	0.0%	0.0%	-	-	-	-	-	-
Other Contract Services	5,000	0.0%	0.0%	-	-	-	-	-	-
Disaster Preparedness	-	0.0%	0.0%	-	-	-	-	-	-
Technical Services	-	0.0%	0.0%	-	-	-	-	-	-
Office Supplies	100	0.0%	0.0%	-	-	-	-	-	-
Safety Supplies & Mats	1,000	0.0%	0.0%	-	-	-	-	-	-
Computer Software	1,000	0.0%	0.0%	-	-	-	-	-	-
Computer Supplies	250	0.0%	0.0%	-	-	-	-	-	-
Custodial Supplies	-	0.0%	0.0%	-	-	-	-	-	-
Landscape Supplies	500	0.0%	0.0%	-	-	-	-	-	-
Construction Mats	15,000	0.0%	0.0%	-	-	-	-	-	-
Minor Tools & Equip	1,000	0.0%	0.0%	-	-	-	-	-	-
Gas & Oil	10,000	0.0%	0.0%	-	-	-	-	-	-
Other Supplies & Mats	-	0.0%	0.0%	-	-	-	-	-	-
Membership/Dues	258	0.0%	0.0%	-	-	-	-	-	-
Postage	-	0.0%	0.0%	-	-	-	-	-	-
Utilities - Electricity	52,000	0.0%	0.0%	-	-	-	-	-	-
Utilities - Gas	1,200	0.0%	0.0%	-	-	-	-	-	-
Utilities - Water	10,000	0.0%	0.0%	-	-	-	-	-	-
Utilities - Sewer	-	0.0%	0.0%	-	-	-	-	-	-
Communication	2,700	0.0%	0.0%	-	-	-	-	-	-
Conferences	2,000	0.0%	0.0%	-	-	-	-	-	-
Credit Card Merchant Fees	-	0.0%	0.0%	-	-	-	-	-	-
Rent - Facilities	-	0.0%	0.0%	-	-	-	-	-	-
Rent - Tools & Equipment	20,000	0.0%	0.0%	-	-	-	-	-	-
Building Improvements	-	0.0%	0.0%	-	-	-	-	-	-
Machinery & Equipment	3,000	0.0%	0.0%	-	-	-	-	-	-

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

53 Public Works - Street Maintenance (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor	Indirect Services Expenditures	[Other]	[Other]	[Other]
Computer Equipment	\$ 2,000	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -
Office Machines & Furn	500	0.0%	0.0%	-	-	-	-
Administrative Services	-	0.0%	0.0%	-	-	-	-
Computer Services Chrg	-	0.0%	0.0%	-	-	-	-
Equip Replace Charges	17,361	0.0%	0.0%	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-
Total	711,540			-	-	-	-

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

57 Public Works - Park Maintenance							
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function		
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]
Regular Salaries	\$ 133,984	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -
Part-Time Permanent	-	0.0%	0.0%	-	-	-	-
Temporary Help	22,540	0.0%	0.0%	-	-	-	-
Overtime	819	0.0%	0.0%	-	-	-	-
Standby Pay	2,950	0.0%	0.0%	-	-	-	-
Medicare Insurance	2,270	0.0%	0.0%	-	-	-	-
Social Security	1,397	0.0%	0.0%	-	-	-	-
PERS Retire Contr - ER	17,556	0.0%	0.0%	-	-	-	-
PERS Retire Contr - EE	9,379	0.0%	0.0%	-	-	-	-
Health Insurance	11,866	0.0%	0.0%	-	-	-	-
Retiree Healthcare	4,423	0.0%	0.0%	-	-	-	-
Dental Insurance	2,308	0.0%	0.0%	-	-	-	-
Vision Insurance	218	0.0%	0.0%	-	-	-	-
Workers Compensation	8,009	0.0%	0.0%	-	-	-	-
Life & ADD Insurance	182	0.0%	0.0%	-	-	-	-
LTD Insurance	1,018	0.0%	0.0%	-	-	-	-
Unemployment Insurance	1,565	0.0%	0.0%	-	-	-	-
Uniforms	813	0.0%	0.0%	-	-	-	-
Auto Allowance	360	0.0%	0.0%	-	-	-	-
EE Benefits Earned	1,340	0.0%	0.0%	-	-	-	-
Salary Allocated to CIP	-	0.0%	0.0%	-	-	-	-
Contract Engineering	-	0.0%	0.0%	-	-	-	-
Contract Plan Reviewer	-	0.0%	0.0%	-	-	-	-
Vehicle Repair & Maint	500	0.0%	0.0%	-	-	-	-
Equipment Repair & Maint	2,500	0.0%	0.0%	-	-	-	-
Building Security	-	0.0%	0.0%	-	-	-	-
Facility Repair & Maint	2,500	0.0%	0.0%	-	-	-	-
Catering Services	-	0.0%	0.0%	-	-	-	-
Custodial Services	-	0.0%	0.0%	-	-	-	-
HVAC Repair & Maint	-	0.0%	0.0%	-	-	-	-
Electrical Repair & Maint	-	0.0%	0.0%	-	-	-	-
Roof Repair & Maint	-	0.0%	0.0%	-	-	-	-
Tree Maintenance	10,000	0.0%	0.0%	-	-	-	-
Pesticides & Fertilizer	10,000	0.0%	0.0%	-	-	-	-
Street Sweeping	-	0.0%	0.0%	-	-	-	-

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

57 Public Works - Park Maintenance (Continued)		Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function				
Expenditure Description	Budgeted Expenditure	Labor Distribution Factor	...or Other Allocation Factor	Indirect Services Expenditures	[Other]	[Other]	[Other]	[Other]
Contract Landscaping Maint.	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Signal Repair & Maint	-	0.0%	0.0%	-	-	-	-	-
Street Light Repair & Maint	2,500	0.0%	0.0%	-	-	-	-	-
Advertising/Publishing	-	0.0%	0.0%	-	-	-	-	-
Training & Workshops	500	0.0%	0.0%	-	-	-	-	-
Inspection & Testing	3,000	0.0%	0.0%	-	-	-	-	-
Other Contract Services	2,000	0.0%	0.0%	-	-	-	-	-
Disaster Preparedness	-	0.0%	0.0%	-	-	-	-	-
Technical Services	-	0.0%	0.0%	-	-	-	-	-
Office Supplies	100	0.0%	0.0%	-	-	-	-	-
Safety Supplies & Mats	750	0.0%	0.0%	-	-	-	-	-
Computer Software	1,200	0.0%	0.0%	-	-	-	-	-
Computer Supplies	100	0.0%	0.0%	-	-	-	-	-
Custodial Supplies	2,000	0.0%	0.0%	-	-	-	-	-
Landscape Supplies	5,000	0.0%	0.0%	-	-	-	-	-
Construction Mats	2,500	0.0%	0.0%	-	-	-	-	-
Minor Tools & Equip	500	0.0%	0.0%	-	-	-	-	-
Gas & Oil	1,500	0.0%	0.0%	-	-	-	-	-
Other Supplies & Mats	-	0.0%	0.0%	-	-	-	-	-
Membership/Dues	200	0.0%	0.0%	-	-	-	-	-
Postage	-	0.0%	0.0%	-	-	-	-	-
Utilities - Electricity	3,500	0.0%	0.0%	-	-	-	-	-
Utilities - Gas	-	0.0%	0.0%	-	-	-	-	-
Utilities - Water	-	0.0%	0.0%	-	-	-	-	-
Utilities - Sewer	-	0.0%	0.0%	-	-	-	-	-

TOWN OF ATHONTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

57 Public Works - Park Maintenance (Continued)									
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function					
		Labor Distribution Factor	...or Other Allocation Factor	[Other]	[Other]	[Other]	[Other]	[Other]	[Other]
Communication	\$ 515	0.0%	0.0%	\$	\$	\$	\$	\$	\$
Conferences	100	0.0%	0.0%	-	-	-	-	-	-
Credit Card Merchant Fees	-	0.0%	0.0%	-	-	-	-	-	-
Rent - Facilities	-	0.0%	0.0%	-	-	-	-	-	-
Rent - Tools & Equipment	500	0.0%	0.0%	-	-	-	-	-	-
Building Improvements	-	0.0%	0.0%	-	-	-	-	-	-
Machinery & Equipment	1,000	0.0%	0.0%	-	-	-	-	-	-
Computer Equipment	-	-0.0%	0.0%	-	-	-	-	-	-
Office Machines & Furn	500	0.0%	0.0%	-	-	-	-	-	-
Administrative Services	-	0.0%	0.0%	-	-	-	-	-	-
Computer Services Charg	-	0.0%	0.0%	-	-	-	-	-	-
Equip Replace Charges	2,531	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
OTHER	-	0.0%	0.0%	-	-	-	-	-	-
Total	278,994								

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

58 Public Works - Park Programs							
Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function		
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]
Regular Salaries	\$ 116,262	0.0%	100.0%	\$ 116,262	\$ -	\$ -	\$ -
Part-Time Permanent	-	0.0%	100.0%	-	-	-	-
Temporary Help	55,687	0.0%	100.0%	55,687	-	-	-
Overtime	314	0.0%	100.0%	314	-	-	-
Standby Pay	-	0.0%	100.0%	-	-	-	-
Medicare Insurance	2,493	0.0%	100.0%	2,493	-	-	-
Social Security	3,453	0.0%	100.0%	3,453	-	-	-
PERS Retire Contr - ER	15,234	0.0%	100.0%	15,234	-	-	-
PERS Retire Contr - EE	8,138	0.0%	100.0%	8,138	-	-	-
Health Insurance	20,730	0.0%	100.0%	20,730	-	-	-
Retiree Healthcare	-	0.0%	100.0%	-	-	-	-
Dental Insurance	2,360	0.0%	100.0%	2,360	-	-	-
Vision Insurance	300	0.0%	100.0%	300	-	-	-
Workers Compensation	4,837	0.0%	100.0%	4,837	-	-	-
Life & ADD Insurance	171	0.0%	100.0%	171	-	-	-
LTD Insurance	884	0.0%	100.0%	884	-	-	-
Unemployment Insurance	1,719	0.0%	100.0%	1,719	-	-	-
Uniforms	813	0.0%	100.0%	813	-	-	-
Auto Allowance	360	0.0%	100.0%	360	-	-	-
EE Benefits Earned	1,163	0.0%	100.0%	1,163	-	-	-
Salary Allocated to CIP	-	0.0%	100.0%	-	-	-	-
Contract Engineering	-	0.0%	100.0%	-	-	-	-
Contract Plan Reviewer	-	0.0%	100.0%	-	-	-	-
Vehicle Repair & Maint	500	0.0%	100.0%	500	-	-	-
Equipment Repair & Maint	500	0.0%	100.0%	500	-	-	-
Building Security	-	0.0%	100.0%	-	-	-	-
Facility Repair & Maint	2,000	0.0%	100.0%	2,000	-	-	-
Catering Services	500	0.0%	100.0%	500	-	-	-
Custodial Services	-	0.0%	100.0%	-	-	-	-
HVAC Repair & Maint	-	0.0%	100.0%	-	-	-	-
Electrical Repair & Maint	-	0.0%	100.0%	-	-	-	-
Roof Repair & Maint	-	0.0%	100.0%	-	-	-	-
Tree Maintenance	-	0.0%	100.0%	-	-	-	-
Pesticides & Fertilizer	-	0.0%	100.0%	-	-	-	-
Street Sweeping	-	0.0%	100.0%	-	-	-	-

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

58 Public Works - Park Programs (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor		[Other]	[Other]	[Other]	[Other]	[Other]
Contract Landscaping Maint.	\$ -	0.0%	100.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Signal Repair & Maint	-	0.0%	100.0%	-	-	-	-	-	-
Street Light Repair & Maint	-	0.0%	100.0%	-	-	-	-	-	-
Advertising/Publishing	18,000	0.0%	100.0%	18,000	-	-	-	-	-
Training & Workshops	500	0.0%	100.0%	500	-	-	-	-	-
Inspection & Testing	-	0.0%	100.0%	-	-	-	-	-	-
Other Contract Services	-	0.0%	100.0%	-	-	-	-	-	-
Disaster Preparedness	-	0.0%	100.0%	-	-	-	-	-	-
Technical Services	-	0.0%	100.0%	-	-	-	-	-	-
Office Supplies	100	0.0%	100.0%	100	-	-	-	-	-
Safety Supplies & Mats	-	0.0%	100.0%	-	-	-	-	-	-
Computer Software	-	0.0%	100.0%	-	-	-	-	-	-
Computer Supplies	250	0.0%	100.0%	250	-	-	-	-	-
Custodial Supplies	6,000	0.0%	100.0%	6,000	-	-	-	-	-
Landscape Supplies	2,500	0.0%	100.0%	2,500	-	-	-	-	-
Construction Mats	1,000	0.0%	100.0%	1,000	-	-	-	-	-
Minor Tools & Equip	500	0.0%	100.0%	500	-	-	-	-	-
Gas & Oil	-	0.0%	100.0%	-	-	-	-	-	-
Other Supplies & Mats	-	0.0%	100.0%	-	-	-	-	-	-
Membership/Dues	-	0.0%	100.0%	-	-	-	-	-	-
Postage	-	0.0%	100.0%	-	-	-	-	-	-
Utilities - Electricity	11,650	0.0%	100.0%	11,650	-	-	-	-	-
Utilities - Gas	3,100	0.0%	100.0%	3,100	-	-	-	-	-
Utilities - Water	2,850	0.0%	100.0%	2,850	-	-	-	-	-
Utilities - Sewer	2,250	0.0%	100.0%	2,250	-	-	-	-	-

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

58 Public Works - Park Programs (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Serv/ce/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor	[Other]	[Other]	[Other]	[Other]	[Other]
Communication	\$ 1,050	0.0%	100.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences	-	0.0%	100.0%	-	-	-	-	-
Credit Card Merchant Fees	3,000	0.0%	100.0%	-	-	-	-	-
Rent - Facilities	4,500	0.0%	100.0%	-	-	-	-	-
Rent - Tools & Equipment	2,000	0.0%	100.0%	-	-	-	-	-
Building Improvements	-	0.0%	100.0%	-	-	-	-	-
Machinery & Equipment	-	0.0%	100.0%	-	-	-	-	-
Computer Equipment	-	0.0%	100.0%	-	-	-	-	-
Office Machines & Furn	500	0.0%	100.0%	-	-	-	-	-
Administrative Services	-	0.0%	100.0%	-	-	-	-	-
Computer Services Charg	-	0.0%	100.0%	-	-	-	-	-
Equip Replace Charges	-	0.0%	100.0%	-	-	-	-	-
OTHER	-	0.0%	100.0%	-	-	-	-	-
OTHER	-	0.0%	100.0%	-	-	-	-	-
Total	298,167							
				\$ 1,050				
				\$ -				
				3,000				
				4,500				
				2,000				
				-				
				-				
				-				
				500				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				298,167				

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

59 Public Works - Building Maintenance

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Indirect Services Expenditures	Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor		Building Maintenance	[Other]	[Other]	[Other]
Regular Salaries	\$ 111,814	100.0%	0.0%	\$ 111,814	\$ 111,814	\$ -	\$ -	\$ -
Part-Time Permanent	-	100.0%	0.0%	-	-	-	-	-
Temporary Help	-	100.0%	0.0%	-	-	-	-	-
Overtime	-	100.0%	0.0%	-	-	-	-	-
Standby Pay	1,180	100.0%	0.0%	1,180	1,180	-	-	-
Medicare Insurance	1,621	100.0%	0.0%	1,621	1,621	-	-	-
Social Security	-	100.0%	0.0%	-	-	-	-	-
PERS Retire Contr - ER	14,651	100.0%	0.0%	14,651	14,651	-	-	-
PERS Retire Contr - EE	7,827	100.0%	0.0%	7,827	7,827	-	-	-
Health Insurance	20,049	100.0%	0.0%	20,049	20,049	-	-	-
Retiree Healthcare	-	100.0%	0.0%	-	-	-	-	-
Dental Insurance	2,171	100.0%	0.0%	2,171	2,171	-	-	-
Vision Insurance	335	100.0%	0.0%	335	335	-	-	-
Workers Compensation	4,763	100.0%	0.0%	4,763	4,763	-	-	-
Life & ADD Insurance	176	100.0%	0.0%	176	176	-	-	-
LTD Insurance	850	100.0%	0.0%	850	850	-	-	-
Unemployment Insurance	1,118	100.0%	0.0%	1,118	1,118	-	-	-
Uniforms	-	100.0%	0.0%	-	-	-	-	-
Auto Allowance	360	100.0%	0.0%	360	360	-	-	-
EE Benefits Earned	1,118	100.0%	0.0%	1,118	1,118	-	-	-
Salary Allocated to CIP	-	100.0%	0.0%	-	-	-	-	-
Contract Engineering	-	100.0%	0.0%	-	-	-	-	-
Contract Plan Reviewer	-	100.0%	0.0%	-	-	-	-	-
Vehicle Repair & Maint	-	100.0%	0.0%	-	-	-	-	-
Equipment Repair & Maint	500	100.0%	0.0%	500	500	-	-	-
Building Security	5,000	100.0%	0.0%	5,000	5,000	-	-	-
Facility Repair & Maint	15,000	100.0%	0.0%	15,000	15,000	-	-	-
Catering Services	-	100.0%	0.0%	-	-	-	-	-
Custodial Services	11,000	100.0%	0.0%	11,000	11,000	-	-	-
HVAC Repair & Maint	7,500	100.0%	0.0%	7,500	7,500	-	-	-
Electrical Repair & Maint	10,000	100.0%	0.0%	10,000	10,000	-	-	-
Roof Repair & Maint	5,000	100.0%	0.0%	5,000	5,000	-	-	-
Tree Maintenance	-	100.0%	0.0%	-	-	-	-	-
Pesticides & Fertilizer	1,500	100.0%	0.0%	1,500	1,500	-	-	-
Street Sweeping	-	100.0%	0.0%	-	-	-	-	-

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

59 Public Works - Building Maintenance (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function				
		Labor Distribution Factor	...or Other Allocation Factor	Building Maintenance	[Other]	[Other]	[Other]	[Other]
Contract Landscap Maint.	\$ -	100.0%	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Signal Repair & Maint	-	100.0%	0.0%	-	-	-	-	-
Street Light Repair & Maint	-	100.0%	0.0%	-	-	-	-	-
Advertising/Publishing	-	100.0%	0.0%	-	-	-	-	-
Training & Workshops	-	100.0%	0.0%	-	-	-	-	-
Inspection & Testing	2,500	100.0%	0.0%	2,500	-	-	-	-
Other Contract Services	500	100.0%	0.0%	500	-	-	-	-
Disaster Preparedness	8,500	100.0%	0.0%	8,500	-	-	-	-
Technical Services	-	100.0%	0.0%	-	-	-	-	-
Office Supplies	-	100.0%	0.0%	-	-	-	-	-
Safety Supplies & Mats	100	100.0%	0.0%	100	-	-	-	-
Computer Software	-	100.0%	0.0%	-	-	-	-	-
Computer Supplies	-	100.0%	0.0%	-	-	-	-	-
Custodial Supplies	3,500	100.0%	0.0%	3,500	-	-	-	-
Landscape Supplies	250	100.0%	0.0%	250	-	-	-	-
Construction Mats	2,500	100.0%	0.0%	2,500	-	-	-	-
Minor Tools & Equip	100	100.0%	0.0%	100	-	-	-	-
Gas & Oil	-	100.0%	0.0%	-	-	-	-	-
Other Supplies & Mats	-	100.0%	0.0%	-	-	-	-	-
Membership/Dues	-	100.0%	0.0%	-	-	-	-	-
Postage	-	100.0%	0.0%	-	-	-	-	-
Utilities - Electricity	-	100.0%	0.0%	-	-	-	-	-
Utilities - Gas	-	100.0%	0.0%	-	-	-	-	-
Utilities - Water	-	100.0%	0.0%	-	-	-	-	-
Utilities - Sewer	-	100.0%	0.0%	-	-	-	-	-
	1,350			1,350				

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Master Expenditure Detail for Source Fiscal Year 2009/2010

59 Public Works - Building Maintenance (Continued)

Expenditure Description	Budgeted Expenditure	Portion for Indirect/Overhead		Distribution of Indirect Service/Overhead Expenditures to Function			
		Labor Distribution Factor	...or Other Allocation Factor	Building Maintenance	[Other]	[Other]	[Other]
Communication	\$ -	100.0%	0.0%	\$ -	\$ -	\$ -	\$ -
Conferences	-	100.0%	0.0%	-	-	-	-
Credit Card Merchant Fees	-	100.0%	0.0%	-	-	-	-
Rent - Facilities	-	100.0%	0.0%	-	-	-	-
Rent - Tools & Equipment	-	100.0%	0.0%	-	-	-	-
Building Improvements	-	100.0%	0.0%	-	-	-	-
Machinery & Equipment	6,000	100.0%	0.0%	6,000	-	-	-
Computer Equipment	-	100.0%	0.0%	-	-	-	-
Office Machines & Furn	-	100.0%	0.0%	-	-	-	-
Administrative Services	-	100.0%	0.0%	-	-	-	-
Computer Services Chrg	-	100.0%	0.0%	-	-	-	-
Equip Replace Charges	-	100.0%	0.0%	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-
OTHER	-	100.0%	0.0%	-	-	-	-
Total	248,833			248,833	-	-	-

Notes:

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Inventory of Available Allocation Factors

Data for All Budget Units	FTEs	City-Wide Budgeted Expenditures	Estimated IT Service Usage	Estimated Code Enforcement Time	Building Square Footage	City Attorney Development Review Time
Factor Number to Reference in Worksheet E	1	2	3	4	5	6
11 City Council - City Council	-	\$ 29,382	5.0%	0.0%	966	0.0%
12 Administration - Manager, Clerk, Administration	4.00	798,060	15.0%	11.8%	1,788	0.0%
16 City Attorney - Legal Services	0.50	423,000	20.0%	0.0%	-	0.0%
18 Finance - Accounting & Finance	2.60	509,604	5.0%	0.0%	1,162	0.0%
20 Community Development - Planning	0.50	196,257	5.0%	11.8%	650	100.0%
25 Building - Building	7.00	1,017,047	5.0%	30.9%	1,200	0.0%
30 Non-Department	-	458,457	0.0%	0.0%	-	0.0%
40 Police - Police Services	28.85	5,071,024	40.0%	8.8%	6,900	0.0%
50 Public Works - Engineering	3.20	242,431	2.0%	7.4%	1,100	0.0%
53 Public Works - Street Maintenance	3.60	711,540	2.0%	7.4%	1,300	0.0%
57 Public Works - Park Maintenance	1.40	278,994	0.5%	7.4%	9,991	0.0%
58 Public Works - Park Programs	1.40	298,167	0.5%	7.4%	-	0.0%
59 Public Works - Building Maintenance	1.30	248,833	0.0%	7.4%	-	0.0%
Other - Other	-	-	0.0%	0.0%	-	0.0%
Other - Other	-	-	0.0%	0.0%	-	0.0%
Total	54.35	10,282,795	100.0%	100.0%	25,957	100.0%

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Inventory of Available Allocation Factors

Worksheet Series D

Distribution of Data Sets Across All Budget Units		FTEs	City-Wide Budgeted Expenditures	Estimated IT Service Usage	Estimated Code Enforcement Time	Building Square Footage	City Attorney Development Review Time
Factor Number to Reference in Worksheet E		1	2	3	4	5	6
11 City Council - City Council		0.0%	0.3%	5.0%	0.0%	3.9%	0.0%
12 Administration - Manager, Clerk, Administration		7.4%	7.8%	15.0%	11.8%	7.1%	0.0%
16 City Attorney - Legal Services		0.9%	4.1%	20.0%	0.0%	0.0%	0.0%
18 Finance - Accounting & Finance		4.8%	5.0%	5.0%	0.0%	4.6%	0.0%
20 Community Development - Planning		0.9%	1.9%	5.0%	11.8%	2.6%	100.0%
25 Building - Building		12.9%	9.9%	5.0%	30.9%	4.8%	0.0%
30 Non-Department		0.0%	4.5%	0.0%	0.0%	0.0%	0.0%
40 Police - Police Services		53.1%	49.3%	40.0%	8.8%	27.5%	0.0%
50 Public Works - Engineering		5.9%	2.4%	2.0%	7.4%	4.4%	0.0%
53 Public Works - Street Maintenance		6.6%	6.9%	2.0%	7.4%	5.2%	0.0%
57 Public Works - Park Maintenance		2.6%	2.7%	0.5%	7.4%	39.9%	0.0%
58 Public Works - Park Programs		2.6%	2.9%	0.5%	7.4%	0.0%	0.0%
59 Public Works - Building Maintenance		2.4%	2.4%	0.0%	7.4%	0.0%	0.0%
Other - Other		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Other - Other		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Inventory of Available Allocation Factors

Worksheet Series D

Distribution of Data Sets Across Direct Services Only		FTEs	City-Wide Budgeted Expenditures	Estimated IT Service Usage	Estimated Code Enforcement Time	Building Square Footage	City Attorney Development Review Time
Factor Number to Reference in Worksheet E	% of Direct Service						
11 City Council - City Council	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
12 Administration - Manager, Clerk, Administration	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
16 City Attorney - Legal Services	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18 Finance - Accounting & Finance	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
20 Community Development - Planning	100%	1.1%	2.5%	9.1%	14.5%	3.1%	100.0%
25 Building - Building	100%	15.2%	13.0%	0.0%	38.2%	5.7%	0.0%
30 Non-Department	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
40 Police - Police Services	100%	62.8%	64.9%	72.7%	10.9%	32.6%	0.0%
50 Public Works - Engineering	100%	7.0%	3.1%	3.6%	9.1%	5.2%	0.0%
53 Public Works - Street Maintenance	100%	7.8%	9.1%	3.6%	9.1%	6.1%	0.0%
57 Public Works - Park Maintenance	100%	3.0%	3.6%	0.9%	9.1%	47.3%	0.0%
58 Public Works - Park Programs	100%	3.0%	3.8%	0.9%	9.1%	0.0%	0.0%
59 Public Works - Building Maintenance	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Other - Other	100%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Other - Other	100%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

TOWN OF ATHERTON

OVERHEAD COST ALLOCATION PLAN

Summary of Allocable Overhead Expenditures and Selection of Allocation Factor

Worksheet E

Budget Unit: Department Number and Name - Division	Indirect Service or Overhead Function	Allocable Overhead Expenditures	Selected Allocation Basis	
			No.	Factor Description
11 City Council - City Council	City Council	\$ 29,382	2	City-Wide Budgeted Expenditures
12 Administration - Manager, Clerk, Administration	Administration	798,060	2	City-Wide Budgeted Expenditures
16 City Attorney - Legal Services	General Counsel	332,500	2	City-Wide Budgeted Expenditures
16 City Attorney - Legal Services	Development Review Counsel	90,500	6	City Attorney Development Review Time
18 Finance - Accounting & Finance	Finance	509,604	2	City-Wide Budgeted Expenditures
20 Community Development - Planning	--	-	0	n/a
25 Building - Building	--	-	0	n/a
30 Non-Department	General Indirect Activities	323,628	1	FTEs
30 Non-Department	Information Technology	39,624	3	Estimated IT Service Usage
30 Non-Department	Code Enforcement	56,985	4	Estimated Code Enforcement Time
40 Police - Police Services	--	-	0	n/a
50 Public Works - Engineering	--	-	0	n/a
53 Public Works - Street Maintenance	--	-	0	n/a
57 Public Works - Park Maintenance	--	-	0	n/a
58 Public Works - Park Programs	--	-	0	n/a
59 Public Works - Building Maintenance	Building Maintenance	248,833	5	Building Square Footage
Total Allocable Overhead Expenditures		2,429,116		

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
First Allocation of Overhead Expenditures

Worksheet Series F

The results listed in the column "Total First Allocation" are the outcomes that may be used in the Town's budget process. All other allocations on subsequent worksheets are used for full cost recovery analyses, such as fee computations for direct services.

Allocation to All Budget Units Regardless of Service Type	Allocable Indirect Services / Overhead Functions					Allocable Indirect Functions				Total First Allocation
	City Council	Administration	General Counsel	Development Review Counsel	Finance	General Indirect Activities	Information Technology	Code Enforcement	Building Maintenance	
	11	12	16	16	18	30	30	30	59	
11 City Council - City Council	\$ 84	\$ 2,280	\$ 950	\$ -	\$ -	\$ -	\$ 1,981	\$ -	\$ 9,593	\$ 16,345
12 Administration - Manager, Clerk, Administration	2,280	61,938	25,806	-	39,551	23,818	5,944	6,704	17,755	183,786
16 City Attorney - Legal Services	1,209	32,830	13,678	-	20,963	2,977	7,925	-	-	79,582
18 Finance - Accounting & Finance	1,456	39,551	16,478	-	25,255	15,482	1,981	-	11,541	111,744
20 Community Development - Planning	561	15,232	6,346	90,500	9,726	2,977	1,981	6,704	6,455	140,482
25 Building - Building	2,508	78,934	32,887	-	50,404	41,682	1,981	17,598	11,917	238,309
30 Non-Department	1,310	35,581	14,824	-	22,721	-	-	-	-	74,437
40 Police - Police Services	14,490	393,568	163,974	-	251,314	171,788	15,850	5,028	68,522	1,084,534
50 Public Works - Engineering	693	18,815	7,839	-	12,015	19,054	792	4,190	10,924	74,323
53 Public Works - Street Maintenance	2,033	55,223	23,008	-	35,263	21,436	792	4,190	12,910	154,857
57 Public Works - Park Maintenance	797	21,653	9,021	-	13,827	8,336	198	4,190	99,217	157,240
58 Public Works - Park Programs	852	23,141	9,641	-	14,777	8,336	198	4,190	-	61,136
59 Public Works - Building Maintenance	711	19,312	8,046	-	12,332	7,741	-	4,190	-	52,332
Other - Other	-	-	-	-	-	-	-	-	-	-
Other - Other	-	-	-	-	-	-	-	-	-	-
Total Allocable Overhead Expenditures	29,382	788,060	332,500	90,500	509,604	323,628	39,524	56,985	248,833	2,429,116

Costs Allocated to Indirect Services / Overhead Functions to be Reallocated in Second Allocation on Worksheet G: \$ 518,236

WORKSPACE Check to Total Allocable Overhead, Worksheet E - Should be zero

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Second Allocation of Overhead Expenditures

Allocation of Remaining Indirect Service/Overhead Costs to Direct Services Only	Allocable Indirect Services / Overhead Functions						Allocable Indirect Functions				Total Second Allocation
	City Council	Administration	General Counsel	Development Review Counsel	Finance	General Indirect Activities	Information Technology	Code Enforcement	Building Maintenance		
	11	12	16	16	18	30	30	30	59		
11 City Council - City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12 Administration - Manager, Clerk, Administration	-	-	-	-	-	-	-	-	-	-	
16 City Attorney - Legal Services	-	-	-	-	-	-	-	-	-	-	
18 Finance - Accounting & Finance	-	-	-	-	-	-	-	-	-	-	
20 Community Development - Planning	410	4,615	1,998	-	2,806	810	-	-	1,609	12,249	
25 Building - Building	2,127	23,918	10,356	-	14,542	11,340	-	-	2,970	65,253	
30 Non-Department	-	-	-	-	-	-	-	-	-	-	
40 Police - Police Services	10,605	119,255	51,636	-	72,505	46,735	-	-	17,080	317,817	
50 Public Works - Engineering	507	5,701	2,469	-	3,466	5,184	-	-	2,723	20,050	
53 Public Works - Street Maintenance	1,488	16,733	7,245	-	10,174	5,832	-	-	3,218	44,690	
57 Public Works - Park Maintenance	583	6,561	2,841	-	3,989	2,268	-	-	24,732	40,974	
58 Public Works - Park Programs	624	7,012	3,036	-	4,263	2,268	-	-	-	17,203	
59 Public Works - Building Maintenance	-	-	-	-	-	-	-	-	-	-	
Other - Other	-	-	-	-	-	-	-	-	-	-	
Other - Other	-	-	-	-	-	-	-	-	-	-	
Total Allocable Overhead Expenditures	16,345	183,796	79,582	-	111,744	74,437	-	-	52,332	518,236	

TOWN OF ATHERTON
OVERHEAD COST ALLOCATION PLAN
Total Annual Allocated City-Wide Overhead to Direct Services

Total Indirect Service/Overhead Costs Allocated to Direct Services Only	Allocable Indirect Services / Overhead Functions						Allocable Indirect Functions			Total: All Allocations
	City Council	Administration	General Counsel	Development Review Counsel	Finance	General Indirect Activities	Information Technology	Code Enforcement	Building Maintenance	
	11	12	16	16	18	30	30	30	59	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
11 City Council - City Council										
12 Administration - Manager, Clerk, Administration										
16 City Attorney - Legal Services										
18 Finance - Accounting & Finance										
20 Community Development - Planning	971	19,847	8,344	90,500	12,532	3,787	1,981	6,704	8,064	152,732
25 Building - Building	5,033	102,862	43,243		64,945	53,021	1,981	17,598	14,887	303,562
30 Non-Department										
40 Police - Police Services	25,095	512,824	215,611		323,819	218,523	15,850	5,028	85,602	1,402,351
50 Public Works - Engineering	1,200	24,517	10,308		15,481	24,238	792	4,190	13,647	94,372
53 Public Works - Street Maintenance	3,521	71,957	30,253		45,437	27,268	792	4,190	16,128	199,547
57 Public Works - Park Maintenance	1,381	28,214	11,862		17,816	10,604	198	4,190	123,949	198,214
58 Public Works - Park Programs	1,476	30,153	12,677		19,040	10,604	198	4,190		78,339
59 Public Works - Building Maintenance										
Other - Other										
Other - Other										
Total Allocable Overhead Expenditures	38,677	790,363	332,299	90,500	499,070	348,047	21,793	46,091	262,277	2,429,116

WORKSPACE: Check to Total Allocable Overhead, Worksheet E - Should be zero: -



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCILMEMBERS

**FROM: JERRY GRUBER, CITY MANAGER
WYNNE FURTH, CITY ATTORNEY**

DATE: CITY COUNCIL MEETING OF JUNE 16, 2010

**SUBJECT: REQUEST FOR ADJUSTMENT TO LEGAL SERVICES BUDGET
FOR FISCAL YEAR 2009-2010**

Recommendation. Staff recommends that the legal services budget for 2009-2010 be increased by 38,000.00 to cover necessary legal expenses through the end of the current fiscal year.

Background. The legal services budget for the 2009-2010 fiscal year is \$430,000. This includes \$132,000 for a monthly retainer with McDonough Holland and Allen PC that pays for 55 hours of general services and employment law. The remainder of the budget is allocations for Planning, Building, and Public Works/Engineering \$90,500, and \$205,000 for other legal services, including litigation and code enforcement.

Retainer	\$ 132,000
Planning	\$ 48,000
Building	\$ 27,500
DPW Eng	\$ 15,000
Other Services	\$ 200,500

The comparative figures for legal services budgets for the last three years are as follows:

Actual	Actual	Budgeted
2007-08	2008-09	2009-10
\$ 604,016	\$ 450,924*	\$ 423,000

*includes \$14,800 in labor relations services

To stay within budget, we work with the City staff to identify work that can be deferred without posing an unreasonable risk to the Town, training staff so that the need for legal review on

repetitive work can be reduced or eliminated, and being mindful of the direction to charge legal services for development applications to the applicants. However, the need to promptly respond to claims, litigation, and other unanticipated projects, has increased costs this year beyond the budgeted amount.

McDonough Holland & Allen litigation and claims charges for the current fiscal year through May totaled approximately \$169,000. An additional \$10,500 was paid to the Law Offices of Mary L. Topliff and to the firm of Stubbs & Leone as part of the Johns litigation. This left approximately \$15,400 to cover all other basic services beyond the retainer. Budget surpluses in the line items for Building, Planning, and Public Works provided additional funding, but unanticipated assignments have increased costs. Based upon the Town's request for proposals, the Town's retainer was set on the assumption that the Council would have no more than one meeting a month; more have proved to be necessary this year. This has left fewer retainer hours for doing other necessary work.

	Budgeted	Actual through 5/30 (rounded)	
Retainer	\$ 132,000	\$ 121,000	
Planning	\$ 48,000	\$ 20,600	
Building	\$ 27,500	\$ 4,100	
DPW Eng	\$ 15,000	\$ 12,100	
Other Services	\$ 200,500	\$ 259,300	
Other law firms:		\$ 4,800	
Total:	\$ 423,000	\$ 431,900	
Overrun Year to Date		\$ (9,000)	-2%

We have been working this spring to hold down non-litigation (and litigation) costs to stay within budget and at the time of the mid-year budget adjustments, had expected to be successful. However, payments to other law firms and expenses resulting from unanticipated expenses have put legal services over budget. We request an additional \$28,000 for June legal services in addition to \$9,000 to cover the overrun through May 30.

Fiscal Impact. The requested addition to the legal services budget is \$38,000. This amount does not cover three additional claims that were received in recent weeks. The Finance Director recommends that the funds be covered by projected excess revenue at year-end when the Town closes FY 2009-10 book.

Alternatives.

1. Approve the requested increase of the legal services budget to \$38,000 for the fiscal year 2009-2010.
2. Approve a smaller increase.
3. Reject the requested increase.



Town of Atherton

ITEM 26

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JERRY GRUBER, CITY MANAGER

DATE: FOR THE CITY COUNCIL MEETING OF JUNE 16, 2010

SUBJECT: ADOPTION OF RESOLUTION 10-31 A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON ADOPTING SALARIES AND FOR MANAGEMENT STAFF FOR FISCAL YEARS 2009-10, 2010-11, 2011-12, and 2012-13

RECOMMENDATION

Adopt Resolution 10-31 of the City Council of the Town of Atherton Adopting Salaries and Benefits for Management Staff for Fiscal Years 2009-10, 2010-11, 2011-12 and 2012-13.

INTRODUCTION:

Resolution 09-05 A Resolution of the City Council of the Town of Atherton Adopting Salaries and Benefits for Management Staff for Fiscal Year 2008-09 covered the period of July 1, 2008 through June 30, 2009. The Town's management negotiating team has met with mid management representatives regarding reaching a new agreement.

Resolution 10-31 reflects the proposed agreement which has been reached between the negotiators on behalf of the Town and mid management. Resolution 10-31, if adopted by Council, would be effective July 1, 2009 through June 30, 2013.

The proposed agreement has been reviewed by mid management, the City Attorney, Town's labor relations counsel, Finance Director, Assistant City Manager, and City Manager.

ANALYSIS:

Salary:

Adoption of Resolution 10-31 would not implement a salary adjustment for Mid Management Employees, effective July 1, 2009. The next salary increase that Mid Management Employees would be eligible for would be effective July 1, 2010. The next salary adjustment would be based on the 70th percentile pay range of comparator positions with comparator agencies for Mid Management positions for salary and Public Employees Retirement System (PERS) contribution, using the salaries in effect for comparator positions as of July 1, 2010 (with the removal of the top and bottom salaries in the array for calculation purposes).

FISCAL IMPACT:

There is no fiscal impact for FY 2009-2010. The next salary increase that the Mid Management Employees would be eligible for is effective July 1, 2010.

RESOLUTION NO. 10-31

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADOPTING SALARIES AND BENEFITS FOR MANAGEMENT STAFF
FOR FISCAL YEAR 2009-10 THROUGH 2012-13**

The City Council of the Town of Atherton hereby resolves as follows:

WHEREAS, the City Council has determined that it is in the best interests of the Town to bring uniformity to the salaries and benefits of Management employees in the form of a resolution, and

WHEREAS, Attachment A to this Resolution specifies terms and conditions of employment for Management employees for the Fiscal Years 2009-10 through 2012-13.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the Town of Atherton that the salaries and benefits of the Management Employees of the Town of Atherton shall be as stated in Attachment A.

* * * * *

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 16th day of June, 2010, by the following vote.

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

Kathy McKeithen
Mayor

ATTEST:

Theresa N. DellaSanta
Deputy City Clerk

APPROVED AS TO FORM:

Wynne Furth
City Attorney

ATTACHMENT A

The purpose of this Management Resolution is to provide salary and benefit information for Management Employees of the Town of Atherton in one document rather than in multiple, individual agreements with various employees.

1. **TERM:** The term of this Resolution is July 1, ~~2009~~ through June 30, ~~2013~~ (Fiscal Years ~~2009-13~~).

Deleted: 2008

Deleted: 2009

Deleted: 8

Deleted: 09

2. **COVERED CLASSIFICATIONS:**

Assistant Finance Director

Planning Administrator/Building Official

Assistant City Manager

Police Chief

Associate Engineer

Police Lieutenant

Deleted: *

City Clerk

Public Works Director

Finance Directors

Public Works Superintendent

Park Program Manager

3. **SALARY:** The Atherton City Council recognizes the importance of maintaining a competitive salary and benefit package for its management employees. In order for this to be possible, it is necessary to establish a list of those municipalities that should be used as benchmark agencies. The following agencies are hereby used as a benchmark for management employees' salaries and benefits: Menlo Park, Hillsborough, Millbrae, San Carlos, Los Gatos, Belmont, Brisbane, San Bruno, Los Altos, Woodside, and Saratoga, with the exception of the Police Lieutenant position, which shall be benchmarked against those agencies utilized as benchmarks in the Atherton Police Officers Association Memorandum of Understanding (MOU).

Deleted: * Position not filled FY 2008-09

~~There shall be no wage increase on July 1, 2009. On July 1, 2010, 2011, and 2012,~~ the City Council authorizes compensation of management employees at the 70th percentile for salary and Public Employees Retirement System (PERS) contribution as compared to like positions with the benchmark agencies. The salary ranges for this Resolution are as shown in Exhibit "A" – Town of Atherton Management Salary Schedule - Fiscal Year ~~2009-10~~. Any 70th percentile calculation made pursuant to this Resolution shall have the highest and lowest salaries in the survey array removed.

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Due to the unique duties of the Park Program Manager position and the inability to locate comparator positions, the salary for this position will not be set at the 70th percentile as described above. Instead, the salary for the Park Program Administrator position will be set at 1% above the Public Works Supervisor position for each Fiscal Year covered by this

Resolution, in order to maintain internal equity. In order to establish internal equity for the position of City Clerk, the salary range shall match that of the Assistant Finance Director for each Fiscal Year covered by this Resolution.

4. **OVERTIME:** All management employees are exempt from overtime compensation in accordance with the provisions of the Fair Labor Standards Act. No management employee is entitled to receive overtime compensation.
5. **HOLIDAYS:** The following holidays will be observed by all Management employees:

January 1	New Year's Day
Third Monday in January	Martin Luther King, Jr. Day
Third Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
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Second Monday in October	Columbus Day
November 11	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Day after Thanksgiving Day
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In addition, a personal holiday on a date to be determined by the employee subject to the approval of the City Manager. This holiday will be credited to the employee each January.

If any of the holidays falls on a Saturday, the Friday preceding shall be observed as the holiday. If the holiday falls on a Sunday, the following Monday shall be observed as the holiday.

6. **VACATION LEAVE:** Except as limited by this section, all Management Employees shall accrue Vacation Leave at the following rates:

Less than three years of service – 80 hours per year.

Three years of service to eight years of service – 120 hours per year.

Eight years of service and above – 160 hours per year.

For purposes of this resolution, "years of service" shall include full-time employment with the Town of Atherton, plus full-time service with other public or private agencies prior to Town employment. Full-time years of service with other agencies shall be credited on a two-for-one basis as follows: credit for one year of service for every two years of service outside the Town. Partial years shall not be rounded up to the next year. Employees covered by this provision include all current Management employees and all Management employees hired during the term of this Management Resolution.

The Town shall implement a maximum vacation accumulation cap of two times the employee's annual accrual rate. Reduction of employee's accrual levels to the maximum vacation accumulation cap shall be accomplished by discussion with the City Manager on the best way and the timing to accomplish the reduction.

Employees shall be allowed to have the Town buy back accrued vacation, with the approval of the City Manager, under the following:

- o Accumulation at 15 days per year – 5 days of buy back by the Town per year
- o Accumulation at 20 days per year – 10 days of buy back by the Town per year

▲ To be eligible to sell back vacation time, an employee must have a minimum balance in excess of one half of his/her annual vacation accrual, after any buy back.

- ▼
7. **ADMINISTRATIVE LEAVE:** In recognition of the hours required to accomplish the requirements of each Management position, including attendance at numerous meetings outside normal working hours, each Management Employee shall be granted forty (40) hours of Administrative Leave per fiscal year. Management employees may accumulate a maximum of 60 hours of Administrative Leave. No cash out of Administrative Leave shall be allowed. Administrative Leave shall accrue at the rate of 1.53 hours per pay period. Managers employed by the Town as of the adoption of this Resolution shall be credited with a pro-rata share of Administrative Leave hours applicable from July 1, 2005 to the present time.

8. **SICK LEAVE:** The Town shall provide each Management employee in paid status with paid sick leave at the rate of 3.69 hours per pay period. There is no cap on the hours of sick leave accrual.

An employee may only use sick leave that has accrued prior to the current pay period. Sick leave is not cashed out upon separation. Probationary employees can earn and use sick leave.

Sick Leave shall be allowed and used in cases of actual personal sickness or disability, medical or dental treatment, or as authorized for other health-related reasons. Up to six (6) days per year of sick leave may be used in cases of actual sickness or disability, medical or dental treatment of members of the employee's immediate family, or as otherwise provided by law. The City Manager may require an employee who uses sick leave to provide an original doctor's certificate to support the sick leave claimed. An employee who claims sick leave of three consecutive days or more may be required to submit a statement from a physician that the employee is fit to return to work with or without reasonable accommodation.

Unless he or she has submitted a doctor's note stating the length of absence, each employee on sick leave shall personally call in each day prior to the beginning of scheduled work hours to his or her immediate supervisor stating the following:

1. Non-detailed nature of the illness;

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Deleted: The maximum vacation accrual is 800 hours. Vacation accrual in excess of the maximum allowed will be liquidated by monetary payment during the month of November. Those employees with vacation balances in excess of the maximum accrual stated herein at the time this Resolution is adopted, are required to meet with the City Manager to arrange a schedule for liquidation or use of the excess time. ¶

2. Estimated length of absence; and
3. Any necessary information about work which needs attention during the employee's absence.

Award for Non-Use

Provided that the following conditions are met, regular full-time employees may receive two hours of vacation leave on December 31 of any calendar year for every eight hours of sick leave earned but not used during that calendar year:

1. The employee must have completed one year of service by December 31 of the calendar year;
2. The employee must have received a satisfactory overall rating on his/her most recent performance review for work done during that calendar year; and
3. The employee only earns the Award for Non-Use to the extent that the Award does not exceed the vacation accrual cap.

Sick leave is not diminished as a result of an Award for Non-Use.

- 9. BEREAVEMENT LEAVE:** Management employees shall be allowed paid leave for not more than five working days when absent because a death has occurred in his/her immediate family. For the purpose of bereavement leave, members of the immediate family include mother, stepmother, father, stepfather, mother-in-law, father-in-law, child, grandparent, grandchild of the employee, or spouse, brother, stepbrother, sister, stepsister, cohabitant or dependent of the employee. Bereavement Leave because of a death of someone who is not a member of the employee's immediate family is limited to one day per request. Bereavement Leave cannot be accumulated and is not part of the sick leave benefit. Bereavement Leave cannot be used on a Town holiday.

In order to receive Bereavement Leave, a Management employee must make a written request to the City Manager that identifies the relationship of the deceased to the employee.

- 10. MILITARY LEAVE:** Military leave of absence shall be granted and compensated in accordance with all applicable laws upon satisfactory proof of the need to report to active duty. Management employees must give the City Manager advance notice, to the greatest extent possible, when military duty is scheduled.
- 11. LEAVE FOR PREGNANCY DISABILITY:** A pregnant Management employee shall be entitled to an unpaid leave of absence for the duration of disability due to pregnancy to a maximum of four months. The employee may use her accumulated sick or vacation leave for

all or part of the leave. The employee's request for Pregnancy Disability Leave must be supported by a physician's statement that sets forth the anticipated duration of the disability.

12. FAMILY AND MEDICAL ACT LEAVE: Provided that the Town's workforce consists of at least 50 full-time employees, leave of absence shall be granted in accordance with the State and Federal Family and Medical Leave Acts.

13. JURY DUTY: A Management employee required to report for jury duty or to answer a subpoena as a witness shall be granted a leave of absence with pay from his/her assigned duties until released by the court, provided the employee remits to the Town all fees received for such duties, other than mileage or subsistence allowances, as soon as the employee receives such fees. The employee must report to work for any portion of the work day that the employee is not required to be absent due to jury duty or to answer a subpoena.

14. LEAVE WITHOUT PAY: Upon the written request of a Management employee and recommendation of the Department Head (if applicable), the City Manager may grant a leave of absence without pay for good cause shown in cases of personal emergency or when such absences would not be contrary to the best interest of the Town.

The City Manager may grant a leave of absence without pay for a period not to exceed one year, during which time no benefits and no seniority credit will accrue. Upon expiration of an approved leave, or within five working days after written notice to return to duty, the employee shall be reinstated in the position held at the time the leave was granted. An employee's failure to report promptly at the expiration of a leave, or within five working days after notice to report to duty, may be deemed notice of resignation and/or cause for disciplinary action.

During unpaid leaves of absence, the employee may elect to use accrued vacation time.

15. BENEFITS PROGRAMS: The following benefits are provided to Management employees. Benefits are not vested and are subject to change or to being discontinued.

A. HEALTH/DENTAL/VISION INSURANCE: ~~Effective until January 2011,~~ the Town will pay the full cost of the health insurance for the employee and his/her family for any health plan currently offered through PERS. Health insurance offered by PERS commences on the first day of the month following employment, and remains in effect for one month after one terminates employment with the Town. The City Manager may contract with different health care insurers/providers, with City Council approval, at the beginning of a calendar year, as long as the new contract does not reduce the level of benefits.

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~~The Town will pay the full cost of the employee's and his/her family dental and vision insurance with insurers/providers as determined by the City Council based upon a recommendation of the City Manager.~~

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Flexible Benefits Plan

During the term of this contract the City intends to convert to a flexible benefit plan structure to accommodate the tiered retiree medical benefit provision for employees hired after the effective date of this Resolution. Under the Flexible Benefit Plan the City's monthly contribution for the individual employee and the employee's eligible dependents shall be One Hundred and Eight dollars (\$108.00) per month effective January 1, 2010, and shall adjust in accordance with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act.

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Effective January 1, 2011, the City shall contribute the below-listed amount per month toward each employee's Section 125 Plan benefit allowance components:

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- 97% of cost of the health insurance plan selected by the employee currently offered by PERS less PERS required MEC.

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Effective January 1, 2012, the City shall contribute the below-listed amount per month toward each employee's Section 125 Plan benefit allowance components:

- 94% of cost of the health insurance plan selected by the employee currently offered by PERS less PERS required MEC.

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Effective January 1, 2013, the City shall contribute the below-listed amount per month toward each employee's Section 125 Plan benefit allowance components:

- 90% of cost of the health insurance plan selected by the employee currently offered by PERS less PERS required MEC.

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An employee may use any benefit allowance stated above toward the cost of employer-provided PERS Health insurance for the employee and eligible dependents. An employee may not use the benefit allowance for other reasons.

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Any Employee that enrolls in a Medical Plan that has a higher premium than the City's contribution, as stated above, will pay the difference via pre-tax payroll deductions.

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Effective January 1, 2011, an employee who declines medical coverage from the Town (with approved medical coverage from an alternative source) shall receive 50% of the Blue Shield rate or a minimum of \$300 per month for which the employee is eligible.

B. RETIREE MEDICAL

Employees who are hired after the adoption of this Resolution shall have the following vesting schedule for retiree medical benefits:

- o Completion of 10 years Town Service – 50%
- o Completion of 11 years Town Service – 55%
- o Completion of 12 years Town Service – 60%
- o Completion of 13 years Town Service – 65%
- o Completion of 14 years Town Service – 70%
- o Completion of 15 years Town Service – 75%
- o Completion of 16 years Town Service – 80%
- o Completion of 17 years Town Service – 85%
- o Completion of 18 years Town Service – 90%
- o Completion of 19 years Town Service – 95%
- o Completion of 20 years Town Service – 100%

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The Towns maximum contribution for retiree medical, for employees who are hired after the adoption of this Resolution, shall be the Employee Only rate for Kaiser.

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C. LIFE INSURANCE: The Town will provide Management employees with Town-paid life and accidental death and dismemberment insurance policies in the following amounts:

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Assistant City Manager \$150,000

Police Chief, Police Lieutenant: \$140,000

Finance Director,
Planning Administrator/Building Official,
Public Works Director: \$100,000

Assistant Finance Director,
City Clerk,
Park Program Administrator,
Public Works Superintendent: \$75,000

C. EMPLOYEE ASSISTANCE PLAN: The Town will continue its program for psychological counseling to employees and dependents, with total Town expenditures not to exceed \$3,000 in any fiscal year, for payment of professional psychological counseling fees. Employee family groups are entitled to attend up to six sessions each year when he/she/they determine(s) that psychological counseling is needed to ensure continued good mental health.

D. LONG TERM DISABILITY INSURANCE (LTD): Coverage for this insurance is 67% of monthly earnings to a maximum of \$6,000.00. This insurance becomes effective the first day of the month following date of employment subject to the terms and

provisions contained in the policy. The waiting period following a disability is sixty (60) days. An employee does not accrue sick or vacation leave while on Long Term Disability Leave.

E. DEFERRED COMPENSATION: Management employees are eligible to participate in Deferred Compensation Plans offered by the Town.

F. SHORT TERM DISABILITY INSURANCE (STD): Short Term Disability Insurance can only be utilized after an employee has exhausted all of his/her available sick leave. The benefit is an amount equal to 70% of the employee's weekly earnings to a maximum of \$500.00 per week.

G. FLEXIBLE SPENDING PLAN: Full-time Management may enroll in this plan and take advantage of tax benefits as they pertain to medical and dependent care. Employees enroll upon employment and once a year thereafter in the month of January.

H. PUBLIC EMPLOYEES' RETIREMENT SYSTEM: All full-time Management employees are covered by California's PERS in lieu of Social Security coverage. The Town pays both the employer's and the employee's portion of PERS under the 2% @55 program for non-sworn management employees and 3% @50 program, as of July 1, 2002, (calculated at single-highest year) for sworn Management employees.

16. PERFORMANCE REVIEWS: All Management employees shall have their performance reviewed at least once prior to the end of the fiscal year in June. These reviews provide a planned and orderly means to evaluate individual performance in the areas of program responsibility, management of personnel, accountability, and teamwork with other staff members.

17. AUTOMOBILE PROVISION/MILEAGE REIMBURSEMENT: The City Council recognizes different needs of Management employees regarding automobile use. All Management employees will be compensated for mileage at the current Internal Revenue Service rate in the performance of his/her job except for the following positions as provided herein:

- a. Police Chief - Provision of an automobile to take home
- b. Police Lieutenant - Provision of an automobile to take home
- c. Planning Administrator/Building Official - \$300/month
- d. Public Works Director - \$300/month
- e. Public Works Superintendent - Provision of an automobile during work hours

The specific policy for use of Town-owned automobiles will be established by the City Manager.

18. EDUCATIONAL REIMBURSEMENT: The Town shall establish a \$2,000 annual educational reimbursement plan for Management employees. A Management employee who successfully completes courses that have been approved by the City Manager may receive up to \$600 reimbursement for each fiscal year of the term of this MOU until the funds are depleted. At the end of the fiscal year, any unused amount in the plan shall be distributed to management participants in the plan during that year on an equal basis provided that such additional payments to participants shall be based on actual expenditures incurred by the participants.

19. UNIFORM ALLOWANCE: The positions of Police Chief and Police Lieutenant shall receive a uniform allowance in the amount of \$675 per fiscal year, payable in equal amounts of \$168.75 on the first payday at the beginning of each quarter. The amount advanced is subject to all withholding taxes, but is not dependent on remaining in service for the entire quarter. Positions covered by this allowance are required to purchase and maintain uniforms in accordance with Atherton Police Department Rules and Regulations.

20. SAFETY SHOE ALLOWANCE: The position of Public Works Superintendent shall receive a safety shoe allowance of \$200 per fiscal year. On presentation of appropriate receipts, the Town shall reimburse the Public Works Superintendent for up to \$200 per fiscal year toward the cost of no more than one pair of OSHA approved safety shoes/boots per year. Shoe repair is reimbursable under this provision. Shoes/boots purchased under this provision are for the exclusive use of the employee.

21. FLEXIBLE SCHEDULING: At the request of the Department Head and following review and approval by the City Manager, a flexible work schedule may be implemented for Management Employees covered by this Resolution. The City Manager's evaluation shall give consideration to the needs of the Department/Employee as well as the desire of the City Council to continue to provide all Town services on a schedule that is conducive to providing uninterrupted service to its residents throughout the week.

Each flexible schedule approved shall be evaluated by the City Manager no later than six months following its implementation. The purpose of the evaluation will be to determine if it is in the best interests of the Town of Atherton to continue the flexible schedule, or any modifications to the schedule that would be necessitated by the City Manager's evaluation.

22. MILITARY BUY-BACK OF SERVICE CREDIT: Eligible Management employees are able to participate in the Military Buy Back of Service Credit program available through the Public Employees Retirement System (PERS).

23. The provisions of this Management Resolution supercede and terminate any and all prior or existing MOUs, understandings, rules, policies, agreements, resolutions or correspondence, whether formal or informal, regarding the compensation, benefits and terms and conditions of employment, to the extent that those items are inconsistent with the terms of this Management Resolution. Existing MOUs, understandings, rules, policies, agreements,

resolutions or correspondence that do not conflict with the matters set forth herein remain in effect.

EXHIBIT A

**TOWN OF ATHERTON
MANAGEMENT SALARY SCHEDULE
Fiscal Year 200~~9~~-10**

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TOWN OF ATHERTON
Draft MONTHLY SALARY COMPARISON
FISCAL YEAR 2009-2010

DRAFT Salary Ranges WITH FOUR STEPS A-D (With Step A)

<u>JOB DESCRIPTION</u>	<u>STEP A</u>
<u>POLICE CHIEF</u>	<u>11,644.37</u>
<u>PUBLIC WORKS DIRECTOR/CITY ENGINEER</u>	<u>11,513.42</u>
<u>ASSISTANT CITY MANAGER</u>	<u>11,485.49</u>
<u>FINANCE DIRECTOR</u>	<u>11,253.96</u>
<u>PLANNING ADMINISTRATOR/BUILDING OFFICIAL</u>	<u>10,758.39</u>
<u>POLICE LIEUTENANT</u>	<u>9,795.77</u>
<u>PUBLIC WORKS SUPERINTENDENT</u>	<u>8,980.20</u>
<u>CITY CLERK*</u>	<u>7,993.75</u>
<u>ASSOCIATE ENGINEER *</u>	<u>7,133.10</u>

PARK PROGRAM MANAGER

6,329.43

07/01/09 Steps B & C added

*Position not filled FY 2009-10

Management (Unrepresented) position salaries effective 7/1/09.

<u>Position</u>	<u>Bottom Step</u>	<u>Top Step</u>
Assistant Finance Director	7993.75	9253.76
Assistant City Manager	11485.49	13295.89
Associate Engineer*	7133.10	8257.45
City Clerk**	7993.75	9253.76
Finance Director	11253.96	13027.86
Park Program Manager	6329.43	7327.11
Planning Administrator/ Building Official	10758.39	12454.18
Police Chief	11644.37	13479.82
Police Lieutenant	9795.77	11339.83
Public Works Director	11513.42	13328.22
Public Works Superintendent	8980.2	10395.70

* Position not filled FY 2008-09

** The City Clerk position is budgeted for .5 FTE for FY 2008-09

ATTACHMENT A

The purpose of this Management Resolution is to provide salary and benefit information for Management Employees of the Town of Atherton in one document rather than in multiple, individual agreements with various employees.

1. **TERM:** The term of this Resolution is July 1, 2009 through June 30, 2013 (Fiscal Years 2009-13).

2. **COVERED CLASSIFICATIONS:**

Assistant Finance Director	Planning Administrator/Building Official
Assistant City Manager	Police Chief
Associate Engineer	Police Lieutenant
City Clerk	Public Works Director
Finance Directors	Public Works Superintendent
Park Program Manager	

3. **SALARY:** The Atherton City Council recognizes the importance of maintaining a competitive salary and benefit package for its management employees. In order for this to be possible, it is necessary to establish a list of those municipalities that should be used as benchmark agencies. The following agencies are hereby used as a benchmark for management employees' salaries and benefits: Menlo Park, Hillsborough, Millbrae, San Carlos, Los Gatos, Belmont, Brisbane, San Bruno, Los Altos, Woodside, and Saratoga, with the exception of the Police Lieutenant position, which shall be benchmarked against those agencies utilized as benchmarks in the Atherton Police Officers Association Memorandum of Understanding (MOU).

There shall be no wage increase on July 1, 2009. On July 1, 2010, 2011, and 2012, the City Council authorizes compensation of management employees at the 70th percentile for salary and Public Employees Retirement System (PERS) contribution as compared to like positions with the benchmark agencies. The salary ranges for this Resolution are as shown in Exhibit "A" – Town of Atherton Management Salary Schedule - Fiscal Year 2009-10. Any 70th percentile calculation made pursuant to this Resolution shall have the highest and lowest salaries in the survey array removed.

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this Resolution, in order to maintain internal equity. In order to establish internal equity for the position of City Clerk, the salary range shall match that of the Assistant Finance Director for each Fiscal Year covered by this Resolution.

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The Town shall implement a maximum vacation accumulation cap of two times the employee's annual accrual rate. Reduction of employee's accrual levels to the maximum vacation accumulation cap shall be accomplished by discussion with the City Manager on the best way and the timing to accomplish the reduction.

Employees shall be allowed to have the Town buy back accrued vacation, with the approval of the City Manager, under the following:

- Accumulation at 15 days per year – 5 days of buy back by the Town per year
- Accumulation at 20 days per year – 10 days of buy back by the Town per year

To be eligible to sell back vacation time, an employee must have a minimum balance in excess of one half of his/her annual vacation accrual, after any buy back.

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1. The employee must have completed one year of service by December 31 of the calendar year;
2. The employee must have received a satisfactory overall rating on his/her most recent performance review for work done during that calendar year; and
3. The employee only earns the Award for Non-Use to the extent that the Award does not exceed the vacation accrual cap.

Sick leave is not diminished as a result of an Award for Non-Use.

9. **BEREAVEMENT LEAVE:** Management employees shall be allowed paid leave for not more than five working days when absent because a death has occurred in his/her immediate family. For the purpose of bereavement leave, members of the immediate family include mother, stepmother, father, stepfather, mother-in-law, father-in-law, child, grandparent, grandchild of the employee, or spouse, brother, stepbrother, sister, stepsister, cohabitant or dependent of the employee. Bereavement Leave because of a death of someone who is not a member of the employee's immediate family is limited to one day per request. Bereavement Leave cannot be accumulated and is not part of the sick leave benefit. Bereavement Leave cannot be used on a Town holiday.

In order to receive Bereavement Leave, a Management employee must make a written request to the City Manager that identifies the relationship of the deceased to the employee.

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11. **LEAVE FOR PREGNANCY DISABILITY:** A pregnant Management employee shall be entitled to an unpaid leave of absence for the duration of disability due to pregnancy to a maximum of four months. The employee may use her accumulated sick or vacation

leave for all or part of the leave. The employee's request for Pregnancy Disability Leave must be supported by a physician's statement that sets forth the anticipated duration of the disability.

12. **FAMILY AND MEDICAL ACT LEAVE:** Provided that the Town's workforce consists of at least 50 full-time employees, leave of absence shall be granted in accordance with the State and Federal Family and Medical Leave Acts.
13. **JURY DUTY:** A Management employee required to report for jury duty or to answer a subpoena as a witness shall be granted a leave of absence with pay from his/her assigned duties until released by the court, provided the employee remits to the Town all fees received for such duties, other than mileage or subsistence allowances, as soon as the employee receives such fees. The employee must report to work for any portion of the work day that the employee is not required to be absent due to jury duty or to answer a subpoena.
14. **LEAVE WITHOUT PAY:** Upon the written request of a Management employee and recommendation of the Department Head (if applicable), the City Manager may grant a leave of absence without pay for good cause shown in cases of personal emergency or when such absences would not be contrary to the best interest of the Town.

The City Manager may grant a leave of absence without pay for a period not to exceed one year, during which time no benefits and no seniority credit will accrue. Upon expiration of an approved leave, or within five working days after written notice to return to duty, the employee shall be reinstated in the position held at the time the leave was granted. An employee's failure to report promptly at the expiration of a leave, or within five working days after notice to report to duty, may be deemed notice of resignation and/or cause for disciplinary action.

During unpaid leaves of absence, the employee may elect to use accrued vacation time.

15. **BENEFITS PROGRAMS:** The following benefits are provided to Management employees. Benefits are not vested and are subject to change or to being discontinued.
 - A. **HEALTH/DENTAL/VISION INSURANCE:** Effective until January 2011, the Town will pay the full cost of the health insurance for the employee and his/her family for any health plan currently offered through PERS. Health insurance offered by PERS commences on the first day of the month following employment, and remains in effect for one month after one terminates employment with the Town. The City Manager may contract with different health care insurers/providers, with City Council approval, at the beginning of a calendar year, as long as the new contract does not reduce the level of benefits.

The Town will pay the full cost of the employee's and his/her family dental and vision insurance with insurers/providers as determined by the City Council based upon a recommendation of the City Manager.

Flexible Benefits Plan

During the term of this contract the City intends to convert to a flexible benefit plan structure to accommodate the tiered retiree medical benefit provision for employees hired after the effective date of this Resolution. Under the Flexible Benefit Plan the City's monthly contribution for the individual employee and the employee's eligible dependents shall be One Hundred and Eight dollars (\$108.00) per month effective January 1, 2010 and shall adjust in accordance with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act.

Effective January 1, 2011, the City shall contribute the below-listed amount per month toward each employee's Section 125 Plan benefit allowance components:

- 97% of cost of the health insurance plan selected by the employee currently offered by PERS less PERS required MEC.

Effective January 1, 2012, the City shall contribute the below-listed amount per month toward each employee's Section 125 Plan benefit allowance components:

- 94% of cost of the health insurance plan selected by the employee currently offered by PERS less PERS required MEC.

Effective January 1, 2013, the City shall contribute the below-listed amount per month toward each employee's Section 125 Plan benefit allowance components:

- 90% of cost of the health insurance plan selected by the employee currently offered by PERS less PERS required MEC.

An employee may use any benefit allowance stated above toward the cost of employer-provided PERS Health insurance for the employee and eligible dependents. An employee may not use the benefit allowance for other reasons.

Any Employee that enrolls in a Medical Plan that has a higher premium than the City's contribution, as stated above, will pay the difference via pre-tax payroll deductions.

Effective January 1, 2011, an employee who declines medical coverage from the Town (with approved medical coverage from an alternative source) shall receive 50% of the Blue Shield rate or a minimum of \$300 per month for which the employee is eligible.

B. RETIREE MEDICAL: Employees who are hired after the adoption of this Resolution shall have the following vesting schedule for retiree medical benefits:

- Completion of 10 years Town Service – 50%
- Completion of 11 years Town Service – 55%
- Completion of 12 years Town Service – 60%
- Completion of 13 years Town Service – 65%
- Completion of 14 years Town Service – 70%
- Completion of 15 years Town Service – 75%
- Completion of 16 years Town Service – 80%
- Completion of 17 years Town Service – 85%
- Completion of 18 years Town Service – 90%
- Completion of 19 years Town Service – 95%
- Completion of 20 years Town Service – 100%

The Town's maximum contribution for retiree medical, for employees who are hired after the adoption of this Resolution, shall be the Employee Only rate for Kaiser.

C. LIFE INSURANCE: The Town will provide Management employees with Town-paid life and accidental death and dismemberment insurance policies in the following amounts:

Assistant City Manager	\$150,000

Police Chief, Police Lieutenant:	\$140,000

Finance Director, Planning Administrator/Building Official, Public Works Director:	\$100,000

Assistant Finance Director, City Clerk, Park Program Administrator, Public Works Superintendent:	\$75,000

D. EMPLOYEE ASSISTANCE PLAN: The Town will continue its program for psychological counseling to employees and dependents, with total Town expenditures not to exceed \$3,000 in any fiscal year, for payment of professional psychological counseling fees. Employee family groups are entitled to attend up to six sessions each year when he/she/they determine(s) that psychological counseling is needed to ensure continued good mental health.

E. LONG TERM DISABILITY INSURANCE (LTD): Coverage for this insurance is 67% of monthly earnings to a maximum of \$6,000.00. This insurance

becomes effective the first day of the month following date of employment subject to the terms and provisions contained in the policy. The waiting period following a disability is sixty (60) days. An employee does not accrue sick or vacation leave while on Long Term Disability Leave.

- F. DEFERRED COMPENSATION:** Management employees are eligible to participate in Deferred Compensation Plans offered by the Town.
 - G. SHORT TERM DISABILITY INSURANCE (STD):** Short Term Disability Insurance can only be utilized after an employee has exhausted all of his/her available sick leave. The benefit is an amount equal to 70% of the employee's weekly earnings to a maximum of \$500.00 per week.
 - H. FLEXIBLE SPENDING PLAN:** Full-time Management may enroll in this plan and take advantage of tax benefits as they pertain to medical and dependent care. Employees enroll upon employment and once a year thereafter in the month of January.
 - I. PUBLIC EMPLOYEES' RETIREMENT SYSTEM:** All full-time Management employees are covered by California's PERS in lieu of Social Security coverage. The Town pays both the employer's and the employee's portion of PERS under the 2% @55 program for non-sworn management employees and 3% @50 program, as of July 1, 2002, (calculated at single-highest year) for sworn Management employees.
- 16. PERFORMANCE REVIEWS:** All Management employees shall have their performance reviewed at least once prior to the end of the fiscal year in June. These reviews provide a planned and orderly means to evaluate individual performance in the areas of program responsibility, management of personnel, accountability, and teamwork with other staff members.
- 17. AUTOMOBILE PROVISION/MILEAGE REIMBURSEMENT:** The City Council recognizes different needs of Management employees regarding automobile use. All Management employees will be compensated for mileage at the current Internal Revenue Service rate in the performance of his/her job except for the following positions as provided herein:
- a. Police Chief - Provision of an automobile to take home
 - b. Police Lieutenant - Provision of an automobile to take home
 - c. Planning Administrator/Building Official - \$300/month
 - d. Public Works Director - \$300/month
 - e. Public Works Superintendent - Provision of an automobile during work hours

The specific policy for use of Town-owned automobiles will be established by the City Manager.

18. **EDUCATIONAL REIMBURSEMENT:** The Town shall establish a \$2,000 annual educational reimbursement plan for Management employees. A Management employee who successfully completes courses that have been approved by the City Manager may receive up to \$600 reimbursement for each fiscal year of the term of this MOU until the funds are depleted. At the end of the fiscal year, any unused amount in the plan shall be distributed to management participants in the plan during that year on an equal basis provided that such additional payments to participants shall be based on actual expenditures incurred by the participants.
19. **UNIFORM ALLOWANCE:** The positions of Police Chief and Police Lieutenant shall receive a uniform allowance in the amount of \$675 per fiscal year, payable in equal amounts of \$168.75 on the first payday at the beginning of each quarter. The amount advanced is subject to all withholding taxes, but is not dependent on remaining in service for the entire quarter. Positions covered by this allowance are required to purchase and maintain uniforms in accordance with Atherton Police Department Rules and Regulations.
20. **SAFETY SHOE ALLOWANCE:** The position of Public Works Superintendent shall receive a safety shoe allowance of \$200 per fiscal year. On presentation of appropriate receipts, the Town shall reimburse the Public Works Superintendent for up to \$200 per fiscal year toward the cost of no more than one pair of OSHA approved safety shoes/boots per year. Shoe repair is reimbursable under this provision. Shoes/boots purchased under this provision are for the exclusive use of the employee.
21. **FLEXIBLE SCHEDULING:** At the request of the Department Head and following review and approval by the City Manager, a flexible work schedule may be implemented for Management Employees covered by this Resolution. The City Manager's evaluation shall give consideration to the needs of the Department/Employee as well as the desire of the City Council to continue to provide all Town services on a schedule that is conducive to providing uninterrupted service to its residents throughout the week.
- Each flexible schedule approved shall be evaluated by the City Manager no later than six months following its implementation. The purpose of the evaluation will be to determine if it is in the best interests of the Town of Atherton to continue the flexible schedule, or any modifications to the schedule that would be necessitated by the City Manager's evaluation.
22. **MILITARY BUY-BACK OF SERVICE CREDIT:** Eligible Management employees are able to participate in the Military Buy Back of Service Credit program available through the Public Employees Retirement System (PERS).
23. The provisions of this Management Resolution supercede and terminate any and all prior or existing MOUs, understandings, rules, policies, agreements, resolutions or correspondence, whether formal or informal, regarding the compensation, benefits and

terms and conditions of employment, to the extent that those items are inconsistent with the terms of this Management Resolution. Existing MOUs, understandings, rules, policies, agreements, resolutions or correspondence that do not conflict with the matters set forth herein remain in effect.

**TOWN OF ATHERTON
MANAGEMENT SALARY SCHEDULE
Fiscal Year 2009-10**

**TOWN OF ATHERTON
Draft MONTHLY SALARY COMPENSATION
FISCAL YEAR 2009-10**

DRAFT Salary Ranges WITH FOUR STEPS A-D (Will need approval from Council)

JOB DESCRIPTION	STEP A	STEP B	STEP C	STEP D
POLICE CHIEF	11,644.3 7	12,226.5 9	12,837.9 2	13,479.8 2
PUBLIC WORKS DIRECTOR/CITY ENGINEER	11,513.4 2	12,089.0 9	12,693.5 4	13,328.2 2
ASSISTANT CITY MANAGER	11,485.4 9	12,059.7 6	12,662.7 5	13,295.8 9
FINANCE DIRECTOR	11,253.9 6	11,816.6 5	12,407.4 9	13,027.8 6
PLANNING ADMINISTRATOR/BUILDING OFFICIAL	10,758.3 9	11,296.3 1	11,861.1 2	12,454.1 8
POLICE LIEUTENANT	9,795.77	10,285.5 6	10,799.8 4	11,339.8 3
PUBLIC WORKS SUPERINTENDENT	8,980.20	9,429.21	9,900.67	10,395.7 0
CITY CLERK*	7,993.75	8,393.43	8,813.10	9,253.76
ASSOCIATE ENGINEER *	7,133.10	7,489.75	7,864.24	8,257.45
PARK PROGRAM MANAGER	6,329.43	6,645.90	6,978.20	7,327.11

07/01/09 Steps B & C added

*Position not filled FY 2009-10

Management (Unrepresented) position salaries effective 7/1/09.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JEROME D. GRUBER, CITY MANAGER

DATE: FOR THE REGULAR MEETING OF JUNE 16, 2010

**SUBJECT: RECOMMENDATIONS FROM THE FINANCE COMMITTEE
FISCAL YEAR 2010/11 BUDGET**

RECOMMENDATION:

To Be Determined.

BACKGROUND:

On June 7, 2010 City Manager met with Mayor McKeithen and Vice Mayor Dobbie to review and discuss additional reductions to the proposed fiscal year 2010/2011 budget prior to the Finance Committee meeting held the same day.

A list of recommendations were provided to the Finance Committee late during the meeting outlining immediate recommendations, short-term recommendations, and long term recommendations to be considered without delay.

Because staff had not reviewed the recommendations

The Finance Committee was given a relatively short period of time to review, discuss and deliberate the recommendations.

FISAL IMPACT:

To Be Determined.

On June 7, 2010 the Finance Committee met. Late in the meeting a list of budget reduction recommendations was provided to the Committee by Mayor McKeithen. The recommendations outlined her thoughts to further reduce the Town budget with immediate, short-term, and long-term recommendations. The Finance Committee adopted the recommendations with a few additions and voted to send the recommendations to the Council.

Staff had not reviewed the recommendations prior to the Finance Committee and has great concern that the Finance Committee was given a relatively short period of time to review, discuss, and deliberate. Staff has now reviewed the recommendations and finds that one immediate recommendation and several short and long term recommendations require review by the Town's Labor Attorney and Chief Negotiator and do not impact the immediate decision to approve and adopt the current budget as presented.

Immediate recommendations impacting the current FY10-11 draft budget that do not have legal ramifications include:

1. Adopt the changes to the budget recommended by City Manager Gruber, as reviewed and approved by members of his staff and the Finance Committee.
2. Adopt the changes to the City Council part of the budget recommended by the Council at its meeting on May 19, 2010.
3. Completely fund the 2010-2011 portion of the unpaid health care liability by not funding part of the workers' compensation (on advice of staff) and taking the remainder of the \$327,000 needed to fund the unfunded health liability (approximately \$98,000) from the vehicle replacement fund.
4. Establish an irrevocable trust for the 2009-2010 and 2010-2011 portion of the unpaid health care liability.
5. Manage and maintain anticipated vacancies as they occur in the building, public works and police departments (the latter within the framework agreed to between Chief Guerra and City Manager Gruber).
6. Authorize Muni Services to conduct property tax audits as set forth in last month's Council packet for its May 29, 2010 meeting. Furthermore, determine if Muni can assess if formula for Atherton "split" of property taxes is correct. If it can do so, authorize Muni Services to go forward.

Staff requests an additional opportunity to work with the Finance Committee regarding the most appropriate venues to present the full scope of recommendations.



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME GRUBER, CITY MANAGER**

FROM: LOUISE HO, FINANCE DIRECTOR

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: CONSIDERATION AND POSSIBLE ADOPTION OF A RESOLUTION
ASSESSING A SPECIAL TAX FOR MUNICIPAL SERVICES FOR THE
FISCAL YEAR 2010-2011**

RECOMMENDATION:

Adopt Resolution 10-33 assessing a Special Tax for Municipal Services for the Fiscal Year 2010-2011.

DISCUSSION:

On November 3, 2009, the residents of Atherton approved Ordinance No. 581 assessing a special municipal tax. FY 2010-11 will be the first year in which the four-year special municipal tax has been in effect.

The FY 2010-11 budget approved by Council on June 16th includes an estimate of parcel tax revenue in the amount of \$1,858,000. The recommended parcel tax levy is unchanged from the levy adopted in FY 2009-10.

The FY 2010-11 proposed budget documents how the staff recommends the proceeds of the parcel tax levy be expended. The entire \$1,858,000 (100 %) of the proposed levy will be used to defray the direct and indirect costs of improvements to the Town's roadways and drainage systems and municipal services such as Police.

If the Council adopts the attached resolution, the tax will be collected for the Town of Atherton by San Mateo County as part of the regular property tax bill due and payable in December 2009 and April 2010. The taxes for each parcel classification are listed on Exhibit A of the resolution.

FISCAL IMPACT:

If the Council approves the tax levy as is proposed in the attached resolution, the Special Municipal Tax will generate an estimated \$1,858,000, which would be expended upon capital improvements to the Town of Atherton's roads and drainage systems and municipal services such as Police.

Prepared by:

Approved by:

/s / Louise Ho

Louise Ho
Finance Director

Jerome D. Gruber
City Manager

RESOLUTION 10-33

**A RESOLUTION OF THE TOWN OF ATHERTON
ASSESSING A SPECIAL TAX FOR MUNICIPAL SERVICES
FOR THE FISCAL YEAR 2010-2011**

WHEREAS, there is Ordinance No. 581 of the Town of Atherton authorizing the City Council to assess a Special Tax Levy on all properties with the Town of Atherton; and

WHEREAS, such Special Tax must be utilized to finance the cost of municipal services during the year as authorized; and

WHEREAS, such Special Tax was approved by at least two-thirds of the voters voting in the November 3, 2009, Special Election, at which time Ordinance No. 581 was presented to the electorate; and

WHEREAS, the City Council has held all public hearings, and made deliberations and findings of fact, as required by Ordinance No. 581.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton hereby levies a Special Tax for municipal services in accordance with the tax rates attached and shown as Exhibit "A".

BE IT FURTHER RESOLVED that such tax shall be collected by the Tax Collector of the County of San Mateo in accordance with standard procedures and agreement between the Town of Atherton and the County of San Mateo, providing for such collection.

* * * * *

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 16th day of June, 2010, by the following vote:

AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members:

ATTEST:

Kathy McKeithen, Mayor
TOWN OF ATHERTON

Theresa N. DellaSanta
Deputy City Clerk

APPROVED TO FORM:

Wynne Furth, City Attorney

EXHIBIT “A”

2010-2011 SPECIAL TAX RATE FOR MUNICIPAL SERVICES

Within the 2010-2011 annual budget is a revenue estimate of \$1,858,000 to be derived from the Special Municipal Tax as authorized by Ordinance 581 of the Town of Atherton.

This amount will be raised by the levy of the following tax rates for each of the categories listed below:

<u>Category</u>	<u>Rate</u>
1. For each dwelling on parcel with an area of less than 1/4 acre.	\$450
2. For each unimproved parcel with an area of less than 1/4 acre.	225
3. For each dwelling on parcel with an area of 1/4 acre but less than 1/2 acre.	570
4. For each unimproved parcel with an area of 1/4 acre but less than 1/2 acre.	285
5. For a dwelling on parcel with an area of 1/2 acre but less than 2 acres.	750
6. For each unimproved parcel with an area of 1/2 acre but less than 2 acres.	375
7. For each dwelling on parcel with an area of 2 acres or more.	960
8. For each unimproved parcel with an area of 2 acres or more.	480
9. For each private club.	10,000
10. For each parcel available for tax owned by a utility which serves Atherton area.	450
11. For each parcel available for tax owned by a utility which does not directly serve the Atherton community.	750

The records of the San Mateo County Assessor, as of each year, shall determine whether or not any particular lot is unimproved for purposes of this ordinance.



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME D. GRUBER, CITY MANAGER**

FROM: THERESA N. DELLASANTA, DEPUTY CITY CLERK

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: ADOPTION OF RESOLUTION 10-34 CALLING THE NOVEMBER
2, 2010, GENERAL MUNICIPAL ELECTION, REQUEST
CONSOLIDATION; AND CONTRACT WITH THE CHIEF
ELECTIONS OFFICE FOR ELECTION SERVICES**

RECOMMENDATION:

Staff recommends the adoption resolution 10-34 calling for a General Municipal Election, for the purpose of electing three (3) members of the Atherton City Council, to be held on November 2, 2010; requesting the San Mateo County Board of Supervisors to consolidate the election with any other elections to be held on November 2, 2010; contracting with the Chief Elections Official for the purpose of providing election services; and authorizing the City Manager to sign the service agreement with the County Elections Officer.

INTRODUCTION:

Three terms of the Atherton City Council will expire in November 2010. It is, therefore, necessary to take action to begin the General Municipal Election process. The nomination period opens Monday, July 12, 2010, and closes at 5:00 p.m., on Friday, August 6, 2010, unless an incumbent does not file. In the event an incumbent does not file by 5:00 p.m. on August 6, the filing period will be extended to 5:00 p.m. on Wednesday, August 11, 2010.

ANALYSIS:

An attached resolution calls for the election, requests the services of the County Clerk/Registrar of Voters to conduct the election, and requests consolidation of the General Municipal Election with the Gubernatorial Election to be held on November 2,

2010. The County Clerk will verify signatures on all nomination papers submitted, monitor polling places, canvass the returns, and report results of said election.

FISCAL IMPACT:

An estimated cost of \$16,000 is included in the proposed Fiscal Year 2010/11 Non Department budget.

Prepared by:

Approved by:

Theresa N. DellaSanta
Deputy City Clerk

Jerome D. Gruber
City Manager

Attachment: Resolution 10-33

RESOLUTION NO. 10-34

**A RESOLUTION OF THE TOWN OF ATHERTON
CALLING A GENERAL MUNICIPAL ELECTION
TO BE HELD ON TUESDAY, NOVEMBER 2, 2010, FOR THE
ELECTION OF THREE MEMBERS OF THE CITY COUNCIL**

The City Council of the Town of Atherton hereby resolves as follows:

WHEREAS, the City Council of the Town of Atherton has a need to conduct a General Municipal Election on November 2, 2010, for the purpose of electing three members of the Atherton City Council to four year terms which will expire during the month of November, 2014; and that the polls for said election will be open from 7:00 a.m. to 8:00 p.m.

WHEREAS, due to the economics involved, the public interest would best be served by consolidating such General Municipal Election with any other elections to be held on November 2, 2010, and by contracting with the County of San Mateo for election services.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the town of Atherton does hereby request the Board of Supervisors of the County of San Mateo to consolidate said General Municipal Election with any other election to be held on November 2, 2010; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized and directed to enter into a contract with the Chief Elections Official of the County of San Mateo for the purpose of providing election services in connection with said General Municipal Election; and

BE IT FURTHER RESOLVED that the candidates for election may file nomination papers between 8:30 a.m. on July 12, 2010 through 5:00 p.m. on August 6, 2010.

* * * * *

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 this 16th day of June, 2010, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COULCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Kathy McKeithen,
Mayor

ATTEST:

Theresa N. DellaSanta
Deputy City Clerk

APPROVED AS TO FORM:

Wynne Furth,
City Attorney



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME D. GRUBER, CITY MANAGER**

FROM: THERESA N. DELLASANTA, DEPUTY CITY CLERK

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: ADOPTION OF RESOLUTION 10-35 REQUIRING CANDIDATES
TO BE CHARGED A DEPOSIT TO COVER THE COST OF
PUBLICATION FOR STATEMENT OF QUALIFICATIONS**

RECOMMENDATION:

Staff recommends adoption of a Resolution requiring candidates to pay the prorated cost of publication and distribution of the Statement of Qualifications and specifying the length of the Statement.

INTRODUCTION:

Three terms of the Atherton City Council will expire in November 2010. It is, therefore, necessary to take action to begin the General Municipal Election process.

ANALYSIS:

Resolution 10-35 establishes a deposit requirement in the amount of \$400 for candidates wishing to file a Statement of Qualifications and sets the length of the statement at 200 words (Council can make a change to 400 words). The City Clerk is authorized to publish a notice of election and perform other duties as necessary in relation to the election.

FISCAL IMPACT:

An estimated cost of \$16,000 is included in the proposed Fiscal Year 2010/11 Non Department budget.

Prepared by:

Approved by:

Theresa N. DellaSanta
Deputy City Clerk

Jerome D. Gruber
City Manager

Attachment: Resolution 10-35

RESOLUTION NO. 10-35

**A RESOLUTION OF THE TOWN OF ATHERTON REQUIRING
CANDIDATES TO PAY THE COST OF PUBLICATION AND DISTRIBUTION
OF THE STATEMENT OF QUALIFICATIONS WITH THE SAMPLE BALLOT
AND SPECIFYING THE LENGTH OF THE STATEMENT
AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 2, 2010**

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for municipal election, including costs of the candidate statement;

BE IT RESOLVED by the City Council of the Town of Atherton that each candidate who requests that a Statement of Qualifications be published and distributed with the sample ballot for the General Municipal Election, to be held November 2, 2010, shall be charged a deposit of \$400.00 to cover the cost of publication of such Statement of Qualifications, including the cost of translation of such statement into Spanish and Chinese, if requested by the candidate.

BE IT FURTHER RESOLVED that such Statement of Qualifications may not exceed two hundred words in length.

BE IT FURTHER RESOLVED that such statement will be the only material sent with the sample ballots and no other material will be included for distribution.

* * * * *

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 this 16th day of June, 2010, by the following vote:

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

ATTEST:

Kathy McKeithen, MAYOR
TOWN OF ATHERTON

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

Wynne Furth, City Attorney



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JEROME D. GRUBER, CITY MANAGER

DATE: FOR THE REGULAR MEETING OF JUNE 16, 2010

SUBJECT: AMENDMENT TO RESOLUTION 10-13 TO APPOINT A COUNCIL MEMBER TO THE ARTS COMMITTEE; AND INCREASE THE TOWN CENTER TASK FORCE FROM FIVE (5) MEMBERS TO SIX (6) MEMBERS

RECOMMENDATION:

Amend Resolution 10-13 to appoint a Council Member to the Arts Committee; and to expand the Town Center Task Force from Five (5) Members to Six (6) Members and appoint Phil Lively.

BACKGROUND:

Arts Committee

With the exception of the Arts Committee all Council Committees have one Council Member and an alternate appointed. The Arts Committee would benefit from a Council Member appointed to the Committee.

Town Center Task Force

The Town Center Task Force was formed by City Council at their March 17, 2010 regular meeting. The Town Center Task Force was chartered to research finance options, be involved in the request for proposal process, public outreach and fundraising for a new town center.

In April 2010 a member of the Town Center Task Force resigned from the Task Force in order to dedicate his time to the Atherton Rail Committee. At the May, 19, 2010 regular City Council meeting Council voted to fill the vacancy with candidate Pat Haines.

Vice Mayor Dobbie suggested expanding the Task Force in order to allow a resident from the Lindenwood area to sit on the Town Center Task Force. Council concurred with the understanding that Phil Lively would be their recommendation at the June meeting.

FISCAL IMPACT:

None.

RESOLUTION NO. 10-13
to supersede Resolution 09-09
AMENDED JUNE 16, 2010

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
GOVERNING TOWN COMMITTEES AND COMMISSIONS**

The City Council of the Town of Atherton hereby resolves as follows:

Section 1. Establishment of Committees. The following committees and commissions are established for the Town of Atherton:

1. Arts Committee
2. Atherton Rail Committee
3. Audit Committee
4. Environmental Programs Committee
5. Finance Committee
6. General Plan Committee
7. Park and Recreation Commission
8. Town Center Committee
9. Transportation Committee

Section 2. City Council Rules of Procedure – Staffing – Minutes - Reports.

- All committees and commissions shall follow the City Council Rules of Procedure and the provisions of the California Open Public Meeting Law (Brown Act).
- Each committee or commission shall annually select one of its members to act as Chair and one of its members to act as Vice Chair. In the event a committee or commission is unable to appoint a Chair and/or Vice Chair, the Mayor shall have the authority to make such appointment.
- The City Manager shall have the authority to appoint any Town staff member(s) to serve Town committees and commissions.
- All committees and commissions shall prepare action minutes for the City Council. Draft minutes, that is, unapproved minutes, shall be presented to the City Council as soon as possible following the meeting they report.
- Members of committees and commissions are encouraged to advocate to the City Council their position on matters under the purview of their committee or commission. Otherwise, no committee or commission or any of its members shall represent itself or themselves as speaking on behalf of the Town, City Council, and/or committee or commission without prior approval of the City Council. Statements of previously approved City Council policy may be made without additional City Council approval.
- Committees and commissions may provide educational materials to the public regarding the functions and actions of the committee or commission, but shall not engage in advocating to the public any particular position which is contrary to City Council policy.
- Upon request, an annual report shall be provided to the City Council of committee and commission activities for the preceding year.

Section 3: Appointment of Voting Members to Committees and Commissions.

Members other than City Council Members shall be appointed following approval by the City Council. All appointed members shall be registered voters in the Town. Members shall serve at the pleasure of the City Council, or until the expiration of their terms set out below. Vacancies in any committee or commission arising from any reason, including expiration of term, shall be filled by appointment of the City Council.

Section 4. Powers and Duties – Composition - Terms.

The powers and duties, along with the composition and terms of the Town's committees and commissions, shall be as described below:

- City Council representatives and any alternates on committees are selected by the Mayor and approved by the City Council to serve a one (1) year term. Alternates will participate on committees in the absence of the appointed Council Members.
- Appointed members shall serve no more than two full consecutive terms on the committee or commission to which they are appointed. A member may be reappointed to the committee or commission following a minimum two (2) years hiatus.
- Each January, an annual report shall be provided to the City Council of attendance at committee and commission meetings for the preceding calendar year.
- Unexcused absences of members, other than City Council Members, from two or more consecutively scheduled meetings shall result in the automatic vacation of the member's office.
- In the event funding for the committees or commissions is desired, a budget shall be prepared and presented to the City Council for review and approval as part of the Town's regular budget process.
- Any requests by a committee or commission for staff work, information, or assistance from Town Staff shall be made to the City Manager.
- Changes in the dates or time of meetings from the established schedule may be made by majority vote of the committee or commission.

1. Arts Committee.

The Arts Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in matters regarding art awareness including, without limitation, the following goals and objectives:
 - i. Fulfill the requirements of the Rita Corbett-Evans estate;
 - ii. Develop a unique arts program specific to the needs of Atherton and the surrounding community;
 - iii. Provide a base and focal point for arts programs in Atherton;
 - iv. Include a multi-disciplinary range of artistic endeavors including fine, performing, and literary arts as well as crafts.

The Arts Committee shall have the following composition and terms:

Consists of up to ~~eleven~~ (11) appointed members, ~~including one Council Member~~. The term of office shall be as follows: Five (5) of the members shall be appointed to a four (4) year term commencing 2008 and ending on April 30, 2012. The remaining members' terms shall be three (3) years commencing 2008 and ending on April 30, 2011. Thereafter, each term of office shall be four (4) years. The Committee meets on the 4th Tuesday of each month at 1:00 p.m. in the Holbrook-Palmer Park Garden Room unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

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2. Atherton Rail Committee.

The Atherton Rail Committee shall have the following powers and duties:

- a. Act in an advisory capacity to the City Council upon request in all matters pertaining to rail service in and through the Town;
- b. Research and address the specific impacts that high-speed rail and other rail improvements may have on the Town.

The Atherton Rail Committee shall have the following composition and terms:

Consists of up to twelve (12) members including two (2) Council Members and up to ten (10) appointed members. The term of office for appointed members shall be a four (4) year term commencing 2007 and ending on April 30, 2011. Thereafter, each term of office shall be four (4) years. The committee meets on the first Tuesday of every other month at 6:00 p.m. in the City Council Chambers unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair. In addition to other members, persons appointed to the Atherton Rail Committee may be appointed to represent and further the interests of Atherton homeowners and particularly those with properties on and along the Caltrain right-of-way. This declaration is made with specific recognition of the provisions of 2 California Code of Regulations Section 18707.4.

3. Audit Committee

The Audit Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to the Town's annual audit;
- b. Provide oversight of the annual audit and present and explain the audit to the City Council with recommendations as to acceptance;
- c. Advise City Council regarding appointment of outside auditors for annual audit;
- d. Review proposed audit scope with outside auditors prior to commencement of annual audit.

The Audit Committee shall have the following composition and terms:

Consists of six (6) members, including two (2) Council Members of the Finance Committee, and four (4) appointed members. One term shall be for two (2) years. The remaining terms shall be for four (4) years ending in April, 2012. Thereafter, the term of office shall be four (4) years. The committee meets as needed in the Conference Room of the Town Administrative Offices.

Deleted: February 17

4. Environmental Programs Committee.

The Environmental Programs Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations (programmatic and legislative) to the City Council upon request on all matters pertaining to the Town's natural and built environment and the Town's regional role and responsibilities as one of the communities on the San Francisco Bay Peninsula.
- b. Develop and propose to the City Council timely and appropriate action plans for the Town to:
 - (i) environmental issues or threats that become matters of concern for the community;
 - (ii) any regulatory statute or legislative changes or policies coming from the county, state or Federal governments on matters of environmental protection or performance; and
 - (iii) technological advancements that can help the Town address environmental issues, threats or legislative requirements. Such issues would include but not be limited to global warming and carbon dioxide emissions, green building guidelines, conservation and diversion, ABAG policies, PG&E and Allied Waste programs or services, e-waste collection and Earth Day and other environmental events.
- c. Create pro-active community engagement programs for residents, commercial and public enterprises active within the Town's jurisdiction for presentation to and consideration and approval by, the City Council.

The Environmental Programs Committee shall have the following composition and terms:

Consists of up to twelve (12) members including two (2) Council Members and ten (10) residents of the Town. The term of office shall be as follows: Five (5) of the appointed members shall be appointed to a two-year term commencing 2007 and ending April 30, 2009. The remaining members' terms shall be four (4) years commencing 2007 and ending April 30, 2011. Thereafter, each term of office shall be four (4) years. The committee meets quarterly on the first Wednesday of the month at 10:00 a.m. in the Conference Room of the Town Administrative Offices unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

5. Finance Committee.

The Finance Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to Town finances;
- b. Consult with the City Manager on matters pertaining to the budget, capital spending plan and the long range financial plan for the Town;

The Finance Committee shall have the following composition and terms:

Consists of two (2) Council Members and three (3) qualified residents of appointed members. One term shall be for one year and two terms shall be for two (2) years. Thereafter terms shall be for two (2) years ending on April 30th. The Finance Committee Council Members also serve on the Audit Committee. The committee meets on an as needed basis in the Conference Room of the Town Administrative Offices.

6. General Plan Committee.

The General Plan Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to Town planning;
- b. Review the General Plan and make recommendations to the City Council, Planning Commission and Town staff regarding the operation of the ordinances and policies on the subject of Town planning.

The General Plan Committee shall have the following powers and duties:

Consists of two (2) Council Members, two (2) Planning Commissioners and up to five (5) appointed members who are not members of the City Council or Planning Commission. The term of office shall be four (4) years. Planning Commission representatives are selected by the Planning Commission to serve for a term of one (1) year. The committee meets quarterly or more frequently if required on the first Wednesday of the month at 6:00 p.m. in the Town Council Chambers unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

7. Park and Recreation Commission.

The Park and Recreation Commission shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to parks and public recreation and to cooperate with other governmental agencies and public and private groups in the advancement of park and recreation planning and programming;
- b. Develop and maintain a master plan for parks within the Town and, annually, in the month of April, present a report to the City Council.
- c. Review the annual budget for parks and recreation during the process of its preparation and make recommendations with respect thereto to the City Council. This includes recommendations regarding the setting of fees. The budget should contain estimates and recommendations for such long-term capital outlay projects as may be necessary to provide for orderly development of park and recreation areas, buildings and facilities;
- d. Study and make recommendations on the acquisition and development of recreation areas, activities and facilities such as playgrounds, buildings, parks, open space and other centers of recreation;
- e. Assist Town staff in the planning of recreation programs for the community, and promote and stimulate public interest therein.

The Park and Recreation Commission shall have the following composition and terms:

Consists of seven (7) appointed members. One member shall be a representative of the Holbrook-Palmer Park Foundation. One member shall be a representative of the Atherton Dames. Each of the foregoing representatives shall serve a term of two (2) years. The term of office for the two (2) members ending April 30, 2008 shall be four (4) years. The term of office for the remaining members shall be four (4) years. Thereafter, each term of office shall be four (4) years. The Park and Recreation Commission meets on the first Wednesday of each month at 6:30 p.m. in Holbrook-Palmer Park unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

8. The Town Center Committee.

The Town Center Committee, an ad hoc committee, shall have the following powers and duties:

- a. Assist the City Council in developing a vision and goals for the Town Center which includes facilities for City Council chambers, Police, Administration, Building, Public Works, Planning and Library functions;
- b. Upon approval of the City Council, the committee may engage Town residents and outside professional services to aid in the visioning process;
- c. Upon approval of the City Council assist in obtaining funds for Town Center improvements.

The Town Center Committee, an ad hoc committee, shall have the following Composition and terms:

Consists of two (2) Council Members. The committee meets on an as needed basis in the Conference Room of the Town Administrative Offices.

9. Transportation Committee.

The Transportation Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to transportation within the Town.

The Transportation Committee shall have the following composition and terms:

Consists of seven (7) members including two (2) Council Members and five appointed members. The term of office shall be four (4) years. The committee meets on the second Tuesday of every other month at 6:00 p.m. in the City Council Chambers unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

This Resolution shall be effective immediately upon adoption. Resolution No. 08-24 is hereby superseded and rescinded on Feb. 18, 2009. Resolution 09-09 is hereby amended on April 15, 2009

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 16th day of June, 2010, by the following vote.

Deleted: December, 2009

AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members:

Deleted: 4

Deleted: McKeithen, Marsala, Lewis, Carlson¶

Deleted: 0

Deleted: 1

Deleted: Dobbie

Kathy McKeithen, MAYOR
Town of Atherton

ATTEST:

Theresa DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

Wynne Furth, City Attorney

Deleted: February 17

Resolution No. 10-13
Adopted June 16, 2010
Page 8 of 8



Town of Atherton

ITEM 33

DATE: CITY COUNCIL MEETING OF JUNE 16, 2010

TO: CITY COUNCIL

FROM: LISA COSTA SANDERS, DEPUTY TOWN PLANNER

SUBJECT: RESOLUTION DIRECTING THE PLANNING COMMISSION TO CONSIDER AN AMENDMENT TO TITLE 17 OF THE ATHERTON MUNICIPAL CODE REGARDING THE R1-A ZONING REGULATIONS TO INCORPORATE PROVISIONS FROM THE R1-B ZONING DISTRICT FOR LOTS WITH AN AREA LESS THAN 10,000 SQUARE FEET OR, IN THE ALTERNATIVE, REZONING LOTS FRONTING PARKER AVENUE FROM R1-A TO R-1B

RECOMMENDATION

Adopt the Resolution directing the Planning Commission consider an amendment to the R1-A zoning regulations for lots with an area less than 10,000 square feet.

INTRODUCTION

The City Council, at its March 17, 2010 meeting, discussed the differences between the R1-A and R1-B zoning districts and requested the Planning Commission review the provisions contained in the R1-B zoning district to determine if these provisions should also be included in the R1-A zoning district for properties with less than 10,000 square feet in area.

The Planning Commission, at its April 28, 2010 meeting discussed this item as requested by the City Council. At such meeting the Planning Commission held a hearing in which it received considerable public comment, both from proponents of leaving the zoning ordinance as is and from proponents who supported making most or all of the R1-B provisions applicable to R1-A lots of less than 10,000 square feet. After further discussion amongst the Commissioners, the Planning Commission voted 3-0 to not recommend any changes to the R1-A zoning regulations for lots that are less than 10,000 square feet in area.

The City Council, at its May 19, 2010 meeting, discussed the Planning Commission recommendation and voted to direct staff prepare a resolution for consideration by the City Council at its next meeting to initiate changes to the R1-A zoning district to incorporate the provisions of the R1-B zoning district to apply to lots with an area less than 10,000 square feet.

ANALYSIS

The Town of Atherton is divided into several zoning districts. The majority of the Town is zoned R1-A, which is characterized as the larger lots in Town (typically an acre in area). A portion of

Town (mostly surrounding the Town Hall) is zoned R1-B. These properties are typically less than an acre in area. The school sites and Town offices are zoned PFS (Public Facilities and Schools). Holbrook Palmer Park, the Menlo Circus Club and Bear Gulch Reservoir are all zoned POS (Public Open Space).

Chapter 17.18 of the Atherton Municipal Code establishes the process for amendments to the zoning code. The City Council may by Resolution of intention direct the Planning Commission to consider a proposed amendment to the zoning code. The designated approval authority for amendments to the zoning code is the City Council with recommendations from the town planner and planning commission. Zoning amendments shall be granted only when the approval authority (City Council) makes the finding that the proposed zoning amendment (text or plan) is consistent with the general plan goals, policies and implementation programs.

Staff has prepared the attached Resolution initiating changes to the R1-A zoning district as directed by the City Council at its May 19, 2010 meeting. The City Council should provide direction to staff on the provisions from the R1-B zoning district that should be considered in the R1-A zoning district for lots with an area less than 10,000 square feet. Specifically, the Council should provide direction on which of the following R1-B provisions should apply;

1. Total floor area allowed (16.5% of lot size plus 1,500 square feet)
2. No limitation on second floor area
3. Maximum height limit for main building and side walls (28' main building and 18' sidewalls)
4. Front and rear yard setbacks (18% of lot depth with minimum of 20')
5. Orientation of building (end walls must be perpendicular to the lot depth).

As there was much discussion at the City Council meeting and the vote on the item was split (3 in favor, 1 opposed and 1 abstained), staff has also prepared an Alternate Resolution in the event the City Council would prefer at this time to rezone Parker Avenue rather than make changes to the R1-A zoning regulations. From an implementation of the Zoning Code perspective, rezoning Parker Avenue would be the more straightforward approach and reduce the potential for errors and confusion in the future.

CONCLUSION:

The Planning Commission recommended no changes to the R1-A zoning regulations.

ALTERNATIVES:

The Council has several options:

- o The City Council could adopt the Resolution directing the Planning Commission consider an amendment to the R1-A zoning provisions to incorporate provisions from the R1-B zoning district for lots with an area less than 10,000 square feet.
- o The City Council could adopt the Alternate Resolution initiating rezoning of the properties along Parker Avenue from R1-A to R1-B
- o The City Council could take no further action on this item as recommended by the Planning

Commission

FISCAL IMPACT:

If the Council were to initiate the rezoning, the cost of processing the rezoning request would be borne by the Town. Staff estimates cost between \$7,500 and \$10,000 (including planning staff and City Attorney time).

FORMAL MOTION:

I move adoption of the Resolution No.10-36 directing the Planning Commission consider an amendment to the R1-A zoning regulations.

Prepared By:

/s/ *Lisa Costa Sanders*

Approved:

Lisa Costa Sanders
Deputy Town Planner

Jerome D. Gruber
City Manager

Attachments

1. Resolution
2. Alternative Resolution
3. Comparison of R1-A and R1-B zoning regulations

Comparison of R1-A and R1-B Zoning district regulations

	R1-A	R1-B
Front/Rear Setbacks	60'-0" for lots less than 200' deep: 30% of lot depth (with a minimum of 30')	30'-0" for lots less than 160' deep: 18% of lot depth (with a minimum of 20')
Side Setbacks	Same	Same
Total Floor Area (including second floor, garage & accessory structures)	One acre or greater: 18% of lot size Less than one acre: 16.3% of lot size plus 726 square feet (allowing for at least 2,250 square feet of floor area)	One acre or greater: 18% of lot size Less than one acre: 16.5% of lot size plus 1,500 square feet
Second floor area	7.5% of the lot size	No limitation
Main building height limit	30'-0"	28'-0"
Main building sidewall height limit	22'-0"	18'-0"
Accessory structures	Same	Same
Orientation of Building	No restriction	End walls must be perpendicular to the lot depth

Comparison of allowed floor area

	R1-A	R1-B
43,560 square feet (one acre)	7,840 square feet	7,840 square feet
20,000 square foot lot	3,986 square feet	4,800 square feet
10,000 square foot lot	2,356 square feet	3,150 square feet
7,800 square foot lot *	2,250 square feet	2,787 square feet

RESOLUTION NO. 10-33

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
DIRECTING THE PLANNING COMMISSION TO CONSIDER AN AMENDMENT TO
TITLE 17 OF THE ATHEROTN MUNICIPAL CODE REGARDING THE R1-A
ZONING REGULATIONS TO INCORPORATE PROVISIONS FROM THE R1-B
ZONING DISTRICT FOR LOTS WITH AN AREA LESS THAN 10,000 SQUARE FEET**

The City Council of the Town of Atherton hereby resolves as follows:

Pursuant to the provisions of Chapter 17.18 the Atherton Municipal Code and particularly Section 17.18.020(C) the City Council of the Town of Atherton hereby directs the Planning Commission to consider an amendment to Title 17, Zoning, to incorporate development regulations contained within the R1-B zoning district to apply to properties zoned R1-A that are less than 10,000 square feet in area. The Planning Commission shall proceed pursuant to the terms of Chapter 17.18 of the Atherton Municipal Code

This Resolution shall be effective immediately upon adoption.

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 16th day of June, 2010, by the following vote.

AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members:

ATTEST:

Kathy McKeithen, Mayor
Town of Atherton

Theresa DellaSanta, Deputy Clerk

APPROVED AS TO FORM:

Wynne Furth, City Attorney

ALTERNATE

RESOLUTION NO. 10- 33

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON DIRECTING THE PLANNING COMMISSION TO CONSIDER A PROPOSED AMENDMENT TO TITLE 17 OF THE ATHERTON MUNICIPAL CODE TO REZONE TWENTY-TWO (22) LEGAL LOTS ON PARKER AVENUE FROM R1-A TO R1-B

The City Council of the Town of Atherton hereby resolves as follows:

Pursuant to the provisions of Chapter 17.18 the Atherton Municipal Code and particularly Section 17.18.020(C) the City Council of the Town of Atherton hereby directs the Planning Commission to consider an amendment to Title 17, Zoning, to rezone twenty-two (22) legal lots on and along Parker Avenue in the Town from the R1-A Residential District to the R1-B Residential District. The Planning Commission shall proceed pursuant to the terms of Chapter 17.18 of the Atherton Municipal Code.

This Resolution shall be effective immediately upon adoption.

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 16th day of June, 2010, by the following vote.

AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members:

ATTEST:

Kathy McKeithen, Mayor
Town of Atherton

Theresa DellaSanta, Deputy Clerk

APPROVED AS TO FORM:

Wynne Furth, City Attorney



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JEROME D. GRUBER, CITY MANAGER

DATE: FOR THE REGULAR MEETING OF JUNE 16, 2010

SUBJECT: SECOND MEETING PER MONTH – DEPARTMENT MANAGERS COMMENTS

RECOMMENDATION:

To Be Determined.

BACKGROUND:

At the February 2010 regular City Council meeting Council Member Carlson motioned (seconded by Council Member Lewis) to add discussion of a second meeting date per month for City Council meetings in lieu of special meetings.

The item was continued to the May, 2010 Council meeting. Council agreed that staff should be consulted before a final decision is made. The item was continued to the June, 2010 meeting.

On June 8th City Manager Gruber met with Department Managers to get a consensus on holding a second council meeting during the month. The Department managers were unanimously opposed to holding a second council meeting during the month; however were receptive to establishing a fixed time during normal business hours to hold a study session with council regarding continued agenda items or other discussion topics.

Council could agree to calendar up to 12 extra special meetings per month on a set date of each month which would require 24 hours notice, during the day. With calendaring the meetings council still has the option to cancel a meeting as long as a cancellation notices is posted within twenty-four hours. Alternatively, Council could choose to bring the item

back to a subsequent regular meeting to amend section 2.04.010 of the Atherton Municipal Code to establish a second regular meeting per month.

FISAL IMPACT:

Additional staff time and extra materials to create and distribute another agenda packet.

June Council Report 2010

Mayor Kathy McKeithen

1. The Audit Committee met on May 26, 2010 to discuss several fiscal year 2009-10 interim accounting issues and audit scope. A memorandum from Town Counsel was received which indicated the steps which needed to be taken for Atherton to transfer unclaimed funds into the Town account. The memorandum stated that the 3 year period on deposits should not run on an active permit, but failed to indicate the date which should be used to initiate said time period. The Committee requested clarification.
Also discussed was a detailed Holbrook-Palmer Park Cash Receipt Policy which included utilization of a numbered cash receipt book and status of the draft purchasing policy due to come before the City Council for its approval next month.
2. The Finance Committee held two meetings in June – one on June 1 and the second on June 7, 2010. The purpose of both meetings was to review the 2010-11 proposed budget and develop recommendations to the City Council at its next regular meeting on June 16, 2010.
The attached Exhibit A is a list of recommendations drafted by me – in part as a consequence of comments made by Committee members at the June 1, 2010 meeting; in part as a result of comments made at a meeting with City Manager Gruber, Vice-Mayor Dobbie and myself on June 3, 2010; in part thoughts of my own; and lastly as part of our discussion of these points on June 7, 2010. All were reviewed, discussed and agreed to by the Committee on June 7, 2010.
3. The San Mateo County Library Committee Governing Board met on June 7, 2010. The main topic of conversation was the proposed budget. Much of this discussion was similar to that contained in my last report. We were given a preview of a new program which video-records approximately 3-minute histories of some part of a person's life. The example shown was that of a young boy who went on a plane with a stunt pilot and later studied for his own pilot's license. These people are random members of the community who either come into the library to be recorded or are heard about from word-of-mouth. The videotapes will be available on line. The program is part of a grant. I recommended expanding the program by holding training seminars for interested persons throughout the library system.
4. The Friends of the Library met on June 10, 2010. They discussed their budget, the upcoming ice cream social (note the new banner at the end of Marsh Road), recent book purchases, upcoming children's programs.
5. I attended the Rail Committee meeting this month. I defer to Councilmember Carlson for his report.

Council Reports for June 2010 Meeting

5-20-10 San Mateo Museum

I attended the San Mateo Diversity Awards presentation and represented Atherton in making the award to Christian Baquero, a teacher in Selby Lane school.

All of the cities in San Mateo were represented and presentations made to those who had made significant contributions to their communities.

5-26-10

Audit Committee. Minutes available.

Subjects included when the new town purchasing policy would be completed, use of town credit cards, stale check decisions.

The audit is expected to be complete by September, 2010

5-29-2010

DARE graduation at St Josephs school.

I represented Atherton at the graduation and helped give the awards. Reserve police officer Bruce Potts and his wife do a wonderful job and spend many hours of their time on these extremely important programs to show children the dangers of drug use and they make it fun for the children at the same time.

6-2-2010

Finance Committee.

Continued to work with the budget to make recommendations on how to balance it without further reductions in the town's reserves.

6-2-2010

Park and Recreation committee meeting

Denise Kuppermann made a very interesting presentation on how moving the library to HP park would be a big plus for the town using library funds.

6-7-2010

H P Park Foundation

The Park Foundation is forming committees to address individual areas more forcefully than in the past. The Foundation membership is declining and these new committees will address how to increase this and concurrently raise more money.

6-8-2010

Joint Meeting of the council and the Park and Recreation Committee.

Most of the discussion was on how the latest town budget affects the Park

6-10-2010.

Classification Study.

Meeting cancelled because it had not been properly noticed

Council Report – Charles Marsala – June 16, 2010

Attended:

Joint meeting of Council and Park & Rec Commission discussed moving Library to Park, Park Budget, Park Usage.

Attended Environmental Programs Committee Meeting:

Discussed:

Acterra High Energy Home Program

EPC FY2009/2010 Budget

Thinking Green Think Tank

San Mateo County REAP Program Update

Green Building Awards

Atherton received \$40,000 from Federal Stimulus Funds to improve Home Energy efficiency. Atherton partnered with four other cities to apply for the funding.

June 16, 2010 City Council meeting

Dear Colleagues,

Subject: Reconsideration of Road Impact Fees Refund

This is a request to place on the July agenda reopening the road impact fee fund. In light of the town's serious financial condition we propose the refund be limited to the additional 40% increment that went into effect on August 17, 2007, as had been proposed earlier by Councilmember Marsala.

Council and staff are struggling to come up with a balanced budget for next year. The 5-year financial projections show the structural cost/revenue problem is large. While we may run a higher risk of potential litigation, by refunding less, there had been a tacit acceptance to pay the fee before it was increased by 40%.

In addition, a Nexus study was never completed to support the 40% increase.

As part of the agenda item to reconsider the refund, at the July meeting, the staff is requested to provide the additional information, including:

- 1. Calculation of the total amount of the incremental (40%) road impact fees collected and not yet refunded.**
- 2. Implementation plan for the refund process including process steps, documentation and timetable requirements.**
- 3. Determination of the amount of road impact fees inaccurately accounted for in the General Fund that should be transferred to the Road Impact Fee account.**

Respectfully,

/s/ Jerry Carlson

Jerry Carlson

/s/ Charles Marsala

Charles Marsala



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME GRUBER, CITY MANAGER**

FROM: LOUISE HO, FINANCE DIRECTOR

DATE: FOR THE MEETING OF JUNE 16, 2010

**SUBJECT: APPROVAL OF A RESOLUTION ADOPTING THE FISCAL YEAR
2010-11 OPERATING AND CAPITAL BUDGET**

RECOMMENDATION

Approve the attached resolution adopting the Fiscal Year 2010-11 Operating and Capital Budget.

DISCUSSION

On April 26, 2010, the City Council held a budget study session to discuss FY 2010-11 operating and capital budget. A public hearing on the proposed budget was held on May 19, 2010. At the meeting, the City Council directed the Finance Committee to perform detail review of the proposed budget.

The Finance Committee met on June 1 and June 7, 2010, and is recommending that the City Council approve the use of \$888,463 of parcel tax fund for police services and the use of \$499,221 of the Building Department operating reserve to fund the Building Department projected operating shortfall.

The Finance Committee is also recommending the Town fund the remaining 50% of the GASB 45 (unfunded retiree health care cost) Annual Required Contribution (ARC) for FY 2010-11. To provide for the funding, the City Manager met with management team and was able to further reduce the General Fund expenditures by \$167,640. The reduction includes reducing High Speed Rail consulting service from \$100,000 to \$60,000; reducing funding for worker's compensation by \$74,224 due to sufficient reserve in Worker's Compensation Fund; and department by department cuts. However, to fully fund the Building Department GASB 45

ARC, the Building Department operating reserve of \$48,237 will be needed in addition to the \$499,221.

FISCAL IMPACT

Please see the attached proposed FY 2010-11 budget book.

Prepared by:

Approved by:

Louise Ho, Finance Director

Jerome D. Gruber, City Manager

Attachment:

- Resolution Adopting the FY 2010-11 Operating and Capital Budget
- FY 2010-11 Budget Book



TOWN OF ATHERTON

Budget Fiscal Year 2010-2011

TOWN OF ATHERTON, CA
City Council
June 2010

Kathy McKeithen, Mayor
Jim Dobbie, Vice Mayor
Jerry Carlson, Council Member
Elizabeth Lewis, Council Member
Charles E. Marsala, Council Member

Executive Staff

Jerome D. Gruber, City Manager
Wynne Furth, City Attorney
Eileen Wilkerson, Assistant City Manager
Louise Ho, Finance Director
Duncan Jones, Public Works Director
Michael Guerra, Chief of Police
Lisa Costa Sanders, Deputy Planner
Mike Wasmann, Building Official

TOWN OF ATHERTON, CA

Budget FY 2010-2011

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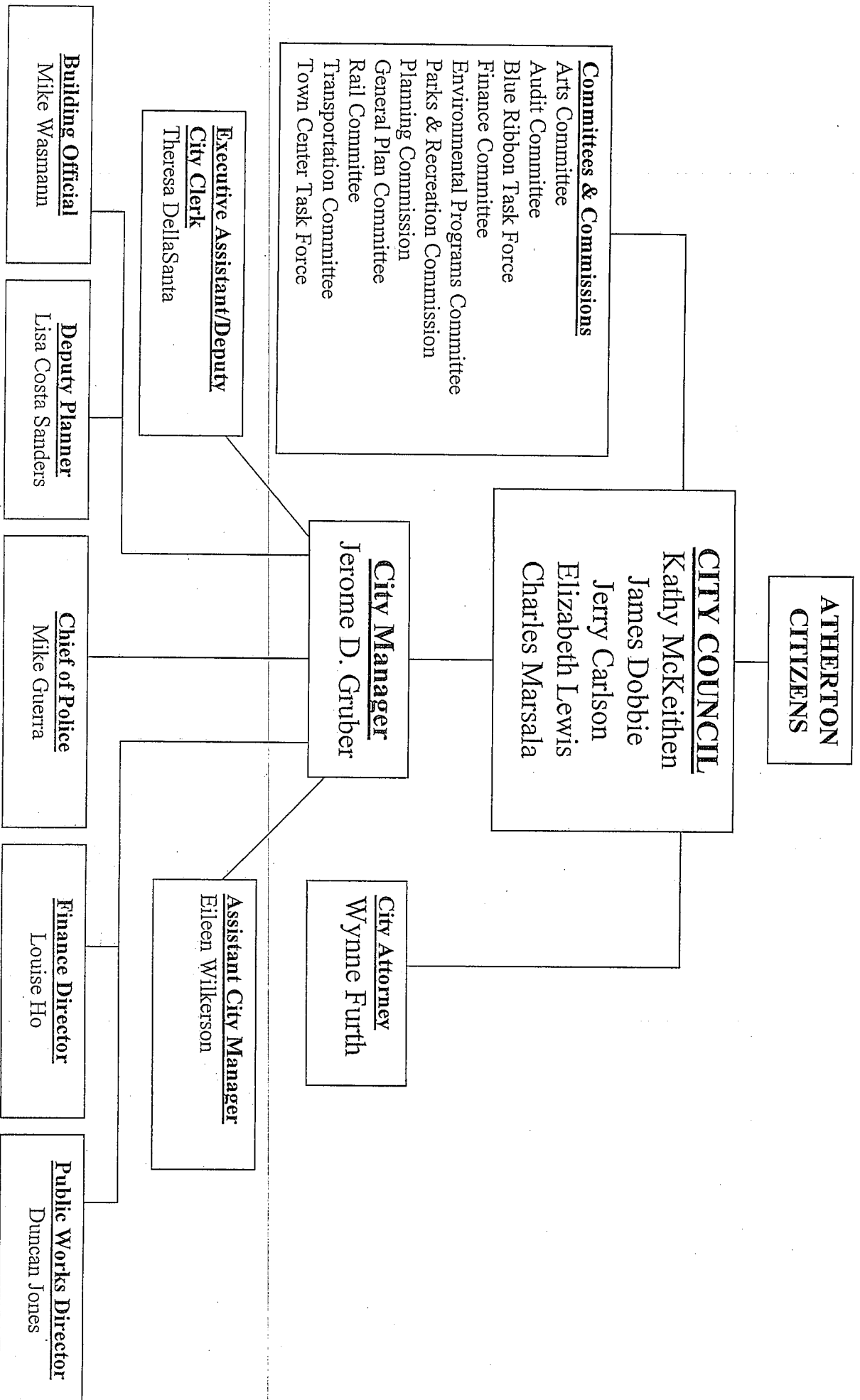
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Budget Transmittal Message To follow

**Town of Atherton
2010-2011 Organizational Chart**



Town of Atherton Annual Budget For Fiscal Year 2010-11 Summary by Fund Type and Fund							
Fund #	Fund Name	Projected Fund Balance 06/30/10	Projected Revenues	Projected Expenditures	Projected Transfer In	Projected Transfer Out	Projected Fund Balance 06/30/11
General Fund							
101	General Fund	6,161,956	9,158,996	10,594,917	888,463	-	5,614,498
Special Revenue Funds							
105	Tennis Fund	21,339	9,300	13,172			17,467
201	Special Tax	1,631,194	1,858,000	2,268,806		888,463	331,925
202	Measure A	-	200,000	200,000			-
203	Gas Tax	-	100,000	100,000			-
209	COPS Grant	-	100,000	100,000			-
210	Road Impact	537,940	-	-			537,940
213	Library Fund	4,900,000	885,000	38,900			5,746,100
220	Traffic Congestion (Prop 42)	-	60,000	60,000			-
	Total Special Revenue	7,090,473	3,212,300	2,780,878	-	888,463	6,633,432
Capital Project Funds							
401	Capital Improvement	15,387	46,600	46,600			15,387
402	Storm Drainage	36,897					36,897
403	Channel Drainage District	145,313	82,000	227,313			-
406	Facilities Construction	1,838,013	153,356				1,991,369
	Total Capital Projects	2,035,610	281,956	273,913	-	-	2,043,653
Internal Service Funds							
610	Equipment Replacement Fund	351,322	96,393	94,325			353,390
614	Worker's Compensation	473,354	38,612	149,903			362,063
615	General Liability	137,205	243,976	143,276			237,905
616	Employee Benefits	402,955	980,138	249,497			1,133,596
	Total Internal Service	1,364,836	1,359,119	637,001	-	-	2,086,954
	Total All Funds	16,652,875	14,012,371	14,286,709	888,463	888,463	16,378,537

RESOLUTION NO. 10-32

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADOPTING THE FISCAL YEAR 2010-11 OPERATING AND CAPITAL BUDGET**

WHEREAS, the City Council of the Town of Atherton set June 16, 2010, 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 2010-11 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 budget study session on April 26, 2010, and a public hearing on the Proposed Fiscal Year 2010-11 Operating and Capital Budget on May 19, 2010, and

WHEREAS, it appears to be in the best interest of the citizens of the Town of Atherton that the Fiscal Year 2010-11 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 2010-11 Operating and Capital Budget totaling \$14,286,709, which includes the General Fund Operating Budget of \$10,594,917, Other Funds Operating Budgets of \$789,073, and the Capital Budget of \$2,902,719, as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2010-11.

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 regular meeting thereof held on the 16th day of June, 2010, by the following vote:

AYES:		<i>Council Members:</i>
NOES:	0	<i>Council Members: None</i>
ABSENT:	0	<i>Council Members: None</i>
ABSTAIN:	0	<i>Council Members: None</i>

Kathy McKeithen, MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM

Wynne Furth, 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 2010-11.
- All CIP encumbered expenditures from the Fiscal Year 2009-2010 Adopted/Adjusted Budget shall be carried forward and re-appropriated in Fiscal Year 2010-11. Said encumbered expenditures to be re-appropriated in Fiscal Year 2010-11 must be initiated by the Public Works Director, 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, then City Council approval shall be required.
- General Fund Balance: The balance shall be established in accordance with the Fund Balance Policy for the General Fund as adopted by the City Council.
- The City Manager is authorized to make budget transfers within the same department. Any transfers between departments or funds shall require the approval of City Council.
- This budget system assumes existing service levels; Council approval will be required for any significant changes involving increased or decreased service levels.
- The Finance Department 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 made available by the Finance Director for each department and/or program and/or capital project.

Section 2: FY 2010-11 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

Fund Name	Revenues	Expenditures	Transfer In/(Out)
General Fund	9,158,996	10,594,917	888,463
Tennis Fund	9,300	13,172	
COPS Grant	100,000	100,000	
Library Fund	885,000	38,900	
Equipment Replacement	96,393	94,325	
Worker's Compensation	38,612	149,903	
General Liability	243,976	143,276	
Employee Benefits	980,138	249,497	
Total Other Funds	2,353,419	789,073	-
Special Tax	1,858,000	2,268,806	(888,463)
Measure A	200,000	200,000	
Gas Tax	100,000	100,000	
Traffic Congestion (Prop 42)	60,000	60,000	
Capital Improvement	46,600	46,600	
Channel Drainage District	82,000	227,313	
Total Capital Projects	2,346,600	2,902,719	(888,463)
Total All Funds	13,859,015	14,286,709	-

	2004-05 Authorized	2005-06 Authorized	2006-07 Authorized	2007-08 Authorized	2008-09 Authorized	2009-10 Authorized	2010-11 Recommended
Administration							
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	-	-	-
Assistant City Manager	-	-	-	-	1.00	1.00	1.00
Office Assistant	-	-	-	-	0.75	-	-
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to City Manager	1.00	1.00	1.00	1.00	-	-	-
Executive Assistant/ Deputy City Clerk	-	-	-	-	1.00	1.00	1.00
Total Admin	4.00	4.00	4.00	4.00	4.75	4.00	4.00
Finance							
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00	-	-
Finance Assistant	1.00	1.00	1.00	1.00	0.60	0.60	0.60
Accountant	-	-	-	-	-	1.00	1.00
Total Finance	3.00	3.00	3.00	3.00	2.60	2.60	2.60
Building							
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Bldg Inspector/Plan Reviewer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Bldg Inspector/Plan Reviewer	1.00	1.00	2.00	2.00	2.00	2.00	2.00
Town Arborist/PW Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician	-	-	-	1.00	1.00	1.00	1.00
Contract Plan Reviewer	1.00	1.00	-	1.00	-	-	-
Total Building	6.00	6.00	6.00	8.00	7.00	7.00	7.00
Police							
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Captain	-	-	-	-	-	-	-
Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Police Officer	15.00	15.00	15.00	15.00	14.00	13.00	12.00
Administrative Assistant	0.50	0.50	0.50	0.50	0.75	0.75	-
Executive Assistant	-	-	-	-	-	-	1.00
Communications Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher/Records Assistant	4.00	4.00	4.00	4.00	4.00	3.00	3.00
Total Police	28.50	28.50	28.50	28.50	27.75	25.75	25.00
Public Works							
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst/Assoc Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Park Program Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PW Maintenance Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00
PW Lead Maintenance Worker	-	-	-	-	-	-	-
PW Maintenance Worker I/II	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Public Works	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Grand Total	52.50	52.50	52.50	54.50	53.10	50.35	49.60

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF
ATHERTON ESTABLISHING THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2010-11 PURSUANT TO ARTICLE X111 B OF
THE CALIFORNIA CONSTITUTION

WHEREAS, Article XIII B of the Constitution of the State of California provides that the total annual appropriations limitation of each government entity, including this Town, shall not exceed the appropriations limit of such entity of government for the prior year adjusted for certain changes mandated by Proposition 4 passed in November, 1979 and Proposition 111 passed in June, 1990, except as otherwise provided for in said Article XIII B and implementing State statutes; and

WHEREAS, pursuant to Article X111 B, and Section 7900 et seq of the California Government Code, the Town is required to set its appropriations limit for each fiscal year; and

WHEREAS, the Finance Director of the Town of Atherton has conducted the necessary analysis and calculations to determine the appropriations limit for Fiscal Year 2010-11, relying on the permanent Fiscal Year 1993-94 limit approved by the voters on November 3, 1994, and the following two adjustment factors: change in population for the County of San Mateo or Atherton, whichever is higher, and change in cost of living as provided by the State of California, Department of Finance; and

WHEREAS, based on such calculations, the Finance Director has determined the said appropriations limit, and pursuant to Section 7910 of the Government Code, has made available to the public the documentation used in the determination of the limit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Atherton that the new appropriations limit for the Fiscal Year 2010-11 shall be and is hereby set in the amount of \$10,141,898 and its calculations as set forth in Attachment 1, copy of which is 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 21st day of July, 2010, by the following vote:

AYES:	Council Members:
NOES:	Council Members:
ABSENT:	Council Members:
ABSTAIN:	Council Members:

Kathy McKeithen, MAYOR

Town of Atherton

ATTEST:

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

Wynne Furth, City Attorney

Town of Atherton
APPROPRIATIONS SPENDING LIMIT
Prop 4 - Gann Limit FY 2010-2011

Schedule 1: Calculation of Spending Limit

Last Year's Limit (FY 2009-10)	7,456,359
Adjustment Factors:	
A. Population (County)	1.0121
C. Inflation	0.9746
A times C	<u>0.9864</u>
Total Adjustment (Percent)	-1.36%
Total Adjustment (Dollars)	(101,461)
Other Adjustments:	
Parcel Tax Adjustment (+)	2,787,000
New Appropriation Limit for Fiscal Year 2010-11	<u>10,141,898</u>

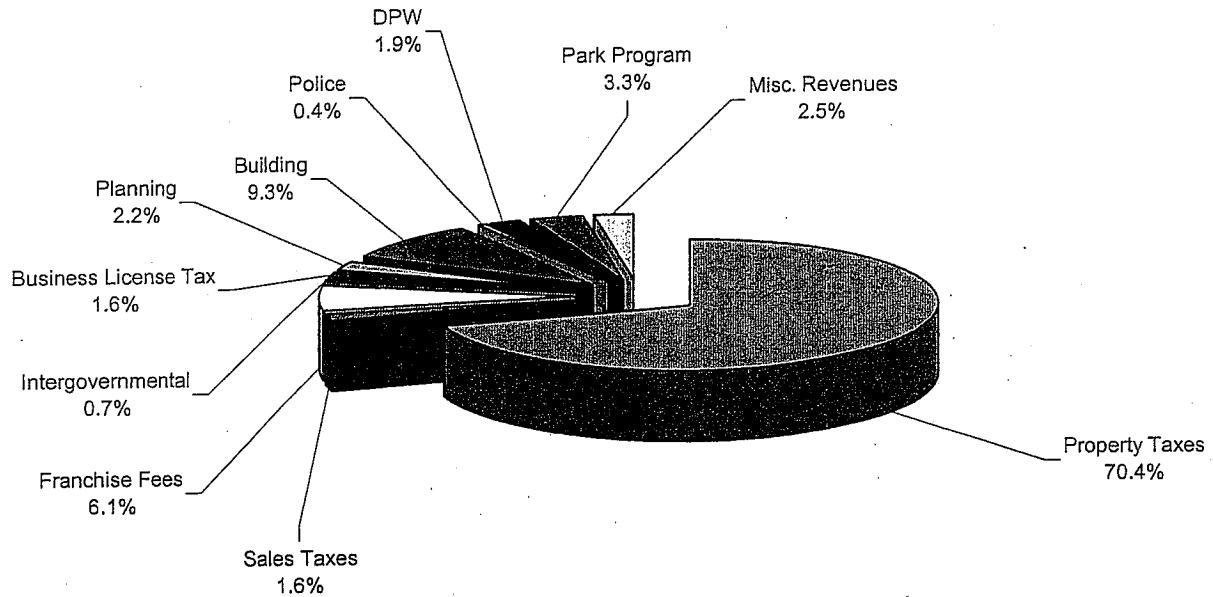
Schedule 2: Appropriations Compared to Limit

Proceeds from Taxes	(Schedule 3)	8,860,260
Appropriations Subject to Limit FY 2010-2011		<u>8,860,260</u>
Appropriations Limit for FY 2010-2011		10,141,898
Amount under Appropriations Limit		<u>1,281,638</u>

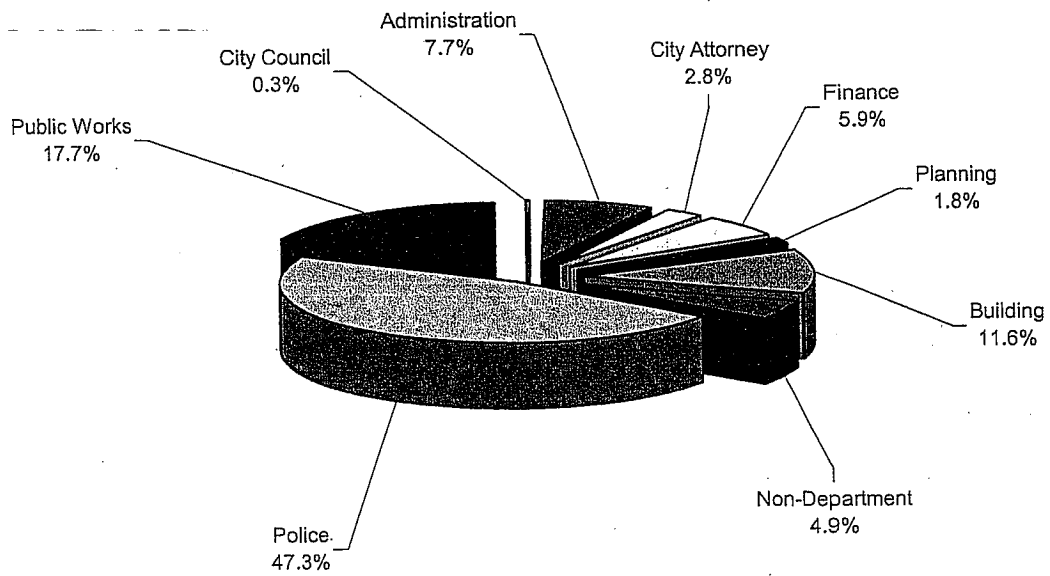
Schedule 3: Determination of Proceeds of Taxes
Per Budget for FY 2010-2011

	Proceeds of Taxes	Non- Proceeds	Total
Revenues			
Property Tax	6,449,250		6,449,250
Sales Tax	92,000		92,000
Public Safety Sales Tax		50,000	50,000
Parcel Tax	1,858,000		1,858,000
County Measure A	200,000		200,000
Business License	150,000		150,000
Motor Vehicle License Fee	23,000		23,000
Homeowners Exemption	40,616		40,616
Franchise Fees		555,000	555,000
Development Fees/Permits		1,224,200	1,224,200
Fines & Forfeiture		24,000	24,000
Fees for Services		304,500	304,500
Rentals		138,580	138,580
Miscellaneous		47,850	47,850
	<u>8,812,866</u>	<u>2,344,130</u>	<u>11,156,996</u>
Interest Income	47,394	12,606	60,000
Total	<u>8,860,260</u>	<u>2,356,736</u>	<u>11,216,996</u>

Where Do General Fund Operating Revenues Come From?



General Fund Expenditures by Department



Town of Atherton								
General Fund 101								
Revenue Budget 2010-2011								
							Increase	
			Adopted	Adjusted	Requested	(Decrease)		
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Acct #	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-00-40001-000	Secured Property Tax	4,187,323	4,453,344	4,540,000	4,740,000	4,799,250	59,250	1.3%
101-00-40004-000	SB813 Redemption (Suppl)	172,923	136,776	90,000	30,000	60,000	30,000	100.0%
101-00-40008-000	Excess ERAF	489,941	543,116	530,000	730,000	530,000	(200,000)	-27.4%
101-00-40002-000	Unsecured	249,861	276,459	250,000	298,475	250,000	(48,475)	-16.2%
101-00-42005-000	Property Transfer Tax	293,610	154,365	125,000	225,000	210,000	(15,000)	-6.7%
101-00-40006-000	Prop Tax in Lieu of VLF (motor vehicle)	603,156	623,670	625,000	606,503	600,000	(6,503)	-1.1%
	Total Property Taxes	5,996,813	6,187,730	6,160,000	6,629,978	6,449,250	(180,728)	-2.7%
101-00-41001-000	Sales & Use Tax General	130,061	91,563	90,000	30,000	65,000	35,000	116.7%
101-00-41004-000	In Lieu Sales Tax/Trip Flip	54,235	31,528	60,000	26,698	27,000	302	1.1%
101-00-41002-000	Prop 172 Sales Tax for Police	74,163	56,103	65,000	50,000	50,000	-	0.0%
	Total Sales Taxes	258,459	179,193	215,000	106,698	142,000	35,302	33.1%
101-00-42001-000	Franchise Taxes-PG&E	214,649	220,512	220,000	220,000	220,000	-	0.0%
101-00-42002-000	Franchise Tax-Cal Water	73,986	72,912	73,000	73,000	73,000	-	0.0%
101-00-42003-000	Franchise Tax-BFI	167,454	217,875	175,000	175,000	160,000	(15,000)	-8.6%
101-00-42004-000	Franchise Taxes-Cable	104,311	126,500	102,000	102,000	102,000	-	0.0%
	Total Franchise Fees	560,400	637,798	570,000	570,000	555,000	(15,000)	-2.6%
101-00-40005-000	Homeowners Exemption	31,582	31,752	31,500	40,616	40,616	-	0.0%
101-00-40007-000	Motor Veh. Lic Fees (MVLf)	-	25,401	20,000	15,000	23,000	8,000	53.3%
101-00-45008-000	SB 90 (mandated cost) reimb.	5,571	-	-	-	-	-	0.0%
	Total Intergovernmental	37,153	57,153	51,500	55,616	63,616	8,000	14.4%
101-00-43001-000	Business Licenses	595,292	134,583	150,000	150,000	150,000	-	0.0%
101-00-43002-000	Bus Lic Refund -FY 06/07	-	(167,850)	-	35,000	-	(35,000)	-100.0%
101-00-43003-000	Bus Lic Refund -FY 07/08	-	(208,216)	-	40,000	-	(40,000)	-100.0%
101-00-43004-000	Bus Lic Refund -FY 08/09	-	(74,480)	-	-	-	-	0.0%
	Total Business License Tax	595,292	(315,962)	150,000	225,000	150,000	(75,000)	-33.3%
101-00-47001-000	Home Occupation Permit	10,270	1,950	2,500	500	500	-	0.0%
101-00-47019-000	Zoning & Planning Fees	38,600	69,912	75,000	75,000	200,000	125,000	166.7%
	Total Planning Revenue	48,870	71,862	77,500	75,500	200,500	125,000	165.6%
101-00-47002-025	Building Permit Fee	1,052,397	620,664	600,000	484,839	516,000	31,161	6.4%
	Landscape Fee	7,950	(5,000)	-	-	-	-	0.0%
101-00-47021-025	Plan Check Fee	404,377	394,227	320,000	292,000	284,000	(8,000)	-2.7%
101-00-47004-025	Grading & Drainage	-	-	88,500	58,000	48,000	(10,000)	-17.2%
	Total Building Revenue	1,464,724	1,009,891	1,008,500	834,839	848,000	13,161	1.6%
101-00-44001-040	Municipal & Vehicle Code Fines	12,914	10,779	11,000	2,069	4,000	1,931	93.3%
101-00-44002-040	Other Fines & Forfeiture (County)	6,252	31,629	8,525	17,456	20,000	2,544	14.6%
101-00-47018-040	DUI Enforcement	-	-	1,200	1,200	1,200	-	0.0%
101-00-47011-040	Alarm Sign Fees	930	900	600	600	600	-	0.0%
101-00-47012-040	Vehicle Release	1,660	2,400	1,000	1,000	1,000	-	0.0%
101-00-47013-040	Police Report	3,345	3,000	2,500	2,500	2,500	-	0.0%
101-00-47015-040	Affidavit of Cost	-	5,964	2,000	2,000	600	(1,400)	-70.0%
101-00-47017-040	Solicitor's Permit	-	-	400	400	400	-	0.0%
101-00-47016-040	Special Service Fee	4,369	2,477	525	525	250	(275)	-52.4%
101-00-45007-040	POST Reimb	8,097	13,846	8,000	8,000	8,500	500	6.3%
101-00-45009-040	CALNENA Reimb	-	-	3,000	3,000	-	(3,000)	-759.5%
101-00-45010-040	CLEARs Reimb	-	-	395	395	-	(395)	-26.3%
101-00-45011-040	DOJ Grant (vests)	-	-	1,500	1,500	-	(1,500)	-10.5%
101-00-48501-040	Donation K-9	-	-	14,286	14,286	-	(14,286)	0.0%
101-00-45013-040	React Task Force Reimb	106,571	55,819	-	-	-	-	0.0%
101-00-45019-040	Federal SRO Grant	64,174	-	-	-	-	-	0.0%
101-00-45014-040	Narcotics Task Forces	60,437	-	-	-	-	-	0.0%
	Total Police Revenue	268,749	126,814	54,931	54,931	39,050	(15,881)	-28.9%
101-00-47003-050	Encroachment	130,651	159,572	125,000	125,000	140,000	15,000	12.0%
101-00-52021-053	Highway Maint Reimbursement	-	-	-	35,700	35,700	-	0.0%
	Total DPW Revenue	130,651	159,572	125,000	160,700	175,700	15,000	9.3%
101-00-47022-058	Social Fees	336,256	108,318	60,000	60,000	70,000	10,000	16.7%
101-00-47023-058	Meeting Fees	50,533	53,429	60,000	60,000	70,000	10,000	16.7%

Town of Atherton								
General Fund 101								
Revenue Budget 2010-2011								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Acct #	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-00-47025-058	Class Fees	2,797	11,000	15,000	15,000	13,000	(2,000)	-13.3%
101-00-47028-058	Weddings		102,916	140,000	140,000	150,000	10,000	7.1%
101-00-47024-058	Misc. Use Fee	4,750	4,874	1,400	1,400	1,500	100	7.1%
	Total Park Program Revenue	394,335	280,537	276,400	276,400	304,500	28,100	10.2%
101-00-47005-000	Other Licenses & Permit	1,091	1,448	500	-	500	500	100.0%
101-00-45019-000	Grant	97,871	18,880	-	500		(500)	-100.0%
101-00-45016-025	DOC Grant			5,000	5,000	5,000	-	0.0%
101-00-45017-000	ABAG Grant			10,000	10,000	12,300	2,300	46.0%
101-00-45020-000	Other Reimbursements	108,855	19,685	-	-		-	0.0%
101-00-48001-000	Interest Income	80,350	162,441	150,000	60,000	60,000	-	0.0%
101-00-48002-000	Cellular One	37,239	33,114	36,000	36,000	36,000	-	0.0%
101-00-48005-000	Post Office	51,762	51,762	51,768	31,768	25,000	(6,768)	-18.8%
101-00-48003-000	Property Rental - Playschool	74,448	71,371	77,580	77,580	77,580	-	0.0%
101-00-48502-000	Miscellaneous Income	45,648	61,290	10,000	10,000	10,000	-	0.0%
101-00-47007-000	Elections Processing Fee	-	2,000	-	-		-	0.0%
101-00-47008-000	Document/Research Fee	1,138		-	-		-	0.0%
101-00-47009-000	Photocopy Fee	3,540	7,847	6,000	6,000	5,000	(1,000)	-16.7%
	SMIP Fees	13,099		-	-		-	0.0%
101-00-48501-000	Donations/Contributions	3,985	12,176				-	0.0%
	Total Misc. Revenues	519,026	442,015	346,848	236,848	231,380	(5,468)	-2.3%
	Total Operating Revenues	10,274,473	8,836,603	9,035,679	9,226,510	9,158,996	(67,514)	-0.7%
	Expenditures							
	City Council Department	45,434	38,514	29,382	29,382	29,875	493	1.7%
	Administration Department	644,548	739,628	798,060	808,888	811,456	2,568	0.3%
	City Attorney Department	604,016	450,924	423,000	423,000	300,000	(123,000)	-29.1%
	Finance Department*	397,315	437,868	534,584	618,145	620,857	2,712	0.4%
	Planning Department	383,214	284,479	196,257	196,257	193,980	(2,277)	-1.2%
	Building Department	1,425,663	1,058,249	1,017,047	1,072,655	1,226,728	154,073	14.4%
	Non-Department	24,936	151,664	433,477	536,984	520,848	(16,136)	-3.0%
	Police Department	4,920,505	4,861,497	5,085,310	5,287,694	5,016,223	(271,471)	-5.1%
	Public Works Department (adj)	1,977,735	1,970,904	1,799,426	1,928,423	1,874,950	(53,473)	-2.8%
	Total Operating Expenditures	10,423,366	9,993,727	10,316,542	10,901,428	10,594,917	(306,511)	-2.8%
	Settlement Expenses				456,305	-	(456,305)	-100.0%
	Excess (Deficiency) of Revenues Over Expenditures	(148,893)	(1,157,124)	(1,280,863)	(2,131,222)	(1,435,921)	695,301	-32.6%
	Other Financing Sources/(Uses)							
	Trsfr in/(out) Special Parcel Tax Fund		350,000	780,863	780,863	888,463	107,600	13.8%
	Trsfr in/(out) Park Well Fund	(4,834)	12,032					
	Trsfr in/(out) Admin Service Fund		50,000					
	Trsfr in/(out) Facilities Construction Fd	(1,805,144)			82,735	-	(82,735)	-100.0%
	Total Transfers In/(Out)	(1,809,978)	412,032	780,863	863,598	888,463	24,865	2.9%
	Use of Bldg Dept Operating Reserve	(1,805,144)			406,546	547,458	140,912	100.0%
	Use of General Fund Reserve	(153,727)	679,577	500,000	634,774	-	(634,774)	-100.0%
	Net Change in Fund Balance	(1,958,871)	679,577	500,000	1,041,320	547,458	(493,862)	-47.4%
	Beginning Fund Balance	9,841,724	7,882,853	7,203,276	7,203,276	6,161,956	(1,041,320)	-14.5%
	Ending Fund Balance	7,882,853	7,203,276	6,703,276	6,161,956	5,614,497	(547,458)	-8.9%
	* Finance FY 2008 & FY 2009 showed without fund 612.				Bldg Reserve	450,777		
					GF Reserve	5,163,721		
						5,614,497		

Town of Atherton		
Projected Building Department Revenues & Expenditures		
FY 2010-11		
Revenues		848,000
Expenditures	1,226,728	
Cost Allocation Plan	168,730	1,395,458
Deficiency of Revenues over Expenditures		(547,458)
Projected Building Dept Operating Reserve, 6/30/10		998,235
Projected Building Dept Operating Reserve, 6/30/11		450,777

Town of Atherton								
City Council Department								
Budget 2010-2011								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-11-53024-011	Advertising/Publishing		435	2,000	2,000	3,000	1,000	50.0%
101-11-53033-011	Rent - Mach & Equip					3,600	3,600	100.0%
101-11-54002-011	Bus Meeting & Meals			1,100	1,100	-	(1,100)	-100.0%
101-11-54010-011	Other Contract Services	14,661	9,400				-	0.0%
101-11-55002-011	Office Supplies	726	3,792	1,950	1,950	1,750	(200)	-10.3%
101-11-54007-011	Membership/Dues	18,340	16,304	8,407	8,407	8,400	(7)	-0.1%
101-11-53016-011	Utilities - Water			625	625	625	-	0.0%
101-11-54003-011	Conferences	10,480	6,969	5,000	5,000	3,000	(2,000)	-40.0%
101-11-54004-011	Training & Workshops					-	-	100.0%
101-11-54008-011	Mileage Reimbursement			1,300	1,300	500	(800)	-61.5%
101-11-54018-011	Boards & Commissions			2,000	2,000	2,000	-	0.0%
101-11-54019-011	Special Events & Awards	50	438	-	-	-	-	0.0%
101-11-57007-011	Office Equip & Furniture			7,000	7,000	7,000	-	0.0%
101-11-53501-011	Administrative Services	381	381				-	0.0%
101-11-53502-011	Computer Services Charge	796	796				-	0.0%
	Total City Council	45,434	38,514	29,382	29,382	29,875	493	1.7%

		City Council Dept		
		101-11		
				FY 2011
	Account No.	Quantity, brief description and justification		Requested
	& Title	of items requested		Appropriations
	Advertising/Noticing	Advertising election, Committee vacancies, special info, post card notifications		3,000
	Rental Equipment	Audio & recording at Pavilion \$900 * 4		3,600
	Bus Meetings & Meals	Meal Meetings estimate 4 per Council Member	-	
		Food for Council and other meetings	-	
		High Speed Rail Meeting /Peninsula Cities Consortium - hosted	-	-
	Office Supplies	Business Cards 5*150	750	
		Paper, ruled pads, binders, tapes, paper cups,	1,000	1,750
	Membership/Dues	(HEART) Housing Endowment and Regional Trust of San Mateo to support housing for modest-income families	2,947	
		SF Airport Roundtable	1,500	
		League of CA Cities	3,953	8,400
	Utilities - Water	Calwater		625
	Conferences	League of CA Cities		3,000
	Training & Workshops	League Council Academy		-
	Mileage Reimbursement	Reimburse for use of private vehicles for meeting		500
	Commissions & Committ	Training related expenses for Council approved Commissions and Committees		2,000
	Office Equip & Furniture	New Digital Tape Recording System (budget carryover from FY 2010)		7,000
		Total City Council Dept		29,875

ADMINISTRATION

Administration Department budget reflects the operations of the City Manager. This Department provides professional leadership in management of the Town and the execution of the City Council policies.

CITY MANAGER

The City Manager provides for the efficient and effective administration of the affairs of the Town of Atherton and implements policy directions of the City Council, administers the Town's operations, and capital improvement projects. The City Manager provides an effective human resources and personnel management system, records retention and destruction system, creates and monitors policies to protect Town assets from potential loss, and provides risk management programs.

Goals

- Work with the Atherton City Council in coordinating a Strategic Planning Workshop that focuses on creating at least three to five mayor goals for the Council to adopt during FY 2010/2011.
- Complete all Town Department Managers Evaluations by June 1, 2011.
- Respond to residence questions, concerns and comments within a twenty four hour time period when possible.
- Work with City Council, Finance Committee, one member of the Audit Committee and the Finance Director in preparing a Five Year Financial Plan.
- Improve communications, interaction, and the flow of information between Staff, Committees, and Commissions.
- Maintain responsible fiscal oversight of the Budget for FY 2010/2011.
- Complete labor negotiations with the Miscellaneous Group.

Accomplishments for FY 2009-2010

- Maintained fiscal responsibility while staying within budget.
- Stayed actively involved with California High Speed Rail.
- Functioned as an informational conduit for the renewal of the Parcel Tax.
- Completed Town Classification Study.
- Completed Administrative Code Enforcement Policy.
- Implemented Springbrook Financial Software.
- Successfully implemented new refuge contract with Recology through the SBWMA.
- Implemented Comprehensive Master Fee Schedule with cost recovery component.
- Safeguarded the Town's financial portfolio with responsible asset management.

ASSISTANT CITY MANAGER

The Assistant City Manager provides for the efficient and effective administration of the affairs of the Town of Atherton and implements the operation directions of the City Manager. The Assistant City Manager is responsible for several program areas including human resource services, risk management, Town's IT program including web site, City Clerk operations and elections, newsletter production, Town Contract Postal Unit (Post Office), and community relations.

Goals

- Work with Department Managers on employee evaluations that accurately reflect the employees' abilities
- Document and move forward to improve the Town's information technology including the Town's Internet broadband width and web site
- Replace or update the Town's telephone system
- Implement the Town's policy on Records Retention and Destruction
- Meet requirements of ABAG Goals including new risk management policies and employee training
- Recognize employee service through multiple perspectives (Employee of the Quarter, certificates, pins, events)
- Seek ways to reduce the Town's subsidy of the Town Contract Postal Unit

Highlights for Fiscal Year 2009/2010

- Established an electronic file of active policies
- Current evaluations on every employee
- Procured Employee Practices Liability Insurance
- Standardized recruitment and hiring practices
- Established monthly "Brown Bag Lunch" opportunities for open communication between employees and management

Staff Resources

▪ City Manager	1.0
▪ Assistant City Manager	1.0
▪ Executive Assistant/Deputy City Clerk	1.0
▪ Office Specialist	<u>1.0</u>
	4.0

Town of Atherton								
Administration Department								
Budget 2010-2011								
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-12-50001-012	Regular Salaries	270,079	329,532	453,964	463,092	454,880	(8,212)	-1.8%
101-12-50005-012	Temporary Help	52,815	66,537				-	0.0%
101-12-50006-012	Overtime	428	4,798	5,000	5,000	5,000	-	0.0%
101-12-51001-012	Medicare Tax	4,729	6,164	6,582	6,582	6,596	13	0.2%
101-12-51002-012	Social Security Tax	3,274	3,900				-	0.0%
101-12-51003-012	PERS Retire Contrib- ER	40,156	71,362	59,483	59,483	59,899	416	0.7%
101-12-51004-012	PERS Retire Contrib- EE			31,777	31,777	31,842	64	0.2%
101-12-51005-012	Deferred Compensation	658		-	-	-	-	0.0%
101-12-51008-012	Health Insurance	20,326	27,380	46,442	46,442	49,769	3,327	7.2%
101-12-51009-012	Retiree Healthcare			91,898	91,898	95,713	3,816	4.2%
101-12-51010-012	Dental Insurance	1,956	4,172	6,778	6,778	6,778	-	0.0%
101-12-51011-012	Vision Insurance	269	478	636	636	719	83	13.0%
101-12-51013-012	Workers' Compensation	426	882	754	754	960	206	27.4%
101-12-51014-012	Life & ADD Insurance	693	951	890	890	854	(36)	-4.0%
101-12-51007-012	STD Insurance					768	768	100.0%
101-12-51015-012	LTD Insurance	2,265	5,548	2,663	2,663	2,663	-	100.0%
101-12-51016-012	Unemployment Insurance		6,750	4,540	4,540	4,549	9	0.3%
101-12-51019-012	Auto Allowance	3,138	4,800	4,800	4,800	4,800	-	0.0%
101-12-51020-012	Educational Reimbursement			1,000	1,000	1,000	-	0.0%
101-18-50013-018	EE Benefits Earned			4,540	4,540	4,549	9	0.9%
	Total Salaries & Benefits	401,214	533,255	721,747	730,875	731,338	463	0.1%
101-12-53026-012	Recruitment Costs			1,000	1,000	1,000	-	0.0%
101-12-52008-012	Labor Relation Services		11,921	14,000	14,000	16,360	2,360	16.9%
101-12-53002-012	Repair Machinery & Equip		1,544	4,800	4,800	6,000	1,200	25.0%
101-12-53004-012	Facility Repair	128		-	-	-	-	0.0%
101-12-53024-012	Advertising - Noticing	40,483	21,340	2,500	4,200	3,000	(1,200)	-28.6%
101-12-54004-012	Training and Workshops	3,390		5,668	5,668	4,400	(1,268)	-22.4%
101-12-54010-012	Other Contract Services	116,799	70,208				-	0.0%
101-12-54012-012	Disaster Preparedness		14,993				-	0.0%
101-12-54010-012	Human Resources Services	2,974	50				-	0.0%
101-12-55002-012	Office Supplies	5,713	4,599	3,000	3,000	6,872	3,872	129.1%
101-12-54005-012	Subscriptions	208	506	800	800	600	(200)	-25.0%
101-12-54007-012	Memberships & Dues	8,761	14,323	15,280	15,280	15,613	333	2.2%
101-12-54008-012	Mileage Reimbursement					500	500	100.0%
101-12-53025-012	External Printing Services			12,000	12,000	6,800	(5,200)	-43.3%
101-12-55017-012	Postage			1,000	1,000	1,200	200	20.0%
101-12-53014-012	Utilities - Electricity		39	6,000	6,000	5,500	(500)	-8.3%
101-12-53015-012	Utilities - Gas			650	650	650	-	0.0%
101-12-53016-012	Utilities - Water			485	485	485	-	0.0%
101-12-53018-012	Utilities - Telephone	23,000	5,051	600	600	-	(600)	-100.0%
101-12-54003-012	Conferences	2,828	4,061	2,000	2,000	4,908	2,908	145.4%
101-12-54002-012	Business Meetings & Meals			1,230	1,230	1,430	200	16.3%
101-12-54019-012	Special Events & Awards	8,358	4,255	1,800	1,800	2,800	1,000	55.6%
101-12-54020-012	Election Expense	362	22,647			-	-	0.0%
101-12-57006-012	Computer Equipment		27	3,000	3,000	2,000	(1,000)	-33.3%
101-12-57007-012	Office Equip & Furn		493	500	500	-	(500)	-100.0%
101-12-53501-012	Administrative Services	22,912	22,912				-	0.0%
101-12-53502-012	Computer Services	7,418	7,403				-	0.0%
	Total Operations	243,334	206,374	76,313	78,013	80,118	2,105	2.7%

Town of Atherton								
Administration Department								
Budget 2010-2011								
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
	Total Admin Dept	644,548	739,628	798,060	808,888	811,456	2,568	0.3%

		Administration		
		101-12		
	Account No. & Title	Quantity, brief description and justification of items requested		FY 2011 Requested Appropriations
	Salaries	Administration salaries (\$51,768 reimbursed by Post Office)		454,880
	Overtime	Deputy City Clerk Council & Committee Meetings, Office Specialist Committee Meetings		5,000
	Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings		6,596
	Pers Retire Contrb- ER	Employer contribution for employee pension		59,899
	Pers Retire Contrb- EE	Employee contribution paid for by the employer		31,842
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		49,769
	Retiree Healthcare	Medical coverage for 5 retirees	38,952	
		GASB 45 annual required contribution	56,761	95,713
	Dental Insurance	Teamster Dental Plan premium		6,778
	Vision Insurance	Vision Service Plan premium		719
	Workers Compensation	Workers Comp charged to Department		960
	Life & ADD Insurance	Premium to the Cities Group		854
	STD Insurance	Short-term disability premium to The Cities Group		768
	LTD Insurance	Long-term disability premium to The Cities Group		2,663
	Unemployment Insuran	Self-funded un employment based on 1% of salaries		4,549
	Auto Allowance	Allowance of \$400 per month for City Manager		4,800
	Educational Reimburse	Per Teamster MOU		1,000
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		4,549
		Total Salaries & Benefits		731,338
	Recruitment Costs	Fingerprints, job posting, oral panel working lunch		1,000
	Labor Relations Svs	IEDA monthly retainer	12,360	
		SCERS (MOU 70 percentile calculation)	4,000	16,360
	Equip Repair & Maint	Misc. repairs of equipment	1,000	
		Maint agreement for copier	2,000	
		Copier overcharge	3,000	6,000

		Administration		
		101-12		
				FY 2011
	Account No.	Quantity, brief description and justification		Requested
	& Title	of items requested		Appropriations
	Advertising - Noticing	City Clerk Public Noticing, etc.		3,000
	Training & Workshops	City Clerk - Technical Track for Clerks	2,400	
		Town wide Policy Training 2/year (HR compliance)	2,000	4,400
	Office Supplies	Pens, paper, envelopes, binders, ID cards, motion light for vault; file materials for records retention and destruction	5,000	
		Coffee for meetings and staff	372	
		Record destruction plastic storage containers for permanent docs, file materials	1,500	6,872
	Subscriptions	City Manager Library	200	
		Newspapers, Magazines (western city)	200	
		Employment Law Posters	200	600
	Memberships & Dues	CalOpps - recruitment	1,500	
		SCERS - negotiations related	6,950	
		SMCERC - training and legal counsel	4,238	
		City Clerk - CCAC	135	
		San Mateo County City Manager's Association	250	
		ICMA - City Manager	1,160	
		MMANC - CM & ACM	130	
		CalPELRA - HR - negotiations and employment law	350	
		Code Publishing Inc. Web site hosting	350	
		CA City Management Foundation - CM membership	400	
		IPMA-HR (1-staff) - employment law	150	15,613
	Mileage Reimburse	Council deliveries		500
	Printing - Extl Servs	Athertonian 2 times a year \$3400/per for printing and graphics (Spring & Fall)		6,800
	Postage	Athertonian mailing USPS BRM Permit #26		1,200
	Utilities - Electricity	Admin Office		5,500
	Utilities - Gas	Admin Office ABAG gas		650
	Utilities - Water	Cal water for admin office		485
	Utilities - Telephone	Modem - City Manager. See Non-Dept for phone expense to be allocated		-
	Conferences	CM - League of CA Cities Annual	1,000	

		Administration		
		101-12		
				FY 2011
	Account No.	Quantity, brief description and justification		Requested
	& Title	of items requested		Appropriations
		Northern California City Clerks Business Meetings bimonthly	240	
		SMCERC - City Manager & ACM	168	
		City Clerk - Annual Conference \$1,000	1,000	
		CalPELRA or NORCAL -Assist City Manager	1,500	
		City Managers' Conference	1,000	4,908
	Bus Meetings & Meals	CM Breakfast CA Cities	30	
		Town Strategic Planning Meeting - lunch meeting	200	
		League of CA Cities - Executive Committee	-	
		City Manager various meetings	1,200	1,430
	Special Events & Award	Employee of Quarter	800	
		Staff Appreciation - City Manager	2,000	2,800
	Election Expense	See Non-Dept for the cost		
	Computer Equipment	Replacement of old computers		2,000
	Office Equip & Furn			-
		Total Operations		80,118
		Total Admin Dept		811,456

Salaries for Administration Department																	
FY 2011																	
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	Employer PERS	0.13168	Employee PERS	0.07	Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Auto Allow	Total
City Manager	N/A	160,000	160,000	21,069		11,200		2,320	21,670	1,716	182	192	821	312	338	4,800	224,619
Assistant City Manager	D	159,551	159,551	21,010		11,169		2,313	-	1,716	182	192	821	312	337		197,602
Executive Assistant/Deputy City Clerk	B	73,251	74,167	9,766		5,192		1,075	14,410	1,716	182	192	557	114	156		107,528
Office Specialist	D	61,162	61,162	8,054		4,281		887	13,690	1,630	173	192	465	114	129		90,777
Total Admin Dept	FTE 4	453,964	454,880	59,899		31,842		6,596	49,769	6,778	719	768	2,663	854	960	4,800	620,527
Note:																	
Salaries are projected at one step higher than the employee is currently.																	

	<i>Town of Atherton</i>		
	<i>Administration Department</i>		
	<i>Budget 2010-2011</i>		
		<i>Supplemental Budget Request</i>	
	<u>Description</u>		
Request #1	New copier - color/scan/fax/fold	15,000	
Request #2	Web Site Update (consultant/design)	10,000	
Request #3	Public Relations Consultant	6,000	
		31,000	(defer)

Town of Atherton								
City Attorney Department								
Budget 2010-2011								
				Adopted	Adjusted	Requested	Increase	
				Budget	Budget	Budget	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-16-52002-016	City Attorney - Retainer	101,500	150,032	132,000	132,000	132,000	-	0.0%
101-16-52003-020	City Attorney - Planning			48,000	48,000	22,000	(26,000)	-54.2%
101-16-52004-025	City Attorney - Building			27,500	27,500	12,000	(15,500)	-56.4%
101-16-52005-050	City Attorney - DPW Eng			15,000	15,000	14,000	(1,000)	-6.7%
101-16-52006-016	City Attorney - Other Services			200,500	200,500	120,000	(80,500)	-40.1%
101-16-52007-016	Attorney - Other Legal	304,647	148,622				-	0.0%
101-16-52008-016	Labor Relations Service	3,081	14,800	-	-		-	0.0%
	Litigation Services	118,079	114,035				-	0.0%
101-16-54010-016	Other Contract Services	60,481	17,207				-	0.0%
101-16-53022-016	Liability Claims	10,000					-	0.0%
101-16-53501-016	Administrative Services	2,638	2,638				-	0.0%
101-16-53502-016	Computer Service Charge	3,590	3,590				-	0.0%
	Total City Attorney	604,016	450,924	423,000	423,000	300,000	(123,000)	-29.1%

	City Attorney Department	
	101-16	
		FY 2011
Account No.	Quantity, brief description and justification	Requested
& Title	of items requested	Appropriations
City Attorney - Retainer	Monthly retainer to McDonough Holland & Allen	132,000
City Attorney - Planning	Development project review and legal support	22,000
City Attorney - Building	Development project review and legal support	12,000
City Attorney - DPW Eng	Legal support to DPW- Engineering Dept	14,000
City Attorney - Other Services	Additional services	120,000
	Total City Attorney Dept	300,000

FINANCE DEPARTMENT

The Finance Department is responsible for payroll, accounts payable, revenue collection, business license administration, accounting, budget preparation, annual audit, financial reporting, and treasury management.

Goals

1. Update and review the Five-Year Financial Forecast for General Fund with Finance Committee.
2. Issue a Comprehensive Annual Financial Report (CAFR) for FY 2009-10 by December 15, 2010.
3. Implement and provide training to Town personnel on the revised purchasing policy to ensure compliance.
4. Implement the fixed assets module in Springbrook Software.
5. Track Town wide billings through Springbrook accounts receivable module.

Accomplishment for FY 2009-10

- Issued the FY 2008-09 audited financial statements timely with an “unqualified” opinion.
- Created a new budget reporting structure.
- Successfully migrated from a DOS financial system to Springbrook Software.
- Created a new and improved chart of accounts for the Town.
- Designated a new payroll structure in Springbrook.
- Automated time card entry in Springbrook.
- Cleaned up prior year payroll issues.
- Completed the two year refund process for business license.
- Worked with Building Department to create interface between CRW and Springbrook systems.
- Implemented a new banking service with Wells Fargo Bank.

STAFF RESOURCES

Finance Director	1.0
Accountant	1.0
Finance Assistant	0.6
Total	2.6

Town of Atherton								
Finance Department								
Budget 2010-2011								
				Adopted	Adjusted	Projected	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-18-50001-018	Regular Salaries	141,966	208,556	261,601	261,601	264,893	3,292	1.3%
101-18-50002-018	Part-Time Permanent Salaries	29,559	48,421	-	-	-	-	0.0%
101-18-50005-018	Temporary Help	23,924	21,937	-	-	-	-	0.0%
101-18-50006-018	Overtime	89		-	5,000	-	(5,000)	-100.0%
101-18-51001-018	Medicare	4,032	3,388	3,793	3,793	3,841	48	1.3%
101-18-51002-018	Social Security Tax	1,484	986	-	-	-	-	0.0%
101-18-51003-018	PERS Retire Contrib- ER	48,962	42,248	34,278	34,278	34,881	604	1.8%
101-18-51004-018	PERS Retire Contrib- EE			18,312	18,312	18,542	230	1.3%
101-18-51008-018	Health Insurance	18,306	30,108	48,279	48,279	49,628	1,350	2.8%
101-18-51009-018	Retiree Health			34,434	44,995	48,607	3,612	8.0%
101-18-51010-018	Dental Insurance	2,708	2,613	4,462	4,462	4,410	(51)	-1.2%
101-18-51011-018	Vision Insurance	331	433	674	674	839	165	24.5%
101-18-51013-018	Workers' Compensation	441	373	434	434	559	125	28.7%
101-18-51014-018	Life & ADD Insurance	539	387	406	406	384	(22)	-5.3%
101-18-51007-018	STD Insurance					499	499	100.0%
101-18-51015-018	LTD Insurance	3,130	2,143	1,621	1,621	1,646	25	1.5%
101-18-51016-018	Unemployment Insurance		7,650	2,616	2,616	2,649	33	1.3%
101-18-50013-018	EE Benefits Earned			2,616	2,616	2,649	33	1.3%
	Total Salaries & Benefits*	275,471	369,243	413,524	429,085	434,027	4,942	1.2%
101-18-52001-018	Audit & Financial	74,301	58,308	42,057	42,057	58,239	16,182	38.5%
101-18-52017-018	Technical Services	19,372	24,608	24,584	24,584	18,911	(5,673)	-23.1%
101-18-53002-018	Repair Machinery & Equip			1,000	1,000	1,000	-	0.0%
101-18-53025-018	External Printing Service			3,000	3,000	2,500	(500)	-16.7%
101-18-54004-018	Training and Workshops	444		5,084	5,084	5,084	-	0.0%
101-18-54010-018	Other Contract Services	101,581	76,934	14,480	54,480	49,550	(4,930)	-9.0%
101-18-54016-018	Business License Processing Fee				28,000	16,000	(12,000)	-42.9%
101-18-55002-018	Office Supplies	2,788	2,174	3,000	3,000	2,800	(200)	-6.7%
101-18-54005-018	Subscriptions	1,225	912	750	750	750	-	0.0%
101-18-55009-018	Misc. Computer Parts			500	500	500	-	0.0%
101-18-54007-018	Memberships & Dues	270	1,225	1,205	1,205	1,295	90	7.5%
101-18-55017-018	Postage	-	-	-	-	-	-	0.0%
101-18-53018-018	Utilities - Telephone	-	-	-	-	-	-	0.0%
101-18-54003-018	Conferences	229	339	1,300	1,300	1,600	300	23.1%
101-18-54008-018	Mileage Reimbursement			600	600	600	-	0.0%
101-18-53031-018	Banking Services			10,500	10,500	16,000	5,500	52.4%
101-18-57006-018	Computer Equipment		32	3,000	3,000	2,000	(1,000)	-33.3%
101-18-57007-018	Office Machines & Furniture		660				-	0.0%
101-18-53501-018	Administrative Services	19,616	19,616				-	0.0%
101-18-53503-018	Trsfr to Equip Replace Fund			10,000	10,000	10,000	-	0.0%
	Total Operations	219,826	184,807	121,060	189,060	186,829	(2,231)	-1.2%
	Total Finance Dept	495,297	554,050	534,584	618,145	620,857	2,712	0.4%
		fund 612	fund 612					
* FY 2008 & FY 2009, see other contract services for complete salaries and benefits costs.								

		Finance		
		101-18		
	Account No.	Quantity, brief description and justification		FY 2011
	& Title	of items requested		Requested
				Appropriations
	Salaries	Salaries for 2.6 finance staff		264,893
	Temp Help			-
	Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings		3,841
	Pers Retire Contrb- ER	Employer contribution for employee pension		34,881
	Pers Retire Contrb- EE	Employee contribution paid for by the employer		18,542
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		49,628
	Retiree Healthcare	Medical coverage for 1 retiree	6,540	
		GASB 45 annual required contribution (50% funding)	42,067	48,607
	Dental Insurance	Teamster Dental Plan premium		4,410
	Vision Insurance	Vision Service Plan premium		839
	Workers Compensation	Workers Comp charged to Department		559
	Life & ADD Insurance	Premium to the Cities Group		384
	STD Insurance	Short-term disability premium to The Cities Group		499
	LTD Insurance	Long-term disability premium to The Cities Group		1,646
	Unemployment Insuran	Self-funded un employment based on 1% of salaries		2,649
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		2,649
		Total Salaries & Benefits		434,027
	Audit & Financial	FY 2010 Audit (40% of total for final field work)	22,472	
		FY 2011 Audit (60% of total for interim work)	29,352	
		FY 2010 State Controller Report - Town	5,565	
		Statistical Report for FY 2010 CAFR	850	58,239
	Technical Service	Springbrook annual maintenance fee	10,978	
		Springbrook custom programming support & maintenance fee	5,240	
		Harris (Wintegrate) one license maintenance fee	2,694	18,911
	Equip Maint	misc repair for office equip and laser printers		1,000
	Printing - Extl Servs	FY 2010 financial report, form 1099, W-2s		2,500
	Training & Workshops	Springbrook Client Conference - Finance Director	1,000	
		CalPERS Educational Forum - Finance Director	1,000	
		GFOA, CSMFO, Springbrook, payroll tax training for finance staff	3,000	
		SMCERC	84	5,084

		Finance		
		101-18		
				FY 2011
	Account No.	Quantity, brief description and justification		Requested
	& Title	of items requested		Appropriations
	Other Contract Services	Investment advisory service	12,000	
		Temp Help	35,000	
		State mandated cost (SB90) claiming service	2,550	49,550
	Bus License Process Fee	Payment to MuniServices at \$20 per license issued		16,000
	Office Supplies	Binders, folders, storage boxes, copy paper, ink cartridges, budget book supplies, envelopes		2,800
	Subscriptions	Wall Street Journal, GASB, GFOA books		750
	Misc Comp Part & Supp	Keyboard tray, mouse, ups, misc. software		500
	Memberships & Dues	GFOA, CSMFO, CMTA, PERS PAC, CMRTA	650	
		Springbrook National User Group	50	
		State Board of Accountancy CPA license renewal	200	
		California Society of CPA	395	1,295
	Utilities - Telephone	See Non-dept for the cost to be allocated		-
	Conferences	CSMFO Annual Conference - Finance Director	350	
		League of CA Cities Financial Management - Finance Director	1,000	
		CSMFO/CMTA joint lunch meetings - Finance Director	250	1,600
	Mileage Reimbursement	Use of private vehicles for training & meeting		600
	Banking Services	Account analysis fees	13,000	
		A/P and payroll check stock, deposit slips and bags	1,200	
		Armored car service	1,800	16,000
	Computer Equipment	Replacement of old computers		2,000
	Trsfr to Equip Replace Fd	For future financial system upgrade		10,000
		Total Operations		186,829
		Total Finance Dept		620,857

Salaries for Finance Department																	
FY 2011																	
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	Employer PERS	0.13168	Employee PERS	0.07	Medicare	0.0145	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Total
Finance Director	D	156,334	156,334	20,586		10,943		2,267		21,670	1,716	326	192	821	210	330	215,396
Accountant	B	65,833	69,125	9,102		4,839		1,002		17,281	1,716	326	192	525	108	146	104,363
Finance Assistant (.6)	D	39,434	39,434	5,193		2,760		572		10,678	978	186	115	300	65	83	60,364
Total Finance Dept	FTE 2.6	261,601	264,893	34,881		18,542		3,841		49,628	4,410	839	499	1,646	384	559	380,122
Note:																	
Salaries are projected at one step higher than the employee is currently.																	

PLANNING

The Planning Department advises the General Plan Committee, Planning Commission and City Council on Planning related items. The Planning Department maintains the zoning code, zoning plan and general plan. Planning Staff responds to public inquiries, processes staff reports and reviews development plans for compliance with the zoning code and general plan. Planning Staff also reviews projects for compliance with the Subdivision Map Act and the California Environmental Quality Act.

Goals for FY 2010-2011

- Adopt the Housing Element and obtain State Certification
- Adopt an update to the General Plan to address compliance with State law requirements
- Revise the Zoning Code to implement Housing Element policies
- Work on evaluating Sustainable Building practices
- Prepare informational handouts and update the planning section of the web site

Accomplishments for FY 2009-2010

- Adoption of a comprehensive update to the Zoning Code
- Implemented cost recovery and a new planning review process
- Completed the draft Housing Element and obtained concurrence from the State Department of Housing and Community Development that the document is in compliance with state law

Town of Atherton								
CDD Planning								
Budget 2010-2011								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-20-52011-020	Contract Planner	282,146	192,313	177,077	177,077	187,050	9,973	5.6%
101-20-52013-020	Zoning Code Update	80,417	17,239				-	0.0%
101-20-52014-020	General Plan Update		1,790	4,900	4,900	-	(4,900)	-100.0%
101-20-52015-020	Housing Element	912	68,327	7,350	7,350	-	(7,350)	-100.0%
101-20-52016-020	Historical Artifacts	7,090	2,400	-	-		-	0.0%
101-20-53024-020	Advertising/Noticing	448	1,392	2,000	2,000	2,000	-	0.0%
101-20-54010-020	Other Contract Services	12,016	965				-	0.0%
101-20-53025-020	Printing - External Service			2,500	2,500	2,500	-	0.0%
101-20-55002-020	Office Supplies		53	2,000	2,000	2,000	-	0.0%
101-20-55017-020	Postage	185					-	0.0%
101-20-53014-020	Utilities - Electricity			230	230	230	-	0.0%
101-20-53015-020	Utilities - Gas			150	150	150	-	0.0%
101-20-53016-020	Utilities - Water			50	50	50	-	0.0%
	Total Planning	383,214	284,479	196,257	196,257	193,980	(2,277)	-1.2%

		Planning	
		101-20	
			FY 2011
	Account No.	Quantity, brief description and justification	Requested
	& Title	of items requested	Appropriations
	Contract Planner Svs	Neal Martin & Associates services. Town Planner: +/- 16 hours/month; Deputy Town Planner: +/- 80 hours per month; Assistant Planner: +/- 83 hours per month	187,050
	General Plan Update		-
	Housing Element		-
	Advertising - Noticing	Newspaper publication of legal notices	2,000
	Printing - Extl Service		2,500
	Office Supplies	paper, pens, etc.	2,000
	Utilities - Electricity	PG&E	230
	Utilities - Gas	ABAG gas	150
	Utilities - Water	Cal water	50
		Total Planning	193,980

Building Department Purpose

The Building Department is responsible for the inspection of all privately funded construction within the Town to ensure the health, safety, and welfare of the community. The Building Inspection Program consists of 1) checking building plans for consistency with local and state codes, and 2) inspecting the construction for compliance with those plans and acceptable construction practices.

Goals for Fiscal Year 2010/2011

- Training and Implementation of New State of California Green Building Code.
- Space needs for current and future staff.
- Timely and professional responses to residents and the development community.
- Adoption of the new building code cycle and update forms and handouts to comply with the new codes.

Accomplishments for Fiscal Year 2009/10

- Implemented new Master Fee Schedule for Building and coordinated implementation with Public Works, Planning and CRW.
- Coordinated implementation of cost recovery fees for Planning and Public Works with CRW.
- Implemented new permit submittal process with planning approval prior to building permit submittal.
- Permitted and inspected the new Walsh Road siren warning system.
- Coordinated and approved all business license refunds with Muni Services and Finance Department.
- Participated in finalizing and adoption of the new Atherton Zoning Code.
- Improved the Building Department web site.

Staff Resources

Building Official	1.0
Senior Building Inspector/Plan Reviewer	1.0
Building Inspector/Plan Reviewer	2.0
Permit Technician	1.0
Town Arborist	1.0
Office Specialist	<u>1.0</u>
	7.0

Town of Atherton								
Building Department								
Budget 2010-2011								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-25-50001-025	Regular Salaries	472,102	555,490	597,738	614,229	623,437	9,208	1.5%
101-25-50005-025	Temporary Help	4,905			-		-	0.0%
101-25-50006-025	Overtime	-			-		-	0.0%
101-25-51001-025	Medicare	7,040	8,064	8,667	8,667	9,040	373	4.3%
101-25-51002-025	Social Security Tax	309			-		-	0.0%
101-25-51003-025	PER Retire Contrb- ER	96,765	112,325	78,322	78,322	82,094	3,773	4.8%
101-25-51004-025	PERS Retire Contrb- EE			41,842	41,842	43,641	1,799	4.3%
101-25-51008-025	Health Insurance	65,769	73,627	83,686	83,686	90,202	6,516	7.8%
101-25-51009-025	Retiree Healthcare			74,878	110,411	119,276	8,866	8.0%
101-25-51010-025	Dental Insurance	7,171	7,739	11,497	11,497	11,669	172	1.5%
101-25-51011-025	Vision Insurance	1,211	1,294	1,413	1,413	1,627	214	15.1%
101-25-51013-025	Workers' Compensation	18,907	23,305	25,454	25,454	709	(24,745)	-97.2%
101-25-51014-025	Life & ADD Insurance	1,265	868	909	909	882	(27)	-3.0%
101-25-51007-025	STD Insurance					1,363	1,363	100.0%
101-25-51015-025	LTD Insurance	7,668	8,988	4,282	4,282	4,384	102	2.4%
101-25-51016-025	Unemployment Insurance			5,977	5,977	6,234	257	4.3%
101-25-51015-025	Uniforms			600	600	600	-	0.0%
101-25-51019-025	Auto Allowance	10,800	13,661	15,900	15,900	16,260	360	2.3%
101-25-50013-025	EE Benefits Earned			5,977	5,977	6,234	257	4.3%
	Total Salaries & Benefits	693,910	805,362	957,142	1,009,166	1,017,652	8,487	0.8%
101-25-52017-025	Technical Service			8,000	8,000	9,915	1,915	23.9%
101-25-52012-025	Plan Reviewer	31,885	41,139	-	-		-	0.0%
101-25-53001-025	Vehicle Repair & Maint			600	600	600	-	0.0%
101-25-53002-025	Equip Repair & Maint	900	1,055	2,000	2,000	1,500	(500)	-25.0%
101-25-53008-025	Custodial Services	2,359	2,188	-	-		-	0.0%
101-25-53024-025	Advertising/Publishing			-	-		-	0.0%
101-25-54004-025	Training & Workshop			5,640	5,640	4,850	(790)	0.0%
101-25-52018-025	Code Enforcement	67,080	37,288			-	-	0.0%
101-25-54010-025	Other Contract Services	538,463	3,365		3,584		(3,584)	-100.0%
101-25-54011-025	Environment Programs	19,581	17,732				-	0.0%
101-25-54010-025	Building Inspection		74,777				-	0.0%
101-25-55002-025	Office Supplies	12,484	5,180	6,000	6,000	4,100	(1,900)	-31.7%
101-25-54005-025	Subscriptions			905	905	3,100	2,195	242.5%
101-25-55003-025	Microfilms	4,543	5,665	7,500	7,500	7,000	(500)	-6.7%
101-25-55006-025	Safety Supplies & Matis	1,759	5,550	5,785	5,785	4,000	(1,785)	-30.9%
101-25-57006-025	Computer Software	143		-	-		-	0.0%
101-25-55015-025	Oil & Gasoline			600	600	600	-	0.0%
101-25-54007-025	Memberships & Dues	590	6,715	2,145	2,145	1,205	(940)	-43.8%
101-25-53014-025	Utilities - Electricity	1,013	774	1,380	1,380	1,000	(380)	-27.5%
101-25-53015-025	Utilities - Gas			900	900	900	-	0.0%
101-25-53016-025	Utilities - Water		28	300	300	300	-	0.0%
101-25-53018-025	Utilities - Telephone	1,919	2,148	1,650	1,650	1,650	-	0.0%
101-25-54003-025	Conferences	177	490	2,000	2,000	2,000	-	0.0%
101-25-57006-025	Computer Equipment			2,500	2,500	2,000	(500)	-20.0%
101-25-57007-025	Office Equip & Furniture	501	436	2,000	2,000	1,000	(1,000)	-50.0%
101-25-53501-025	Administrative Services	38,337	38,337				-	0.0%
101-25-53502-025	Trsfr to Computer Service	10,021	10,021				-	0.0%
101-25-58004-025	Trsfr to Equip Replace Fd			10,000	10,000	10,000	-	0.0%
101-25-58003-025	Trsfr to Facil Construct Fd					153,356	153,356	100.0%
	Total Operations	731,753	252,887	59,905	63,489	209,076	145,587	229.3%
	Total Building	1,425,663	1,058,249	1,017,047	1,072,655	1,226,728	154,074	14.4%

Town of Atherton								
Building Department								
Budget 2010-2011								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-25-50001-025	Regular Salaries	472,102	555,490	597,738	614,229	623,437	9,208	1.5%
101-25-50005-025	Temporary Help	4,905			-		-	0.0%
101-25-50006-025	Overtime	-			-		-	0.0%
101-25-51001-025	Medicare	7,040	8,064	8,667	8,667	9,040	373	4.3%
101-25-51002-025	Social Security Tax	309			-		-	0.0%
101-25-51003-025	PER Retire Contrb- ER	96,765	112,325	78,322	78,322	82,094	3,773	4.8%
101-25-51004-025	PERS Retire Contrb- EE			41,842	41,842	43,641	1,799	4.3%
101-25-51008-025	Health Insurance	65,769	73,627	83,686	83,686	90,202	6,516	7.8%
101-25-51009-025	Retiree Healthcare			74,878	110,411	119,276	8,866	8.0%
101-25-51010-025	Dental Insurance	7,171	7,739	11,497	11,497	11,669	172	1.5%
101-25-51011-025	Vision Insurance	1,211	1,294	1,413	1,413	1,627	214	15.1%
101-25-51013-025	Workers' Compensation	18,907	23,305	25,454	25,454	709	(24,745)	-97.2%
101-25-51014-025	Life & ADD Insurance	1,265	868	909	909	882	(27)	-3.0%
101-25-51007-025	STD Insurance					1,363	1,363	100.0%
101-25-51015-025	LTD Insurance	7,668	8,988	4,282	4,282	4,384	102	2.4%
101-25-51016-025	Unemployment Insurance			5,977	5,977	6,234	257	4.3%
101-25-51015-025	Uniforms			600	600	600	-	0.0%
101-25-51019-025	Auto Allowance	10,800	13,661	15,900	15,900	16,260	360	2.3%
101-25-50013-025	EE Benefits Earned			5,977	5,977	6,234	257	4.3%
	Total Salaries & Benefits	693,910	805,362	957,142	1,009,166	1,017,652	8,487	0.8%
101-25-52017-025	Technical Service			8,000	8,000	9,915	1,915	23.9%
101-25-52012-025	Plan Reviewer	31,885	41,139	-	-		-	0.0%
101-25-53001-025	Vehicle Repair & Maint			600	600	600	-	0.0%
101-25-53002-025	Equip Repair & Maint	900	1,055	2,000	2,000	1,500	(500)	-25.0%
101-25-53008-025	Custodial Services	2,359	2,188	-	-		-	0.0%
101-25-53024-025	Advertising/Publishing			-	-		-	0.0%
101-25-54004-025	Training & Workshop			5,640	5,640	4,850	(790)	0.0%
101-25-52018-025	Code Enforcement	67,080	37,288			-	-	0.0%
101-25-54010-025	Other Contract Services	538,463	3,365		3,584		(3,584)	-100.0%
101-25-54011-025	Environment Programs	19,581	17,732				-	0.0%
101-25-54010-025	Building Inspection		74,777				-	0.0%
101-25-55002-025	Office Supplies	12,484	5,180	6,000	6,000	4,100	(1,900)	-31.7%
101-25-54005-025	Subscriptions			905	905	3,100	2,195	242.5%
101-25-55003-025	Microfilms	4,543	5,665	7,500	7,500	7,000	(500)	-6.7%
101-25-55006-025	Safety Supplies & Matls	1,759	5,550	5,785	5,785	4,000	(1,785)	-30.9%
101-25-57006-025	Computer Software	143		-	-		-	0.0%
101-25-55015-025	Oil & Gasoline			600	600	600	-	0.0%
101-25-54007-025	Memberships & Dues	590	6,715	2,145	2,145	1,205	(940)	-43.8%
101-25-53014-025	Utilities - Electricity	1,013	774	1,380	1,380	1,000	(380)	-27.5%
101-25-53015-025	Utilities - Gas			900	900	900	-	0.0%
101-25-53016-025	Utilities - Water		28	300	300	300	-	0.0%
101-25-53018-025	Utilities - Telephone	1,919	2,148	1,650	1,650	1,650	-	0.0%
101-25-54003-025	Conferences	177	490	2,000	2,000	2,000	-	0.0%
101-25-57006-025	Computer Equipment			2,500	2,500	2,000	(500)	-20.0%
101-25-57007-025	Office Equip & Furniture	501	436	2,000	2,000	1,000	(1,000)	-50.0%
101-25-53501-025	Administrative Services	38,337	38,337				-	0.0%
101-25-53502-025	Trsfr to Computer Service	10,021	10,021				-	0.0%
101-25-53503-025	Trsfr to Equip Replace Fd			10,000	10,000	10,000	-	0.0%
101-25-58003-025	Trsfr to Facil Construct Fd					153,356	153,356	100.0%
	Total Operations	731,753	252,887	59,905	63,489	209,076	145,587	229.3%
	Total Building	1,425,663	1,058,249	1,017,047	1,072,655	1,226,728	154,074	14.4%

		Building Department		
		101-25		
				FY 2011
	Account No.	Quantity, brief description and justification		Requested
	& Title	of items requested		Appropriations
	Regular Salaries	Salaries for building dept staff		623,437
	Medicare Tax	Medicare is paid on all salaries at a rate of 1.45%		9,040
	Pers Emplryr Contr	Employer contribution for employee pension		82,094
	Pers Employee Contr	Employee contribution paid for by the employer		43,641
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		90,202
	Retiree Healthcare	Medical coverage for 1 retiree	5,763	
		GASB 45 annual required contribution	113,513	119,276
	Dental Insurance	Teamster Dental Plan premium		11,669
	Vision Insurance	Vision Service Plan premium		1,627
	Workers Compensation	Workers Comp charged to Department		709
	Life & ADD Insurance	Premium to the Cities Group		882
	STD Insurance	Short-term disability premium to The Cities Group		1,363
	LTD Insurance	Long-term disability premium to The Cities Group		4,384
	Unemployment Insur	Self-funded unemployment based on 1% of salaries		6,234
	Uniforms	Safety shoes/ boots for inspectors		600
	Auto Allowance	For Building Official & Building Inspectors		16,260
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		6,234
		Total Salaries and Benefits		1,017,652
	Technical Service	CRW maintenance fee for 14 months to June 30, 2011		9,915
	Vehicle Maint	Arborist pickup		600
	Equipment Maint	Copier and micro film machine		1,500
	Custodial Services	See DPW Building Maint Dept cost to be allocated		-
	Training & Workshop	IAPMO Meetings	720	
		CALBIG Meetings	580	
		CALBO Safety Week	1,000	
		Various Seminars	1,000	
		Other Arborist Meetings/Training	200	
		CRW Training	1,350	4,850
	Code Enforcement	See Non-Dept (cost allocation plan)		-
	Environmental Prog	See Non-Dept for the cost		-

		Building Department		
		101-25		
				FY 2011
	Account No.	Quantity, brief description and justification		Requested
	& Title	of items requested		Appropriations
	Office Supplies	Office supplies, permit cards, project envelope, etc.		4,100
	Subscription	Misc. Code Books (New Code Cycle)		3,100
	Microfilms	For projects finaled		7,000
	Safety Supplies & Matl			
		Gas/Electric Tags	400	
		Flashlight/Tape Measures	200	
		GFCI Electrical Testers	60	
		Construction Signs	3,015	
		Arc Fault Tester for field inspector	325	4,000
	Oil & Gasoline	For Arborist pickup		600
	Memberships & Dues	ICC - Building Official	100	
		CALBIG	35	
		CALBO	300	
		(New) ICC Certifications	300	
		Re-New (Existing) ICC Certifications	250	
		ISA (International Society of Arboriculture)	145	
		SMA (Society of Municipal Arborists)	75	
		ICLEI (Local Governments) see Non-Dept.	-	1,205
	Utilities - Electricity	PG&E		1,000
	Utilities - Gas	ABAG gas		900
	Utilities - Water	Cal water		300
	Utilities - Telephone	Cellular phones		1,650
	Conferences	ICBO Conference - Building Official	1,000	
		ISA Conference (Town Arborist)	1,000	2,000
	Computer Equipment	Replace nonworking computer		2,000
	Office Equip & Furn	Furniture, plan storage & file storage		1,000
	Trsfr to Equip Replace Fd	For future permit tracking system upgrade		10,000
	Trsfr to Facil Construct Fd	For debt service payment for Bldg portion of New Town Center		153,356
		Total Operations		209,076
		Total Building		1,226,728

Town of Atherton							
Non-Department							
Budget 2010-2011							
						Increase	
			Adopted	Adjusted	Requested	(Decrease)	
		Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-30-51009-030	Retiree Health	113,002		-	-	-	0.0%
101-30-52001-030	Audit & Financial	26,428					0.0%
101-30-52018-030	Code Enforcement Services		56,985	56,985	56,985	-	0.0%
101-30-54010-030	Other Contract Services	4,200		83,640	60,000	(23,640)	-28.3%
101-30-54011-030	Environmental Programs Committee		29,900	29,900	29,000	(900)	-3.0%
101-30-52019-030	IT Support		32,324	32,324	36,267	3,943	12.2%
101-30-55009-030	Misc Computer Parts & Supplies		7,300	17,167	9,060	(8,107)	-47.2%
101-30-55016-030	Other Supplies & Materials		4,000	4,000	4,000	-	0.0%
101-30-54007-030	Memberships & Dues		5,719	5,719	5,719	-	0.0%
101-30-53019-030	Liability Insurance		190,937	190,937	205,476	14,539	7.6%
101-30-53021-030	Property Insurance		5,139	5,139	5,543	404	7.9%
101-30-53020-030	Employment Practice Liability Insurance		36,000	36,000	37,800	1,800	5.0%
101-30-51012-030	Employee Assistance Program		3,510	3,510	3,510	-	0.0%
101-30-54013-030	Contribution - SSV		500	500	500	-	0.0%
101-30-54014-030	Contribution - HIP		2,500	2,500	2,500	-	0.0%
101-30-54015-030	Contribution - Sustainable San Mateo County		1,500	1,500	1,500	-	0.0%
101-30-55017-030	Postage		16,843	16,843	16,843	-	0.0%
101-30-53018-030	Utilities - Telephone	111	23,500	23,500	21,000	(2,500)	-10.6%
101-30-54020-030	Election Cost		13,000	15,500	16,000	500	3.2%
101-30-53022-030	Settlement Expense	7,923		7,500	-	(7,500)	-100.0%
101-30-54017-030	Post Office Expense		3,820	3,820	9,145	5,325	139.4%
	Total Non-Department	151,664	433,477	536,984	520,848	(16,136)	-3.0%

		Non-Department Budget		
		101-30		
				FY 2011
	Account No. & Title	Quantity, brief description and justification of items requested		Requested Appropriations
	Code Enforcement Svs	for 8 hours/week inspection, 119 hours phone calls/year		56,985
	Other Contract Services	High Speed Rail (HSR) public relation services		60,000
	Environmental Prog Commit	General committee work	1,000	
		Task Force business	500	
		Green Building outreach/awards	1,000	
		Home Efficiency/"Atherton 2020"	23,000	
		Solar Power/AB 811 Comm	500	
		Program promotion/events	2,000	
		Miscellaneous	1,000	29,000
	IT Support	200 hours contact hours for City of Redwood City	27,687	
		Constant Contact (Web e-mail notification)	180	
		Off-site security of backup tapes	2,400	
		IT training for administrator	1,000	
		Public Information Request Act assistance, emergency	5,000	36,267
	Misc Computer Parts & Sup	Quantum tape library	3,060	
		Symantec Anti-virus	500	
		Backup software support	1,200	
		SCSI cable or card	300	
		Parts for servers, spare hard drive, UPS battery	4,000	9,060
	Other Supplies & Matls	Other unexpected small items		4,000
	Memberships and Dues	ABAG	1,908	
		LAFCO	1,304	
		City/County Assoc of Government - San Mateo	2,507	5,719
	Liability Insurance	Annual premiums for general insurance pool	64,258	
		Annual premiums for excess liability insurance pool	5,762	
		Public Official bond	889	
		Administrative Premium to ABAG	34,567	
		Self-insured retention (SIR) reserve	100,000	205,476
	Property Insurance	Annual premiums for property insurance pool		5,543
	Employment Pract Liab Insur	Premium to employment practice liability		37,800
	EAP	Premium for employee assistance program	3,510	
		Heathly Eating Active Living Cities Campaign for workforce - healthy living workshops \$250 each through Assist U	-	3,510

		Non-Department Budget		
		101-30		
				FY 2011
	Account No.	Quantity, brief description and justification		Requested
	& Title	of items requested		Appropriations
	Contribution - SSV	Sustainable Silicon to produce environmental and resources conservation Silicon Valley		500
	Contribution - HIP	Human Investment Project (HIP) grant to find a place to call home for people throughout San Mateo County		2,500
	Contribution -Sustainable San Mateo County	Support research and production of the 2010 Indicators for a Sustainable San Mateo County Report Card. The report evaluates the health of the county and the Town		1,500
	Postage	Feeder rental & maint	643	
		Meter rental #419	1,200	
		Stamps for mailing	15,000	16,843
	Utilities - Telephone	AT&T PRI and Centrex local & long distance charges	20,000	
		NEC phone system service calls	1,000	21,000
	Election Cost	For upcoming election in Nov 2010		16,000
	Post Office Expense	Weighing platform, base, feeder rental	4,448	
		Supplies - ink cartridge, strips, paper, pre-inked stamps	2,127	
		Post Office Bond	1,250	
		Meter (security device) rental	1,320	9,145
		Total Non-Department		520,848

	<i>Town of Atherton</i>		
	<i>Non-Department</i>		
	<i>Budget 2010-2011</i>		
		<i>Supplemental Budget Request</i>	
	<u>Description</u>		
	New Postage Machine for the Post Office	8,000	

Town of Atherton			
Non-Department - Atherton Arts Committee			
Budget 2010-2011			
A/C #	<u>Revenues:</u>		
	Atherton Arts Foundation Grants	2,500	
	Interest Income	900	3,400
	<u>Expenditures:</u>		
	Temporary Help	500	
	Advertising/Publishing	420	
	Postage	550	
	Supplies	200	
	Dues	2,000	
	Sponsor Library Event	65	
	Equipment Rental	300	
	Capital Improvement Projects	350	
	Remodel Garden Room	20,000	
	Gallery Management	15,000	39,385
	Use of Evan Estate Fund Balance		(35,985)

POLICE DEPARTMENT

The Atherton Police Department provides public safety services for the community. The Department has adopted a Values-Based policing philosophy that encompasses the following dimensions:

1. Reducing Crime & Victimization.
2. Holding Offenders Accountable.
3. Reducing Fear & Enhancing Personal Security.
4. Ensuring Civility in Public Spaces.
5. Using Force & Authority Fairly, Efficiently, and Effectively.
6. Using Financial Resources Effectively, Efficiently, and Fairly.
7. Providing Quality Services & Customer Satisfaction.

We put this philosophy into practice by working to reduce crime through prevention, investigation, and apprehension. We also operationalize this by working to create a safe environment for the motoring public, pedestrians, and bicyclist as they travel through town. In addition, the Department mitigates hazardous situations, critical incidents, and works to reduce potential hazardous situations through regulation and communication.

The Police Department provides 24-hour, 365 days a year response to calls for police services to safeguard the community from crime and instill a sense of security among citizens, to deter crime and to apprehend offenders. Atherton residents benefit from a three minute or less response time to emergency calls for service, which includes medical, fire, and police calls.

The Police Department has a tradition of emphasizing a collaborative Police-Community partnership through innovative volunteer programs such as: The Crime Prevention Task Force, Disaster Mitigation and Recovery Program, and the Reserve Police Officer Program.

The organizational structure of the Police Department contains two divisions; specifically, the Operations (field services) and Administrative Services divisions. Units within these two divisions include: Patrol, Investigations, Traffic, K-9, Training, and Communications and Records. The Chief of Police oversees the operations of the entire department with the Lieutenant providing direct supervision of both divisions.

Goals for Fiscal Year 2010/2011:

1. Maintain non-encumbered patrol time of at least 50%.
2. Maintain a 3-minute or less response time to emergency calls for service.
3. Continue efforts to reduce the 85th percentile of vehicular speed in the Town.
4. Expand PD's video surveillance program to include public areas.
5. Coordinate a Town-wide disaster drill with Menlo Fire.
6. Expand PD's HAM radio operator program.
7. Implement a crime prevention through environmental design program.
8. Educate new residents on the public safety services that are available to them, which includes crime prevention.

9. Continue community outreach efforts in the form of the monthly community meetings with the Police Chief in the reading park, and through other means.
10. Work cooperatively with the City Manager and other Town Department Heads in the furtherance of their goals for FY 2010/11.
11. Complete performance evaluations for all department employees in a timely and accurate manner.
12. Continue to educate residents on our residential video monitoring subscription service.
13. Continue to work with staff and residential groups on disaster response and recovery plans.
14. Assist Atherton Disaster Preparedness Committee as needed.
15. Implement an employee service recognition program.
16. Identify and apply for grant opportunities that will benefit Atherton.

Accomplishments for FY 2009-10:

1. Trained and deployed a motorcycle equipped traffic officer.
2. Replaced a K-9 that retired with a new K-9.
3. Coordinated a Walsh Road area disaster/evacuation drill with Menlo Fire.
4. Completed employee performance evaluations on schedule.
5. Deployed a Disaster Preparedness/Recovery Field Command Vehicle.
6. Supported the Finance Department in the training and implementation of the new town-wide financial software system.
7. Supported the Finance Department in implemented a single source payment center.
8. Addressed traffic concerns from residents and educational institutions, and formulated strategies to address those concerns along with measuring PD's response.
9. Maintained PD's 3-minute response to emergency calls and non-encumbered patrol time of at least 50%.
10. Evaluated the School Resource Officer Program and determined at the present time that this position will be unfunded in FY 2010-11.
11. Designed and implemented a customer service survey system to obtain feedback from residents.

Staff Resources - Sworn:

• Chief of Police	1.0
• Lieutenant	1.0
• Patrol Sergeants	4.0
• Patrol Officers	10
• Detective/Administrative Sgt.	1.0
• Detective	1.0
• Traffic Officer	1.0

Staff Resources – Civilian:

• Community Services Officer	1.0
• Executive Assistant	1.0

- Communications Supervisor 1.0
- Dispatchers 3.0

Total: 25

Town of Atherton								
Police Department								
Budget 2010-2011								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
Account	Description	Actual	Actual	Budget	Budget	Budget	Over Prior	%
		2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-40-50001-040	Regular Salaries	2,195,057	2,124,670	2,026,451	2,205,367	2,067,162	(138,205)	-6.3%
101-40-50002-040	Part-time Permanent	73,611	82,603	-	-	-	-	0.0%
101-40-50003-040	Dispatcher Salaries	273,189	213,594	319,280	319,280	331,232	11,952	3.7%
101-40-50004-040	Reserve Salaries	43,760	50,320	39,872	39,872	33,792	(6,080)	-15.2%
101-40-50005-040	Temporary Help	85,895	59,225	82,673	82,673	37,090	(45,583)	-55.1%
101-40-50006-040	Overtime	153,021	179,478	161,000	161,000	150,000	(11,000)	-6.8%
101-40-50007-040	Reimbursed Salaries	3,303	8,244	-	-	-	-	0.0%
101-40-51001-040	Medicare Tax	34,073	31,800	37,240	37,240	37,255	15	0.0%
101-40-51002-040	Social Security	6,395	7,330	1,490	1,490	1,109	(381)	-25.6%
101-40-51003-040	PERS Retire Contr - ER	821,065	880,099	718,922	718,922	722,516	3,595	0.5%
101-40-51004-040	PERS Retire Contr - EE	-	-	182,971	182,971	182,582	(389)	-0.2%
101-40-51005-040	Deferred Comp-ER Paid	5,958	6,362	6,386	6,386	6,625	239	3.7%
101-40-51008-040	Health Insurance	318,255	286,374	328,296	328,296	309,844	(18,452)	-5.6%
101-40-51009-040	Retiree Healthcare	-	-	359,631	401,099	418,190	17,090	4.3%
101-40-51010-040	Dental Insurance	28,384	28,573	38,953	38,953	39,125	172	0.4%
101-40-51011-040	Vision Insurance	3,470	3,121	6,072	6,072	6,018	(54)	-0.9%
101-40-51013-040	Workers' Compensation	88,867	88,879	94,506	94,506	28,762	(65,744)	-69.6%
101-40-51014-040	Life & ADD Insurance	5,080	3,335	3,251	3,251	3,113	(138)	-4.2%
101-40-51007-040	STD Insurance	-	-	-	-	384	384	100.0%
101-40-51015-040	LTD Insurance	22,777	23,221	17,572	17,572	19,067	1,496	8.5%
101-40-51016-040	Unemployment Insurance	-	6,206	25,683	25,683	25,693	10	0.0%
101-40-51018-040	Uniforms	11,996	25,010	16,150	16,150	15,326	(824)	-5.1%
101-40-51020-040	Educational Reimbursement	1,775	800	2,000	2,000	2,000	-	0.0%
101-40-50013-040	EE Benefits Earned	-	-	48,915	48,915	49,968	1,053	2.2%
101-40-50014-040	Salary Savings	-	-	-	(18,000)	-	18,000	-100.0%
	Total Salaries & Benefits	4,175,932	4,109,244	4,517,313	4,719,697	4,486,853	(232,844)	-4.9%
101-40-52017-040	Technical Services	-	-	57,905	57,905	55,910	(1,995)	-3.4%
101-40-54021-040	Animal Control Services	-	-	50,951	50,951	47,542	(3,409)	-6.7%
101-40-53001-040	Equip Maint - Vehicles	43,133	39,234	35,000	35,000	35,000	-	0.0%
101-40-53002-040	Equip Maint - Other	3,373	7,401	4,000	4,000	4,000	-	0.0%
101-40-53004-040	Facility Repair & Maint	-	13	-	-	-	-	0.0%
	Custodial Services	7,378	6,621	-	-	-	-	0.0%
101-40-54004-040	Training & Workshops	-	-	6,300	6,300	3,500	(2,800)	-44.4%
101-40-53027-040	SMC Booking Fees	645	215	4,139	4,139	4,139	-	0.0%
101-40-53028-040	Citation Processing	1,018	583	541	541	541	-	0.0%
101-40-54010-040	Other Contract Services	167,713	207,082	57,197	57,197	90,051	32,854	57.4%
101-40-53026-040	Recruitment Cost	-	-	5,000	5,000	3,000	(2,000)	-40.0%
101-40-53025-040	Printing - External Service	-	-	2,000	2,000	2,000	-	0.0%
101-40-55002-040	Office Supplies	5,976	4,764	5,850	5,850	5,850	-	0.0%
101-40-54005-040	Subscriptions	590	417	746	746	746	-	0.0%
101-40-55006-040	Safety Supplies & Materials	106	2,528	6,000	6,000	6,000	-	0.0%
101-40-54006-040	POST Training	16,908	39,085	20,000	20,000	20,000	-	0.0%
101-40-55007-040	K-9 Expenses	8,242	11,150	22,269	22,269	22,269	-	0.0%
101-40-55015-040	Oil and Gasoline	57,317	47,600	61,800	61,800	61,800	-	0.0%
101-40-55016-040	Other Supplies & Mats	64,879	35,683	31,000	31,000	31,125	125	0.4%
101-40-54007-040	Memberships & Dues	1,480	1,845	2,101	2,101	2,221	120	5.7%
101-40-55017-040	Postage	-	30	-	-	-	-	0.0%
101-40-53014-040	Utilities - Electricity	22,923	28,279	21,000	21,000	18,000	(3,000)	-14.3%
101-40-53015-040	Utilities - Gas	-	-	1,100	1,100	1,100	-	0.0%
101-40-53016-040	Utilities - Water	-	43	500	500	500	-	0.0%
101-40-53018-040	Communication	40,385	47,271	40,622	40,622	34,622	(6,000)	-14.8%
101-40-54003-040	Conferences	1,882	350	5,815	5,815	1,495	(4,320)	-74.3%
101-40-54008-040	Mileage Reimbursement	-	-	300	300	300	-	0.0%

Town of Atherton								
Police Department								
Budget 2010-2011								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-40-55018-040	Disaster/Emergency	1,817	2,078	2,800	2,800	2,800	-	0.0%
101-40-54019-040	Special Events & Awards	5,341	7,977		-		-	0.0%
101-40-53032-040	Rent Facilities			8,590	8,590	8,760	170	2.0%
	Non-Cap Off Mach & Furn	711	2,773		-		-	0.0%
	Non-Cap Tools & Equip	36,718	16,937		-		-	0.0%
101-40-57010-040	Misc. Capital Outlay	13,615	70,880	14,286	14,286		(14,286)	-100.0%
101-40-57002-040	Building Improvements	284	1,650		-		-	0.0%
101-40-57004-040	Mach & Equip	14,048	7,810	25,185	25,185	9,100	(16,085)	-63.9%
101-40-57005-040	Vehicles & Accessories	1,411	1,925		-		-	0.0%
101-40-57006-040	Computer Equip	4,525	17,696	4,500	4,500	3,000	(1,500)	-33.3%
101-40-57007-040	Office Equip & Furniture	7,222	447	700	700	-	(700)	-100.0%
101-40-53501-040	Administrative Services	44,694	44,694		-		-	0.0%
101-40-53502-040	Computer Svs Charge	66,192	66,192	69,800	69,800	54,000	(15,800)	-22.6%
101-40-53503-040	Trsfr to Equip Replace Fd	104,049	31,000		-		-	0.0%
	Total Operations	744,573	752,253	567,997	567,997	529,370	(38,626)	-6.8%
101-40-53022-040	Settlement Expense				230,000		(230,000)	-100.0%
	Total Police	4,920,505	4,861,497	5,085,310	5,517,694	5,016,223	(501,470)	-9.1%

		Police Department		
		101-40		
				FY 2011
	Account No. & Title	Quantity, brief description and Justification of items requested		Requested Appropriations
	Regular Salaries	19 Sworn, 1 training program coordinator/execu assistant, 1 community service officer COPS Grant funding (assume no cut in funding)	2,167,162 (100,000)	2,067,162
	Dispatch Salaries	4 full-time dispatchers		331,232
	Reserve Salaries	6 part-time reserve officers		33,792
	Temporary Help	9 Per diem dispatchers		37,090
	Overtime	Overtime worked. Based upon staffing of special events, court appearance, training needs, investigation, etc.		150,000
	Medicare Tax	1.45% of salary		37,255
	Social Security	6.2% of temp salary		1,109
	PERS Retire Contr-ER	Employer contribution for pension		722,516
	PERS Retire Contr-EE	Employee contribution paid for by the employer - part time		182,582
	Deferred Comp-ER Paid	2% of salary for dispatchers per MOU		6,625
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		309,844
	Retiree Healthcare	Medical coverage for 13 retirees GASB 45 annual required contribution	133,739 284,450	418,190
	Dental Insurance	Teamster Dental Plan premium		39,125
	Vision Insurance	Vision Service Plan premium		6,018
	Workers' Compensation	Workers Comp charged to Department		28,762
	Life & ADD Insurance	Premium to the Cities Group		3,113
	STD Insurance	Short-term disability premium to the Cities Group		384
	LTD Insurance	Long-term disability premium to The Cities Group		19,067
	Unemployment Insur	Self-funded unemployment based on 1% of salary		25,693
	Uniforms	Per MOU		15,326
	Educational Reimburse	Per MOU		2,000
	EE Benefits Earned	2% contribution for vac, sick, comp, & holiday pay		49,968
		Total Salaries & Benefits		4,486,853
	Technical Services	Sunridge RIMS Annual Maintenance (Dispatch-Patrol CAD)	11,085	
		TEA Maint. (Telecommunications Dispatch/Radio Support)	7,500	
		Alarm Software Maint. Fee (Residential Burglar Alarms)	1,380	
		S.M. Co. Medical Legal Exam (Sex Assault Exam)	700	
		S. M. Regional Network Access Fee (Telecom Support)	4,713	
		I.M.P.A.C. Entersect (Investigative Service and Tool)	1,068	
		Rapid Notify Maint. Fee (Emergency Resident Notification)	1,650	
		Voice Print Maint. Fee (Comm Center Telephone/Radio Recording)	2,113	

		Police Department		
		101-40		
				FY 2011
	Account No. & Title	Quantity, brief description and Justification of items requested		Requested Appropriations
		CLETS/Microwave Maint. (California LE Telecomm Database Access)	12,916	
		Critical Reach (TRAK System, Missing Persons Support System)	265	
		Towing (Crime Scene Evidence & Patrol Cars)	285	
		OJO Camera Licensing Fee (PD Station Security)	2,835	
		S.M. Co. Sheriff's Ofc. FISC Forensic Lab	9,400	55,910
	Animal Control Svs	San Mateo animal control services cost		47,542
	Vehicle Repair & Maint	Vehicle Maint through City of Redwood City		35,000
	Equip Repair & Maint	Maintenance of radar, office equip, & radio equip		4,000
	Custodial Services	See DPW - Building Maint Dept for cost to be allocated		-
	Training & Workshops	Non-POST Reimbursable but POST Certified Advanced Officer Training,	2,000	
		Supervisor's Training, & specialized technical training & workshops		
		Succession planning/other training	-	
		Food for POST annual dept training and other trainings	1,500	3,500
	SMC Booking Fees	Booking fees, County of San Mateo		4,139
	Citation Processing	Turbo Data for processing of parking citations		541
	Other Contract Services	S.M. Co. Chaplin Service	3,000	
		San Mateo PD Range Rental (\$65 per hour)	780	
		S.M. Co. Coyote Pt. Firearms Range (FY 2010-11 actual \$3600)	2,530	
		S.M. Co. OES Hazardous Materials Program	26,768	
		First Chance (DUI Booking Alternative)	4,972	
		Keller Center (Child Abuse/Sexual Assault Victims Program)	1,200	
		Wellness Program (MOU Physical Fitness Program)	7,000	
		Youth Family Service (Youth Counseling Diversion)	4,271	
		S.M. Co. Community Overcoming Relationship (Domestic Abuse)	2,358	
		Lexipol (Police General Orders, Case Law Update Training)	5,500	
		Recall Secure Destruction Services (Sensitive Files)	1,404	
		Photography for Police Dept. (Officer Photos)	964	
		Crime Reports	1,188	
		Crime Reports CompStat	1,668	
		TB Screening & Test Medical Record (For exposed employees)	144	
		San Mateo County Narcotics Task Force	25,454	
		Conflict Resolution - Mills Peninsula	500	
		Forensic Art Services (Suspect Sketches)	350	90,051
	Recruitment Costs	Associated costs to include; polygraph, medical, psycho, job faires, seminars, inter panels, etc. seminars, interview panels, etc.		3,000
	External Printing	Forms, secure identification cards, no parking signs, citations		2,000
	Office Supplies	Paper, pens, software, film and photo processing		5,850
	Subscription	Library Books, Criminal Codes,		746
	Safety Supplies & Matls	Replacement of individual protective vests (MOU 5-year partially off-set by DOJ grant), motorcycle leather gear,		6,000

		Police Department		
		101-40		
	Account No. & Title	Quantity, brief description and Justification of items requested		FY 2011 Requested Appropriations
		helmet, protective motorcycle gear, eye/ear range safety gear		
	POST Training	Advanced Officer Training, S.M. Co. Chief's training sessions (2)	14,000	
		Post Reimbursement (Add Mandated, Essential Categories)	6,000	
		Patrol (Mandated, Technical and Perishable Skills Training)		
		Comm and Records (Mandated and Technical Skills Training)		20,000
	K-9 Expense	K-9 Maint., Training, Veterinarian, Boarding, Food for 2 dogs		22,269
	Oil & Gasoline	Fuel for vehicles		61,800
	Other Supplies & Matls	Rain Gear, Helmets, Jumpsuits	19,311	
		Firearms supplies, cleaning supplies, etc.		
		Miscellaneous hardware items		
		Name tags, Badges, Patrol		
		California Vehicle Codes	311	
		Gelled Hand Sanitizers	254	
		Peace Officer Memorial Pins	400	
		Speed Sign Batteries (2)	617	
		Awards and Engraving	137	
		Business Cards	800	
		Cleaning Supplies	100	
		DARE Supplies	1,195	
		Ammunition (Perishable Skills Training, Qualification (3x) & SWAT)	8,000	31,125
	Membership & Dues	International Chiefs of Police	2,101	
		CAL Nena	120	
		California Chiefs of Police		
		CPOA, CPCA, APCO etc.		
		S.M. Co. Training Mgrs. & Comm. Managers		
		S.M. Co. 100 Club		
		S.M. Co. Police Chiefs Association		2,221
	Utilities - Electricity	PG&E		18,000
	Utilities - Gas	ABAG gas		1,100
	Utilities - Water	Cal water		500
	Utilities - Telephone	Telephone (Lobby-Front Door)	1,023	
		Telephones (Office, Comm Center, Admin, Patrol, Invest.)	25,265	
		Cell Phones (Admin, Investigations, Patrol Cars)	8,334	
		Sprint Mobile Data (Patrol Car Mobile CAD/RIMS Support Service). See Non-Dept for general phone exp cost to be allocated		34,622
	Conferences	Calif. Chief's Association	575	
		Calif. Peace Officer's Association		
		League of Calif. Cities		
		International Association of Chiefs	500	
		S.M. Gang Task Force (3)	420	1,495

		Police Department		
		101-40		
				FY 2011
	Account No. & Title	Quantity, brief description and Justification of items requested		Requested Appropriations
	Mileage Reimburse	Reimb for use of personal vehicles on Town business		300
	Disaster Preparedness	Alhambra Water (Disaster Prep.)		2,800
	Rent Facility	Rent for temporary police facility @ \$729.97 per month		8,760
	Mach & Equip	Jamar Radar Traffic Recorder	4,900	
		Replacement of one ergonomic chair for dispatch	1,000	
		Taser Rifle & Cartridges and Beanbag projectiles (qualify ABAG reimb)	1,800	
		Digital cameras with cases Replacement (2)	600	
		Patrol Rifle Sights (x2)	800	
		Replacement of portable radios for interoperability (FCC Compliance)	-	9,100
	Computer Equipment	Old computers replacement		3,000
	Office Equip & Furn			
	Trsfr to Equip Replace Fd	For future replacement of vehicles		54,000
				529,370
		Total Operations		5,016,223
		Total Police		

Salaries for Police Department FY 2011														
Job Class	Step @ 6/30/10	2011 Salary	Post Inc	0.025 Post Inc	0.05 Detective Inc	0.05 K-9 Inc	0.05 Mtr Cycle Inc	0.05 IT Inc	0.05 Bilingual Pay	Total Salary	Uniform Allow	PERS Salary	Employer PERS	0.32232
Police														0.09
Chief of Police	B	146,719								154,055	675	154,730	49,873	13,926
Lieutenant	B	136,078								123,427	675	124,102	40,000	11,189
Sergeant (84 hrs)	C-5%	114,567	6,171							120,758	675	121,433	39,140	8,500
Sergeant (84 hrs)	D-5%	115,967	5,729							121,696	675	122,371	39,443	8,566
Sergeant (80 hrs)	A+5%-5%+5%	95,406	4,909							115,318	675	115,993	37,387	8,119
Sergeant (84 hrs)	B+5%	105,186	5,259							114,389	675	115,064	37,088	8,055
Sergeant (84 hrs)	D-5%	115,967	5,768							121,766	675	122,441	39,465	8,571
Sergeant (84 hrs)	D-5%	94,929	2,373							102,048	675	102,723	33,110	7,191
Officer (80 hrs)	D-5%	90,408	4,520							99,449	675	100,124	32,272	7,009
Officer (84 hrs)	D	94,929								94,929	675	95,604	30,815	6,862
Officer (84 hrs)	D	94,929	2,373							97,302	675	97,977	31,580	6,868
Officer (84 hrs)	D	94,929								94,929	675	95,604	30,815	6,862
Officer (84 hrs)	D-5%	94,929								99,449	675	100,124	32,272	7,009
Officer (80 hrs)	D+2.5%+5%	90,408	4,520							84,053	675	84,728	27,310	5,931
Officer (84 hrs)	A	82,003								104,422	675	105,097	33,675	7,357
Officer (84 hrs)	D-5%	94,929	4,746							99,675	675	100,350	32,345	7,025
Officer (84 hrs)	D-5%	94,929	4,746							99,675	675	100,350	32,345	7,025
Officer (84 hrs)	D-5%	86,103								88,256	675	88,931	28,664	6,225
Officer*														
Officer*														
Total Sworn	FTE 19	1,934,121	1,943,877	55,894	9,430	9,493	4,520	4,909	2,400	2,030,524	12,826	2,043,350	658,613	148,611
Dispatch														
Com Supervisor	D	99,289								99,289	475	99,764	13,137	8,983
Dispatcher	D	77,314								77,314	475	77,789	10,243	5,445
Dispatcher	D	77,314								77,314	475	77,789	10,243	5,445
Dispatcher*	D	77,314								77,314	475	77,789	10,243	5,445
Total Dispatch	FTE 4	331,232	331,232							331,232	1,900	333,132	43,867	23,319
Admin - Civilian														
CSD/Dispatcher	D	66,877								66,877		66,877	8,905	4,681
Executive Assistant**	A	new	66,762							66,762		66,762	9,186	4,863
Total Admin Civilian	FTE 2	66,877	136,639							136,639		136,639	17,993	9,565
Less: Salaries Charged to COPS Grant														
Police Lieutenant	B									(100,000)		(100,000)		
Total All Classes	FTE 25	2,332,229	2,411,748	55,894	9,430	9,493	4,520	4,909	2,400	2,388,384	14,726	2,413,120	720,472	181,495
Note: Salaries are projected at one step higher than the employee is currently.														
* Vacancy not filled														
** convert .75 temp position of \$55,483 to full-time permanent														

Temp Salaries for Police Department										
FY 2011										
				0.13168	0.07	0.062	0.0145			
Position	Total Hours	Hourly Rate	Annual Salary	Employer PERS	Employee PERS	Social Security	Medicare	Uniforms	Worker's Comp	Total
Part-Time Temp Dispatcher	144	35.94	5,175			321	75		11	5,582
Part-Time Temp Dispatcher	144	35.94	5,175				75		11	5,261
Part-Time Temp Dispatcher	72	35.94	2,588				38		5	2,631
Part-Time Temp Dispatcher	288	35.94	10,351	1,363	725		150		22	12,610
Part-Time Temp Dispatcher	12	35.94	431			27	6		1	465
Part-Time Temp Dispatcher	48	35.94	1,725			-	25		4	1,754
Part-Time Temp Dispatcher	36	35.94	1,294			-	19		3	1,315
Part-Time Temp Dispatcher	144	35.94	5,175				75		11	5,261
Part-Time Temp Dispatcher	144	35.94	5,175	681	362		75		11	6,305
	1,032		37,090	2,044	1,087	348	538		78	41,185
Reserve Officer	192	32	6,144			381	89	150	82	6,846
Reserve Officer	288	32	9,216				134	150	124	9,623
Reserve Officer	192	32	6,144				89	150	82	6,466
Reserve Officer	192	32	6,144				89	150	82	6,466
Reserve Officer (2)	192	32	6,144			381	89		82	6,696
	1,056		33,792	-	-	762	490	600	453	36,097
Total Temp Help Salaries			70,882	2,044	1,087	1,109	1,028	600	532	77,282

Town of Atherton	
Police Department	
Budget 2010-2011	
	Supplemental Budget Request
<u>Description</u>	
Request #1	
New Copier	9,000
Total Cost to General Fund	9,000
Request #2	
Replace one Ford Crown Victoria Patrol Car #6 (2FAFP71W57X115471) totaled by DUI	30,000
ABAG Reimbursed Town for value: \$3,392.63 in FY 2009-10	
Total Cost to Equipment Replacement Fund	30,000

Public Works Department

Purpose

To ensure the preservation, safety, aesthetics and efficient operation of the Town's infrastructure, including:

- Streets
- Traffic control devices (signals, signs and striping)
- Storm drains, including the Atherton Channel
- Holbrook-Palmer Park
- Public Buildings
- Landscaping

The Public Works Department is comprised of Administration/Engineering, Street Maintenance, Park Maintenance, Park Programs and Public Buildings Maintenance. These departments carry out the following programs:

- Capital Improvement Projects (see the Capital Improvement Program)
- Street maintenance, including asphalt repair and weed and litter control
- Storm drain and channel cleaning and repair
- Landscape maintenance, including mowing, trimming and Town trees
- El Camino Real landscape maintenance (under Contract with Caltrans)
- Encroachment permits and inspections
- Traffic maintenance, records and administration
- Park programs, including social events, meetings and tennis
- Park maintenance, including mowing, trimming, weeds, litter and irrigation
- Public Building maintenance

Goals for FY 2010-11

- Quick and comprehensive response to resident service requests
- Complete the Capital Improvement Program of projects within budgets
- Work with the California High Speed Rail Authority (CHSRA) consultants and the Technical Working Group to coordinate how the HSR project runs the Peninsula and through Atherton
- Work with Caltrain to implement 4-quadrant gates for Watkins Avenue
- Implement a quiet zone on the Caltrain tracks through Atherton
- Implement the new Municipal Regional Permit (MRP) requirements for maintenance, operations, capital projects and development review
- Draft and implement a revised drainage ordinance and drainage criteria
- Draft and implement revised standard specifications for public works contracts
- Work with Sacred Heart and Menlo School/College to develop traffic and drainage solutions for their campus expansion projects
- Implement a new reduced asphalt paving standard

- Work with Menlo Park to develop a drainage upgrade plan for the Middlefield/Ringwood/Ravenswood intersections
- Work with Caltrans to implement an El Camino Real drainage plan
- Fill the Lead Maintenance Worker position for efficient operation of field crews and promotion potential
- Street inspections - signs, stripes and legends
- Street inspections - shoulders, obstructions and pruning
- Street inspections - valley gutters and cross-pans
- Maintain Town trees for safety and tree health
- Maintain roadsides and parks to stay ahead of weeds
- Upgrade Park website
- Continue to implement the Park Master Landscape Plan
- Implement a permanent event storage solution for the Jennings Pavilion
- Complete the Fair Oaks traffic study and implement solutions
- Complete the Hoover crosswalk study and implement solutions
- Implement one-way entrance/exit for the park
- Develop a plan for repair/replacement of the public works trailer

Accomplishments for FY 2008-09

- Completed Capital Improvement Projects:
 - Street Reconstruction 6 – Atherton Avenue Economic Stimulus
 - Park Bridge and Trail – Regional Trails Program grant
 - Las Lomitas Sidewalk improvements SR2S grant
 - Polhemus Avenue storm drainage
 - Park water tower lawn
 - New park irrigation well
 - Park master irrigation upgrades
 - Park tennis court fence replacement
 - Park sewer line replacement
 - Seismic life safety upgrades to Council Chambers building
- Commenced Capital Improvement Projects:
 - Fletcher/Ridgeview and Polhemus Drainage
 - Encinal/Middlefield Traffic Signal
 - Park Bridge Landscaping
 - Street Reconstruction 7
 - Street Seal project
 - Street Patching
- Contracted for updates for a Townwide street condition survey to form the basis of future street maintenance and reconstruction efforts
- Developed a priority list of projects for the new parcel tax budget
- Submitted Upper Atherton Channel for permits from the resource agencies
- Conducted final red-legged frog monitoring study for Phase 1 of the Upper Atherton Channel Project

- Worked with Caltrain to implement grade crossing upgrades, including 4-quadrant gates at Fair Oaks Lane and pedestrian crossing improvements at both crossings
- Worked with Sacred Heart Schools to develop a traffic mitigation strategy for campus expansion
- Worked with Holbrook Lane residents and San Mateo County to develop traffic solutions for Holbrook Lane and implemented a trial solution
- Worked with Victoria Park residents to obtain an HSIP grant for an in-street lighted crosswalk at Hoover Street and worked with Menlo Park for approval
- Reviewed grading and drainage plans for property development projects
- Met with residents and engineers to discuss modifications to the drainage criteria to comply with the new MRP, to encourage low impact methods and to improve compliance with Town criteria for reducing stormwater flows from properties
- Worked with engineers, architects and owners to implement landscaped based detention systems for specific projects to determine what works for revised drainage criteria
- Worked with CCAG and the County wide storm water maintenance group to develop trash reduction strategies and obtained grant funds for a demonstration project in Atherton
- Sponsored two Eagle Scout projects to rehabilitate the reading park benches and the par course in the park
- Recycled removed diseased elm trees into bollards for the Park
- Coordinated and participated in park beautification day, which included the dedication of the pedestrian bridge and the water tower lawn projects
- Installed ham radio setup and antennae in the EOC
- Purchased new backhoe/loader and donated old loader to Menlo Fire
- Inspected streets, drainage and traffic control devices to develop maintenance program
- Integrated street and park staff to handle landscaping duties
- Maintained Town trees for safety and tree health
- Maintained roadsides and parks to stay ahead of weeds
- Using rental equipment, cleaned 242 storm drains and over 3000 feet of pipes, which will be partially funded by a grant funds from CCAG
- Replaced portions of rotting exterior walls of public works trailer

Staff Resources

• Public Works Director/City Engineer	1.0
• Assistant Engineer	1.0
• Office Specialist	1.0
• Public Works Superintendent	1.0
• Street Supervisor	1.0
• Street Maintenance Worker II	2.0
• Street Maintenance Worker I	1.0
• Park Program Manager	1.0

- Park Supervisor 1.0
- Park Maintenance Worker 1.0
- Temporary Workers 11.0
Varies

Town of Atherton Public Works Department - Summary Budget 2010-2011								
Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Increase (Decrease) Over Prior Year Budget	% Change
	Regular Salaries	829,211	906,903	917,966	917,966	902,293	(15,673)	-1.7%
	Part-Time Permanent	5,123	966	-	-	-	-	0.0%
	Temporary Help	132,495	137,141	88,392	88,392	69,831	(18,561)	-21.0%
	Overtime	9,619	6,526	3,438	3,438	8,400	4,962	144.3%
	Standby Pay	14,331	14,299	14,750	14,750	14,750	-	0.0%
	Medicare Insurance	10,661	11,636	14,592	14,592	14,096	(496)	-3.4%
	Social Security	7,263	7,495	5,480	5,480	4,330	(1,151)	-21.0%
	PERS Retire Contr - ER	170,271	183,739	120,281	120,281	118,814	(1,467)	-1.2%
	PERS Retire Contr - EE	-	-	64,258	64,258	63,160	(1,097)	100.0%
	Health Insurance	120,335	125,263	127,540	127,540	147,386	19,846	15.6%
	Retiree Healthcare	-	-	117,987	164,746	174,083	9,337	100.0%
	Dental Insurance	12,438	13,982	18,027	18,027	17,769	(257)	-1.4%
	Vision Insurance	2,075	2,070	2,191	2,191	2,552	361	16.5%
	Workers Compensation	36,082	37,237	35,772	35,772	6,037	(29,735)	-83.1%
	Life & ADD Insurance	2,521	1,590	1,410	1,410	1,355	(55)	-3.9%
	STD Life	-	-	-	-	2,074	2,074	100.0%
	LTD Insurance	12,830	14,374	6,637	6,637	6,375	(262)	-3.9%
	Unemployment Insurance	-	-	10,064	10,064	9,721	(342)	-3.4%
	Uniforms	7,628	7,069	5,075	5,075	5,075	-	0.0%
	Auto Allowance	3,462	3,600	3,600	3,600	3,240	(360)	-10.0%
	EE Benefits Earned	-	-	9,180	9,180	9,023	(157)	100.0%
	Salary Allocated to CIP	(250,000)	(250,000)	(214,060)	(214,060)	(200,329)	13,731	-6.4%
	Salary Savings	-	-	(82,238)	-	-	-	-100.0%
	Total Salaries & Benefits	1,126,346	1,223,891	1,270,341	1,399,338	1,380,035	(19,303)	-1.4%
	Contract Engineering	107,737	169,928	3,000	3,000	12,000	9,000	300.0%
	Contract Plan Reviewer	-	-	-	-	-	-	0.0%
	Vehicle Repair & Maint	6,745	6,583	3,900	3,900	4,500	600	15.4%
	Equipment Repair & Maint	-	1,637	4,100	4,100	5,500	1,400	34.1%
	Building Security	31,384	-	5,000	5,000	2,000	(3,000)	100.0%
	Facility Repair & Maint	13,621	17,411	25,500	25,500	15,000	(10,500)	-41.2%
	Catering Services	5,394	-	500	500	-	(500)	100.0%
	Custodial Services	5,217	9,644	11,000	11,000	14,500	3,500	31.8%
	HVAC Repair & Maint	-	-	7,500	7,500	7,500	-	0.0%
	Electrical Repair & Maint	-	-	10,000	10,000	6,000	(4,000)	-40.0%
	Roof Repair & Maint	-	-	5,000	5,000	5,000	-	0.0%
	Tree Maintenance	51,341	28,713	60,000	60,000	60,000	-	0.0%
	Pesticides & Fertilizer	12,895	11,290	16,500	16,500	18,000	1,500	9.1%
	Street Sweeping	-	-	21,000	21,000	21,000	-	0.0%
	Contract Lndscp Maint.	69,220	60,735	-	-	20,000	20,000	100.0%
	Traffic Signal Repair & Maint	14,617	12,440	20,000	20,000	15,000	(5,000)	-25.0%
	Street Light Repair & Maint	-	-	37,500	37,500	22,500	(15,000)	-40.0%
	Advertising/Publishing	22,354	29,012	23,000	23,000	12,000	(11,000)	-47.8%
	Training & Workshops	-	90	4,500	4,500	2,000	(2,500)	-55.6%
	Inspection & Testing	-	1,057	6,000	6,000	6,500	500	8.3%
	Other Contract Services	210,711	87,587	9,500	9,500	12,500	3,000	31.6%
	Disaster Preparedness	-	-	8,500	8,500	2,500	(6,000)	100.0%
	Technical Services	-	-	6,000	6,000	5,000	(1,000)	100.0%
	Office Supplies	4,386	3,084	3,300	3,300	2,800	(500)	-15.2%

Town of Atherton
Public Works Department - Summary
Budget 2010-2011

Budget 2010-2011							Increase	
		Actual	Actual	Adopted	Adjusted	Requested	(Decrease)	
Account	Description	2007-08	2008-09	Budget	Budget	Budget	Over Prior	%
		2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
	Safety Supplies & Matls	2,729	3,113	2,850	2,850	2,850	-	0.0%
	Computer Software	623	7,943	8,200	8,200	8,000	(200)	-2.4%
	Computer Supplies	476	389	1,100	1,100	1,100	-	0.0%
	Custodial Supplies	11,196	10,086	11,500	11,500	10,000	(1,500)	-13.0%
	Landscape Supplies	16,335	10,505	8,250	8,250	7,500	(750)	-9.1%
	Construction Matls	18,106	17,920	21,000	21,000	21,000	-	0.0%
	Minor Tools & Equip	1,640	1,421	2,350	2,350	2,000	(350)	-14.9%
	Gas & Oil	18,114	14,338	12,250	12,250	12,000	(250)	-2.0%
	Other Supplies & Matls	716	4,496	-	-	-	-	0.0%
	Membership/Dues	8,532	3,248	6,824	6,824	6,969	145	2.1%
	Postage	-	67	200	200	200	-	0.0%
	Utilities -Electricity	93,742	86,876	67,840	67,840	65,190	(2,650)	-3.9%
	Utilities - Gas		-	4,750	4,750	2,400	(2,350)	100.0%
	Utilities - Water		406	13,000	13,000	12,500	(500)	100.0%
	Utilities - Sewer		-	3,600	3,600	3,850	250	100.0%
	Utilites - Telephone	15,632	15,203	5,815	5,815	6,800	985	16.9%
	Conferences	5,511	6,857	2,364	2,364	2,364	-	0.0%
	Credit Card Merchant Fees		2,992	3,000	3,000	500	(2,500)	100.0%
	Rent - Facilities	545	26,563	4,500	4,500	4,800	300	6.7%
	Rent - Tools & Equipment	14,410	12,348	22,500	22,500	20,500	(2,000)	-8.9%
	Building Improvements	15,965	1,732	-	-	-	-	0.0%
	Machinery & Equipment	5,264	21,679	10,000	10,000	8,500	(1,500)	100.0%
	Computer Equipment	-	-	4,000	4,000	2,200	(1,800)	100.0%
	Office Machines & Furn	28,143	910	2,000	2,000	2,000	-	0.0%
	Administrative Services	19,446	19,446	-	-	-	-	0.0%
	Computer Services Charg	18,639	18,639	-	-	-	-	0.0%
	Equip Replace Charges	-	20,620	19,892	19,892	19,892	-	0.0%
		851,389	747,012	529,085	529,085	494,915	(34,170)	-6.5%
	Total DPW	1,977,735	1,970,904	1,799,426	1,928,423	1,874,950	(53,473)	-2.8%

Town of Atherton Public Works Dept - Engineering 50 Budget 2010-2011								
				Adopted	Adjusted	Requested	Increase (Decrease)	
Account	Description	Actual 2007-08	Actual 2008-09	Budget 2009-10	Budget 2009-10	Budget 2010-11	Over Prior Year Budget	% Change
101-50-50001-050	Regular Salaries	239,345	290,479	295,213	295,213	281,613	(13,600)	-4.6%
101-50-50002-050	Part-Time Permanent	(1,104)	-	-	-	-	-	#DIV/0!
101-50-50005-050	Temporary Help	-	84	-	-	-	-	0.0%
101-50-50006-050	Overtime	-	534	-	-	1,800	1,800	100.0%
101-50-50010-050	Standby Pay	-	1,039	1,475	1,475	1,475	-	0.0%
101-50-51001-050	Medicare Insurance	3,539	3,732	4,281	4,281	4,083	(197)	-4.6%
101-50-51002-050	Social Security	-	-	-	-	-	-	0.0%
101-50-51003-050	PERS Retire Contr - ER	48,359	58,755	38,682	38,682	37,083	(1,599)	-4.1%
101-50-51004-050	PERS Retire Contr - EE	-	-	20,665	20,665	19,713	(952)	-4.6%
101-50-51008-050	Health Insurance	26,382	28,443	22,297	22,297	35,266	12,969	58.2%
101-50-51009-050	Retiree Healthcare	-	-	46,091	54,232	58,587	4,355	8.0%
101-50-51010-050	Dental Insurance	2,809	4,070	5,277	5,277	5,105	(172)	-3.3%
101-50-51011-050	Vision Insurance	375	462	466	466	611	146	31.3%
101-50-51013-050	Workers Compensation	391	3,257	3,607	3,607	970	(2,637)	-73.1%
101-50-51014-050	Life & ADD Insurance	724	496	437	437	392	(44)	-10.1%
101-50-51007-050	STD Insurance	-	-	-	-	595	595	100.0%
101-50-51015-050	LTD Insurance	3,392	4,468	1,994	1,994	1,930	(64)	-3.2%
101-50-51016-050	Unemployment Insurance	-	-	2,952	2,952	2,816	(136)	-4.6%
101-50-51018-050	Uniforms	146	-	-	-	-	-	0.0%
101-50-51019-050	Auto Allowance	3,462	2,326	2,160	2,160	1,800	(360)	-16.7%
101-50-50013-050	EE Benefits Earned	-	-	2,952	2,952	2,816	(136)	-4.6%
101-50-50015-050	Salary Allocated to CIP	(250,000)	(250,000)	(214,060)	(214,060)	(200,329)	13,731	-6.4%
101-50-50014-050	Salary Savings	-	-	(64,140)	-	-	-	0.0%
	Total Salaries & Benefits	77,821	148,145	170,347	242,628	256,328	13,700	5.6%
101-50-52010-050	Contract Engineering	107,737	155,328	3,000	3,000	12,000	9,000	300.0%
101-50-52012-050	Contract Plan Reviewer	-	-	-	-	-	-	0.0%
101-50-53001-050	Vehicle Repair & Maint	-	274	400	400	1,000	600	150.0%
101-50-53002-050	Equipment Repair & Maint	-	800	100	100	1,000	900	900.0%
101-50-53003-050	Building Security	-	-	-	-	-	-	0.0%
101-50-53004-050	Facility Repair & Maint	-	-	-	-	-	-	0.0%
	Catering Services	2,534	-	-	-	-	-	0.0%
101-50-53008-050	Custodial Services	-	2,591	-	-	-	-	0.0%
101-50-53005-050	HVAC Repair & Maint	-	-	-	-	-	-	0.0%
101-50-53006-050	Electrical Repair & Maint	-	-	-	-	-	-	0.0%
101-50-53007-050	Roof Repair & Maint	-	-	-	-	-	-	0.0%
101-50-53009-050	Tree Maintenance	-	-	-	-	-	-	0.0%
101-50-55001-050	Pesticides & Fertilizer	-	-	-	-	-	-	0.0%
101-50-53010-050	Street Sweeping	-	-	-	-	-	-	0.0%
101-50-53011-050	Contract Lndscp Maint.	-	-	-	-	-	-	0.0%
101-50-53012-050	Traffic Signal Repair & Maint	-	-	-	-	-	-	0.0%
101-50-53013-050	Street Light Repair & Maint	-	-	-	-	-	-	0.0%
101-50-53024-050	Advertising/Publishing	3,960	13,446	5,000	5,000	4,000	(1,000)	-20.0%
101-50-54004-050	Training & Workshops	-	-	2,000	2,000	600	(1,400)	-70.0%
	Inspection & Testing	-	619	-	-	-	-	0.0%
101-50-54010-050	Other Contract Services	110,115	25,508	2,000	2,000	1,000	(1,000)	-50.0%
101-50-55018-050	Disaster Preparedness	-	-	-	-	-	-	0.0%
101-50-52017-050	Technical Services	-	-	6,000	6,000	5,000	(1,000)	100.0%
101-50-55002-050	Office Supplies	3,666	2,635	3,000	3,000	2,500	(500)	-16.7%
101-50-55006-050	Safety Supplies & Mats	755	750	1,000	1,000	1,000	-	0.0%
101-50-57006-050	Computer Software	623	6,886	6,000	6,000	6,000	-	0.0%
	Computer Supplies	476	389	500	500	500	-	0.0%

Town of Atherton								
Public Works Dept - Engineering 50								
Budget 2010-2011								
				Adopted	Adjusted	Requested	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Over Prior	%
							Year Budget	Change
101-50-55010-050	Custodial Supplies	689	128	-	-	-	-	0.0%
101-50-55011-050	Landscape Supplies	-	-	-	-	-	-	0.0%
101-50-55012-050	Construction Mats	-	-	-	-	-	-	0.0%
101-50-55014-050	Minor Tools & Equip	-	-	250	250	200	(50)	-20.0%
101-50-55015-050	Gas & Oil	2,032	967	750	750	2,500	1,750	233.3%
101-50-55016-050	Other Supplies & Mats	27	2,500	-	-	-	-	0.0%
101-50-54007-050	Membership/Dues	4,132	3,103	6,366	6,366	6,366	-	0.0%
101-50-55017-050	Postage	-	67	200	200	200	-	0.0%
101-50-53014-050	Utilities - Electricity	1,680	2,123	690	690	690	-	0.0%
101-50-53015-050	Utilities - Gas	-	-	450	450	200	(250)	100.0%
101-50-53016-050	Utilities - Water	-	12	150	150	500	350	100.0%
101-50-53017-050	Utilities - Sewer	-	-	-	-	-	-	0.0%
101-50-53018-050	Utilities - Telephone	3,297	3,741	1,550	1,550	1,500	(50)	-3.2%
101-50-54003-050	Conferences	2,196	3,508	264	264	264	-	0.0%
	Credit Card Merchant Fees	-	-	-	-	-	-	0.0%
	Rent - Facilities	-	-	-	-	-	-	0.0%
	Rent - Tools & Equipment	-	-	-	-	-	-	0.0%
	Building Improvements	-	-	-	-	-	-	0.0%
101-50-57004-050	Machinery & Equipment	-	1,142	-	-	-	-	0.0%
101-50-57006-050	Computer Equipment	-	-	2,000	2,000	200	(1,800)	100.0%
101-50-57007-050	Office Machines & Furn	1,319	589	500	500	500	-	0.0%
101-50-53501-050	Administrative Services	19,446	19,446	-	-	-	-	0.0%
101-50-53502-050	Computer Services Chrg	18,639	18,639	-	-	-	-	0.0%
	Equip Replace Charges	-	20,620	-	-	-	-	0.0%
	Total Operations	283,323	285,811	42,170	42,170	47,720	5,550	13.2%
	Total DPW Engineering	361,144	433,955	212,517	284,798	304,048	19,250	6.8%

		Public Works Dept - Engineering		
		101-50		
				FY 2011
Acct.	Title	Quantity, brief description and justification		Requested
No.				Appropriations
	Regular Salaries	Salaries for 3.2 positions based on the staffing matrix		281,613
	Overtime			1,800
	Standby Pay	Per MOU		1,475
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%		4,083
	Social Security	6.2% of salary		-
	PERS Retire Contrib - ER	Employer contribution for employee pension		37,083
	PERS Retire Contrib - EE	Employee contribution paid for by the employer		19,713
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		35,266
	Retiree Healthcare	Medical coverage for 2 retirees	12,187	
		GASB 45 annual required contribution	46,400	58,587
	Dental Insurance	Teamster Dental Plan premium		5,105
	Vision Insurance	Vision service plan premium		611
	Workers Compensation	Worker's Compensation charged to Department		970
	Life & ADD Insurance	Premium to the Cities Group		392
	STD Insurance	Short-term disability premium to The Cities Group		595
	LTD Insurance	Long-term disability premium to The Cities Group		1,930
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries		2,816
	Auto Allowance	10% of City Engineer		1,800
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		2,816
	Salary Allocated to CIP	Salaries charged to CIP projects		(200,329)
	Salary Savings			
		Total Salaries & Benefits		256,328
	Contract Engineering	Traffic studies - 8 Speed Surveys @1500 each		12,000
	Vehicle Repair & Maint	Inspector's Vehicle		1,000
	Equipment Repair & Maint	Survey equipment		1,000
	Advertising/Publishing	Reproductin for CIP projects (10 projects x \$500)		4,000
	Training & Workshops	Training seminars and courses for staff: GIS/AutoCAD, ITS, Cal Extension, Misc Engineering, Storm Water Quality (NPDES)		600
	Other Contract Services	Pavement Management Survey - match for MTC grant		1,000
	Technical Services	GIS - consultant maintenance and upgrade		5,000
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.		2,500
	Safety Supplies & Materials	Vests, hats, glasses, boots, etc.		1,000
	Computer Software	Annual License for Programs: 1. CADD Licenses (AutoCAD and Microstation) - 2 licenses @\$2,500 2. GIS License (Arcview) - 2 licenses @\$500		6,000
	Computer Supplies	Plotter and printer ink/cartridges and paper, plus minor supplies (keyboards, mice, flash drives, etc.)		500
	Minor Tools & Equip	Engineering tools costing less than \$100		200
	Gas & Oil	Inspector's Vehicle		2,500

		Public Works Dept - Engineering		
		101-50		
				FY 2011
Acct.	Title	Quantity, brief description and justification		Requested
No.				Appropriations
	Membership/Dues	Professional memberships: 1. ASCE 2@\$245 2. APWA 2@ \$113 3. State PE License 2@\$125 4. State Water Quality Control Board Municipal Regional Permit (NPDES) Fees (\$5,400)		6,366
	Postage			200
	Utilities - Electricity	PG&E		690
	Utilities - Gas	ABAG gas		200
	Utilities - Water	Calwater		500
	Utilities - Sewer			-
	Communication	Cellular Phones		1,500
	Conferences	CCEA		264
	Computer Equipment	Replace non-working/damaged/obsolete computers		200
	Office Machines & Furn	Replace damaged machines or furniture or upgrade based on ergonomic review, i.e., chairs		500
		Total Operations		47,720
		Total DPW - Engineering		304,048

Town of Atherton
Public Works Dept - Street Maintenance 53
Budget 2010-2011

Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Increase (Decrease) Over Prior Year Budget	%
							Change	
101-53-50001-053	Regular Salaries	316,533	271,585	260,692	260,692	225,867	(34,825)	-13.4%
101-53-50002-053	Part-Time Permanent			-	-	-	-	0.0%
101-53-50005-053	Temporary Help	8,263	15,698	10,165	10,165	10,165	-	0.0%
101-53-50006-053	Overtime	4,064	3,078	2,305	2,305	4,400	2,095	90.9%
101-53-50010-053	Standby Pay	7,105	9,130	9,145	9,145	7,375	(1,770)	-19.4%
101-53-51001-053	Medicare Insurance	3,508	3,609	3,927	3,927	3,422	(505)	-12.9%
101-53-51002-053	Social Security	221	975	630	630	630	-	0.0%
101-53-51003-053	PERS Retire Contr - ER	64,320	54,248	34,159	34,159	29,742	(4,416)	-12.9%
101-53-51004-053	PERS Retire Contr - EE			18,248	18,248	15,811	(2,438)	-13.4%
101-53-51008-053	Health Insurance	41,425	44,970	52,597	52,597	47,608	(4,990)	-9.5%
101-53-51009-053	Retiree Healthcare			43,415	68,791	74,315	5,524	8.0%
101-53-51010-053	Dental Insurance	4,814	4,674	5,912	5,912	4,934	(978)	-16.5%
101-53-51011-053	Vision Insurance	780	729	873	873	850	(23)	-2.6%
101-53-51013-053	Workers Compensation	18,660	15,451	14,556	14,556	1,973	(12,583)	-86.4%
101-53-51014-053	Life & ADD Insurance	767	453	445	445	356	(88)	-19.9%
101-53-51007-053	STD Insurance					576	576	100.0%
101-53-51015-053	LTD Insurance	5,074	4,338	1,891	1,891	1,626	(265)	-14.0%
101-53-51016-053	Unemployment Insurance	-		2,709	2,709	2,360	(348)	-12.9%
101-53-51018-053	Uniforms	4,401	4,266	3,450	3,450	3,450	-	0.0%
101-53-51019-053	Auto Allowance	-	319	360	360	360	-	0.0%
101-53-50013-053	EE Benefits Earned			2,607	2,607	2,259	(348)	-13.4%
101-53-50015-053	Salary Allocated to CIP	-		-	-	-	-	0.0%
101-53-50014-053	Salary Savings			(18,098)	-	-	-	0.0%
	Total Salaries & Benefits	479,936	433,521	449,988	493,462	438,079	(55,383)	-11.2%
101-53-52010-053	Contract Engineering			-	-	-	-	0.0%
101-53-52012-053	Contract Plan Reviewer			-	-	-	-	0.0%
101-53-53001-053	Vehicle Repair & Maint	5,863	5,973	2,500	2,500	2,500	-	0.0%
101-53-53002-053	Equipment Repair & Maint		131	500	500	1,000	500	100.0%
101-53-53003-053	Building Security			-	-	-	-	0.0%
101-53-53004-053	Facility Repair & Maint		1,077	6,000	6,000	3,000	(3,000)	-50.0%
	Catering Services	2,860		-	-	-	-	0.0%
101-53-53008-053	Custodial Services		2,389	-	-	-	-	0.0%
101-53-53005-053	HVAC Repair & Maint			-	-	-	-	0.0%
101-53-53006-053	Electrical Repair & Maint			-	-	-	-	0.0%
101-53-53007-053	Roof Repair & Maint			-	-	-	-	0.0%
101-53-53009-053	Tree Maintenance	41,341	25,019	50,000	50,000	50,000	-	0.0%
101-53-55001-053	Pesticides & Fertilizer	980	-	5,000	5,000	5,000	-	0.0%
101-53-53010-053	Street Sweeping			21,000	21,000	21,000	-	0.0%
101-53-53011-053	Contract Lndscp Maint.	32,973	33,043	-	-	20,000	20,000	100.0%
101-53-53012-053	Traffic Signal Repair & Maint	14,617	12,440	20,000	20,000	15,000	(5,000)	-25.0%
101-53-53013-053	Street Light Repair & Maint			35,000	35,000	20,000	(15,000)	-42.9%
101-53-53024-053	Advertising/Publishing	3,560	-	-	-	-	-	0.0%
101-53-54004-053	Training & Workshops		90	1,500	1,500	800	(700)	-46.7%
	Inspection & Testing		75	500	500	1,000	500	100.0%
101-53-54010-053	Other Contract Services	52,226	45,936	5,000	5,000	9,000	4,000	80.0%
101-53-55018-053	Disaster Preparedness			-	-	-	-	100.0%
101-53-52017-053	Technical Services			-	-	-	-	0.0%
101-53-55002-053	Office Supplies	246	291	100	100	100	-	0.0%
101-53-55006-053	Safety Supplies & Matls	1,782	1,806	1,000	1,000	1,000	-	0.0%
101-53-57006-053	Computer Software		600	1,000	1,000	800	(200)	-20.0%
	Computer Supplies			250	250	250	-	0.0%
101-53-55010-053	Custodial Supplies	1,007	616	-	-	-	-	0.0%

Town of Atherton Public Works Dept - Street Maintenance 53 Budget 2010-2011								
Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Increase (Decrease) Over Prior Year Budget	% Change
101-53-55011-053	Landscape Supplies	157	475	500	500	500	-	0.0%
101-53-55012-053	Construction Matls	11,986	12,880	15,000	15,000	15,000	-	0.0%
101-53-55014-053	Minor Tools & Equip	1,217	919	1,000	1,000	700	(300)	-30.0%
101-53-55015-053	Gas & Oil	13,638	11,711	10,000	10,000	9,000	(1,000)	-10.0%
101-53-55016-053	Other Supplies & Matls	27	-	-	-	-	-	0.0%
101-53-54007-053	Membership/Dues	4,400	145	258	258	403	145	56.2%
101-53-55017-053	Postage	-	-	-	-	-	-	0.0%
101-53-53014-053	Utilities - Electricity	64,666	62,739	52,000	52,000	50,000	(2,000)	-3.8%
101-53-53015-053	Utilities - Gas	-	-	1,200	1,200	1,200	-	0.0%
101-53-53016-053	Utilities - Water	-	394	10,000	10,000	10,000	-	0.0%
101-53-53017-053	Utilities - Sewer	-	-	-	-	-	-	0.0%
101-53-53018-053	Utilities - Telephone	2,325	2,796	2,700	2,700	2,700	-	0.0%
101-53-54003-053	Conferences	2,922	2,104	2,000	2,000	2,000	-	0.0%
	Credit Card Merchant Fees	-	-	-	-	-	-	0.0%
	Rent - Facilities	-	-	-	-	-	-	0.0%
	Rent - Tools & Equipment	11,283	12,013	20,000	20,000	19,000	(1,000)	-5.0%
	Building Improvements	-	268	-	-	-	-	0.0%
101-53-57004-053	Machinery & Equipment	-	20,537	3,000	3,000	5,000	2,000	66.7%
101-53-57006-053	Computer Equipment	-	-	2,000	2,000	2,000	-	0.0%
101-53-57007-053	Office Machines & Furn	-	321	500	500	500	-	0.0%
101-53-53501-053	Administrative Services	-	-	-	-	-	-	0.0%
101-53-53502-053	Computer Services Charg	-	-	-	-	-	-	0.0%
101-53-53503-053	Equip Replace Charges	-	-	17,361	17,361	17,361	-	0.0%
	Total Operations	270,076	256,790	286,869	286,869	285,814	(1,055)	-0.4%
	Total DPW Street Maint	750,011	690,311	736,857	780,331	723,893	(56,438)	-7.2%

		Public Works Dept - Street Maintenance	
		101-53	
			FY 2011
Acct.	Title	Quantity, brief description and justification	Requested
No.			Appropriations
	Regular Salaries	Salaries for 3.6 positions based on the staffing matrix	225,867
	Temporary Help	Workers to assist with larger projects (see temp salaries schedule)	10,165
	Overtime	Overtime need	4,400
	Standby Pay	Per MOU	7,375
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	3,422
	Social Security	6.2% of salary	630
	PERS Retire Contrib - ER	Employer contribution for employee pension	29,742
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	15,811
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	47,608
	Retiree Healthcare	GASB 45 annual required contribution	74,315
	Dental Insurance	Teamster Dental Plan premium	4,934
	Vision Insurance	Vision service plan premium	850
	Workers Compensation	Worker's Compensation charged to Department	1,973
	Life & ADD Insurance	Vision service plan premium	356
	STD Insurance	Short-term disability premium to The Cities Group	576
	LTD Insurance	Long-term disability premium to The Cities Group	1,626
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	2,360
	Uniforms	Per MOU	3,450
	Auto Allowance	10% of City Engineer	360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	2,259
	Salary Savings		
		Total Salaries & Benefits	438,079
	Vehicle Repair & Maint	Fleet trucks (4), dump truck	2,500
	Equipment Repair & Maint	Backhoe and small equip	1,000
	Facility Repair & Maint	Fencing, guardrail, storm drain slip lining	3,000
	Tree Maintenance	R/W and Town Center - tree contract for summer/fall trim, winter storm damage repair, spring trim	50,000
	Pesticides & Fertilizer	Spray for Tussock Moth; weed spray	5,000
	Street Sweeping	Monthly/storm sweeping - Contract Sweeping, Inc.	21,000
	Contract Lndscp Maint.	Contract landscape firm to be selected	20,000
	Traffic Signal Repair & Maint	Signals (3) monthly maintenance and needed repairs - Republic ITS	15,000
	Street Light Repair & Maint	R/W and Town Center	20,000
	Training & Workshops	Training seminars and courses for staff: GIS; MSA, MSC, NPDES, ITS	800
	Inspection & Testing	Storm drains; pavement survey (MTC match)	1,000
	Other Contract Services	Sidewalk repairs - Precision Concrete (\$4000) Graffiti abatement - San Mateo County (\$4000)	9,000
	Disaster Preparedness	Portable Generators (2)	-

		Public Works Dept - Street Maintenance	
		101-53	
			FY 2011
Acct.	Title	Quantity, brief description and justification	Requested
No.			Appropriations
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	100
	Safety Supplies & Materials	Vests, hats, glasses, rubber boots, chaps, jackets, etc.	1,000
	Computer Software	Cost of Upgrades to License and Programs: Qworks infrastructure database, Rainmaster irrigation controller	800
	Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)	250
	Landscape Supplies	Replacement plant material for R/W and Town Center; fertilizers, mulch, tree stakes, etc.	500
	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	15,000
	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	700
	Gas & Oil	For department fleet vehicles and equipment	9,000
	Other Supplies & Matls		-
	Membership/Dues	Professional memberships: MSA \$145, APWA \$113	403
	Utilities - Electricity	PG&E	50,000
	Utilities - Gas	ABAG gas	1,200
	Utilities - Water	Cal water	10,000
	Utilities - Sewer		-
	Communication	Cellular Phones	2,700
	Conferences	MSA meetings; reimbursement for use of private vehicles by staff not receiving auto allowance	2,000
	Credit Card Merchant Fees		-
	Rent - Tools & Equipment	Specialized equipment: 1. Crack seal kettle \$4000 2. Vacuum drain cleaner for storm drains \$9000 3. Excavator and Bobcat for cleaning the channel \$5000 4. Rollers, Compressors, Pumps, etc. \$2000	19,000
	Machinery & Equipment	Replace traffic counters	5,000
	Computer Equipment	Replace non-working/damaged/obsolete computers	2,000
	Office Machines & Furn	Replace damaged machines or furniture; upgrade based on ergonomic review, i.e., chairs	500
	Equip Replace Charges	For future replacement of vehicles & equipment	17,361
		Total Operations	285,814
		Total DPW - Street Maintenance	723,893

Town of Atherton

Public Works Dept - Park Maintenance 57

Budget 2010-2011

				Adopted	Adjusted	Requested	Increase (Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-57-50001-057	Regular Salaries	74,051	118,858	133,984	133,984	166,736	32,752	24.4%
101-57-50002-057	Part-Time Permanent			-	-	-	-	0.0%
101-57-50003-057	Temporary Help	30,217	42,789	22,540	22,540	3,978	(18,562)	-82.4%
101-57-50006-057	Overtime	1,098	998	819	819	1,000	181	22.1%
101-57-50010-057	Standby Pay	1,954	2,166	2,950	2,950	4,720	1,770	60.0%
101-57-51001-057	Medicare Insurance	387	1,079	2,270	2,270	2,475	206	9.1%
101-57-51002-057	Social Security	1,251	1,710	1,397	1,397	247	(1,151)	-82.4%
101-57-51003-057	PERS Retire Contr - ER	15,875	24,961	17,556	17,556	21,956	4,400	25.1%
101-57-51004-057	PERS Retire Contr - EE			9,379	9,379	11,672	2,293	24.4%
101-57-51008-057	Health Insurance	8,238	12,646	11,866	11,866	22,396	10,531	88.7%
101-57-51009-057	Retiree Healthcare			11,078	11,078	11,390	313	2.8%
101-57-51010-057	Dental Insurance	1,204	1,734	2,308	2,308	3,286	978	42.4%
101-57-51011-057	Vision Insurance	120	219	218	218	414	196	89.8%
101-57-51013-057	Workers Compensation	5,523	7,775	8,009	8,009	1,397	(6,612)	-82.6%
101-57-51014-057	Life & ADD Insurance	181	186	182	182	237	55	30.5%
101-57-51007-057	STD Insurance					384	384	100.0%
101-57-51015-057	LTD Insurance	1,198	1,922	1,018	1,018	1,202	184	18.1%
101-57-51016-057	Unemployment Insurance	-		1,565	1,565	1,707	142	9.1%
101-57-51018-057	Uniforms	1,917	1,701	813	813	813	-	0.0%
101-57-51019-057	Auto Allowance	-	319	360	360	360	-	0.0%
101-57-50013-057	EE Benefits Earned			1,340	1,340	1,667	328	24.4%
101-57-50015-057	Salary Allocated to CIP	-	-	-	-	-	-	
101-57-50014-057	Salary Savings		-					
	Total Salaries & Benefits	143,213	219,065	229,652	229,652	258,038	28,387	12.4%
	Contract Engineering			-	-	-	-	0.0%
	Contract Plan Reviewer			-	-	-	-	0.0%
101-57-53001-057	Vehicle Repair & Maint	125	258	500	500	500	-	0.0%
101-57-53002-057	Equipment Repair & Maint		358	2,500	2,500	2,500	-	0.0%
101-57-53003-057	Building Security			-	-	-	-	0.0%
101-57-53004-057	Facility Repair & Maint	12,584	1,574	2,500	2,500	2,500	-	0.0%
	Catering Services			-	-	-	-	0.0%
101-57-53008-057	Custodial Services			-	-	-	-	0.0%
101-57-53005-057	HVAC Repair & Maint			-	-	-	-	0.0%
101-57-53006-057	Electrical Repair & Maint			500	500	500	-	0.0%
101-57-53007-057	Roof Repair & Maint			-	-	-	-	0.0%
101-57-53009-057	Tree Maintenance	10,000	3,695	10,000	10,000	10,000	-	0.0%
101-57-53036-057	Pesticides & Fertilizer	10,735	10,690	10,000	10,000	10,000	-	0.0%
101-57-53010-057	Street Sweeping			-	-	-	-	0.0%
101-57-53011-057	Contract Lndscp Maint.	36,247	27,692	-	-	-	-	0.0%
101-57-53012-057	Traffic Signal Repair & Maint			-	-	-	-	0.0%
101-57-53013-057	Street Light Repair & Maint			2,500	2,500	2,500	-	0.0%
101-57-53024-057	Advertising/Publishing		1,392	-	-	-	-	0.0%
101-57-54004-057	Training & Workshops			500	500	300	(200)	-40.0%
101-57-53029-057	Inspection & Testing		363	3,000	3,000	3,000	-	0.0%
101-57-54010-057	Other Contract Services	6,122	7,785	2,000	2,000	2,000	-	0.0%
101-57-55018-057	Disaster Preparedness			-	-	-	-	0.0%
101-57-52017-057	Technical Services			-	-	-	-	0.0%
101-57-55002-057	Office Supplies	277	61	100	100	100	-	0.0%
101-57-55006-057	Safety Supplies & Matls	192	387	750	750	750	-	0.0%
101-57-55008-057	Computer Software		458	1,200	1,200	1,200	-	0.0%

Town of Atherton								
Public Works Dept - Park Maintenance 57								
Budget 2010-2011								
Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Increase (Decrease) Over Prior	% Change
							Year Budget	
101-57-55009-057	Computer Supplies			100	100	100	-	0.0%
101-57-55010-057	Custodial Supplies	1,133	1,976	2,000	2,000	1,000	(1,000)	-50.0%
101-57-55011-057	Landscape Supplies	10,096	8,830	5,000	5,000	4,250	(750)	-15.0%
101-57-55012-057	Construction Mats	3,381	2,819	2,500	2,500	2,500	-	0.0%
101-57-55014-057	Minor Tools & Equip	152	477	500	500	500	-	0.0%
101-57-55015-057	Gas & Oil	1,750	1,660	1,500	1,500	500	(1,000)	-66.7%
101-57-55016-057	Other Supplies & Mats	36	343	-	-	-	-	0.0%
101-57-54007-057	Membership/Dues			200	200	200	-	0.0%
101-57-55017-057	Postage			-	-	-	-	0.0%
101-57-53014-057	Utilities - Electricity	3,882	3,288	3,500	3,500	3,000	(500)	-14.3%
101-57-53015-057	Utilities - Gas						-	0.0%
101-57-53016-057	Utilities - Water						-	0.0%
101-57-53017-057	Utilities - Sewer						-	0.0%
101-57-53018-057	Utilities - Telephone	2,796		515	515	600	85	16.5%
101-57-54003-057	Conferences		824	100	100	100	-	0.0%
	Credit Card Merchant Fees						-	0.0%
101-57-53034-057	Rent - Facilities			-	-	-	-	0.0%
101-57-53033-057	Rent - Tools & Equipment		335	500	500	1,000	500	100.0%
	Building Improvements			-	-	-	-	0.0%
101-57-57004-057	Machinery & Equipment	702		1,000	1,000	500	(500)	-50.0%
	Computer Equipment			-	-	-	-	0.0%
101-57-57007-057	Office Machines & Furn			500	500	500	-	0.0%
101-57-53501-057	Administrative Services			-	-	-	-	0.0%
101-57-53502-057	Computer Services Chrg			-	-	-	-	0.0%
101-57-53503-057	Equip Replace Charges			2,531	2,531	2,531	-	0.0%
	Total Operations	100,211	75,264	56,496	56,496	53,131	(3,365)	-6.3%
	Total DPW Park Maintenance	243,424	294,329	286,148	286,148	311,169	25,022	8.7%

		Public Works Dept - Park Maint		
		101-57		
				FY 2011
Acct.	Title	Quantity, brief description and justification		Requested
No.				Appropriations
	Regular Salaries	Salaries for 1.4 positions based on the staffing matrix		166,736
	Temporary Help	Workers to assist with larger projects and special needs (see temp salaries schedule)		3,978
	Overtime	Overtime need		1,000
	Standby Pay	PER MOU		4,720
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%		2,475
	Social Security	6.2% of salary		247
	PERS Retire Contrib - ER	Employer contribution for employee pension		21,956
	PERS Retire Contrib - EE	Employee contribution paid for by the employer		11,672
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		22,396
	Retiree Healthcare	Medical coverage for 1 retiree	3,470	
		GASB 45 annual required contribution	7,920	11,390
	Dental Insurance	Teamster Dental Plan premium		3,286
	Vision Insurance	Vision service plan premium		414
	Workers Compensation	Worker's Compensation charged to Department		1,397
	Life & ADD Insurance	Premium to the Cities Group		237
	STD Insurance	Short-term disability premium to The Cities Group		384
	LTD Insurance	Long-term disability premium to The Cities Group		1,202
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries		1,707
	Uniforms	Per MOU		813
	Auto Allowance	10% of City Engineer		360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		1,667
		Total Salaries & Benefits		258,038
	Vehicle Repair & Maint	Fleet truck, utility vehicle		500
	Equipment Repair & Maint	Tractor, small equipment repairs (blowers, weed eaters, chainsaws, etc.)		2,500
	Facility Repair & Maint	Irrigation well and pump		2,500
	Electrical Repair & Maint	Miscellaneous electrical repairs		500
	Tree Maintenance	Contract tree maintenance		10,000
	Pesticides & Fertilizer	Pest and weed control, fertilize turf grasses		10,000
	Street Light Repair & Maint	Parking lot and entry lighting		2,500
	Training & Workshops	Training seminars and courses for staff: GIS; MSA, MSC, NPDES, ITS		300
	Inspection & Testing	Playground, fire extinguishers, sprinklers, pumps, well water, soil tests, etc.		3,000
	Other Contract Services	Concrete for fountains, bee removal, etc.		2,000
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.		100
	Safety Supplies & Matls	Vests, hats, glasses, boots, chaps, jackets, etc.		750
	Computer Software	Cost of Upgrades License and Programs; Rainmaker Irrigation controllers		1,200
	Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)		100
	Custodial Supplies	Supplies used in the operation or routine maintenance of the park grounds including: restroom and kitchen paper supplies, cleaning supplies, light bulbs, drinking water, pet waste bags, etc.		1,000

		Public Works Dept - Park Maint		
		101-57		
				FY 2011
Acct.	Title	Quantity, brief description and justification		Requested
No.				Appropriations
	Landscape Supplies	Replacement plant material for the park; fertilizers, mulch, tree stakes, etc.		4,250
	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.		2,500
	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)		500
	Gas & Oil	For department fleet vehicles and equipment		500
	Membership/Dues	Professional memberships: MSA, Turf Grass Association		200
	Utilities - Electricity	PG&E		3,000
	Communication	Cellular Phones		600
	Conferences	MSA meetings; reimbursement for use of private vehicles by staff not receiving auto allowance		100
	Rent - Tools & Equipment	Trenchers for irrigation, fork-lift, man-lift, etc.		1,000
	Machinery & Equipment	Replacement of daily use equipment such as leaf blowers, chainsaws and weed eaters		500
	Office Machines & Furn	Replace damaged machines or furniture or upgrade based on ergonomic review, i.e., chairs		500
	Equip Replace Charges	For future replacement of vehicles & equipment		2,531
		Total Operations		53,131
		Total DPW - Park Maintenance		311,169

Town of Atherton
Public Works Dept - Park Programs 58
Budget 2010-2011

Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Increase (Decrease) Over Prior Year Budget	%
							Change	
101-58-50001-058	Regular Salaries	109,688	117,579	116,262	116,262	116,262	-	0.0%
101-58-50002-058	Part-Time Permanent	6,227	966	-	-	-	-	0.0%
101-58-50005-058	Temporary Help	81,564	77,542	55,687	55,687	55,688	1	0.0%
101-58-50006-058	Overtime	84	488	314	314	400	86	27.4%
101-58-50010-058	Standby Pay	-	-	-	-	-	-	0.0%
101-58-51001-058	Medicare Insurance	1,611	1,805	2,493	2,493	2,493	0	0.0%
101-58-51002-058	Social Security	5,019	4,746	3,453	3,453	3,453	0	0.0%
101-58-51003-058	PERS Retire Contr - ER	23,910	23,974	15,234	15,234	15,309	76	0.5%
101-58-51004-058	PERS Retire Contr - EE	-	-	8,138	8,138	8,138	-	0.0%
101-58-51008-058	Health Insurance	18,388	20,142	20,730	20,730	21,147	416	2.0%
101-58-51009-058	Retiree Healthcare	-	-	17,404	30,646	29,791	(855)	-2.8%
101-58-51010-058	Dental Insurance	1,656	1,834	2,360	2,360	2,291	(69)	-2.9%
101-58-51011-058	Vision Insurance	292	320	300	300	313	14	4.5%
101-58-51013-058	Workers Compensation	6,064	5,997	4,837	4,837	937	(3,900)	-80.6%
101-58-51014-058	Life & ADD Insurance	513	256	171	171	203	32	18.6%
101-58-51007-058	STD Insurance	-	-	-	-	269	269	100.0%
101-58-51015-058	LTD Insurance	1,760	1,902	884	884	844	(39)	-4.5%
101-58-51016-058	Unemployment Insurance	-	-	1,719	1,719	1,719	0	0.0%
101-58-51018-058	Uniforms	1,164	1,103	813	813	813	-	0.0%
101-58-51019-058	Auto Allowance	-	319	360	360	360	-	0.0%
101-58-50013-058	EE Benefits Earned	-	-	1,163	1,163	1,163	-	0.0%
101-58-50015-058	Salary Allocated to CIP	-	-	-	-	-	-	-
101-58-50014-058	Salary Savings	-	-	-	-	-	-	-
Total Salaries & Benefits		257,940	258,970	252,320	265,562	261,592	(3,970)	-1.5%
Contract Engineering		-	-	-	-	-	-	0.0%
Contract Plan Reviewer		-	-	-	-	-	-	0.0%
101-58-53001-058	Vehicle Repair & Maint	17	77	500	500	500	-	0.0%
101-58-53002-058	Equipment Repair & Maint	-	76	500	500	500	-	0.0%
101-58-53003-058	Building Security	-	-	-	-	-	-	0.0%
101-58-53004-058	Facility Repair & Maint	1,038	135	2,000	2,000	2,000	-	0.0%
101-58-54001-058	Catering Services	-	-	500	500	-	(500)	-100.0%
Custodial Services		5,217	4,663	-	-	-	-	0.0%
101-58-53005-058	HVAC Repair & Maint	-	-	-	-	-	-	0.0%
101-58-53006-058	Electrical Repair & Maint	-	-	1,000	1,000	500	(500)	-50.0%
101-58-53007-058	Roof Repair & Maint	-	-	-	-	-	-	0.0%
101-58-53009-058	Tree Maintenance	-	-	-	-	-	-	0.0%
101-58-53036-058	Pesticides & Fertilizer	-	-	-	-	-	-	0.0%
101-58-53010-058	Street Sweeping	-	-	-	-	-	-	0.0%
101-58-53011-058	Contract Landscape Maint.	-	-	-	-	-	-	0.0%
101-58-53012-058	Traffic Signal Repair & Maint	-	-	-	-	-	-	0.0%
101-58-53013-058	Street Light Repair & Maint	-	-	-	-	-	-	0.0%
101-58-53024-058	Advertising/Publishing	14,834	13,246	18,000	18,000	8,000	(10,000)	-55.6%
101-58-54004-058	Training & Workshops	-	-	500	500	300	(200)	-40.0%
101-58-53029-058	Inspection & Testing	-	-	-	-	-	-	0.0%
101-58-54010-058	Other Contract Services	4,222	815	-	-	-	-	0.0%
101-58-55018-058	Disaster Preparedness	-	-	-	-	-	-	0.0%
101-58-52017-058	Technical Services	-	-	-	-	-	-	0.0%
101-58-55002-058	Office Supplies	197	97	100	100	100	-	0.0%
101-58-55006-058	Safety Supplies & Mats	-	170	-	-	-	-	0.0%
101-58-55008-058	Computer Software	-	-	-	-	-	-	0.0%
101-58-55009-058	Computer Supplies	-	-	250	250	250	-	0.0%

Town of Atherton Public Works Dept - Park Programs 58 Budget 2010-2011								
Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Increase (Decrease)	% Change
							Over Prior Year Budget	
101-58-55010-058	Custodial Supplies	5,387	4,543	6,000	6,000	5,500	(500)	-8.3%
101-58-55011-058	Landscape Supplies	5,598	1,120	2,500	2,500	2,500	-	0.0%
101-58-55012-058	Construction Mats	619	388	1,000	1,000	1,000	-	0.0%
101-58-55014-058	Minor Tools & Equip	271	25	500	500	500	-	0.0%
101-58-55015-058	Gas & Oil			-	-	-	-	0.0%
101-58-55016-058	Other Supplies & Mats	625	1,652	-	-	-	-	0.0%
101-58-54007-058	Membership/Dues			-	-	-	-	0.0%
101-58-55017-058	Postage			-	-	-	-	0.0%
101-58-53014-058	Utilities - Electricity	19,885	16,387	11,650	11,650	11,500	(150)	-1.3%
101-58-53015-058	Utilities - Gas			3,100	3,100	1,000	(2,100)	-67.7%
101-58-53016-058	Utilities - Water			2,850	2,850	2,000	(850)	-29.8%
101-58-53017-058	Utilities - Sewer			2,250	2,250	2,500	250	11.1%
101-58-53018-058	Utilities - Telephone	7,214	8,666	1,050	1,050	2,000	950	90.5%
101-58-54003-058	Conferences	393	421	-	-	-	-	0.0%
101-58-53030-058	Credit Card Merchant Fees		2,992	3,000	3,000	500	(2,500)	-83.3%
101-58-53032-058	Rent - Facilities	545	4,366	4,500	4,500	4,800	300	6.7%
101-58-53033-058	Rent - Tools & Equipment	2,897		2,000	2,000	500	(1,500)	-75.0%
101-58-57002-058	Building Improvements	15,965					-	0.0%
101-58-57004-058	Machinery & Equipment	2,333		-	-	-	-	0.0%
101-58-57006-058	Computer Equipment			-	-	-	-	0.0%
101-58-57007-058	Office Machines & Furn	14,687		500	500	500	-	0.0%
101-58-53501-058	Administrative Services			-	-	-	-	0.0%
101-58-53502-058	Computer Services Charge			-	-	-	-	0.0%
101-58-53503-058	Equip Replace Charges			-	-	-	-	0.0%
	Total Operations	101,945	59,841	64,250	64,250	46,950	(17,300)	-26.9%
	Total DPW Park Programs	359,885	318,811	316,570	329,812	308,542	(21,270)	-6.4%

		Public Works Dept - Park Programs	
		101-58	
Acct.	Title	Quantity, brief description and justification	FY 2011
No.			Requested
			Appropriations
	Regular Salaries	Salaries for 1.4 positions based on the staffing matrix	116,262
	Temporary Help	Workers to assist with events (see temp salaries schedule)	55,688
	Overtime	Overtime need	400
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	2,493
	Social Security	6.2% of salary	3,453
	PERS Retire Contrib - ER	Employer contribution for employee pension	15,309
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	8,138
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	21,147
	Retiree Healthcare	GASB 45 annual required contribution	29,791
	Dental Insurance	Teamster Dental Plan premium	2,291
	Vision Insurance	Vision service plan premium	313
	Workers Compensation	Worker's Compensation charged to Department	937
	Life & ADD Insurance	Premium to the Cities Group	203
	STD Insurance	Short-term disability premium to The Cities Group	269
	LTD Insurance	Long-term disability premium to The Cities Group	844
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,719
	Uniforms	Per MOU	813
	Auto Allowance	10% of City Engineer	360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,163
		Total Salaries & Benefits	261,592
	Vehicle Repair & Maint	Utility vehicle	500
	Equipment Repair & Maint	Appliances, office equipment, etc.	500
	Facility Repair & Maint	Carpet, carpentry, tables, chairs, etc.	2,000
	Electrical Repair & Maint	Miscellaneous electrical repairs	500
	Advertising/Publishing	"Here Comes the Guide" \$4800; Yellow Pages \$3200	8,000
	Training & Workshops	Training seminars and courses for staff	300
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	100
	Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)	250
	Custodial Supplies	Supplies used in the operation or routine maintenance of the park event buildings including: restroom and kitchen paper supplies, cleaning supplies, light bulbs, drinking water, etc.	5,500
	Landscape Supplies	Replacement plant material for the park event areas; fertilizers, mulch, tree stakes, etc.	2,500
	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,000
	Minor Tools & Equip	Hand tools costing \$100 or less (hammers, brooms, mops, etc.)	500
	Utilities -Electricity	PG&E	11,500
	Utilities - Gas	ABAG gas	1,000

		Public Works Dept - Park Programs	
		101-58	
			FY 2011
Acct.	Title	Quantity, brief description and justification	Requested
No.			Appropriations
	Utilities Water	Calwater	2,000
	Utilities - Sewer	West Bay	2,500
	Communication	Cellular Phones	2,000
	Credit Card Svs Fees	For processing of credit card transactions	500
	Rent - Facilities	Event storage - PODS	4,800
	Rent - Tools & Equipment	Steam cleaner	500
	Office Machines & Furn	Replace damaged machines or furniture or upgrade based on ergonomic review, i.e., chairs	500
		Total Operations	46,950
		Total DPW - Park Programs	308,542

Town of Atherton								
Public Works Dept - Building Maintenance 59								
Budget 2010-2011								
Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Increase (Decrease)	% Change
							Over Prior Year Budget	
101-59-50001-059	Regular Salaries	89,595	108,402	111,814	111,814	111,814	-	0.0%
101-59-50005-059	Temporary Help	12,451	1,028	-	-	-	-	0.0%
101-59-50006-059	Overtime	4,374	1,429	-	-	800	800	0.0%
101-59-50010-059	Standby Pay	5,272	1,965	1,180	1,180	1,180	-	0.0%
101-59-51001-059	Medicare Insurance	1,615	1,412	1,621	1,621	1,621	-	0.0%
101-59-51002-059	Social Security	772	64	-	-	-	-	0.0%
101-59-51003-059	PERS Retire Contr - ER	17,807	21,801	14,651	14,651	14,724	73	0.5%
101-59-51004-059	PERS Retire Contr - EE	-	-	7,827	7,827	7,827	-	0.0%
101-59-51008-059	Health Insurance	25,904	19,061	20,049	20,049	20,968	919	4.6%
101-59-51010-059	Dental Insurance	1,955	1,671	2,171	2,171	2,154	(17)	-0.8%
101-59-51011-059	Vision Insurance	507	340	335	335	364	29	8.6%
101-59-51013-059	Workers Compensation	5,443	4,757	4,763	4,763	760	(4,003)	-84.0%
101-59-51014-059	Life & ADD Insurance	338	199	176	176	167	(9)	-5.3%
101-59-51007-059	STD Insurance	-	-	-	-	250	250	100.0%
101-59-51015-059	LTD Insurance	1,405	1,744	850	850	772	(78)	-9.1%
101-59-51016-059	Unemployment Insurance	-	-	1,118	1,118	1,118	-	0.0%
101-59-51018-059	Uniforms	-	-	-	-	-	-	0.0%
101-59-51019-059	Auto Allowance	-	318	360	360	360	-	0.0%
101-59-50013-059	EE Benefits Earned	-	-	1,118	1,118	1,118	-	0.0%
101-59-50015-059	Salary Allocated to CIP	-	-	-	-	-	-	0.0%
101-59-50014-059	Salary Savings	-	-	-	-	-	-	-
	Total Salaries & Benefits	167,437	164,191	168,033	168,033	165,997	(2,036)	-1.2%
101-59-52010-059	Contract Engineering	-	14,600	-	-	-	-	0.0%
	Contract Plan Reviewer	-	-	-	-	-	-	0.0%
101-59-53001-059	Vehicle Repair & Maint	740	-	-	-	-	-	0.0%
101-59-53002-059	Equipment Repair & Maint	-	273	500	500	500	-	0.0%
101-59-53003-059	Building Security	31,384	-	5,000	5,000	2,000	(3,000)	-60.0%
101-59-53004-059	Facility Repair & Maint	-	14,625	15,000	15,000	7,500	(7,500)	-50.0%
	Catering Services	-	-	-	-	-	-	0.0%
101-59-55010-059	Custodial Services	-	-	11,000	11,000	14,500	3,500	31.8%
101-59-53005-059	HVAC Repair & Maint	-	-	7,500	7,500	7,500	-	0.0%
101-59-53006-059	Electrical Repair & Maint	-	-	8,500	8,500	5,000	(3,500)	-41.2%
101-59-53007-059	Roof Repair & Maint	-	-	5,000	5,000	5,000	-	0.0%
101-59-53009-059	Tree Maintenance	-	-	-	-	-	-	0.0%
101-59-53036-059	Pesticides & Fertilizer	1,180	600	1,500	1,500	3,000	1,500	100.0%
101-59-53010-059	Street Sweeping	-	-	-	-	-	-	0.0%
101-59-53011-059	Contract Landscape Maint.	-	-	-	-	-	-	0.0%
101-59-53012-059	Traffic Signal Repair & Maint	-	-	-	-	-	-	0.0%
101-59-53013-059	Street Light Repair & Maint	-	-	-	-	-	-	0.0%
101-59-53024-059	Advertising/Publishing	-	928	-	-	-	-	0.0%
101-59-54004-059	Training & Workshops	-	-	-	-	-	-	0.0%
101-59-53029-059	Inspection & Testing	-	-	2,500	2,500	2,500	-	0.0%
101-59-54010-059	Other Contract Services	38,026	7,543	500	500	500	-	0.0%
101-59-55018-059	Disaster Preparedness	-	-	8,500	8,500	2,500	(6,000)	-70.6%
101-59-52017-059	Technical Services	-	-	-	-	-	-	0.0%
101-59-55002-059	Office Supplies	-	-	-	-	-	-	0.0%
101-59-55006-059	Safety Supplies & Matis	-	-	100	100	100	-	0.0%
101-59-55008-059	Computer Software	-	-	-	-	-	-	0.0%
101-59-55009-059	Computer Supplies	-	-	-	-	-	-	0.0%
101-59-55010-059	Custodial Supplies	2,981	2,823	3,500	3,500	3,500	-	0.0%
101-59-55011-059	Landscape Supplies	485	79	250	250	250	-	0.0%

Town of Atherton Public Works Dept - Building Maintenance 59 Budget 2010-2011								
				Adopted	Adjusted	Requested	Increase (Decrease)	
Account	Description	Actual 2007-08	Actual 2008-09	Budget 2009-10	Budget 2009-10	Budget 2010-11	Over Prior Year Budget	% Change
101-59-55012-059	Construction Mats	2,120	1,834	2,500	2,500	2,500	-	0.0%
101-59-55014-059	Minor Tools & Equip			100	100	100	-	0.0%
101-59-55015-059	Gas & Oil	694					-	0.0%
101-59-55016-059	Other Supplies & Mats			-	-	-	-	0.0%
101-59-54007-059	Membership/Dues			-	-	-	-	0.0%
101-59-55017-059	Postage			-	-	-	-	0.0%
101-59-53014-059	Utilities - Electricity	3,629	2,340	-	-	-	-	0.0%
101-59-53015-059	Utilities - Gas						-	0.0%
101-59-53016-059	Utilities - Water						-	0.0%
101-59-53017-059	Utilities - Sewer			1,350	1,350	1,350	-	0.0%
101-59-53018-059	Utilities - Telephone			-	-	-	-	0.0%
101-59-54003-059	Conferences			-	-	-	-	0.0%
	Credit Card Merchant Fees						-	0.0%
101-59-53034-059	Rent - Facilities		22,198	-	-	-	-	0.0%
101-59-53033-059	Rent - Tools & Equipment	230		-	-	-	-	0.0%
101-59-57002-059	Building Improvements		1,464				-	0.0%
101-59-57004-059	Machinery & Equipment	2,229		6,000	6,000	3,000	(3,000)	-50.0%
	Computer Equipment			-	-	-	-	0.0%
101-59-57007-059	Office Machines & Furn	12,136		-	-	-	-	0.0%
	Total Operations	95,834	69,306	79,300	79,300	61,300	(18,000)	-22.7%
	Total DPW Bldg Maint	263,271	233,497	247,333	247,333	227,297	(20,036)	-8.1%

		Public Works Dept - Building Maintenance	
		101-59	
			FY 2011
Acct.	Title	Quantity, brief description and justification	Requested
No.			Appropriations
	Regular Salaries	Salaries for 1.3 positions based on the staffing matrix	111,814
	Overtime		800
	Standby Pay	PER MOU	1,180
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,621
	PERS Retire Contrib - ER	Employer contribution for employee pension	14,724
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	7,827
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	20,968
	Dental Insurance	Teamster Dental Plan premium	2,154
	Vision Insurance	Vision service plan premium	364
	Workers Compensation	Worker's Compensation charged to Department	760
	Life & ADD Insurance	Premium to the Cities Group	167
	STD Insurance	Short-term disability premium to The Cities Group	250
	LTD Insurance	Long-term disability premium to The Cities Group	772
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,118
	Auto Allowance	10% of City Engineer	360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,118
		Total Salaries & Benefits	165,997
	Equipment Repair & Maint	Appliances, clocks, etc.	500
	Building Security	Gates, fences, doors, locks, for all bldgs	2,000
	Facility Repair & Maint	Elevator, carpet cleaning, carpentry, plumbing for all bldgs	7,500
	Custodial Services	All DPW custodial now covered in building maintenance	14,500
	HVAC Repair & Maint	27 units routine maintenance; repairs	7,500
	Electrical Repair & Maint	All Town buildings except park ground and park buildings	5,000
	Roof Repair & Maint	All Town buildings	5,000
	Pesticides & Fertilizer	Pest elimination (rats, mice, ants, etc.)	3,000
	Inspection & Testing	Comprehensive inspections (3); fire extinguishers, elevator	2,500
	Other Contract Services	Miscellaneous	500
	Disaster Preparedness	Generator maintenance	2,500
	Safety Supplies & Materials	First Aid kit replenishment	100
	Custodial Supplies	Supplies used in the operation or routine maintenance of Town buildings, including: restroom and kitchen paper supplies, cleaning supplies, light bulbs, drinking water, etc.	3,500
	Landscape Supplies	Replacement plant material for buildings; fertilizers, mulch, tree stakes, etc.	250
	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	2,500
	Minor Tools & Equip	Hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	100
	Utilities - Sewer	County of San Mateo	1,350
	Machinery & Equipment	Replacement of broken machinery/equipment	3,000
		Total Operations	61,300
		Total DPW - Building Maintenance	227,297

Salaries for DPW Department																	
FY 2011																	
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	Employer PERS	Employee PERS	Standby Pay	Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Uniform	Auto Allow	Total
DPW - Engineering 50																	
0.5 PW Director (.5)	D	79,969	79,969	10,530	5,598		1,160	3,603	858	63	96	410	105	169		1,800	208,722
0.1 PW Superintendent (.1)	D	12,475	12,475	1,843	873		181	1,728	172	33	19	82	16	110			17,331
1 Assistant Engineer	C	82,085	84,479	11,124	5,914		1,225	16,417	1,630	310	192	642	108	178			122,220
0.5 PW Supervisor (.5)	D	43,528	43,528	5,732	3,047	1,475	631	6,314	815	86	96	331	54	384			62,493
1 Office Specialist	D	61,162	61,162	8,054	4,281		887	7,205	1,630	119	192	465	108	129			84,233
FTE	3.1	279,219	281,613	37,083	19,713	1,475	4,083	35,266	5,105	611	595	1,930	392	970	-	1,800	390,637
DPW - Street Maint 53																	
0.1 PW Director (.1)	D	15,994	15,994	2,106	1,120		232	721	172	13	19	82	21	34		360	20,872
0.4 PW Superintendent (.4)	D	49,899	49,899	6,571	3,493		724	6,912	686	131	77	328	64	440	200		69,524
0.5 PW Supervisor (.5)	D	43,528	43,528	5,732	3,047	1,475	631	6,314	815	86	96	331	54	384	813		63,305
0.6 PW Maint Worker I (.6)	D	32,849	32,849	4,299	2,285	1,770	473	10,678	978	186	115	248	65	288	813		54,847
0.7 PW Maint Worker II (.7)	D	41,999	41,999	5,517	2,933	2,065	608	11,492	1,141	217	134	318	76	369	813		77,121
0.7 PW Maint Worker II (.7)	D	41,999	41,999	5,517	2,933	2,065	608	11,492	1,141	217	134	318	76	369	813		77,121
FTE	3	225,867	225,867	29,742	15,811	7,375	3,275	47,608	4,934	850	576	1,626	356	1,883	3,450	360	343,713
DPW - Parks Maint 57																	
0.1 PW Director (.1)	D	15,994	15,994	2,106	1,120		232	721	172	13	19	82	21	34		360	20,872
0.2 PW Superintendent (.2)	D	24,950	24,950	3,285	1,746		362	3,456	343	65	38	164	32	220			34,662
1 Park Supervisor	D	82,909	84,982	11,190	5,949	2,950	1,232	6,314	1,630	119	192	646	108	749	813		116,875
0.1 Park/Facil Maint Worker II (.1)	D	5,986	5,986	788	419		87	1,780	163	31	19	45	11	53			9,490
0.2 PW Maint Worker I (.2)	D	10,883	10,883	1,433	762	590	158	3,559	326	62	38	83	22	96			18,012
0.2 PW Maint Worker II (.2)	D	11,971	11,971	1,576	838	590	174	3,283	326	62	38	91	22	106			19,077
0.2 PW Maint Worker II (.2)	D	11,971	11,971	1,576	838	590	174	3,283	326	62	38	91	22	106			19,077
FTE	1.4	164,664	166,736	21,956	11,672	4,720	2,418	22,396	3,286	414	384	1,202	237	1,362	813	360	237,956
DPW - Park Program 58																	
0.1 PW Director (.1)	D	15,994	15,994	2,106	1,120		232	721	172	13	19	82	21	34		360	20,872
0.8 Park Program Manager (.8)	D	70,340	70,340	9,262	4,924		1,020	11,528	1,304	146	154	535	128	148			99,489
0.5 Park/Facil Maint Worker II (.5)	D	29,928	29,928	3,941	2,095		434	8,898	815	155	96	227	54	264	813		47,720
FTE	1.4	116,262	116,262	15,309	8,138	-	1,686	21,147	2,291	313	269	844	203	446	813	360	168,081
DPW - Building Maint 59																	
0.1 PW Director (.1)	D	15,994	15,994	2,106	1,120		232	721	172	13	19	82	21	34		360	20,872
0.3 PW Superintendent (.3)	D	37,425	37,425	4,928	2,620		543	5,184	515	98	58	246	48	330			51,993
0.2 Park Program Manager (.2)	D	17,585	17,585	2,316	1,231		255	2,882	326	36	38	134	22	37			24,862
0.2 PW Maint Worker I (.2)	D	10,883	10,883	1,433	762	590	158	3,559	326	62	38	83	22	96			18,012

Temporary Help Salaries for DPW Department					
FY 2011					
		0.062	0.0145	0.00881	1.085313
<u>Task</u>	<u>Wages</u>	<u>Social Security</u>	<u>Medicare</u>	<u>Worker's Comp</u>	<u>Total</u>
Crack Seal	4,243	263	62	37	4,605
Channel Clearing	5,922	367	86	52	6,428
Street Maint Dept 53	10,165	630	147	90	11,032
Fill-in vacation/Training	3,978	247	58	35	4,317
Park Maint Dept 57	3,978	247	58	35	4,317
Weddings/Social (weekend events)	22,098	1,370	320	195	23,983
Meetings (weekday evenings)	13,259	822	192	117	14,390
Classes	884	55	13	8	959
Event Gard Maint	11,491	712	167	101	12,471
Fill-in for vacation/training/projects	5,304	329	77	47	5,757
Cleaning windows & chairs	2,652	164	38	23	2,878
Park Programs Dept 58	55,688	3,453	807	491	60,439
Total Temp Help	69,831	4,330	1,013	615	75,789

Town of Atherton		
Public Works Department		
Budget 2010-2011		
	Supplemental Budget Request	
<u>Description</u>		
<u>Request #1</u>		
Replace one 1986 GMC dump truck VID#16DJ6D1B0GV507807	75,000	
Reason: Vehicle has reached far past the end of its useful life.		
Total Cost to Equipment Replacement Fund	75,000	

Town of Atherton								
Tennis Fund								
Budget FY 2010-2011								
				Adopted	Adjusted	Requested	Increase	
							(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
105-00-47026-058	Tennis Keys	5,505	8,115	9,000	9,000	6,000	(3,000)	-33.3%
105-00-46027-058	Tennis Classes	12,410	3,140	3,500	3,500	3,200	(300)	-8.6%
105-00-48001-058	Interest Income	(129)	633	100	100	100	-	0.0%
	Total Revenues	17,786	11,888	12,600	12,600	9,300	(3,300)	-26.2%
105-58-50001-000	Regular Salaries		5,396	5,986	5,986	5,986	-	0.0%
105-58-50005-000	Temporary Help	2,904	11,108	8,839	8,839	3,620	(5,219)	-59.0%
105-58-51001-000	Medicare Tax	42	239	215	215	139	(76)	-35.2%
105-58-51002-000	Social Security	172	689	548	548	224	(324)	-59.0%
105-58-51003-000	PERS Retire Contr-ER	28	1,075	784	784	788	4	0.5%
105-58-51004-000	PERS Retire Contr-EE			419	419	419	-	0.0%
105-58-51008-000	Health Insurance		1,429	1,745	1,745	1,642	(103)	-5.9%
105-58-51010-000	Dental Insurance		113	163	163	163	-	0.0%
105-58-51011-000	Vision Insurance		26	30	30	31	1	4.5%
105-58-51013-000	Worker's Comp	164	901	813	813	85	(728)	-89.6%
105-58-51014-000	Life & ADD Insurance		13	11	11	11	(0)	-3.9%
105-58-51007-000	STD Insurance					19	19	100.0%
105-58-51015-000	LTD Insurance		86	45	45	45	(0)	-1.1%
	Total Salaries & Benefits	3,310	21,075	19,598	19,598	13,172	(6,426)	-32.8%
105-58-53003-000	Building Security			500	500	500	-	0.0%
105-58-54010-000	Other Contract Services	1,605	771	500	500	1,000	500	100.0%
105-58-55012-000	Construction Materials	623		2,500	2,500	1,000	(1,500)	-60.0%
105-58-55014-000	Minor Tools & Equip			100	100	100	-	0.0%
105-58-55016-000	Other Supplies & Matis	2,154	4,097				-	0.0%
	Total Operations	4,381	4,868	3,600	3,600	2,600	(1,000)	-27.8%
	Total Expenditures	7,691	25,943	23,198	23,198	15,772	(7,426)	-32.0%
	Excess (Deficiency) of Rev Over Exp	10,094	(14,054)	(10,598)	(10,598)	(6,472)	4,126	-38.9%

		Tennis Fund	
		Fund 105	
	Account No. & Title	Quantity, brief description and justification of items requested	FY 2011 Projected Appropriation
	Regular Salaries	Salaries for .10 position based on the staffing matrix	5,986
	Temporary Help	Weekly cleaning, court patching & Painting	3,620
	Medicare Tax	1.45% of salary for employees hired after April 1986	139
	Social Security	6.2% of salary	224
	Pers Retire Contr - ER	Employer contribution for employee pension	788
	Pers Retire Contr - EE	Employee contribution paid for by the employer	419
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	1,642
	Dental Insurance	Teamster Dental Plan premium	163
	Vision Insurance	Vision Service Plan premium	31
	Worker's Comp	Worker's comp charged to dept	85
	Life & ADD Insurance	Premium to the Cities Group	11
	STD Insurance	Short-term disability to the Cities Group	19
	LTD Insurance	Long-term disability premium to The Cities Group	45
		Total Salaries & Benefits	13,172
	Building Security	Re-key tennis court gates	500
	Other Contract Services	Miscellaneous	1,000
	Construction Materials	Court patching and painting	1,000
	Minor Tools & Equip	Tools for court patching & painting	100
		Total Operations	2,600
		Total Tennis Fund	15,772

Temporary Help Salaries for Tennis Fund (DPW)					
FY 2011					
		0.062	0.0145	0.00881	1.085313
<u>Task</u>	Wages	Social Security	Medicare	Worker's Comp	Total
Crack Seal & Repaint		-	-	-	-
Twice Weekly Cleaning of Courts		-	-	-	-
Total Temp Help	3,620	224	52	32	3,929

Town of Atherton						
Police Grant Fund						
Budget FY 2010-2011						
						Increase
				Adopted	Requested	(Decrease)
		Actual	Actual	Budget	Budget	Over Prior
Account	Description	2007-08	2008-09	2009-10	2010-11	Year Budget
101-00-45019-040	COPS Grant	100,000	100,000	100,000	100,000	-
	Total Revenue	100,000	100,000	100,000	100,000	-
101-40-50001-040	Regular Salaries	100,000	100,000	100,000	100,000	-
	Total Expenditure	100,000	100,000	100,000	100,000	-
	Net	-		-	-	-

		Police Grant Fund	
		Fund 209	
			FY 2011
	Account No.	Quantity, brief description and	Projected
	& Title	justification of items requested	Appropriation
	Regular Salaries	Portion of Police Lieutenant salary	100,000

Town of Atherton								
Library Fund								
Budget FY 2010-2011								
				Adopted	Adjusted	Requested	Increase	
				Budget	Budget	Budget	(Decrease)	
		Actual	Actual				Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
213-00-40001-000	Secured Property Tax	600,000	846,846	625,000	900,000	850,000	(50,000)	-5.6%
213-00-48001-000	Interest Income	9,470	66,666	20,000	20,000	35,000	15,000	75.0%
	Total Revenues	609,470	913,512	645,000	920,000	885,000	(35,000)	-3.8%
213-30-50005-000	Temporary Help	(1,675)		6,000	6,000		(6,000)	-100.0%
213-30-51001-000	Medicare Insurance	(25)		87	87		(87)	-100.0%
213-30-51002-000	Social Security	(104)		372	372		(372)	-100.0%
213-30-51013-000	Workers Compensation	(97)		329	329		(329)	-100.0%
	Total Salaries & Benefits	(1,902)	-	6,788	6,788	-	(6,788)	-100.0%
213-30-52010-000	Contract Engineering		19,760		-	-	-	0.0%
213-30-53003-000	Building Security			15,000	15,000	500	(14,500)	-96.7%
213-30-53004-000	Facility Repair & Maintenance	832	1,696	1,000	1,000	2,500	1,500	150.0%
213-30-53008-000	Custodial Services	5,117	5,385	7,500	7,500	7,500	-	0.0%
213-30-53005-000	HVAC Repair & Maint			600	600	1,000	400	66.7%
213-30-53006-000	Electrical Repair & Maint			2,500	2,500	2,500	-	0.0%
213-30-53007-000	Roof Repair & Maint			-	5,000		(5,000)	0.0%
213-30-53036-000	Pesticides & Fertilizer			-	-		-	0.0%
213-30-53011-000	Contract Lndscp Maint.			-	-	10,000	10,000	100.0%
213-30-54010-000	Other Contract Services	6,286	5,066	2,500	2,500	2,500	-	0.0%
213-30-55010-000	Custodial Supplies		119	1,000	1,000	-	(1,000)	-100.0%
213-30-53014-000	Utilities - Electricity	8,781	16,283	10,000	10,000	10,000	-	0.0%
213-30-53015-000	Utilities - Gas					200		100.0%
213-30-53016-000	Utilities Water					400		100.0%
213-30-53017-000	Utilities - Sewer					1,800		100.0%
	Total Operations	21,016	48,310	40,100	45,100	38,900	(8,600)	-19.1%
	Total Expenditures	19,114	48,310	46,888	51,888	38,900	(15,388)	-29.7%
	Excess (Deficiency) of Rev Over Exp	590,356	865,202	598,112	868,112	846,100	(19,612)	-2.3%

	Library Fund		
	Fund 213		
			FY 2011
	Account No.	Quantity, brief description and	Projected
	& Title	justification of items requested	Appropriation
	Regular Salaries		-
	Part-Time Permanent		-
	Temporary Help	Workers to assist with miscellaneous projects	
	Overtime		
	Standby Pay		
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	
	Social Security	6.2% of salary	
	PERS Retire Contrib - ER		
	PERS Retire Contrib - EE		
	Health Insurance		
	Dental Insurance		
	Vision Insurance		
	Workers Compensation	Worker's Compensation charged to Department	
	Life & ADD Insurance		-
	LTD Insurance		-
	Unemployment Insurance		-
	Uniforms		-
	Auto Allowance		-
		Total Salaries & Benefits	-
	Building Security	Miscellaneous locks, etc.	500
	Facility Repair & Maint	Hot water heater, misc. repairs as needed	2,500
	Custodial Services	Portion of Town janitorial contract	7,500
	HVAC Repair & Maint	Clean air ducts after seismic and windows	1,000
	Electrical Repair & Maint	Misc. electrical repairs, light replacements, etc.	2,500
	Roof Repair & Maint		-
	Contract Lndscp Maint.		10,000
	Other Contract Services	Deep Clean building after seismic retrofit (\$2500)	2,500
	Utilities - Electricity	Electricity, gas and water	10,000
	Utilities - Gas		200
	Utilities - Water		400
			1,800
		Total Operations	38,900
		Total Library	38,900

RECOMMENDED 4-YEAR CIP

FY 2010/2011 SUMMARY

FUND SOURCES	Fund Number	Total	Parcel Tax	Measure A	Gas Tax	Prop 42	Capital Imp.	Ath. Chan. District
	Fund Name							
	Year's Beginning Balance	1,791,894	1,631,194	0	0	0	15,387	145,313
REVENUES		2,300,000	1,858,000	200,000	100,000	60,000	30,600	82,000
08028 401-50-xxxx-202	Highway Safety Improvement Program (HSIP)(Caltrans - State)	30,600						
08028 401-50-xxxx-202	PG&E Rebates	16,000					16,000	
TOTAL FUNDS AVAILABLE		4,138,494	3,489,194	200,000	100,000	60,000	61,987	227,313
PROJECTS		PROJ COST						
08017 201-50-56037-000 &	Upper Channel Repair Phase 2	250,000	34,965					215,035
09017 403-50-56037-000	Upper Channel Repair Monitoring	10,000						10,000
	Atherton Avenue STP Project Survey	66,000	66,000					
	PD/Admin Roof Replacement	50,000	50,000					
	South Meadow Rehabilitation	60,000	60,000					
	Hoover Crosswalk	35,000	4,400				30,600	
09002 201-50-56006-000	Street Reconstruction 7 - Park/Polhemus	900,000	900,000					
09001 201-50-56003-000 &	Street Patch, Seal & Overlay	500,000	172,612	173,808				
202-50-56003-000 &								
203-50-56003-000 &								
220-50-56003-000 &					93,580	60,000		
	Street light pole replacement	50,000	50,000					
	Energy Efficient Street Lights	140,000	124,000				16,000	
09026 201-50-56019-000	Park Corporation Yard	125,000	125,000					
	Park Trash Enclosure	60,000	60,000					
	Park Storage at Main House	100,000	100,000					
	Park Topographic Survey	35,000	35,000					
	Drainage Construction Mulberry (E4), Walsh @ Belbrook	115,000	115,000					
	Drainage Projects	150,000	150,000					
	CIP Related Fees							
09018 202-50-54025-000	Congestion Relief (C/CAG) Fee	24,845		24,845				
09019 203-50-54026-000	C/CAG Gas Tax Fee	3,920			3,920			
09020 203-50-52001-000	State Controller Street Report Preparation Fee	2,500			2,500			
09020 403-50-52001-000	State Controller Drainage District Report Prep. Fee	2,278						2,278
09021 201-50-54010-000	Parcel Tax Roll Preparation Fee	1,500	1,500					
09022 202-50-52001-000	Annual Financial Audit (Measure A)	1,347		1,347				
	Allocated Engineering Costs - CIP Support	200,329	200,329					
TOTAL FUNDING USE		2,882,719	2,248,806	200,000	100,000	60,000	46,600	227,313
201-50-58001-000	Transfer to General Fund	888,463	888,463					
	Disaster Preparedness Committee Expense	20,000	20,000					
FUND YEAR END BALANCES		347,312	331,925	0	0	0	15,387	0

**CAPITAL IMPROVEMENT
PROGRAM**

PROJECT DESCRIPTIONS

FY 2010-2011

CIP PROJECT DESCRIPTIONS

TOWN PROJECTS

Project: PD/Admin Roof Replacement	
Description: The Town Center building roof is in need of replacement. It has been patched for several years and the roofer is having difficulty stopping the leaks. Mold has been caused in the PD portion that now requires remediation. The roof needs to be replaced before the remediation can be effective.	
Designer:	Staff
Schedule:	Design summer 2010 Construction summer 2010

Account	FY10-11
201	\$50,000
Total	\$50,000

STREET PROJECTS

Project: Street Patch, Seal and Overlay	
Description: This is an annual program to patch locations of failed pavement by dig-outs, crack seal and slurry seal for those streets with pavement conditions between PCI ratings of 70 and 75, and overlay streets with PCI ratings between 30 and 70, usually by cape seal (chip seal followed by microsurfacing). The ratings are based on bi-annual surveys conducted with grants from MTC. A new survey is currently underway to determine the streets to be included in the project.	
Designer:	Staff
Schedule:	Spring 2011

Account	FY10-11
201	\$172,310
202	\$173,860
203	\$93,830
220	\$60,000
Total	\$500,000

Project: Street Reconstruction	
Description: Reconstruct or dig-out/mill/resurface collector streets that have fallen below a PCI rating of 50 or are in need of reconstruction for other reasons. The ratings are based on bi-annual surveys conducted with grants from MTC. The 2009-10 allocation has been deferred to 2010-11 in order to perform additional preventative maintenance (slurry and cape seals).	

CIP PROJECT DESCRIPTIONS

Projects include the following streets already identified:

Park Lane from Camino al Lago to Elena Avenue
Polhemus Avenue from Alameda de las Pulgas to Euclid Avenue

Designer: Staff

Schedule: Design fall 2010
Construction spring/summer 2011

Account	FY10-11
201	\$900,000
Total	\$900,000

Project: Atherton Avenue STP Project Survey

Description: Atherton Avenue from Elena Avenue to El Camino Real will be included in an upcoming federal Surface Transportation Program (STP) funding cycle. The project needs to be surveyed in order to prepare plans and environmental documentation for Caltrans approval.

Designer: Staff/On-call survey consultant Mark Thomas & Associates

Schedule: Spring/summer 2010

Account	FY10-11
201	\$66,000
Total	\$66,000

ATHERTON CHANNEL PROJECTS

Project: Upper Atherton Channel Repair Phase 2 Design/Construction

Description: The Upper Atherton Channel Repair Project was divided into two phases as required by the US Fish & Wildlife Service. Once the monitoring shows that the red-legged frogs have taken to the new habitat created by Phase 1, the repairs for Phase 2 can be constructed. Phase 2 consists of bank stabilization in the reach between the new drop structure and the Walsh Road retaining wall, both built in Phase 1. Additional vortex weirs will be installed to slow the flow and create additional habitat pools for the frogs. This project will design Phase 2 in 2007-08, with permitting in 2008-09 and construction in 2009-10.

Designer: BKF & H.T. Harvey

Schedule: Design underway 2008-10
Construction summer 2010 to summer 2011

Account	FY10-11

CIP PROJECT DESCRIPTIONS

201	\$214,823
403	\$35,177
Total	\$250,000

Project: Upper Atherton Channel Repair Monitoring

Description: The Upper Atherton Channel Phase 2 project will be constructed in part in 2010. The permits require a five-year monitoring period for the red-legged frog population and the plants installed to create adequate frog habitat. H.T. Harvey will be retained to perform the annual survey and prepare the required reports to the permit agencies.

Consultant: H.T. Harvey

Schedule: Frog survey conducted May-June of each year from 2011 to 2016

Account	FY10-11
403	\$10,000
Total	\$10,000

DRAINAGE PROJECTS

Project: Drainage - Walsh/Belbrook (B1)

Description: This project is listed in the Nolte Townwide Drainage Study as a Priority 5, but has been elevated to a current priority, in part due to the fact that Priorities 1-4 cost more than the Town has available, and part due to the number of residents expressing their concern about this area. The project will construct a storm drain system of pipes and concrete swales to collect the runoff from the low points at the intersection and convey it to the Atherton Channel. Due to new permit requirements, the pipe system will be oversized to include detention storage similar to the storage systems required for new homes in Atherton. This will increase the system time of concentration and reduce the potential for flooding downstream in the Atherton Channel.

Designer: Wilsey Ham

Schedule: Design underway 2008-10
Construction spring 2011

Account	FY 10-11
201	\$80,000
Total	\$80,000

Project: Drainage - Mulberry (E4)

Description: This project is listed in the Nolte Townwide Drainage Study as a Priority 5, but has been elevated to a current priority, in part due to the fact that Priorities 1-4 cost more than the Town has available, and part due to the number of residents expressing their concern about this area. The project will construct a storm drain system of pipes to collect the runoff from the street and the property drain outlets and convey it to the

CIP PROJECT DESCRIPTIONS

existing ditch crossing Mulberry north of Atherton Avenue. Due to new permit requirements, the pipe system will be oversized to include detention storage similar to the storage systems required for new homes in Atherton. This will increase the system time of concentration and reduce the potential for flooding downstream in the San Mateo County system and Redwood Creek.

Designer: Wilsey Ham

Schedule: Design underway 2008-10
Construction spring 2011

Account	FY10-11
201	\$35,000
Total	\$35,000

Project: Drainage Projects -

Descriptions:

The following projects are being reviewed in concept for feasibility and estimating purposes. The Nolte Report estimate for all of these projects exceeds \$1 million. The current budget will allow for only one project or the final design of several projects with construction of the remainder budgeted in future years.

Elena/Faxon (T1) - The project will construct a storm drain system of pipes to collect the runoff from the street and the property drain outlets and convey it to the existing pipe system on Elena Avenue.

McBain/Alejandra/Brittany (W2) - The project will construct a storm drain system, in coordination with Menlo College, in an easement from McBain to Alejandra and into Brittany Meadows connecting to an existing discharge pipe to the Atherton Channel.

Heather (Z2) - The project will construct a storm drain system in Heather Drive connecting to an existing discharge pipe to the Atherton Channel.

Irving (AA2 & AA1) - The project will construct a storm drain system in Irving Avenue connecting to an existing discharge pipe to the Atherton Channel.

Due to new permit requirements, the pipe systems of these projects will be oversized to include detention storage similar to the storage systems required for new homes in Atherton. This will increase the system time of concentration and reduce the potential for flooding downstream in the Atherton Channel. This modification will increase the cost of the projects.

Designer: Wilsey Ham

Schedule: Concept Design underway 2008-10
Final Design/Construction spring 2011

CIP PROJECT DESCRIPTIONS

Account	FY 10-11
201	\$150,000
Total	\$150,000

TRAFFIC PROJECTS

Project: Hoover Crosswalk

Description: Residents of Victoria Park requested consideration of an in-roadway lighted crosswalk across Valparaiso Avenue at Hoover Street for better and safer access to downtown Menlo Park. The signalized crosswalk at El Camino Real is undesirable due to the small landing area and the continuous right-turning traffic. The Hoover location is more desirable as a route to downtown. A Highway Safety Improvement Program (HSIP) grant was applied for by the Town and awarded by Caltrans. Approval for the Menlo Park side of the crosswalk is underway.

Designer: Kimley-Horn

Schedule: Design summer 2010
Construction fall 2010

Account	FY 10-11
210	\$4,400
401 (HSIP Grant)	\$30,600
Total	\$35,000

Project: Energy Efficient Street Lights

Description: The Town's electrical bills for street lights are quite large. PG&E has a rebate program for installation of energy efficient lighting. Two types are available, Light Emitting Diode (LED) and Magnetic Induction Florescent (MIF). The light pattern, energy savings and warranty of MIF are superior to LED. PG&E will revise the Town's tariff to lower the electricity and maintenance charges, resulting in saving the cost of the installation in 10 years or less.

Designer: Staff

Schedule: Design 2010
Construction spring 2011

Account	FY10-11
201	\$124,000
401 (PG&E)	\$16,000
Total	\$140,000

CIP PROJECT DESCRIPTIONS

Project: Street Light Pole Replacement

Description: Several Town-owned street light poles have been determined to be corroded at the base, weakening the pole. A survey of poles will be conducted and this project will be the first phase of replacing those determined to be failing. If needed, additional budget will be requested in future years for additional replacements.

Designer: Staff

Schedule: Design 2010
Construction spring 2011

Account	FY10-11
201	\$50,000
Total	\$50,000

PARK PROJECTS

Project: Park - South Meadow Irrigation and Rehabilitation

Description: This project will provide an upgraded irrigation system for the South Meadow. The current system does not have an adequate layout to provide efficient coverage of the field. Modern high efficiency heads will be used that provide more uniform watering, as well as better field safety. The project will also rehabilitate the turf and reseed the grass to provide a better play surface. The project will be performed during low field use periods between AYSO use and Little League.

Designer: Jensen & Associates

Schedule: Design winter/spring 2008
Construction winter 2009-10

Account	FY10-11
201	\$60,000
Total	\$60,000

Project: Park – Corporation Yard

Description: Realign the Park Corporation Yard to enter and exit through the north gate and the area between the yard and the Carriage House, and behind the Carriage House, from the Corporation Yard grounds so it can be landscaped according to the Landscape Master Plan. A new driveway to the north gate will be constructed, the fence will be modified, and bins for storing materials will be constructed.

Designer: Staff

Schedule: Design 2009-10
Construction spring 2011

CIP PROJECT DESCRIPTIONS

Account	FY10-11
201	\$125,000
Total	\$125,000

Project: Park – Trash Enclosure	
Description: The trash dumpsters in the Park are currently located in the Carriage House Courtyard between the Carriage House and the Corporation Yard. The intent of the Corporation Yard project and this project is to clear that area to allow for the proposed upgraded landscaping project. In addition, per NPDES regulations, trash dumpsters should be housed in a covered structure with an interior drain connected to the sanitary sewer. This project will construct a trash enclosure next to the catering area of the Pavilion, making it more convenient for eventusers.	
Designer:	Staff
Schedule:	Design 2010-11 Construction spring 2011

Account	FY10-11
201	\$60,000
Total	\$60,000

Project: Park – Storage at Main House	
Description: Currently event storage and event furniture storage are housed in temporary rented storage next to the Pavilion. In order to remove the temporary storage, a storage area is proposed next to the Main House at the lower level with a door facing the Pavilion. The roof of the storage will become a deck off the second level, increasing the usability of the Main House rental space.	
Designer:	Staff
Schedule:	Design 2010-11 Construction spring 2011

Account	FY10-11
201	\$100,000
Total	\$100,000

Project: Park – Topographic Survey	
Description: The last survey of the park was prepared on hand drafted plan sheets in 1993. Since that time, considerable improvements have been made to the park, and more	

CIP PROJECT DESCRIPTIONS

improvements are planned. In order to better plan and design future improvements, the Park needs to be resurveyed in CADD. Future improvements can then be added to the CADD files to maintain the Park configuration into the future.

Designer: On-Call Surveyor Mark Thomas & Associates

Schedule: Design 2010-11

Account	FY10-11
201	\$125,000
Total	\$125,000

		Equipment Replacement Fund		
		Fund 610		
				FY 2011
	Account No.	Quantity, brief description and		Requested
	& Title	justification of items requested		Appropriation
	Vehicle Expense	See supplemental Requests		-
	Office Equip	Phone System (budget carryover from FY 2010)		46,000
	Computer Software	Springbrook licensing (3 of 5)	24,330	
		Travel expenses for implementation and training of town staff budget carryover from FY 2010)	10,000	
		Springbrook approved addendum and contingency (budget carryover from FY 2010)	13,995	48,325
		Total		94,325

Town of Atherton	
Equipment Replacement Fund	
Budget 2010-2011	
	Supplemental Budget Request
<u>Description</u>	
Request #1 Police	
Replace one Ford Crown Victoria Patrol Car #6 (2FAFP71W57X115471) totaled by DUI	30,000
ABAG Reimbursed Town for value: \$3,392.63 in FY 2009-10	
Request #2 DPW	
Replace one 1986 GMC dump truck VID#16DJ6D1B0GV507807	75,000
Reason: Vehicle has reached far past the end of its useful life.	
Total	105,000

Town of Atherton						
Workers' Compensation Fund						
Budget 2010-2011						
					Increase	
			Adopted	Requested	(Decrease)	
		Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	Year Budget	Change
	Interest on Investments	4,929	1,500	1,500	(3,429)	-69.6%
	Charges for Services	169,527	156,920	37,112	(132,415)	-78.1%
	Total Revenues	174,457	158,420	38,612	(135,845)	-77.9%
	Worker's Comp Expense	19,770	26,360	142,147	122,377	619.0%
	Safety/Compliance Program Assessment	1,285	5,833	7,756	6,471	503.6%
	Other Contract Services	3,500				
	Total Expenditures	24,555	32,193	149,903	128,847	524.7%
	Net	149,901	126,227	(111,291)	(264,692)	-176.6%

		Worker's Compensation	
		Fund 614	
			FY 2011
	Account No.	Quantity, brief description and justification	Requested
	& Title	of items requested	Appropriations
	WC Assessment	Assessment by the Cities Group (JPA)	142,147
	Safety Program Assess	Assessment by the Cities Group (JPA)	7,756
			149,903

Town of Atherton						
General Liability Fund 615						
Budget 2010-2011						
					Increase	
		Adopted	Adjusted	Requested	(Decrease)	
		Budget	Budget	Budget	Over Prior	%
Account	Description	2009-10	2009-10	2010-11	Year Budget	Change
	Interest on Investments	500	500	700	200	40.0%
	Liability Insurance Charge	190,937	190,937	205,476	14,539	7.6%
	Employment Practice Liability Charge	36,000	36,000	37,800	1,800	5.0%
	Total Revenues	227,437	227,437	243,976	16,539	7.3%
	Liability Insurance Expense	90,937	140,937	105,476	(35,461)	-25.2%
	Employment Practice Liability	36,000	36,000	37,800	1,800	5.0%
	Total Expenditures	126,937	176,937	143,276	(33,661)	-19.0%
	Net	100,500	50,500	100,700	50,200	99.4%

		General Liability Fund	
		Fund 615	
			FY 2011
	Account No. & Title	Quantity, brief description and justification of items requested	Requested Appropriations
	Liability Insurance	Premium to ABAG	105,476
	Employment Practice	Premium to ABAG	37,800
		Total	143,276

Town of Atherton						
Employee Benefits Fund 616						
Budget 2010-2011						
					Increase	
		Adopted	Adjusted	Requested	(Decrease)	
		Budget	Budget	Budget	Over Prior	%
Account	Description	2009-10	2009-10	2010-11	Year Budget	Change
	Interest on Investments	3,000	3,000	3,000	-	0.0%
	GASB 45 Annual Required Contribution	678,828	813,149	855,869	42,720	6.3%
	EE Benefits Earned	71,228	71,228	72,423	1,195	1.7%
	Unemployment Benefits	48,880	48,880	48,846	(34)	-0.1%
	Total Revenues	801,936	936,257	980,138	43,881	4.7%
	Retiree Health-Care	178,826	178,826	200,651	21,825	12.2%
	Unemployment Insurance/Benefits Payout	46,800	46,800	48,846	2,046	4.4%
	Total Expenditures	225,626	225,626	249,497	23,871	10.6%
	Net	576,310	710,631	730,641	20,010	-5.9%

		Employee Benefits Fund	
		Fund 616	
			FY 2011
	Account No.	Quantity, brief description and justification	Requested
	& Title	of items requested	Appropriations
	Retiree Health-Care	Premium to CalPERS (pay-as-you-go)	200,651
	Unemp Insurance/Benefits Payout	Payments to Employment Development Dept	48,846
		Total	249,497

BUDGET GLOSSARY

Appropriation – An authorization made by the City Council which permits the Town to incur obligations and to make expenditures of resources.

Appropriation Limit – A restriction on the amount of revenue that can be appropriated in any fiscal year as imposed by Propositions 4 and 111. The Limit is based on actual appropriations during the 1978-79 fiscal year, and is increased each year using the growth of population and inflation.

Assessed Value - The value of property used as a basis for levying property taxes.

Budget - A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services, goals and objectives. The Town of Atherton uses a financial plan covering a fiscal year, with actual budget appropriations made annually.

Department Revenue - Selected fees, charges, rent or other income derived by a department from its own activities.

Designated Unreserved Fund Balance - Net financial resources of a governmental fund that are spendable or available for appropriation, but which have been earmarked by the City Council for some specific purpose.

Expense - As the authorization to spend is exercised, an appropriation becomes an "expense" or "expenditure", i.e., the amount expended.

Fiscal Year - The 12-month accounting period used by the Town, from July 1 through June 30th of the following calendar year.

Fund - A separate fiscal and accounting entity used by governments to segregate resources related to specific activities. The five fund types used by the Town are: General Fund, Special Revenue, Capital Projects, Internal Service Fund, and Agency Funds.

Fund Types:

The **General Fund** is the principal operating fund of a government and is typically used to account for most of a government's departments. As a rule, the general fund should be used to account for all of a government's activities unless there is a compelling legal or managerial reason to use some other fund type. Governments may report only a single general fund.

Special Revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

Capital Project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

Internal Service funds are enterprises that sell service internally to other Town entities, rather than to the general public.

Agency funds are used to account for accumulations of resources that will be used to pay expenses for others for which the Town acts as administrator and pay agent.

Fund Balances - The excess of the total assets of a fund over its total liabilities and reserves.

Governmental Funds - this includes the general, special revenue, debt service and capital projects fund. They are accounted for on a financial flow basis, measuring available spendable resources and changes in net current assets.

Interest - Income earned on the investment of available cash balances.

Inter-fund Transfers - The reallocation of money from one fund to another. The receiving fund must spend the transferred money in a way that complies with any restrictions placed on the money when it was originally received by the donor fund.

Liabilities - Amount of obligations a fund has to make on future payments, such as accounts payable, deferred revenues or amounts due other funds.

Operations - Departmental costs for employees, contract services, repairs and maintenance, internal services, supplies, equipment and other expenses. These expenses are generally predictable and consistent with the on-going service demands of the Town and the impact of inflation.

Non-Department - Expenses incurred at the fund level, which are not charged to an individual department.

Projects - Long-term investments in public facilities and infrastructure; also known as capital improvements. Amounts spent may vary widely from year to year.

Reserved Fund balance - The portion of fund balance that is not available for appropriation because it is legally restricted.

Revenue - Money received from taxes, licenses, permits, interest, fees for service, bonds or from other governments by the Town during the fiscal year.

Subventions – Revenues collected by the State or other level of government and allocated to the Town on a formula basis. The major subventions include motor vehicle in-lieu and gasoline taxes.

User Fees - Charges of a voluntary nature paid by persons receiving a service in exchange for the fee (such as park activities).

Working Capital – the excess of current assets over current liabilities.

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
RESCINDING RESOLUTION NO. 09-26**

WHEREAS, on August 19, 2009, the City Council adopted Resolution 09-26 authorizing the establishment of a General Fund reserve policy;

WHEREAS, the City Council desires to rescind the establishment of the reserve fund policy for the General Fund;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton does hereby rescind resolution 09-26.

* * * * *

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 , by the following vote:

<i>AYES:</i>	<i>Council Members:</i>
<i>NOES:</i>	<i>Council Members:</i>
<i>ABSENT:</i>	<i>Council Members:</i>
<i>ABSTAIN:</i>	<i>Council Members:</i>

Jerry Carlson, MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

Wynne Furth, City Attorney



Town of Atherton

Fund Balance Policy for the General Fund

Exhibit A

Purpose

To help the Town of Atherton provide quick response to weather economic uncertainty, unexpected situations such as natural disasters, provide sufficient cash flow to avoid the need for short-term borrowing. The policy establishes the appropriate level of reserves which the Town will strive to maintain in its General Fund balance; how the target fund balances will be funded; and the conditions under which fund balances can be used.

For purposes of this Policy, the definition of “reserves” is limited to the portion of fund balance that is *unreserved*. Unreserved is to mean not set aside for existing legal obligations of the Town.

1. Amounts Held in Reserve

The Town will strive to hold the amounts listed below in General Fund balance, expressed as a percentage of the Town’s annual operating expenditures of the General Fund. These amounts are expressed as goal ranges to recognize that fund balance levels can fluctuate from year to year due to the normal course of Town government operations.

- 15-20% - Budget Stabilization Reserve for economic uncertainty, possible State borrowing of Town’s fund, known or anticipated future obligations.
- 15-20% - Emergency Disaster Reserve for unforeseen events such as natural disasters, catastrophic accidents.
- 5-10% - Working Capital to provide sufficient cash flow.

2. Funding Target Fund Balance

Funding of General Fund balance targets will generally come from excess revenues over expenditures or one-time revenues. The reserves will be funded in the following priority order:

- Budget Stabilization
- Emergency Disaster

Budget/Fund Balance Policy Exhibit A 051910

- Working Capital
- Self-insurance Reserve
- GASB 45 unfunded post-employment benefits other than pensions (retiree health-care)
- Capital improvement projects

3. Conditions for Use of Reserves

The use of reserves shall be limited to unanticipated, non-recurring needs, or anticipated future obligations. Fund balances shall not be used for normal or recurring annual operating expenditures.

The City Manager is authorized to make recommendations to the City Council for use of reserves. A majority vote of the City Council will be required to use reserves. Any recommendation shall be accompanied by a proposal for the replenishment of the reserves to the City Council.

In no circumstances shall the total General Fund reserve balance drop below 15% of the Town's annual operating expenditures for the General Fund.