



AGENDA
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

**6:00 P.M. ROLL CALL Lewis, Dobbie, Marsala, McKeithen, Carlson
Awbrey, Carlson, Crittenden, Davey, Moore,
Timpson, Wright**

6:02 P.M. PUBLIC COMMENTS

6:10 P.M. REGULAR AGENDA

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

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

8:15 P.M. PUBLIC COMMENT

8:30 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)



TOWN OF ATHERTON

Budget Fiscal Year 2010-2011

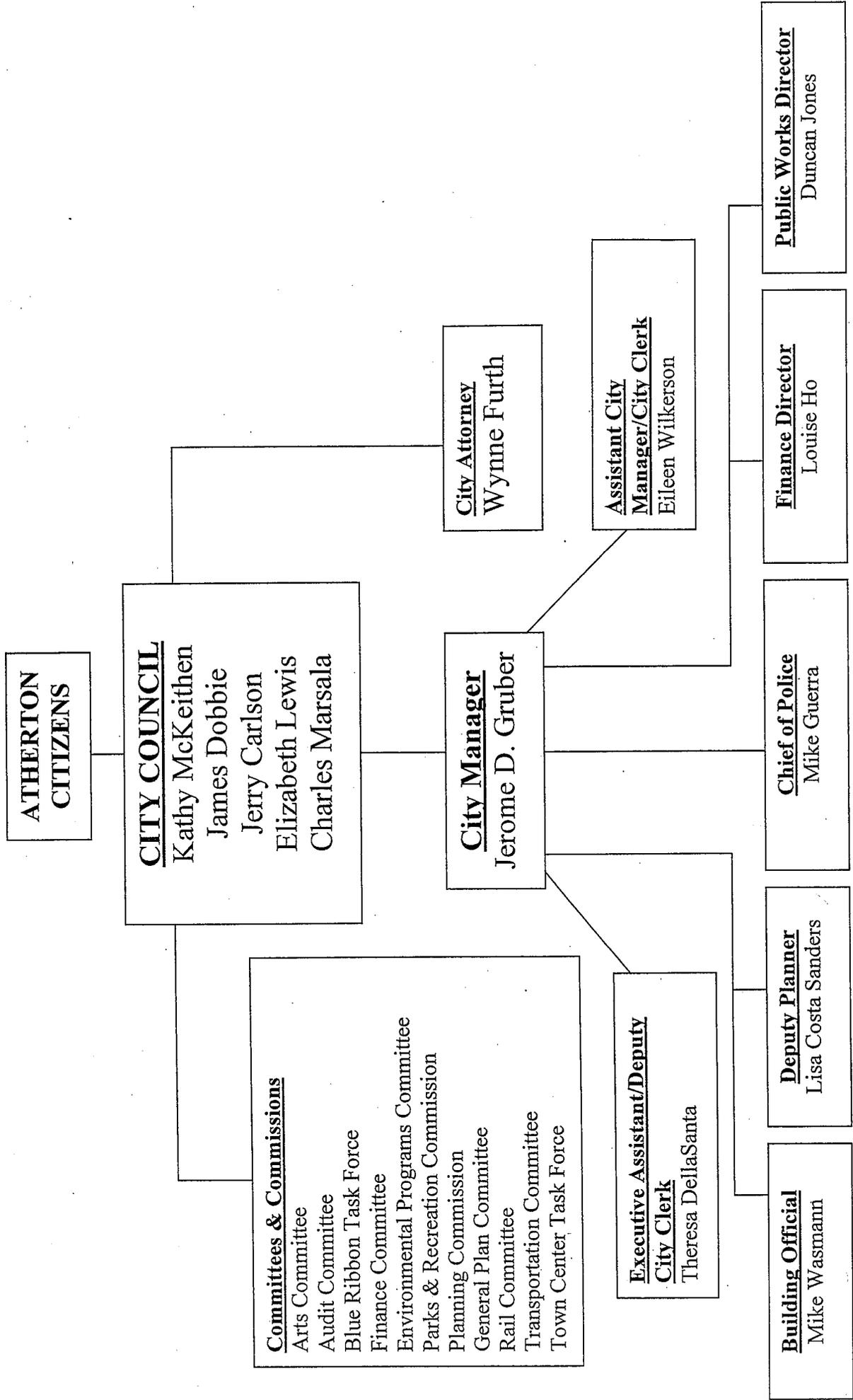
TOWN OF ATHERTON, CA
City Council
June 2010

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/City Clerk
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
2010-2011 Organizational Chart**



TOWN OF ATHERTON

AUTHORIZED POSITIONS BY DEPARTMENT

	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						
Grand Total	52.50	52.50	52.50	54.50	53.10	50.35	49.60



Town of Atherton							
General Fund 101							
Revenue Budget 2010-2011							
						Increase	
						(Decrease)	
						Over Prior	
						Year Budget	
						Change	
						%	
Acct #	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	%
	Secured Property Tax	4,187,323	4,453,344	4,540,000	4,740,000	4,799,250	1.3%
	SB813 Redemption (Suppl)	172,923	136,776	90,000	30,000	60,000	100.0%
	Excess ERAF	489,941	543,116	530,000	730,000	530,000	-27.4%
	Unsecured	249,861	276,459	250,000	298,475	250,000	-16.2%
	Property Transfer Tax	293,610	154,365	125,000	225,000	210,000	-6.7%
	Prop Tax in Lieu of VLF (motor vehicle)	603,156	623,670	625,000	606,503	600,000	-1.1%
	Total Property Taxes	5,996,813	6,187,730	6,160,000	6,629,978	6,449,250	-2.7%
	Sales & Use Tax General	130,061	91,563	90,000	30,000	65,000	116.7%
	In Lieu Sales Tax/Trip Flip	54,235	31,528	60,000	26,698	27,000	1.1%
	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	33.1%
	Franchise Taxes-PG&E	214,649	220,512	220,000	220,000	220,000	0.0%
	Franchise Tax-Cal Water	73,986	72,912	73,000	73,000	73,000	0.0%
	Franchise Tax-BFI	167,454	217,875	175,000	175,000	160,000	-8.6%
	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	-2.6%
	Homeowners Exemption	31,582	31,752	31,500	40,616	40,616	0.0%
	Motor Veh. Lic Fees (MVLF)	-	25,401	20,000	15,000	23,000	53.3%
	SB 90 (mandated cost) reimb.	5,571	-	-	-	-	0.0%
	Total Intergovernmental	37,153	57,153	51,500	55,616	63,616	14.4%
	Business Licenses	595,292	134,583	150,000	150,000	150,000	0.0%
	Bus Lic Refund -FY 06/07	-	(167,850)	-	35,000	-	-100.0%
	Bus Lic Refund -FY 07/08	-	(208,216)	-	40,000	-	-100.0%
	Bus Lic Refund -FY 08/09	-	(74,480)	-	-	-	0.0%
	Total Business License Tax	595,292	(315,962)	150,000	225,000	150,000	-33.3%
	Home Occupation Permit	10,270	1,950	2,500	500	500	0.0%
	Zoning & Planning Fees	38,600	69,912	75,000	75,000	200,000	166.7%
	Total Planning Revenue	48,870	71,862	77,500	75,500	200,500	165.6%
	Building Permit Fee	1,052,397	620,664	600,000	484,839	516,000	6.4%
	Landscape Fee	7,950	(5,000)	-	-	-	0.0%
	Plan Check Fee	404,377	394,227	320,000	292,000	284,000	-2.7%
	Grading & Drainage	-	-	88,500	58,000	48,000	-17.2%
	Total Building Revenue	1,464,724	1,009,891	1,008,500	834,839	848,000	1.6%
	Municipal & Vehicle Code Fines	12,914	10,779	11,000	2,069	4,000	93.3%
	Other Fines & Forfeiture (County)	6,252	31,629	8,525	17,456	20,000	14.6%
	DUI Enforcement	-	-	1,200	1,200	1,200	0.0%
	Alarm Sign Fees	930	900	600	600	600	0.0%
	Vehicle Release	1,660	2,400	1,000	1,000	1,000	0.0%
	Police Report	3,345	3,000	2,500	2,500	2,500	0.0%
	Affidavit of Cost	-	5,964	2,000	2,000	600	-70.0%
	Solicitor's Permit	-	-	400	400	400	0.0%
	Special Service Fee	4,369	2,477	525	525	250	-52.4%
	POST Reimb	8,097	13,846	8,000	8,000	8,500	6.3%
	CALNENA Reimb	-	-	3,000	3,000	-	-759.5%
	CLEARs Reimb	-	-	395	395	(395)	-26.3%
	DOJ Grant (vests)	-	-	1,500	1,500	(1,500)	-10.5%
	Donation K-9	-	-	14,286	14,286	(14,286)	0.0%
	React Task Force Reimb	106,571	55,819	-	-	-	0.0%
	Federal SRO Grant	64,174	-	-	-	-	0.0%
	Narcotics Task Forces	60,437	-	-	-	-	0.0%
	Total Police Revenue	268,749	126,814	54,931	54,931	39,050	-28.9%
	Encroachment	130,651	159,572	125,000	125,000	140,000	12.0%
	Highway Maint Reimbursement	-	-	-	35,700	35,700	0.0%

Town of Atherton								
General Fund 101								
Revenue Budget 2010-2011								
							Increase	
							(Decrease)	
							Over Prior	%
Acct #	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Year Budget	Change
	Total DPW Revenue	130,651	159,572	125,000	160,700	175,700	15,000	9.3%
	Social Fees	336,256	108,318	60,000	60,000	70,000	10,000	16.7%
	Meeting Fees	50,533	53,429	60,000	60,000	70,000	10,000	16.7%
	Class Fees	2,797	11,000	15,000	15,000	13,000	(2,000)	-13.3%
	Weddings		102,916	140,000	140,000	150,000	10,000	7.1%
	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%
	Other Licenses & Permit	1,091	1,448	500	-	500	500	100.0%
	Grant	97,871	18,880	-	500	-	(500)	-100.0%
	DOC Grant			5,000	5,000	5,000	-	0.0%
	ABAG Grant			10,000	10,000	10,000	-	0.0%
	Other Reimbursements	108,855	19,685	-	-	-	-	0.0%
	Interest Income	80,350	162,441	150,000	60,000	60,000	-	0.0%
	Cellular One	37,239	33,114	36,000	36,000	36,000	-	0.0%
	Post Office	51,762	51,762	51,768	31,768	25,000	(6,768)	-18.8%
	Property Rental - Playschool	74,448	71,371	77,580	77,580	77,580	-	0.0%
	Miscellaneous Income	45,648	61,290	10,000	10,000	10,000	-	0.0%
	Elections Processing Fee	-	2,000	-	-	-	-	0.0%
	Document/Research Fee	1,138	-	-	-	-	-	0.0%
	Photocopy Fee	3,540	7,847	6,000	6,000	5,000	(1,000)	-16.7%
	SMIP Fees	13,099	-	-	-	-	-	0.0%
	Donations/Contributions	3,985	12,176	-	-	-	-	0.0%
	Total Misc. Revenues	519,026	442,015	346,848	236,848	229,080	(7,768)	-3.3%
	Total Operating Revenues	10,274,473	8,836,603	9,035,679	9,226,510	9,156,696	(69,814)	-0.8%
	Expenditures							
	City Council Department	45,434	38,514	29,382	29,382	29,775	393	1.3%
	Administration Department	644,548	739,628	798,060	808,888	790,095	(18,793)	-2.3%
	City Attorney Department	604,016	450,924	423,000	423,000	343,000	(80,000)	-18.9%
	Finance Department*	397,315	437,868	534,584	618,145	610,941	(7,204)	-1.2%
	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	1,178,491	105,836	9.9%
	Non-Department	24,936	151,664	433,477	536,984	565,848	28,864	5.4%
	Police Department	4,920,505	4,861,497	5,085,310	5,287,694	4,981,122	(306,572)	-5.8%
	Public Works Department (adj)	1,977,735	1,970,904	1,799,426	1,928,423	1,851,135	(77,287)	-4.0%
	Total Operating Expenditures	10,423,366	9,993,727	10,316,542	10,901,428	10,544,387	(357,041)	-3.3%
	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)	(1,387,691)	743,532	-34.9%
	Other Financing Sources/(Uses)							
	Trsfr in/(out) Special Parcel Tax Fund		350,000	780,863	780,863	888,470	107,607	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	888,470	24,872	2.9%
	Use of Bldg Dept Operating Reserve	(1,805,144)			406,546	499,221	92,675	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	499,221	(542,099)	-52.1%
	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	5,662,735	(499,221)	-8.1%
	* Finance FY 2008 & FY 2009 showed without fund 612.				Bldg Reserve	499,014		
					GF Reserve	5,163,721		
						5,662,735		

Town of Atherton		
Projected Building Department Revenues & Expenditures		
FY 2010-11		
Revenues		848,000
Expenditures	1,178,491	
Cost Allocation Plan	168,730	1,347,221
Deficiency of Revenues over Expenditures		(499,221)
Projected Building Dept Operating Reserve, 6/30/10		998,235
Projected Building Dept Operating Reserve, 6/30/11		499,014

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
	Advertising/Publishing		435	2,000	2,000	3,000	1,000	50.0%
	Rent - Mach & Equip					3,600	3,600	100.0%
	Bus Meeting & Meals			1,100	1,100	2,600	1,500	136.4%
	Other Contract Services	14,661	9,400				-	0.0%
	Office Supplies	726	3,792	1,950	1,950	1,750	(200)	-10.3%
	Membership/Dues	18,340	16,304	8,407	8,407	8,400	(7)	-0.1%
	Utilities - Water			625	625	625	-	0.0%
	Conferences	10,480	6,969	5,000	5,000	5,000	-	0.0%
	Training & Workshops					1,500	1,500	100.0%
	Mileage Reimbursement			1,300	1,300	1,300	-	0.0%
	Boards & Commissions			2,000	2,000	2,000	-	0.0%
	Special Events & Awards	50	438	-	-	-	-	0.0%
	Office Equip & Furniture			7,000	7,000	-	(7,000)	-100.0%
	Administrative Services	381	381				-	0.0%
	Computer Services Charge	796	796				-	0.0%
	Total City Council	45,434	38,514	29,382	29,382	29,775	393	1.3%

	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	1,100	
	Food for Council and other meetings	1,300	
	High Speed Rail Meeting /Peninsula Cities Consortium - hosted	200	2,600
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		5,000
Training & Workshops	League Council Academy		1,500
Mileage Reimbursement	Reimburse for use of private vehicles for meeting		1,300
Commissions & Committ	Training related expenses for Council approved Commissions and Committees		2,000
Office Equip & Furniture			
	Total City Council Dept		29,775

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
	Computer Services	7,418	7,403				-	0.0%
	Total Operations	243,334	206,374	76,313	78,013	85,858	7,845	10.1%
	Total Admin Dept	644,548	739,628	798,060	808,888	790,095	(18,793)	-2.3%

		Administration		
		101-12		
				FY 2011
Account No. & Title	Quantity, brief description and justification of items requested			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 Contrib- ER	Employer contribution for employee pension			59,899
Pers Retire Contrib- 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 (50% funding)	28,381		67,333
Dental Insurance	Teamster Dental Plan premium			6,778
Vision Insurance	Vision Service Plan premium			719
Workers Compensation	Workers Comp charged to Department			2,240
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			704,237
Recruitment Costs	Fingerprints, job posting, oral panel working lunch			1,000
Labor Relations Svs	IEDA monthly retainer	12,000		
	SCERS (MOU 70 percentile calculation)	4,000		16,000
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 3 times a year \$3400/per for printing and graphics		10,200
	Postage	Athertonian mailing USPS BRM Permit #26		1,800
	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		600
	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	500	
		City Manager various meetings	1,200	1,930
	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	3,000	3,000
	Office Equip & Furn			-
		Total Operations		85,858
		Total Admin Dept		790,095

Salaries for Administration Department															
FY 2011															
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	Employer PERS	Employee PERS	Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Workers' 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	1,013	4,800	225,294
Assistant City Manager	D	159,551	159,551	21,010	11,169	2,313	-	1,716	182	192	821	312	1,010		198,276
Executive Assistant/Deputy City Clerk	B	73,251	74,167	9,766	5,192	1,075	14,410	1,716	182	192	557	114	108		107,480
Office Specialist	D	61,162	61,162	8,054	4,281	887	13,690	1,630	173	192	465	114	108		90,757
Total Admin Dept	FTE 4	453,964	454,880	59,899	31,842	6,596	49,769	6,778	719	768	2,663	854	2,240	4,800	621,807
Note:															
Salaries are projected at one step higher than the employee is currently.															

	Town of Atherton	
	Administration Department	
	Budget 2010-2011	
		Supplemental Budget Request
	<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

Town of Atherton								
City Attorney 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
	City Attorney - Retainer	101,500	150,032	132,000	132,000	132,000	-	0.0%
	City Attorney - Planning			48,000	48,000	28,000	(20,000)	-41.7%
	City Attorney - Building			27,500	27,500	12,000	(15,500)	-56.4%
	City Attorney - DPW Eng			15,000	15,000	15,000	-	0.0%
	City Attorney - Other Services			200,500	200,500	156,000	(44,500)	-22.2%
	Attorney - Other Legal	304,647	148,622				-	0.0%
	Labor Relations Service	3,081	14,800	-	-		-	0.0%
	Litigation Services	118,079	114,035				-	0.0%
	Other Contract Services	60,481	17,207				-	0.0%
	Liability Claims	10,000					-	0.0%
	Administrative Services	2,638	2,638				-	0.0%
	Computer Service Charge	3,590	3,590				-	0.0%
	Total City Attorney	604,016	450,924	423,000	423,000	343,000	(80,000)	-18.9%

	City Attorney Department	
	101-16	
		FY 2011
Account No. & Title	Quantity, brief description and justification of items requested	Requested Appropriations
City Attorney - Retainer	Monthly retainer to McDonough Holland & Allen	132,000
City Attorney - Planning	Development project review and legal support	28,000
City Attorney - Building	Development project review and legal support	12,000
City Attorney - DPW Eng	Legal support to DPW- Engineering Dept	15,000
City Attorney - Other Services	Additional services	156,000
	Total City Attorney Dept	343,000

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
	Regular Salaries	141,966	208,556	261,601	261,601	264,893	3,292	1.3%
	Part-Time Permanent Salaries	29,559	48,421	-	-	-	-	0.0%
	Temporary Help	23,924	21,937	-	-	-	-	#DIV/0!
	Overtime	89	-	-	5,000	-	(5,000)	-100.0%
	Medicare	4,032	3,388	3,793	3,793	3,841	48	1.3%
	Social Security Tax	1,484	986	-	-	-	-	0.0%
	PERS Retire Contrib- ER	48,962	42,248	34,278	34,278	34,881	604	1.8%
	PERS Retire Contrib- EE			18,312	18,312	18,542	230	1.3%
	Health Insurance	18,306	30,108	48,279	48,279	49,628	1,350	2.8%
	Retiree Health			34,434	44,995	27,573	(17,421)	-38.7%
	Dental Insurance	2,708	2,613	4,462	4,462	4,410	(51)	-1.2%
	Vision Insurance	331	433	674	674	839	165	24.5%
	Workers' Compensation	441	373	434	434	1,677	1,243	286.1%
	Life & ADD Insurance	539	387	406	406	384	(22)	-5.3%
	STD Insurance					499	499	100.0%
	LTD Insurance	3,130	2,143	1,621	1,621	1,646	25	1.5%
	Unemployment Insurance		7,650	2,616	2,616	2,649	33	1.3%
	EE Benefits Earned			2,616	2,616	2,649	33	1.3%
	Total Salaries & Benefits*	275,471	369,243	413,524	429,085	414,112	(14,973)	-3.5%
	Audit & Financial	74,301	58,308	42,057	42,057	58,239	16,182	38.5%
	Technical Services	19,372	24,608	24,584	24,584	18,911	(5,673)	-23.1%
	Repair Machinery & Equip			1,000	1,000	1,000	-	0.0%
	External Printing Service			3,000	3,000	2,500	(500)	-16.7%
	Training and Workshops	444		5,084	5,084	5,084	-	0.0%
	Other Contract Services	101,581	76,934	14,480	54,480	54,550	70	0.1%
	Business License Processing Fee				28,000	18,000	(10,000)	-35.7%
	Office Supplies	2,788	2,174	3,000	3,000	2,800	(200)	-6.7%
	Subscriptions	1,225	912	750	750	750	-	0.0%
	Misc. Computer Parts			500	500	500	-	0.0%
	Memberships & Dues	270	1,225	1,205	1,205	1,295	90	7.5%
	Postage	-	-	-	-	-	-	0.0%
	Utilities - Telephone	-	-	-	-	-	-	0.0%
	Conferences	229	339	1,300	1,300	1,600	300	23.1%
	Mileage Reimbursement			600	600	600	-	0.0%
	Banking Services			10,500	10,500	18,000	7,500	71.4%
	Computer Equipment		32	3,000	3,000	3,000	-	0.0%
	Office Machines & Furniture		660				-	0.0%
	Administrative Services	19,616	19,616				-	0.0%
	Trsfr to Equip Replace Fund			10,000	10,000	10,000	-	0.0%
	Total Operations	219,826	184,807	121,060	189,060	196,829	7,769	4.1%
	Total Finance Dept	495,297	554,050	534,584	618,145	610,941	(7,204)	-1.2%
		fund 612	fund 612					
	* FY 2008 & FY 2009, see other contract services for complete salaries and benefits costs.							

	Finance		
	101-18		
			FY 2011
Account No.	Quantity, brief description and justification		Requested
& Title	of items 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)	21,033	27,573
Dental Insurance	Teamster Dental Plan premium		4,410
Vision Insurance	Vision Service Plan premium		839
Workers Compensation	Workers Comp charged to Department		1,677
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		414,112
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. & Title	Quantity, brief description and justification of items requested		Requested Appropriations
Other Contract Services	Investment advisory service	12,000	
	Temp Help	40,000	
	State mandated cost (SB90) claiming service	2,550	54,550
Bus License Process Fee	Payment to MuniServices at \$20 per license issued		18,000
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	15,000	
	A/P and payroll check stock, deposit slips and bags	1,200	
	Armored car service	1,800	18,000
Computer Equipment	Replacement of old computers		3,000
Trsfr to Equip Replace Fd	For future financial system upgrade		10,000
	Total Operations		196,829
	Total Finance Dept		610,941

Salaries for Finance Department														
FY 2011														
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	Employer PERS	Employee PERS	Medicare	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	990	216,055
Accountant	B	65,833	69,125	9,102	4,839	1,002	17,281	1,716	326	192	525	108	438	104,655
Finance Assistant (.6)	D	39,434	39,434	5,193	2,760	572	10,678	978	186	115	300	65	250	60,530
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	1,677	381,240
Note:														
Salaries are projected at one step higher than the employee is currently.														

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
	Contract Planner	282,146	192,313	177,077	177,077	187,050	9,973	5.6%
	Zoning Code Update	80,417	17,239				-	0.0%
	General Plan Update		1,790	4,900	4,900	-	(4,900)	-100.0%
	Housing Element	912	68,327	7,350	7,350	-	(7,350)	-100.0%
	Historical Artifacts	7,090	2,400	-	-		-	0.0%
	Advertising/Noticing	448	1,392	2,000	2,000	2,000	-	0.0%
	Plan Review						-	0.0%
	Other Contract Services	12,016	965				-	0.0%
	Printing - External Service			2,500	2,500	2,500	-	0.0%
	Office Supplies		53	2,000	2,000	2,000	-	0.0%
	Postage	185					-	0.0%
	Utilities - Electricity			230	230	230	-	0.0%
	Utilities - Gas			150	150	150	-	0.0%
	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. & Title	Quantity, brief description and justification of items requested	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

Town of Atherton								
Building Department								
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
	Regular Salaries	472,102	555,490	597,738	614,229	623,437	9,208	1.5%
	Temporary Help	4,905			-		-	0.0%
	Overtime	-			-		-	0.0%
	Medicare	7,040	8,064	8,667	8,667	9,040	373	4.3%
	Social Security Tax	309			-		-	0.0%
	PER Retire Contrb- ER	96,765	112,325	78,322	78,322	82,094	3,773	4.8%
	PERS Retire Contrb- EE			41,842	41,842	43,641	1,799	4.3%
	Health Insurance	65,769	73,627	83,686	83,686	90,202	6,516	7.8%
	Retiree Healthcare			74,878	110,411	62,520	(47,891)	-43.4%
	Dental Insurance	7,171	7,739	11,497	11,497	11,669	172	1.5%
	Vision Insurance	1,211	1,294	1,413	1,413	1,627	214	15.1%
	Workers' Compensation	18,907	23,305	25,454	25,454	2,128	(23,326)	-91.6%
	Life & ADD Insurance	1,265	868	909	909	882	(27)	-3.0%
	STD Insurance					1,363	1,363	100.0%
	LTD Insurance	7,668	8,988	4,282	4,282	4,384	102	2.4%
	Unemployment Insurance			5,977	5,977	6,234	257	4.3%
	Uniforms			600	600	600	-	0.0%
	Auto Allowance	10,800	13,661	15,900	15,900	16,260	360	2.3%
	EE Benefits Earned			5,977	5,977	6,234	257	4.3%
	Total Salaries & Benefits	693,910	805,362	957,142	1,009,166	962,315	(46,851)	-4.6%
	Technical Service			8,000	8,000	9,250	1,250	15.6%
	Plan Reviewer	31,885		-	-		-	0.0%
	Vehicle Repair & Maint			600	600	600	-	0.0%
	Equip Repair & Maint	900	1,055	2,000	2,000	2,000	-	0.0%
	Custodial Services	2,359	2,188	-	-		-	0.0%
	Advertising/Publishing			-	-		-	0.0%
	Training & Workshop			5,640	5,640	6,500	860	0.0%
	Plan Review		41,139			-	-	0.0%
	Code Enforcement	67,080	37,288			-	-	0.0%
	Other Contract Services	538,463	3,365		3,584		(3,584)	-100.0%
	Environment Programs	19,581	17,732				-	0.0%
	Building Inspection		74,777				-	0.0%
	Environ Report Service			-	-		-	0.0%
	Office Supplies	12,484	5,180	6,000	6,000	4,100	(1,900)	-31.7%
	Subscriptions			905	905	3,100	2,195	242.5%
	Microfilms	4,543	5,665	7,500	7,500	9,750	2,250	30.0%
	Safety Supplies & Mats	1,759	5,550	5,785	5,785	5,485	(300)	-5.2%
	Computer Software	143		-	-		-	0.0%
	Oil & Gasoline			600	600	600	-	0.0%
	Recycling			-	-		-	0.0%
	Memberships & Dues	590	6,715	2,145	2,145	1,205	(940)	-43.8%
	Utilities - Electricity	1,013	774	1,380	1,380	1,380	-	0.0%
	Utilities - Gas			900	900	900	-	0.0%
	Utilities - Water		28	300	300	300	-	0.0%
	Communication	1,919	2,148	1,650	1,650	1,650	-	0.0%
	Conferences	177	490	2,000	2,000	2,000	-	0.0%
	Computer Equipment			2,500	2,500	2,000	(500)	-20.0%
	Office Equip & Furniture	501	436	2,000	2,000	2,000	-	0.0%
	Administrative Services	38,337	38,337				-	0.0%
	Trsfr to Computer Service	10,021	10,021				-	0.0%

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
	Trsfr to Equip Replace Fd			10,000	10,000	10,000	-	0.0%
	Trsfr to Facil Construct Fd					153,356	153,356	100.0%
	Total Operations	731,753	252,887	59,905	63,489	216,176	152,687	240.5%
	Total Building	1,425,663	1,058,249	1,017,047	1,072,655	1,178,491	105,836	9.9%

		Building Department		
		101-25		
Account No. & Title	Quantity, brief description and justification of items requested			FY 2011 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 Employer 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 (50% funding)	56,757		62,520
Dental Insurance	Teamster Dental Plan premium			11,669
Vision Insurance	Vision Service Plan premium			1,627
Workers Compensation	Workers Comp charged to Department			2,128
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			962,315
Technical Service	CRW annual maintenance fee			9,250
Vehicle Maint	Arborist pickup			600
Equipment Maint	Copier and micro film machine			2,000
Custodial Services	See DPW Building Maint Dept cost to be allocated			-
Training & Workshop	IAPMO Meetings	720		
	CALBIG Meetings	580		
	CALBO Safety Week	1,500		
	Various Seminars	1,750		
	Other Arborist Meetings/Training	200		
	CRW Training	1,750		6,500
Code Enforcement	See Non-Dept (cost allocation plan)			-
Environmental Prog	See Non-Dept for the cost			-

Building Department			
101-25			
Account No. & Title	Quantity, brief description and justification of items requested		FY 2011 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		9,750
Safety Supplies & Matl			
	Gas/Electric Tags	400	
	Flashlight/Tape Measures	200	
	GFCI Electrical Testers	60	
	Construction Signs	4,500	
	Arc Fault Tester for field inspector	325	5,485
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		1,380
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		2,000
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		216,176
	Total Building		1,178,491

Salaries for Building 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	Uniform	Auto Allow	Total
Building Official	D	149,450	149,450	19,680	0.13168	10,462	0.07	2,167	0.0145	18,733	1,716	326	192	821	210	378		3,600	207,735
Public Works Director (-1)	D	15,994	15,994	2,106		1,120		232		721	172	13	19	82	21	101		360	20,940
Senior Bldg Inspector	D	85,617	85,617	11,274		5,993		1,241		6,314	1,630	119	192	651	108	217	200	3,600	117,157
Building Inspector	D	81,540	81,540	10,737		5,708		1,182		17,797	1,630	310	192	620	108	206	200	3,600	123,831
Building Inspector	C	77,657	80,246	10,567		5,617		1,164		17,797	1,630	310	192	610	108	203	200	5,100	123,743
Arborist	D	81,540	81,540	10,737		5,708		1,182		6,314	1,630	119	192	620	108	206			108,357
Permit Technician	D	67,888	67,888	8,939		4,752		984		6,845	1,630	119	192	516	108	430			92,404
Office Specialist	D	61,162	61,162	8,054		4,281		887		15,682	1,630	310	192	465	108	387			93,159
Total Building	FTE 6.1	620,848	623,437	82,094		43,641		9,040		90,202	11,669	1,627	1,363	4,384	882	2,128	600	16,260	887,326
Note:																			
Salaries are projected at one step higher than the employee is currently.																			

Town of Atherton							
Non-Department							
Budget 2010-2011							
							Increase
							(Decrease)
		Actual	Adopted	Adjusted	Requested	Over Prior	%
Account	Description	2008-09	Budget	Budget	Budget	Year Budget	Change
		2008-09	2009-10	2009-10	2010-11		
	Retiree Health	113,002		-	-	-	0.0%
	Audit & Financial	26,428					0.0%
	Benefits Admin Fee				3,600	3,600	0.0%
	Code Enforcement Services		56,985	56,985	56,985	-	0.0%
	Other Contract Services	4,200		83,640	100,000	16,360	19.6%
	Environmental Programs Committee		29,900	29,900	29,900	-	0.0%
	IT Support		32,324	32,324	36,267	3,943	12.2%
	Misc Computer Parts & Supplies		7,300	17,167	9,060	(8,107)	-47.2%
	Other Supplies & Materials		4,000	4,000	4,000	-	0.0%
	Memberships & Dues		5,719	5,719	5,719	-	0.0%
	Liability Insurance		190,937	190,937	205,476	14,539	7.6%
	Property Insurance		5,139	5,139	5,543	404	7.9%
	Employment Practice Liability Insurance		36,000	36,000	37,800	1,800	5.0%
	Employee Assistance Program		3,510	3,510	4,010	500	14.2%
	Contribution - SSV		500	500	500	-	0.0%
	Contribution - HIP		2,500	2,500	2,500	-	0.0%
	Contribution - Sustainable San Mateo County		1,500	1,500	1,500	-	0.0%
	Postage		16,843	16,843	16,843	-	0.0%
	Utilities - Telephone	111	23,500	23,500	21,000	(2,500)	-10.6%
	Election Cost		13,000	15,500	16,000	500	3.2%
	Settlement Expense	7,923		7,500	-	(7,500)	-100.0%
	Post Office Expense		3,820	3,820	9,145	5,325	139.4%
	Total Non-Department	151,664	433,477	536,984	565,848	28,864	5.4%

Non-Department Budget			
101-30			
Account No. & Title	Quantity, brief description and justification of items requested		FY 2011 Requested Appropriations
Benefit Admin Fees	Admin fees for CalPERS medical coverage, flex benefits		3,600
Code Enforcement Svcs	for 8 hours/week inspection, 8 hrs/month phone calls		56,985
Other Contract Services	High Speed Rail (HSR) public relation services	60,000	100,000
	HSR other consultant services	40,000	
Environmental Prog Commit	For general committee work and outreach	750	29,900
	Task Force Business	1,500	
	Garbage/Recycling Outreach	2,000	
	Green Building Communication	3,500	
	Town Events	3,500	
	Home Efficiency/Conserv. Services	18,650	
IT Support	200 hours contact hours for City of Redwood City	27,687	36,267
	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	
Misc Computer Parts & Sup	Quantum tape library	3,060	9,060
	Symantec Anti-virus	500	
	Backup software support	1,200	
	SCSI cable or card	300	
	Parts for servers, spare hard drive, UPS battery	4,000	
Other Supplies & Matls	Other unexpected small items		4,000
Memberships and Dues	ABAG	1,908	5,719
	LAFCO	1,304	
	City/County Assoc of Government - San Mateo	2,507	
Liability Insurance	Annual premiums for general insurance pool	64,258	205,476
	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	
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	4,010
	Heathly Eating Active Living Cities Campaign for workforce - healthy living workshops \$250 each through Assist U	500	

Non-Department Budget			
		101-30	
Account No. & Title	Quantity, brief description and justification of items requested		FY 2011 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			565,848

	Town of Atherton		
	Non-Department		
	Budget 2010-2011		
		Supplemental Budget Request	
	<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)

Town of Atherton								
Police Department								
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	Year Budget	%
	Regular Salaries	2,195,057	2,124,670	2,026,451	2,205,367	2,067,162	(138,205)	-6.3%
	Part-time Permanent	73,611	82,603	-	-	-	-	0.0%
	Dispatcher Salaries	273,189	213,594	319,280	319,280	331,232	11,952	3.7%
	Reserve Salaries	43,760	50,320	39,872	39,872	33,792	(6,080)	-15.2%
	Temporary Help	85,895	59,225	82,673	82,673	37,090	(45,583)	-55.1%
	Overtime	153,021	179,478	161,000	161,000	161,000	-	0.0%
	Reimbursed Salaries	3,303	8,244	-	-	-	-	0.0%
	Medicare Tax	34,073	31,800	37,240	37,240	37,255	15	0.0%
	Social Security	6,395	7,330	1,490	1,490	1,109	(381)	-25.6%
	PERS Retire Contr - ER	821,065	880,099	718,922	718,922	722,516	3,595	0.5%
	PERS Retire Contr - EE	-	-	182,971	182,971	182,582	(389)	-0.2%
	Deferred Comp-ER Paid	5,958	6,362	6,386	6,386	6,625	239	3.7%
	Health Insurance	318,255	286,374	328,296	328,296	309,844	(18,452)	-5.6%
	Retiree Healthcare	-	-	359,631	401,099	275,965	(125,135)	-31.2%
	Dental Insurance	28,384	28,573	38,953	38,953	39,125	172	0.4%
	Vision Insurance	3,470	3,121	6,072	6,072	6,018	(54)	-0.9%
	Workers' Compensation	88,867	88,879	94,506	94,506	86,285	(8,221)	-8.7%
	Life & ADD Insurance	5,080	3,335	3,251	3,251	3,113	(138)	-4.2%
	STD Insurance	-	-	-	-	384	384	100.0%
	LTD Insurance	22,777	23,221	17,572	17,572	19,067	1,496	8.5%
	Unemployment Insurance	-	6,206	25,683	25,683	25,693	10	0.0%
	Uniforms	11,996	25,010	16,150	16,150	15,326	(824)	-5.1%
	Educational Reimbursement	1,775	800	2,000	2,000	2,000	-	0.0%
	EE Benefits Earned	-	-	48,915	48,915	49,968	1,053	2.2%
	Salary Savings	-	-	-	(18,000)	-	18,000	-100.0%
	Total Salaries & Benefits	4,175,932	4,109,244	4,517,313	4,719,697	4,413,151	(306,546)	-6.5%
	Technical Services	-	-	57,905	57,905	55,910	(1,995)	-3.4%
	Animal Control Services	-	-	50,951	50,951	47,542	(3,409)	-6.7%
	Equip Maint - Vehicles	43,133	39,234	35,000	35,000	35,000	-	0.0%
	Equip Maint - Other	3,373	7,401	4,000	4,000	4,000	-	0.0%
	Facility Repair & Maint	-	13	-	-	-	-	0.0%
	Custodial Services	7,378	6,621	-	-	-	-	0.0%
	Training & Workshops	-	-	6,300	6,300	6,300	-	0.0%
	SMC Booking Fees	645	215	4,139	4,139	4,139	-	0.0%
	Citation Processing	1,018	583	541	541	541	-	0.0%
	Other Contract Services	167,713	207,082	57,197	57,197	90,051	32,854	57.4%
	Recruitment Cost	-	-	5,000	5,000	5,000	-	0.0%
	Printing - External Service	-	-	2,000	2,000	2,000	-	0.0%
	Office Supplies	5,976	4,764	5,850	5,850	5,850	-	0.0%
	Subscriptions	590	417	746	746	746	-	0.0%
	Safety Supplies & Materials	106	2,528	6,000	6,000	6,000	-	0.0%
	POST Training	16,908	39,085	20,000	20,000	20,000	-	0.0%
	K-9 Expenses	8,242	11,150	22,269	22,269	22,269	-	0.0%
	Oil and Gasoline	57,317	47,600	61,800	61,800	61,800	-	0.0%
	Other Supplies & Matls	64,879	35,683	31,000	31,000	31,125	125	0.4%
	Memberships & Dues	1,480	1,845	2,101	2,101	2,221	120	5.7%
	Postage	-	30	-	-	-	-	0.0%
	Utilities - Electricity	22,923	28,279	21,000	21,000	21,000	-	0.0%
	Utilities - Gas	-	-	1,100	1,100	1,100	-	0.0%
	Utilities - Water	-	43	500	500	500	-	0.0%

Town of Atherton								
Police Department								
Budget 2010-2011								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Year Budget	Change
	Communication	40,385	47,271	40,622	40,622	34,622	(6,000)	-14.8%
	Conferences	1,882	350	5,815	5,815	1,495	(4,320)	-74.3%
	Mileage Reimbursement			300	300	300	-	0.0%
	Disaster/Emergency	1,817	2,078	2,800	2,800	2,800	-	0.0%
	Special Events & Awards	5,341	7,977			-	-	0.0%
	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%
	Misc. Capital Outlay	13,615	70,880	14,286	14,286		(14,286)	-100.0%
	Building Improvements	284	1,650		-		-	0.0%
	Mach & Equip	14,048	7,810	25,185	25,185	24,100	(1,085)	-4.3%
	Vehicles & Accessories	1,411	1,925		-		-	0.0%
	Computer Equip	4,525	17,696	4,500	4,500	3,000	(1,500)	-33.3%
	Office Equip & Furniture	7,222	447	700	700	-	(700)	-100.0%
	Administrative Services	44,694	44,694		-		-	0.0%
	Computer Svs Charge	66,192	66,192	69,800	69,800	69,800	-	0.0%
	Trsfr to Equip Replace Fd	104,049	31,000		-		-	0.0%
	Total Operations	744,573	752,253	567,997	567,997	567,970	(26)	0.0%
	Settlement Expense				230,000		(230,000)	-100.0%
	Total Police	4,920,505	4,861,497	5,085,310	5,517,694	4,981,122	(536,572)	-9.7%

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.		161,000
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 (50% funding)	133,739 142,225	275,965
Dental Insurance	Teamster Dental Plan premium		39,125
Vision Insurance	Vision Service Plan premium		6,018
Workers' Compensation	Workers Comp charged to Department		86,285
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		4,413,151
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	

Police Department			
	101-40		
Account No. & Title	Quantity, brief description and Justification of items requested		FY 2011 Requested Appropriations
	Voice Print Maint. Fee (Comm Center Telephone/Radio Recording)	2,113	
	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	2,800	
	Food for POST annual dept training and other trainings	1,500	6,300
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	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.		5,000
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

Police Department			
	101-40		
Account No. & Title	Quantity, brief description and Justification of items requested		FY 2011 Requested Appropriations
Safety Supplies & Mats	Replacement of individual protective vests (MOU 5-year partially off-set by DOJ grant), motorcycle leather gear, helmet, protective motorcycle gear, eye/ear range safety gear		6,000
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 & Mats	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	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		21,000
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		

Police Department			
		101-40	
			FY 2011
Account No. & Title	Quantity, brief description and Justification of items requested		Requested Appropriations
	International Association of Chiefs	500	
	S.M. Gang Task Force (3)	420	1,495
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)	15,000	24,100
Computer Equipment	Old computers replacement		3,000
Office Equip & Furn			
Trsfr to Equip Replace Fd			69,800
	For future replacement of vehicles		
			567,970
	Total Operations		
			4,981,122
	Total Police		

Salaries for Police Department																Total								
Job Class	Step @ 6/30/10	2011 Salary	Post Incnt	Detective Incnt	K-9 Incnt	Mtr Cycle Incnt	IT Incentive	Bilingual Pay	Total Salary	Uniform Allow	PERS Salary	Employer PERS	Employee PERS	Town Pd Def. comp	Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Workers Comp	Total	
Police			0.025	0.05	0.05	0.05	0.05	0.05				0.32232	0.07	0.02	0.0145									
Chief of Police	B	146,719							154,055	675	154,730	49,873	13,926		2,234	18,733	1,716	326	192	821	309	6,201	249,060	
Lieutenant	B	136,078							123,427	675	124,102	40,000	11,169		1,790	18,733	1,716	326	192	821	309	4,968	204,126	
Sergeant (64 hrs)	C-5%	110,446							120,758	675	121,433	39,140	8,500		1,751	15,553	1,544	294		821	108	4,861	194,005	
Sergeant (64 hrs)	D+5%	115,967	5,729						121,696	675	122,371	39,443	8,566		1,765	11,963	1,544	294		821	108	4,898	191,644	
Sergeant (60 hrs)	A+5%-5%+5%	95,406	4,909				4,909		115,318	675	115,993	37,387	8,119		1,672	16,860	1,544	294		821	108	4,642	187,440	
Sergeant (64 hrs)	B+5%	105,186	5,259						114,389	675	115,064	37,088	8,055		1,688	5,882	1,544	113		821	108	4,604	175,038	
Sergeant (64 hrs)	D+5%	115,967	5,798						121,766	675	122,441	39,465	8,571		1,788	14,957	1,544	294		821	108	4,901	194,767	
Officer (64 hrs)	D+5%	90,408	4,520						102,048	675	102,723	33,110	7,191		1,480	15,553	1,544	294		821	108	4,107	166,931	
Officer (64 hrs)	D	94,929	2,373						99,449	675	100,124	32,272	7,009		1,442	16,860	1,544	294		821	108	4,003	164,477	
Officer (64 hrs)	D	94,929	2,373						97,302	675	97,977	31,580	6,856		1,376	5,982	1,544	113		821	108	3,821	146,877	
Officer (64 hrs)	D	94,929	2,373						94,929	675	95,604	30,815	6,682		1,376	16,860	1,544	294		821	108	3,916	161,370	
Officer (64 hrs)	D+5%	94,929	4,520						94,929	675	95,604	30,815	6,682		1,376	5,714	1,544	113		821	108	3,821	157,937	
Officer (84 hrs)	D+2.5%+5%	90,408	4,520						99,449	675	100,124	32,272	7,009		1,442	15,553	1,544	294		821	108	4,003	146,609	
Officer (84 hrs)	A	82,003	4,746						84,053	675	84,728	27,310	5,951		1,219	6,485	1,544	113		821	108	3,983	131,642	
Officer (64 hrs)	D+5%	94,929	4,746						104,422	675	105,097	33,875	7,357		1,514	9,387	1,544	294		821	108	4,203	184,178	
Officer (64 hrs)	D+5%	94,929	4,746						99,675	675	100,350	32,345	7,025		1,445	16,860	1,544	294		821	108	4,012	164,804	
Officer (64 hrs)	D+5%	94,929	4,746						88,256	675	88,931	28,664	6,225		1,280	5,714	1,544	113		821	108	3,552	136,803	
Officer																								
Officer																								
Total Sworn	FTE 19	1,934,121	55,894	9,430	9,493	4,520	4,909	2,400	2,030,524	12,826	2,043,350	658,613	148,611		29,443	250,039	29,687	4,613	384	15,445	2,462	81,729	3,264,374	
Dispatch																								
Com Supervisor	D	99,289							99,289	475	99,764	13,137	6,983		1,886	1,440	1,544	294		821	108	629	143,566	
Dispatcher	D	77,314							77,314	475	77,789	10,243	5,445		1,546	1,121	7,203	1,544	164		588	108	469	106,244
Dispatcher	D	77,314							77,314	475	77,789	10,243	5,445		1,546	1,121	7,203	1,544	164		588	108	469	106,244
Dispatcher	D	77,314							77,314	475	77,789	10,243	5,445		1,546	1,121	7,203	1,544	164		588	108	469	106,244
Dispatcher	D	77,314							77,314	475	77,789	10,243	5,445		1,546	1,121	7,203	1,544	164		588	108	469	106,244
Total Dispatch	FTE 4	331,232							331,232	1,900	333,132	43,867	23,319		6,625	4,803	43,233	6,178	785		2,584	434	2,097	487,056
Admin - Civilian																								
CSO/Dispatcher	D	66,877							66,877		66,877	8,806	4,681		970	9,367	1,544	294		508	108	423	93,579	
Executive Assistant**	D	68,762							68,762		68,762	9,186	4,883		1,012	7,205	1,716	326		530	108	442	95,171	
Total Admin Civilian	FTE 2	66,877							136,639		136,639	17,993	9,565		1,981	16,572	3,260	620		1,038	217	865	188,750	
Less: Salaries Charged to COPS Grant									(100,000)		(100,000)													
Police Lieutenant	D								(100,000)		(100,000)												(100,000)	
Total All Classes	FTE 25	2,332,229	55,894	9,430	9,493	4,520	4,909	2,400	2,358,394	14,726	2,413,120	720,472	181,495		6,625	35,227	39,844	6,018	384	19,067	3,113	84,650	3,820,180	
Note:																								
Salaries are projected at one step higher than the employee is currently.																								
** 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		33	5,604
Part-Time Temp Dispatcher	144	35.94	5,175				75		33	5,283
Part-Time Temp Dispatcher	72	35.94	2,588				38		16	2,642
Part-Time Temp Dispatcher	288	35.94	10,351	1,363	725		150		66	12,654
Part-Time Temp Dispatcher	12	35.94	431			27	6		3	467
Part-Time Temp Dispatcher	48	35.94	1,725			-	25		11	1,761
Part-Time Temp Dispatcher	36	35.94	1,294			-	19		8	1,321
Part-Time Temp Dispatcher	144	35.94	5,175				75		33	5,283
Part-Time Temp Dispatcher	144	35.94	5,175	681	362		75		33	6,327
	1,032		37,090	2,044	1,087	348	538		235	41,342
Reserve Officer	192	32	6,144			381	89	150	247	7,011
Reserve Officer	288	32	9,216				134	150	371	9,871
Reserve Officer	192	32	6,144				89	150	247	6,630
Reserve Officer	192	32	6,144				89	150	247	6,630
Reserve Officer (2)	192	32	6,144			381	89		247	6,861
	1,056		33,792	-	-	762	490	600	1,360	37,004
Total Temp Help Salaries			70,882	2,044	1,087	1,109	1,028	600	1,595	78,346

Town of Atherton	
Police Department	
Budget 2010-2011	
	Supplemental Budget Request
<u>Description</u>	
Request #1	
New Copier	15,000
Total Cost to General Fund	15,000
Request #3	
Replace one Ford Crown Victoria Patrol Car #6 (2FAFP71W57X115471) totalled by DUI	30,000
ABAG Reimbursed Town for value: \$3000 in FY 2009-10	
Total Cost to Equipment Replacement Fund	30,000

**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)	
							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	9,424	5,986	174.1%
	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	94,870	(69,876)	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	18,111	(17,661)	-49.4%
	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	1,313,920	(85,417)	-6.1%
	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	5,500	1,600	41.0%
	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	17,500	(8,000)	-31.4%
	Catering Services	5,394	-	500	500	-	(500)	100.0%
	Custodial Services	5,217	9,644	11,000	11,000	15,000	4,000	36.4%
	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	-	-	35,000	35,000	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	27,500	(10,000)	-26.7%
	Advertising/Publishing	22,354	29,012	23,000	23,000	12,000	(11,000)	-47.8%
	Training & Workshops	-	90	4,500	4,500	4,000	(500)	-11.1%
	Inspection & Testing	-	1,057	6,000	6,000	6,500	500	8.3%
	Other Contract Services	210,711	87,587	9,500	9,500	13,500	4,000	42.1%
	Disaster Preparedness	-	-	8,500	8,500	5,500	(3,000)	100.0%
	Technical Services	-	-	6,000	6,000	6,000	-	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**

				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
	Safety Supplies & Mats	2,729	3,113	2,850	2,850	2,850	-	0.0%
	Computer Software	623	7,943	8,200	8,200	8,200	-	0.0%
	Computer Supplies	476	389	1,100	1,100	1,100	-	0.0%
	Custodial Supplies	11,196	10,086	11,500	11,500	10,500	(1,000)	-8.7%
	Landscape Supplies	16,335	10,505	8,250	8,250	8,250	-	0.0%
	Construction Mats	18,106	17,920	21,000	21,000	23,500	2,500	11.9%
	Minor Tools & Equip	1,640	1,421	2,350	2,350	2,350	-	0.0%
	Gas & Oil	18,114	14,338	12,250	12,250	13,000	750	6.1%
	Other Supplies & Mats	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	67,190	(650)	-1.0%
	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%
	Communication	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	21,500	(1,000)	-4.4%
	Building Improvements	15,965	1,732	-	-	-	-	0.0%
	Machinery & Equipment	5,264	21,679	10,000	10,000	11,500	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	537,215	8,130	1.5%
	Total DPW	1,977,735	1,970,904	1,799,426	1,928,423	1,851,135	(77,287)	-4.0%

**Town of Atherton
Public Works Dept - Engineering 50
Budget 2010-2011**

Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Increase	
							Over Prior Year Budget	% Change
	Regular Salaries	239,345	290,479	295,213	295,213	281,613	(13,600)	-4.6%
	Part-Time Permanent	(1,104)		-	-	-	-	#DIV/0!
	Temporary Help	-	84	-	-	-	-	0.0%
	Overtime	-	534	-	-	2,236	2,236	100.0%
	Standby Pay	-	1,039	1,475	1,475	1,475	-	0.0%
	Medicare Insurance	3,539	3,732	4,281	4,281	4,083	(197)	-4.6%
	Social Security	-	-	-	-	-	-	0.0%
	PERS Retire Contr - ER	48,359	58,755	38,682	38,682	37,083	(1,599)	-4.1%
	PERS Retire Contr - EE	-	-	20,665	20,665	19,713	(952)	-4.6%
	Health Insurance	26,382	28,443	22,297	22,297	35,266	12,969	58.2%
	Retiree Healthcare	-	-	46,091	54,232	35,387	(18,844)	-34.7%
	Dental Insurance	2,809	4,070	5,277	5,277	5,105	(172)	-3.3%
	Vision Insurance	375	462	466	466	611	146	31.3%
	Workers Compensation	391	3,257	3,607	3,607	2,909	(698)	-19.3%
	Life & ADD Insurance	724	496	437	437	392	(44)	-10.1%
	STD Insurance	-	-	-	-	595	595	100.0%
	LTD Insurance	3,392	4,468	1,994	1,994	1,930	(64)	-3.2%
	Unemployment Insurance	-	-	2,952	2,952	2,816	(136)	-4.6%
	Uniforms	146	-	-	-	-	-	0.0%
	Auto Allowance	3,462	2,326	2,160	2,160	1,800	(360)	-16.7%
	EE Benefits Earned	-	-	2,952	2,952	2,816	(136)	-4.6%
	Salary Allocated to CIP	(250,000)	(250,000)	(214,060)	(214,060)	(200,329)	13,731	-6.4%
	Salary Savings	-	-	(64,140)	-	-	-	0.0%
	Total Salaries & Benefits	77,821	148,145	170,347	242,628	235,503	(7,125)	-2.9%
	Contract Engineering	107,737	155,328	3,000	3,000	12,000	9,000	300.0%
	Contract Plan Reviewer	-	-	-	-	-	-	0.0%
	Vehicle Repair & Maint	-	274	400	400	1,000	600	150.0%
	Equipment Repair & Maint	-	800	100	100	1,000	900	900.0%
	Building Security	-	-	-	-	-	-	0.0%
	Facility Repair & Maint	-	-	-	-	-	-	0.0%
	Catering Services	2,534	-	-	-	-	-	0.0%
	Custodial Services	-	2,591	-	-	-	-	0.0%
	HVAC Repair & Maint	-	-	-	-	-	-	0.0%
	Electrical Repair & Maint	-	-	-	-	-	-	0.0%
	Roof Repair & Maint	-	-	-	-	-	-	0.0%
	Tree Maintenance	-	-	-	-	-	-	0.0%
	Pesticides & Fertilizer	-	-	-	-	-	-	0.0%
	Street Sweeping	-	-	-	-	-	-	0.0%
	Contract Lndscp Maint.	-	-	-	-	-	-	0.0%
	Traffic Signal Repair & Maint	-	-	-	-	-	-	0.0%
	Street Light Repair & Maint	-	-	-	-	-	-	0.0%
	Advertising/Publishing	3,960	13,446	5,000	5,000	4,000	(1,000)	-20.0%
	Training & Workshops	-	-	2,000	2,000	2,000	-	0.0%
	Inspection & Testing	-	619	-	-	-	-	0.0%
	Other Contract Services	110,115	25,508	2,000	2,000	1,000	(1,000)	-50.0%
	Disaster Preparedness	-	-	-	-	-	-	0.0%
	Technical Services	-	-	6,000	6,000	6,000	-	100.0%
	Office Supplies	3,666	2,635	3,000	3,000	2,500	(500)	-16.7%

**Town of Atherton
Public Works Dept - Engineering 50
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
	Safety Supplies & Mats	755	750	1,000	1,000	1,000	-	0.0%
	Computer Software	623	6,886	6,000	6,000	6,000	-	0.0%
	Computer Supplies	476	389	500	500	500	-	0.0%
	Custodial Supplies	689	128	-	-	-	-	0.0%
	Landscape Supplies	-	-	-	-	-	-	0.0%
	Construction Mats	-	-	-	-	-	-	0.0%
	Minor Tools & Equip	-	-	250	250	250	-	0.0%
	Gas & Oil	2,032	967	750	750	2,500	1,750	233.3%
	Other Supplies & Mats	27	2,500	-	-	-	-	0.0%
	Membership/Dues	4,132	3,103	6,366	6,366	6,366	-	0.0%
	Postage	-	67	200	200	200	-	0.0%
	Utilities - Electricity	1,680	2,123	690	690	690	-	0.0%
	Utilities - Gas	-	-	450	450	200	(250)	100.0%
	Utilities - Water	-	12	150	150	500	350	100.0%
	Utilities - Sewer	-	-	-	-	-	-	0.0%
	Communication	3,297	3,741	1,550	1,550	1,500	(50)	-3.2%
	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%
	Machinery & Equipment	-	1,142	-	-	-	-	0.0%
	Computer Equipment	-	-	2,000	2,000	200	(1,800)	100.0%
	Office Machines & Furn	1,319	589	500	500	500	-	0.0%
	Administrative Services	19,446	19,446	-	-	-	-	0.0%
	Computer Services Charg	18,639	18,639	-	-	-	-	0.0%
	Equip Replace Charges	-	20,620	-	-	-	-	0.0%
	Total Operations	283,323	285,811	42,170	42,170	50,170	8,000	19.0%
	Total DPW Engineering	361,144	433,955	212,517	284,798	285,673	875	0.3%

		Public Works Dept - Engineering		
		101-50		
				FY 2011
Acct. No.	Title	Quantity, brief description and justification		Requested Appropriations
	Regular Salaries	Salaries for 3.2 positions based on the staffing matrix		281,613
	Overtime			2,236
	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 (50% funding)	23,200	35,387
	Dental Insurance	Teamster Dental Plan premium		5,105
	Vision Insurance	Vision service plan premium		611
	Workers Compensation	Worker's Compensation charged to Department		2,909
	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		235,503
	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)		2,000
	Other Contract Services	Pavement Management Survey - match for MTC grant		1,000
	Technical Services	GIS - consultant maintenance and upgrade		6,000
	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		250
	Gas & Oil	Inspector's Vehicle		2,500

		Public Works Dept - Engineering		
		101-50		
				FY 2011
Acct. No.	Title	Quantity, brief description and justification		Requested 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		50,170
		Total DPW - Engineering		285,673

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
101-59-3001	Regular Salaries	316,533	271,585	260,692	260,692	260,692	-	0.0%
3002	Part-Time Permanent			-	-	-	-	0.0%
3005	Temporary Help	8,263	15,698	10,165	10,165	10,165	-	0.0%
3006	Overtime	4,064	3,078	2,305	2,305	4,846	2,541	110.2%
3010	Standby Pay	7,105	9,130	9,145	9,145	9,145	-	0.0%
3020	Medicare Insurance	3,508	3,609	3,927	3,927	3,927	-	0.0%
3025	Social Security	221	975	630	630	630	-	0.0%
3030	PERS Retire Contr - ER	64,320	54,248	34,159	34,159	34,328	169	0.5%
3031	PERS Retire Contr - EE			18,248	18,248	18,248	-	0.0%
3042	Health Insurance	41,425	44,970	52,597	52,597	57,734	5,136	9.8%
3043	Retiree Healthcare			43,415	68,791	37,157	(31,633)	-46.0%
3044	Dental Insurance	4,814	4,674	5,912	5,912	5,912	-	0.0%
3045	Vision Insurance	780	729	873	873	1,036	163	18.7%
3050	Workers Compensation	18,660	15,451	14,556	14,556	6,840	(7,716)	-53.0%
3051	Life & ADD Insurance	767	453	445	445	421	(23)	-5.3%
	STD Insurance					691	691	100.0%
	LTD Insurance	5,074	4,338	1,891	1,891	1,891	-	0.0%
	Unemployment Insurance	-		2,709	2,709	2,709	-	0.0%
	Uniforms	4,401	4,266	3,450	3,450	3,450	-	0.0%
	Auto Allowance	-	319	360	360	360	-	0.0%
	EE Benefits Earned			2,607	2,607	2,607	-	0.0%
	Salary Allocated to CIP	-		-	-	-	-	0.0%
	Salary Savings			(18,098)	-	-	-	0.0%
	Total Salaries & Benefits	479,936	433,521	449,988	493,462	462,790	(30,672)	-6.2%
	Contract Engineering			-	-	-	-	0.0%
	Contract Plan Reviewer			-	-	-	-	0.0%
	Vehicle Repair & Maint	5,863	5,973	2,500	2,500	3,500	1,000	40.0%
	Equipment Repair & Maint		131	500	500	1,000	500	100.0%
	Building Security			-	-	-	-	0.0%
	Facility Repair & Maint		1,077	6,000	6,000	3,000	(3,000)	-50.0%
	Catering Services	2,860		-	-	-	-	0.0%
	Custodial Services		2,389	-	-	-	-	0.0%
	HVAC Repair & Maint			-	-	-	-	0.0%
	Electrical Repair & Maint			-	-	-	-	0.0%
	Roof Repair & Maint			-	-	-	-	0.0%
	Tree Maintenance	41,341	25,019	50,000	50,000	50,000	-	0.0%
	Pesticides & Fertilizer	980	-	5,000	5,000	5,000	-	0.0%
	Street Sweeping			21,000	21,000	21,000	-	0.0%
	Contract Lndscp Maint.	32,973	33,043	-	-	35,000	35,000	100.0%
	Traffic Signal Repair & Maint	14,617	12,440	20,000	20,000	15,000	(5,000)	-25.0%
	Street Light Repair & Maint			35,000	35,000	25,000	(10,000)	-28.6%
	Advertising/Publishing	3,560	-	-	-	-	-	0.0%
	Training & Workshops		90	1,500	1,500	1,000	(500)	-33.3%
	Inspection & Testing		75	500	500	1,000	500	100.0%
	Other Contract Services	52,226	45,936	5,000	5,000	10,000	5,000	100.0%
	Disaster Preparedness			-	-	3,000	3,000	100.0%
	Technical Services			-	-	-	-	0.0%
	Office Supplies	246	291	100	100	100	-	0.0%
	Safety Supplies & Matls	1,782	1,806	1,000	1,000	1,000	-	0.0%

Town of Atherton								
Public Works Dept - Street Maintenance 53								
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
	Computer Software		600	1,000	1,000	1,000	-	0.0%
	Computer Supplies			250	250	250	-	0.0%
	Custodial Supplies	1,007	616	-	-	-	-	0.0%
	Landscape Supplies	157	475	500	500	500	-	0.0%
	Construction Mats	11,986	12,880	15,000	15,000	15,000	-	0.0%
	Minor Tools & Equip	1,217	919	1,000	1,000	1,000	-	0.0%
	Gas & Oil	13,638	11,711	10,000	10,000	10,000	-	0.0%
	Other Supplies & Mats	27	-	-	-	-	-	0.0%
	Membership/Dues	4,400	145	258	258	403	145	56.2%
	Postage			-	-	-	-	0.0%
	Utilities - Electricity	64,666	62,739	52,000	52,000	52,000	-	0.0%
	Utilities - Gas			1,200	1,200	1,200	-	0.0%
	Utilities - Water		394	10,000	10,000	10,000	-	0.0%
	Utilities - Sewer						-	0.0%
	Communication	2,325	2,796	2,700	2,700	2,700	-	0.0%
	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	20,000	-	0.0%
	Building Improvements		268	-	-	-	-	0.0%
	Machinery & Equipment		20,537	3,000	3,000	5,000	2,000	66.7%
	Computer Equipment			2,000	2,000	2,000	-	0.0%
	Office Machines & Furn		321	500	500	500	-	0.0%
	Administrative Services			-	-	-	-	0.0%
	Computer Services Charg			-	-	-	-	0.0%
	Equip Replace Charges			17,361	17,361	17,361	-	0.0%
	Total Operations	270,076	256,790	286,869	286,869	315,514	28,645	10.0%
	Total DPW Street Maint	750,011	690,311	736,857	780,331	778,304	(2,027)	-0.3%

		Public Works Dept - Street Maintenance	
		101-53	
			FY 2011
Acct. No.	Title	Quantity, brief description and justification	Requested Appropriations
	Regular Salaries	Salaries for 3.6 positions based on the staffing matrix	260,692
	Temporary Help	Workers to assist with larger projects (see temp salaries schedule)	10,165
	Overtime	Overtime need	4,846
	Standby Pay	Per MOU	9,145
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	3,927
	Social Security	6.2% of salary	630
	PERS Retire Contrib - ER	Employer contribution for employee pension	34,328
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	18,248
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	57,734
	Retiree Healthcare	GASB 45 annual required contribution (50% funding)	37,157
	Dental Insurance	Teamster Dental Plan premium	5,912
	Vision Insurance	Vision service plan premium	1,036
	Workers Compensation	Worker's Compensation charged to Department	6,840
	Life & ADD Insurance	Vision service plan premium	421
	STD Insurance	Short-term disability premium to The Cities Group	691
	LTD Insurance	Long-term disability premium to The Cities Group	1,891
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	2,709
	Uniforms	Per MOU	3,450
	Auto Allowance	10% of City Engineer	360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	2,607
	Salary Savings		
		Total Salaries & Benefits	462,790
	Vehicle Repair & Maint	Fleet trucks (4), dump truck	3,500
	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	35,000
	Traffic Signal Repair & Maint	Signals (3) monthly maintenance and needed repairs - Republic ITS	15,000
	Street Light Repair & Maint	R/W and Town Center	25,000
	Training & Workshops	Training seminars and courses for staff: GIS; MSA, MSC, NPDES, ITS	1,000
	Inspection & Testing	Storm drains; pavement survey (MTC match)	1,000
	Other Contract Services	Sidewalk repairs - Precision Concrete (\$5000) Graffiti abatement - San Mateo County (\$5000)	10,000
	Disaster Preparedness	Portable Generators (2)	3,000

Public Works Dept - Street Maintenance			
101-53			
			FY 2011
Acct. No.	Title	Quantity, brief description and justification	Requested 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	1,000
	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.)	1,000
	Gas & Oil	For department fleet vehicles and equipment	10,000
	Other Supplies & Matls		-
	Membership/Dues	Professional memberships: MSA \$145, APWA \$113	403
	Utilities - Electricity	PG&E	52,000
	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	20,000
	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	315,514
		Total DPW - Street Maintenance	778,304

Town of Atherton								
Public Works Dept - Park Maintenance 57								
Budget 2010-2011								
							Increase	
							(Decrease)	
Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Over Prior Year Budget	% Change
	Regular Salaries	74,051	118,858	133,984	133,984	131,911	(2,073)	-1.5%
	Part-Time Permanent			-	-	-	-	0.0%
	Temporary Help	30,217	42,789	22,540	22,540	3,978	(18,562)	-82.4%
	Overtime	1,098	998	819	819	1,078	259	31.6%
	Standby Pay	1,954	2,166	2,950	2,950	2,950	-	0.0%
	Medicare Insurance	387	1,079	2,270	2,270	1,970	(299)	-13.2%
	Social Security	1,251	1,710	1,397	1,397	247	(1,151)	-82.4%
	PERS Retire Contr - ER	15,875	24,961	17,556	17,556	17,370	(186)	-1.1%
	PERS Retire Contr - EE			9,379	9,379	9,234	(145)	-1.5%
	Health Insurance	8,238	12,646	11,866	11,866	12,270	405	3.4%
	Retiree Healthcare			11,078	11,078	7,430	(3,647)	-32.9%
	Dental Insurance	1,204	1,734	2,308	2,308	2,308	-	0.0%
	Vision Insurance	120	219	218	218	228	10	4.5%
	Workers Compensation	5,523	7,775	8,009	8,009	3,271	(4,738)	-59.2%
	Life & ADD Insurance	181	186	182	182	172	(10)	-5.3%
	STD Insurance					269	269	100.0%
	LTD Insurance	1,198	1,922	1,018	1,018	938	(81)	-7.9%
	Unemployment Insurance	-		1,565	1,565	1,359	(206)	-13.2%
	Uniforms	1,917	1,701	813	813	813	-	0.0%
	Auto Allowance	-	319	360	360	360	-	0.0%
	EE Benefits Earned			1,340	1,340	1,319	(21)	-1.5%
	Salary Allocated to CIP	-	-	-	-	-	-	
	Salary Savings							
	Total Salaries & Benefits	143,213	219,065	229,652	229,652	199,475	(30,177)	-13.1%
	Contract Engineering			-	-	-	-	0.0%
	Contract Plan Reviewer			-	-	-	-	0.0%
	Vehicle Repair & Maint	125	258	500	500	500	-	0.0%
	Equipment Repair & Maint		358	2,500	2,500	2,500	-	0.0%
	Building Security			-	-	-	-	0.0%
	Facility Repair & Maint	12,584	1,574	2,500	2,500	2,500	-	0.0%
	Catering Services			-	-	-	-	0.0%
	Custodial Services			-	-	-	-	0.0%
	HVAC Repair & Maint			-	-	-	-	0.0%
	Electrical Repair & Maint			500	500	500	-	0.0%
	Roof Repair & Maint			-	-	-	-	0.0%
	Tree Maintenance	10,000	3,695	10,000	10,000	10,000	-	0.0%
	Pesticides & Fertilizer	10,735	10,690	10,000	10,000	10,000	-	0.0%
	Street Sweeping			-	-	-	-	0.0%
	Contract Lndscp Maint.	36,247	27,692	-	-	-	-	0.0%
	Traffic Signal Repair & Maint			-	-	-	-	0.0%
	Street Light Repair & Maint			2,500	2,500	2,500	-	0.0%
	Advertising/Publishing		1,392	-	-	-	-	0.0%
	Training & Workshops			500	500	500	-	0.0%
	Inspection & Testing		363	3,000	3,000	3,000	-	0.0%
	Other Contract Services	6,122	7,785	2,000	2,000	2,000	-	0.0%
	Disaster Preparedness			-	-	-	-	0.0%
	Technical Services			-	-	-	-	0.0%
	Office Supplies	277	61	100	100	100	-	0.0%

Town of Atherton								
Public Works Dept - Park Maintenance 57								
Budget 2010-2011								
							Increase	
							(Decrease)	
		Actual	Actual	Adopted	Adjusted	Requested	Over Prior	%
Account	Description	2007-08	2008-09	Budget	Budget	Budget	Year Budget	Change
		2007-08	2008-09	2009-10	2009-10	2010-11		
	Safety Supplies & Matls	192	387	750	750	750	-	0.0%
	Computer Software		458	1,200	1,200	1,200	-	0.0%
	Computer Supplies			100	100	100	-	0.0%
	Custodial Supplies	1,133	1,976	2,000	2,000	1,000	(1,000)	-50.0%
	Landscape Supplies	10,096	8,830	5,000	5,000	5,000	-	0.0%
	Construction Matls	3,381	2,819	2,500	2,500	5,000	2,500	100.0%
	Minor Tools & Equip	152	477	500	500	500	-	0.0%
	Gas & Oil	1,750	1,660	1,500	1,500	500	(1,000)	-66.7%
	Other Supplies & Matls	36	343	-	-	-	-	0.0%
	Membership/Dues			200	200	200	-	0.0%
	Postage			-	-	-	-	0.0%
	Utilities - Electricity	3,882	3,288	3,500	3,500	3,000	(500)	-14.3%
	Utilities - Gas						-	0.0%
	Utilities - Water						-	0.0%
	Utilities - Sewer						-	0.0%
	Communication	2,796		515	515	600	85	16.5%
	Conferences		824	100	100	100	-	0.0%
	Credit Card Merchant Fees						-	0.0%
	Rent - Facilities			-	-	-	-	0.0%
	Rent - Tools & Equipment		335	500	500	1,000	500	100.0%
	Building Improvements			-	-	-	-	0.0%
	Machinery & Equipment	702		1,000	1,000	500	(500)	-50.0%
	Computer Equipment			-	-	-	-	0.0%
	Office Machines & Furn			500	500	500	-	0.0%
	Administrative Services			-	-	-	-	0.0%
	Computer Services Charg			-	-	-	-	0.0%
	Equip Replace Charges			2,531	2,531	2,531	-	0.0%
	Total Operations	100,211	75,264	56,496	56,496	56,581	85	0.2%
	Total DPW Park Maintenance	243,424	294,329	286,148	286,148	256,056	(30,092)	-10.5%

		Public Works Dept - Park Maint		
		101-57		
				FY 2011
Acct. No.	Title	Quantity, brief description and justification		Requested Appropriations
	Regular Salaries	Salaries for 1.4 positions based on the staffing matrix		131,911
	Temporary Help	Workers to assist with larger projects and special needs (see temp salaries schedule)		3,978
	Overtime	Overtime need		1,078
	Standby Pay	PER MOU		2,950
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%		1,970
	Social Security	6.2% of salary		247
	PERS Retire Contrib - ER	Employer contribution for employee pension		17,370
	PERS Retire Contrib - EE	Employee contribution paid for by the employer		9,234
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		12,270
	Retiree Healthcare	Medical coverage for 1 retiree	3,470	
		GASB 45 annual required contribution (50% funding)	3,960	7,430
	Dental Insurance	Teamster Dental Plan premium		2,308
	Vision Insurance	Vision service plan premium		228
	Workers Compensation	Worker's Compensation charged to Department		3,271
	Life & ADD Insurance	Premium to the Cities Group		172
	STD Insurance	Short-term disability premium to The Cities Group		269
	LTD Insurance	Long-term disability premium to The Cities Group		938
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries		1,359
	Uniforms	Per MOU		813
	Auto Allowance	10% of City Engineer		360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		1,319
		Total Salaries & Benefits		199,475
	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		500
	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. No.	Title	Quantity, brief description and justification	Requested Appropriations
	Landscape Supplies	Replacement plant material for the park; fertilizers, mulch, tree stakes, etc.	5,000
	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	5,000
	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	56,581
		Total DPW - Park Maintenance	256,056

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
	Regular Salaries	109,688	117,579	116,262	116,262	116,262	-	0.0%
	Part-Time Permanent	6,227	966	-	-	-	-	0.0%
	Temporary Help	81,564	77,542	55,687	55,687	55,688	1	0.0%
	Overtime	84	488	314	314	421	107	34.1%
	Standby Pay	-	-	-	-	-	-	0.0%
	Medicare Insurance	1,611	1,805	2,493	2,493	2,493	0	0.0%
	Social Security	5,019	4,746	3,453	3,453	3,453	0	0.0%
	PERS Retire Contr - ER	23,910	23,974	15,234	15,234	15,309	76	0.5%
	PERS Retire Contr - EE	-	-	8,138	8,138	8,138	-	0.0%
	Health Insurance	18,388	20,142	20,730	20,730	21,147	416	2.0%
	Retiree Healthcare	-	-	17,404	30,646	14,895	(15,750)	-51.4%
	Dental Insurance	1,656	1,834	2,360	2,360	2,291	(69)	-2.9%
	Vision Insurance	292	320	300	300	313	14	4.5%
	Workers Compensation	6,064	5,997	4,837	4,837	2,810	(2,027)	-41.9%
	Life & ADD Insurance	513	256	171	171	203	32	18.6%
	STD Insurance	-	-	-	-	269	269	100.0%
	LTD Insurance	1,760	1,902	884	884	844	(39)	-4.5%
	Unemployment Insurance	-	-	1,719	1,719	1,719	0	0.0%
	Uniforms	1,164	1,103	813	813	813	-	0.0%
	Auto Allowance	-	319	360	360	360	-	0.0%
	EE Benefits Earned	-	-	1,163	1,163	1,163	-	0.0%
	Salary Allocated to CIP	-	-	-	-	-	-	-
	Salary Savings	-	-	-	-	-	-	-
	Total Salaries & Benefits	257,940	258,970	252,320	265,562	248,592	(16,971)	-6.4%
	Contract Engineering	-	-	-	-	-	-	0.0%
	Contract Plan Reviewer	-	-	-	-	-	-	0.0%
	Vehicle Repair & Maint	17	77	500	500	500	-	0.0%
	Equipment Repair & Maint	-	76	500	500	500	-	0.0%
	Building Security	-	-	-	-	-	-	0.0%
	Facility Repair & Maint	1,038	135	2,000	2,000	2,000	-	0.0%
	Catering Services	-	-	500	500	-	(500)	-100.0%
	Custodial Services	5,217	4,663	-	-	-	-	0.0%
	HVAC Repair & Maint	-	-	-	-	-	-	0.0%
	Electrical Repair & Maint	-	-	1,000	1,000	500	(500)	-50.0%
	Roof Repair & Maint	-	-	-	-	-	-	0.0%
	Tree Maintenance	-	-	-	-	-	-	0.0%
	Pesticides & Fertilizer	-	-	-	-	-	-	0.0%
	Street Sweeping	-	-	-	-	-	-	0.0%
	Contract Landscape Maint.	-	-	-	-	-	-	0.0%
	Traffic Signal Repair & Maint	-	-	-	-	-	-	0.0%
	Street Light Repair & Maint	-	-	-	-	-	-	0.0%
	Advertising/Publishing	14,834	13,246	18,000	18,000	8,000	(10,000)	-55.6%
	Training & Workshops	-	-	500	500	500	-	0.0%
	Inspection & Testing	-	-	-	-	-	-	0.0%
	Other Contract Services	4,222	815	-	-	-	-	0.0%
	Disaster Preparedness	-	-	-	-	-	-	0.0%
	Technical Services	-	-	-	-	-	-	0.0%
	Office Supplies	197	97	100	100	100	-	0.0%

Town of Atherton								
Public Works Dept - Park Programs 58								
Budget 2010-2011								
							Increase	
							(Decrease)	
Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Over Prior Year Budget	% Change
	Safety Supplies & Mats		170	-	-		-	0.0%
	Computer Software	-		-	-		-	0.0%
	Computer Supplies	-		250	250	250	-	0.0%
	Custodial Supplies	5,387	4,543	6,000	6,000	6,000	-	0.0%
	Landscape Supplies	5,598	1,120	2,500	2,500	2,500	-	0.0%
	Construction Mats	619	388	1,000	1,000	1,000	-	0.0%
	Minor Tools & Equip	271	25	500	500	500	-	0.0%
	Gas & Oil			-	-	-	-	0.0%
	Other Supplies & Mats	625	1,652	-	-	-	-	0.0%
	Membership/Dues			-	-	-	-	0.0%
	Postage			-	-	-	-	0.0%
	Utilities - Electricity	19,885	16,387	11,650	11,650	11,500	(150)	-1.3%
	Utilities - Gas			3,100	3,100	1,000	(2,100)	-67.7%
	Utilities - Water			2,850	2,850	2,000	(850)	-29.8%
	Utilities - Sewer			2,250	2,250	2,500	250	11.1%
	Communication	7,214	8,666	1,050	1,050	2,000	950	90.5%
	Conferences	393	421	-	-	-	-	0.0%
	Credit Card Merchant Fees		2,992	3,000	3,000	500	(2,500)	-83.3%
	Rent - Facilities	545	4,366	4,500	4,500	4,800	300	6.7%
	Rent - Tools & Equipment	2,897		2,000	2,000	500	(1,500)	-75.0%
	Building Improvements	15,965					-	0.0%
	Machinery & Equipment	2,333		-	-	-	-	0.0%
	Computer Equipment			-	-	-	-	0.0%
	Office Machines & Furn	14,687		500	500	500	-	0.0%
	Administrative Services			-	-	-	-	0.0%
	Computer Services Charge			-	-	-	-	0.0%
	Equip Replace Charges			-	-	-	-	0.0%
	Total Operations	101,945	59,841	64,250	64,250	47,650	(16,600)	-25.8%
	Total DPW Park Programs	359,885	318,811	316,570	329,812	296,242	(33,571)	-10.2%

		Public Works Dept - Park Programs	
		101-58	
			FY 2011
Acct. No.	Title	Quantity, brief description and justification	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	421
	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 (50% funding)	14,895
	Dental Insurance	Teamster Dental Plan premium	2,291
	Vision Insurance	Vision service plan premium	313
	Workers Compensation	Worker's Compensation charged to Department	2,810
	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	248,592
	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	500
	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.	6,000
	Landscape Supplies	Replacement plant material for the park event areas; fertilizers, mulch, tree stakes, etc.	2,500
	Construction Matis	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. No.	Title	Quantity, brief description and justification	Requested 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	47,650
		Total DPW - Park Programs	296,242

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) Over Prior Year Budget	% Change
	Regular Salaries	89,595	108,402	111,814	111,814	111,814	-	0.0%
	Temporary Help	12,451	1,028	-	-	-	-	0.0%
	Overtime	4,374	1,429	-	-	843	843	0.0%
	Standby Pay	5,272	1,965	1,180	1,180	1,180	-	0.0%
	Medicare Insurance	1,615	1,412	1,621	1,621	1,621	-	0.0%
	Social Security	772	64	-	-	-	-	0.0%
	PERS Retire Contr - ER	17,807	21,801	14,651	14,651	14,724	73	0.5%
	PERS Retire Contr - EE	-	-	7,827	7,827	7,827	-	0.0%
	Health Insurance	25,904	19,061	20,049	20,049	20,968	919	4.6%
	Dental Insurance	1,955	1,671	2,171	2,171	2,154	(17)	-0.8%
	Vision Insurance	507	340	335	335	364	29	8.6%
	Workers Compensation	5,443	4,757	4,763	4,763	2,281	(2,482)	-52.1%
	Life & ADD Insurance	338	199	176	176	167	(9)	-5.3%
	STD Insurance	-	-	-	-	250	250	100.0%
	LTD Insurance	1,405	1,744	850	850	772	(78)	-9.1%
	Unemployment Insurance	-	-	1,118	1,118	1,118	-	0.0%
	Uniforms	-	-	-	-	-	-	0.0%
	Auto Allowance	-	318	360	360	360	-	0.0%
	EE Benefits Earned	-	-	1,118	1,118	1,118	-	0.0%
	Salary Allocated to CIP	-	-	-	-	-	-	0.0%
	Salary Savings	-	-	-	-	-	-	-
	Total Salaries & Benefits	167,437	164,191	168,033	168,033	167,561	(473)	-0.3%
	Contract Engineering	-	14,600	-	-	-	-	0.0%
	Contract Plan Reviewer	-	-	-	-	-	-	0.0%
	Vehicle Repair & Maint	740	-	-	-	-	-	0.0%
	Equipment Repair & Maint	-	273	500	500	500	-	0.0%
	Building Security	31,384	-	5,000	5,000	2,000	(3,000)	-60.0%
	Facility Repair & Maint	-	14,625	15,000	15,000	10,000	(5,000)	-33.3%
	Catering Services	-	-	-	-	-	-	0.0%
	Custodial Services	-	-	11,000	11,000	15,000	4,000	36.4%
	HVAC Repair & Maint	-	-	7,500	7,500	7,500	-	0.0%
	Electrical Repair & Maint	-	-	8,500	8,500	5,000	(3,500)	-41.2%
	Roof Repair & Maint	-	-	5,000	5,000	5,000	-	0.0%
	Tree Maintenance	-	-	-	-	-	-	0.0%
	Pesticides & Fertilizer	1,180	600	1,500	1,500	3,000	1,500	100.0%
	Street Sweeping	-	-	-	-	-	-	0.0%
	Contract Landscape Maint.	-	-	-	-	-	-	0.0%
	Traffic Signal Repair & Maint	-	-	-	-	-	-	0.0%
	Street Light Repair & Maint	-	-	-	-	-	-	0.0%
	Advertising/Publishing	-	928	-	-	-	-	0.0%
	Training & Workshops	-	-	-	-	-	-	0.0%
	Inspection & Testing	-	-	2,500	2,500	2,500	-	0.0%
	Other Contract Services	38,026	7,543	500	500	500	-	0.0%
	Disaster Preparedness	-	-	8,500	8,500	2,500	(6,000)	-70.6%
	Technical Services	-	-	-	-	-	-	0.0%
	Office Supplies	-	-	-	-	-	-	0.0%
	Safety Supplies & Mats	-	-	100	100	100	-	0.0%
	Computer Software	-	-	-	-	-	-	0.0%

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Town of Atherton								
Public Works Dept - Building Maintenance 59								
Budget 2010-2011								
							Increase	
							(Decrease)	
			Actual	Actual	Adopted	Adjusted	Requested	
Account	Description	2007-08	2008-09	Budget	Budget	Budget	Over Prior	%
				2009-10	2009-10	2010-11	Year Budget	Change
	Computer Supplies			-	-	-	-	0.0%
	Custodial Supplies	2,981	2,823	3,500	3,500	3,500	-	0.0%
	Landscape Supplies	485	79	250	250	250	-	0.0%
	Construction Mats	2,120	1,834	2,500	2,500	2,500	-	0.0%
	Minor Tools & Equip			100	100	100	-	0.0%
	Gas & Oil	694					-	0.0%
	Other Supplies & Mats			-	-	-	-	0.0%
	Membership/Dues			-	-	-	-	0.0%
	Postage			-	-	-	-	0.0%
	Utilities - Electricity	3,629	2,340	-	-	-	-	0.0%
	Utilities - Gas						-	0.0%
	Utilities - Water						-	0.0%
	Utilities - Sewer			1,350	1,350	1,350	-	0.0%
	Communication			-	-	-	-	0.0%
	Conferences			-	-	-	-	0.0%
	Credit Card Merchant Fees						-	0.0%
	Rent - Facilities		22,198	-	-	-	-	0.0%
	Rent - Tools & Equipment	230		-	-	-	-	0.0%
	Building Improvements		1,464				-	0.0%
	Machinery & Equipment	2,229		6,000	6,000	6,000	-	0.0%
	Computer Equipment			-	-	-	-	0.0%
	Office Machines & Furn	12,136		-	-	-	-	0.0%
	Total Operations	95,834	69,306	79,300	79,300	67,300	(12,000)	-15.1%
	Total DPW Bldg Maint	263,271	233,497	247,333	247,333	234,861	(12,473)	-5.0%

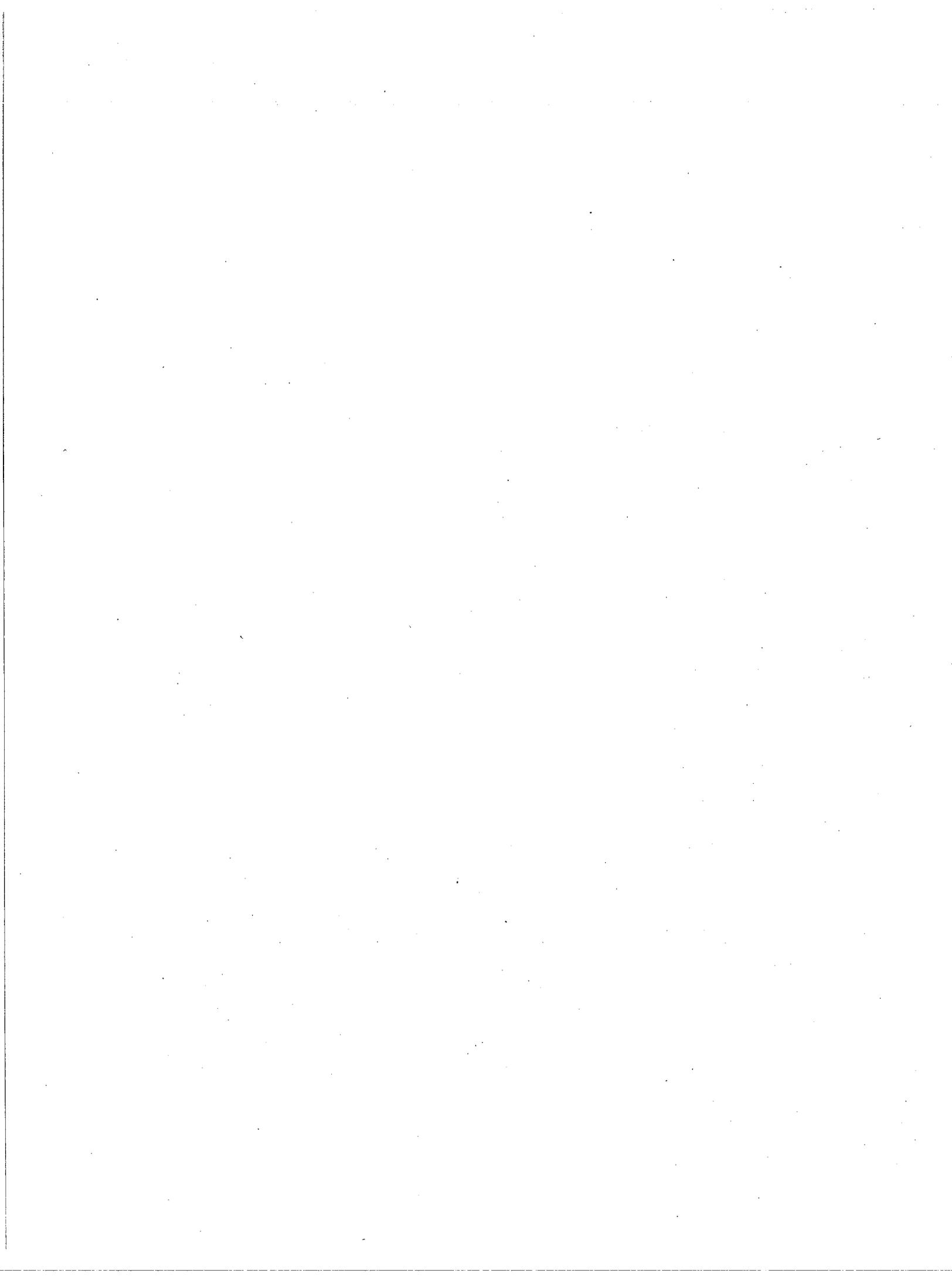
Public Works Dept - Building Maintenance			
101-59			
Acct. No.	Title	Quantity, brief description and justification	FY 2011 Requested Appropriations
	Regular Salaries	Salaries for 1.3 positions based on the staffing matrix	111,814
	Overtime		843
	Standby Pay	PER MOU	1,180
	Medicare Insurance	Medicare 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	2,281
	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	167,561
	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	10,000
	Custodial Services	All DPW custodial now covered in building maintenance	15,000
	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	6,000
		Total Operations	67,300
		Total DPW - Building Maintenance	234,861

Salaries for DPW Department																				
FY 2011																				
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	Employer PERS	0.13168	Employee PERS	0.07	Standby Pay	Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Workers' Comp	Uniform	Auto Allow	Total	
DPW - Engineering 50																				
PW Director (.5)	D	79,969	79,969	10,530		5,598			1,160	3,603	858	63	96	410	105	506		1,800	104,698	209,396
PW Superintendent (.1)	D	12,475	12,475	1,643		873			181	1,728	172	33	19	82	16	330			17,551	175,710
Assistant Engineer	C	82,085	84,479	11,124		5,914			1,225	16,417	1,630	310	192	642	108	535			122,576	122,576
PW Supervisor (.5)	D	43,528	43,528	5,732		3,047		1,475	631	6,314	815	86	96	331	54	1,151			63,260	127,332
Office Specialist	D	61,162	61,162	8,054		4,281			887	7,205	1,630	119	192	465	108	387			84,491	84,491
FTE	3.1	279,219	281,613	37,083		19,713		1,475	4,083	35,266	5,105	611	595	1,930	392	2,909	-	1,800	392,577	
DPW - Street Maint 53																				
PW Director (.1)	D	15,994	15,994	2,106		1,120			232	721	172	13	19	82	21	101		360	20,940	20,940
PW Superintendent (.4)	D	49,899	49,899	6,571		3,493			724	6,912	686	131	77	328	64	1,319	200		70,404	70,404
PW Supervisor (.5)	D	43,528	43,528	5,732		3,047		1,475	631	6,314	815	86	96	331	54	1,151	813		64,072	64,072
PW Maint Worker I (.8)	D	43,531	43,531	5,732		3,047		2,360	631	14,237	1,304	248	154	331	87	1,151	813		73,626	91,830
PW Maint Worker II (.9)	D	53,870	53,870	7,094		3,771		2,655	781	14,775	1,467	279	173	409	98	1,424	813		87,609	97,253
PW Maint Worker II (.9)	D	53,870	53,870	7,094		3,771		2,655	781	14,775	1,467	279	173	409	98	1,424	813		87,609	97,253
FTE	3.6	260,692	260,692	34,328		18,248		9,145	3,780	57,734	5,912	1,036	691	1,891	421	6,571	3,450	360	404,259	
DPW - Parks Maint 57																				
PW Director (.1)	D	15,994	15,994	2,106		1,120			232	721	172	13	19	82	21	101		360	20,940	20,940
PW Superintendent (.2)	D	24,950	24,950	3,285		1,746			362	3,456	343	65	38	164	32	660			35,102	35,102
Park Supervisor	D	82,909	84,982	11,190		5,949		2,950	1,232	6,314	1,630	119	192	646	108	2,247	813		118,373	118,373
Park/Facil Maint Worker II (.1)	D	5,986	5,986	788		419			87	1,780	163	31	19	45	11	158			9,487	95,545
FTE	1.4	129,838	131,911	17,370		9,234		2,950	1,913	12,270	2,308	228	269	938	172	3,166	813	360	183,901	
DPW - Park Program 58																				
PW Director (.1)	D	15,994	15,994	2,106		1,120			232	721	172	13	19	82	21	101		360	20,940	20,940
Park Program Manager (.8)	D	70,340	70,340	9,262		4,924			1,020	11,528	1,304	146	154	535	128	445			99,785	124,721
Park/Facil Maint Worker II (.5)	D	29,928	29,928	3,941		2,095			434	8,898	815	155	96	227	54	791	813		48,248	48,248
FTE	1.4	116,262	116,262	15,309		8,138		-	1,686	21,147	2,291	313	269	844	203	1,338	813	360	168,973	
DPW - Building Maint 59																				
PW Director (.1)	D	15,994	15,994	2,106		1,120			232	721	172	13	19	82	21	101		360	20,940	20,940
PW Superintendent (.3)	D	37,425	37,425	4,928		2,620			543	5,184	515	98	58	246	48	990			52,653	52,653
Park Program Manager (.2)	D	17,585	17,585	2,316		1,231			255	2,882	326	36	38	134	22	288			24,936	24,936
PW Maint Worker I (.2)	D	10,883	10,883	1,433		762		590	158	3,559	326	62	38	83	22	288			18,203	18,203
Park/Facil Maint Worker II (.3)	D	17,957	17,957	2,365		1,257			260	5,339	489	93	58	136	33	475			28,461	28,461
PW Maint Worker II (.1)	D	5,986	5,986	788		419		295	87	1,642	163	31	19	45	11	158			9,644	9,644

Temporary Help Salaries for DPW Department					
FY 2011					
		0.062	0.0145	0.02644	1.10294
<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	112	4,680
Channel Clearing	5,922	367	86	157	6,532
Street Maint Dept 53	10,165	630	147	269	11,212
Fill-in vacation/Training	3,978	247	58	105	4,387
Park Maint Dept 57	3,978	247	58	105	4,387
Weddings/Social (weekend events)	22,098	1,370	320	584	24,373
Meetings (weekday evenings)	13,259	822	192	351	14,624
Classes	884	55	13	23	975
Event Gard Maint	11,491	712	167	304	12,674
Fill-in for vacation/training/projects	5,304	329	77	140	5,850
Cleaning windows & chairs	2,652	164	38	70	2,925
Park Programs Dept 58	55,688	3,453	807	1,472	61,421
Total Temp Help	69,831	4,330	1,013	1,846	77,020

Temp Salaries

Town of Atherton		
Public Works Department		
Budget 2010-2011		
	Supplemental Budget Request	
<u>Description</u>		
Request #1		
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	defer to FY 2012



**RECOMMENDED 4-YEAR CIP
FY 2010/2011 SUMMARY**

Cap/Exp	Priority	FUND SOURCES		Fund Number	Fund Name	Total	201	Measure A	203	220	401	Ath. Chan. District
		201	202									
					Year's Beginning Balance	2,397,319	1,631,194	0	0	0	15,387	145,313
					Highway Safety Improvement Program (HSIP)(Caltrans - State)	30,600			100,000	60,000		82,000
					PG&E Rebates	16,000						
					Year's New Income (net of operating expenses and transfers)	2,330,600	1,858,000	200,000	100,000	60,000	46,600	82,000
					TOTAL FUNDS AVAILABLE	4,727,919	3,489,194	200,000	100,000	60,000	61,987	227,313
					PROJ COST							
					Upper Channel Repair Phase 2	250,000	35,177					214823
					Upper Channel Repair Monitoring	10,000						10,000
					Atherton Avenue STP Project Survey	66,000						
					PD/Admin Roof Replacement	50,000						
					South Meadow Rehabilitation	60,000						
					Hoover Crosswalk	4,400	4,400				30,600	
					Street Reconstruction 7 - Park/Polhemus	900,000	900,000					
					Street Patch, Seal & Overlay	500,000	172,310					
									93,830	60,000		
					Street light pole replacement	50,000	50,000					
					LED Street lights	140,000	124,000				16,000	
					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							
					Congestion Relief (C/CAG) Fee	24,845		24,845				
					C/CAG Gas Tax Fee	3,920			3,920			
					State Controller Street Report Preparation Fee	2,250			2,250			
					State Controller Drainage District Report Prep. Fee	2,490						2,490
					Parcel Tax Roll Preparation Fee	1,500	1,500					
					Annual Financial Audit (Measure A)	1,295		1,295				
					Engineering Costs	200,329	200,329					
					TOTAL FUNDING USE	2,882,629	2,248,716	200,000	100,000	60,000	46,600	227,313
					201-50-58001-000	888,470	888,470					
					Transfer to General Fund	956,820	352,008	0	0	0	15,387	0
					FUND YEAR END BALANCES							